

White Salmon City Council Meeting - July 1, 2020

A G E N D A

July 01, 2020 – 6:00 PM

Meeting ID: 857 7776 1546 Password: 355621



Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799

We ask that the audience call in instead of videoing in or turn off your camera, so video does not show during the meeting to prevent disruption.

Thank you.

Call to Order

Roll Call

Public Comment

Public comment will not be taken during the teleconference. Public comment submitted by email to Jan Brending at janb@ci.white-salmon.wa.us by 5:00 p.m. on Wednesday, July 1 will be read during the city council meeting and forwarded to all city council members. Please include in the subject line "Public Comment – July 1 Council Meeting."

Changes to the Agenda

Business Items

1. Appointment of City Council Member Position #4
 - a. Interviews
 - b. Executive Session - The City Council will meet in Executive Session pursuant to RCW 42.30.110(1)(g) to discuss the qualifications of candidates for the position of Council Member.
 - c. Action
2. Ordinance 2020-07-1064, Repealing WSMC 17.36 and Adding New WSMC 17.36 MHRP Mobile/Manufactured Home Residential Park District
 - a. Presentation and Discussion
 - b. Action
3. Spoke Bike Park Improvements and Non-Exclusive License and Indemnity Agreement
 - a. Presentation and Discussion
 - b. Action
4. Rheingarten Park Restroom Remodel - Small Works Roster Bid
 - a. Presentation and Discussion
 - b. Action
5. Crestline Payment No. 4 and USDA Reimbursement Request No. 4
 - a. Presentation and Discussion
 - b. Action
6. Innovative Composites Engineering - Sewer Overage Billing Request
 - a. Presentation and Discussion
 - b. Action

Consent Agenda

7. Leak Adjustment Request - Barbara Bailey
8. Purchase of Face Masks COVID19 CARES Funding
9. Approval of Meeting Minutes - June 17, 2020
10. Approval of Vouchers

Department Head and Council Member Reports

Adjournment

File Attachments for Item:

Appointment of City Council Member Position #4

a. Interviews

b. Executive Session - The City Council will meet in Executive Session pursuant to RCW 42.30.110(1)(g) to discuss the qualifications of candidates for the position of Council Member.

c. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: July 1, 2020
Agenda Item: Appointment of City Council Position #4
Presented By: Jan Brending, Clerk Treasurer

Action Required

Appointment of an individual to City Council Position #4.

Motion

Motion to appoint _____ to City Council Position #4.

Explanation of Issue

The City has advertised for the vacant council position #4 allowing interested individuals to submit letters of interest to the Clerk Treasurer by June 30, 2020.

Any letters of interest will be forwarded to the City Council first thing on Wednesday, July 1st.

The process will be as follows:

1. Interviews will be conducted in open session with each interested individual. Candidates will wait in the Zoom Waiting Room until it is their turn for their interview.
2. The council will discuss the qualifications of the candidates in Executive Session pursuant to RCW 42.30.110(1)(g). Separate instructions will be provided to council members for the Zoom Executive Session (using a separate account from that used for the regular council meeting).
3. A straw vote will be held whereby each council member will email Jan Brending, Clerk Treasurer their preferred candidate. Jan Brending will read the results of the straw vote in open session.
4. A motion will be required to appoint the overall preferred candidate.

File Attachments for Item:

2. Ordinance 2020-07-1064, Repealing WSMC 17.36 and Adding New WSMC 17.36 MHRP
Mobile/Manufactured Home Residential Park District

a. Presentation and Discussion

b. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: July 1, 2020
Agenda Item: Ordinance 2020-07-1064, Repealing WSMC 17.36 – MHR Mobile Home Residential District and Adding New Chapter 17.36 – MHRP Mobile/Manufactured Home Residential Park District
Presented By: Pat Munyan, City Administrator

Action Required

Adoption of Ordinance 2020-07-1064 repealing WSMC 17.36 – MHR Mobile Home Residential District and adding new Chapter 17.36 – MHRP Mobile/Manufactured Home Residential Park District upon first reading or after a second reading to be scheduled for July 15, 2020.

Motion

Motion to adopt Ordinance 2020-07-1064 repealing White Salmon Municipal Code 17.36 – MHR Mobile Home Residential District, adding new Chapter 17.36 – MHRP Mobile/Manufactured Home Residential Park District and Providing for Severability and an Effective Date upon first reading and finding that adoption of this ordinance is exempt from SEPA review per RCW 43.21C.450(1) in that the amendments to the development regulations are required to ensure consistency with the city's adopted comprehensive plan in that it was previously subjected to SEPA review and the impacts of the proposed regulation were specifically addressed in that review.

Explanation of Issue

As part of the City's moratorium on residential development, the city council had identified review and possible modifications to the city's zoning code 17.36 – MHR Mobile Home Residential District. Amendments to the code were developed and initially reviewed by the city council. The code was forwarded to the planning commission for review. The Planning Commission and the City Council held a joint public hearing on the proposed amendments on March 11, 2020. The Planning Commission then discussed the proposed amendments and made recommended changes and forwarded the amendments to staff to forward to the city council.

The whereas clauses of the ordinance specifically point out that the City's current comprehensive plan states that both site-built and manufactured housing shall be recognized as necessary and functional housing although special standards in placement and locations apply to each. The clauses also state that the current WSMC 17.36 fails to ensure that affordable mobile and manufactured housing is preserved as an option for workforce housing.

Attached is the proposed amendments incorporating the proposed changes by the Planning Commission. In addition, the current WSMC 17.36 is included along with the minutes of the March 11, 2020 Planning Commission meeting. A copy of the proposed amendments has been translated into Spanish and are available on the city's website.

Staff Recommendation

Staff recommends the adoption of Ordinance 2020-07-1064 repealing WSMC 17.36 – MHR Mobile Home Residential District and adding new Chapter 17.36 – MHRP Mobile/Manufactured Home Residential Park District.

**CITY OF WHITE SALMON
ORDINANCE 2020-07-1064**

**AN ORDINANCE REPEALING WHITE SALMON MUNICIPAL CODE 17.36 -
MHR MOBILE HOME RESIDENTIAL DISTRICT, ADDING NEW
CHAPTER 17.36 - MHRP MOBILE/MANUFACTURED HOME RESIDENTIAL
PARK DISTRICT AND PROVIDING FOR
SEVERABILITY AND AN EFFECTIVE DATE**

WHEREAS, City’s Comprehensive Plan House Goal (H-2.6) states both site-built and manufactured housing shall be recognized as necessary and functional housing although special standards in placement and locations will apply to each; and

WHEREAS, the City finds the current White Salmon Municipal Code 17.36 - MHR Mobile Home Residential District fails to ensure affordable mobile and manufactured housing is preserved in this community as an option for workforce housing; and

WHEREAS, the City is presently in a moratorium to allow code changes that will protect and promote workforce and affordable housing as required by its Comprehensive Plan; and

WHEREAS, the City wishes to modify its code to further this goal.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON DO HEREBY ORDAIN as follows:

SECTION 1. White Salmon Municipal Code Chapter 17.36 - MHR Mobile Home Residential District is hereby repealed in its entirety and a new White Salmon Municipal Code Chapter 17.36 MHRP Mobile/Manufactured home Residential Park District is hereby adopted as set forth in Exhibit A attached hereto and by this reference incorporated herein.

SECTION 2 – SEVERABILITY. That if any clause, section, or other part of this Ordinance shall be held invalid or unconstitutional by any court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby but shall remain in full force and effect.

SECTION 3 – EFFECTIVE DATE. This ordinance shall take effect five (5) days after its publication according to law.

PASSED by the City Council of the City of White Salmon at a regular meeting
this _____ day of _____, 2020.

Marla Keethler, Mayor

ATTEST:

Jan Brending, Clerk/Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney

Exhibit "A"

**CHAPTER 17.36 – MHRP MOBILE/MANUFACTURED HOME RESIDENTIAL
PARK DISTRICT**

Sections:

- 17.36.010 Purpose/Transfer of MHRP Zone**
- 17.36.020 Permitted uses.**
- 17.36.030 Conditional uses.**
- 17.36.040 Minimum development standards.**
- 17.36.050 Off-street parking.**
- 17.36.060 Roadway.**
- 17.36.070 Expansion or alteration of existing mobile/manufactured home parks.**
- 17.36.080 Eviction notices for change of use or closure of a mobile/manufactured home park.**
- 17.36.090 Relocation report and plan.**
- 17.36.100 Certificate of completion of the relocation report and plan.**
- 17.36.110 Notice of provisions.**
- 17.36.120 Administration.**
- 17.36.130 Appeal.**
- 17.36.140 Use exception**
- 17.36.150 Closure and government sponsorship.**
- 17.36.160 Additional requirements.**
- 17.36.170 Building permit required.**
- 17.36.180 Required tie-downs.**

17.36.010 Purpose/Transfer of MHRP Zone.

The purpose of the MHRP Mobile/Manufactured Home Residential Park District is to provide a zoning district primarily for manufactured and mobile home parks and secondarily for other high-density, affordable housing and to enable zoning to conform to general planned densities. This chapter replaces "MHR Mobile Home Residential District" and all properties previously zoned thereunder are included in this zone and shall hereafter be designated as "MHRP Mobile/Manufactured Home Residential Park District".

17.36.020 Permitted uses.

The following uses are permitted, subject to conformance with applicable regulations stated below, and elsewhere in this Title:

- A. Mobile/manufactured home parks. For purposes of this chapter, "Mobile/Manufactured Home Residential Park District" is defined as any development of real property, within the City providing space for occupancy of two (2) or more manufactured homes as defined in WSMC Chapter 17.08, mobile

homes as defined in WSCM Chapter 17.08, and complying with the standards as designated on the data plate (HUD and L&I certification requirements) and with all the provisions of the Manufactured Housing Construction and Safety Standards in effect at the time of its construction and constitutes not less than 720 square feet of interior habitable area, and further including tiny houses as described in RCW 35.21.686 and further defined in WSMC Chapter 17.08 and constructed in accordance with WAC 51-51-60104 and does not have an interior habitable area greater than 400 square feet.

- B. Dwellings and buildings when appurtenant to the mobile/manufactured home park only.
- C. Accessory uses and structures related to any permitted use, except home occupation.
- D. Offices, restrooms, laundry, storage and recreational facilities, clubhouse, and similar uses appurtenant to the mobile/manufactured home park residents only.

17.36.030 Conditional uses.

The following uses are permitted subject to approval of a conditional use permit:

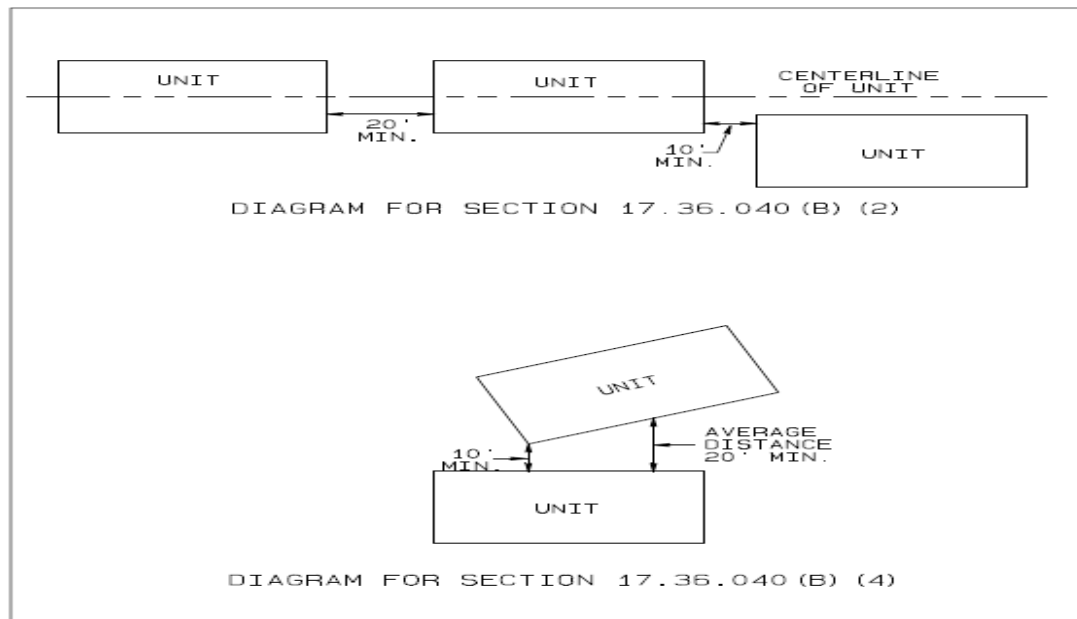
- A. Home occupations.
- B. Public and quasi-public uses related to the district.
- C. Nursery schools and family child day care centers.
- D. Recreational vehicle park.
- E. Dwelling units with at least 55 percent of units meeting affordable housing threshold.

17.36.040 Minimum development standards.

The following are the minimum development standards for the MHRP Mobile/Manufactured Home Residential Park District:

- A. There shall be a minimum ten-foot setback from all interior property lines. Public street frontage setback shall be not less than twenty-five (25) feet from the property line.
- B. Spacing of mobile/manufactured homes.

1. There shall be a space of not less than twenty (20) feet between mobile/manufactured homes located side-by-side and parallel.
2. The spacing between mobile/manufactured homes located end-to-end shall be not less than twenty (20) feet; provided, however, where the center line, as extended, of one unit does not extend through the adjacent unit, the spacing between the two units shall not be less than ten (10) feet (See Diagram 17.36.040 (B) (2)).
3. There shall be not less than ten (10) feet between any mobile/manufactured home and any cabana, carport or other similar accessory structure related to another mobile/manufactured home nor between any mobile/manufactured home and any permanent structure.
4. The average distance between adjacent angular mobile/manufactured homes shall be not less than twenty (20) feet with the closest point being no less than ten (10) feet (See Diagram 17.36.040 (B) (4)).
5. Each site shall be equipped with a storage shed not less than sixty (60) square feet of storage space.
6. Each space shall be identified by a number, which shall be displayed with sufficient size and location to be readily visible from the adjacent roadway.



- C. Each mobile/manufactured home shall be serviced by at least one thirty (30) foot wide roadway to provide for two moving lanes of traffic and a four (4) foot

delineated pedestrian walkway. Where on-roadway parking is desired, the roadway width shall be increased accordingly.

- D. All roadways and parking areas shall be paved with asphalt or Portland Cement Concrete in accordance with the most current version of the City's street standards.
- E. All street frontage setback areas shall be landscaped and maintained.
- F. Landscaping and Fencing. A detailed landscape plan shall be required and include:
 - 1. The location and materials of all fencing.
 - 2. All plantings including the size, location, species name and method of irrigation.
 - 3. Existing trees or significant plant groupings that are intended to remain.
 - 4. Sight-obscuring buffer between the mobile/manufactured home park and adjacent residential district or commercial district.
 - 5. Perimeter ground cover landscaping consisting of not less than five-foot width and established line of site requirements for driveways and intersections.
 - 6. Individual space landscaping, common areas and open space. Sight-obscuring buffer shall consist of opaque material fencing or a solid landscape screen which shall consist of an evergreen or nearly evergreen mixture of shrubs, bushes or trees that produce a dense, sight-obscuring screen at least six-feet in height within three years of planting. Berms may be included as a sight-obscuring barrier to a maximum berm height of five feet planted on both sides with evergreen or nearly evergreen shrubs or bushes so that the total height of landscaping and berm will be at least six feet within three years of planting, and the top of the berm plantings form a dense, sight-obscuring screen within the same three-year period. Fencing materials, landscaping species and standards shall be consistent with White Salmon Municipal Code (WSMC).
- G. Site plan approval is required prior to the initial construction of any mobile/manufactured home park and prior to any substantial changes thereto, or to any existing mobile/manufactured home park.

17.36.050 Off-street parking.

There shall be two off-public-street parking spaces for each mobile/manufactured home space.

17.36.060 Roadway.

Every roadway within the mobile/manufactured home park shall be named and the names clearly posted. Every mobile/manufactured home shall have a number which will be clearly visible from the roadway at all times.

17.36.070 Expansion or alterations of existing mobile/manufactured home residential parks.

Any mobile/manufactured home park existing or approved at the time of adoption of the ordinance codified herein may be enlarged or altered; provided all codes and ordinances of the City are complied with for that portion to be enlarged; and the enlargement is forty-nine percent or less of the area of the existing park. Where there is a proposed enlargement or alteration of an existing park to the extent of affecting higher than forty-nine percent of the area of the existing park, when such enlargement or alteration is carried out or planned, such enlargement or alteration shall require full integration of the existing park to conform to the provisions of this chapter. As sanctioned by the provisions of this section, a mobile/manufactured park can only be enlarged or altered one time without full integration of the existing park.

17.36.080 Eviction notices for change of use or closure of a mobile/manufactured home park.

- A. Before a mobile/manufactured home park owner may issue eviction notices pursuant to a closure or change of use under Chapter 59.21 RCW, the mobile/manufactured home park owner must first submit to the City a relocation report and plan that meets the requirements of WSMC 17.36.090. If applying for a change of use, the mobile/manufactured home park owner shall submit the relocation report and plan together with all other necessary applications. Once the City determines that the relocation report and plan meets the requirements of WSMC 17.36.090, the City shall stamp their approval on the relocation report and plan and return a copy of the approved plan to the manufactured/mobile home park owner. If the City determines that the relocation report and plan does not meet the requirements of WSMC 17.36.090, the City may require the mobile/manufactured home park owner to amend or supplement the relocation report and plan as necessary to comply with this chapter before approving it.
- B. No sooner than upon approval of the relocation report and plan, the owner of the mobile/manufactured home park may issue the twelve (12) month eviction notice to the mobile/manufactured home park tenants. The eviction notice shall comply

with RCW 59.20.080 and 59.21.030, as amended. No mobile/manufactured home owner who rents a mobile/manufactured home lot may be evicted until the twelve (12) month notice period expires, except pursuant to the State Mobile Home Landlord-Tenant Act, Chapter 59.20 RCW.

17.36.090 Relocation report and plan.

- A. The relocation report and plan shall describe how the mobile/manufactured home park owner intends to comply with Chapters 59.20 and 59.21 RCW, relating to mobile/manufactured home relocation assistance, and with WSMC17.36.080 through 17.36.130. The relocation report and plan must provide that the mobile/manufactured home park owner will assist each mobile/manufactured home park tenant household to relocate, in addition to making any state or federal required relocation payments. Such assistance must include providing tenants an inventory of relocation resources, referring tenants to alternative public and private subsidized housing resources, helping tenants obtain and complete the necessary application forms for state-required relocation assistance, and helping tenants to move the mobile/manufactured homes from the mobile/manufactured home park. Further, the relocation report and plan shall contain the following information:
1. The name, address, and family composition for each mobile/manufactured home park tenant household, and the expiration date of the lease for each household;
 2. The condition, size, ownership status, HUD and State Department of Labor and Industries certification status, and probable mobility of each mobile/manufactured home occupying a mobile/manufactured home lot;
 3. Copies of all lease or rental agreement forms the mobile/manufactured home park owner currently has in place with mobile/manufactured home park tenants;
 4. To the extent mobile/manufactured home park tenants voluntarily make such information available, a confidential listing of current monthly housing costs, including rent or mortgage payments and utilities, for each mobile/manufactured home park tenant household;
 5. To the extent mobile/manufactured home park tenants voluntarily make such information available, a confidential listing of gross annual income for each mobile/manufactured home park tenant household;
 6. An inventory of relocation resources, including available mobile/manufactured home spaces in Klickitat, Skamania, Yakima and Benton Counties;

7. Actions the mobile/manufactured home park owner will take to refer mobile/manufactured home park tenants to alternative public and private subsidized housing resources;
 8. Actions the mobile/manufactured home park owner will take to assist mobile/manufactured home park tenants to move the mobile/manufactured homes from the mobile/manufactured home park;
 9. Other actions the owner will take to minimize the hardship mobile/manufactured home park tenant households suffer as a result of the closure or conversion of the mobile/manufactured home park; and
 10. A statement of the anticipated timing for park closure.
- B. The City or designee may require the mobile/manufactured home park owner to designate a relocation coordinator to administer the provisions of the relocation report and plan and work with the mobile/manufactured home park tenants, the City and state offices to ensure compliance with the relocation report and plan and with state laws governing mobile/manufactured home park relocation assistance, eviction notification, and landlord/tenant responsibilities.
- C. The owner shall make available to any mobile/manufactured home park tenant residing in the mobile/manufactured home park copies of the proposed relocation report and plan, with confidential information deleted. Within fourteen (14) days of the City Planning Department approval of the relocation report and plan, a copy of the approved relocation report and plan shall be mailed by the owner to each mobile/manufactured home park tenant. Tenants may request and the owner must provide the report to be delivered a native language, or in another media as necessary to accommodate any visual impairment needs.
- D. The mobile/manufactured home park owner shall update with the City Planning Department office the information required under this section to include any change of circumstances occurring after submission of the relocation report and plan that affects the relocation report and plan's implementation.

17.36.100 Certificate of completion of the relocation report and plan.

No mobile/manufactured home park owner may close a mobile/manufactured home park or obtain final approval of a comprehensive plan or zoning re-designation until the mobile/manufactured home park owner obtains a certificate of completion from the City Planning Department. The City Planning Department shall issue a certificate of completion only if satisfied that the owner has complied with the provisions of an approved relocation report and plan, the eviction notice requirements of RCW 59.20.080

and 59.21.030, the relocation assistance requirements of RCW 59.21.021, and any additional requirements imposed in connection with required City applications.

