



## White Salmon City Council Meeting

### A G E N D A

April 16, 2025 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: **899 5018 0391**

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/89950180391>

- I. **Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. **Roll Call**
- III. **Changes to the Agenda**
- IV. **Presentations**
  - A. Recognition of HS Knowledge Bowl State Champions
  - B. Hood River Bridge Project
  - C. Arab American Heritage Month
  - D. Mental Health Awareness May 2025
- 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 Extension of Paul Koch contract through July 31, 2025.
  - B. Approval of Leak Credit for 115 N Main Avenue for \$696.89
  - C. Approval of Leak Credit for 344 NE Spring Street for \$947.08
  - D. Approval of the City Planner Contract
  - E. Approval of TDJ CPA Inc. Contract Services
  - F. Approval of Resolution 2025-04-621 Authorized Signers on Financial Accounts
  - G. Approval of SCADA Upgrade Project Payment No. 9 to Coburn Electric in the amount not to exceed \$2,318.82
  - H. Approval of 3-Year Maintenance Contract with Coburn Electric not to exceed \$37,522.27
  - I. Approval of Meeting Minutes - City Council Workshop 03.19.2025 and City Council Meeting 03.19.2025.
  - J. Approval of Vouchers

**VII. Business Items**

- A. Approval of an MOU with the Partners Rural WA
  - 1. Presentation
  - 2. Discussion
  - 3. Action

**VIII. Reports and Communications**

- A. Department Head Reports
- B. Interim City Administrator's Report
- C. Council Member Reports
- D. Committee Reports
- E. RFA Fire Chief Report
- F. Mayor's Updates

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

**X. Adjournment**

**File Attachments for Item:**

A. Approval of Extension of Paul Koch contract through July 31, 2025.



## CITY COUNCIL REPORT

### ☐ Business Item

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

### ☒ Consent Agenda

No, unnecessary  
April 16, 2025  
Extending the contract for Interim City Administrator  
Marla Keethler, Mayor

#### Action Required

Authorization for Mayor to sign a contract extension for Interim City Administrator Paul Koch, extending his formal assignment from April 30, 2025 to July 31, 2025, the extension cost to not exceed \$30,000.

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

Move to authorize the Mayor to sign a contract extension for Interim City Administrator work provided by Paul Koch in an amount not to exceed \$30,000.

#### Explanation of Issue

The City has used Paul Koch to provide Interim City Administrator services for the months of February, March and April in an amount not to exceed \$30,000. We are coming to the end of the initial contract period as of April 30, 2025. There is additional work to be done in both the daily operation of the city as well as in the proposed organizational changes and an extended contract is necessary to get the work completed.

#### Council Options:

City Council has the following options available at this time:

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

#### Fiscal Analysis:

The adopted 2025 City Budget contains sufficient funds to accommodate this additional cost. If budget adjustments are necessary, staff will return to Council with a proposed budget adjustment in the next few months. Preliminary work on the next budget adjustment is currently underway.

#### Recommendation of Staff

Staff recommends the City Council authorize the Mayor to sign a contract extension with Paul Koch for Interim City Administrator Services until July 31, 2025 in an amount not to exceed \$30,000.

#### Follow Up Action

No follow up action is required.



**File Attachments for Item:**

B. Approval of Leak Credit for 115 N Main Avenue for \$696.89

City of White Salmon  
Office of City Hall



Customer Name: [REDACTED]

Account Number: [REDACTED]

Service Address: 115 N Main Avenue

**Facts:**

1. The city currently reads meters every month. The meter for this account was read the first week of February and March 2025 and covers water usage for the months of January and February 2025. The meter reading showed that 439,000 gallons of water had been used for the time period. The property owner was notified by letter of high usage compared to the same time period in 2024 due to the meter only high usage is noted on meter 2" and above.
2. The property owner submitted a "Request for One-time Reduction in Bill Due to Leakage" dated March 10, 2025.
3. The property owner stated in the request that the leak was caused by *"unit 2 had a broken toilet flapper so the water was constantly leaking"*.
4. The property owner stated in the request that the leak was fixed by *"maintenance employee replaced the broken toilet flapper"*.
5. City of White Salmon Public Works staff verified by reading the meter on March 19, 2025, that the meter shows no leak alarm, but meter show signs of usage at the property.

**White Salmon Municipal Code 13.06.048 states:**

In the event of a leak or failure in the service pipe, the owner may be entitled to a one-time adjustment on their bill. To be considered eligible for a one-time leak or failure adjustment the following conditions must be met:

- A. The landowner must report the leak or failure discovery to the city within seventy-two hours; and
- B. Provide photos of leak or failure, pipping or devise being repaired, and repair of leak or failure accompanied by receipt for labor and/or repair materials within five days of discovery.
- C. Maintainable fixtures such as toilets, sinks, showers, sprinkler systems, above ground plumbing and other similar plumbing as determined by the city are not eligible for the leak forgiveness program.
- D. Failure by the owner or tenant to perform general maintenance and to make reasonable efforts, as determined by the city, to prevent damage from occurring shall result in being ineligible for the leak forgiveness program.
- E. Depending on the age, condition or type of plumbing being repaired, the city reserves the right to require replacement of plumbing to be considered ineligible for the leak forgiveness program.
- F. Irrigation water meter accounts are not eligible for the leak forgiveness program.

100 North Main Street, PO Box 2139 White Salmon WA 98672, Website: whitesalmonwa.gov Office: (509) 493-1133

**The City of White Salmon is an equal opportunity employer and provider.**

1. The property owner became aware of the leak March 10, 2025
2. The leak reduction request did not include an invoice from Mt. Hood View Apartments, LLC.
3. The total water usage that went through the meter was 439,000 gallons.

#### Water Usage Billing History

Date	Water Usage Gallons	Water Base	Water usage	Water Surcharge	Sewer Basic	Sewer Overage Charges	Other Changes	Total Bill
01/30/2024	22,000	795.90	28.82	93.75	912.00	0	0	1,830.47
02/28/2024	27,000	795.90	38.07	93.75	912.00	0	0	1,839.72
03/28/2024	27,000	795.90	38.07	93.75	912.00	0	0	1,839.72
04/29/2024	32,000	795.90	45.12	93.75	912.00	0	0	1,846.77
05/30/2024	36,000	795.90	50.76	93.75	912.00	0	0	1,852.41
06/27/2024	35,000	795.90	49.35	93.75	912.00	0	0	1,851.00
07/30/2024	40,000	795.90	56.40	93.75	912.00	0	0	1,858.05
08/29/2024	42,000	795.90	59.22	93.75	912.00	0	0	1,860.87
09/27/2024	42,000	795.90	59.22	93.75	912.00	0	0	1,860.87
10/30/2024	37,000	795.90	52.17	93.75	912.00	0	0	1,853.82
11/26/2024	38,000	795.90	53.58	93.75	912.00	0	0	1,855.23
12/30/2024	49,000	795.90	69.09	93.75	912.00	0	0	1,870.74
01/30/2025	58,000	859.95	81.78	93.75	957.60	0	0	1,993.08
02/27/2025	193,000	859.95	570.23	93.75	957.60	0	0	2,481.08
03/28/2025	246,000	859.95	898.50	93.75	957.60	0	0	2,809.35

White Salmon Municipal Code 13.06.048 states that the adjusted rate for the period in which the leak was detected shall be equal to one-half of the difference between the bill to be adjusted and the metered water (and sewer for businesses) charges for the same period from the previous year as the month the leak was detected. The amount must be greater than or equal to one hundred dollars in order to be eligible for the adjustment.

The adjustment is calculated as follows:

**January 2024** billed usage.

$$\$33.66 = (22 \times 1.53)$$

**January 2025** billed usage.

$$\$570.23 = (75 \times 1.53) + (118 \times 3.86)$$

**Total:**

$$\$570.23 - \$33.66 = \$539.57 / 2 = \$268.29$$

**February 2024** billed usage.

$$\$41.31 = (27 \times 1.53)$$

**February 2025** billed usage.

$$\$898.50 = (75 \times 1.53) + (150 \times 3.86) + (21 \times 9.75)$$

**Total:**

$$\$898.50 - \$41.31 = \$857.19 / 2 = \$428.60$$

The reduction in water consumption charges would be \$696.89.

City of White Salmon  
Office of City Hall



Decision:

The Leak Adjustment Request submitted by [REDACTED] is approved in the amount of \$696.89 towards water consumption.

Dates this 16<sup>th</sup> day of April 2025

Verified on this 16<sup>th</sup> day of April 2025

\_\_\_\_\_  
Troy Rosenberg, Deputy Clerk

\_\_\_\_\_  
Paul Koch, Interim City Administrator

If the applicant is not satisfied with the decision, the applicant may appeal the decision to the City of White Salmon Grievance Committee by requesting the form from City Hall.





RECEIVED MAR 11 2025

## CITY OF WHITE SALMON

## REQUEST FOR ONE TIME REDUCTION IN BILL DUE TO LEAKAGE

**Note:** In the event of a leak or failure in the service pipe, the owner may be entitled to a one-time adjustment on their bill with the following guidelines:

1. The landowner must report the leak's discovery to the city within seventy-two (72) hours and
2. Provide photos of the leak or failure, piping being repaired, and repair of leak or failure accompanied by receipt for labor and/or repair materials within five (5) days of discovery.
3. Maintainable fixtures such as toilets, sinks, showers, sprinkler systems, above ground plumbing and other similar plumbing as determined by the City are not eligible for the leak forgiveness program.
4. Failure of the owner or tenant to perform general maintenance and to make reasonable efforts, as determined by the City, to prevent damage from occurring shall result in being ineligible for the leak forgiveness program
5. Depending on the age, condition or type of plumbing being repaired; the City reserves the right to require the replacement of plumbing to be considered eligible for the leak forgiveness program.
6. Irrigation water meter accounts are not eligible for the leak forgiveness program.

All applications for adjustments will be submitted and reviewed by the City Clerk/Treasurer. The adjusted rate for the period in which the leak was detected shall be equal to one-half of the difference between the bill to be adjusted and the metered water charges for the same period from the previous year and month the leak was detected. This amount must be greater than or equal to \$100.00 to be eligible for the adjustment.

Excess sewer charges due to water line leaks shall be adjusted accordingly. All leak adjustments must be approved by the City Clerk/Treasurer prior to credit on account. Unless otherwise stated in this chapter, each water account shall be entitled to the benefits of this section not more than once per property owner on any meter or subsequent meter for the same location. The maximum amount of the water forgiveness shall not exceed \$500.00 without council approval.

Date 3/10/25 Customer Name [REDACTED] Acct # [REDACTED]  
 Address 115 N Main White Salmon WA 98672  
 Billing period from \_\_\_\_\_ to \_\_\_\_\_ Usage Metered 570.23 gallons.  
 Bill Date 2/27/25 Consumption Billed (not bill total) \$ 2481.00  
 Date and how you became aware of the leak Date 3/10/25 How you came to know about leak when we received our water bill we knew we had a leak.  
 Date you notified City of leak 3/10/25  
 Description of cause of leak or excess water use unit 2 had a broken toilet flapper. so the water was constantly leaking.  
 Are repairs completed on the leak? ☒ Y ☐ N If No, when will they be completed? \_\_\_\_\_  
 Detailed explanation of repair and who did the repair my maintenance employee replaced the broken toilet flapper.  
 Has an insurance claim been filed? ☐ Y ☒ N If so, have you received reimbursement? ☐ Y ☐ N not yet.

I request a reduction of my water bill, based on an unknown leak, and further state that as soon as I was made aware of the leak, I immediately took steps to reduce the same. By signing this form, I acknowledge that these statements are true and accurate.

