

White Salmon City Council Meeting

A G E N D A

May 03, 2023 – 6:00 PM

119 NE Church Ave

119 NE Church

Meeting ID: 826 5789 0842

Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799

Join Zoom Meeting



<https://us02web.zoom.us/j/82657890842>

I. Call to Order, Presentation of the Flag and Roll Call

II. Changes to the Agenda

III. Consent Agenda

A. Approval of Bid Award - Garfield Street Project - Artistic Excavation \$266,070

B. Approval of Personal Services Contract for Engineering - Grey and Osbourne

C. Approval of Personal Services Contract for Engineering – Anderson Perry & Associates

D. Approval of Personal Services Contract for Engineering - HHPR, Inc

E. Approval of Small Works Bid Contract - Jewett Asphalt - K&L Industries (\$43,000)

F. Approval of Task Order - Main/Spring Booster Pump Station - Anderson Perry (\$328,900)

G. Contract Approval - DocuSign (\$3,260)

H. Resolution 2023-05-560 Establishing a Sole Source Provider and Authorizing the Purchase of SCADA Equipment

I. Resolution 2023-05-561 Establishing Electronic Signature Policy and Process

J. Approval of Vouchers

IV. Public Comment Any public in attendance at the meeting (either in person or via Zoom) will be provided an opportunity to make public comment of a general nature in the time allotted. No registration is required. Each person will be allowed three minutes for comment.

V. Presentations – Heritage Month Presentation

VI. Business Items

A. Public Hearing - Four Oaks Development Agreement

1. Presentation

2. Public Hearing – Public Hearing will remain open until May 17, 2023

B. Public Hearing - Ordinance 2023-04-1140 Amending the 2023 Budget

1. Presentation

2. Public Hearing

3. Discussion and Action

VII. Reports and Communications

A. Department Heads

B. Council Members

C. Mayor

VIII. Executive Session (if needed)

IX. Adjournment

File Attachments for Item:

A. Approval of Bid Award - Garfield Street Project - Artistic Excavation \$266,070



Department Head: AD
 Clerk/Treasurer: SMP
 City Administrator: TR
 Mayor: *JK*

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review: Yes, completed
 Meeting Date: May 3, 2023
 Agenda Item: Approval of Notice to Award Garfield Street Improvement

Presented By: Andrew Dirks, PWD

Action Required:

Approval of the Garfield Street Improvement Project Bid Package provided by Pioneer Engineering.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve the Garfield Street Improvement Project Notice of Award to Artistic Excavation as the lowest responsible bidder in the amount not to exceed \$266,070.

Explanation of Issue:

Attached you will find the Garfield Street Improvement Project Engineer Recommendation from Pioneer Surveying and the bid tabulations from the April 12, 2023 bid opening.

The bids were confirmed and Artistic Excavation was named the lowest responsible bidder.

This project is primarily funded by TIB Grant Funds. We have requested additional funding based on the lowest bid received being more than the current grant provided for construction. We have not received confirmation of additional funding at this time.

- **Council Options:**

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.
4. Other action as desired by council.

Fiscal Analysis:

The proposed budget amendment contains \$266,070 for construction. This includes \$262,873 of TIB grant funding and \$36,000 for Construction Engineering and any remaining design engineering to be paid. The City has requested an increase in TIB funding in the amount of \$48,429 which would cover both of the current budgeted city expenses and a portion of the design engineering already paid out by city funds.

Recommendation of Staff/Committee:

Staff is recommending the council approve the bid award for the Garfield Project to Artistic Excavation as the lowest responsible bidder.

Follow Up Action:

If approved by council, the bid will formally be awarded to Artistic Excavation as the lowest responsible bidder. Council will then need to award the contract management portion of the project to an engineering firm.



Pioneer Surveying and Engineering, Inc.

Civil Engineering and Land Planning

April 27, 2023

City of White Salmon
Stephanie Porter, Clerk Treasurer
100 N. Main St.
White Salmon, WA 98672

RE: City of White Salmon 2023 Garfield Street Improvement Project

Dear Ms. Porter,

I have reviewed the bids submitted at the April 12, 2023 bid opening for the 2023 Garfield Street Improvement Project.

7 bids were received and reviewed. Artistic Excavation provided the low bid for the project. The bid bond was attached, addenda were received, and all forms were completed properly. The total bid amount was \$266,070.06. The engineers estimate for the project was \$256,753.75.

I recommend awarding the contract to Artistic Excavation for the 2023 Garfield Street Improvement Project.

Please contact us if you have any questions.