17.36.110 Notice of provisions.

It is unlawful for any party to sell, lease, or rent any mobile/manufactured home or mobile/manufactured home park rental space without providing a copy of any relocation report and plan to the prospective purchaser, lessee, or renter, and advising the same, in writing, of the provisions of WSMC 17.36.080 through 17.36.130 and the status of any relocation report and plan.

17.36.120 Administration.

The City Planning Department shall administer and enforce WSMC 17.36.080 through 17.36.130. Whenever an owner or an owner’s agent fails to comply with the provisions of WSMC 17.36.080 through 17.36.130, the following may occur:

- A. The City may deny, revoke, or condition a certificate of completion, a permit, or another approval;
- B. Any other appropriate City official may condition any permit or other approval upon the owner’s successful completion of remedial actions deemed necessary by the City carry out the purposes of WSMC 17.36.080 through 17.36.130.

17.36.130 Appeal.

Any appeal from a determination of the City Planning Department under WSMC 17.36.080 (A), WSMC 17.36.100, and WSMC 17.36.120(A) shall be an open record hearing filed within fourteen (14) days of the determination and be processed in accordance with the procedures established for Type V applications (waiving Planning Commission recommendation – City Council decision final) under WSMC Title 19.

17.36.140 Use exceptions.

- A. A mobile/manufactured home park owner may request a use exception or modification from the application of the MHRP zoning to their property as set forth below.
- B. The property owner shall submit a site plan application showing building footprint, streets, walkways, parking, drainage facilities, sanitary sewer lines, water lines, trails, lighting and landscaping, In addition, the property owner shall submit a written explanation of the reasons for use exception or modification and provide a report describing the proposed use with documentation demonstrating that application of the MHRP zoning meets the criteria below.

- C. The City Council may approve the property owner’s request for a use exception or modification if the property owner demonstrates:
 - 1. They do not have reasonable use of their property under the MHRP zoning; or
 - 2. The uses authorized by the MHRP zoning are not economically viable at the property’s location.

If the request is granted by the City Council and the City determines that a zone change is required, the applicant shall be financially responsible for all associated costs related to the zone change.

- D. In addition to the application, a relocation report and plan shall be submitted the City Planning Department pursuant to WSMC 17.36.090; and the eviction notices procedures provided for in WSMC 17.36.080 through 17.36.130 shall apply.
- E. Except as otherwise provided herein, the application shall be reviewed as a WSMC 19.10 Type V review (waiving Planning Commission recommendation – final decision made by City Council), and the Council’s decision may be appealed to Klickitat County superior court.

17.36.150 Closure and government sponsorship.

- A. If an eminent domain action by a federal, state, or local agency causes closure of a mobile/manufactured home park and the procedures set forth in the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, 42 U.S.C. 4601 et seq., and the regulations of 49 CFR Part 24 or the Relocation Assistance – Real Property Acquisition Policy Act of Chapter 8.26 RCW and the regulations of Chapter 468-100 WAC are followed, the requirements of those acts and regulations will supersede the requirements of WSMC 17.36.080 through 17.36.170.
- B. If a condemnation action of the City causes closure of a mobile/manufactured home park, the City will be responsible for fulfilling the requirements of the standards contained herein. If the City chooses to follow portions of the state act and regulations and the City determines that there is a conflict or redundancy between the portions of the state act and regulations being followed by the City, and the standards contained herein, the state act shall take precedence in such areas of conflict or redundancy. If the state act is followed in all respects, such act will supersede the requirements of this section and the standards contained herein.

17.36.160 Additional Requirements.

- A. No manufactured or mobile home shall be moved into the City limits of White Salmon without prior authorization of the City, placement permit issued by the City Building Inspector and HUD and Washington State Labor and Industry inspection tag. The owner will need to provide picture and other document evidence that the manufactured or mobile home is in good or better condition and suitable for living.
- B. No manufactured or mobile home may be altered or added to without a Washington State Labor and Industry permit and City building permit if applicable.
- C. No manufactured or mobile home, or any addition or accessory building thereto, may be placed upon a lot in any MHRP District without first obtaining a building permit and sewer and water connection permits, and authorization, from the building inspector. Any required fees shall be in accordance with the current City Fee Schedule.
- D. Any attached addition or attached accessory building shall be compatible with the design, color and exterior covering, including roofing, to the manufactured or modular home.
- E. Any addition or accessory structures or building shall be in compliance with all applicable WSMC and building codes.
- F. All water, sewer and storm-water shall comply with the most current State laws and City standards and regulations. Connections shall be made to the City utility system, if available and applicable. The sewer connection shall be provided with suitable fittings so that a watertight connection shall be so constructed that it can be closed and locked, when not linked to a dwelling, and shall be capped so as to prevent any escape of odors.
- G. All equipment, including but not limited to tires, wheels and axles, which are needed to transport the structure to the site shall be removed from the structure, and said structure shall be attached to a permanent foundation or anchored to the ground in accordance with manufacturer's requirements and/or as approved by the building inspector.

17.36.170 Building permit required.

Issuance of a building permit is required prior to commencement of construction of any permanent improvements within any new mobile/manufactured home park and prior to any enlargement, alteration or addition to any permanent improvements within any existing mobile/manufactured home residential park. The fees for said building permit

shall be based on the cost of construction for said permanent improvements, and shall include such things as roadways, walkways, parking areas, permanent structures and other similar types of construction activities.

17.36.180 Required tiedowns.

All mobile/manufactured homes shall be tied down/anchored in accordance with manufacturer's recommendations. If a manufacturer recommendation cannot be provided, the mobile/manufactured homeowner shall provide the building inspector with an engineered stamped plan as to how the mobile/manufactured home is to be tied down.



**CITY OF WHITE SALMON
Planning Commission Meeting - Wednesday, March 11, 2020
Joint Public Hearing with City Council**

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commission Members:

Ross Henry, Chairman
Michael Morneault
Greg Hohensee
Seth Gilchrist (Arrived 5:31)
Tom Stevenson

Staff Present:

Erika Castro Guzman, City Associate Planner
Patrick Munyan, City Administrator
Jan Brending, City Clerk-Treasurer
Ken Woodrich, City Attorney

Council Members:

Marla Keethler, Mayor
Jason Hartmann
David Lindley
Amy Martin
Ashley Post
Joe Turkiewicz

CALL TO ORDER/ ROLL CALL

Ross Henry, Chairman called the meeting to order at 5:30 PM. There were approximately 30 people in the audience. All planning commissioner members were present. All White Salmon City Council members were also in attendance.

APPROVAL OF MINUTES

Minutes of February 26, 2020.

Moved by Michael Morneault. Seconded by Greg Hohensee.

Discussion: Commissioner Stevenson requested clarification of his 30% comment in relation to affordable housing threshold (in second paragraph). No further issues.

Motion to approve minutes of February 26, 2020. CARRIED 5-0.

Public Hearing of Draft Ordinance Repealing and Replacing WSMC 17.36 MHR Mobile Home Residential District.

Jan Brending, Clerk-Treasurer, reviewing the proposed changes to WSMC 17.36 MHR Mobile Home Residential District. She noted that the documents were also translated into Spanish.

Ross Henry, Chairman opened the public hearing at 5:35 PM.

Clerk-Treasurer Brending read written comment from *Brookside Development LLC, owner of Washington Street Trailer Court, White Salmon*, that addressed the following specific comments:

“Even though we are one of the property owners most affected by the proposed repeal, we fully support the goals of the City. As we are sure the City knows, the proposed ordinance will eliminate many development options and will therefore significantly decrease the

general development value of our properties. Please accept the following as our specific written comments:

17.36.050 Off-street parking. There shall be two off-public-street parking spaces for each mobile/manufactured home space. Comment: This we decrease affordability and should be reconsidered.

17.36.080 Eviction notices for change of use or closure of a mobile/manufactured home park; 17.36.090 Relocation report and plan; 17.36.100 Certificate of completion of the relocation report and plan; 17.36.110 Notice of provisions; 17.36.120 Administration. Comment: We reserve formal comment on these provisions as the current closure process of the Washington Street Trailer Park, which is located on one of our MHZ parcels, is currently under the jurisdiction of, and being regulated by, the Washington Attorney General. We have worked closely with the Attorney General for the past 9 months since the filing of the required Closure notice. Although the proposed MHRP ordinance is not applicable to our closure process, we are more than willing to provide informal thoughts on the provisions of these proposed sections based on our experience over the past year.

17.36.160 Additional Requirements. C. No manufactured or mobile home, or any addition or accessory building thereto, may be placed upon a lot in any MHRP District without first obtaining a building permit and sewer and water connection permits, and authorization, from the building inspector. Any required fees shall be in accordance with the current City Fee Schedule. Comment: This requirement will dramatically decrease affordability which is the City's stated goal. On one hand, the ordinance is saying site built homes are not allowed in the zone. On the other, the ordinance says that each dwelling will be taxed by for city services the same way site built homes are taxed. This is not consistent with existing zoning or affordability policy. In its place, the City should consider a single reduced impact rate for the entire development on a proposed on any MHRP parcel.

F. All water, sewer and storm-water shall comply with the most current State laws and City standards and regulations. Connections shall be made to the City utility system, if available and applicable. The sewer connection shall be provided with suitable fittings so that a watertight connection shall be so constructed that it can be closed and locked, when not linked to a dwelling, and shall be capped so as to prevent any escape of odors. Comment: Same affordability rationale as for subparagraph C comment above should be considered.
17.36.170 Building permit required. Comment: Same affordability rationale as for subparagraph C comment above should be considered."

Sara Medina, Washington Street Trailer Court, White Salmon stated that she has lived in Washington Street Trailer park for 10 years and her motive for attending is her worry for her children and all others who live in their trailer court. She stated that her children do not want to leave their school, in particularly her high schooler who is at risk of losing his college scholarships if her family moves to Oregon. Medina said she is unable find rent because either rent is expensive or have many requirements. (Interpreted by Carlos Ibarra)

Gabrielle Gilbert, White Salmon Urban Exempt Area, Klickitat County stated that this is about the city doing the right thing and keeping the community together. She asked the council and planning commission to remember the last trailer park was removed with little resistance. She said that it destroyed families who had to rebuild. Gilbert requested the city to establish model policies because if you have an income below \$60,000 a year, families are living hand to mouth, and anything less

would be working into the food budget. Gilbert said she supports ADUs as they offers an additional income.

Soila Loeza, White Salmon Urban Exempt Area, Klickitat County stated she works with Mid-Columbia Children’s Council Headstart and works directly with low income families. She said that most families affected by the Washington Street Trailer Court evictions have gone through the headstart program and that she sees them very upset trying to find housing. Loeza said families have invested a lot of money on their trailers and it would be nice for them to stay living in this community. She said she has seen the stress it places on the family, including kids.

Ubaldo Hernandez, Inside City Limits, White Salmon stated he has lived in the community for 25-years and acknowledged the hardworking people of the Washington Street Trailer Court that work in the service industry that may want to speak up but do not have the skills to do so. He stated that as a community, people are aware of protecting their investments and think it is valid, but they would also like to acknowledge that the salary for the rent is part of an investment too. Hernandez stated that if these families leave because rents are too high, they will no longer be investing money into the community.

Edith Flores, Formerly Residing in White Salmon stated that she moved to The Dalles, OR five months ago from White Salmon because she could not find any affordable housing. She stated that it is very complicated because her children still attend school in White Salmon and she commutes to work in Bingen, WA. Flores thanked the council members and commissioners for listening to their needs. (Interpreted by Carlos Ibarra)

Kalama Reuter, Inside City Limits, White Salmon stated that she supports diversity and is a strong advocate of affordable housing. She said she agrees with Brookside Development LLC’s comments that the new code has some issues about affordability. Reuter stated she appreciates the hard choices that have to be made but to please consider the people.

Manuel Villa, Washington Street Trailer Court, White Salmon stated that he is a resident of the Washington Street Trailer Court and has been living in the community for over 30 years. He said he has five grown children that have moved out and now he and his wife live alone. Villa said he understands the city can’t give freely, but desires the opportunity to stay within the community. He stated he believes rents are too high and would appreciate it if the city could help relocate him and the affected families. He said he feels the pressure as there are four months left to move although he continues to work in local service jobs. Villa said he would not like to move because this area is all he knows since he has been in this country. (Interpreted by Ubaldo Hernandez)

Joel Madsen, Inside City Limits, White Salmon Executive Director of Mid-Columbia Housing Authority, stated that he does not have specific comments on the ordinance itself but appreciates and wanted to show support for preserving the zone for the City of White Salmon. He stated that he appreciates the thoughtfulness in the discussion around contemplating relocation and providing adequate notice. Madsen encouraged the city council to pass the ordinance as is and to favor the residents of the mobile home park.

Mariol Ramirez, Washington Street Trailer Court, White Salmon stated that she has resided in White Salmon for 27-years, living in Washington Street Trailer Court since 2004. She stated that she is upset and affected because her family is being dislocated which in turn affects the community because the cost of living is too high. (Interpreted by Carlos Ibarra)

Tao Berman, Inside City Limits, White Salmon states that he previously owned a mobile home park and knows how difficult it is to make the math work, but feels for the families that are having to move on. He said he would like to bring focus to the basic economics and asked the code to maintain some level of affordability while not having the park go into disrepair. He stated he supports trying to keep manufactured homes in the community, but with all the hookup fees a project is dead upon arrival, and believes the fees must be waived for a developer to make such improvements while charging an affordable rent price. Berman says he thinks the ordinance still needs work if the objective is to put a code in place that investors can actually invest into achieving the stated comprehensive plan goals that he supports.

Chairman Henry thanked Carlos Ibarra and Ubaldo Hernandez for interpreting for the Spanish speaking community.

Carlos Ibarra, Unknown Location stated that livable conditions, affordability and money has different meaning for everyone, but at the end of the day the community wants families to be together. He reflected on how expensive it is to build and buy materials.

Chairman Henry closed the Public Hearing at 6:11 PM.

At 6:12 PM, Chairman Henry dismissed the City Council and took a 10-minute break and resumed the meeting at 6:22 PM.

Commissioners discussed that the State already has an eviction process in place, but the City should work to keep mobile home parks in their current zoning to prevent what is happening with the Washington Street Trailer Park.

Commissioner Hohensee stated the proposed ordinance will make it more expensive to have a functional mobile home park that is currently tied to two lots in town and that it will in turn make it hard to maintain the rents at an affordable rate. He stated that planning commissioners and the city council should be mindful that the developer needs to be profitable.

Staff discussed the economics of the water and sewer utilities (regardless of a publicly owned or privately owned system). The commission agreed that the 2012 Comprehensive Plan provides protection of the working class people, and that a big step towards that is to remove the possibility of stick built home within the MHR Zone to preserve manufactured and mobile homes in the zone. Further discussion entailed the review of the current residential zoning moratorium timeline in correlation with the new 2020 Comprehensive Plan update.

Staff and commissioners discussed the failing infrastructure as it relates to the trailer parks. Staff stated that infrastructure is failing on all levels. Commissioner Hohensee stated that the failing infrastructure is overlooked because of the emotional content that is fueled by financial necessity when maintaining trailers that are not meant to last 35+ years.

Staff stated that manufactured homes must be allowed in all zoning by state law.

Commissioner Hohensee stated that the goal of this piece of legislation shall provide better protection to the residents, specifically that mobile homes must meet current building codes and provide for safety. He said he believes the draft provides a profitable avenue for the landowners, emphasizing that there are only two current landowners, and also provides affordability in the sense of rental protection.

Attorney Woodrich discussed a Ninth Circuit case that deals with mobile home park zones, specifically citing the City of Tumwater, that stated if an economically viable use of a property is not attainable, the owner shall have the ability to resolve it. He stated that the structure of the ordinance must give a reasonable calculation that shall the mobile home park can be operated profitably. He said that if it cannot be operated profitably, it shall be permitted to rezone regardless of the circumstance. Attorney Woodrich stated that it is critical and he recommended trying to pencil it out referencing WSMC 17.36.140.

Commissioner Hohensee stated that he understands the proposed code to does the following:

- Provides better protection to the residents.
- The need to be safe/ meet current building codes.
- Profitability: Presents a profitable avenue for the landowners.
- Affordability: Affordable for the renters. Hohensee added he thinks it is up to the people renting and developing to consider what is profitable and affordable.)

Commissioner Stevenson stated that the cost of rent is important to consider so the affordable housing threshold is viable for the development. Commissioner Henry questioned the cost of development and offering rent at an affordable rate. He said he does not believe it works economically with the utility costs.

WSMC 17.36.010

- Regarding the definition and square footage of a Manufactured Home and Tiny House: Chairman Henry states that he believes 720 is too large of a minimum, but staff clarified that the square footage is state law. No proposed change.
- Regarding space for occupancy: Commissioner Stevenson stated that he thinks two manufactured homes is too few to propose a rezone into MHRP zone. Staff clarified that this number gives the option for a small parcel to rezone to MHRP, specifically removing a minimum acreage of land. No proposed change.

WSMC 17.36.020

- The difference between mobile and manufacture homes was discussed. Staff stated that mobile homes were built prior to 1976, manufactured homes thereafter secondary to building code changes. No proposed changes.
- Additional discussion to move recreational vehicle park to a permitted use. Staff stated that travel trailers are seen as short term (30-days or less) stay, therefore it should be a conditional use and not an outright use. No proposed changes.

WSMC 17. 36.030

- Commissioner Morneault requested clarification of 17.36.030(E) regarding the multi-housing dwelling conditional use permit. Staff clarified that if a developer wanted to construct duplexes/apartments, to make a development profitable, they could do so with at least 55% of the units meeting the affordable housing threshold.
- Commissioner Stevenson recommended expanding the language to place size restriction for the apartment units; he stated he believes smaller units are rented for less. Commissioner Hohensee believes the city should not constrain landowners with excessive laws, but the laws that are placed, should provide clear boundaries.
- Commissioner Gilchrist recommended the percentage be removed and state that if multi-family dwelling units are replacing mobile/manufactured homes; a one to one unit/one home replacement ratio is required.

- Commissioners Hohensee and Morneault recommended leaving language as is to restrict the park to primarily mobile/manufacture homes.
- Commissioner Stevenson said he believes more research is needed prior to proposing language changes in 17.36.030(E).
- Chairman Henry said he believes the current MHR zones are great locations for multi-housing if the developer wishes to apply for a conditional use permit.
- Commissioners discussed how the affordability housing threshold plays a role in the requirement that a minimum 55% of the multi-family housing units meet the threshold via conditional use.
- Chairman Henry said he would like further clarification as it relates to conditional uses; believes language should be expanded to make the option as attractive as possible while maintaining an affordability component.
- The commission requested staff revise 17.36.030(E) with the intent is to maintain the quantity of housing on the lot if new construction is proposed and adding a section addressing if displacement occurs.
- The Planning Commission message to the City Council: We see conditional uses as an important focus because mobile home parks are specific to density and affordability.

WSMC 17.36.040

- Regarding the proposed road width. Staff clarified the road width is secondary to fire code and public response.
- Commissioner Gilchrist and Stevenson argued the setback, road width, and spacing between trailers may be too large and limit wanted density.
- Staff acknowledged that wider roads may cause drivers to drive faster, but may be remedied by placing speed bumps for safety. Staff advocated for wide lanes because of wider traffic, for example placing manufacture homes/moving RVs.
- Staff will develop a diagram of setbacks.
- Some commissioners questioned if storage should be required, as it may increase developer cost, but understands it helps provide a space to organize miscellaneous items.
- Chairman Henry pointed out that stick built homes were removed. Requests the city to look at tools to help developers be profitable.
- Staff explained that the residential zone side setback is less because different design/material standards are used for a stick built home versus a mobile/ manufacture house. Additionally the larger side setback for the mobile/manufacture home park is to provide off-street parking spaces, plus doorway access, which is typically by porch. Staff stated that 17.36.040(A-D) provides for safety and quality of life.
- Proposed changes tabled for further discussion after receiving a diagram of setback layout.

WSMC 17.36.050

- Commissioners discussed the likelihood of the residents commuting to work. Therefore, two parking spaces is reasonable. No proposed change.
- Commissioner Stevenson speculated that if on-street parking was provided, there could be some flexibility in providing one off-street parking space. Chairman Henry suggested not specifying where parking needs to occur. Staff stated that it is up to the developer and their proposed design.

WSMC 17.36.060

- No proposed changes.

WSMC 17.36.070

- Staff confirmed current mobile parks are grandfathered in and may expand a percentage of the existing area without complying with the new ordinance. No proposed changes.

WSMC 17.36.080

- Staff stated that this section comes from state statutes. Primarily in place to let the city know of an eviction.
- Attorney Woodrich strongly suggested that administrative staff should have a meeting with the landowner(s) to make the ordinance viable.
- Commissioner Morneault stated that he thinks the code contradicts itself. Attorney Woodrich clarified that this gives the city a little discretion; as long as a proposal meets the substance of the code, it meets what is intended. No proposed change.

WSMC 17.36.090

- Discussed potential civil issues with relocation with a partial planning county. Staff clarified who may be potential designee. No proposed change.

WSMC 17.36.100

- The general penalty clause was discussed. No proposed change.

WSMC 17.36.110

- Notices of new tenants during eviction in-process was discussed. No proposed change.

WSMC 17.36.120

- Staff clarified who may be a potential designee based on the level of violation and issue. No proposed change.

WSMC 17.36.130

- Process discussed if appealed. No proposed changes.

WSMC 17.36.140

- Language from the City of Tumwater ordinance with modification to fit the City of White Salmon, court cited language.
- May be deemed unconstitutional without this language. Exclusively reviewed by Attorney Woodrich and administrative staff.

WSMC 17.36.150

- In the case the City condemns or requests mandatory upgrades for a mobile/manufactured home park, this code ensures the City must follow the same rules. Typical boiler plate language. No proposed changes.