Signed [REDACTED] Date 3/10/25

P.O. Box 2139, 100 N Main Street, White Salmon, WA. 98672

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Class: 1 IN CITY RESIDEN Units: 5.00 Months: 1 Units/Rate: 1.00

<div>B.</div>	Base	Rate 2	Rate 3	Rate 4	Rate 5	Excess	Totals
Consumption	0	75	118	0	0	0	193
Units Charged:		75.00	118.00			0.00	
Charge/Unit:		1.53000	3.86000	0.00000	0.00000	9.75000	
Cost:	859.50	114.75	455.48			=	1,429.73

Units/Rate: 0.00

	Base	Rate 2	Rate 3	Excess	% Of Water	Totals
Consumption	0	0	0	193		193
Units Charged:		0.00	0.00	0.00		
Charge/Unit:		0.00000	0.00000	0.00000		
Cost:	93.75					= 93.75
Total:						1,523.48

Class: 1 IN CITY RESIDEN Units: 5.00 Months: 1 Units/Rate: 1.00

<div>B.</div>	Base	Rate 2	Rate 3	Rate 4	Rate 5	Excess	Totals
Consumption	0	75	150	0	0	21	246
Units Charged:		75.00	150.00			21.00	
Charge/Unit:		1.53000	3.86000	0.00000	0.00000	9.75000	
Cost:	859.50	114.75	579.00			204.75 =	1,758.00

Units/Rate: 0.00

	Base	Rate 2	Rate 3	Excess	% Of Water	Totals
Consumption	0	0	0	246		246
Units Charged:		0.00	0.00	0.00		
Charge/Unit:		0.00000	0.00000	0.00000		
Cost:	93.75					= 93.75
Total:						1,851.75

## UTILITY ACCOUNT HISTORY

City Of White Salmon

Time: 12:34:28 Date: 03/18/2025  
Page: 1

12/28/2023 To: 03/18/2025

Mt. Hood View Apartments, LLC: [REDACTED] Service Location: 020100.0

115 N MAIN AVE

			Current	Previous	Water Usage	Sewer Usage	Electric Usage	Chg/Pymt	Balance
12/28/2023	Bill	Billing	9245	9218	27			1,734.72	1,734.72
01/23/2024	Payment	EFT						-1,734.72	0.00
01/30/2024	Bill	Billing	9267	9245	22			1,830.47	1,830.47
02/20/2024	Payment	EFT						-1,830.47	0.00
02/28/2024	Bill	Billing	9294	9267	27			1,839.72	1,839.72
03/20/2024	Payment	EFT						-1,839.72	0.00
03/28/2024	Bill	Billing	9321	9294	27			1,839.72	1,839.72
04/23/2024	Payment	EFT						-1,839.72	0.00
04/29/2024	Bill	Billing	9353	9321	32			1,846.77	1,846.77
05/21/2024	Payment	EFT						-1,846.77	0.00
05/30/2024	Bill	Billing	9389	9353	36			1,852.41	1,852.41
06/20/2024	Payment	EFT						-1,852.41	0.00
06/27/2024	Bill	Billing	9424	9389	35			1,851.00	1,851.00
07/23/2024	Payment	EFT						-1,851.00	0.00
07/30/2024	Bill	Billing	1430	1399	40	M		1,858.05	1,858.05
08/20/2024	Payment	EFT						-1,858.05	0.00
08/29/2024	Bill	Billing	1472	1430	42			1,860.87	1,860.87
09/20/2024	Payment	EFT						-1,860.87	0.00
09/27/2024	Bill	Billing	1514	1472	42			1,860.87	1,860.87
10/21/2024	Payment	EFT						-1,860.87	0.00
10/30/2024	Bill	Billing	1551	1514	37			1,853.82	1,853.82
11/20/2024	Payment	EFT						-1,853.82	0.00
11/26/2024	Bill	Billing	1589	1551	38			1,855.23	1,855.23
12/20/2024	Payment	EFT						-1,855.23	0.00
12/30/2024	Bill	Billing	1638	1589	49			1,870.74	1,870.74
01/21/2025	Payment	EFT						-1,870.74	0.00
01/30/2025	Bill	Billing	1696	1638	58			1,993.08	1,993.08
02/20/2025	Payment	EFT						-1,993.08	0.00
02/27/2025	Bill	Billing	1889	1696	193			2,481.08	2,481.08

Billing Periods 15 Billed Amt: 28,428.55 Avg 1,895.24



**File Attachments for Item:**

C. Approval of Leak Credit for 344 NE Spring Street for \$947.08

City of White Salmon  
Office of City Hall



Customer Name: [REDACTED]

Account Number: [REDACTED]

Service Address: 344 NE Spring Street

**Facts:**

1. The city currently reads meters every month. The meter for this account was read the first week of February 2025 and covers water usage for the month of January 2025. The meter reading showed that 205,000 gallons of water had been used for the time period. The property owner was notified by letter of high usage compared to the same time period in 2024 and that at the meter reading water had been running continuously through the meter for a 24-hour period.
2. The property owner submitted a "Request for One-time Reduction in Bill Due to Leakage" dated March 12, 2025.
3. The property owner stated in the request that the leak was caused by "broken pipe".
4. The property owner stated in the request that the leak was fixed by "repaired pvc pipe".
5. City of White Salmon Public Works staff verified by reading the meter on March 3, 2025 that the meter no longer shows a leak is occurring on the property.

**White Salmon Municipal Code 13.06.048 states:**

In the event of a leak or failure in the service pipe, the owner may be entitled to a one-time adjustment on their bill. To be considered eligible for a one-time leak or failure adjustment the following conditions must be met:

- A. The landowner must report the leak or failure discovery to the city within seventy-two hours; and
- B. Provide photos of leak or failure, pipping or devise being repaired, and repair of leak or failure accompanied by receipt for labor and/or repair materials within five days of discovery.
- C. Maintainable fixtures such as toilets, sinks, showers, sprinkler systems, above ground plumbing and other similar plumbing as determined by the city are not eligible for the leak forgiveness program.
- D. Failure by the owner or tenant to perform general maintenance and to make reasonable efforts, as determined by the city, to prevent damage from occurring shall result in being ineligible for the leak forgiveness program.
- E. Depending on the age, condition or type of plumbing being repaired, the city reserves the right to require replacement of plumbing to be considered ineligible for the leak forgiveness program.
- F. Irrigation water meter accounts are not eligible for the leak forgiveness program.

100 North Main Street, PO Box 2139 White Salmon WA 98672, Website: whitesalmonwa.gov Office: (509) 493-1133

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1. The property owner became aware of the leak February 7, 2025.
2. The leak reduction request included an invoice from Pronto Plumbing Service stating “repair PVC fitting crack at Iron/PVC connection with male schedule 80 PVC”.
3. The total water usage that went through the meter was 233,000 gallons.

#### Water Usage Billing History

Date	Water Usage Gallons	Water Base	Water usage	Water Surcharge	Sewer Basic	Sewer Overage Charges	Other Changes	Total Bill
01/30/2024	1,000	78.09	1.31	6.25	66.82	0	0	152.47
02/29/2024	3,000	53.06	4.23	6.25	60.80	0	0	124.34
03/30/2024	2,000	53.06	2.82	6.25	60.80	0	0	122.93
04/29/2024	1,000	53.06	1.41	6.25	60.80	0	0	121.52
05/30/2024	3,000	53.06	4.23	6.25	60.80	0	0	124.34
06/30/2024	2,000	53.06	2.82	6.25	60.80	0	0	122.93
07/29/2024	10,000	53.06	24.95	6.25	60.80	0	0	145.06
08/30/2024	16,000	53.06	51.88	6.25	60.80	0	0	171.99
09/29/2024	18,000	53.06	69.94	6.25	60.80	0	0	190.05
10/29/2024	7,000	53.06	14.21	6.25	60.80	0	0	134.32
11/30/2024	7,000	53.06	14.21	6.25	60.80	0	0	134.32
12/27/2024	1,000	53.06	1.41	6.25	60.80	0	0	121.52
01/30/2025	1,000	57.33	1.41	6.25	63.84	0	0	128.83
02/27/2025	205,000	57.33	1,898.75	6.25	63.84	0	0	2,026.14
03/28/2025	28,000	57.33	173.00	6.25	63.84	0	0	300.39

White Salmon Municipal Code 13.06.048 states that the adjusted rate for the period in which the leak was detected shall be equal to one-half of the difference between the bill to be adjusted and the metered water (and sewer for businesses) charges for the same period from the previous year as the month the leak was detected. The amount must be greater than or equal to one hundred dollars in order to be eligible for the adjustment.

The adjustment is calculated as follows:

**February 2024** billed usage.

$$\$4.59 = (3 \times 1.53)$$

**February 2025** billed usage.

$$\$1,898.75 = (5 \times 1.53) + (10 \times 3.86) + (190 \times 9.75)$$

**Total:**

$$\$1,898.75 - \$4.59 = \$1894.16 / 2 = \$947.08$$

**March 2024** billed usage.

$$\$3.06 = (2 \times 1.53)$$

**March 2025** billed usage.

$$\$173.00 = (5 \times 1.53) + (10 \times 3.86) + (13 \times 9.75)$$

**Total:**

$$\$173.00 - \$3.06 = \$169.94 / 2 = \$84.97 - \text{does not meet minimum required amount.}$$

The reduction in water consumption charges would be \$947.08.

City of White Salmon  
Office of City Hall



Decision:

The Leak Adjustment Request submitted by [REDACTED] is approved in the amount of \$947.08 towards water consumption.

Dates this 16<sup>th</sup> day of April 2025

Verified on this 16<sup>th</sup> day of April 2025

\_\_\_\_\_  
Troy Rosenberg, Deputy Clerk

\_\_\_\_\_  
Paul Koch, Interim City Administrator

If the applicant is not satisfied with the decision, the applicant may appeal the decision to the City of White Salmon Grievance Committee by requesting the form from City Hall.



C.



## CITY OF WHITE SALMON

### REQUEST FOR ONE TIME REDUCTION IN BILL DUE TO LEAKAGE

**Note:** In the event of a leak or failure in the service pipe, the owner may be entitled to a one-time adjustment on their bill with the following guidelines:

1. The landowner must report the leak's discovery to the city within seventy-two (72) hours and
2. Provide photos of the leak or failure, piping being repaired, and repair of leak or failure accompanied by receipt for labor and/or repair materials within five (5) days of discovery.
3. Maintainable fixtures such as toilets, sinks, showers, sprinkler systems, above ground plumbing and other similar plumbing as determined by the City are not eligible for the leak forgiveness program.
4. Failure of the owner or tenant to perform general maintenance and to make reasonable efforts, as determined by the City, to prevent damage from occurring shall result in being ineligible for the leak forgiveness program
5. Depending on the age, condition or type of plumbing being repaired; the City reserves the right to require the replacement of plumbing to be considered eligible for the leak forgiveness program.
6. Irrigation water meter accounts are not eligible for the leak forgiveness program.

All applications for adjustments will be submitted and reviewed by the City Clerk/Treasurer. The adjusted rate for the period in which the leak was detected shall be equal to one-half of the difference between the bill to be adjusted and the metered water charges for the same period from the previous year and month the leak was detected. This amount must be greater than or equal to \$100.00 to be eligible for the adjustment.

Excess sewer charges due to water line leaks shall be adjusted accordingly. All leak adjustments must be approved by the City Clerk/Treasurer prior to credit on account. Unless otherwise stated in this chapter, each water account shall be entitled to the benefits of this section not more than once per property owner on any meter or subsequent meter for the same location. The maximum amount of the water forgiveness shall not exceed \$500.00 without council approval.

Date 3/12/25 Customer Name [REDACTED] Acct # [REDACTED]  
 Address 344 NE Spring St  
 Billing period from 1/13/25 to 2/05/25 Usage Metered \_\_\_\_\_ gallons.  
 Bill Date 2/27/25 Consumption Billed (not bill total) \$ 2,026.14  
 Date and how you became aware of the leak Date 2/07/2025 How you came to know about leak \_\_\_\_\_  
City Clerk called us Date you notified City of leak \_\_\_\_\_  
 Description of cause of leak or excess water use Broken Pipe  
 Are repairs completed on the leak? ☒ Y ☐ N If No, when will they be completed? \_\_\_\_\_  
 Detailed explanation of repair and who did the repair \_\_\_\_\_  
 Has an insurance claim been filed? Y ☒ N ☐ If so, have you received reimbursement? Y ☐ N

I request a reduction of my water bill, based on an unknown leak, and further state that as soon as I was made aware of the leak, I immediately took steps to reduce the same. By signing this form, I acknowledge that these statements are true and accurate.

Signed [REDACTED] Date 3/12/25

P.O. Box 2139, 100 N Main Street, White Salmon, WA. 98672

City of White Salmon is an equal opportunity employer and provider

JOB# 26293



# Pronto Plumbing Service

"Day or Night, We'll Fix It Right!"

PO 2016 White Salmon, WA 98672

509-493-1124 541-490-0463

www.prontoplumbingservice.net

WA # PRONTPS033LC OR CCB # 120529

JOB PH:	DATE: 2/7/25
JOB NAME/LOCATION: 344 NE Spring White Salmon WA	
CONTACT:	

PH:

P.O./Disp. #

Authorization:

TECH: TAX CODE: 23

☐ ACCOUNT ☐ NEW

X I will pay today by: CHECK # 4141 CREDIT CARD: VISA MC CASH \$ 79

## DIAGNOSIS:

Located leak in wave main  
Fitting @ hydrant cracked  
Pronto Plumbing

## RECOMMENDATIONS:

SS.F.P.S

Repair PVE Fitting crack @ Iron/PVC  
coupling with Male Schedule 80  
PVC Fitting + Bronze Union To per whip  
4 fittings @ 99 ea

396.00

WS Billing clerk

PERMIT REQUIRED: YES ☐ NO ☐

PRONTO CLUB DISCOUNT

X I authorize you to proceed with the above work at the Straight Forward Price of: \$

The agreed upon work has been completed to my satisfaction:

Signature X

100% SATISFACTION GUARANTEED, MATERIALS AND WORKMANSHIP •  
WARRANTED FOR ONE YEAR UNLESS OTHERWISE SPECIFIED.