Sincerely,

DUSTIN CONROY, PE/PLS

BASE BID - GARFIELD BID SCHEDULE 1 - BASE BID						Contractor Odyssey Contracting		Contractor James Dean Const.		Contractor Halme Excavating		Contractor Crestline Construction		Contractor Ajax NW		Contractor Advanced Ex.		Contractor Artistic Ex.	
Item No.	Description	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	MOBILIZATION	LS	1	\$ 23,341.25	\$ 23,341.25	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00	\$ 26,500.00	\$ 26,500.00	\$ 47,000.00	\$ 47,000.00	\$ 23,000.00	\$ 23,000.00	\$ 26,900.00	\$ 26,900.00	\$ 20,865.00	\$ 20,865.00
2	RESET TRAFFIC SIGNS	EA	1	\$ 965.00	\$ 965.00	\$ 135.00	\$ 135.00	\$ 350.00	\$ 350.00	\$ 1,000.00	\$ 1,000.00	\$ 455.00	\$ 455.00	\$ 430.00	\$ 430.00	\$ 560.00	\$ 560.00	\$ 325.00	\$ 325.00
3	ADJUST COVERS AND GRATES TO GRADE (COMMON PROPOSAL)	EA	2	\$ 660.00	\$ 1,320.00	\$ 340.00	\$ 680.00	\$ 900.00	\$ 1,800.00	\$ 400.00	\$ 800.00	\$ 775.00	\$ 1,550.00	\$ 1,200.00	\$ 2,400.00	\$ 370.00	\$ 740.00	\$ 275.00	\$ 550.00
4	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	LS	1	\$ 3,080.00	\$ 3,080.00	\$ 4,000.00	\$ 4,000.00	\$ 5,500.00	\$ 5,500.00	\$ 8,000.00	\$ 8,000.00	\$ 20,500.00	\$ 20,500.00	\$ 7,750.00	\$ 7,750.00	\$ 2,000.00	\$ 2,000.00	\$ 4,550.00	\$ 4,550.00
5	UNSUITABLE TRENCH AND FOUNDATION MATERIAL (COMMON PROPOSAL)	CY	150	\$ 67.00	\$ 10,050.00	\$ 100.00	\$ 15,000.00	\$ 90.00	\$ 13,500.00	\$ 20.00	\$ 3,000.00	\$ 103.00	\$ 15,450.00	\$ 50.00	\$ 7,500.00	\$ 130.00	\$ 19,500.00	\$ 38.00	\$ 5,700.00
6	SHORING OR EXTRA EXCAVATION (CLASS A)	LS	1	\$ 2,000.00	\$ 2,000.00	\$ 330.00	\$ 330.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,775.00	\$ 1,775.00	\$ 2,875.00	\$ 2,875.00	\$ 2,000.00	\$ 2,000.00	\$ 1,800.00	\$ 1,800.00
7	EXCAVATION	CY	292	\$ 29.00	\$ 8,468.00	\$ 43.00	\$ 12,556.00	\$ 50.00	\$ 14,600.00	\$ 65.00	\$ 18,980.00	\$ 73.00	\$ 21,316.00	\$ 34.00	\$ 9,928.00	\$ 60.00	\$ 17,520.00	\$ 22.00	\$ 6,424.00
8	CRUSHED SURFACING, BASE COURSE	TON	428	\$ 34.00	\$ 14,552.00	\$ 66.00	\$ 28,248.00	\$ 35.00	\$ 14,980.00	\$ 55.00	\$ 23,540.00	\$ 35.00	\$ 14,980.00	\$ 38.00	\$ 16,264.00	\$ 50.00	\$ 21,400.00	\$ 32.50	\$ 13,910.00
9	CRUSHED SURFACING, TOP COURSE	TON	147	\$ 45.00	\$ 6,615.00	\$ 78.00	\$ 11,466.00	\$ 45.00	\$ 6,615.00	\$ 55.00	\$ 8,085.00	\$ 65.00	\$ 9,555.00	\$ 44.00	\$ 6,468.00	\$ 105.00	\$ 15,435.00	\$ 33.00	\$ 4,851.00
10	COMMERCIAL HMA	TON	350	\$ 150.00	\$ 52,500.00	\$ 150.00	\$ 52,500.00	\$ 175.00	\$ 61,250.00	\$ 220.00	\$ 77,000.00	\$ 149.00	\$ 52,150.00	\$ 165.00	\$ 57,750.00	\$ 150.00	\$ 52,500.00	\$ 151.00	\$ 52,850.00
11	GEOTEXTILE FABRIC	SY	1010	\$ 2.25	\$ 2,272.50	\$ 1.60	\$ 1,616.00	\$ 3.50	\$ 3,535.00	\$ 2.00	\$ 2,020.00	\$ 3.00	\$ 3,030.00	\$ 4.50	\$ 4,545.00	\$ 2.00	\$ 2,020.00	\$ 9.00	\$ 9,090.00
12	PAVEMENT GRINDING	SY	1296	\$ 10.50	\$ 13,608.00	\$ 16.00	\$ 20,736.00	\$ 10.00	\$ 12,960.00	\$ 10.50	\$ 13,608.00	\$ 14.00	\$ 18,144.00	\$ 12.00	\$ 15,552.00	\$ 7.50	\$ 9,720.00	\$ 11.00	\$ 14,256.00
13	PAVEMENT REMOVAL	SY	1058	\$ 10.00	\$ 10,580.00	\$ 10.00	\$ 10,580.00	\$ 5.00	\$ 5,290.00	\$ 8.00	\$ 8,464.00	\$ 10.00	\$ 10,580.00	\$ 4.00	\$ 4,232.00	\$ 4.00	\$ 4,232.00	\$ 11.00	\$ 11,638.00
14	CURB RAMP	EA	3	\$ 3,200.00	\$ 9,600.00	\$ 2,300.00	\$ 6,900.00	\$ 5,300.00	\$ 15,900.00	\$ 6,000.00	\$ 18,000.00	\$ 3,500.00	\$ 10,500.00	\$ 5,300.00	\$ 15,900.00	\$ 4,600.00	\$ 13,800.00	\$ 3,038.60	\$ 9,115.80
15	CURB AND GUTTER	LF	657	\$ 35.00	\$ 22,995.00	\$ 40.00	\$ 26,280.00	\$ 60.00	\$ 39,420.00	\$ 38.00	\$ 24,966.00	\$ 40.00	\$ 26,280.00	\$ 58.00	\$ 38,106.00	\$ 48.00	\$ 31,536.00	\$ 71.04	\$ 46,673.28
16	CONCRETE SIDEWALK	SY	205	\$ 85.00	\$ 17,425.00	\$ 95.00	\$ 19,475.00	\$ 145.00	\$ 29,725.00	\$ 110.00	\$ 22,550.00	\$ 76.00	\$ 15,580.00	\$ 155.00	\$ 31,775.00	\$ 122.00	\$ 25,010.00	\$ 130.49	\$ 26,750.45
17	CONCRETE DRIVEWAY	SY	28	\$ 90.00	\$ 2,520.00	\$ 92.00	\$ 2,576.00	\$ 235.00	\$ 6,580.00	\$ 125.00	\$ 3,500.00	\$ 152.00	\$ 4,256.00	\$ 200.00	\$ 5,600.00	\$ 162.00	\$ 4,536.00	\$ 169.59	\$ 4,748.52
18	PAINTED CROSSWALK LINES	LF	315	\$ 37.50	\$ 11,812.50	\$ 4.00	\$ 1,260.00	\$ 6.50	\$ 2,047.50	\$ 3.00	\$ 945.00	\$ 5.00	\$ 1,575.00	\$ 5.00	\$ 1,575.00	\$ 16.00	\$ 5,040.00	\$ 16.00	\$ 5,040.00
19	PAINTED STOP LINE	LF	53	\$ 37.50	\$ 1,987.50	\$ 23.00	\$ 1,219.00	\$ 6.50	\$ 344.50	\$ 5.00	\$ 265.00	\$ 5.00	\$ 265.00	\$ 15.00	\$ 795.00	\$ 16.00	\$ 848.00	\$ 20.00	\$ 1,060.00
20	PROJECT TEMPORARY TRAFFIC CONTROL	LS	1	\$ 13,000.00	\$ 13,000.00	\$ 10,500.00	\$ 10,500.00	\$ 7,500.00	\$ 7,500.00	\$ 8,000.00	\$ 8,000.00	\$ 14,250.00	\$ 14,250.00	\$ 145.00	\$ 145.00	\$ 7,700.00	\$ 7,700.00	\$ 6,250.00	\$ 6,250.00
21	ESC LEAD	DAY	25	\$ 175.00	\$ 4,375.00	\$ 40.00	\$ 1,000.00	\$ 120.00	\$ 3,000.00	\$ 55.00	\$ 1,375.00	\$ 225.00	\$ 5,625.00	\$ 50.00	\$ 1,250.00	\$ 55.00	\$ 1,375.00	\$ 10.00	\$ 250.00
22	SURFACE RESTORATION	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00	\$ 6,500.00	\$ 6,500.00	\$ 13,000.00	\$ 13,000.00	\$ 2,850.00	\$ 2,850.00	\$ 2,000.00	\$ 2,000.00	\$ 4,153.01	\$ 4,153.01
23	CATCH BASIN - STANDARD GRATE	EA	1	\$ 4,892.00	\$ 4,892.00	\$ 1,800.00	\$ 1,800.00	\$ 3,500.00	\$ 3,500.00	\$ 5,500.00	\$ 5,500.00	\$ 7,100.00	\$ 7,100.00	\$ 4,000.00	\$ 4,000.00	\$ 5,800.00	\$ 5,800.00	\$ 2,900.00	\$ 2,900.00
24	12" DIA HDPE STORM SEWER PIPE	LF	81	\$ 95.00	\$ 7,695.00	\$ 106.00	\$ 8,586.00	\$ 130.00	\$ 10,530.00	\$ 65.00	\$ 5,265.00	\$ 355.00	\$ 28,755.00	\$ 140.00	\$ 11,340.00	\$ 203.00	\$ 16,443.00	\$ 110.00	\$ 8,910.00
25	RELOCATE FENCE	LF	155	\$ 20.00	\$ 3,100.00	\$ 45.00	\$ 6,975.00	\$ 20.00	\$ 3,100.00	\$ 20.00	\$ 3,100.00	\$ 84.00	\$ 13,020.00	\$ 20.00	\$ 3,100.00	\$ 23.00	\$ 3,565.00	\$ 22.00	\$ 3,410.00
SUBTOTAL SCHEDULE 1					\$ 256,753.75	\$ 266,418.00	\$ 282,027.00	\$ 292,963.00	\$ 356,691.00	\$ 275,130.00	\$ 292,180.00	\$ LOW BID 266,070.06							
Total Schedule 1					\$ 256,753.75														

File Attachments for Item:

B. Approval of Personal Services Contract for Engineering - Grey and Osbourne



Department Head: AD

Clerk/Treasurer: SMP

City Administrator: TR

Mayor: *JK*

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

To be completed before May 2, 2032

Meeting Date:

5/3/23

Agenda Item:

Engineering & Surveying services contracts

Presented By:

Andrew Dirks, PW Director

Action Required:

Approval of 2023/2024 Engineering & Surveying services contracts awards.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve the personal service contract with Grey and Osbourne for Transportation Engineering Services for the year 2023 and 2024.

Motion to approve the personal service contract with HHPR, Inc for General Civil Engineering Services and On-call Surveying Services for the fiscal year 2023 and 2024.

Motion to approve the personal service contract with Anderson Perry & Associates for Water and Wastewater Engineering Services for the fiscal year 2023 and 2024.

Explanation of Issue:

The following Engineering firms have been selected for Contract Award:

Transportation: Grey and Osborne, Inc

General Civil: HHPR, Inc

Surveying: HHPR, Inc

Water: Anderson Perry & Associates

Wastewater: Anderson Perry & Associates

Hydrogeological Engineering selection is still under review and will be awarded at a separate meeting.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.
4. Other action as desired by council.

Fiscal Analysis:

Contracts will be provided on Tuesday, May 2 to council and will be available to the public on the website under Supporting Documents for the May 3, 2023 Council Meeting.

Approval of these contracts will allow the City to continue to move forward with current projects and projects still in design phase.

File Attachments for Item:

E. Approval of Small Works Bid Contract - Jewett Asphalt - K&L Industries (\$43,000)



Department Head: AD
 Clerk/Treasurer: SMP
 City Administrator: TR
 Mayor: *JK*

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review: No, unnecessary
 Meeting Date: 5/3/23
 Agenda Item: Jewett Asphalt Repair Small Works Bid Award Contract
 Presented By: Andrew Dirks, PW Director

Action Required:

Accept K & L Industries as the lowest bidder for Jewett Paving Project.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to Accept K & L Industries as the lowest bidder and approve the small works bid award contract for the Jewett Asphalt Project with a project amount not to exceed \$43,000.

Explanation of Issue:

The city posted a Small Works Bid RFP for the Jewett Asphalt Project that closed on April 20, 2023. Only 1 bid response was received. The bidder was on the Small Works Roster before submitting the bid and met all additional criteria to be able to be awarded the project.

The project includes Asphalt removal and repair within WSDOT ROW from Jewett Mainline Replacement. 8 locations in total: 186 W Jewett Blvd, E Jewett Blvd & Wauna St, 612/614 E Jewett Blvd, E Jewett Blvd & Vine St, Vine St at E Jewett Blvd, 850 E Jewett Blvd, 1000 E Jewett Blvd and East of Ingram Pl. This bid also includes the replacement of 7 valve can box and covers at the above locations.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.
4. Other action as desired by council.