WSMC 17.36.160

- Administration corrected that “building” permit should be a “placement” permit.
- Staff clarified what it means for city utilities systems to be “available” and “applicable.”
- Commissioner Gilchrist proposed WSMC 17.36.160(G) reference WSMC 17.36.180 regarding tiedowns.

WSMC 17.36.170

- Administration corrected that “building” permit should be a “placement” permit. No proposed changes.

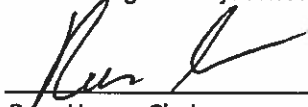
WSMC 17.36.180

- Commissioner Stevenson proposed tiny homes and RVs have defined placement requirements that differ from manufactured/mobile homes.

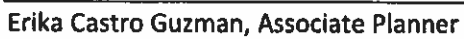
In general, the Planning Commission agreed to look at the code from a developer's standpoint and how to make it viable for landowners, or provide an avenue to making up the money elsewhere. Further developer utility options were discussed. The Commission deferred the review of the City's fee schedule to be determined by the city council as it is the Planning Commission's recommendation that it needs revised in conjunction with the proposed ordinance.

Planning Commissioners reviewed the upcoming schedule per Mayor's recommendation.

The meeting was adjourned at 8:53 p.m.



Ross Henry, Chairman



Erika Castro Guzman, Associate Planner

Chapter 17.36 - MHR MOBILE HOME RESIDENTIAL DISTRICT

17.36.010 - General regulations and conditions.

Construction and maintenance of a new manufactured home park or expansion of an existing manufactured home park shall be in accordance with the standards established by this chapter. Any expansion or modification to a pre-existing/nonconforming manufactured home park shall be completed in compliance with this chapter.

- A. A manufactured home park shall consist of not less than two acres of land;
- B. Any person or persons operating a manufactured home park must possess a valid permit to do so from the county health department and a valid city business license;
- C. Every manufactured home park shall conform with all applicable rules and regulations of the Washington State Department of Health;
- D. Every manufactured home shall be situated on its individual manufactured home space, such space to have an area of not less than one thousand square feet; every space shall be sized to fully contain the mobile home placed on the space including dedicated parking and accessory structures related to the primary structure unless explicitly provided in a designated common area;
- E. Every owner or operator of a manufactured home park shall maintain such manufactured home park and all permanent equipment in connection therewith in a clean and sanitary condition, and shall maintain said equipment in a state of good repair;
- F. All manufactured home parks or expansion of same, shall submit, along with accompanying site development plans, proof of compliance with provisions for flood hazard protection as required by state and local law.

(Ord. No. 2012-11-905, 11-26-2012)

17.36.020 - Uses permitted outright.

Principal uses permitted outright in the MHR district include mobile home parks intended for single-family residency. Permitted uses include the following types of use:

- A. Individual single-family residential dwellings including site-built homes and manufactured homes;
- B. Attached or detached porches, decks, pergolas, stairs and landings;
- C. Garages and other accessory buildings and structures such as utility sheds, recreational vehicle enclosures, household pet enclosures, shop and studio buildings, greenhouses, common outdoor areas or designated common parking areas;
- E. Household gardens;
- F. Private swimming pools, above grade and below grade, provided they are adequately enclosed or fenced and do not constitute a hazard;
- G. Outdoor parking of motor vehicles, (excluding motor bikes, motorcycles, lawn and garden care machinery, golf carts, and excluding motor vehicles within a garage or other accessory building) equal in number to the number of licensed drivers in the household of each unit;
- H. Storage or parking of boats and boat trailers kept in an area specifically planned and provided for such use and kept on site for other than gain or sale; provided, that no boat with an overall length, including the trailer, exceeding thirty feet shall be stored or parked in a manufactured home park;

- I. Outside barbeques and cooking facilities and eating areas;
- J. Outside storage of firewood; provided, that it is neatly and securely stacked and does not harbor rodents or collections of harmful insects or create a fire hazard.
- K. Home occupation per definition in Section 17.08.230.

(Ord. No. 2012-11-905, 11-26-2012)

17.36.030 - Prohibited uses.

Prohibited uses include the following types of use:

- A. Outside storage of wrecked, inoperable or unlicensed vehicles on lots for more than a period of five consecutive days.
- B. Parking or storage of industrial or agriculture vehicles and equipment on lots.
- C. Outside collections of automobile, truck or other motor vehicle parts or paints, fuels, and lubricants.
- D. Outside accumulations of garbage, trash, household goods, yard trimmings, or other materials which create a public nuisance or fire hazard.
- E. On premise storage of flammable, toxic, corrosive, or explosive chemicals, gases, or materials other than reasonable amounts of normal household paints, cleaners, solvents, fuels.
- F. Possession of non-household animals including, but not limited to, horses, cows, sheep, goats, ponies, swine, fowl, and poisonous insects, reptiles, or spiders kept without city approval.

(Ord. No. 2012-11-905, 11-26-2012)

17.36.040 - Accessory uses.

Accessory uses in the MHR district include uses customarily incidental to a principal use permitted outright, including buildings and facilities for the park office, laundry, toilets and washrooms.

(Ord. No. 2012-11-905, 11-26-2012)

17.36.050 - Application—Detailed site plan.

At the time of application for a license for a new manufactured home park or the expansion of an existing park, the applicant shall submit twelve copies of the following required detailed plans and specifications drawn by a licensed engineer:

- A. New structures;
- B. Water and sewer systems;
- C. Electrical system;
- D. Roads, sidewalks, patio and manufactured home stand construction;
- E. Drainage system;
- F. Recreation area improvements;
- G. A landscape plan prepared by a landscape specialist;
- H. Before construction of any swimming pool, two copies of plans approved by the state board of health shall be filed with the city building inspector.

Before a plan is approved for construction of a new manufactured home park or to expand an existing park, the proposed location shall be approved for manufactured home park purposes in accordance with this chapter. The review shall follow the site plan review process in Section 17.81.120.

(Ord. No. 2012-11-905, 11-26-2012)

17.36.060 - Density provisions.

Density provisions for the MHR district are as follows:

- A. Mobile home sites or pads may not be sold separately though spaces may be leased or rented for long term or permanent occupancy;
- B. Lot Size. The minimum site shall be two acres, however, this provision shall not apply to expansion of existing parks. The maximum number of acres shall be five.
 1. The density shall be ten units maximum per net acre;
 2. The minimum manufactured home park width adjacent to a street right-of-way shall be one hundred feet.
- C. Maximum Height. The maximum height of any structure shall be twenty feet as measured from grade.
- D. Buffering. A fifteen-foot buffer zone shall exist around the perimeter of the park. Buffering or screening with landscape planting, fencing, walls or any combination thereof is required in order to make the manufactured home park compatible with its adjacent surrounding residential or nonresidential area. All fencing or walls shall be a minimum height of six feet. Landscape plantings are required to reach the minimum height of six feet within five years of construction.
- E. Space Requirements.
 1. Each manufactured home space shall have a minimum area of not less than one thousand square feet. Each manufactured home space shall be a minimum of thirty feet in width and shall abut on a drive with unobstructed access to a street. Such spaces shall be clearly defined. Manufactured homes shall be located in such spaces with a minimum of ten feet between manufactured homes or between a home and any building except storage buildings.
 2. Each manufactured home space shall be improved with one patio of concrete or other suitable impervious material having a minimum area of one hundred fifty square feet.
 3. Each manufactured home space shall have a stand size equal to or greater than the dimensions of the manufactured home located on the stand.
 4. Permanent structures located within any manufactured home space shall be used for storage purposes only, shall have a minimum area of thirty-two square feet, and shall be located not less than six feet from manufactured home. These structures shall be uniform and included in the plans submitted to and approved by the planning commission. Permanent structures shall comply with the International Building Code as adopted.
 5. No permanent additions of any kind shall be built on or become a part of any manufactured home. Skirting of homes is permissible but such skirting shall not attach the home to the ground.
 6. Any part of any manufactured or demountable manufactured home accessory structure such as cabanas, carports, storage cabinet, awnings or porches, shall be located not closer than five feet from the line of the manufactured home space boundary line.
 7. Manufactured homes shall be located not closer than ten feet to any access road right-of-way.

(Ord. No. 2012-11-905, 11-26-2012)

17.36.070 - Utility requirements.

In MHR districts, all new structures shall be serviced by underground utilities.

- A. Sewer Connections. Every manufactured home park within the city shall connect to city sanitary sewers. This standard applies to any expansion of existing parks.
- B. Water. Every manufactured home park or expansion of the same within the city shall be connected to the city water supply system. Each home in the park must have an individual water meter installed and maintained by the park owner. Each home in the park must have an individual pressure reducing valve installed as per the Uniform Plumbing Code, if the supply pressure exceeds a pressure acceptable to the city engineer.
- C. Electric Power. Every manufactured home park or expansion of same within the city, shall supply the necessary public power utilities to each and every unit therein.
- D. Lighting. Access ways and walkways shall be well marked in the daytime and lighted at night with electric lamps shielded or hooded and directed downward to illuminate only the access and walk way intended to be lit.
- E. Utility installation shall be subject to review by city engineer prior to approval to excavate or otherwise begin installation. Installation shall be performed in accordance with an installation schedule that provides opportunity for notice and inspection as work proceeds. The installation schedule must be approved by the city engineer prior to start of work.

(Ord. No. 2012-11-905, 11-26-2012)

17.36.080 - Binding site plan review.

Binding site plan review is required for mobile home parks in the mobile home park district. The review shall follow the site plan review process in Chapter 17.81, including steps necessary to amend a final binding site plan.

(Ord. No. 2012-11-905, 11-26-2012)

File Attachments for Item:

3. Spoke Bike Park Improvements and Non-Exclusive License and Indemnity Agreement

a. Presentation and Discussion

b. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: July 1, 2020
Agenda Item: Spoke Bike Park Improvements and Non-Exclusive License and Indemnity Agreement
Presented By: Pat Munyan, City Administrator

Action Required

Authorization of improvements to Spoke Bike Park to commence to be done by volunteers and to authorize the mayor to sign Non-Exclusive License and Indemnity Agreement with White Salmon Spoke Club.

Motion

Motion to authorize improvements to be made to Spoke Bike Park by White Salmon Spoke Club and to authorize the mayor to sign Non-Exclusive License and Indemnity Agreement with White Salmon Spoke Club.

Explanation of Issue

In 2012 and 2013, the city worked with volunteers (now the White Salmon Spoke Club) to develop the Spoke Bike Park. The city signed a Trail Maintenance Agreement in 2012 (attached) and began working on a non-exclusive license and indemnity agreement. Unfortunately, that agreement was never completed. Staff feels it is necessary to have this agreement in place moving forward.

The White Salmon Spoke Club has proposed improvements to the Spoke Bike Park to be completed by volunteers with donations. Those proposed improvements are attached to this agenda memo. The improvements have gone through the SEPA (State Environmental Protection Act) review process and a Mitigated Determination of Non-Significance was issued (see attached).

The city has stated its support of the Spoke Bike Park. However, it should be noted that at some point in the future it is likely that the city may need to use the property the city owns in others ways for the good of the public, i.e. anticipated future stormwater needs.

Staff Recommendation

Staff recommends the city authorize improvements to the Spoke Bike Park to made by the White Salmon Spoke Club using volunteers and donations and to authorize the mayor to sign a non-exclusive license and indemnity agreement with White Salmon Spoke Club.

NON-EXCLUSIVE LICENSE AND INDEMNITY AGREEMENT

SPOKE BIKE PARK

THIS NON-EXCLUSIVE LICENSE AND INDEMNITY AGREEMENT ("Agreement"), dated as of this ____ day of _____, 2020 ("Effective Date"), is by and between the CITY OF WHITE SALMON, a Washington State municipal corporation ("City"), and the WHITE SALMON SPOKE CLUB, a community volunteer group ("Licensee").

RECITALS:

WHEREAS, the "City" is the owner of real property located inside the City White Salmon, Washington State; also known as Klickitat County Parcel 03111900000300; and

WHEREAS, the "City" has future essential infrastructure plans for said property or and portion thereof; and

WHEREAS, the "City" has previously permitted "Licensee" use of parcel for a combined bike/walking recreational park until such time as parcel, or a portion thereof, is needed for public use; and

WHEREAS, the "City" and "Licensee" wish to continue their partnership; and

WHEREAS, the "Licensee" is aware that all improvements made by "Licensee", past and present, are subject to "City" approval prior to modification, improvement or expansion; and

WHEREAS, the Licensee" understand that said improvements, or a portion thereof, may be removed by "City" at any time and for any reason.

NOW THEREFORE, in consideration of the recitals, mutual covenants, and agreements set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby mutually agree as follows:

AGREEMENT:

1. Public Use. The City hereby permits a non-exclusive license public use of Parcel 03111900000300 for public recreational purposes as provided in RCW 4.24.210, and for no fee, except for the following described property (the "buffer lot") within a fence to be constructed and maintained on the western boundary of the following described property:

Beginning at a point on the Northeast Corner of Parcel 03111900000300; thence Northwesterly along the high-water mark of Jewett Creek two hundred and fifty five feet (255') to a point; thence southwesterly along a line running parallel to the boundary line between Parcel 03111900000300 and Parcel 03111900000500 one hundred twenty five feet (125') to a point; thence southeasterly two hundred fifty-five feet (255') more or less, parallel to the southern boundary of Parcel 03111900000300 to the boundary line between Parcel 03111900000300 and Parcel 03111900000500; thence northeasterly one hundred twenty five feet (125'), more or less, along the common boundary line between Parcel 03111900000300 and Parcel 03111900000500 to the point of beginning.

2. “Licensee” agrees to allow all public members to use Parcel 03111900000300 for public recreational purposes as provided in RCW 4.24.210, and for no fee. “Licensee” shall not discriminate against public members and shall allow all public to use the facility regardless of race, gender, sexual orientation, religion, age, or, to the extent they can be reasonably accommodated, physical disabilities. The City expressly reserves all possessory rights to the buffer lot for its own ownership and use, including, without limitation, timber and mineral rights. “Licensee” shall have no authority to cut timber, permit waste or otherwise damage the buffer lot. Spoke Club shall allow no Hazardous Materials, as defined under State and Federal law, to enter into or be placed on the property, and shall indemnify and hold the City harmless therefrom.
3. “Licensee” agrees to maintain the fence along the western boundary of the buffer lot and to provide and maintain “No Trespassing” signs approximately every fifty feet (50’), and elsewhere by staked signs as required by the City Public Works Director. The fence shall be 5 strand barbwire fencing or hog wire with not less than 10 gauge strands at least four feet (4) in height, with 6x6 pressure-treated corner posts set in concrete at the end points of the line and additionally as required by the City Public Works Director. City reserves the right to require additional fencing in the event park users do not respect park boundaries.
4. “Licensee” agrees all trails shall be constructed and maintained according to International Mountain Bicycling Association (“IMBA”) standards.
5. “Licensee” agrees not to enter onto the buffer lot except as necessary to construct and maintain the fence and trails described above. “Licensee” understands and acknowledges Mt. Adams Fish and Game Association shall have the right to exclude trespassers from entry onto the buffer lot, and to seek civil and criminal enforcement of its exclusive use, if necessary.
6. “Licensee” shall construct and maintain prominent weatherproof signs at least 9” by 12” in size of weatherproof material in any parking areas to the site, and at all entrances to the bike park warning users of dangerous artificial latent conditions, possible hazards or known latent defects on the property as contemplated by RCW 4.24.210, and that all users use the property at their own risk. .
7. “Licensee” hereby agrees to release, hold the City harmless and shall indemnify the City from against any and all liability that may result, directly or indirectly, from “Licensee” use of the City’s property.
8. The City may withdraw this license at any time, with or without cause, and Spoke Club agrees to promptly refrain from using this site upon demand from the City. In the event the City revokes this license, “Licensee” agrees to remove any man-made facilities from the site, and, provided they may do so without environmental damage, decommission the trails to return to their natural state.
9. In the event of a dispute over of this agreement resulting in litigation, the prevailing party shall be entitled to its costs, attorney fees and expert witness fees at arbitration, trial and on appeal.

Dated this ____ day of _____, 20 ____.

CITY OF WHITE SALMON, a Washington Municipal Corporation

Marla Keethler, Mayor

WHITE SALMON SPOKE CLUB, A White Salmon Community Volunteer Group

By _____, its Authorized Representative

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney

TRAIL MAINTENANCE AGREEMENT

The undersigned Trail Custodian hereby agrees to adopt and maintain the following City of White Salmon (CITY) Trail(s):

Trail and man-made technical features (MMTF's) in the former "Barrow Pit".

Trail number(s), name(s) or description(s)

This Agreement is governed by the CITY Public Works Department.

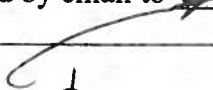
A. By signing this Agreement, the Trail Custodian agrees to:

1. Perform a walk-through of the above-referenced Trail with the Public Works Director and/or his designee;
2. Perform all maintenance in conformance with International Mountain Bicycling Association (IMBA) standards;
3. Perform all maintenance on named Trail(s) including but not limited to:
 - ◆ Inspecting, cleaning and repairing waterbars, drain dips and mudholes
 - ◆ Inspecting and cleaning culverts
 - ◆ Inspecting, signing and repairing MMTF's to maintain them in a safe condition
 - ◆ Removal of trail obstructions including brush, logs and downed trees from the Trail itself (logs and downed trees are not to be removed from the Forest);
 - ◆ Repairing ruts caused by natural and man-made erosion
 - ◆ Maintenance and repair of Trail signage on the Trail(s)
 - ◆ Removal of litter
4. Keep the Public Works Director informed as to the status and condition of the Trail(s); and
5. Record all volunteer hours utilized in maintaining Trail(s) and to report the same to the Public Works Director on an annual basis.
6. Place and maintain conspicuous warning signs at all trailheads warning the public of the presence of MMTF's and providing signed alternate routes to allow transit around MMTF's.
7. Notify the Public Works Director of any dangerous conditions existing or appearing on the property that may be dangerous or an "attractive nuisance", meaning a condition or thing that would attract children or others to explore and may be dangerous.

B. The Trail Custodian and CITY further agree and acknowledge that:

1. No reimbursement for the Trail Custodian's expenses is available under this agreement;

2. All trail features, including MMTF's, once signed and installed, shall become the property of CITY, subject to Trail Custodian's continuing maintenance obligations;
3. Trails covered by this Agreement may be subject to seasonal closures the enforcement of which is the responsibility of the Public Works Director;
4. The Trail Custodian will adhere to all seasonal closures and fire regulations according to current Washington Department of Natural Resources, and/or CITY seasonal restrictions and shall assist with compliance by all trail maintenance participants;
5. This agreement can be revoked by the Trail Custodian and/or CITY with 30 days written notice;
6. Failure to maintain the named Trail(s) as outlined in this Agreement may result in decommissioning of the Trail(s) at the discretion of the Public Works Director and/or replacement of the Trail Custodian;
7. The Trail Custodian and CITY understand and agree that the Trail Custodian is considered a volunteer and independent contractor, not subject to direction and control from CITY personnel. Accordingly, the CITY accepts no liability for Trail Custodian's activities on the site and Trail Custodian shall release the City from any third-party claims, actions, or suits threatened or filed against Trail Custodian relating to the site or its MMTF's. Trail Custodian warrants it shall procure third party liability insurance covering Trail Custodian's planned events on the site listing CITY as a loss payee on the policy in an amount adequate to cover potential liability resulting from Trail Custodian's event activities and shall abide by WSMC Ch. 12.28. Trail Custodian warrants that its activities are intended for public recreational use of the site consistent with RCW 4.24.210 and CITY acknowledges that Trail Custodian is in "lawful possession and control" of CITY's public lands while engaging in trail maintenance, construction or related activities.
8. Trail Custodian understands and agrees that absent another agreement with the neighboring Gun Club, the Bike Parks users shall not use the Gun Club's road or the parking area accessible by that road.
9. The Trail Custodian understands and acknowledges that the neighboring Gun Club has existed in its location next to the property for many years and the CITY seeks a harmonious relationship between the Bike Part and the Gun Club. In the event of a conflict between the two uses, Trail Custodian agrees to refer the matter first to the City Administrator, then, if no resolution, to the Mayor, and, if no resolution, Trail Custodian agrees to submit to mediation before Six Rivers Mediation Services, or a similar mediator, for conflict resolution. CITY reserves the right to discontinue the use of this CITY property as a Bike Park at any time and at the CITY's sole discretion with thirty days' notice to Trail Custodian. Notice shall be considered sufficient if delivered by email to _____@_____ or by First Class Mail to:



 _____ @ _____ or by First Class Mail to:

 Dave Nunn, 75 Palos Verdes, White Salmon, WA

 davenunn@windance.com

///
///

Date: 8/24/2012

Steve Delaere

Trail Custodian – print name

Hood River Area Trail Stewards

Authorized Representative
of an Organization

[Signature]

Signature

CITY OF WHITE SALMON

[Signature]

by David Poucher, its Mayor

APPROVED AS TO FORM:

[Signature]

Kenneth B. Woodrich, City Attorney

CITY OF WHITE SALMON
Mitigated Determination of Non-Significance

Summary of Previous

Determinations & Land Use: Prior to 2013, the proposed project site had been utilized as an unauthorized walking recreational trail area and an area for illegal debris dumping. In 2013, through council action, the White Salmon City Council authorized a conditional use and a riparian buffer averaging variance determining non-significant impacts. Council determination was based on the likelihood of past uses of the site having a potential higher negative impact and authorized a volunteer community group to clean up the area to create a walking and bike recreational trail system. For several years the volunteer community group has continued to perform routine maintenance and minor improvements to the area for public use and enjoyment.