Water press: psi Water Temp: T & P OK: ☐ Dye test OK: ☐

DISPATCH

SUBTOTAL

SALES TAX

TOTAL DUE  
TODAY:

\$571.10

All payments due upon receipt. Outstanding payments past 30 days will be charged an additional 2% every 30 days until paid.

Class:	I IN CITY RESIDEN		Units: 1.00	Months:	Units/Rate:		1.00
C.	Base	Rate 2	Rate 3	Rate 4	Rate 5	Excess	Totals
Consumption	0	5	10	0	0	190	205
Units Charged:		5.00	10.00			190.00	
Charge/Unit:		1.53000	3.86000	0.00000	0.00000	9.75000	
Cost:	57.30	7.65	38.60			1,852.50 =	1,956.05
				Units/Rate:	0.00		
	Base	Rate 2	Rate 3	Excess	% Of Water		Totals
Consumption	0	0	0	205			205
Units Charged:		0.00	0.00	0.00			
Charge/Unit:		0.00000	0.00000	0.00000			
Cost:	6.25					=	6.25
				Total:			1,962.30

C.	Base	Rate 2	Rate 3	Rate 4	Rate 5	Excess	Totals
Consumption	0	5	10	0	0	13	28
Units Charged:		5.00	10.00			13.00	
Charge/Unit:		1.53000	3.86000	0.00000	0.00000	9.75000	
Cost:	57.30	7.65	38.60			126.75 =	230.30

Units/Rate: 0.00

	Base	Rate 2	Rate 3	Excess	% Of Water	Totals
Consumption	0	0	0	28		28
Units Charged:		0.00	0.00	0.00		
Charge/Unit:		0.00000	0.00000	0.00000		
Cost:	6.25					= 6.25
					Total:	236.55



# UTILITY ACCOUNT HISTORY

City Of White Salmon

Erwin, Steven J.: [REDACTED] Service Location: 042500.0

12/28/2023 To: 03/18/2025

Time: 14:29:00 Date: 03/18/2025  
Page: 1

344 NE SPRING ST		Current	Previous	Water Usage	Sewer Usage	Electric Usage	Chg/Pymt	Balance
12/28/2023	Bill	395	392	3			146.12	146.12
01/23/2024	Payment EFT						-146.12	0.00
01/30/2024	Bill	396	395	1			152.47	152.47
02/20/2024	Payment EFT						-152.47	0.00
02/28/2024	Adjustment						-31.05	-31.05
02/28/2024	Bill	399	396	3			124.34	93.29
03/20/2024	Payment EFT						-93.29	0.00
03/28/2024	Bill	401	399	2			122.93	122.93
04/23/2024	Payment EFT						-122.93	0.00
04/29/2024	Bill	402	401	1			121.52	121.52
05/21/2024	Payment EFT						-121.52	0.00
05/30/2024	Bill	405	402	3			124.34	124.34
06/20/2024	Payment EFT						-124.34	0.00
06/27/2024	Bill	407	405	2			122.93	122.93
07/23/2024	Payment EFT						-122.93	0.00
07/30/2024	Bill	417	407	10			145.06	145.06
08/20/2024	Payment EFT						-145.06	0.00
08/29/2024	Bill	433	417	16			171.99	171.99
09/20/2024	Payment EFT						-171.99	0.00
09/27/2024	Bill	451	433	18			190.05	190.05
10/21/2024	Payment EFT						-190.05	0.00
10/30/2024	Bill	458	451	7			134.32	134.32
11/20/2024	Payment EFT						-134.32	0.00
11/26/2024	Bill	465	458	7			134.32	134.32
12/20/2024	Payment EFT						-134.32	0.00
12/30/2024	Bill	466	465	1			121.52	121.52
01/21/2025	Payment EFT						-121.52	0.00
01/30/2025	Bill	467	466	1			128.83	128.83
02/20/2025	Payment EFT						-128.83	0.00
02/27/2025	Bill	672	467	205			2,026.14	2,026.14
03/12/2025	Payment 4152						-127.39	1,898.75

Billing Periods 15 Billed Amt: 3,966.88 Avg 264.46

**File Attachments for Item:**

D. Approval of the City Planner Contract



## CITY COUNCIL REPORT

☐ Business Item

☒ Consent Agenda

Needs Legal Review:

Completed

Meeting Date:

April 16, 2025

Agenda Item:

VI D City Planner Contract

Presented By:

Paul Koch, ICA

### Action Required

Authorization for Mayor Keethler to sign the contract with the new City Planner Rowan Fairfield at a beginning salary of \$81,295 (Range 45, Step 2).

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

Move to authorize the Mayor to sign the contract between the City of White Salmon and Rowan Fairfield as City Planner at a starting salary of \$81,295.

### Explanation of Issue

The City of White Salmon has been seeking to fill the position of Planner for a number of months. Following extensive background checks and a day full of interviews and group experiences (March 14) we have selected Rowan Fairfield as the City Planner. Rowan comes to the City with extensive experience in planning and assisting 5 small communities in Southern Oregon as their planner. Her references were extremely positive. During her day here on March 14, we had Rowan in contact with over 25 people including the new Planning Commission Chair and Vice Chair. The feedback was positive.

In the recruitment and hiring process, we looked at over 20 possible candidates.

The new Planner will be on duty May 1, 2025. There is a six month evaluation process and then annual performance reviews after that. Because of the critical nature and importance of this position, and extensive and comprehensive orientation plan has been developed.

### Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Take no action on this request.
3. Modify the action recommended.

### Fiscal Analysis:

The salary and fringe benefit cost are included in the adopted City Budget.

**Recommendation of Staff:** Staff recommends the City Council authorize the Mayor to sign the contract with Rowan Fairfield as City Planner effective May 1, 2025.

## CITY PLANNER EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into the \_\_\_\_\_ day of \_\_\_\_\_ by and between the City of White Salmon, Washington, Non-charter code city of the State of Washington ("Employer") and Rowan Fairfield ("Employee").

### AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained the parties agree as follows:

#### **SECTION 1. DUTIES:**

- A. City agrees to employ the services of Employee as City Planner:
- B.
  - 1. Under the general direction of the City Administrator, manage, administer and direct the day-to-day operations of the Land Use Planning Department.
  - 2. Provide policy advice to the City Administrator, Mayor, City Council and Planning Commission.
  - 3. Maintain open communications with the City Administrator, Mayor, Department Heads, City Council, Planning Commission, Staff and community to promote responsive and courteous public services.
- C. The Employee will report to and be supervised by the City Administrator.
- D. Employee agrees to accept employment and act as City Planner (as outlined in the adopted job description attached to this agreement) for the City and to perform their duties to the best of their ability in accordance with the highest professional and ethical standards of the profession and shall comply with all general rules and regulations established by the State of Washington, the City as set forth in its Personnel Manual ("Manual") or otherwise according to the City Administrator's directives.
- E. Employee shall not engage in any activity that is, or may become, a conflict of interest, as defined by Washington law, or would be incompatible with the position of City Planner, or enter into a prohibited contract, as defined by Washington law.

## **SECTION 2. STATUS AND TERM:**

- A. Employee shall be employed for an indefinite term, commencing May 1, 2025, and shall serve at the pleasure of the Mayor. Employee shall be considered an “at-will” employee of the City.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City’s right to terminate this Agreement, with or without cause, at any time, subject only to the provisions set forth in Section 6 of this Agreement, the laws of the State of Washington, and City ordinances.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign and terminate this Agreement at any time, subject only to the provisions set forth in Section 6 of this Agreement.
- D. Employee agrees to remain in the exclusive employment of the City for an indefinite period of time and shall neither accept other employment nor become employed by any other employer without the prior written approval of the City Administrator and Mayor. The term “employed” and derivations of that term as used in the preceding sentence shall include employment by another legal entity or self-employment, but shall not be construed to include occasional teaching, writing, consulting or military reserve service performed on Employee’s own time, and with the advance approval of the City Administrator and Mayor.

## **SECTION 3. SALARY:**

- A. City agrees to pay Employee a starting salary of \$81,295 (Range 45, Step 2) per annum for services, payable in equal installments at the same time as other employees of City. The City’s budget will contain all salary and benefit amounts.
- B. The parties agree that Employee shall receive an appropriate cost-of-living adjustment on an annual basis, compatible with Employee’s performance and not lower than the amount granted to other non-union City employees.
- C. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer’s compensation policy.

## **SECTION 4. BENEFITS:**

- A. Employee shall be entitled to 5 days (40 hours) of vacation on the commencement date of Employee’s employment. The City encourages employees to take regular vacation time to stay refreshed and focused on their jobs. Employee shall accrue paid annual leave in equal monthly amounts of one hundred twenty (120) hours per year. Upon completion of five years of employment, the employee shall accrue paid annual leave in equal monthly amounts of one hundred sixty (160) hours per year. If the Employee is unable to

use all of their vacation leave in any calendar year, they may carry forward one week (40 hours) to the following years. There shall be no compensation for accrued and unused vacation leave at the end of each year without prior council approval. At termination, Employee shall be eligible for payout of unused vacation leave up to eight (80) hours. If personal hardship prevents the Employee from use vacation leave, they shall apply to the City Council for an exception to the 40-hour carryover rule, provided the request is made prior to December 1, and Employee proposes taking the excess vacation time during the first six (6) months of the following year.

- B. Employee shall be entitled to 5 days (40 hours) of sick leave on the commencement date of Employee's employment. Upon commencing employment, Employee shall accrue sick leave at the rate of one day per calendar month of employment. Employee may not accrue more than 1,000 hours of sick leave. In lieu of payment, Employee may elect to transfer some or all of Employee's excess sick leave to another employee who has medical need for additional sick leave.
- C. Employer shall provide medical, vision and dental coverage consistent with the City's employee manual.

#### **SECTION 5. RETIREMENT:**

Employer shall enroll Employee in the Public Employee Retirement System of Washington ("PERS") and to make all appropriate contributions as required.

#### **SECTION 6. RESIGNATION, TERMINATION AND SEVERANCE PAY:**

- A. Employee may resign at any time, with or without cause, and shall give City at least thirty (30) days advance written notice of the effective date of his resignation.
- B. This agreement shall be terminated upon the death or permanent disability of the Employee.
- C. If Employee is terminated by City without cause (except as provided in paragraph D of this section) and during such time the Employee is willing and able to perform Employee's duties under this Agreement, City shall pay Employee severance as described in paragraph E of this Section.
- D. The following reasons shall constitute grounds to terminate this Agreement with cause and without payment of the severance provided in paragraph E of this Section:

1. A breach of this Agreement or the repeated neglect by Employee to perform the duties Employee is required to perform under this Agreement that continues after written notice and a 30-day cure period;
  2. Conviction of any criminal act relating to or adversely affecting Employee's employment with the City;
  3. Conduct, relating to City employment, which, while not criminal in nature, violates the Manual or other reasonable standards of professional and personal conduct in some substantial manner, or that continues after written notice and a 30-day cure period; and
  4. Conviction of any felony offense.
- E. If Employee is terminated by City without cause (except as provided in paragraph D of this Section) prior to the end of 6-month probationary period, The City is not required to pay severance.
- F. If Employee is terminated by City without cause (except as provided in paragraph D of this Section) or requested to resign for the convenience of City during such time as Employee is willing and able to perform Employee's duties under this Agreement, City shall pay Employee, as severance, a cash payment identified as follows equal to not less than one month salary, depending upon the City's prior notice to Employee as provided below:

150-180 days notice	One Month Severance Pay
90-150 days notice	Two months severance pay
30-90 days notice	Three months severance pay
30 days or less notice	Four months severance pay

Such payment shall fully and finally release City from any and all further obligations to Employee or under this Agreement. Any severance shall be paid in a lump sum unless otherwise agreed to by Employer and Employee.

- G. It is understood that after notice of termination or resignation in any form, Employee and City will cooperate to provide for an orderly transition. Specific responsibilities during such transition may be specified in a written separation agreement. If Employee is terminated without cause, Employee may request, and if requested, Employee shall be given, an opportunity for a public name clearing hearing with the Mayor and City Council.

## **SECTION 7. HOURS OF WORK:**

Employee is expected to work a full-time schedule generally aligned with regular business hours, recognizing that the nature of the position may require additional time beyond standard office hours to fulfill the responsibilities of the role. To support work-life

balance, Employee may take up to ten (10) hours of leave per month during regular office hours, with prior approval from Employer. These hours are not cumulative month to month. The parties acknowledge that Employee is classified as exempt under the Fair Labor Standards Act and is therefore not eligible for overtime pay or compensatory time.

#### **SECTION 8. PERFORMANCE EVALUATION:**

The City Administrator, with input from the Mayor, shall review and evaluate the performance of the Employee in six months after the date of employment followed by an annual review each year thereafter. At the date of employment, the City Administrator will establish written goals for performance based on the goals and objectives set by Mayor and Council in their annual meeting. These standards will be shared with the Mayor and Council. Thereafter, the Employee's job performance will be evaluated against those goals by the City Administrator and the Employee and Human Resources Committee on an annual basis. The goals and objectives of the evaluations shall be reduced to writing. Goals and objectives shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided. The annual review will also include a salary review.