Fiscal Analysis:

The current 2023 budget accounts for \$65,000 for the Jewett Asphalt Project. This bid came in under budget by \$22,000. These funds will remain in the water budget for future allocation.

Recommendation of Staff/Committee:

Staff recommends the council accept K & L Industries as the lowest bidder for Jewett Paving Project in an amount not to exceed \$43,000.

Follow Up Action:

With the approval of the bid from K & L all contract work can be completed by September 30, 2023.

SMALL PUBLIC WORKS AGREEMENT

Contract #: 2023 Jewett Asphalt Project		WO#:	
Contractor:	K&L Industries	Department:	Public Works
Name:		Date:	May 3,2023
Address:	PO Box 508, Canby, OR 97013	Department Contact:	Andrew Dirks
Contact:	Keith Callaway	Phone:	509-493-1133 x500
	503-266-1130	Fax:	N/A
Fax:		Email:	andrewd@ci.white-salmon.wa.us
Email:	keithj@kandlindustries.com		

Insurance and Indemnification: The Contractor shall defend, indemnify and hold the City and all of its employees harmless from any and all liabilities, claims, damages, costs or expenses (including reasonable attorneys' fees) arising from or relating to the work performed under this Agreement to the extent of the Contractor's negligence. The Contractor waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive the expiration or termination of this Agreement. Contractor shall secure and maintain, at its own cost and expense, Comprehensive General Liability and Property Damage insurance in the amount of not less than \$1,000,000 for death or injury in any one occurrence and \$1,000,000 for property damage in any one occurrence which provides, at a minimum, the following coverage:

Premises and Operation; Explosions, Collapse and Underground Hazards (Where Applicable);
Products/Completed Operations; Contractual Liability; Broad Form Property Damage; Independent Contractors; and Personal Injury.

Contractor shall secure and maintain, at its own cost and expense, Comprehensive Auto Liability insurance in the amount of not less than \$1,000,000 per occurrence which provides, at a minimum the following coverages:

Owned Vehicles; Non-Owned Vehicles; Hired Vehicles; Property Damage.

This coverage shall be issued from an insurance company authorized to do business in the State of Washington. The City shall be named as additional insured on said insurance coverage at least as broad as ISO CG 20 10 10 01 in a form acceptable to the City Attorney. The Contractor agrees to repair and replace all property of the City and all property of others damaged by the Contractor, Contractor's employees, subcontractors and agents. It is understood that the whole of the work under this contract is to be done at the Contractor's risk and that the Contractor is familiar with the conditions of materials, climatic conditions, and other contingencies likely to affect the work and has made their bid accordingly and that the Contractor will assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

Warranties: If within one year after the completion date of the Work, defective and unauthorized Work is discovered, the Contractor shall promptly, upon written order by the City, return and in accordance with the City's instructions, either correct such work, or if such Work has been rejected by the City, remove it from the site and replace it with non-defective and authorized Work, all without cost to the City.

Nondiscrimination: The Contractor shall comply with all applicable federal and state laws, and city ordinances, for equal employment opportunity and nondiscrimination laws.

Gifts: The City's Code of Ethics and Washington State law prohibit City employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance with the City's Code of Ethics and state law, the Consultant shall not give a gift of any kind to City employees or officials.

Business License: The Contractor is required to submit proof of a City business license (\$75) within ten (10) days of contract award. Failure to provide proof of a business license may delay payment of invoices.

Prevailing Wages: This contract is subject to prevailing wages according to RCW 39.12.020. Contractor shall file an Intent to Pay Prevailing Wage form and Affidavit of Wages Paid form with L&I and pay for all fees associated with filing the forms. Contractor shall submit the Intent and Affidavit forms, approved by L&I, to the City with payment request. No payment will be issued to the Contractor until the City receives both approved forms. If any work is subcontracted on this project, an approved Intent and Affidavit form must be submitted for each sub-contractor. If progress payments are made on this project, an approved Intent form must be received prior to issuing the first payment. An approved Affidavit form must be received prior to issuing final payment.

Bonds/Retainage: No Bid Bond is required. Contract Bond is required. For projects with an estimated total cost of less than \$150,000, the contractor may elect to a 10% retainage in lieu of a Contract Bond (Performance and Payment Bond). Retainage is required. If a Performance and Payment Bond is provided retainage will be 5%.

Industrial Insurance Status: Contractor is responsible for maintaining a current status of their industrial insurance premiums with the Department of Labor and Industries (L&I). Prior to issuing final payment, the City will verify with L&I the status of the contractor's premiums. Under RCW 60.28 the City can withhold and pay the contractor's delinquent premiums from the final payment.

Payment Processing: The City shall pay the Contractor after final acceptance of each work order within 30 days of submittal of the invoice provided the City has received approved L&I forms.

Completion Date: All physical work will be completed by August 31, 2023. All Contract Work Completed by September 29, 2023 including all contract documentation as listed in the bid documents.	Total Contract Fixed Price (Including Tax) \$43,000.00
	<i>OR</i>
	Not to Exceed Total (Including Tax) applying schedule of rates and charges attached as Exhibit A:
Description of Work: Scope of Work - Jewett Asphalt Project (Attached as Exhibit A)	
The contractor should send invoices to the following address: PO Box 2139, White Salmon WA 98672. Unless otherwise agreed, payment is net 30 days less retainage.	
Note:	
The contractor shall not start work until the City provides a written Notice to Proceed. This agreement shall terminate without cost if a Notice to Proceed is not issued within 60 days. The City will not issue a Notice to Proceed before approved evidence of insurance is received and an Intent to Pay Prevailing Wages is filed with the WA Dept. of Labor & Industries.	
Contractor: _____	City Approval: _____
_____ (Signature) (Date)	_____ (Signature) (Date)
Print Name _____	Print Name <u>Marla Keethler</u>
Distribution Account Codes: _____ - _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Program Object </div>	

Exhibit A

Jewett Blvd (SR 141) Asphalt Cap Project

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

- Asphalt restoration, including sand and seal trench edges, for 8 locations on Jewett Boulevard in Washington State Department of Transportation (WSDOT) right-of-way (ROW) as defined in 2021 Asphalt Work Bid Schedule and 2021 Asphalt Small Works Roster Jewett Drawing C-301. The Work shall include sand and seal trench edges as described below.
- Sand and seal trench edges (both sides) for asphalt restoration of previous water main installation on Jewett Blvd in WSDOT ROW between NW Garfield Avenue and just East of Ingram Place, past the City's Bingen Intertie Connection. The Work shall be performed in accordance with Section 5-03.3(1)D, WSDOT M41-10 (2021).
- Replace 7 valve can s with 910 Cast Iron box's and covers (3 in the North travel lane at E Jewett Blvd. and Wauna Ave., 3 at E Jewett Blvd. and Vine St. and 1 at Vine St. crossing)

The contractor is required to obtain any required local, state and/or federal permits. All physical Contract Work in WSDOT ROW shall be completed by August 31, 2023 unless otherwise approved by the City with WSDOT concurrence. All physical Contract Work outside WSDOT ROW shall be completed by September 30, 2023 unless otherwise approved by the City. Final completion date for the Contract Work is October 31, 2023. All contract documentation, including certified payroll, approved Affidavit of Wages Paid form, and application for payment shall be delivered to the City by this date.



Photograph 1: 186 W. Jewett Blvd (will need to place no parking signs to access work)



Photograph 2: E. Jewett – Wauna St. Tie-in Connection



Photograph 3: 612/614 E. Jewett Blvd Service Line



Photograph 4: E. Jewett – Vine Street Connection



Photograph 5: Vine Street Crossing at East Jewett



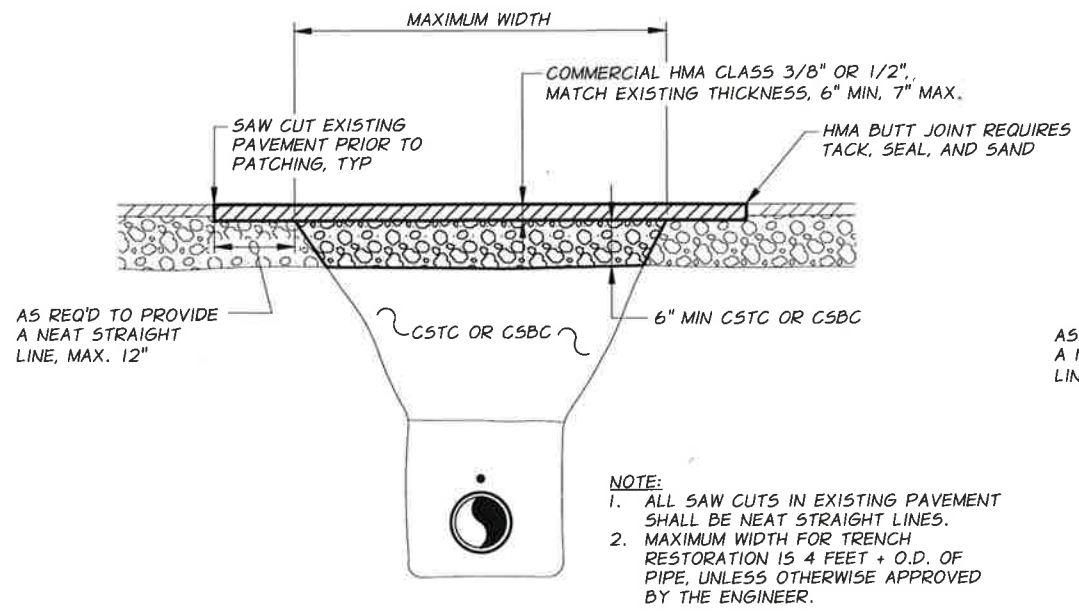
Photograph 6: 850 E. Jewett Blvd Service Line