In 2016, Jewett Creek was assessed during the City of White Salmon's shoreline management plan study. It was determined Jewett Creek did not meet the 20,000 CFS threshold to trigger shoreline management principles and was not included in the City's Shoreline Management Plan.

Project Summary: The proposed minor modification project area is an 80 foot by 300 foot site within an existing 10-acre natural walking and biking recreational trail park system. The modifications will consist of additional soil to construct an above grade bike trail with construction-grade wood ramp structures to prevent erosion of the soil berms.

Proponent: City of White Salmon

Description of Proposal: Minor maintenance and improvements to the existing bike park area.

Location of Proposal: State of Washington, Klickitat County Parcel No. 03111900000300, Legal: Tax Lot 83 IN SWSE; Tax Lot 64-B IN NESW4; 19-3-11 Irregular Tracts to White Salmon

Lead Agency: City of White Salmon

Mitigating Conditions: This Mitigated Determination of Non-significance (MDNS) is issued subject to the following conditions:

1. The applicant shall comply with Eastern Washington Storm Water Manual best management practices during installation of materials to prevent erosion.
2. The applicant shall not relocate more than 1000 yards of Grade C Engineered fill soils from a verified native source to the construction site to construct dirt berms.

Appeals: This MDNS may be appealed within 10 calendars days pursuant to the requirements of WSMC 19.10.310.

Responsible Official: Patrick Munyan Jr.

Position/Title: City Administrator

Address: P.O. Box 2139
White Salmon, WA. 98672
100 N. Maine Ave.

Date: Issued May 13, 2020

Signature:



WHITE SALMON BIKE PARK

“Spoke Park”

2020 Update

Goals:

There have been minor changes or repairs done to the park since opening in 2013. Since our initial design and build, there has been no major maintenance issues. New updates are needed and being requested by the community to keep it fresh and keep in pace with how riding is evolving and increasing in popularity. These new updates were part of the original plans back in 2013 and are now being executed. The main goal stays the same: “A community bike park for everyone”.

The skills area will receive updated features that progress from easy to more difficult. The goal is to allow riders to have a place to build and hone their skills by having features that are progressive in nature. The newly updated features will be 60% accessible for all rider abilities, 30% will be focused on intermediate riders, and 10% will be expert only. We expect that as kids reach their teens, most accomplished riders will be able to ride everything in the skills area. These features will include: updated pump track, updated jump lines, step-ups and step-downs and various “skinny” lines. The overall focus is for **all levels of riders** with a major emphasis on the new, younger, riders who are just learning to ride bike park features. (age 2-12) Nothing else changes about the park and it will remain a “hidden gem” for those who make the effort to explore this amazing place. It’s a bike park for everyone including walkers, runners and hikers.

Timeline:

We expect to begin work in early spring and after we have accomplished our fund raising goals and only when the conditions allow. We are currently fundraising and seeking donated services and resources. (Machine rentals, lumber, and clean soil) We are submitting an updated SEPA Checklist to the City of White Salmon as suggested by Pat Munyan. We will work closely with the Gun Club for road access and we will need major community support.

Budget Estimations:

Lumber:

| | | | | |
|-----|-----|-----|--------|---------------------------|
| 63 | 10' | 4x6 | \$315 | |
| 60 | 8' | 2x8 | \$150 | |
| 260 | 12' | 2x4 | \$1300 | Total: \$1500-2000 |

Dirt:

Clean, debris free, rock free, soil
900-1000 yards soil
100-130 truckloads **Total: \$25,000**

Machine Rental:

4 weeks at 130-180 hrs **Total: \$12,000**

Designer and Execution Manager:

Gary Paasch (Expert trail and park builder. 160-200 hours @ \$90 per hour
Total \$15,000

Volunteer Hours: Total \$0

120-200

Estimated Funds Required: \$30,000 - \$50,000

Funds required from the City of WS: \$0

It has been a pleasure and a challenge designing the White Salmon Bike Park. With the constraints created by the steep side slopes and the location above Jewett Creek the guidelines of the International Mountain Bicycling Association (IMBA) and other trail building industry members have been strictly followed in an effort to both minimize erosion and maximize the user experience. The environmental sustainability of a trail is of the utmost importance in to any trail builder and has been a priority throughout the process of designing and building the White Salmon Bike Park.

Here is an outline of a few of the guidelines created by IMBA in partnership with the USFS, BLM and other trail building industry members. If this brief outline interests you I would encourage you to take a look at IMBA's publication "Trail Solutions" which can be found at www.imba.com

IMBA has 5 essential elements for building sustainable trails.

1. Half rule.
2. The ten percent average grade.
3. Maximum sustainable grade.
4. Grade reversals.
5. Outslope.

Half Rule:

A trails grade should not exceed half the grade of the sideslope the trail is traversing. If the trail's grade exceeds half the slope's grade, it's considered a fall-line trail. Water will be focused to travel the fall line, the path of least resistance, rather than flowing across it.

Ten percent average grade rule:

Generally, a 10% average grade is the most sustainable. This does not mean that all trail grades should be kept under 10%. In many situations, the trail may undulate, creating areas that have short sections steeper than 10%. But overall, the trail's average grade should be maintained at a sustainable grade of 10% or less. Short sections can exceed 10% as long as the half rule is still used (15% trail grades can be used for short sections as long as the sideslope is greater than 30%).

8' / 100' x 100 = 8% Average Grade is 8%

Maximum sustainable grade

Maximum grade, usually around 15% to 20%, is the steepest allowable grade based on several site-specific factors, which include: **Half Rule** (the trails grade is less than half the sideslope grade); **Soil Types** (some soils support steeper grades than others); **Rock** (solid rock or rock embedded slopes can be steeper); **Annual Rainfall** (heavy rainfall leads to water caused erosion, low rain leads to dry loose soils); **Grade Reversals** (a short dip followed by a rise forces the water to drain off the trail); **Types of Users** (low impact users, hiking and biking, can sustain a steep grade. While higher impact users, horses and motorized should

have lower maximum grades); **Number of Users** (higher anticipated use leads to lower grades); **Difficulty Level** (trails with a higher degree of technical challenge tend to have steeper grades, grade reversals and armoring are necessary to ensure sustainability).

Grade Reversals:

A grade reversal is a spot at which a climbing trail levels out for about 10 to 50 feet before rising again. This change in grade allows water to exit the trail tread at the low point of the grade reversal. Grade reversals are recommended every 20 to 50 feet. Grade reversals are also known as: grade dips, grade brakes, drainage dips and rolling dips.

Outslope

As the trail contours across a hillside, the downhill, or outer edge of the trails tread should be slightly lower than hillside, or inside edge by 5 percent. Outslopes encourage water to sheet across the trail rather than traveling down the trails center. Outslopes can be difficult to maintain in loose soils. Constant impact from users tends to compact the center of the trail and push soils to the sides. Frequent grade reversals are essential in order to drain water from the trail in this situation.

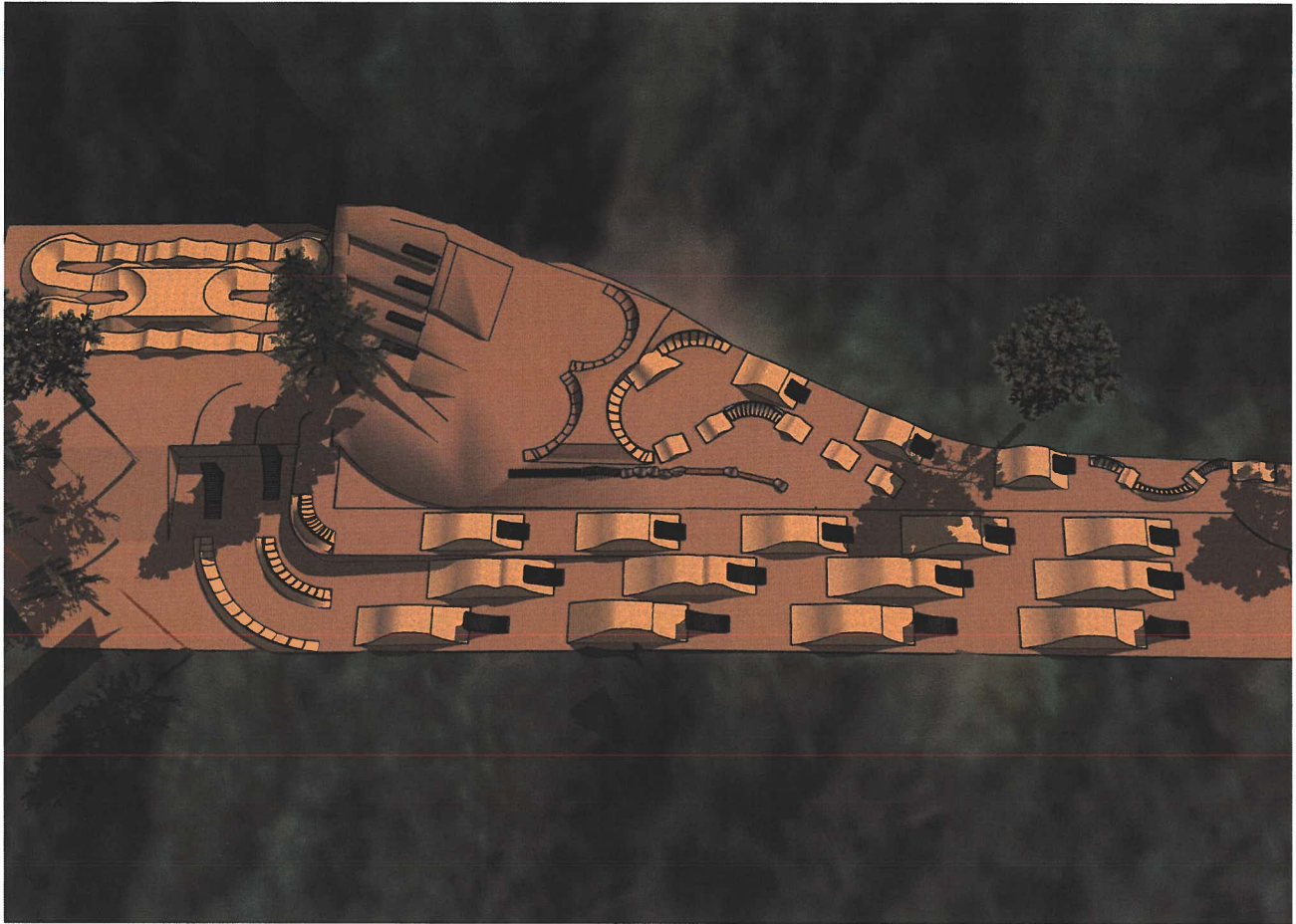
Considering all the guidelines from the international Mountain Bicycling Association I feel we have designed a very sustainable bike park. The park has a beginner friendly trail that loops the perimeter of the property. This trail was designed and built at a 3% to 5% grade with many grade reversals which aid in proper drainage and reduced erosion. There is an advanced trail designed and partially built where the two potential new bridges will be located. The proposed bridges span a seasonal drainage from a city culvert and will decrease any potential impacts to the seasonal "stream" bed. The final trail in the park is a Jump trail that is built at a 6% grade with many grade reversals.

Minimizing erosion is very important to me for many reasons. As a trail builder minimal erosion equates directly to minimizing maintenance and the success of a project. As a conservation minded individual I strive to make sure the projects that I'm involved in are both environmentally and socially sustainable. As a leader in the trail building industry I have extensive experience in mitigating erosion issues and designing trails so as to avoid such issues. It's common, even with the best efforts to avoid wetlands and streams that the most sustainable location for a trail is near the water, and with proper design and maintenance we have worked through this challenge on hundreds of projects. I feel the park is designed to maximize user experience and minimize erosion and impact to the land.

Jason Wells
541-490-7333
Sasquatch Trails LLC.
5710 Dee Hwy. Parkdale, OR 97041

Bike Park





File Attachments for Item:

4. Rheingarten Park Restroom Remodel - Small Works Roster Bid

a. Presentation and Discussion

b. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: July 1, 2020
Agenda Item: Rheingarten Park Restroom Remodel – Small Works Roster Bid
Presented By: Jan Brending, Clerk Treasurer

Action Required

Authorization to sign a contract with contractor for remodel of Rheingarten Park restrooms.

Motion

Motion to authorize mayor to sign contract with _____ in the amount of _____ for remodel of Rheingarten Park restrooms.

Explanation of Issue

The city has issued a Small Works Roster bid for remodel of the park restrooms. See attached bid request and specifications.

The engineer’s estimated cost is \$45,398.54 which includes a 10% contingency and sales tax. The city currently has \$12,075 budget for repairs and maintenance to parks buildings and grounds. The budget will need to be amended depending on the bid. Some of the funds could come from the Park-Miscellaneous line item which included \$10,000 for pool entrances to the Hood River Pool. The city did not use all of the \$5,000 allocated last year and has funds remaining (held by the Hood River Park District) as carry over for pool entrances if the Hood River Pool opens and allows the City of White Salmon to participate using the same type of program as last year. The city also currently has \$100,000 budgeted in the park budget for removal of the pool this year of which a portion could be reallocated to the park restroom remodel.

Bids are due on June 30, 2020. Once the bids have been opened and reviewed, staff will email and post on the city’s website the results of the bids and staff’s recommendation.



City of White Salmon Office of City Hall

June 16, 2020

Small Works Roster Scope of Work Rheingarten Park Public Restrooms Remodel

The City of White Salmon is seeking sealed bids for the following work:

- Demolition of existing interior facilities
- Installation new interior facilities per engineer's plans
- Option for providing heating the facilities

See drawings provided by the city's engineer.

All work is subject to Washington state prevailing wages. A sample small works contract is attached. Retainage of 10% will be required to be withheld from payment until all appropriate paperwork is filed with the state.

Contractors must be listed on the City's Small Works Roster prior to submitting a quote. The Small Works Roster Application is available on the city's webpage at <http://www.white-salmon.net> – click on Bids and RFPs.

Please submit **sealed bids** marked "Rheingarten Park Public Restrooms Remodel" to the Jan Brending, City of White Salmon at janb@ci.white-salmon.wa.us or at City Hall, 100 N. Main, White Salmon WA 98672 by 3:00 p.m., June 30, 2020. Bids will be opened at City Hall at 3:10 p.m. on Tuesday, June 30, 2020.

For more information, please contact Jan Brending at janb@ci.white-salmon.wa.us.

**CITY OF WHITE SALMON
RHEINGARTEN PARK PUBLIC RESTROOMS REMODEL
BID**

| Description | Bid |
|---|-----|
| | |
| Park Restroom Remodel w/o heating | |
| | |
| Sales Tax (7.5%) | |
| | |
| TOTAL | |
| | |
| Park Restroom Remodel with heating | |
| | |
| Sales Tax (7.5%) | |
| | |
| TOTAL | |

Contractor Name: _____

Contractor Address: _____

Phone: _____ **E-Mail:** _____

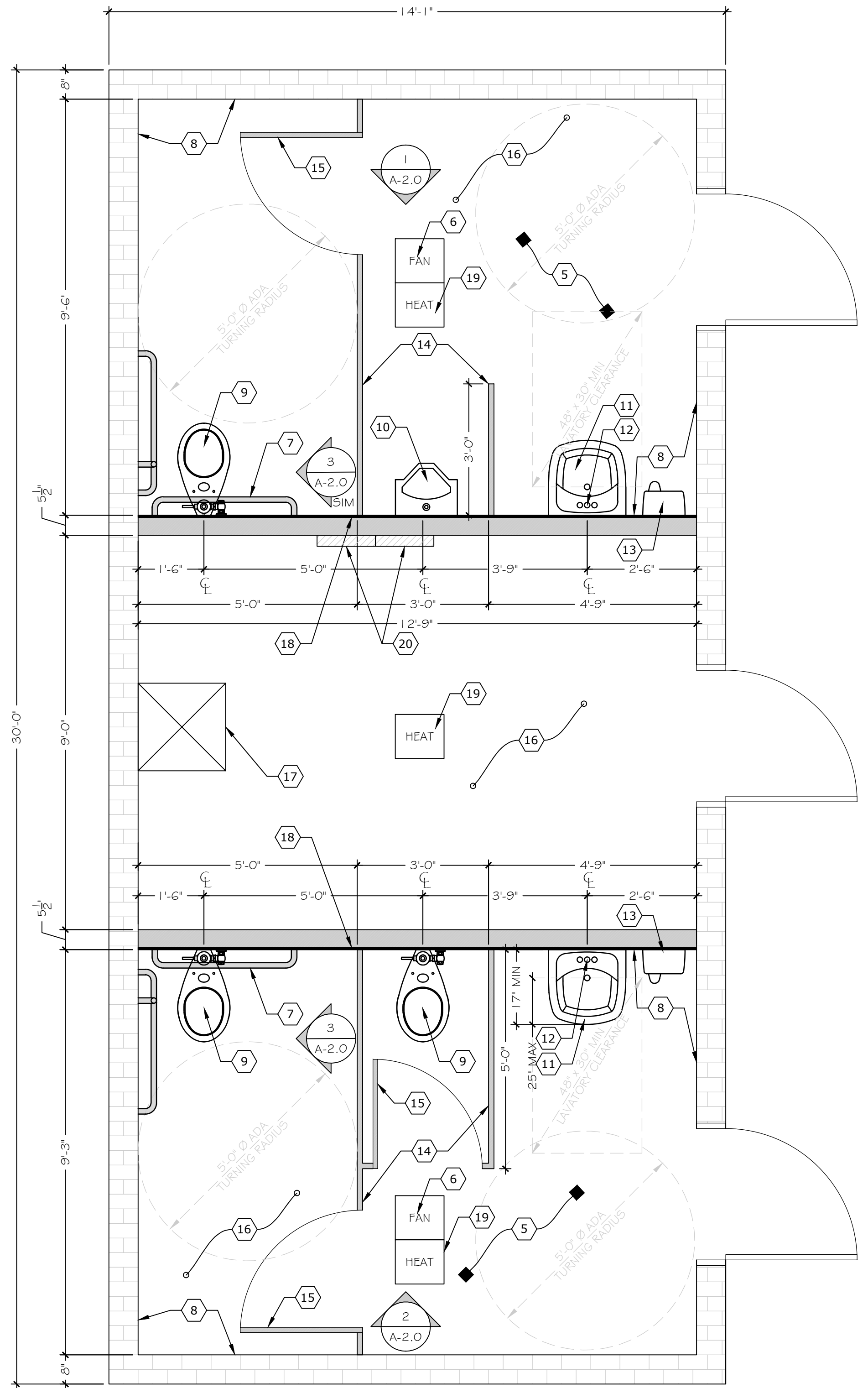
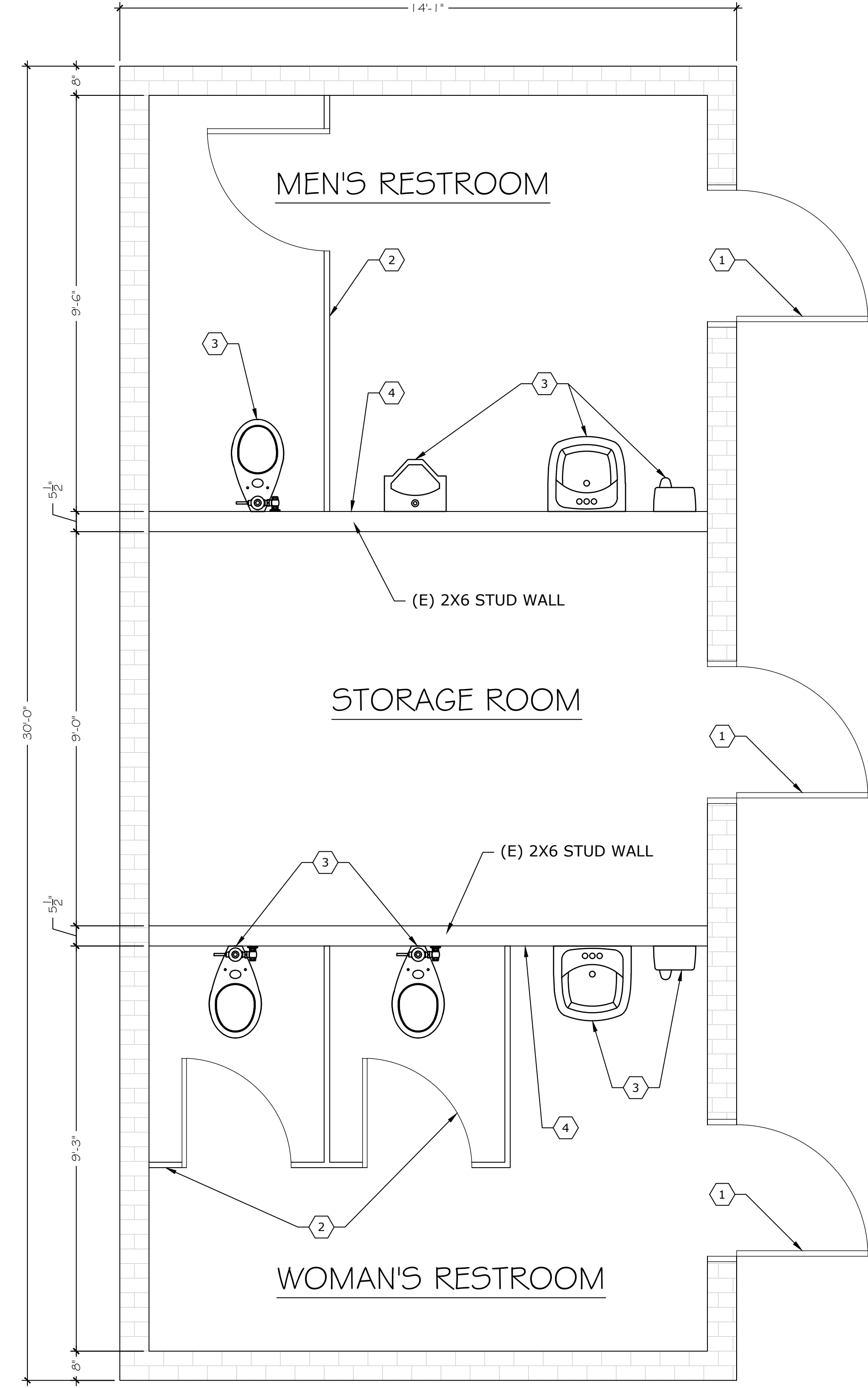
Signature: _____