#### **SECTION 9. PROFESSIONAL DEVELOPMENT:**

- A. City shall budget and pay for the professional dues and subscriptions of Employee necessary for their continuation and full participation in state and local associations and organizations, necessary for their continued professional participation, growth and advancement, to better serve the interests of City.
- B. As budgeted funds allow the City will pay the actual costs, including travel, lodging and meal expenses, associated with Employee's attendance at the annual conference and/or training to better serve the interests of City.

#### **SECTION 10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:**

The Mayor, City Administrator and the City Council may fix in writing any such other terms and conditions of employment, as they may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, City ordinances, or any other law. All provisions of City ordinances, regulations rules and the Manual as they now exist or hereafter may be amended, shall also apply to Employee as they would to other employees of City, except as may be specifically agreed upon herein.



IN WITNESS WHEREOF, The City of White Salmon has caused this Agreement to be signed and executed on its behalf by the Mayor, and duly attested by the City Clerk, and Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.

**EMPLOYER:**  
**CITY OF WHITE SALMON**

**EMPLOYEE:**

\_\_\_\_\_  
**MARLA KEETHLER, MAYOR**

\_\_\_\_\_  
**ROWAN FAIRFIELD**

**ATTEST:**

**APPROVED AS TO FORM ONLY:**

\_\_\_\_\_  
**TROY ROSENBERG, DEPUTY CLERK**

\_\_\_\_\_  
**SHAWN MACPHERSON, CITY  
ATTORNEY**

**File Attachments for Item:**

E. Approval of TDJ CPA Inc. Contract Services



## COUNCIL REPORT



**Business Item**



**Consent Agenda**

Needs Legal Review:

Meeting Date:

April 16, 2025

Agenda Item:

Consent Agenda

Presented By:

Jennifer Neil, Director of Finance & Operations

### **Action Required:**

Authorize the Mayor to enter into an agreement with TDJ CPA & Advisors by approving the engagement letter for professional financial consulting services.

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

Move to authorize the Mayor to execute the engagement letter with TDJ CPA & Advisors, PLLC for professional financial consulting services, as outlined in the engagement letter.

### **Background of Issue:**

As part of its routine accountability audit, the Washington State Auditor's Office (SAO) issued a finding for fiscal year 2023, identifying deficiencies in the City's internal controls over financial reporting. These included an understated Schedule of Expenditures of Federal Awards (SEFA), misclassification of lease obligations, and incomplete financial statement disclosures. The SAO concluded these issues stemmed from gaps in technical capacity and the complexity of evolving reporting requirements.

While many of the reported errors may have been corrected, the audit finding highlights a need to strengthen internal controls and ensure the City has sufficient resources and expertise to meet its reporting obligations in a timely and compliant manner.

As the City anticipates pursuing additional federal awards, infrastructure grants, and long-term capital financing, it is critical that we resolve this finding and ensure clean audits moving forward. Clean financial audits and strong internal controls are key components in achieving favorable bond ratings, maintaining credibility with funding agencies, and supporting the City's ability to secure external financial resources efficiently.

### **Explanation of Issue:**

Upon assuming the role of Finance Director in March 2025, the 2024 fourth quarter had not yet been reconciled or closed out. Due to a natural transition in financial staffing, there was no overlap with previous personnel, which contributed to some gaps in continuity and institutional knowledge.

To ensure the City moves forward in full compliance and with strengthened internal controls, I recommend bringing in external support to:

- Reconcile and close Q4 2024 financials

- Prepare the 2024 Annual Financial Report in accordance with the BARS Manual and federal Uniform Guidance
- Evaluate and enhance internal controls over financial reporting
- Support the City's implementation of complex and evolving accounting standards

This effort is **time-sensitive**, as the State Auditor's Office requires the 2024 Annual Comprehensive Financial Report to be submitted no later than **May 30, 2025**. Engaging TDJ CPA & Advisors promptly will allow the City to meet this deadline and avoid further compliance issues.

#### **Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation and approve the contract.
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:**

Costs associated with this engagement will be re-allocated from existing salaries line items within the General Fund budget. If budget adjustments are necessary, staff will return to Council with a proposed amendment.

#### **Recommendation of Staff/Committee:**

To support these efforts, I recommend engaging TDJ CPA & Advisors, PLLC, a certified public accounting firm with deep experience in municipal financial reporting and compliance. TDJ employs professionals who have worked directly within the public sector, including prior service in local governments and the Washington State Auditor's Office. Their team brings a strong understanding of both the BARS Manual and Uniform Guidance requirements.

In addition to their broad expertise, TDJ currently holds ongoing contracts with Klickitat County, where they assist in filing the annual financial report, and the City of Goldendale, providing similar services. Their familiarity with local jurisdictions further strengthens their ability to support the City effectively and efficiently.

The attached engagement letter outlines their scope of services, which includes:

- Preparation of the City's 2024 Annual Financial Report and SEFA
- Review and analysis of prior-period transactions and account balances
- Assistance with the proper classification and reporting of leases and SBITAs
- Recommendations for strengthening internal controls and financial processes

This engagement will provide the City with the necessary technical expertise and capacity to meet critical reporting deadlines and improve internal processes without placing additional strain on internal staffing.

#### **Follow Up Action:**

No follow up action is required.



Teresa D. Johnson CPA, Inc.

April 2, 2025

**Marla Keethler, Mayor**  
**City of White Salmon**  
 PO Box 2139  
 White Salmon WA 98672

Dear Marla:

Teresa D Johnson CPA, Inc (“firm,” “we,” “us,” or “our”) is pleased to provide the City of White Salmon (“you” or “your”) with the professional services described below. This letter, and the attached *Terms and Conditions Addendum* and any other attachments incorporated herein (collectively, “Agreement”), confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

### ***Engagement Objective and Scope***

#### ***Consulting Services***

We will provide technical assistance to the City of White Salmon during the engagement letter term, as requested. Consulting services are as follows:

- Providing technical accounting assistance as needed
- Assistance with fund accounting efficiencies
- Internal control questions

The performance of “other accounting services” is deemed to be “nonattest services” in our professional standards.

#### ***Preparation Services***

The objective of our engagement is to prepare, from information you provide, the annual financial statements of City of White Salmon, as of December 31, 2024 which are comprised of the cash basis schedules required by the Washington State Auditor’s Office listed in the engagement deliverables.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity. If we identify or suspect that an instance of noncompliance with laws and regulations has occurred or is likely to occur, we will discuss the matter with the appropriate level of management and, when appropriate,

those charged with governance. In addition, we are not responsible for identifying or communicating deficiencies in your internal controls.

You may request that we perform additional services not contemplated in this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services may necessitate that we amend the Agreement or issue a separate agreement to reflect the obligations of all parties. In the absence of any other written communications from us documenting additional services, our services will be limited to and governed by the terms of this Agreement.

### **Engagement Deliverable**

The deliverable of this engagement will be the prepared financial statements outlined in the *Engagement Objective and Scope* section of this Agreement.

- C-4 Fund Resources and Uses Arising from Cash Transactions
- C-5 Fiduciary Fund Resources and Uses Arising from Cash Transactions
- Notes to the Financial Statements
- Schedule 1 - Revenues/Expenditures/Expenses
- Schedule 9 - Schedule of Liabilities
- Schedule 6 - Summary of Bank Reconciliation
- Schedule 15 - Expenditures of State Financial Assistance
- Schedule 16 - Schedule of Expenditures of Federal Awards
- Schedule 17 - Public Works
- Schedule 21 - Risk Management

### **The prepared financial statements will not be accompanied by a report.**

Each page of the prepared financial statements, including related notes to the financial statements, will include a statement indicating that no assurance is provided on the financial statements.

### **CPA Firm Responsibilities**

We will conduct our engagement in accordance with the Statements on Standards for Accounting and Review Services (“SSARSS”) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (“AICPA”), including the ethical principles of integrity, objectivity, professional competence, and due care.

Financial statement preparation differs significantly from a review or audit of financial statements. A financial statement preparation engagement does not contemplate performing inquiry, analytical procedures, or other procedures ordinarily performed in a review. It also does not contemplate obtaining an understanding of the entity’s internal controls, assessing fraud risk, testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images), or other procedures ordinarily performed in an audit.

#### **P H O N E**

3 6 0 . 9 0 4 . 0 9 7 2

#### **E M A I L**

T E R E S A @ T D J C P A . C O M

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the prepared financial statements.

The above professional services will be performed based upon information you provide to us. We will perform our services based upon the assumption that all information you submit is true, complete and accurate according to documents and other information retained in your files. If we become aware of records, documents, explanations, or other information, including significant judgments, provided by management are incomplete, inaccurate, or otherwise unsatisfactory, we will bring this information to the attention of management and request additional or corrected information.

Our responsibility under this engagement is limited to the period covered by our services and does not extend to matters that may arise during any periods for which we are not engaged.

This engagement is limited to the professional services outlined above.

### ***Client Responsibilities***

The engagement to be performed is conducted on the basis that your management acknowledges and understands that our role is to prepare financial statements in accordance with its regulatory basis of accounting and to assist you in the presentation of the financial statements in accordance with the Washington State Auditor's Office Cash Basis of Accounting BARS Manual.

You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARS:

- the selection of the financial reporting framework to be applied in the preparation of the financial statements;
- the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from misstatement whether due to fraud or error;
- providing us with:
  - documentation and other information that is relevant to the preparation and presentation of the financial statements;
  - additional information that we may request from you for the purpose of the engagement; and
  - unrestricted access to persons with the entity of whom we determine it necessary to make such inquiries;
- the prevention and detection of fraud;
- ensuring that you comply with the laws and regulations applicable to your activities and identifying instances of noncompliance;

#### **P H O N E**

3 6 0 . 9 0 4 . 0 9 7 2

#### **E M A I L**

T E R E S A @ T D J C P A . C O M

- ensuring that your records, documentation, explanations and other information, including significant judgments, you provide to us are complete and accurate; and
- safeguarding your records and documentation.

You have designated Jennifer Neil as our primary contact for this engagement.

During the course of the engagement, we may assist management with judgments regarding amounts or disclosures to be reflected in the financial statements. We will discuss any such judgments with you, and you accept responsibility of those judgments.

You acknowledge that independence is not required in order to provide financial statement preparation services in accordance with the SSARs. The performance of the preparation services may impair our independence unless safeguards are met. We are available to discuss these safeguards with you if you anticipate the need for services that require independence, such as an audit or review of financial statements.

### ***Timing of Engagement***

We expect to begin services on or about April 15, 2025 and plan to issue our report on approximately . The timing of our work is dependent upon the timely receipt of the information we request from you, including timely responses to any questions we may ask.

Our services under this Agreement will conclude upon the earliest occurrence of one (1) of the following events:

- December 31, 2025
- as of the date of our closure letter; or
- written notification by either party that the engagement is terminated.

### ***Professional Fee***

Our professional fee for the services outlined above is estimated to be \$23,670. Services will be billed monthly at the standard billing rate of \$263 per hour. This fee is based upon the complexity of the expected work to be performed, our professional time and out-of-pocket expenses. Circumstances may arise that impact our estimated fee such as, but not limited to, (1) timeliness, accuracy, or completeness of the information you provide to us; (2) changes in your personnel or operations that impact our services; (3) mutually agreed changes in the scope of this engagement; or (4) other unanticipated items that arise during our engagement and that require additional time in order to complete the agreed-upon services. In the event that this estimate will be exceeded, we will obtain pre-approval prior to performing additional services.

If the information that you provide or we request is not submitted in a timely manner, or it is incomplete or unusable, we reserve the right to delay services and charge additional fees and expenses.

#### **P H O N E**

3 6 0 . 9 0 4 . 0 9 7 2

#### **E M A I L**

T E R E S A @ T D J C P A . C O M



### ***Termination and Other Terms***

We reserve the right to withdraw from the engagement without completing services for any reason, including, but not limited to, non-payment of fees, your failure to comply with the terms of this Agreement, or as we determine professional standards require. If our work is suspended or terminated, you agree that we will not be responsible for your failure to meet governmental and other deadlines, or for any liability, including but not limited to, penalties or interest that may be assessed against you resulting from your failure to meet such deadlines.

If this Agreement is terminated before services are completed, you agree to compensate us for the services performed and expenses incurred through the effective date of termination.

At the completion of our engagement, the original source documents will be returned to you. Workpapers and other documents created by us are our property. Such original workpapers will remain in our control, and copies are not to be distributed without our prior written consent.

\* \* \* \* \*

We appreciate the opportunity to be of service to City of White Salmon. This Agreement, including the *Terms and Conditions Addendum*, represents the entire agreement of the parties and supersedes all previous oral, written, or other understandings and agreements between the parties. Any modification to the terms of this Agreement must be made in writing and acknowledged by both parties. Please date and execute this Agreement and return it to us to acknowledge your acceptance. We will not initiate services until we receive the executed Agreement.