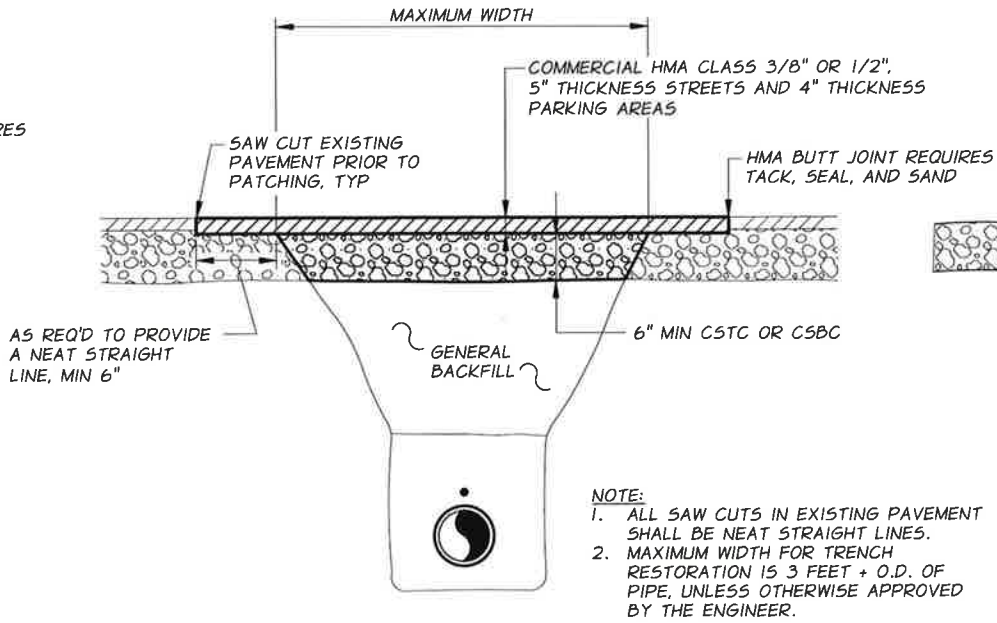
Photograph 7: 1000 E. Jewett Service Line



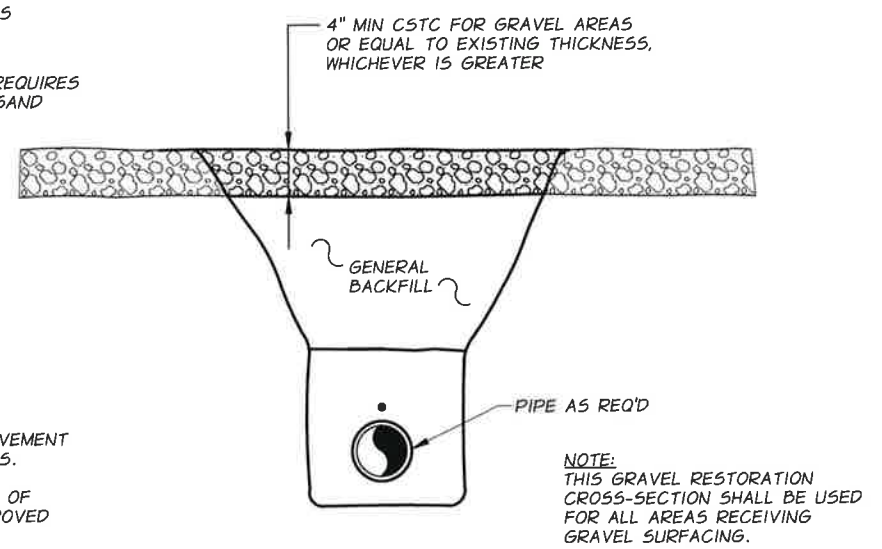
Photograph 8: E. Jewett – East of Ingram Place Tie-in Connection



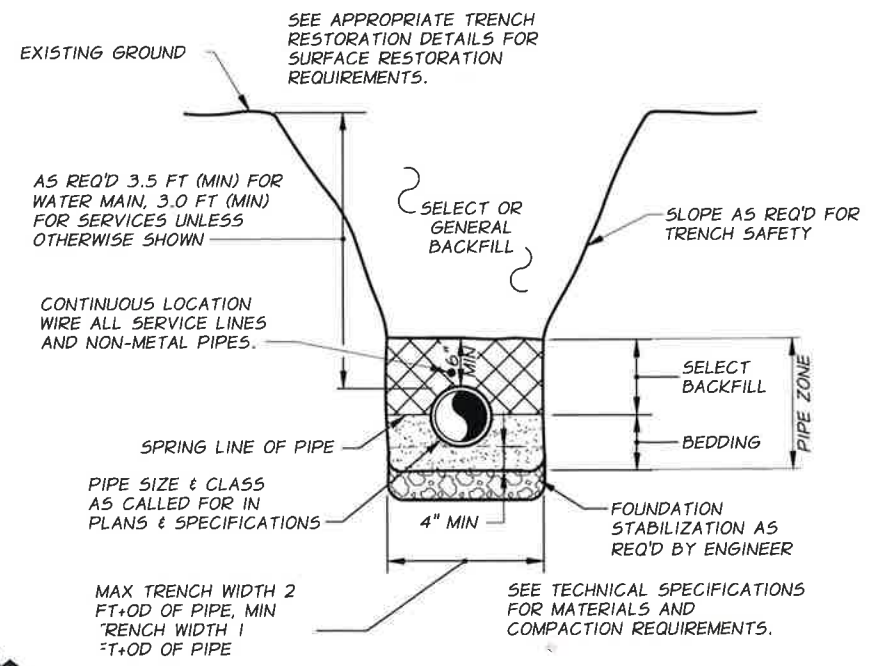
C1 SURFACE RESTORATION
PAVED AREAS - WSDOT ROW
NTS



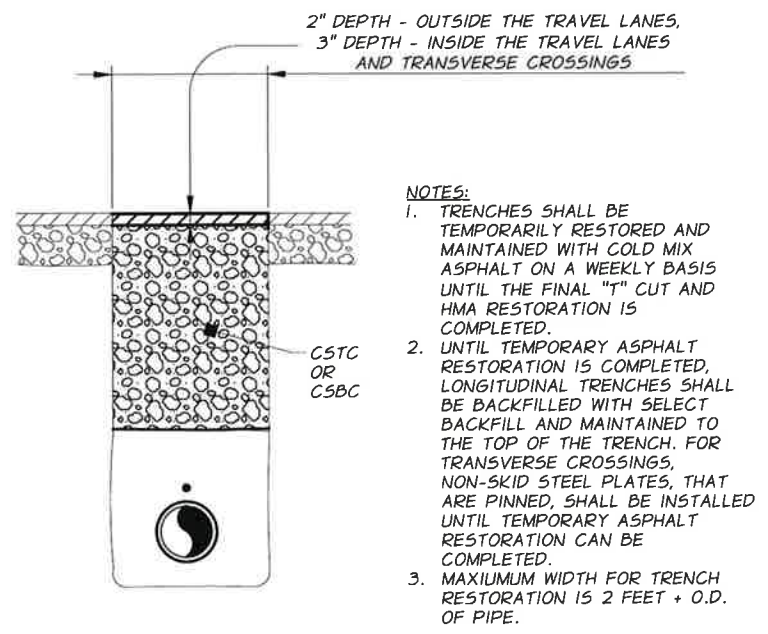
C3 SURFACE RESTORATION
PAVED AREAS - OUTSIDE WSDOT ROW
NTS