Date: _____

A B C D E F G H I J K L M N O

REFERENCE NOTES

- 1 - REMOVE EXISTING EXTERIOR DOORS. REMOVE PAINT AND ANY OTHER FOREIGN MATERIALS. APPLY (1) COAT OF PRIMER AND (3) COATS OF NEW PAINT
- 2 - REMOVE EXISTING INTERIOR PARTITION WALLS AND DOORS.
- 3 - REMOVE EXISTING PLUMBING FIXTURES AND HAND DRYERS.
- 4 - REMOVE EXISTING WALL PANELING FROM INDICATED 2x6 STUD WALLS. REINSTALL 5/8" DRYWALL OVER STUD WALL.
- 5 - APPLY 1/4"-THICK SAKRETE FLO-COAT CONCRETE RESURFACER PER MANUFACTURER'S RECOMMENDATIONS
- 6 - ADD INTERMITTENT MECHANICAL VENTILATION SYSTEM (140 CFM). INSTALL PER MANUFACTURER'S RECOMMENDATIONS
- 7 - ADD ADA HANDRAILS PER DETAILS ON SHEET A-2.0
- 8 - APPLY (1) COAT OF PRIMER AND (3) COATS OF NEW PAINT TO EACH WALL SURFACE. COORDINATE PAINT TYPE AND COLOR W/ OWNER.
- 9 - SLOAN WETS-2450.1402 OPTIMA PLUS COMMERCIAL ELONGATED ONE PIECE TOILET 24501402, WHITE (ADA COMPLIANT). INSTALL PER MANUFACTURER'S RECOMMENDATION
- 10 - SLOAN ROYAL PORCELAIN 0.5 GPF URINAL 10001402, WHITE. INSTALL PER MANUFACTURER'S RECOMMENDATION
- 11 - SLOAN SS-3003 WALL MOUNT VITREOUS CHINA BATHROOM SINK 3073003, WHITE (ADA COMPLIANT). INSTALL PER MANUFACTURER'S RECOMMENDATION
- 12 - SLOAN OPTIMA 0.50 GPM CENTERSSET COMMERCIAL SENSOR OPERATED BATHROOM FAUCET 3315025BT. INSTALL PER MANUFACTURER'S RECOMMENDATION
- 13 - SLOAN EHD-501 OPTIMA HAND DRYER 33660051 POLISHED CHROME. INSTALL PER MANUFACTURER'S RECOMMENDATION
- 14 - GLOBAL INDUSTRIAL PLASTIC LAMINATE FLOOR ANCHORED PARTITION WALLS. INSTALL PER MANUFACTURER'S RECOMMENDATION
- 15 - GLOBAL INDUSTRIAL PLASTIC LAMINATE PARTITION DOOR, INSTALL PER MANUFACTURER'S RECOMMENDATION
- 16 - PROVIDE INSULATED CEILING FRAMING IN ACCORDANCE WITH THE BUILDING SECTION ON SHEET A-2.0.
- 17 - PROVIDE 24"x24" ATTIC ACCESS INTO THE NEW CEILING FRAMING.
- 18 - REMOVE SHEATHING IN ATTIC SPACE TO ALLOW AIR FLOW OVER THE TOP OF THE CEILING FRAMING. LEAVE BUILT UP SUPPORT POSTS FOR RIDGE BEAM AS REQ'D.
- 19 - PROVIDE THERMOSTAT PROGRAMMABLE ELECTRIC CEILING HEATER (1500-750 WATT, 120 VOLT). LOCATE THERMOSTATS IN THE STORAGE ROOM.
- 20 - REWIRE THE 400AMP SERVICE PANEL INTO (2) 200 AMP PANELS TO ALLOW FOR MORE CIRCUIT BREAKERS.



PSE
Pioneer Surveying & Engineering, Inc.
 Civil/Structural Engineering & Land Planning
 125 E. Simcoe Drive
 Goldendale, WA 98620
 P: 509-773-4945
 F: 509-773-5888
 pse@pioneersurveying.com

CITY OF WHITE SALMON
 PUBLIC RESTROOM REMODEL
 WHITE SALMON, WA
PLAN VIEWS

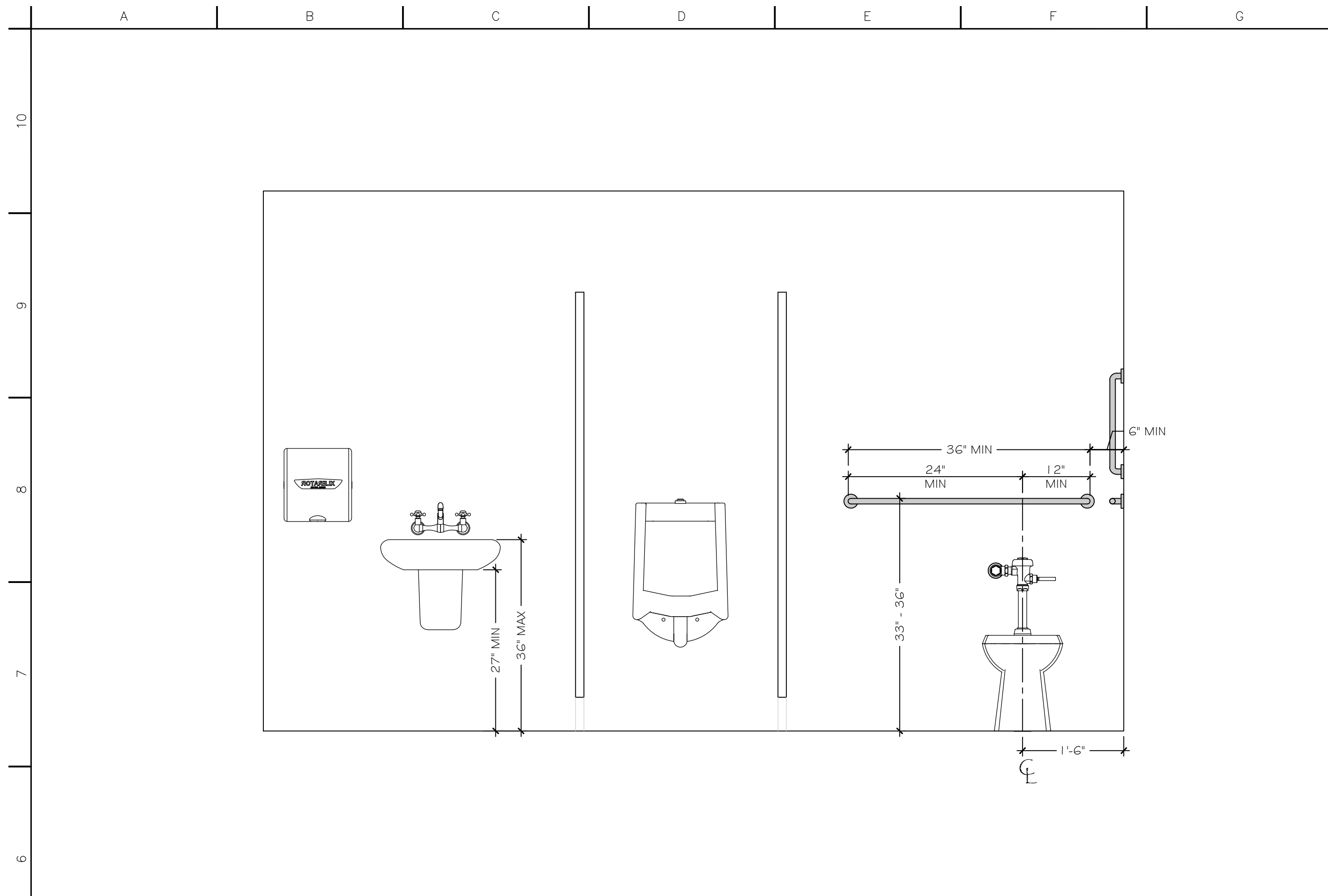
APPROVAL

| | | |
|----------|-----|----------|
| DRAWN | MHA | 10/25/19 |
| DESIGN | CLW | 10/25/19 |
| CHECKED | CLW | 2/3/20 |
| APPROVED | CLW | 2/3/20 |

| No. | Date | Revisions/Submittals |
|-----|------------|-------------------------------------|
| 1 | 3/13/2020 | INSULATION AND ELECTRICAL REVISIONS |
| 2 | 2/3/2020 | FINAL SUBMITTAL |
| 3 | 10/25/2019 | PRELIMINARY DESIGN REVIEW |

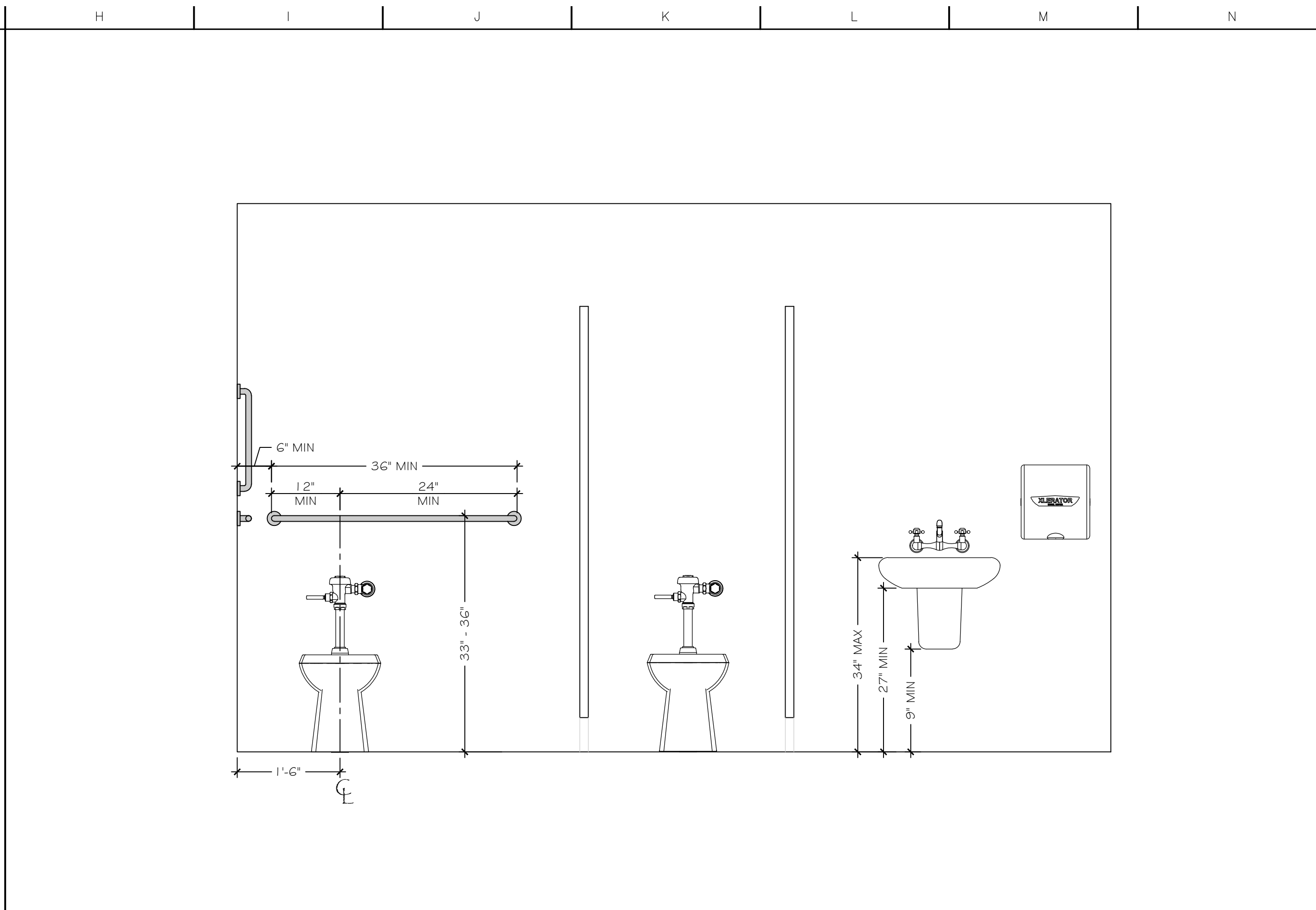
SHEET NO.
A-10
 SCALE: AS NOTED
 JOB NO. **19-705** REV. **2**

A B C D E F G H I J K L M N O



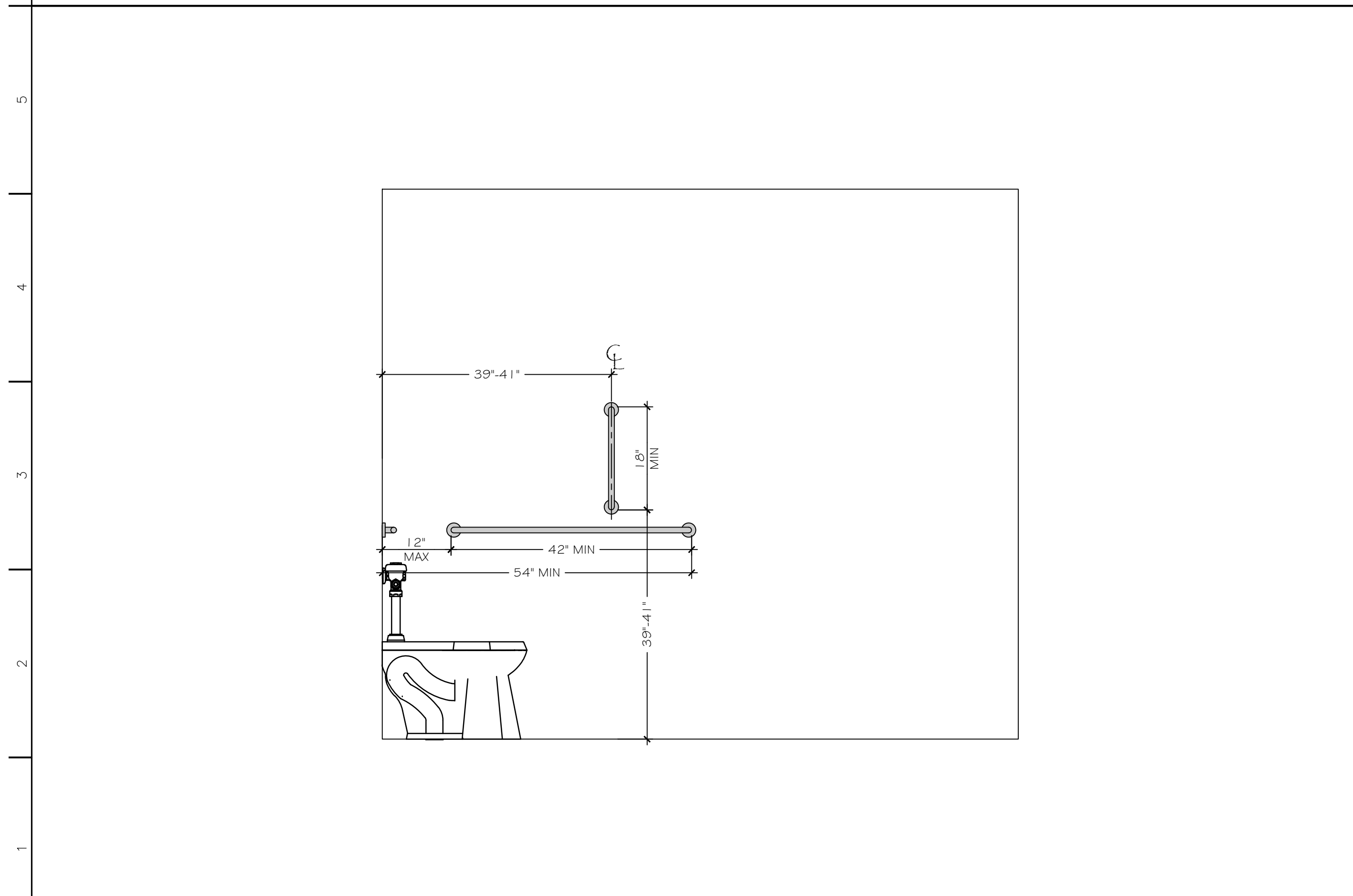
INTERIOR ELEVATION 1

SCALE: 3/4" = 1'-0"



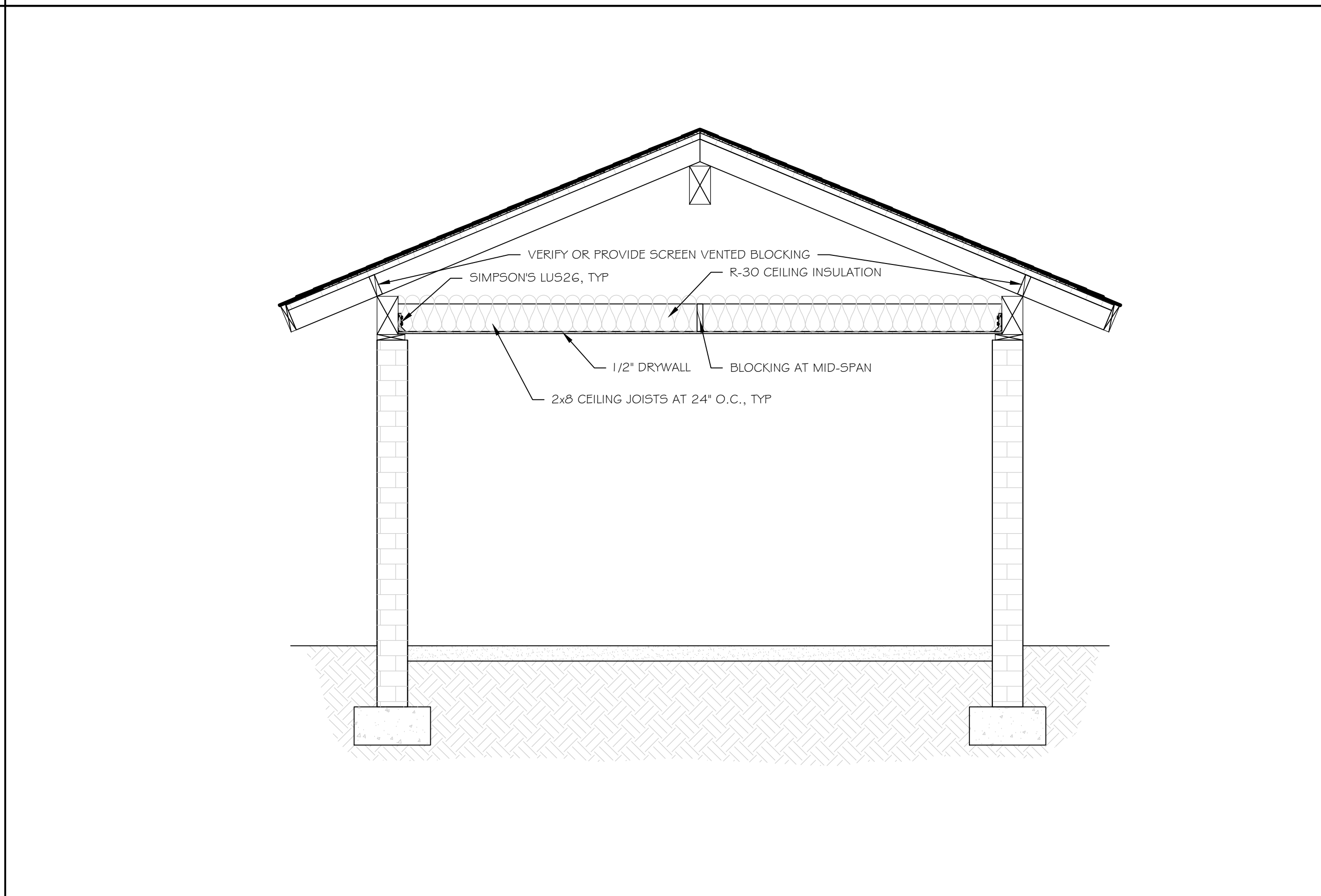
INTERIOR ELEVATION 3

SCALE: 3/4" = 1'-0"



INTERIOR ELEVATION 3

SCALE: 3/4" = 1'-0"



BUILDING SECTION

SCALE: 1/2" = 1'-0"

PSE
Pioneer Surveying & Engineering, Inc.
 Civil/Structural Engineering & Land Planning
 125 E. Simcoe Drive
 Goldendale, WA 98620
 P: 509-773-4945
 F: 509-773-5888
 pse@pioneersurveying.com

**CITY OF WHITE SALMON
 PUBLIC RESTROOM REMODEL
 WHITE SALMON, WA**

INTERIOR ELEVATIONS

APPROVAL

| | | |
|----------|-----|----------|
| DRAWN | MHA | 10/25/19 |
| DESIGN | CLW | 10/25/19 |
| CHECKED | CLW | 2/3/20 |
| APPROVED | CLW | 2/3/20 |

| No. | Date | Revisions/Submittals |
|-----|------------|-------------------------------------|
| A | 3/13/2020 | INSULATION AND ELECTRICAL REVISIONS |
| A | 2/3/2020 | FINAL SUBMITTAL |
| A | 10/25/2019 | PRELIMINARY DESIGN REVIEW |

SHEET NO.
A-20
 SCALE: AS NOTED

| | |
|---------|------|
| JOB NO. | REV. |
| 19-705 | 2 |

File Attachments for Item:

5. Crestline Payment No. 4 and USDA Reimbursement Request No. 4

a. Presentation and Discussion

b. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: July 1, 2020
Agenda Item: Authorization of Crestline Construction Payment No. 4 and USDA Reimbursement Request No. 4
Presented By: Jan Brending, Clerk Treasurer

Action Required

Authorize the Crestline Construction Payment No. 4 and USDA Reimbursement Request No. 4.