Very truly yours,



Teresa D. Johnson

Approved:

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

Date: \_\_\_\_\_

**PHONE**

360.904.0972

**EMAIL**

TERESA@TDJCPA.COM

## Terms and Conditions Addendum for Teresa D Johnson CPA, Inc

### *Overview*

This addendum to the engagement letter describes our standard terms and conditions (“Terms and Conditions”) related to our provision of services to you. This addendum, and the accompanying engagement letter, comprise your agreement with us (“Agreement”). If there is any inconsistency between the engagement letter and this *Terms and Conditions Addendum*, the engagement letter will prevail to the extent of the inconsistency.

For the purposes of this *Terms and Conditions Addendum*, any reference to “firm,” “we,” “us,” or “our” is a reference to Teresa D Johnson CPA, Inc, and any reference to “you,” or “your” is a reference to the party or parties that have engaged us to provide services. References to “Agreement” mean the engagement letter or other written document describing the scope of services, any other attachments incorporated therein, and this *Terms and Conditions Addendum*.

### *Electronic Data Communication and Storage*

In the interest of facilitating our services to you, we may send data over the Internet, temporarily store electronic data via computer software applications hosted remotely on the Internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, our firm employs measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that we have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by us. You consent to our use of these electronic devices and applications during this engagement.

If you transmit your confidential information to us in a manner other than via a secure portal, you accept responsibility for any and all unauthorized access to your confidential information. If you request that we transmit confidential information to you in a manner other than via a secure portal, you agree that we are not responsible for any liability associated therewith, including but not limited to, (a) any loss or damage of any nature, whether direct or indirect, that may arise as a result of our sending confidential information in a manner other than a secure portal, and (b) any damages arising as a result of any virus being passed on or with, or arising from any alteration of, any email message.

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### ***Newsletters and Similar Communications***

We may send newsletters, emails, explanations of technical developments or similar communications to you. These communications are of a general nature and should not be construed as professional advice. We may not send all such communications to you. These communications do not constitute a client relationship with you, nor do they constitute advice or an undertaking on our part to monitor issues for you.

### ***Independent Contractor***

When providing services to your company, we will be functioning as an independent contractor and in no event will we or any of our employees be an officer of you, nor will our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar relationship giving rise to a fiduciary duty to you.

Our obligations under this agreement are solely obligations of Teresa D Johnson CPA, Inc, and no partner, principal, employee or agent of Teresa D Johnson CPA, Inc shall be subjected to any personal liability whatsoever to you or any person or entity.

### ***Disclaimer of Legal and Investment Advice***

Our services under this Agreement do not constitute legal or investment advice unless specifically engaged to provide investment advice in the *Engagement Objective and Scope* section of this Agreement. We recommend that you retain legal counsel and investment advisors to provide such advice.

### ***Referrals***

In the course of providing services to you, you may request referrals to products or professionals such as attorneys, brokers, or investment advisors. We may identify professional(s) or product(s) for your consideration. However, you are responsible for evaluating, selecting, and retaining any professional or product and determining if the professional or product meets your needs. You agree that we will not oversee the activities of and have no responsibility for the work product of any professional or the suitability of any product we refer to you or that you separately retain. Further, we are not responsible for any services we perform that fail to meet the intended outcomes as a result of relying on the services of other professionals or products you may retain.

### ***Brokerage or Investment Advisory Statements***

If you provide our firm with copies of brokerage (or investment advisory) statements and/or read-only access to your accounts, we will use the information solely for the purpose described in the *Engagement Objective and Scope* section of the engagement letter. We will rely on the accuracy of the information provided in the statements and will not undertake any action to verify this information. We will not monitor transactions, investment activity, provide investment advice, or

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supervise the actions of the entity or individuals entering into transactions or investment activities on your behalf. We recommend that you receive and carefully review all statements upon receipt and direct any questions regarding account activity to your banker, broker or investment advisor.

### ***Limitations on Oral and Email Communications***

We may discuss with you our views regarding the treatment of certain items or decisions you may encounter. We may also provide you with information in an email. Any advice or information delivered orally or in an email (rather than through a memorandum delivered as an email attachment) will be based upon limited research and a limited discussion and analysis of the underlying facts. Additional research or a more complete review of the facts may affect our analysis and conclusions.

Due to these limitations and the related risks, it may or may not be appropriate to proceed with a decision solely on the basis of any oral or email communication from us. You accept all responsibility, except to the extent caused by our gross negligence or willful misconduct, for any liability, including but not limited to additional tax, penalties or interest resulting from your decision (i) not to have us perform the research and analysis necessary to reach a more definitive conclusion and (ii) to instead rely on an oral or email communication. The limitation in this paragraph will not apply to an item of written advice that is a deliverable of a separate engagement. If you wish to engage us to provide formal advice on a matter on which we have communicated orally or by email, we will confirm this service in a separate engagement letter.

### ***Management Responsibilities***

While Teresa D Johnson CPA, Inc can provide assistance and recommendations, you are responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee any services that Teresa D Johnson CPA, Inc provides. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. You are ultimately responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

### ***Conflicts of Interest***

If we, in our sole discretion, believe a conflict has arisen affecting our ability to deliver services to you in accordance with either the ethical standards of our firm or the ethical standards of our profession, we may be required to suspend or terminate our services without issuing our work product.

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## ***Records Management***

### **Record Retention and Ownership**

We will return any original records and documents you provide to us. Our copies of your records and documents are solely for our documentation purposes and are not a substitute for your own record-keeping obligations under any applicable laws or regulations. You are responsible for maintaining complete and accurate books and records, which may include financial statements, schedules, tax returns and other deliverables provided to you by us. Professional standards may preclude us from being the sole repository of your original data, records, or information.

Workpapers and other items created by us to support the delivery of our services are our property and will remain in our control. We will consider requests for copies of workpapers and other items created by us in accordance with the AICPA Code of Professional Conduct. Our workpapers will be maintained by us and any applicable legal and regulatory requirements.

### **Working Paper Requests by Regulators and Others**

State, federal and foreign regulators may request access to or copies of certain workpapers pursuant to applicable legal or regulatory requirements. Requests also may arise with respect to peer review, an ethics investigation, the sale of your organization, or the sale of our accounting practice. We may also receive a summons or subpoena requiring us to produce documents from this engagement or testify about this engagement. If requested, access to such workpapers or other information will be provided under the supervision of firm personnel. Regulators may request copies of selected workpapers to distribute the copies or information contained therein to others, including other governmental agencies.

If we receive a request for copies of selected workpapers, or a summons or subpoena, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such request as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to attempt to limit the disclosure of information. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which your information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

### **Summons or Subpoenas**

All information you provide to us in connection with this engagement will be maintained by us on a confidential basis.

If we receive a summons or subpoena which our legal counsel determines requires us to produce documents from this engagement or testify about this engagement, provided that we are not prohibited from doing so by applicable laws or regulations, we agree to inform you of such summons or subpoena as soon as practicable. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate, at your sole expense, to

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attempt to limit discovery. If you take no action within the time permitted for us to respond, or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request.

If we are not a party to the proceeding in which the information is sought, you agree to reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel, incurred in responding to such requests.

### ***Confidentiality***

In providing services to you, we may require information that is considered confidential and may include Personally Identifiable Information (PII), i.e. information that can be used to distinguish or trace an individual's identity such as address, bank account and social security information. We will maintain all client information, including PII, on a confidential basis and have a duty to do so based on the standards promulgated by the American Institute of Certified Public Accountants as well as applicable laws and regulations. You assume the risk of loss if you provide us with information, including PII, which differs from the information we request in order to provide services to you in accordance with the Agreement.

### ***Mediation***

If a dispute arises out of or relates to the Agreement, including the scope of services contained herein, or the breach thereof, and if the dispute cannot be settled through negotiation, the parties agree first to try to settle the dispute by mediation administered by the American Arbitration Association ("AAA") under the *AAA Accounting and Related Services Arbitration Rules and Mediation Procedures* before resorting to arbitration, litigation, or some other dispute resolution procedure. The mediator will be selected by mutual agreement of the parties. If the parties cannot agree on a mediator, a mediator shall be designated by the AAA.

The mediation will be treated as a settlement discussion and, therefore, all discussions during the mediation will be confidential. The mediator may not testify for either party in any later proceeding related to the dispute. No recording or transcript shall be made of the mediation proceedings. The costs of any mediation proceedings shall be shared equally by all parties. Any costs of legal representation shall be borne by the hiring party.

This provision shall not apply to any dispute of fees owed, billed or due.

### ***Limitation of Liability and Damages***

Our liability for all claims, damages, and costs arising from this engagement is limited to the total amount of fees paid by you to us for services rendered under this agreement.

Notwithstanding anything to the contrary in this agreement, we shall not be liable for any lost profits, indirect, special, incidental, punitive or consequential damages of any nature whatsoever with respect to this agreement or our services.

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### ***Indemnification***

You agree to defend, indemnify, and hold us, including our shareholders, directors, officers, employees, agents, and representatives harmless from and against any and all damages, claims, losses, fees, assessments, interest charges, or penalties, including reasonable attorneys', incurred by or charges to us as a result of any claim, cause of action, or assessment whatsoever arising out of or related to, directly or indirectly, your misrepresentations to us, your withholding or concealment of information from us, or your breach of the terms of this Agreement, excepting only claims arising out of the gross negligence or intentional acts of us. The provisions of this paragraph shall apply regardless of the nature of the claim.

### ***Insurance***

Teresa D Johnson, CPA Inc shall, during the term of the engagement and for 3 years after termination of same by either you or us, maintain in full force and effect, accountants professional liability insurance coverage from an insurance carrier or carriers licensed to conduct business in the state of Washington. As of the policy effective date, such insurance carrier(s) shall be rated A- (Excellent), by A.M. Best with a Financial Size Category of Class VII or greater. Premiums for said insurance policy shall be paid by Teresa D Johnson CPA, Inc.

Upon your written request, Teresa D Johnson CPA, Inc shall furnish certificates of insurance for the required insurance coverage. Such certificate of insurance shall indicate the minimum limits of liability per claim and in the aggregate as required by you.

### ***Proprietary Information***

You acknowledge that proprietary information, documents, materials, management techniques and other intellectual property are a material source of the services we perform and were developed prior to our association with you. Any new forms, software, documents or intellectual property we develop during this engagement for your use shall belong to us, and you shall have the limited right to use them solely within your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements and other documents which we make available to you are confidential and proprietary to us. Neither you, nor any of your agents, will copy, electronically store, reproduce or make available to anyone other than your personnel, any such documents. This provision will apply to all materials whether in digital, "hard copy" format or other medium.

### ***Force Majeure***

Neither party shall be held liable for any delays resulting from circumstances or causes beyond our reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, epidemics or pandemics as defined by The Centers for Disease Control and Prevention, or any law, order or requirement of any governmental agency or authority. However, no Force Majeure event shall excuse the client of any obligation to pay any outstanding invoice or fee or from any indemnification obligation under this Agreement.

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### ***Electronic Signatures and Counterparts***

Each party hereto agrees that any electronic signature intended to replicate a written signature, shall be presumed valid, and we may reasonably rely upon it. For purposes hereof, “electronic signature” includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. Documents may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

### ***Assignment***

All parties acknowledge and agree that the terms and conditions of this Agreement shall be binding upon and inure to the parties’ successors and assigns, subject to applicable laws and regulations.

### ***Severability***

If any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of the terms set forth in this Agreement.

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**File Attachments for Item:**

F. Approval of Resolution 2025-04-621 Authorized Signers on Financial Accounts



## COUNCIL REPORT



### Business Item



### Consent Agenda

Needs Legal Review:

Yes, Completed

Meeting Date:

April 16, 2025

Agenda Item:

Approval of Resolution 2025-04-621 Removing and Authorizing Bank Account Signers

Presented By:

Marla Keethler, Mayor

### Action Required:

Review and take action on Resolution 2025-04-621 Removing and Authorizing Bank Account Signers.

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

Motion to approval Resolution 2025-04-621 Removing and Authorizing Bank Account Signers

### Background of Issue:

The Director of Finance and Operations began employment as of March 3, 2025, replacing the prior Clerk/Treasurer role.

### Explanation of Issue:

The Director of Finance and Operations needs to be a signer on the city bank accounts. This needs to be updated to have 2 active employees as signers. Administration recommends continuing to have Erika Castro Guzman be a signer on the bank account in addition to the Director of Finance and Operations, removing Deputy Clerk Troy Rosenberg.

### 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:

No financial impact.

### Follow Up Action:

None.

**CITY OF WHITE SALMON, WASHINGTON  
RESOLUTION 2025-04-621**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE  
SALMON, WASHINGTON, REMOVING SIGNERS AND AUTHORIZING SIGNERS  
ON FINANCIAL ACCOUNTS**

**WHEREAS**, there has been a change in Clerk Treasurer of the City of White Salmon; and

**WHEREAS**, the City of White Salmon finds the need to remove signers and authorize new signers on city financial accounts, and

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

Troy Rosenberg is to be removed as signer on all city financial accounts.