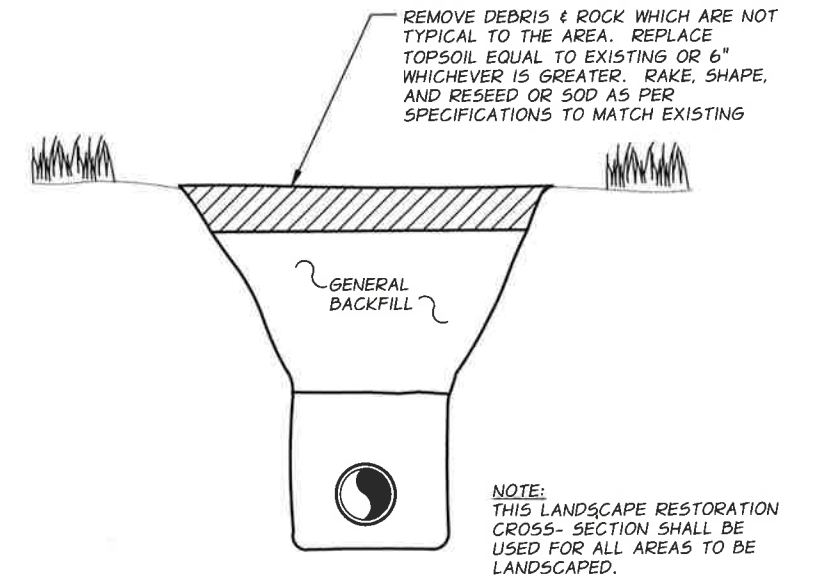
C5 SURFACE RESTORATION
GRAVEL AREAS
NTS



A1 TRENCH EXCAVATION AND BACKFILL
NTS



A3 TEMPORARY SURFACE RESTORATION
PAVED AREAS - WSDOT ROW / SKYLINE DRIVE / DOCK GRADE ROAD
NTS



A5 SURFACE RESTORATION
LAWNS & LANDSCAPED AREAS
NTS

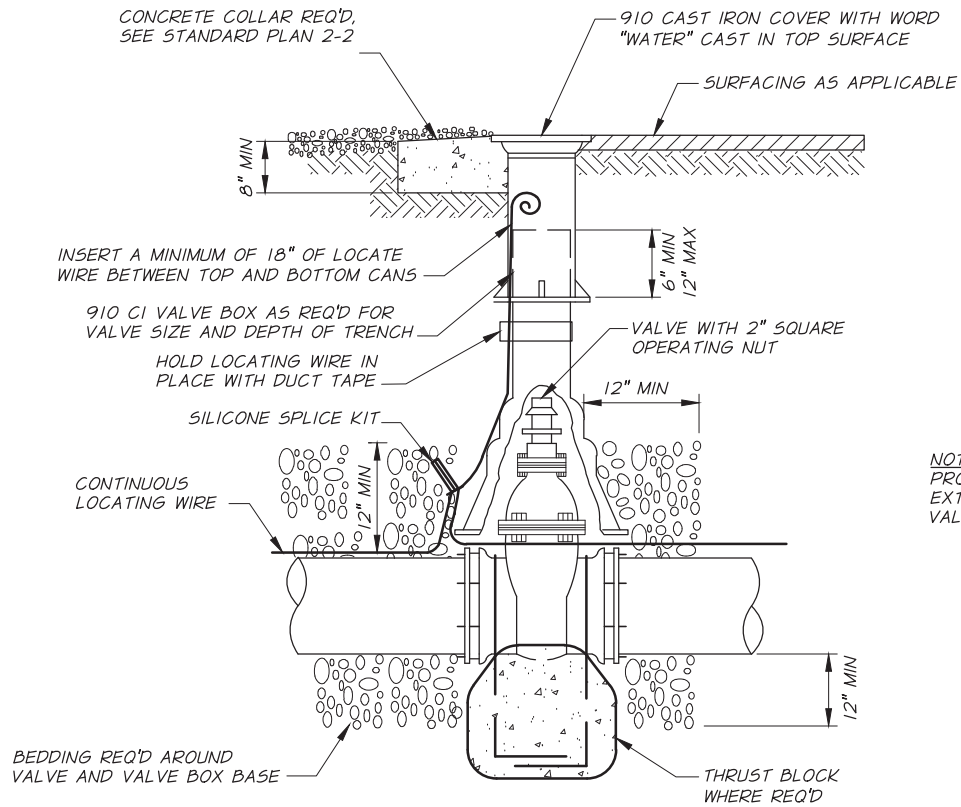


REVISION	BY	DATE	JOB NUMBER	250-04	DATE	September 4, 2019
DESIGNED BY	D. JEPSEN		ACAD FILE	250-04-040-C-301.dwg		
DRAWN BY	J. CHAPMAN		COPYRIGHT 2019 BY ANDERSON PERRY & ASSOC., INC.			
REVIEWED BY						



CITY OF WHITE SALMON
JEWETT WATER MAIN IMPROVEMENTS
2019
TRENCH SECTIONS BACKFILL & RESTORATION

R:\Clients\White Salmon\250-04 Jewett Water Main\031 Water Main Improvements\DWG\250-04-040-C-301.dwg, 11/15/2019 10:09:50 AM, AutoCAD PDF (General Documentation).pc3



NOTE:
PROVIDE WATER VALVE STEM
EXTENSION WHEN DEPTH TO
VALVE NUT EXCEEDS 4.5 FT.

CITY OF
WHITE SALMON

VALVE BOX
NTS

STANDARD
PLAN

2-7

PAGE 1-1

AUGUST 2022
REVISION DATE



Small Works Roster Bid – Jewett Blvd (SR 141) Asphalt Cap

Bid Due Date:

April 20, 2023

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

- Asphalt restoration, including sand and seal trench edges, for 8 locations on Jewett Boulevard in Washington State Department of Transportation (WSDOT) right-of-way (ROW) as defined in 2021 Asphalt Work Bid Schedule and 2021 Asphalt Small Works Roster Jewett Drawing C-301. The Work shall include sand and seal trench edges as described below.
- Sand and seal trench edges (both sides) for asphalt restoration of previous water main installation on Jewett Blvd in WSDOT ROW between NW Garfield Avenue and just East of Ingram Place, past the City's Bingen Intertie Connection. The Work shall be performed in accordance with Section 5-03.3(1)D, WSDOT M41-10 (2021).
- Replace 7 valve can s with 910 Cast Iron box's and covers (3 in the North travel lane at E Jewett Blvd. and Wauna Ave., 3 at E Jewett Blvd. and Vine St. and 1 at Vine St. crossing)

The contractor is required to obtain any required local, state and/or federal permits. All physical Contract Work in WSDOT ROW shall be completed by August 31, 2023 unless otherwise approved by the City with WSDOT concurrence. All physical Contract Work outside WSDOT ROW shall be completed by September 30, 2023 unless otherwise approved by the City. Final completion date for the Contract Work is October 31, 2023. All contract documentation, including certified payroll, approved Affidavit of Wages Paid form, and application for payment shall be delivered to the City by this date.

All work is subject to Washington state prevailing wages <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.

A sample small works contract is provided on the City of White Salmon website noted below. 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 bid. 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 bids no later than 3:00 p.m. on April 20, 2023 to Stephanie Porter, City of White Salmon, 100 N. Main, White Salmon, WA 98672.

For more information, please contact Andrew Dirks at andrewd@ci.white-salmon.wa.us.

File Attachments for Item:

F. Approval of Task Order - Main/Spring Booster Pump Station - Anderson Perry (\$328,900)



Department Head: AD
 Clerk/Treasurer: SMP
 City Administrator: TR
 Mayor: *JK*

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review: No, unnecessary
 Meeting Date: May 3, 2023
 Agenda Item: Approval of Task Order
 Presented By: Andrew Dirks, Public Works Director

Action Required:

Approval of the presented Task Order Related to Design and Construction Engineering for the Main/Spring Booster Pump Project.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve the Task Order from Anderson Perry & Associates for Design and Construction Engineering for the Main/Spring Booster Pump Project in an amount not to exceed \$328,900.

Explanation of Issue:

Attached is the design engineering task order from Anderson Perry for the Main/Spring Booster Pump Project.

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

This Project is funded by Public Work Trust Fund Loan and ARPA funding.

The adopted 2023 budget contains \$351,400 for the Main/Spring Booster Pump Engineering. Design Engineering: \$177,500 and Construction Engineering: \$173,900.

Recommendation of Staff/Committee:

Staff recommends approval of the Task Order from Anderson Perry & Associates for Design and Construction Engineering for the Main/Spring Booster Pump Project in an amount not to exceed \$328,900.

TASK ORDER
North Main - Spring Street Water Improvements
Design, Bidding, and Construction Administration Services

This Task Order shall be attached to and become a permanent part of the Agreement for Engineering Services entered into by and between the City of White Salmon, Washington (Owner) and Anderson Perry & Associates, Inc. (Consultant).

Scope of Work:

This scope of work consists of providing engineering services related to the design, bidding, and construction administration services for proposed North Main-Spring Street Water Improvements. The purpose and basis for these improvements are described in the North Main-Spring Street Water Improvements, March 2023 compiled by Anderson Perry & Associates, Inc.

The City applied for and secured \$1,942,800 construction loan from the Washington State Public Works Board (PWB) for design and construction funding of the proposed improvements.

Consulting Services:

The Consultant will provide engineer services for the following:

- A. Design
 1. Design of the booster pump station (i.e., North Main Booster Pump Station [BPS]), connections between the booster pump station and existing main lines, emergency backup generator, structure to protect the station, and connection of the existing 8-inch diameter water main in North Main Avenue with the existing 10-inch diameter main at the intersection of North Main Avenue and Spring Street.
 2. Design of a new 8- and 12-inch diameter water main on Spring Street where the reservoir outlet pipe intersects with Spring Street east to the intersection of Navaho Lane and NE Spring Street (i.e., Spring Street Water Main Improvements). The design will also include approximately 300 LF of 6- or 8-inch diameter water main along Spring Street and connect the lower pressure customers on Spring Street between NW Cherry Hills Road to midway between Patton Drive and North Main Avenue.
 3. Design services would include compiling design drawings and contract documents for the construction of the proposed improvements. The project may be separated into two projects (North Main Booster Pump Station and Spring Street Water Main Improvements) to facilitate construction of the North Main BPS Improvements and time needed for the design and construction of the Spring Street Water Main Improvements.
 4. Drafts of the drawings and contract documents will be provided to the Owner, PWB, and Washington State Department of Health, Office of Drinking Water (DOH) for review before issuing the final versions.
 5. Utilize information gathered from the Pre-Design report for the North Main-Spring Street Water Improvements.