Motion

Move to approve Crestline Construction Payment No. 4 in the amount of \$211,674.08 and USDA Reimbursement Request No. 4 in the amount of \$246,303.61

Explanation of Issue

Attached are the documents supporting Crestline Construction Payment No. 4 and USDA Reimbursement Request No. 4.

Staff Recommendation

Staff recommends the city council authorize payment of Crestline Construction Payment No. 4 in the amount of \$211,674.08 and authorize submittal of USDA Reimbursement Request No. 4 in the amount of \$246,303.61.

OUT LAY REPORT AND REQUEST FOR REIMBURSEMENT



| Draw Request Number: | City of White Salmon | | | Jewett Water Main Improvements 2019 | | Balance Remaining | % |
|--|----------------------|---|-----------------------|-------------------------------------|---------------------|---------------------|---------------|
| | Initial Budget | Current Budget | Previous Paid to Date | Payment Requested | Paid to Date | | |
| No. 4 | | | | No. 4 | Paid to Date | | |
| Misc. Soft Costs | | | | | | | |
| Administrative & Legal | 10,000.00 | 10,000.00 | 3,193.00 | | 3,193.00 | 6,807.00 | 31.93% |
| Bond Counsel | 15,000.00 | 15,000.00 | - | | - | 15,000.00 | 0.00% |
| Interim Financing | 95,000.00 | 95,000.00 | - | | - | 95,000.00 | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| Engineering/Architectural | | | | | | | |
| Design Services | 105,000.00 | 268,700.00 | 267,319.32 | | 267,319.32 | 1,380.68 | 99.49% |
| Bidding, Construction & Observation Services | 325,000.00 | 325,000.00 | 72,750.14 | 41,317.66 | 114,067.80 | 210,932.20 | 35.10% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| Construction w/ sales tax | | | | | | | |
| Crestline Construction Comp LLC | 2,307,501.48 | 2,319,810.23 | 702,026.35 | 211,674.08 | 913,700.43 | 1,406,109.80 | 39.39% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| | | | | | | - | 0.00% |
| Contingency | 589,498.52 | 425,798.52 | | | | 425,798.52 | |
| Contingency as a Percent of Total | 17.10% | 12.31% | | | | | |
| Total | 3,447,000.00 | 3,459,308.75 | 1,045,288.81 | 252,991.74 | 1,298,280.55 | 2,161,028.20 | 37.53% |
| PROJECT FUNDING BREAKDOWN | | | | | | | |
| Applicant contribution | 254,000.00 | 266,308.75 | 254,000.00 | 6,688.13 | 260,688.13 | 5,620.62 | 97.89% |
| Other Funders 1 | | | | | | - | 0.00% |
| Other Funders 2 | | | | | | - | 0.00% |
| Other Funders 3 | | | | | | - | 0.00% |
| Other Funders 4 | | | | | | - | 0.00% |
| Other Funders 5 | | | | | | - | 0.00% |
| Other Funders 6 | | | | | | - | 0.00% |
| Other Funders 7 | | | | | | - | 0.00% |
| Other Funders 8 | | | | | | - | 0.00% |
| Other Funders 9 | | | | | | - | 0.00% |
| USDA RD Loan | 3,193,000.00 | 3,193,000.00 | 791,288.81 | 246,303.61 | 1,037,592.42 | 2,155,407.58 | 32.50% |
| USDA RD Grant | | | | | | - | 0.00% |
| Total | 3,447,000.00 | 3,459,308.75 | 1,045,288.81 | 252,991.74 | 1,298,280.55 | 2,161,028.20 | 37.53% |
| FUNDS - DIFFERENCE | | | | | | | |
| Date of Outlay Report | 6/26/2020 | | | | | | |
| APPROVAL AND SIGNATURE SECTION | | | | | | | |
| OWNER'S APPROVAL: | | | | | | | |
| Mayor Marla Keethler | DATE | OWNER CERTIFICATION: I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award. | | | | | |
| ENGINEER/ARCHITECT APPROVAL: | | | | | | | |
| <i>David Jepsen</i> | June 26, 2020 | Invoices will be approved by the borrower and their engineer, as appropriate, and submitted to the processing office for concurrence. The review and acceptance of project costs, including construction pay estimates, by USDA Rural Development does not attest to the correctness of the amounts, the quantities shown or that the work has been performed under the terms of the agreements or contracts. | | | | | |
| RD Specialist Name | DATE | Notes: | | | | | |
| USDA RURAL DEVELOPMENT CONCURRENCE: | | | | | | | |

CONTRACTOR'S APPLICATION FOR PAYMENT NO. 4

To Owner: City of White Salmon, Washington
 From Contractor: Crestline Construction Company, LLC
 Project: Jewett Water Main Improvements
 Application Period: May 23, 2020 through June 19, 2020
 Application Date: June 25, 2020

| Date of Substantial Completion | | | Date Ready for Final Payment | | |
|--------------------------------|--|--|------------------------------|--|--|
| Original: | <u>September 16, 2020</u> | | Original: | <u>October 16, 2020</u> | |
| Revised: | <u></u> | | Revised: | <u></u> | |
| On Schedule: | Yes <input checked="" type="checkbox"/> No | | On Schedule: | Yes <input checked="" type="checkbox"/> No | |

| Change Order Summary | | |
|--------------------------------|--------------------|------------|
| Approved Change Orders | | |
| Number | Additions | Deductions |
| 1 | \$12,308.75 | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTALS | \$12,308.75 | \$0.00 |
| NET CHANGE BY CHANGE ORDERS | \$12,308.75 | |

Current Contract Price

| | |
|--------------------------------------|-----------------------|
| 1. Original Contract Price | <u>\$2,307,501.48</u> |
| 2. Net Change by Change Orders | <u>\$12,308.75</u> |
| 3. Current Contract Price (1 plus 2) | <u>\$2,319,810.23</u> |

Application For Payment

| | |
|---|----------------------------|
| 1. Total Work Completed and Stored to Date (see attached) | <u>\$891,415.06</u> |
| 2. Retainage Withheld (5%) | <u>(\$44,570.75)</u> |
| 3. Retainage Paid | <u>\$0.00</u> |
| 4. Sales Tax (7.5%) | <u>\$66,856.12</u> |
| 5. Liquidated Damages Withheld | <u>\$0.00</u> |
| 6. Less Previous Applications for Payments | <u>(\$702,026.35)</u> |
| 7. AMOUNT DUE THIS APPLICATION | <u>\$211,674.08</u> |

Contractor's Certification:

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

Dated: 25 JUNE 2020

Contractor: Crestline Construction Company, LLC

By: Bill [Signature]

The "Amount Due this Application" is shown on page 1.

Recommended by Engineer

Anderson Perry & Associates, Inc.

Dated: June 25, 2020

By: David [Signature]

Approved by Owner

City of White Salmon, Washington

Dated: _____

By: _____

Title: _____

Concurred with by Agency

USDA Rural Development

Dated: _____

By: _____

Title: _____

**CONTRACTOR'S APPLICATION FOR PAYMENT NO. 4
CITY OF WHITE SALMON, WASHINGTON
JEWETT WATER MAIN IMPROVEMENTS**

| Bid Item No. | Description | BID PRICES | | PREVIOUS | | THIS PERIOD (Calculated) | | TOTAL TO DATE (Basis of Payment) | | |
|--------------|---|------------|------|-------------|-------|--------------------------|-------|----------------------------------|-------|-------------|
| | | Qty. | Unit | Unit Price | Qty. | Amount | Qty. | Amount | Qty. | Amount |
| 1 | Mobilization/Demobilization | All Req'd | LS | \$75,000.00 | 75% | \$56,250.00 | 0% | \$0.00 | 75% | \$56,250.00 |
| 2 | Construction Facilities and Temporary Controls | All Req'd | LS | 75,000.00 | 60% | 45,000.00 | 20% | 15,000.00 | 80% | 60,000.00 |
| 3 | ESC Lead | 30 | DAY | 90.00 | 3 | 270.00 | 0 | 0.00 | 3 | 270.00 |
| 4 | Trench Excavation System Safety System | All Req'd | LS | 1,500.00 | 100% | 1,500.00 | 0% | 0.00 | 100% | 1,500.00 |
| 5 | Potholing All Known Connections, Crossings, and Utility Crossings | All Req'd | LS | 26,000.00 | 49.5% | 12,870.00 | 30% | 7,800.00 | 79.5% | 20,670.00 |
| 6 | Potholing - Additional | 30 | HR | 300.00 | 15 | 4,500.00 | 18.5 | 5,550.00 | 33.5 | 10,050.00 |
| 7 | Cap Existing Water Mains | 23 | EA | 250.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 8 | Abandonment of Existing PRV Vaults | All Req'd | LS | 6,900.00 | 0% | 0.00 | 0% | 0.00 | 0% | 0.00 |
| 9 | Remove Existing Valve Boxes | 32 | EA | 100.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 10 | Remove Existing Fire Hydrant | 9 | EA | 850.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 11 | Rock Excavation | 400 | CY | 50.00 | 63 | 3,150.00 | 4 | 200.00 | 67 | 3,350.00 |
| 12 | Foundation Stabilization | 40 | CY | 55.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 13 | Asphalt Removal | 5,380 | SY | 2.00 | 813 | 1,626.00 | 1,280 | 2,560.00 | 2,093 | 4,186.00 |
| 14 | Temporary Asphalt Installation and Removal, 2 In. Thick | 3,770 | LF | 13.00 | 2,466 | 32,058.00 | 3,720 | 48,360.00 | 6,186 | 80,418.00 |
| 15 | Temporary Asphalt Installation and Removal, 3 In. Thick | 1,610 | LF | 17.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 16 | Repair of Unmarked Storm Drain Line | 6 | EA | 490.00 | 2 | 980.00 | 0 | 0.00 | 2 | 980.00 |
| 17 | Repair of Unmarked Water Service Line | 9 | EA | 500.00 | 2 | 1,000.00 | 1 | 500.00 | 3 | 1,500.00 |
| 18 | Repair of Unmarked Sewer Service Line | 5 | EA | 485.00 | 1 | 485.00 | 0 | 0.00 | 1 | 485.00 |
| 19 | Repair of Unmarked Irrigation System | 7 | EA | 180.00 | 1 | 180.00 | 0 | 0.00 | 1 | 180.00 |
| 20 | Asphalt Restoration, HMA Cl. 3/8- or 1/2-in. PG 64H-28 | 2,520 | TON | 149.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 21 | Job Mix Compliance Price Adjustment | EST | CALC | 1.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 22 | Compaction Price Adjustment | EST | CALC | 1.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 23 | Cyclic Density Price Adjustment | EST | CALC | 1.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 24 | Pavement Marking Restoration | All Req'd | LS | 2,625.00 | 0% | 0.00 | 0% | 0.00 | 0% | 0.00 |
| 25 | Concrete Sidewalk Removal and Restoration | 140 | SY | 85.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 26 | Concrete Curb Removal and Restoration | 250 | LF | 62.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 27 | Gravel Surfacing | 310 | SY | 12.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 28 | Erosion Control Matting | 40 | SY | 4.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 29 | Landscaping Restoration | 1,100 | SF | 19.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 30 | 12-in. Water Main | 5,240 | LF | 82.00 | 1,115 | 91,430.00 | 3,010 | 246,820.00 | 4,125 | 338,250.00 |
| 31 | 8-in. Water Main | 2,960 | LF | 63.00 | 0 | 0.00 | 22 | 1,386.00 | 22 | 1,386.00 |
| 32 | 6-in. Water Main | 430 | LF | 51.00 | 144 | 7,344.00 | 36 | 1,836.00 | 180 | 9,180.00 |
| 33 | 4-in. Water Main | 25 | LF | 75.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 34 | 2-in. Water Main | 120 | LF | 38.00 | 40 | 1,520.00 | 0 | 0.00 | 40 | 1,520.00 |
| 35 | 2-in. Water Main Under Retaining Wall | All Req'd | LS | 3,300.00 | 0% | 0.00 | 0% | 0.00 | 0% | 0.00 |
| 36 | 1-in. Water Service Line (Revised Per CO-1, Item No. 1-3) | 1,910 | LF | 25.00 | 645 | 16,125.00 | 161 | 4,025.00 | 806 | 20,150.00 |
| 37 | Water Service Line, Service Side (Revised Per CO-1, Item No. 1-4) | 385 | LF | 44.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 38 | Water Service Line, Main Connection | 67 | EA | 150.00 | 24 | 3,600.00 | 1 | 150.00 | 25 | 3,750.00 |
| 39 | Water Service Line, Meter Connection | 69 | EA | 100.00 | 0 | 0.00 | 1 | 100.00 | 1 | 100.00 |
| 40 | New or Relocated Water Meter | 32 | EA | 800.00 | 0 | 0.00 | 6 | 4,800.00 | 6 | 4,800.00 |
| 41 | Connection to Existing 8-in. Water Line | 2 | EA | 5,300.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 42 | Connection to Existing 6-in. Water Line | 16 | EA | 5,000.00 | 0 | 0.00 | 1 | 5,000.00 | 1 | 5,000.00 |
| 43 | Connection to Existing ≤ 4-in. Water Line | 5 | EA | 4,500.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 44 | Non-Potable Crossing, CDF | 5 | EA | 550.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 45 | Non-Potable Crossing, Casing Pipe | 9 | EA | 2,000.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |

**CONTRACTOR'S APPLICATION FOR PAYMENT NO. 4
CITY OF WHITE SALMON, WASHINGTON
JEWETT WATER MAIN IMPROVEMENTS**

| Bid Item No. | Description | BID PRICES | | PREVIOUS | | THIS PERIOD (Calculated) | | TOTAL TO DATE (Basis of Payment) | |
|--------------|---|------------------------|------------|----------|-------------|--------------------------|-------------|----------------------------------|-------------|
| | | Qty. | Unit Price | Qty. | Amount | Qty. | Amount | Qty. | Amount |
| 46 | 12-in. Gate Valve | 27 | EA | 9 | \$20,700.00 | 20 | \$46,000.00 | 29 | \$66,700.00 |
| 47 | 8-in. Gate Valve | 28 | EA | 6 | 7,800.00 | 10 | 13,000.00 | 16 | 20,800.00 |
| 48 | 6-in. Gate Valve | 1 | EA | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 49 | 4-in. Gate Valve | 1 | EA | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 50 | 2-in. Gate Valve | 4 | EA | 2 | 1,150.00 | 0 | 0.00 | 2 | 1,150.00 |
| 51 | 8-in. Tapping Valve and Sleeve | 1 | EA | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 52 | Fire Hydrant Assembly and Auxiliary Valve | 19 | EA | 4 | 16,400.00 | 1 | 4,100.00 | 5 | 20,500.00 |
| 53 | Bollard | 6 | EA | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 54 | Fire Hydrant Extension | 9 | LF | 0 | 0.00 | 1 | 1,000.00 | 1 | 1,000.00 |
| 55 | Additional Ductile Iron Fitting | 2,000 | LB | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 56 | Valve Marker | 33 | EA | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| 57 | Temporary Water Service | All Req'd | LS | 0% | 0.00 | 0% | 0.00 | 0% | 0.00 |
| 58 | Jewett Blvd PRV Station | All Req'd | LS | 0% | 0.00 | 0% | 0.00 | 0% | 0.00 |
| 59 | Oak St PRV Station | All Req'd | LS | 0% | 0.00 | 0% | 0.00 | 0% | 0.00 |
| 60 | Vine St PRV Station | All Req'd | LS | 0% | 0.00 | 0% | 0.00 | 0% | 0.00 |
| 61 | Bingen Master Meter Vault | All Req'd | LS | 0% | 0.00 | 0% | 0.00 | 0% | 0.00 |
| 62 | Insertion Valve | 1 | EA | 0 | 7,750.00 | 0 | 0.00 | 0 | 0.00 |
| | | Total Bid Items | | | | | | \$ 734,125.00 | |

| Change Order No. | Description | Qty. | Unit | Unit Price | PREVIOUS | | THIS PERIOD | | TOTAL TO DATE | |
|------------------|---|--------------------------------|------|------------|----------|--------|-------------|--------------------|---------------|----------|
| | | | | | Qty. | Amount | Qty. | Amount | Qty. | Amount |
| 1-1 | Fire Hydrant at Skyline Hospital | All Req'd | LS | 4,200.00 | 0% | 0.00 | 0% | 0.00 | 0% | 0.00 |
| 1-2 | New Storm Drain for Spring Discharge | All Req'd | LS | 7,250.00 | 0% | 0.00 | 90% | 6,525.00 | 90% | 6,525.00 |
| 1-3 | 1-in. Water Service Line with CTS HDPE Tubing (See Bid Item No. 36) | | | | | | | | | |
| 1-4 | Water Service Line with CTS HDPE Tubing, Service Side (See Bid Item No. 37) | | | | | | | | | |
| | | Total All Change Orders | | | | | | \$ 6,525.00 | | |

| Materials Stored to Date: | Description | Qty. | Unit | Unit Price | PREVIOUS | | THIS PERIOD | | TOTAL TO DATE | |
|---------------------------|---|---------------------------------------|------|------------|----------|--------------|-------------|----------------------|---------------|--------------|
| | | | | | Qty. | Amount | Qty. | Amount | Qty. | Amount |
| | CL 350 Ductile Iron Pipe (4", 6", 8", and 12") and Restraint Gaskets (Order No. 0847689) | | | | 100% | \$208,833.06 | 0% | \$0.00 | 100% | \$208,833.06 |
| | Pipe, Valves, Fittings, and Other Miscellaneous Materials (see Materials On Hand Worksheet) | | | | 100% | 158,940.80 | 0% | 0.00 | 100% | 158,940.80 |
| | Fire Hydrants and Valves (see Materials On Hand Worksheet) | | | | 100% | 81,579.44 | 0% | 0.00 | 100% | 81,579.44 |
| | Materials installed (see Materials On Hand Worksheet) | | | | | | | (298,588.24) | | (298,588.24) |
| | | Total Materials Stored to Date | | | | | | \$ 150,765.06 | | |

| | | TOTAL WORK COMPLETED AND MATERIALS STORED TO DATE | |
|--|--|--|------------|
| | | \$ | 150,765.06 |
| | | \$ | 891,415.06 |
| | | Percent of Contract Price Completed to Date 32% | |

| Invoice | Date | Invoice Amount | Allowed Amount | Basis |
|--|-----------------|----------------|----------------------|-------|
| Materials On-Hand - Application for Payment No. 1 | | | \$ 208,833.06 | |
| Materials On-Hand - Application for Payment No. 3 | | | \$ 158,940.80 | |
| Materials On-Hand - Application for Payment No. 2 | | | \$ 81,579.44 | |
| | | \$ - | \$ - | |
| | Subtotal | \$ - | \$ - | |
| | Total | | \$ 449,353.30 | |

Materials Installed

| Installed | Quantity | Unit | Cost, \$ |
|----------------------------|----------|-----------------|----------------------|
| 12-inch Pipe | 4,808 | LF | \$ 182,630.05 |
| 12-Inch Valve | 29 | EA | \$ 77,361.79 |
| 8-inch Pipe | 22 | LF | \$ 628.24 |
| 8-Inch Valve | 16 | EA | \$ 22,307.67 |
| 6-inch Pipe | 180 | LF | \$ 468.12 |
| Fire Hydrant/6-inch Valve | 5 | EA | \$ 12,357.05 |
| 2-inch Pipe | 40 | LF | \$ 52.80 |
| 2-inch Gate Valve | 2 | EA | \$ 1,650.00 |
| 1-inch Pipe | 806 | LF | \$ 274.04 |
| Main Connection | 24 | EA | \$ 858.48 |
| Materials Installed | | Subtotal | \$ 298,588.24 |

Net Materials On-Hand \$ **150,765.06** Difference of On Hand & Installed

Unit Cost Determination

| Description | Overall Cost | Quantity | Unit | Unit Cost |
|-------------------------|---------------|----------|------|---------------------------|
| 12-Inch Pipe | \$ 200,634.76 | 5,282 | LF | \$ 37.98 |
| 8-Inch Pipe | \$ 90,038.28 | 3,153 | LF | \$ 28.56 |
| 6-Inch Pipe | \$ 1,201.50 | 462 | LF | \$ 2.60 |
| 4-Inch Pipe | \$ 645.58 | 60 | LF | \$ 10.76 |
| 2-inch Pipe | | | LF | \$ 1.32 Material Cost |
| 1-inch Pipe | | | LF | \$ 0.34 Material Cost |
| 12-Inch Valve | \$ 26,676.48 | 10 | EA | \$ 2,667.65 |
| 8-Inch Valve | \$ 16,730.75 | 12 | EA | \$ 1,394.23 |
| 6-Inch Valve | \$ 6,784.92 | 12 | EA | \$ 565.41 |
| 2-inch Valve | \$ 1,650.00 | 2 | EA | \$ 825.00 Material Cost |
| Fire Hydrant with Valve | | | | \$ 2,471.41 Material Cost |
| Main Connection | | | | \$ 35.77 Material Cost |