The authorized signers on all financial accounts are: Mayor – Marla Keethler, Mayor Pro Tempore – Jason Hartmann, Director of Finance and Operations – Jennifer Neil and Special Projects Coordinator – Erika Castro Guzman.

**ADOPTED** by the Council of the City of White Salmon, Washington. Dated this 16<sup>th</sup> day of April 2025.

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**Marla Keethler Mayor**

**ATTEST:**

**APPROVED AS TO FORM:**

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**Troy Rosenberg, Deputy Clerk**

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**Shawn McPherson, City Attorney**

*Resolution 2025-04-621*

*Removing and Authorizing Signers On Financial Accounts*

**File Attachments for Item:**

G. Approval of SCADA Upgrade Project Payment No. 9 to Coburn Electric in the amount not to exceed \$2,318.82



Department Head: \_\_\_\_\_

Clerk/Treasurer: \_\_\_\_\_

City Administrator: \_\_\_\_\_

Mayor: \_\_\_\_\_

## COUNCIL REPORT



### Business Item



### Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

4.16.25

Agenda Item:

SCADA Upgrade Project Payment No. 9- Coburn Electric

Presented By:

Andrew Dirks, Public Works Director

### Action Required:

Review and approve SCADA Upgrade Project Payment No. 9 to Coburn Electric in the amount not to exceed \$ 2318.82.

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

Motion to approve SCADA Upgrade Project Payment No. 9 to Coburn Electric in the amount not to exceed \$ 2318.82.

### Explanation of Issue:

This application includes payment for labor at the City Shop, Buck Creek WTP, Well No. 2, Strawberry Mtn, and Los Altos.

### 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. 9 to Coburn Electric in the amount not to exceed \$ 2318.82.

**APPLICATION FOR PAYMENT NO. 9**  
**CITY OF WHITE SALMON, WASHINGTON**  
**SCADA UPGRADE 2023**

TO City of White Salmon, Washington (OWNER)

FROM Coburn Electric, Inc. (CONTRACTOR)

For Work accomplished through the date of: April 4, 2025

1.	Original Contract Price	\$	242,229.12
2.	Net Change by Change Orders and Written Amendments (+/-)	\$	25,305.02
3.	Current Contract Price (1 plus 2)	\$	267,534.14
4.	Total Work Completed and Materials On Hand to Date*	\$	248,640.00
5.	Retainage: 5%	\$	(12,432.01)
6.	Sales Tax: 7.6%	\$	19,220.54
	Sales Tax Correction: 7.6% to 7.5% Item 2-2 Only	\$	(2.50)
7.	Liquidated Damages	( \$	- )
8.	Less Previous Application for Payments	\$	252,783.31
9.	<b>DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)</b>	<b>\$</b>	<b>2,318.82</b>

\* 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:

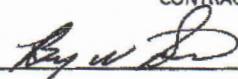
Contractor's Certification:

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 4/4/25

Coburn Electric, Inc.

CONTRACTOR

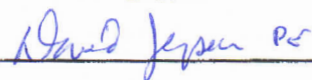
By: 

Payment of the above AMOUNT DUE THIS APPLICATION is recommended

Dated 4/4/2025

Anderson Perry & Associates, Inc.

ENGINEER

By:  ps

APPROVED by Owner:

City of White Salmon, Washington

OWNER

Dated \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**APPLICATION FOR PAYMENT NO. 9  
CITY OF WHITE SALMON, WASHINGTON  
SCADA UPGRADE 2023**

Date: April 4, 2025

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**FROM: Coburn Electric, Inc.****TO: City of White Salmon, Washington**

Date of Completion

Contract Amount

Date of Estimate

Original: September 27, 2024

Original Amount of Contract: \$ 242,229.12

From: December 14, 2024

Revised: January 17, 2025

Change Orders: (+ or -) \$ 25,305.02

To: April 4, 2025

On Schedule: ☒ Yes ☐ No

Current Contract Amount \$ 267,534.14

Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
Base Bid										
1	Booster Pump Station									
	Labor	All Req'd	LS	\$21,000.00	100%	\$21,000.00	0%	\$0.00	100%	\$21,000.00
	Materials	All Req'd	LS	48,000.00	100%	48,000.00	0%	0.00	100%	48,000.00
2	City Shop									
	Labor	All Req'd	LS	38,000.00	95%	36,100.00	5%	1,900.00	100%	38,000.00
	Materials	All Req'd	LS	26,400.00	100%	26,400.00	0%	0.00	100%	26,400.00
3	Buck Creek WTP									
	Labor	All Req'd	LS	4,920.00	100%	4,920.00	0%	0.00	100%	4,920.00
	Materials	All Req'd	LS	3,400.00	100%	3,400.00	0%	0.00	100%	3,400.00
4	Buck Creek Monitoring Station									
	Labor	All Req'd	LS	3,400.00	100%	3,400.00		(1,255.00)	100%	2,145.00
	Materials	All Req'd	LS	355.00	100%	355.00	0%	0.00	100%	355.00
5	Well No. 2									
	Labor	All Req'd	LS	4,350.00	95%	4,132.50	5%	217.50	100%	4,350.00
	Materials	All Req'd	LS	800.00	100%	800.00	0%	0.00	100%	800.00
6	Childs Monitoring Station									
	Labor	All Req'd	LS	2,145.00	100%	2,145.00	0%	0.00	100%	2,145.00
	Materials	All Req'd	LS	355.00	100%	355.00	0%	0.00	100%	355.00
7	Spring Street Reservoir									
	Labor	All Req'd	LS	2,500.00	100%	2,500.00	0%	0.00	100%	2,500.00
	Materials	All Req'd	LS	6,600.00	100%	6,600.00	0%	0.00	100%	6,600.00
8	Los Altos									
	Labor	All Req'd	LS	3,250.00	90%	2,925.00	10%	325.00	100%	3,250.00
	Materials	All Req'd	LS	6,250.00	100%	6,250.00	0%	0.00	100%	6,250.00
9	Strawberry Mountain									
	Labor	All Req'd	LS	3,250.00	90%	2,925.00	10%	325.00	100%	3,250.00
	Materials	All Req'd	LS	6,550.00	100%	6,550.00	0%	0.00	100%	6,550.00
10	Dock Grade									
	Labor	All Req'd	LS	2,150.00	100%	2,150.00	0%	0.00	100%	2,150.00
	Materials	All Req'd	LS	6,250.00	100%	6,250.00	0%	0.00	100%	6,250.00

**APPLICATION FOR PAYMENT NO. 9  
CITY OF WHITE SALMON, WASHINGTON  
SCADA UPGRADE 2023**

Date: April 4, 2025

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Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
11	HWY 14 Bingen Intertie									
	Labor	All Req'd	LS	3,250.00	100%	3,250.00	0%	0.00	100%	3,250.00
	Materials	All Req'd	LS	6,250.00	100%	6,250.00	0%	0.00	100%	6,250.00
12	Heritage Plaza Lift Station									
	Labor	All Req'd	LS	3,900.00	100%	3,900.00	0%	0.00	100%	3,900.00
	Materials	All Req'd	LS	6,900.00	100%	6,900.00	0%	0.00	100%	6,900.00
13	Waubish Lift Station									
	Labor	All Req'd	LS	3,300.00	100%	3,300.00	0%	0.00	100%	3,300.00
	Materials	All Req'd	LS	7,100.00	100%	7,100.00	0%	0.00	100%	7,100.00
14	Meetings and Submittals									
	Labor	All Req'd	LS	3,750.00	80%	3,000.00	20%	750.00	100%	3,750.00
	Materials	All Req'd	LS	2,000.00	100%	2,000.00	0%	0.00	100%	2,000.00
Base Bid Total				\$ 222,857.50		\$ 2,262.50		\$ 225,120.00		
Change Orders:		Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
Change Order No. 1					Qty.	Amount	Qty.	Amount	Qty.	Amount
1-1 Operator Interface Terminals x3		All Req'd	LS	\$12,600.00	100%	\$12,600.00	0%	\$0.00	100%	\$12,600.00
Change Order No. 2										
2-1 SCADA Software Upgrade/Integration		All Req'd	LS	8,420.00	100%	8,420.00	0%	0.00	100%	8,420.00
2-2 Additional pH Monitoring, Buck Creek WTP		All Req'd	LS	2,500.00	100%	2,500.00	0%	0.00	100%	2,500.00
Total All Change Orders				\$ 23,520.00		\$ 0.00		\$ 23,520.00		
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				\$ 246,377.50		\$ 2,262.50		\$ 248,640.00		
SUMMARY										
					PREVIOUS		THIS PERIOD		TOTAL TO DATE	
1. Amount Earned					\$ 246,377.50		\$ 2,262.50		\$ 248,640.00	
2. Amount Retained (5%)					\$ (12,318.88)		\$ (113.13)		\$ (12,432.01)	
3. Total Sales Tax (7.6%, see line 5)					\$ 19,048.59		\$ 171.95		\$ 19,220.54	
4. Liquidated Damages					\$ 0.00		\$ 0.00		\$ 0.00	
5. Sales Tax Correction (App4Pay No. 1 @ 8.1% instead of 7.6%)					\$ (323.90)		\$ 0.00		\$ (323.90)	
6. Sales Tax Correction (Item 2-2 paid @7.6% instead of 7.5%)					\$ 0		\$ (2.50)		\$ (2.50)	
Amount Due for Payment					\$ 252,783.31		\$ 2,318.82		\$ 255,102.13	
Amount Due for Payment this Estimate							\$ 2,318.82			
Estimated % Job Completed:				100%						



**NOTICE OF ACCEPTABILITY OF WORK**

Owner: **City of White Salmon, Washington**  
Engineer: **Anderson Perry & Associates, Inc.**  
Contractor: **Coburn Electric, Inc.**  
Project: **SCADA Upgrade 2023**

**April 4, 2025**

---

**Date Project is Ready for Final Payment**

The Engineer hereby gives notice to the Owner and Contractor that Engineer recommends final payment to Contractor subject to the provisions of 15.07 of the General Conditions, and, to the best knowledge and belief of the Engineer, that the Work furnished and performed by Contractor under the Construction Contract is acceptable, expressly subject to the provisions of the Construction Contract's Contract Documents ("Contract Documents") and of the Scope of Work between Owner and Engineer for Professional Services dated January 23, 2023 ("Owner-Engineer Agreement"). This Notice of Acceptability of Work (Notice) is made expressly subject to the following terms and conditions to which all who receive and rely on said Notice agree:

1. This Notice has been prepared with the skill and care ordinarily used by members of the engineering profession practicing under similar conditions at the same time and in the same locality.
2. This Notice reflects and is an expression of the Engineer's professional opinion.
3. This Notice has been prepared to the best of Engineer's knowledge, information, and belief as of the Notice Date.
4. This Notice is based entirely on and expressly limited by the scope of services Engineer has been employed by Owner to perform or furnish during construction of the Project (including observation of the Contractor's Work) under the Owner-Engineer Agreement, and applies only to facts that are within Engineer's knowledge or could reasonably have been ascertained by Engineer as a result of carrying out the responsibilities specifically assigned to Engineer under such Owner-Engineer Agreement.
5. This Notice is not a guarantee or warranty of Contractor's performance under the Construction Contract, an acceptance of Work that is not in accordance with the Contract Documents, including but not limited to defective Work discovered after final inspection, nor an assumption of responsibility for any failure of Contractor to furnish and perform the Work thereunder in accordance with the Contract Documents, or to otherwise comply with the Contract Documents or the terms of any special guarantees specified therein.
6. This Notice does not relieve Contractor of any surviving obligations under the Construction Contract, and is subject to Owner's reservations of rights with respect to completion and final payment.

Engineer

By (signature): David Jepsen  
Name (printed): David Jepsen, P.E.  
Title: Senior Engineer  
Date: April 4, 2025

The Owner hereby accepts the Work on the above-referenced Project and concurs the Project is ready for final payment.

By (signature): \_\_\_\_\_  
Name (printed): \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

cc: Contractor

**File Attachments for Item:**

H. Approval of 3-Year Maintenance Contract with Coburn Electric not to exceed \$37,522.27



## COUNCIL REPORT



### Business Item



### Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

4/16/25

Agenda Item:

SCADA Maintenance Agreement- Coburn Electric

Presented By:

Andrew Dirks- PWD

### Action Required:

Approval of 3-year maintenance contract with Coburn Electric not to exceed \$37,522.27.

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

Move to authorize 3-year maintenance contract with Coburn Electric not to exceed \$37,522.27.

### Background of Issue:

With the completion of the 2023 SCADA Upgrades project by Coburn Electric PW and Anderson Perry added this option as a alternative bid item to the project. With Coburn Electric being the contractor for the upgrade and having the institutional knowledge of our system, the maintenance contract will ensure any issues are addressed in a timely manner and avoid any unanticipated outages.

### Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation and approve the contract.
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 contract was an Alternate Bid item to the 2023 SCADA Upgrade project- funded through water- short lived assets.

### Recommendation of Staff/Committee:

Staff recommends 3-year maintenance contract with Coburn Electric not to exceed \$37,522.27.