6. Submit a project report and draft drawings and contract documents to Washington State Department of Health (DOH), Office of Drinking Water for review and approval.
7. Submit a copy of the proposed advertisements for bid to PWB for approval before issuing the bid advertisements.
8. Develop detailed bid documents using Consultant's master specifications. Two paper copies and a PDF electronic copy of the final bid documents will be provided to the Owner.

B. Cultural and Environment Review

Conduct cultural and environmental review, submit cultural review to Washington State Department of Archaeology and Historic Preservation (DHAP), and complete State Environmental Policy Act (SEPA) checklist for the proposed improvements.

C. Bidding Services

Consultant will provide an advertisement for the project and perform construction administration services during the bidding and award phase, including the following:

1. Respond to bidder questions during the bidding process.
2. Prepare and issue Addendums.
3. Attend one pre-bid meeting.
4. Provide assistance during bid review as requested by the Owner.

D. Construction Administration Services

Consultant will provide construction administrative services, including the following:

1. Attend the preconstruction conference and provide meeting minutes.
2. Coordinate and provide oversight for part-time periodic on-site observation services.
3. Receive, review, maintain, and approve all material submittals. Copies of all submittal correspondence will be provided to the Owner.
4. Receive, review, and determine the acceptability of any and all schedules provided by the Contractor including the Progress Schedule, Schedule of Submittals, and Schedule of Values.
5. Review and process Change Orders.
6. Review the Contractor's proposed Monthly Application for Payments and provide the recommended Application for Payments to the Owner for review and approval.

7. Schedule and attend on-site construction meetings and provide meeting minutes.
8. Prepare periodic construction updates for the Owner.

E. Additional Provisions:

1. This task order does not include services for assistance in compiling funding applications for additional project funding (if needed), additional easements needed on NE Spring Street. These services could be added by amendment to this task order later.
2. Consultant shall not be responsible for the cost of advertisements for bids, any public notice advertisements (e.g.: SEPA determination of non-significance), permits, or easements needed for the project.
3. Owner will provide the Consultant the following (if not already provided in the pre-design report):
 - a. Water consumption records for the users in 2022 in the North Main/Simmons Road pressure zone.
 - b. Final property dimension and restrictions for the proposed location of the North Main BPS in the proposed Four Oaks Subdivision.
 - c. The type of building structure to be constructed for the North Main BPS.
 - d. Existing pressure readings at the water meter or house for users on Spring Street between the Spring Street Reservoir and North Main Avenue.
 - e. Location of existing private and Owner's sewer force mains in NE Spring Street.
 - f. Owner's vactor truck and staff to perform a minimum of three geotechnical holes in NE Spring Street to determine if rock excavation may be needed for the water main installation.
4. The Consultant proposes to hire AEI Engineering (Subconsultant) from Coeur d'Alene, Idaho, to provide electrical engineering services, including design, bidding assistance, and construction administration assistance.

Anticipated Schedule:

- A. Consultant understands that the Owner desires for the North Main BPS Improvements to be constructed and placed into operation as soon as possible. Procurement of critical elements of the electrical equipment is currently hampered by supply chain issues and delivery of at least one critical element (i.e., electrical transformer for the KPUD service) is approximately 12 months from order placement. The earliest anticipated delivery date for the needed electrical transformer is Spring of 2024. Consultant intends to start the design of the North Main BPS Improvements first with the goal of bidding this project in the fall/winter of 2023 and construction at or near completion by the time the new electrical transformer is delivered.

- B. There is insufficient time for the Spring Street Water Main Improvements to be designed and constructed in 2023. Consultant intends to complete the design and have the contract documents for the Spring Street Water Main Improvements ready for advertisement in late 2023 as part of the North Main BPS or separately early 2024, with proposed construction occurring in the spring and summer of 2024.

Compensation:

The Owner will compensate the Consultant for performing "Consulting Services" on a time and materials basis, plus direct reimbursable expenses, not to exceed \$328,900, per the Consultant's current Hourly Fee Schedule, unless authorized by the Owner. A copy of the hourly fee proposal and reimbursable costs for the Consultant's services is provided in Exhibit A.

This Task Order is executed on the date shown below.

Owner: City of White Salmon

Consultant: Anderson Perry & Associates, Inc.

By: _____

By: 

Name: _____

Name: Jake Hollopeter, P.E.

Title: _____

Title: Vice President

Date: _____

Date: 4-7-23

EXHIBIT A
CITY OF WHITE SALMON, WASHINGTON
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS
HOURLY FEE PROPOSAL

Task Description	Principal \$225	Project Manager/Engineer \$200	Staff Engineer \$140	QA/QC Reviewer \$215	CADD \$115	Archaeologist \$140	Environmental Specialist \$140	Project Representative \$110	Survey Crew \$205	Surveyor \$185	Task Total Cost
TASK 1 - PROJECT ADMINISTRATION											
1.1 Contract Administration, Invoicing, and Progress Reports - Invoicing and Progress Reports - PWB Reports - Overall Project Management	6	20	60								
1.2 Meetings - Project Kickoff and Design Meeting		8	30								
TASK 1 TOTAL HOURS	6	28	90	0	0	0	0	0	0	0	
TASK 1 COST	\$1,350	\$5,600	\$12,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,550
TASK 2 - DATA COLLECTION											
2.1 Surveying and Base Map: Finish Spring Street and Perform Survey on North Main BPS - Control and Field Survey - Base Mapping		3	4		8				32	8	
TASK 2 TOTAL HOURS	0	3	4	0	8	0	0	0	36	8	
TASK 2 COST	\$0	\$600	\$560	\$0	\$920	\$0	\$0	\$0	\$7,380	\$1,480	\$10,940
TASK 3 - PERMITTING											
3.1 SEPA Documentation	2	2	2	2	6	42	42				
3.2 Historical and Cultural Resources Review											
TASK 3 TOTAL HOURS	2	2	2	2	6	42	42	0	0	0	
TASK 3 COST	\$450	\$400	\$280	\$430	\$690	\$5,880	\$5,880	\$0	\$0	\$0	\$14,010
TASK 4 - DESIGN											
4.1 Construction Plans - Prepare 50 Percent Design Plans - Prepare 90 Percent Design Plans - Prepare Final Design Plans	4	64	110		120						
4.2 Specifications - Prepare 50 Percent Specifications - Prepare 90 Percent Specifications - Prepare Final Specifications		64	110								
4.3 Engineer's Opinion of Probable Costs - Prepare Preliminary Construction Cost Estimate at 50 Percent - Prepare Preliminary Construction Cost Estimate at 90 Percent - Prepare Final Construction Cost Estimate	2	10	16	2							
4.4 Quality Assurance - Conduct QA/QC Review at 90 Percent - Conduct QA/QC Review of Final Bid Documents		10	8	30	10						
TASK 4 TOTAL HOURS	6	148	244	32	130	0	0	0	0	0	
TASK 4 COST	\$1,350	\$29,600	\$34,160	\$6,880	\$14,950	\$0	\$0	\$0	\$0	\$0	\$86,940
TASK 6 - BID AND AWARD PHASE SERVICES											
- Respond to Contractor Questions During Bid Process - Attend Pre-Bid Meeting - Review Bid Results	2	20	36		4						
TASK 6 TOTAL HOURS	2	20	36	0	4	0	0	0	0	0	
TASK 6 COST	\$450	\$4,000	\$5,040	\$0	\$460	\$0	\$0	\$0	\$0	\$0	\$9,950

**EXHIBIT A
CITY OF WHITE SALMON, WASHINGTON
NORTH MAIN-SPRING STREET WATER IMPROVEMENTS
HOURLY FEE PROPOSAL**

Task Description	Principal \$225	Project Manager/Engineer \$200	Staff Engineer \$140	QA/QC Reviewer \$215	CADD \$115	Archaeologist \$140	Environmental Specialist \$140	Project Representative \$110	Survey Crew \$205	Surveyor \$185	Task Total Cost
TASK 7 - CONSTRUCTION ADMINISTRATION											
7.1 Construction Management and Administration - Overall Construction Administration and Management - Attend Preconstruction Conference - Construction Staking - Oversight and Scheduling of Inspection Services - Review and Approval of Material Submittals - Review Contractor's Application for Payments and Issuance to City for Payment	4	80	100						24	8	
7.2 Construction Inspection - Part-Time for North Main Pump Station Improvements (as needed) Full-Time for Spring Street Water Main Improvements - Preparation of Daily Inspection Reports and Bid Item Quantity Tracking - Verification that Contractor adheres to Contract Documents - Utility Coordination	2	90	120				600				
TASK 7 TOTAL HOURS	6	170	220	0	0	0	0	600	24	8	
TASK 7 COST	\$1,350	\$34,000	\$30,800	\$0	\$0	\$0	\$0	\$66,000	\$4,920	\$1,480	\$138,550
TASK 8 - PROJECT CLOSEOUT											
- Conduct Pre-Final Inspection - Preparation of Substantial Completion Paperwork and Punch List - Conduct Final Project Inspection - Preparation of Project Closeout Paperwork - Preparation and Submittal of Construction Record Drawings	2	10	20		16						
TASK 8 TOTAL HOURS	2	10	20	0	16	0	0	0	0	0	
TASK 8 COST	\$450	\$2,000	\$2,800	\$0	\$1,840	\$0	\$0	\$0	\$0	\$0	\$7,090