See Unit Costs presented in Crestline Construction Company Job History Report

Installed Piping

Valve Size
Length of Valves
12-in.
1.17

| Bid No. | Description | Stationing | | Total LF/EA | No. of Valves | Length of Valves, LF | Net LF | Percent Complete | Payable LF |
|--|---------------------------|------------|----------|-------------|---------------|----------------------|--------------|------------------|--------------|
| | | Beg. | End | | | | | | |
| Application for Payment No. 2 | | | | | | | | | |
| 30 | 12-in. Water Main | 1550 | 147 | 1,403 | 8 | 9 | 1,394 | 100% | 1,394 |
| Application for Payment No. 3 | | | | | | | | | |
| 32 | 6-inch Water Main | Various | C101-104 | 180 | | | 180 | 100% | 180 |
| 36 | 1-inch Water Service Line | Various | C101-104 | 806 | | | 806 | 100% | 806 |
| 52 | Fire Hydrant & Aux. Valve | Various | C101-104 | 5 | | | 5 | 100% | 5 |
| Application for Payment No. 4 | | | | | | | | | |
| 30 | 12-in. Water Main | 5400 | 1964 | 3,436 | 19 | 22 | 3,414 | 80% | 2,731 |
| 31 | 8-in. Water Main | 147 | 125 | 22 | | | 22 | 100% | 22 |
| Total 12-inch Pipe Installed/Paid | | | | | | | 4,808 | | 4,125 |



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

Invoice number 68637
 Date 06/25/2020

Project **250-04 Jewett Water Main Improvements**

Professional Services through June 15, 2020

Invoice Summary

| Description | Contract Amount | Percent Complete | Prior Billed | Total Billed | Remaining | Current Billed |
|------------------------------|-----------------|------------------|--------------|--------------|--------------|----------------|
| PROFESSIONAL SERVICES | \$593,700.00 | 64.24 | \$340,069.46 | \$381,387.12 | \$212,312.88 | \$41,317.66 |
| Total | \$593,700.00 | 64.24 | \$340,069.46 | \$381,387.12 | \$212,312.88 | \$41,317.66 |

Professional Services

Professional Services

| | Hours | Rate | Billed Amount |
|--|--------|--------|---------------|
| Project Representative II Rate with Overtime | 4.50 | 135.00 | 607.50 |
| Project Representative II | 219.00 | 100.00 | 21,900.00 |
| Senior Engineer VII | 7.00 | 190.00 | 1,330.00 |
| Senior Engineer V | 73.50 | 180.00 | 13,230.00 |
| Engineering Technician II | 4.25 | 100.00 | 425.00 |
| Professional Services Subtotal | 308.25 | | \$37,492.50 |

Miscellaneous Expenses

| | Units | Rate | Billed Amount |
|--------------|----------|-------|---------------|
| Auto Mileage | 2,009.00 | 0.575 | 1,155.18 |

Outside Services

| | Billed Amount |
|--|---------------|
| Consultant Klein & Associates, Inc. | 2,669.98 |
| Phase Subtotal | \$41,317.66 |

Invoice Total \$41,317.66

File Attachments for Item:

6. Innovative Composites Engineering - Sewer Overage Billing Request

a. Presentation and Discussion

b. Action



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: July 1, 2020
Agenda Item: Innovative Composites Engineering – Sewer Overage Request
Presented By: Jan Brending, Clerk Treasurer

Action Required

Authorization to reduce the sewer overage charges on the May 29, 2020 utility bill by an additional amount of \$1,350.00.

Motion

Motion to authorize the clerk treasurer to reduce the sewerage overage charges on the May 29, 2020 utility bill by an additional amount of \$1,350.00.

Explanation of Issue

At the prior city council meeting, the city council considering a leak reduction request by Innovative Composites Engineering. The council authorized a reduction in the May 29, 2020 bill to water usage in the amount of \$1,551.36 and sewer overage in the amount of \$1,350.00 for a total reduction of \$2,901.36. The original charges for sewer overage were \$2,880.00. The reduction in sewer overage charges left a balance of \$1,530.00 in sewer overage charges.

On June 25, 2020, the city received the attached email from Innovative Composites Engineering's Chief Financial Officer asking for an additional reduction in the sewer overage charges. The email notes that the pipe break caused water to leak onto open ground and did not impact the sewer system. Staff agrees with this assumption. Typically, the water from a leaking pipe break does not enter the sewer system. Innovative Composites Engineering is asking for a reduction of \$1,197.00 resulting in a charge of \$333.00 for sewer overages (there calculation of \$391 includes the base fee of \$58 for sewer which cannot be reduced).

If the city was to use the May 2019 billing for comparison purposes, as it did in the original leak reduction request and as required by the city's code, the reduction would be based on the use of 72,000 gallons of water and not the average of the last two readings of 133,000 and 117,000. ICE historically has a lower water usage in May. Based on the 72,000 gallons of water used as the base the additional reduction would be \$1,350 resulting in \$180 charges for sewer overage and \$58 for base sewer fees.

Staff Recommendation

Staff recommends that there be an additional reduction in the sewer overages. The amount of the reduction should be based on the city's code that guides the overall leak reduction request process and recommends the additional reduction be \$1,350.00.

Jan Brending

From: Lynda Tarbath <LyndaT@innce.com> on behalf of Lynda Tarbath
Sent: Thursday, June 25, 2020 11:00 AM
To: UtilityClerk@ci.white-salmon.wa.us
Subject: Sewer Credit - ICE

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category

Stephanie,

In May ICE (account #3241) had a pipe break which caused a significant increase in our water usage. We were originally billed \$6,317.65 and greatly appreciate the \$2,901.36 credit given by the City of White Salmon which reduced our bill to \$3,416.29. We would like to respectfully request a reconsideration of the sewer charge which is \$1,588 after the credit. The pipe break caused water to leak onto open ground and did not impact the sewer system. We are requesting that our sewer charge be reduced to an estimated normal charge based upon prior invoices. Our January 2020 and March 2020 invoices had sewer charges of \$333 and \$448, respectfully, which averages to \$391. Based on this calculation we are requesting a sewer credit of \$1,197 to bring our net May sewer charge to \$391.

I'm sure the City of White Salmon can appreciate the financial strain put upon small businesses by the COVID-19 pandemic. As a small business operating in White Salmon and trying to negotiate our way through the economic impacts of the pandemic we appreciate your consideration of this sewer credit request based upon the fact that our water pipe break did not impact the sewer system.

Please let me know if you would like further information. I can be reached on my cell phone at 907-382-1647.

Thank you,

Lynda Tarbath
CFO

Innovative Composite Engineering, Inc.
P.O. Box 1218
White Salmon, WA 98672
p: 509-493-4484 x211
e: lyndat@innce.com
www.innovativecomposite.com

***Please note that any visitor to ICE facilities will be required to provide evidence of their status as a U.S. Person in accordance with the ITAR by completing a U.S. Export Control Compliance Verification form at reception. The purpose of the form is to assist in verifying the visitor's export control status. US laws and regulations prohibit the unauthorized export of restricted technology to non-US persons. A U.S. Passport is the most common document used, but not the only type accepted. Once determined, the visitor's status will be kept on file for future visits. Please visit our website to download the form, or contact us with any questions.

File Attachments for Item:

7. Leak Adjustment Request - Barbara Bailey



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: July 1, 2020
Agenda Item: Consent Agenda – Barbara Bailey Leak Adjustment Request
Presented By: Jan Brending, Clerk Treasurer

Action Required

Consent of the city council to approve leak adjustment request for Barbara Bailey in the amount of \$501.12 via the consent agenda.

Motion

If the item is pulled from the consent agenda the following motion is proposed:

Motion to retroactively approve Leak Adjustment Request by Barbara Bailey in the amount of \$501.12.

Explanation of Issue

See attached Leak Adjustment Request.

Staff Recommendation

Staff recommends approval of the leak adjustment request submitted by Barbara Bailey in the amount of \$501.12 via the consent agenda.



City of White Salmon Leak Adjustment Request

Customer Name: Barbara Bailey (Tenant)/Jon Madian (Property Owner)

Account Number: 6089

Service Address: 292 SE Oak Street

Facts:

1. The City currently reads meters every other month. Water usage covers a two-month period. The meter for this account was read on May 6 for the May billing and covers water usage for a two-month period March and April, 2020. The meter reading showed that 174,000 gallons of water had been used for the time period.
2. The tenant submitted a "Request for One-time Reduction in Bill Due to Leakage" dated June 15, 2020.
3. The tenant states in the request that they became aware of the leak on May 30, 2020 when they picked up a voice message from the Utility Clerk left on May 29, 2020 notifying the customer they may have a leak based on the high usage..
4. The tenant states in the request that there was a broken pipe between the meter and the house. The water at the house was turned off on May 30 after the notification from the city but water continued to run through the meter due to the location of the leak. The repair of the broken pipe occurred somewhere between June 2 and June 4 based on receipts provided with the request.
5. The tenant states Windy River construction LLC replaced the pipe and provided a copy of an invoice dated June 11, 2020
6. City public works staff reread the meter on June 16, 2020 and have determined that there is no longer a leak. The meter reading showed that an additional 102,000 gallons of water had gone through the meter.

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

100 N. Main Street PO Box 2139 White Salmon, Washington 98672
Telephone: (509) 493-1133 E-mail: janb@ci.white-salmon.wa.us

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

- B. Provide photos of leak or failure, piping 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 their 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 the replacement of plumbing to be considered eligible for the leak forgiveness program.
 - F. Irrigation water meter accounts are not eligible for the leak forgiveness program.
1. The tenant became aware of the leak on May 30, 2020 when she received a voice message from the City notifying her that there may be a leak based on a high meter reading.
 2. The leak reduction request included a statement that the leak, due to a broken pipe, was repaired by Windy River Construction LLC and included a copy of the Windy River Construction LLC invoice and receipts for purchase of materials necessary for the repair.
 3. The total water usage that went through the meter was 276,000 gallons of water.

Water Usage and Billing History

| Date | Water Usage Gallons | Water Basic | Water Usage | Water Surcharge | Sewer Basic | Sewer Overage Charges | Other Charges | Total Bill |
|------------|---------------------|-------------|-------------|-----------------|-------------|-----------------------|---------------|------------|
| 05/30/2019 | 9000 | 39.61 | 9.99 | 6.25 | 53.05 | 0.00 | 0.00 | 108.90 |
| 06/27/2019 | No Read | 39.61 | 0.00 | 6.25 | 53.05 | 0.00 | 0.00 | 98.91 |
| 07/30/2019 | 12000 | 39.61 | 16.70 | 6.25 | 53.05 | 0.00 | 0.00 | 115.61 |
| 08/29/2019 | No Read | 39.61 | 0.00 | 6.25 | 53.05 | 0.00 | 0.00 | 98.91 |
| 09/27/2019 | 10000 | 39.61 | 11.10 | 6.25 | 53.05 | 0.00 | 0.00 | 110.01 |
| 10/30/2019 | No Read | 39.61 | 0.00 | 6.25 | 53.05 | 0.00 | 0.00 | 98.91 |
| 11/26/2019 | 8000 | 39.61 | 8.88 | 6.25 | 53.05 | 0.00 | 0.00 | 107.79 |
| 12/30/2019 | No Read | 39.61 | 0.00 | 6.25 | 53.05 | 0.00 | 0.00 | 98.91 |
| 01/30/2020 | 0 | 40.60 | 0.00 | 6.25 | 53.50 | 0.00 | 0.00 | 100.35 |
| 02/27/2020 | No Read | 40.60 | 0.00 | 6.25 | 53.50 | 0.00 | 0.00 | 100.35 |
| 03/30/2020 | 0 | 40.60 | 0.00 | 6.25 | 53.50 | 0.00 | 0.00 | 100.35 |
| 04/29/2020 | No Read | 40.60 | 0.00 | 6.25 | 53.50 | 0.00 | 0.00 | 100.35 |
| 05/28/2020 | 174000 | 40.60 | 621.76 | 6.25 | 53.50 | 0.00 | 0.00 | 722.11 |

100 N. Main Street PO Box 2139 White Salmon, Washington 98672
 Telephone: (509) 493-1133 E-mail: janb@ci.white-salmon.wa.us

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

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 water usage adjustment for May 2020 (and July 2020) based on the above conditions would be $(174 + 102) - (9 + 6) = 261/2 = 130.5 * 3.84 = \501.12 .

Note that the water usage for a two-month period for the July 2019 period was 12,000 gallons which would have been water usage in May and June. The water usage was divided in half to account for water usage in May.

Decision:

The Leak Adjustment Request submitted by Barbara Bailey is approved with an adjustment of \$501.12.

Dated this 18th day of June, 2020


Jan M. Brending, Clerk Treasurer

If the applicant is not satisfied with the decision, the applicant may appeal the decision to the City of White Salmon Grievance Committee via the attached form.



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 6/3/2020 Customer Name Barbara V. Bailey Acct # 6089

Address 292 SE Oak St., White Salmon, WA 98672

Billing period From 5/19/20 to 5/30/20 Usage Metered 174,000 gallons

Bill Date 5/28/20 Consumption Billed (not bill total) \$ 621.76

Date and how you became aware of the leak Date 5/30/20 How you came to know about leak Saturday 5/30 I picked up a voicemail from Stephanie Porter from 5/29 3 pm
Date you notified City of leak The city notified me.

Description of cause of leak or excess water use Broken pipe. Please note that we turned the water off to the house Saturday pm, but the leak (speed of meter) was not reduced because of its location, so meter ran high until workers repaired it.

Are repairs completed on the leak? Y If not, when will they be completed? _____

Detailed explanation of repair and who did the repair Windy River Construction LLC dug from the meter about 30 feet under cement and found leak, which required pipe replacement and re-cementing of sidewalk at side yard.

Has an insurance claim been filed? N If so, have you received reimbursement? 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 Barbara Bailey Date 6/15/2020

PO Box 2139 100 N Main St White Salmon, WA 98672

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Windy River Construction, LLC.
 509.637.4873
 trevorjostad@yahoo.com
 PO Box 801

| |
|------------------|
| Invoice # |
| 690 |
| Due Date |
| Upon Receipt |
| Date |
| 6/11/2020 |

| BILL TO | PROJECT LOCATION |
|---|--------------------------------------|
| Jon and Karen Madian Barbara Bailey PO Box 1669 White Salmon, WA 98672 | 292 Oak St White Salmon, WA 98672 |

Oak St Property

| Description | Amount |
|--|---------------|
| Labor to locate and repair broken water line | 1,229.38 |

License #
 WA: WINDYRC945MM
 CCB (OR): 181177

| | |
|-------------------------|-------------------|
| Subtotal | \$1,229.38 |
| Sales Tax (7.5%) | \$92.20 |
| Total | \$1,321.58 |
| Payments/Credits | \$0.00 |
| Balance Due | \$1,321.58 |

Thank you for your business!

THANK YOU FOR SHOPPING AT
ACE HARDWARE - WHITE SALMON
White Salmon Ace Hardware
250 E. Jewett Blvd
White Salmon WA 98672
()

06/04/20 12:37PM AJ 453 SALE

4124251 1 EA \$2.39 EA
NIPPLE GALV 3/4"x4" \$2.39

SUB-TOTAL: \$ 2.39 TAX: \$.18
TOTAL: \$ 2.57
BC AMT: \$ 2.57

BK CARD#: XXXXXXXXXXXX2648
MID:***3966 TID:***3400
AUTH: 191710 AMT: \$ 2.57
Host reference #:486181 Bat#0485

TransactionID: 580156706433215
Validation Code: 9MWS
ID:023400
TRANS TYPE: PURCHASE
PAYMENT TYPE: Credit Card

Chip Read
CARD TYPE: VISA EXPR: XXXX
AID: A0000000051010
TVR: 8080008000
IAD: 06010A03600000
TEI: 6800
ARC: 00
MODE: Issuer
CVM:
Name: VISA CREDIT
ATC: 0016
AC: 580EED22C61F9E2D
TxnID/ValCode: 580156706433215 9MWS

Bank card USD\$ 2.57



==>> JRNL#E86181/5 <<==
CUST NO:*1

THANK YOU TREVOR JOSTAD
FOR YOUR PATRONAGE

Name: X
I agree to pay above total amount
according to card issuer agreement
(merchant agreement if credit voucher)
Acct: CASH CUSTOMER

Customer Copy

THANK YOU FOR SHOPPING AT
ACE HARDWARE - WHITE SALMON
White Salmon Ace Hardware
250 E. Jewett Blvd
White Salmon WA 98672
()

06/02/20 8:07AM HWV 452 SALE

7114333 1 EA \$27.99 EA
PICK MATTOCK FG HNDL2.5# \$27.99
DP116327 1 EA .00 EA N
JUNE BAGSTUFFER \$5 OFF \$2 \$N/C
\$5 Coupon Discount

SUB-TOTAL: \$ 27.99 TAX: \$ 1.72
DISCOUNT: -5.00 TOTAL: \$ 24.71
BC AMT: \$ 24.71

BK CARD#: XXXXX2648
MID:***3966 TID:***3400
AUTH: 364910 AMT: \$ 24.71
Host reference #:485205 Bat#0483

TransactionID: 300154544531473
Validation Code: WXXS
TID:023400
TRANS TYPE: PURCHASE
PAYMENT TYPE: Credit Card

Chip Read
CARD TYPE: VISA EXPR: XXXX
AID: A0000000051010
TVR: 8080008000
IAD: 06010A03600000
TEI: 6800
ARC: 00
MODE: Issuer
CVM:

Name: VISA CREDIT
ATC: 0012
AC: 7A45CB2FCC908919
TxnID/ValCode: 300154544531473 WXXS

Bank card USD\$ 24.71



JRNL#E85205/5 <<==
CUST NO:*1

THANK YOU TREVOR JOSTAD
FOR YOUR PATRONAGE
ACE REWARDS ID # 1941197459

Name: X
I agree to pay above total amount
according to card issuer agreement
(merchant agreement if credit voucher)
Acct: CASH CUSTOMER

Customer Copy

ONSITE SUPPLY HOUSE LLC
1476 MARKHAM RD.
HOOD RIVER, OREGON 97031
541-645-4123

06/02/20 Order # 16924
11:13 am Customer # 0

Cash
PO:
Sales Person: Brett

3/4" X 100' NATURAL PEX A 68.00
100 @ 0.68 each
1/2 X 4 GALVANIZED NIPPLE 1.30
1 @ 1.30 each
3/4" X 1/2" BRASS BUSHING LF 8.98
2 @ 4.489 each
1/4" BRASS PROPEX FEMALE ADAPT 8.96
2 @ 4.48 each
1/2" GALVANIZED COMP. COUPLER 8.62
1 @ 8.62 each

Sub-Total: 95.86

Tax[0]: EXEMPT

Total: 95.86

*****2648 **/**: 95.86

Total Paid: 95.86

Change: 0.00

Thank You 292

EMV Payment Info
A0000000031010
VISA CREDIT

Jan Brending

From: City of White Salmon Utility Clerk <utilityclerk@ci.white-salmon.wa.us> on behalf of City of White Salmon Utility Clerk
Sent: Tuesday, June 16, 2020 2:59 PM
To: Jan Brending
Subject: RE: Water leak credit form

Andrew did a water meter read today and checked for signs of a leak. Read was 423 and there is no longer signs of leak.

I was notified that the leak had been repaired via email yesterday by Barbara when she sent the leak adjustment request at 2:49pm. I put the work order in right after that.

Sincerely,

Stephanie Porter

Stephanie Porter
Utility Billing / Deputy Clerk
Phone: (509) 493-1133 ext. 203
Email: utilityclerk@ci.white-salmon.wa.us
PO Box 2139, White Salmon WA 98672

423
321

102

From: Jan Brending <janb@ci.white-salmon.wa.us>
Sent: Tuesday, June 16, 2020 2:53 PM
To: City of White Salmon Utility Clerk <utilityclerk@ci.white-salmon.wa.us>
Subject: RE: Water leak credit form

Stephanie:

We need a meter reading as it looks like they did not repair the leak until June 2 or 4th and there was probably water than ran through it. Remember that is always something we want them to do when they go out and check the meter (do a reading).

Jan Brending, Clerk Treasurer
City of White Salmon
PO Box 2139
White Salmon WA 98672
509-493-1133 #205
janb@ci.white-salmon.wa.us

From: City of White Salmon Utility Clerk <utilityclerk@ci.white-salmon.wa.us>
Sent: Monday, June 15, 2020 2:56 PM
To: Jan Brending <janb@ci.white-salmon.wa.us>
Subject: FW: Water leak credit form

Please find attached leak adjustment request from Barbara Bailey at 292 SE Oak St.

Upon receiving this email today, I have entered a work order (#5192) for the meter to be read to retrieve the full water used during the leak and also to verify the meter no longer shows signs of a leak.

Sincerely,

Stephanie Porter

Stephanie Porter
Utility Billing / Deputy Clerk
Phone: (509) 493-1133 ext. 203
Email: utilityclerk@ci.white-salmon.wa.us
PO Box 2139, White Salmon WA 98672

From: Barbara Bailey <bybailey2017@gmail.com>
Sent: Monday, June 15, 2020 2:48 PM
To: Utilityclerk@ci.white-salmon.wa.us
Subject: Water leak credit form

Hi Stephanie,
Sorry for the delay. With finding out on the weekend, then the extensive work required, it took awhile to finish the job and get the bills, photos, etc. Thanks for all your help. Let me know if you have any questions.