### Follow Up Action:

No follow-up action is required.

**EXHIBIT A**  
**SCADA Technical Support and Maintenance Scope of Work**

- I. The Contractor would provide technical support and maintenance to ensure continuous optimal functioning of the installed SCADA System for a period of three years (May 1<sup>st</sup>, 2025- May 1<sup>st</sup>, 2028).
- II.
  - A. Technical support and maintenance obligations shall primary off-site, when possible, by verbal communication with the Owner and/or electronically (e.g., emails or remote access to the system). On-site maintenance is proposed on an annual basis.
  - B. Provide technical support to the Owner as needed to resolve issues related to the SCADA system performance and operation. Support for issues with the SCADA system shall be available twenty-four hours per day, seven days per week, 365 days per year. After Hours calls will need to be approved by the Public Works Director or his designee.
  - C. Periodic maintenance shall include providing software system updates as needed to keep the system functioning properly and any system changes requested by the Owner.
  - D. Maintenance Service Visits to be completed annually, shall at a minimum, require pre-notification and coordination with the Owner, and include the following.
    - 1. System hardware checks
    - 2. Identify of any faulty equipment that is found and provide proposed solutions
    - 3. Functional checks of each piece of equipment in the System
    - 4. Visual and functional checks of all remote and master site Equipment
    - 5. Test and measurement of the main operating parameters of all equipment, including indicators such as voltages, currents, frequencies, inputs, outputs, levels, and noise
    - 6. Verify proper operation of alarm systems by simulating alarm
    - 7. Physical inspection of the PLC panels and terminations,
    - 8. Recommend and plan improvements to problem areas.
    - 9. Documentation of any changes made to the System due to repair.
  - E. PLC and Operator Interface Terminals (OIT) Software Checks:
    - 1. PLC programming and troubleshooting as needed,

2. Perform minor software tuning or modifications as necessary to maintain proper performance and operation,
3. Routine review of alarm logs and system adjustments, as required,
4. Review operator logs for operation problems
5. Update/modify OIT screens and database to continuously improve system operation, data collection, and efficiency

A summary of Coburn's bid unit prices for the SCADA Technical Support and Maintenance is shown in Table 1.

**TABLE 1**  
**BID UNIT PRICES FOR SCADA TECHNICAL SUPPORT AND MAINTENANCE**

<b>ALTERNATE 1 -SCADA TECHNICAL SUPPORT AND MAINTENANCE</b>					
<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
A1-1	First Year SCADA Technical Support	HR	40	\$134.00	\$5,360.00
A1-2	Second Year SCADA Technical Support	HR	60	134.00	8,040.00
A1-3	Second Year Periodic Maintenance	HR	24	134.00	3,216.00
A1-4	Second Year Annual Maintenance	EA	1	3,500.00	3,500.00
A1-5	Third Year SCADA Technical Support	HR	60	134.00	8,040.00
A1-6	Third Year Periodic Maintenance	HR	24	134.00	3,216.00
A1-7	Third Year Annual Maintenance	EA	1	3,500.00	3,500.00
<b>Alternate 1 Subtotal</b>					<b>\$34,872.00</b>
<b>Sales Tax (7.6%)</b>					<b>\$2,650.27</b>
<b>Alternate 1 Total</b>					<b>\$37,522.27</b>

**CITY OF WHITE SALMON  
PERSONAL SERVICES CONTRACT**

This contract is between the City of White Salmon (herein after called City) and Coburn Electric Inc hereafter called Contractor. City's Contract Administrator for this contract is Andrew Dirks, Public Work Director.

**Effective Date and Duration**

This contract shall become effective on the date at which every party has signed this contract, but no later than May 1, 2025. This contract shall expire, unless otherwise terminated or extended on May 1st, 2028.

**Statement of Work**

(a) The statement of work and Special Terms and Conditions (if any) are contained in Exhibit A attached hereto and by this reference made a part hereof.

**Consideration**

(a) City agrees to pay Contractor for accomplishment of the work on a time and materials basis not to exceed \$37,522.27, per unit prices in Table 1 of Exhibit A, SCADA Technical Support and Maintenance Scope of Work, unless authorized in writing by the City.  
(b) Payment shall be made as work is performed for SCADA Technical Support and Maintenance work, and Contractor invoices submitted for City review and approval no more than once per month. If either party terminates the contract before the work is complete, the contractor agrees to reimburse city for any services rendered.

**Travel and other expenses**

Travel and other expenses are included in the contract price.

**Amendments**

The terms of this contract shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever except by written instrument signed by both parties.

Terms and conditions listed on page two and Exhibit A, SCADA Technical Support and Maintenance Scope of Work on pages three and four.

**CONTRACTOR DATA, CERTIFICATION, AND SIGNATURE**

Name (please print): Coburn Electric Inc	Address:	PO Box 118 Hood River, OR 97031
WA UBI: 600556216		
Contractor License No	Phone:	541-354-1163
Citizenship: Non resident alien	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Business Designation (Check one):	<input type="checkbox"/> Individual	<input type="checkbox"/> Sole Proprietorship Estate/
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust
	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/>
	<input type="checkbox"/> Governmental/Nonprofit	Public Service Corporation

Payment information will be reported to the IRS under the name and taxpayer ID number provided above. Information must be provided prior to contract approval. Information not matching IRS records could subject Contractor to 31 percent backup withholding.

I, the undersigned agree to perform work outlined in this contract in accordance to the terms and conditions (listed on the front and backside and made part of this contract by reference) and the statement of work made part of this contract by reference hereby certify under penalty of perjury that I/my business am not/is no in violation of any Washington tax laws; and thereby certify I am an independent contractor.

Approved by the Contractor:

  
 Signature \_\_\_\_\_ Date 7/8/25

Approved by the City:

Marla Keethler, Mayor \_\_\_\_\_  
 Date \_\_\_\_\_

Approved by Council:

\_\_\_\_\_  
 Date \_\_\_\_\_

## STANDARD CONTRACT PROVISIONS FOR PERSONAL SERVICES (NON-PERS MEMBERS)

### 1. Retirement System Status

Contractor is not a contributing member of the Public Employees' Retirement System and is responsible for any federal or state taxes applicable to any comprehensive or payments paid to contractor under this contract. Contractor is not eligible for any benefits from these contract payments of federal Social Security, unemployment insurance, or workers compensation except as a self-employed individual.

### 2. Effective Date and Duration

The passage of the contract expiration date (as recorded on reverse side) shall not extinguish, prejudice or limit either party's right to enforce this contract with respect to any default or defect in performance that has not been cured.

### 3. Government Employment Status

If this payment is to be charged against federal funds, Contractor certifies it is not currently employed by the federal government.

### 4. Subcontractors and Assignment

Contractor shall not enter into any subcontractors for any other work scheduled under this contract without prior written consent of the City. Subcontractors exceeding \$20,000 in cost shall contain all required provisions of the prime contract.

### 5. Dual Payment

Contractor shall not be compensated for work performed under this contract by any other municipality of the State of Washington.

### 6. Funds Available and Authorized

City certifies at the time of contract execution that sufficient funds are available and authorized for expenditure to finance costs of this contract within the City's appropriation or limitation.

### 7. Termination

- (a) This contract may be terminated by mutual consent of both parties, or by the City upon 30 days' notice in writing and delivered by certified mail or in person.
- (b) City may terminate this contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by the City, under any of the following conditions:
  - (i) If City funding from federal, state or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quality of services. The contract may be modified to accommodate a reduction in funds.
  - (ii) If federal or state regulations or guidelines are modified, changes or interpreted in such away that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.
  - (iii) If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked or no renewed. Any such termination of this contract under subparagraphs 7(a) or 7(b) shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- (c) The City may terminate the whole or any part of this agreement by written notice of default (including breach of contract) to the Contractor.
  - (i) If the Contractor fails to provide services called for by this contract within the time specified herein or any extension thereof, or
  - (ii) If the Contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from the City, fails to correct such failures within 10 days or such other period as the City may authorize.

The rights and remedies of the City provided in the above clause related to defaults (including breach of contract) by the Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

### 8. Access to Records

City, the Secretary of State's Office of the State of Washington, the federal government, and their duly authorized representatives shall have access to the books, documents, papers and records of the Contractor directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcripts of the period of three (3) years after final payment. Copies of applicable records shall be made available upon request. Payment for cost of copies is reimbursable by City.

### 9. State Tort Claims Act

Contractor is not an officer, employee or agent of the State or City as those terms are used in RCW 4.96.020.

### 10. Compliance with Applicable Law

Contractor shall comply with all federal, state and local laws and ordinances applicable to the work under this contract.

### 11. Indemnification

- (a) Indemnity-Claims for Other than Professional Liability  
Contractor shall defend, save and hold harmless the City their officers, agents and employees from all claims, suites or actions of whatsoever nature, including international acts resulting from or arising out of the Contractor or its subcontractors, agents or employees under this agreement. The Contractor waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive the expiration or termination of this Agreement.
- (b) Indemnity-Claims for Professional Liability

Contractor shall defend, save and hold harmless the City, their officers, agents and employees, from all claims, suits or actions arising out of the professional negligent acts, errors or omissions of Contractor or its subcontractors and subconsultants, agents or employees in performance of professional services under this agreement.

### 12. Insurance

- (a) Liability Insurance. Contractor shall maintain occurrence form commercial general liability and automobile liability insurance for the protection of the contractor, the City, its commissioners, employees, and agents. Coverage shall include personal injury, bodily injury, including death, and broad form property damage, including loss of use of property, occurring in the course of or in any way related to Contractor's operations, in an amount not less than \$1,000,000.00 combined single limit per occurrence. Such insurance shall name the City as an additional insured with a coverage endorsement at least as broad as ISO CG 20 10 10 01.
- (b) Workers' Compensation Coverage. Contractor certifies that Contractor has qualified for State of Washington Workers' Compensation coverage for all Contractor's employees who are subject to Washington's Workers' Compensation statute, either as a carrier-insured employer as provided by RCW Chapter 51 or as a self-insured employer.
- (c) Certificates. Within 10 calendar days after full execution of this contract, Contractor shall furnish the City with certificates evidencing the date, amount, and type of insurance required by this contract. All policies shall provide for not less than thirty (30) days' written notice to the City before they may be canceled.
- (d) Primary Coverage. The coverage provided by insurance required under this contract shall be primary, and shall not seek contribution from any insurance or self-insurance carried by the City.

### 13. Ownership of Work Product

All work products of the Contractor which result from this contract are the exclusive property of the City.

### 14. Nondiscrimination

Contractor agrees to comply with all applicable requirements of federal civil rights and rehabilitation statutes, rules and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990 (Pub L No. 101-336) including Title II of that Act, and all regulations and administrative rules established pursuant to that law.

### 15. Successors in Interest

The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

### 16. Execution and Counterparts

This contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

### 17. Force Majeure

Neither party shall be held responsible for delay or default caused by fire, civil unrest, labor unrest, acts of God and war which is beyond such party's reasonable control. Each party shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance or its obligations under the contract.

### 18. Severability

The parties agree that if any terms or provisions of this contract is declared by the court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular terms or provisions held to be invalid.

### 19. Errors

The contractor shall perform such additional work as may be necessary to correct errors in the work required under this contract without undue delays and without additional cost.

### 20. Waiver

The failure of the City to enforce any provisions of the contract shall not constitute a waiver by the City of that or any other provision.

### 21. Other Requirements

When federal funds are involved in this contract, Contractor Debarment and Non-Collusion certifications and signatures apply to Exhibit C and D.

### 22. Governing Law

The provisions of this contract shall be construed in accordance with the provisions of the laws of the State of Washington. Any action or suit involving any question arising under this contract must be brought in the appropriate court of the state of Washington, Skamania County.

### 23. Attorney Fees

The prevailing party shall be entitled to reasonable attorney fees at trial and on appeal in an action brought with respect to this contract.

### 24. Merger Clause

THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THE CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE IF MADE, SHALL BE EFFECTIVE ONLY IN SPECIFIC INSTANCES AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.



**File Attachments for Item:**

I. Approval of Meeting Minutes - City Council Workshop 03.19.2025 and City Council Meeting 03.19.2025.



**City of White Salmon City Council Workshop Meeting  
March 19, 2025  
In Person and Via Zoom Teleconference**

**Attendance:**

**Council Members:**

Ben Giant  
David Lindley  
Jim Ransier  
Patty Fink

**Staff Present:**

Paul Koch, Interim City Administrator  
Troy Rosenberg, Deputy Clerk\Utility Clerk

- I. Call to Order (5:00pm)**  
Council Member David Lindley called the meeting to order.
- II. Workshop (5:05pm)**  
Council Discussed
- III. Public Comment**  
Kate Bennett – City of White Salmon Resident
- IV. Adjournment (5:50pm)**



**City of White Salmon City Council Meeting**  
**March 19, 2025**  
**In Person and Via Zoom Teleconference**

**Attendance:**

**Council Members:**

Ben Giant  
 David Lindley  
 Jim Ransier  
 Patty Fink

**Staff Present:**

Andrew Dirks, Director of Public Works  
 Jenne Patterson, Code Compliance Officer  
 Jennifer Neil, Director Finance  
 Marla Keethler, Mayor  
 Mike Hepner, Police Chief  
 Paul Koch, Interim City Administrator  
 Shawn MacPherson, City Attorney  
 Troy Rosenburg, Deputy Clerk\Utility Clerk

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

Mayor Marla Keethler called the meeting to order at 6:00p.m. There were approximately 16 members of the public in attendance in person and via teleconference.