Total Estimated Labor Costs	\$ 287,030
DIRECT COSTS	
Electrical Subconsultant Costs	\$ 33,700
Subconsultant Markup	\$ 3,370
Survey Equipment	\$ 1,000
Mileage	\$ 2,800
Lodging	\$ 1,000
TOTAL PROPOSED PROJECT BUDGET	\$ 328,900

File Attachments for Item:

G. Contract Approval - DocuSign (\$3,260)



Department Head: SMP

Clerk/Treasurer: SMP

City Administrator: TR

Mayor:

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, unnecessary

Meeting Date:

May 3, 2023

Agenda Item:

Approval to contract with DocuSign for Digital Document Signature

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required:

Authorization for the mayor to sign contract with DocuSign for Digital Signature Services in an amount not to exceed \$3,260.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to authorize the mayor to sign a contract with DocuSign for Digital Signature Services in an amount not to exceed \$3,260.

Explanation of Issue:

The City of White Salmon utilizes electronic signatures frequently for multiple documents including Ordinances, Resolutions, Contracts, etc. This process is cumbersome in the need for scanning and sending potentially multiple times if there are multiple signatures.

DocuSign allows the city to request and receive digital signatures in a secure and legally defensible manner. It also brings convenience for our residents as this process allow the city to request signatures for utility applications, ACH Authorizations, City Facility Use Applications, Memorial Bench Applications, etc...

The proposed quote includes the following:

- **500 Business Pro Envelopes- \$2,760** (For reference, an envelope constitutes a transaction and can involve one or multiple signatories, documents, and pages as long as they are contained in the same sending event and routed along the same workflow sequence)
 - Features Include: Sharing across multiple users, Basic & Business Fields, Custom Branding, Document routing, Comments, Automatic Reminders, Mobile access, API Access, Responsive Signing, Custom fields, Custom forms, Payments, PowerForms and Bulk Send.
- **Training Including:**
 - Premier Support – 24/7 customer service available to all senders and signers.
 - Onboarding Services Lite: one use case with Onboarding Consultant for **\$500 (one-time fee)** - *datasheet attached*.
 - Dedicated Account Manager for your account for users to call on with specific questions.
 - **Unlimited Users and Unlimited Signers**
 - DocuSign University is available for all users 24/7: Online forum of training material, community center for Q&A, tutorial clips, etc...

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

A budget Amendment will be necessary to allocate \$3,260 from Fund 001 beginning cash to Finance Contractual Services. Please note this is considered an Operating and Maintenance Cost which is included in our required ending balance calculation. This expenditure will not compromise our ending cash balances.

Renewal cost will be \$2,760 annually if the city remains in the 500 envelope plan.

Recommendation of Staff/Committee:

Staff Recommend authorizing the mayor to sign the DocuSign Contract for Digital Signature.

Follow Up Action:

If the contract is approved, staff will draft an electronic signature policy to be brought to the May 17 council meeting and schedule the training for implementation.



DocuSign, Inc.
 221 Main Street, Suite 1000
 San Francisco, CA 94105

Offer Valid Through: May 5, 2023

Prepared By: Jennifer Drouillard

Quote Number: Q-01112010

ORDER FORM

Address Information

Bill To:

City of White Salmon
 100 N Main Ave,
 White Salmon, WA, 98672
 United States

Ship To:

City of White Salmon
 P.O. BOX 2139,
 White Salmon, WA, 98672-2139
 United States

Billing Contact Name:

Stephanie Porter

Billing Email Address:

clerktreasurer@ci.white-salmon.wa.us

Billing Phone:

(509) 493-1133 x 203

Shipping Contact Name:

Stephanie Porter

Shipping Email Address:

clerktreasurer@ci.white-salmon.wa.us

Shipping Phone:

(509) 493-1133 x 203

Order Details

Order Start Date: May 8, 2023

Order End Date: May 7, 2024

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs.	SUB-2272273-1	May 8, 2023	May 7, 2024	500	\$2,400.00
Premier Support - eSign	SUB-2272273-1	May 8, 2023	May 7, 2024	1	\$360.00
Onboarding Services Lite	SUB-2272273-1	May 8, 2023	Aug 6, 2023	1	\$500.00

Grand Total: \$3,260.00

Product Details

eSignature Envelope Allowance: 500

Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): \$5.80

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/company/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the DocuSign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

Onboarding Services Lite will expire if not used within 90 days of the product start date. If the service needs to be extended, a Change Order defining the new services End Date must be signed before the original Order End Date has been reached. The new Order End Date cannot exceed six months from the originally contracted Order End Date identified on the Order Form. If the Professional Service is sold on the same Order Form as the subscription, the Project End Date cannot exceed the subscription End Date. The service can only be extended one time. Any further need to retain project resources will require a new contract.

Billing Information

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final Invoice.

Is the contracting entity exempt from sales tax?

Please select Yes or No:

If yes, please send the required tax exemption documents immediately to taxexempt@docusign.com.

Invoices for this order will be emailed automatically from invoicing@erp.docusign.com. Please make sure this email is on an approved setting or safe senders list so notifications do not go to a junk folder or caught in a spam filter.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order

Form?

Please select Yes or No:

If yes, please complete the following:

PO Number:

PO Amount: \$

By signing this Agreement, I certify that I am authorized to sign on behalf of the Customer and agree to the Terms and Conditions of this Order Form and any documents incorporated herein.

Customer

Signature:

Name:

Job Title:

Date:

**DocuSign,
Inc.**

Signature:

Name:

Job Title:

Date:

Onboarding Services Lite

Accelerate time to launch with tailored guidance from a DocuSign onboarding expert.

Maximize your return on investment and set the foundation for your long-term success with strategic guidance, administrative best practices and prescriptive recommendations alongside a DocuSign Onboarding Consultant. Our Onboarding Services enable you to:

- **Accelerate time to value** within your first 90 days
- **Ensure deployment readiness** with our proven approach to success
- **Scale for future growth** by establishing a strategic vision

Services engagement scope

As part of this services engagement, DocuSign's Onboarding Services team will perform the following activities:

1/ Solution overview & kickoff	Coordinate kick-off and align on specific business objectives, timeline and key milestones for up to one (1) DocuSign eSignature use case in a single department.
2/ Design & configuration guidance	Provide prescriptive guidance to help you configure a solution, setup templates and drive change management, while providing administrative best practices.
3/ Testing & deployment	Review and test your use case(s) to ensure proper configuration, go-live readiness and deployment success.
4/ Knowledge transfer	Ensure that all project objectives are complete and recommend on-demand learning via DocuSign University and always-on digital success resources to support your deployment and future expansion plans.

Services at a glance

Best for

New and existing customers who need expert onboarding guidance for a single, simple DocuSign eSignature use case.

Duration

Completed within 90 days of order start date.

Use case

Up to one (1) DocuSign eSignature use case.

Products covered

- DocuSign eSignature
- DocuSign Click
- DocuSign ID Verification
- DocuSign Retrieve

Assumptions

Duration

Engagement must be completed within 90 days of order start date.

Resource Allocation

The customer should assign a single point of contact for maximum effectiveness, with no more than three (3) individuals recommended during consultation meetings (e.g. DocuSign administrator, power user and/or business process owner).

Remote Consultation

Consultations with the customer are conducted remotely and require responsiveness in order to achieve the optimal target completion dates.

Scope

Onboarding Services Lite includes guidance on one (1) eSignature web app use case (limited to a single department).

Out of scope

Use Cases

Guidance on **more than** one (1) DocuSign eSignature use case are not included and a separate service should be purchased.

3rd Party Products

Configuration of 3rd party products are not included as part of this engagement.

Additional Services

End user training, implementation services or technical support (e.g. bug troubleshooting) are not included as part of this engagement and a separate service should be purchased.

We are the Agreement Experts

DocuSign Customer Success provides comprehensive solutions and success capabilities including professional services, adoption and enablement programs, and support plans to help you accelerate time to value and outcomes for your business.

Our Agreement Experts are with you every step of the way to help you get you started, drive adoption across your organization, optimize your solution and discover new opportunities.

For more information on how to engage with Customer Success, reach out to your account team or sales@docusign.com.

About DocuSign

DocuSign helps organizations connect and automate how they prepare, sign, act-on and manage agreements. As part of the DocuSign Agreement Cloud, DocuSign offers eSignature - the world's #1 way to sign electronically on practically any device, from almost anywhere, at any time. Today, more than 475,000 customers and hundreds of millions of users in over 180 countries use DocuSign to agree better.