UTILITY ACCOUNT HISTORY

City Of White Salmon
 MCAG #: 0481
 Bailey, Barbara: 6089; Service Location: 011650.0
 292 SE OAK ST

05/30/2019 To: 06/16/2020

Time: 14:53:46 Date: 06/16/2020
 Page: 1

05/30/2019 To: 06/16/2020

| Bill | Water: | Sewer: | Units: | Basic | Overage | Surcharge | Other | Tax | Late Fees | Interest | Total |
|------------|--------|--------|--------|--------|---------|-----------|--------------|------|-----------|----------------|--------|
| Billing | 1 | 1 | 1 | 39.61 | 9.99 | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 55.85 |
| 05/30/2019 | 1 | 1 | 1 | 53.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.05 |
| Memo: | 99 | 1 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | Utility Dep: | 0.00 | | Invoice Total: | 108.90 |
| Months: | Water: | 1 | 1 | 276.01 | 34.75 | 43.75 | 25.00 | 0.00 | 0.00 | 0.00 | 379.51 |
| Current: | Sewer: | 117 | 1 | 371.35 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 371.35 |
| Previous | 108 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Used: | 9 | | | | 0.00 | Past Due: | 641.96 | | Total: | | 750.86 |
| Billing | Water: | 1 | 1 | 39.61 | 0.00 | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 45.86 |
| 06/27/2019 | Sewer: | 1 | 1 | 53.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.05 |
| Memo: | 99 | 1 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | Utility Dep: | 0.00 | | Invoice Total: | 98.91 |
| Months: | Water: | 1 | 1 | 315.62 | 34.75 | 50.00 | 25.00 | 0.00 | 0.00 | 0.00 | 425.37 |
| Current: | Sewer: | 117 | 1 | 424.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 424.40 |
| Previous | 117 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Used: | 12 | | | | 0.00 | Past Due: | 750.86 | | Total: | | 849.77 |
| Billing | Water: | 1 | 1 | 39.61 | 16.70 | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 62.56 |
| 07/30/2019 | Sewer: | 1 | 1 | 53.05 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.05 |
| Memo: | 99 | 1 | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | Utility Dep: | 0.00 | | Invoice Total: | 115.61 |
| Months: | Water: | 1 | 1 | 355.23 | 51.45 | 56.25 | 25.00 | 0.00 | 0.00 | 0.00 | 487.93 |
| Current: | Sewer: | 129 | 1 | 477.45 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 477.45 |
| Previous | 117 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Used: | 12 | | | | 0.00 | Past Due: | 849.77 | | Total: | | 965.38 |

UTILITY ACCOUNT HISTORY

City Of White Salmon
MCAG #: 0481

Time: 14:53:46 Date: 06/16/2020
Page: 2

05/30/2019 To: 06/16/2020

Bailey, Barbara: 6089; Service Location: 011650.0

292 SE OAK ST

| Bill | Water: | 1 | Units: | 1 | Basic | Overage | Surcharge | Other | Tax | Late Fees | Interest | Total | |
|------------|--------|-----|--------|---|--------|---------|--------------|-------|----------|-----------|----------|----------|--|
| Billing | Sewer: | 1 | | | 39.61 | | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 45.86 | |
| 08/29/2019 | | 99 | | | 53.05 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.05 | |
| Memo: | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | | | | Utility Dep: | | | | | | |
| Months: | | | | | 394.84 | 51.45 | 62.50 | 25.00 | 0.00 | 0.00 | 0.00 | 533.79 | |
| Current: | | 1 | | 1 | 530.50 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 530.50 | |
| Previous | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Used: | | 129 | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | | | | Past Due: | | 965.38 | | | 1,064.29 | |
| Bill | Water: | 1 | Units: | 1 | 39.61 | | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 56.96 | |
| Billing | Sewer: | 1 | | | 53.05 | 11.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.05 | |
| 09/27/2019 | | 99 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Memo: | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | | | | Utility Dep: | | | | | | |
| Months: | Water: | | | | 434.45 | 62.55 | 68.75 | 25.00 | 0.00 | 0.00 | 0.00 | 590.75 | |
| Current: | | 1 | | 1 | 583.55 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 583.55 | |
| Previous | | 139 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Used: | | 129 | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | 10 | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | | | | Past Due: | | 1,064.29 | | | 1,174.30 | |
| Bill | Water: | 1 | Units: | 1 | 39.61 | | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 45.86 | |
| Billing | Sewer: | 1 | | | 53.05 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.05 | |
| 10/30/2019 | | 99 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Memo: | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | | | | Utility Dep: | | | | | | |
| Months: | | | | | 474.06 | 62.55 | 75.00 | 25.00 | 0.00 | 0.00 | 0.00 | 636.61 | |
| Current: | | 1 | | 1 | 636.60 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 636.60 | |
| Previous | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Used: | | 139 | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | | | | | | | Past Due: | | 1,174.30 | | | 1,273.21 | |

UTILITY ACCOUNT HISTORY

City Of White Salmon
MCAG #: 0481

Time: 14:53:46 Date: 06/16/2020
Page: 3

05/30/2019 To: 06/16/2020

Bailey, Barbara: 6089; Service Location: 011650.0

292 SE OAK ST

| Bill | Water: | 1 | Units: | 1 | Basic | Overage | Surcharge | Other | Tax | Late Fees | Interest | Total |
|------------|--------|-----|--------|---|--------|---------|--------------|-------|------|-----------|----------|----------|
| Billing | Sewer: | 1 | | | 39.61 | 8.88 | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 54.74 |
| 11/26/2019 | | 99 | | | 53.05 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.05 |
| Memo: | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | Utility Dep: | | | | | 107.79 |
| Months: | Water: | 1 | | | 513.67 | 71.43 | 81.25 | 25.00 | 0.00 | 0.00 | 0.00 | 691.35 |
| Current: | Sewer: | 1 | | | 689.65 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 689.65 |
| Previous | | 147 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Used: | | 139 | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 8 | | | | | Past Due: | | | | | 1,381.00 |
| Bill | Water: | 1 | Units: | 1 | 39.61 | | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 45.86 |
| Billing | Sewer: | 1 | | | 53.05 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.05 |
| 12/30/2019 | | 99 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Memo: | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | Utility Dep: | | | | | 98.91 |
| Months: | Water: | 1 | | | 553.28 | 71.43 | 87.50 | 25.00 | 0.00 | 0.00 | 0.00 | 737.21 |
| Current: | Sewer: | 1 | | | 742.70 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 742.70 |
| Previous | | 147 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Used: | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | Past Due: | | | | | 1,479.91 |
| Bill | Water: | 1 | Units: | 1 | 40.60 | | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 46.85 |
| Billing | Sewer: | 1 | | | 53.50 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.50 |
| 01/30/2020 | | 99 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Memo: | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | Utility Dep: | | | | | 100.35 |
| Months: | Water: | 1 | | | 593.88 | 71.43 | 93.75 | 25.00 | 0.00 | 0.00 | 0.00 | 784.06 |
| Current: | Sewer: | 1 | | | 796.20 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 796.20 |
| Previous | | 147 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Used: | | 147 | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | Past Due: | | | | | 1,580.26 |

UTILITY ACCOUNT HISTORY

City Of White Salmon
MCAG #: 0481

Time: 14:53:46 Date: 06/16/2020
Page: 4

05/30/2019 To: 06/16/2020

Bailey, Barbara: 6089; Service Location: 011650.0

292 SE OAK ST

| Bill | Water: | 1 | Units: | 1 | Basic | Overage | Surcharge | Other | Tax | Late Fees | Interest | Total |
|------------|--------|-----|--------|---|--------|---------|--------------|-------|----------|-----------|----------------|----------|
| Billing | Sewer: | 1 | | | 40.60 | | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 46.85 |
| 02/27/2020 | | | | | 53.50 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.50 |
| | | 99 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Memo: | | | | | | | Utility Dep: | | 0.00 | | Invoice Total: | 100.35 |
| Months: | | 1 | | 1 | 634.48 | 71.43 | 100.00 | 25.00 | 0.00 | 0.00 | 0.00 | 830.91 |
| Current: | | | | | 849.70 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 849.70 |
| Previous | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Used: | | 147 | | | | 0.00 | Past Due: | | 1,580.26 | | Total: | 1,680.61 |
| Bill | Water: | 1 | Units: | 1 | 40.60 | | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 46.85 |
| Billing | Sewer: | 1 | | | 53.50 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.50 |
| 03/30/2020 | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 99 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Memo: | | | | | | | Utility Dep: | | 0.00 | | Invoice Total: | 100.35 |
| Months: | | 1 | | 1 | 675.08 | 71.43 | 106.25 | 25.00 | 0.00 | 0.00 | 0.00 | 877.76 |
| Current: | | 147 | | | 903.20 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 903.20 |
| Previous | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Used: | | 147 | | | | 0.00 | Past Due: | | 1,680.61 | | Total: | 1,780.96 |
| Bill | Water: | 1 | Units: | 1 | 40.60 | | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 46.85 |
| Billing | Sewer: | 1 | | | 53.50 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.50 |
| 04/29/2020 | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 99 | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Memo: | | | | | | | Utility Dep: | | 0.00 | | Invoice Total: | 100.35 |
| Months: | | 1 | | 1 | 715.68 | 71.43 | 112.50 | 25.00 | 0.00 | 0.00 | 0.00 | 924.61 |
| Current: | | | | | 956.70 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 956.70 |
| Previous | | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Used: | | 147 | | | | 0.00 | Past Due: | | 1,780.96 | | Total: | 1,881.31 |

UTILITY ACCOUNT HISTORY

City Of White Salmon
MCAG #: 0481

Time: 14:53:46 Date: 06/16/2020
Page: 5

05/30/2019 To: 06/16/2020

Bailey, Barbara: 6089; Service Location: 011650.0

292 SE OAK ST

| Bill | Water: | Sewer: | Units: | Basic | Overage | Surcharge | Other | Tax | Late Fees | Interest | Total |
|------------|--------|--------|--------|----------|---------|-----------|--------------|----------|-----------|----------|----------------|
| 05/28/2020 | | | 99 | 40.60 | 621.76 | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 668.61 |
| | | | | 53.50 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.50 |
| | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | Utility Dep: | | | | 722.11 |
| | | | | | | | | | | | Invoice Total: |
| | | | | 756.28 | 693.19 | 118.75 | 25.00 | 0.00 | 0.00 | 0.00 | 1,593.22 |
| | | | | 1,010.20 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,010.20 |
| | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | | | | | 0.00 |
| | | | | | 0.00 | | | 1,881.31 | | | 2,603.42 |
| | | | | | | | | | | | Total: |
| | | | | 40.60 | 621.76 | 6.25 | 0.00 | 0.00 | 0.00 | 0.00 | 668.61 |
| | | | | 53.50 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.50 |
| | | | | 0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | | | 0.00 | | | | | | | 0.00 |
| | | | | | | | | | | | Total: |
| | | | | 0.00 | | | | | | | 722.11 |

Memo: High Usage - LEAK noted, Electronic Leak Alarm

Water: 1 1 1
 Months: 1 1 1
 Current: 321
 Previous: 147
 Used: 174

Current Balances:
 Water:
 Sewer:
 Garbage:
 Electric:
 Utility Deposits:

Additional 102.82 of 11/16/20

File Attachments for Item:

8. Purchase of Face Masks COVID19 CARES Funding



AGENDA MEMO

Needs Legal Review: Yes
Council Meeting Date: July 1, 2020
Agenda Item: Consent Agenda – Purchase of Face Masks COVID19 CARES Funding
Presented By: Marla Keethler, Mayor and Jan Brending, Clerk Treasurer

Action Required

Consent of the city council to use COVID19 CARES funding up to \$4,000 for the purchase of face masks to distribute to citizens of the city.

Motion

If the item is pulled from the consent agenda the following motion is proposed:

Motion to retroactively approve use of COVID19 CARES funding up to \$4,000 for the purchase of face masks to distribute to citizens of the city.

Explanation of Issue

On June 24, 2020 the State of Washington Secretary of Health signed an order requiring face masks to be worn in all public spaces. Prior to this time, we had been investigating the costs of purchasing face masks for our citizens to encourage them to be worn to help stop the spread of COVID-19.

Under the mayor's declaration of emergency, the clerk treasurer was asked to order 1,500 face masks that could be distributed to the citizens. We have found a company that produces the face masks in the United States for \$2.25 each for a total of \$3,375 plus shipping and taxes. Note: the mayor has previously purchased face masks from this company and can vouch for the quality of the masks.

Face masks will be distributed at the Farmer's Market on Tuesday afternoons/evenings. We will also be distributing recycling bags at the same time.

Staff Recommendation

Staff recommends the city council consent to the purchase of 1500 face masks using COVID19 CARES funding up to \$4,000.

File Attachments for Item:

9. Approval of Meeting Minutes - June 17, 2020



CITY OF WHITE SALMON
City Council Regular Meeting – Wednesday, June 17, 2020
Via Zoom Teleconference

Council and Administrative Personnel Present

Council Members:

Jason Hartmann
David Lindley
Ashley Post
Joe Turkiewicz

Staff Present:

Marla Keethler, Mayor
Jan Brending, Clerk Treasurer
Ken Woodrich, City Attorney
Pat Munyan, City Administrator
Russ Avery, Public Works Operations Mgr.
Mike Hepner, Police Chief
Bill Hunsaker, Building Official/Fire Chief

1. Call to Order

Marla Keethler, Mayor called the meeting to order at 6:00 p.m. There were approximately 3 people in the audience (by video or telephone).

2. Roll Call

All council members were present. (Note: Council Position #4 is currently vacant.)

3. Public Comment

Jan Brending, Clerk Treasurer read into the record comments received by e-mail as follows:

Scott Hulbert, White Salmon Spoke Club asked the city council to expedite the process to authorize improvements to the Spoke Bike Park to proceed.

4. Changes to Agenda

Jan Brending, Clerk Treasurer asked that an agenda item be added: Innovative Composites Engineering Leak Adjustment Request.

Moved by Ashley Post. Seconded by Jason Hartmann.

Motion to add agenda item – Innovative Composites Engineering Leak Adjustment prior to the Executive Session. CARRIED 4-0.

5. Jewett Parklets

Jan Brending, Clerk Treasurer provided an overview of the proposed use of COVID19 CARES funding for the purchase of patio barricades to provide “parklets” for restaurant owners on Jewett Blvd. She said the parklet will provide additional outdoor seating for the businesses meeting the state’s requirements. Brending said that she has confirmation that two businesses would like the parklets and three other businesses have chosen to opt out to preserve parking in front of their businesses. She said the parklets would remain through Labor Day weekend and then removed on Tuesday, September 8. Brending said the estimated costs for patio barricades for 5 parklets is \$13,610 and staff is asking for the council to authorize funding up \$15,000

providing for unknown costs. Brending said the barricades can be used for other functions by the city in the future.

Marla Keethler, Mayor noted that she and staff met and worked with the restaurant owners to address a need for additional outdoor seating that was raised due to the constraints of the phase reopening process. She said the need is directly related to COVID-19 as it has had a serious impact on businesses including the restaurants.

Ken Woodrich, City Attorney noted that a right-of-way permit will be required and that each business will need to have their insurance policy list the city as an additional insured.

Council members and staff discuss the proposed parklet idea.

Moved by Jason Hartmann. Seconded by David Lindley.

Motion to authorize expenditure of CARES funding up to \$15,000 for parklet barricades finding that additional seating for downtown restaurants is beneficial to keep the restaurants financially viable during the COVID-19 pandemic. CARRIED 4-0.

6. Tenant Protections

Marla Keethler, Mayor said the agenda memo summarizes current tenant protections and landlord requirements per RCW 59.18. She said the memo also outlines proposed additional requirements for landlords and tenant protections.

Staff and the city council discussed the proposed tenant protections and landlord requirements.

Ashley Post said she would like to have more public comment on this issue. She said she is hesitant to over regulate and that there may be an incentives to move from long-term rentals to short-term rentals if additional requirements are imposed.

Joe Turkiewicz said he is concerned about the 60-day notice to vacate for month-to-month tenants because he does not see how it would be enforceable in a month-to-month rental situation.

Ken Woodrich, City Attorney said that it adds a defense for the tenant in court.

Jan Brending, Clerk Treasurer said the 60-day notice to vacate could possibly do away with month-to-month rentals.

The mayor and staff recommended bring back the proposed requirements in an ordinance so the council could see the actual code language that would be proposed.

There was a consensus of the council to bring back all five proposed requirements in a draft ordinance sometime in late summer/early fall.

7. Downtown Banners

Marla Keethler, Mayor said she would like to use funds designated for Community Development to purchase new seasonal banners (spring, fall and winter) and hardware (if needed) for the downtown light poles. She requested authorization to purchase banners and hardware using Community Development up to an amount of \$1,500.00.

Jan Brending noted that \$12,000 has been allocated to Community Development.

***Moved by Jason Hartmann. Seconded by Joe Turkiewicz.
 Motion to authorize the expenditure of Community Development funds to purchase new banners and necessary hardware for downtown light poles in an amount not to exceed \$1,500.00. CARRIED 4-0.***

8. Innovative Composites Engineering – Leak Adjustment Request

Jan Brending, Clerk Treasurer presented a Leak Adjustment Request from Innovative Composites Engineering due to a break in one their water lines. She said that any leak adjustment over \$500 requires council approval. She staff recommends an adjustment of \$2,901.36 (\$1,551.36 for water usage and \$1,350.00 for sewer overage).

***Moved by Jason Hartmann. Seconded by Ashley Post.
 Motion to authorize the Clerk Treasurer to make an adjustment to Innovative Composites Engineering’s utility account in the amount of \$2,901.36 (\$1,551.36 for water usage and \$1,350.00 for sewer overage). CARRIED 4-0.***

9. Executive Session

At 7:30 p.m. Marla Keethler, Mayor announced the city council will meet in Executive Session for 15 minutes to discuss potential litigation pursuant to RCW 42.30.110(1)(i).

At 7:45 p.m., the city council resumed regular session and announced it would continue to meet in Executive Session for an additional 15 minutes.

At 8:00 p.m., the city council resumed regular session and announced it would continue to meet in Executive Session for an additional 15 minutes.

At 8:15 p.m., city council resumed regular session.

10. Jewett Water Main Improvement Project – Crestline Claim

There was a consensus of the city council to direct staff to proceed as discussed.

11. Consent Agenda

- a. Approval of Meeting Minutes – June 3, 2020
- b. Approval of Vouchers

| Type | Date | From | To | Amount |
|--------|-----------|-------|-------|------------|
| Claims | 6/17/2020 | 36192 | 36229 | 139,501.62 |

| | | | | |
|----------------------|-----------|-----|---------------------------|-------------------|
| | | | Claims Total | 139,501.62 |
| | | | | |
| Payroll | 6/19/2020 | EFT | EFT | 68,024.26 |
| | | | Payroll Total | 68,024.26 |
| | | | | |
| Manual Claims | 6/3/2020 | EFT | EFT | 951.12 |
| | 6/6/2020 | EFT | EFT | 502.73 |
| | | | Manual Total | 1,453.85 |
| | | | | |
| | | | Total All Vouchers | 208,979.73 |

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 17th day of June, 2020.

Moved by Ashley Post. Seconded by Jason Hartmann.
Motion to approve consent agenda as presented. CARRIED 4-0.

12. Department Head and Council Member Reports

Pat Munyan, City Administrator said the water project is moving ahead and Crestline is tying businesses and residents into the new line. He said both the old and new lines are live. Munyan said the flag pole should be installed in two weeks and that he is looking into a cable system to go across the road for banners and Christmas Decorations. He noted that the PUD installed Columbia High School senior banners on the light poles.

Ken Woodrich, City Attorney noted the city will be meeting in Zoom meeting for the rest of July.

Jan Brending, Clerk Treasurer said she expects to bring most of city hall staff back when Phase 3 is approved. She said one employee will continue to work from home as she would have been working under the “Baby at Work Program” until August. Brending said city hall will not likely be open to the public in Phase 3 but staff will continue with appointments only due to how small the lobby is. She said she is looking into wide-angle cameras that could be used when the city council and planning commissioners can meet in person. Brending said she believes the council will still need to use Zoom as the meeting room is not big enough for board members, staff and an audience. She noted the Annual Report has been filed and the city will be moving into an audit of 2018 and 2019.

Jason Hartmann, Council Member said that he has met with Underwood Conservation and Dirt Huggers regarding a grant opportunity. He said that it does not appear to be a good fit but the group is still interested in pursuing composting in White Salmon and possibly Bingen.

Ashley Post, Council Member noted that AWC’s annual conference will be held online next week and it is free. Post said she would be interested in Bill Hunsaker’s comments on possibly using

Dock Grade for emergency access purposes – going down Dock Grace versus coming up for things like emergency evacuations.

David Lindley, Council Member said he is in the process of educating himself about police policies due to the national conversation. He said Chief Hepner provided him with a copy of the departments policies and that he has talked to Chief Hepner about the issues. Lindley said other cities are looking at their use of force policies.

Marla Keethler, Mayor said it is ultimately a council-led effort to decide if police policies need changing. She said she has received emails regarding the issue and has a list of community members who want to provide input or who would like contact. Keethler said it is certainly an area to look into but in a way that is intentional. She said she would like to put it on the council's agenda in the next month or two.

Keethler said the Spoke Bike Park will be on the July 1st agenda along with the proposed amendments to the city's mobile home park code. She noted that Klickitat is ranking as one of lowest Census 2020 returns in the state. She said messaging to fill out the 2020 Census survey is being released. Keethler said the council vacancy has been posted and will be on the July 1st agenda also.

Keethler said COVID-19 cases continue to increase in Klickitat County. She said there is a collective frustration that not all citizens are onboard with all of the recommendations. Keethler said she is looking into the costs of providing masks to White Salmon citizens and adding signage around town.

Keethler asked council members to reach out to her if they feel items need to be added to the council agenda or they feel there is a need for committee meetings noting the meetings would still have to continue via teleconference.

13. Adjournment

The meeting adjourned at 8:51 p.m.

Marla Keethler, Mayor

Jan Brending, Clerk Treasurer