**II. Roll Call (6:02pm)**

***Moved by David Lindly. Seconded by Ben Giant. (6:02pm)***

***Motion to Excuse Jason Hartmann***

***MOTION CARRIED 4-0.***

**III. Changes to the Agenda (6:03pm)**

A. Add Consent Agenda E. Approval of Resolution 2025-03-620 City Wide Garage Sale April 11, 12, & 13.

***Moved by Jim Ransier. Seconded by David Lindley. (6:04pm)***

***Motion to add Consent Agenda E. Approval of Resolution 2025-03-620 City Wide Garage Sale April 11, 12, & 13.***

***MOTION CARRIED 4-0.***

**IV. Presentations**

- A. Introduction of Jennifer Neil **(6:05)**
- B. Women's History Month Presentation **(6:06pm)**
- C. Life Saving Award – Presented to Officer Will Sauter **(6:14pm)**

**V. Public Comment (6:17pm)**

None

**VI. Consent Agenda (6:11pm)**

- A. Authorizing cancellation of April 2 regular city council meeting.
- B. Approval of Leak Credit Request for Skyline Hospital – In the amount of \$16,074.61.
- C. Approval of Meeting Minutes – March 5, 2025, Council Meeting
- D. Approval of Vouchers
- E. Approval of Resolution 2025-03-620 City Wide Garage Sale April 11, 12, & 13.

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 19<sup>th</sup> day of March 2025.

Type	Date			
Claims	3/19/2025	EFT	EFT	\$11,840.78
	3/19/2025	42268	42299	\$119,785.79
			<b>Claim Total</b>	<b>\$131,626.57</b>
Payroll	3/20/2025	EFT	EFT	\$80,380.14
			<b>Payroll Total</b>	<b>\$80,380.14</b>
Manual Claims	2/27/2025	EFT	EFT	\$1,173.10
	3/5/2025	EFT	EFT	\$1,115.54
	3/10/2025	EFT	EFT	\$10,009.70
	3/15/2025	EFT	EFT	\$240.00
VOIDED Checks			N/A	0.00
			<b>Manual Claim Total</b>	<b>\$12,538.34</b>
			<b>Toal Vouchers</b>	<b>\$224,545.05</b>

*Moved by David Lindley. Seconded by Ben Giant. (6:21pm)*

*Motion to approve Consent Agenda and vouchers in the amount of \$224,545.05.*

**CARRIED 4-0.**

**VII. Business Items**

None

**VIII. Reports and Communications (6:22pm)**

**A. Mayor's Updates**

1. Community Cleanup Proclamation for April 2025
2. Department Head Reports
3. Interim City Administrator Paul Koch Report
4. Council Member and Committee Reports

**IX. Executive Session:**

None

**X. Adjournment (6:37pm)**

**File Attachments for Item:**

A. Approval of an MOU with the Partners Rural WA

1. Presentation

2. Discussion

3. Action



## CITY COUNCIL REPORT

### ☒ Business Item

### ☐ Consent Agenda

Needs Legal Review:

No, unnecessary

Meeting Date:

April 16, 2025

Agenda Item:

A Rural Development Partners MOU

Presented By:

Paul Koch, ICA

### Action Required

Authorization for Mayor Keethler to sign a Memorandum of Understanding with the Partners for Rural Washington (PRWA) so the City can participate in a pilot program dealing with rural development in White Salmon and Bingen and four other rural communities.

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

Move to authorize the Mayor to sign a Memorandum of Understanding (MOU) with Partners for Rural Washington providing for the City of White Salmon to be able to participate in a pilot rural development program.

### Explanation of Issue

The City of White Salmon has been approached by Partners for Rural Washington to become involved in a pilot rural development program along with the City of Bingen and four other rural communities. By participating in this pilot program, the City of White Salmon makes it possible for the City to get services from Washington State University Extension, Washington Department of Commerce, USDA Rural Development and the Association of Washington Cities. PRWA will provide extended comprehensive technical assistance to the city related to infrastructure and community development. The City of White Salmon is one of the six pilot communities.

PNRA is a non-profit organization dedicated to truly partnering with rural communities. PRWA is completely funded by grants and other partnerships. Projects could easily include improvements to SR 141, Wastewater system facilities, Community Center and Water Systems. **There is no cost to the City of White Salmon for this service.**

By signing the MOU, the City of White Salmon will be able to engage with PRWA to define the area of focus and the scope of work that is anticipated to be done. See the attachments for additional information about this service.

### Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Take no action on this request.

### Fiscal Analysis:

**There is no cost to the City to participate in the pilot program.**

**Recommendation of Staff:** Staff recommends the City Council authorize the Mayor to sign the MOU with Partners for Rural Washington.

## Background:

White Salmon and Bingen were identified as a potential NWRIS pilot community for comprehensive technical assistance with infrastructure and select community development projects. Given the two communities are close geographically and work well together, they were combined as one project site.

The *Northwest Rural Investment Strategy* (NWRIS) was formed in 2023 through the efforts of the Washington and Oregon USDA Rural Development offices. The purpose of NWRIS is to ensure rural and tribal communities in these states are as prepared as possible to access state and federal infrastructure funding while also involving private and philanthropic organizations in funding solutions for communities with fewer than 10,000 people. Entities from both Oregon and Washington comprise the NWRIS steering committee--both state USDA Rural Development offices, and the states' rural development councils: Oregon iSector and Partners for Rural Washington (PRWA). This group organizes an annual Summit devoted to connecting community and tribal leaders with state, federal, philanthropic, and private funders to develop projects and funding for infrastructure and community development initiatives.

The NWRIS committee is excited to announce a new program in 2025 that will directly benefit rural towns across the state. With assistance from core partners (Washington State University Extension, WA Department of Commerce, and Association of Washington Cities), Partners for Rural Washington will provide extended, comprehensive technical assistance for select projects related to infrastructure and community development in six communities.

**Both cities met with Partners for Rural Washington on an exploratory call to discuss joint projects the cities are working collaboratively on, which included:**

- SR141 repaving and improvements
- Wastewater system and facility improvements
- Community Center needs
- Water system improvements

There was a shared consensus that from these focused areas as well as other smaller projects mentioned, both cities would benefit from the additional of technical assistance to move an identified project forward. Signing the MOU will allow the cities to formally engage with Partners for Rural Washington to define the area of focus and scope of work that is anticipated to be done. This opportunity comes at no cost to the city.





# WE GET IT

It's tough for small rural communities to tap into federal, state and private funds to tackle infrastructure problems, advance your communities and set the table for long-term vitality.

Staffed primarily with hard-working part-time mayors, clerks and volunteer town councils, you just don't have the capacity to find, apply for and administer large grants, let alone manage major construction projects to completion. Even when money is plentiful and available.

**That's where we step in.**



**Contact Us**



[info@partnersruralwa.org](mailto:info@partnersruralwa.org)



[partnersruralwa.org](http://partnersruralwa.org)

# TRUE PARTNERS



**PRWA projects have included:**



**Parks**



**Public Pools**



**Fire Stations**



**Rural Broadband**



**Wastewater / water systems**

PRWA is a non-profit organization dedicated to truly partnering with rural communities – especially those with fewer than 1,000 residents.

Funded completely with grants and partnerships ourselves, we know the challenges and opportunities of unlocking public and private dollars to get things done, and the best part is it's **AT NO COST TO YOU.**

**We help find and apply for monetary and other resources to address your thorniest issues.**

There's no "here's the money, good-bye" in our partnerships.

Reach out to let us know how we can help your community.

[www.partnersruralwa.org](http://www.partnersruralwa.org)



**Partners  
for Rural  
Washington**



**File Attachments for Item:**

A. Department Head Reports

# Bingen-White Salmon Police Department

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

Mike Hepner, Chief of Police

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



## DEPARTMENT HEAD REPORT

Department: Police

Meeting Date: April 16, 2025

Presented By: Chief Mike Hepner

### Administration:

- White Salmon Council Meeting
- Bingen Council Meeting
- Klickitat County Behavior Health Meeting
- Klickitat Community Link Project (K-LINK) Meeting  
A collaboration of community partners working together to better connect their services and better serve the community.
- Klickitat County Department of Corrections-Inmate Housing Meeting
- Wildfire Collaboration Meeting
- Klickitat County Evacuation Tabletop Exercise Workshop
- 1<sup>st</sup> Responder Mental Health and Wellness Conference

### Patrol Division:

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

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

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

March 2024 and 2025 Activity Log Attached

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

White Salmon	Bingen	
2	1	Abandoned/Disabled Vehicle
15	1	Agency Assist
3	2	Alarm
3		Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
		Burglary
		Child Abuse/Neglect
7	3	Citizen Assist
1	2	Civil Matter
1	1	Criminal Mischief
		Deceased
1		Disorderly
3		Domestic Violence
		Drugs
2		DUI
		Fire
		Fireworks
		Forgery
1		Fraud
1		Harassment
1		Hazmat
		Homicide
1		Information
		Intoxication
2		Juvenile Problem
		Kidnapping
44	10	

White Salmon	Bingen	
		Littering
1		Missing Person/Runaway
3		Medical Emergency
3		Mental Health
4	2	Motor Vehicle Accidents
		Motor Vehicle Theft
2	1	Noise Complaint
1		Parking Problem
		Pornography
5	1	Property Lost/Found
		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
7		Suspicious
1		Theft
		Threats
1		Traffic Complaint/Hazard
2		Traffic Offense
3	3	Trespass
		Unsecure Premise
	2	Violation Court Order
		Wanted Person
		Weapons Offense
2	4	Welfare Check
		911 Hang-up Calls
35	13	

<b>23</b>	<b>Bingen</b>
<b>79</b>	<b>White Salmon</b>
<b>102</b>	<b>Total</b>

**Bingen-White Salmon Police**  
**Monthly Activity Log**  
**March 2025**

White Salmon	Bingen	
10	1	Abandoned/Disabled Vehicle
20	2	Agency Assist
3	1	Alarm
3	2	Animal Problem/Noise/Neglect
		Arson
1		Assault
		Attempt to Locate
		Burglary
		Child Abuse/Neglect
8	10	Citizen Assist
	2	Civil Matter
2		Criminal Mischief
		Deceased
1	2	Disorderly
5		Domestic Violence
1		Drugs
		DUI
		False Reporting
1	2	Fire
		Fireworks
		Forgery
1		Fraud
2		Harassment
1		Hazmat
		Homicide
1		Information
		Intoxication
3		Juvenile Problem
		Kidnapping
		Littering
63	22	

White Salmon	Bingen	
4		Missing Person/Runaway
	1	Medical Emergency
		Mental Health
1	3	Motor Vehicle Accidents
1		Motor Vehicle Theft
2	1	Noise Complaint
		Paper Service
1		Parking Problem
		Pornography
8		Property Lost/Found
	1	Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
	1	Sex Crimes
5	7	Suspicious
	1	Theft
1		Threats
2	1	Traffic Complaint/Hazard
7	3	Traffic Offense
103	95	Traffic Stop
3	2	Trespass
1		Unsecure Premise
		Violation Court Order
2		Wanted Person
		Weapons Offense
5	2	Welfare Check
5	1	911 Hang-up Calls
151	119	

<b>141</b>	<b>Bingen</b>
<b>214</b>	<b>White Salmon</b>
<b>355</b>	<b>Total</b>



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## PUBLIC WORKS DEPARTMENT

Meeting Date: 4.16.25

Presented By: Andrew Dirks- PWD

### Daily Operations / What's Happening:

- Re-align and reinstall the security fence at Strawberry Mtn Res.
- Held an open house for residents impacted by Transmission Main Phase 2A
- Grading at Peebles Park after community meeting and input.
- SWTP Roof restoration walk through.
- NMBPS Pre Bid
- SWTP Roof Bid Opening.
- SCADA and Phase 1 Project Closeout
- SCADA Maintenance Contract
- Valve extension at BC intake.
- Street Cut repairs.
- Sweeper tilling disposal.
- Waubish Pump 1 repairs.
- Basecamp RV Park sewer review.
- Plan review
- Meter reading.
- Maintenance Worker Interviews.

### Current Projects:

- Phase 2A
- N Main- Spring St
- SWTP Roof
- Peebles Park

### Completed Projects:

- SCADA Upgrades

### Completed Trainings

- NIMS Training
- Klickitat County Evacuation Training

### Updates for the Community / Upcoming Events:

- New Maintenance Worker should be on board by may first.