DocuSign, Inc.

221 Main Street, Suite 1550
San Francisco, CA 94105

docusign.com

For more information

Call +1-877-720-2040

Premier Support Plan

Drive agreement success anytime, anywhere with DocuSign Support

Fast response and developer support for your complex agreement processes. With our Premier Support plan, we'll help you with:

- **Always-on expertise at your fingertips:** Stay up and running with access to knowledge, tools and self-guided resources from trusted product experts.
- **Support tailored to your needs:** Personalize your support experience with plans customized to support your business critical agreement processes.
- **Trust and reliability that scales:** Ensure business continuity and responsiveness that moves your business forward with speed and confidence.

Features

The Premier Support plan includes the following features:

Target initial response time	A 4-hour response time for new cases
Global emergency support	A 1-hour response time for severity 1 technical issues; available for all products 24/7 (English only in non-business hours)
DocuSign support center	Find answers, engage community and submit and manage cases online for faster resolution
Phone support (call back)	Log a case and customer support will promptly call you back to address technical questions, billing inquiries and account management
Technical support	Direct access to technical support teams for configuration-specific questions
Connector support	Support for DocuSign's pre-built connectors; such as Salesforce, Microsoft, Workday and SAP to ensure your agreement processes run smoothly
Developer support	Support for DocuSign's standard APIs which customer's leverage in custom integrations

Services at a glance

<4 hours

target response time

<1 hour

global emergency support response time

Pre-built connector and API integration support

Trusted and secure

Meets or exceeds stringent US, EU and global security and privacy standards

Products covered

All DocuSign Agreement Cloud Products

We are the Agreement Experts

DocuSign's Customer Success team provides comprehensive solutions and success capabilities including professional services, adoption and enablement programs, and support plans to help you accelerate time to value and outcomes for your business.

Our Agreement Experts are with you every step of the way to help you get started, drive adoption across your organization, optimize your solution and discover new opportunities with the DocuSign Agreement Cloud. For more information, contact your account team or sales@docusign.com

About DocuSign

DocuSign helps organizations connect and automate how they prepare, sign, act on and manage agreements. As part of the DocuSign Agreement Cloud, DocuSign offers eSignature, the world's #1 way to sign electronically on practically any device, from almost anywhere, at any time. Today, over a million customers and more than a billion users in over 180 countries use the DocuSign Agreement Cloud to accelerate the process of doing business and simplify people's lives.

DocuSign, Inc.

221 Main Street, Suite 1550
San Francisco, CA 94105

docusign.com

For more information

sales@docusign.com
+1-877-720-2040

File Attachments for Item:

H. Resolution 2023-05-560 Establishing a Sole Source Provider and Authorizing the Purchase of SCADA Equipment



Department Head:	AD
Clerk/Treasurer:	SMP
City Administrator:	TR
Mayor:	<i>JK</i>

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:	Yes, completed
Meeting Date:	5/3/23
Agenda Item:	Resolution 2023-05-560 Declaring Sole Sourcing of Allen Bradly SCADA components
Presented By:	Andrew Dirks, PW Director

Action Required:

Staff needs Council approve Resolution 2023-05-560 to waive the bidding requirements and award the sole sourcing procurement of identified SCADA components from Allen Bradly.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Resolution 2023-05-560 ESTABLISHING A SOLE SOURCE PROVIDER AND AUTHORIZING THE PURCHASE OF SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) EQUIPMENT.

Explanation of Issue:

Public Works is working with Anderson Perry and R&W Engineering to upgrade the City's supervisory control and data acquisition (SCADA) system. We have gathered all necessary information and are waiting for the design report. In the process of gathering information, we have learned that some of the Allen Bradley components (which are only sold through Rockwell Automation distributors in defined sales territories) needed to upgrade the system have extremely long lead times (approximately 30 weeks). To avoid any longer delays in SCADA upgrades, PW would like to advise City Council to approve the sole source procurement of the required Allen Bradley parts from Columbia Electric Supply who is the Rockwell Automation distributor in our sales territory (Vancouver, Washington).

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

This purchase will come from SCADA line item budgeted in Water Short Lived Asset (418) as approved in the 2023 adopted budget.

Recommendation of Staff/Committee:

Staff recommends approval to waive the bidding requirements and award the sole sourcing procurement of identified SCADA components from Allen Bradly.

Follow Up Action:

With the approval of soul sourcing procurement PW will be able to work with R&W and Anderson Perry to move forward in the design phase of the SCADA project and get concrete dates in place.

RESOLUTION 2023-05-560

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF WHITE SALMON, WASHINGTON,
ESTABLISHING A SOLE SOURCE PROVIDER AND AUTHORIZING THE
PURCHASE OF SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA)
EQUIPMENT**

WHEREAS, the City has a SCADA telemetry system that continually monitors water quality; and

WHEREAS, consistent monitoring is necessary to ensure water quality to promote public health and comply with testing requires established by Washington State Department of Health; and

WHEREAS, it is critical for the City of White Salmon to have proper and compatible equipment to ensure continuous monitoring with as few interruptions as possible; and

WHEREAS, the city has approved in their 2023 budget the replacement of the SCADA system; and

WHEREAS, city staff has done their due diligence to confirm that Columbia Electric Supply is the sole source provider of necessary parts to complete the replacement of the SCADA system in our region; and

WHEREAS, RCW 39.04.280(1)(a) allows agencies to waive competitive bidding if a purchase is clearly and legitimately limited to a single supplier. These situations often arise when an agency has specific technological requirements. Examples include:

- Licensed, copyrighted, or patented products or services that only one vendor provides
- New equipment or products that must be compatible with existing equipment or products
- Proprietary or custom-built software or information systems that only one vendor provides
- Products or services where only one vendor meets the required certifications or statutory requirements.

NOW, THEREFORE, be it resolved by the City Council of the City of White Salmon as follows:

1. The City of White Salmon Public Works Departments shall purchase SCADA replacement equipment from Columbia Electric Supply that is compatible with existing equipment and products.
2. The above-described circumstance is justification for the waiver of bidding requirements under the authority of RCW 39.04.280(1)(a).

3. Pursuant to White Salmon Procurement Policy 9.0 and RCW 39.04.280(1)(a), the bidding requirement is hereby waived for the purchase of SCADA replacement equipment and herein is considered by the City Council as a sole source purchase.

ADOPTED by the Council of the City of White Salmon, Washington. Dated this 3rd day of May, 2023.

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Stephanie Porter, Clerk Treasurer

Shawn MacPherson, City Attorney

April 27, 2023

City of White Salmon
200 N. Main Street
White Salmon, WA 98672

ATTN: Andrew Dirks, Interim Public Works Director

RE: Sole Source Procurement of Allen-Bradley SCADA Components
City of White Salmon Final SCADA Design

Dear Andrew:

The City of White Salmon (City) is in the process of upgrading its existing supervisory control and data acquisition (SCADA) system, because it is outdated and needs immediate replacement. One of the obstacles to replacing the SCADA system is supply chain issues primarily related to components that include computer chips. The current estimated delivery date for the computer chip related SCADA components is approximately 30 weeks from the time when the order is placed. Anderson Perry & Associates, Inc. (AP) and R&W Engineering (AP's SCADA subconsultant) recommend that the City order the computer chip related SCADA components to have these parts available for the SCADA installation contractor once this contract is awarded. Typically, we recommend that the Contractor orders all the parts for installation on a project but given the current supply chain issues, we recommend the City purchase the computer chip related SCADA components.

The City has selected to use Allen Bradley components for upgrading its SCADA system. A list and quote dated April 21, 2023, for the Allen Bradley components needed for the project is attached. However, Allen Bradley products are sold exclusively through Rockwell Automation distributors with defined sales territories. The local Rockwell Automation distributor is Columbia Electric Supply of Vancouver, Washington. Consequently, the City's purchase of the computer chip related SCADA components from Rockwell Automation will need to be made directly from Columbia Electric Supply, which would make it a sole source procurement. Per RCW 39.04.280(1), the City may make a sole source procurement if the City Council passes a resolution that states "the purchase is clearly and legitimately limited to a single source or supply." The following is the basis for the sole source procurement of the proposed Allen Bradley computer chip related SCADA components.

- **Need** - The City's existing SCADA system was originally installed in 2002 with numerous upgrades occurring over the last 20 years. As documented in the Owner's SCADA Master Plan - 90% Preliminary Review Set (RH2 Engineering, Inc., June 2019) and recent SCADA Pre-Design Report (R&W Engineering under contract with Anderson Perry & Associates, Inc., 2022), the SCADA control system, human machine interface (HMI), and communications need to be updated.

- **Selection** - Allen Bradley components were selected because 1) the current SCADA system has Allen Bradley components and programming, 2) AP's SCADA subconsultant (R&W Engineering) and the City's SCADA contractor (Colburn Electric) are familiar with Allen Bradley products, and 3) Allen Bradley is a well-known and is widely used for SCADA and other control systems.
- **Specified Products** - the specified Allen Bradley computer chip related SCADA products can only be provided by Rockwell Automation due to proprietary programming language used on Allen Bradley products.
- **Availability** - as mentioned above, Allen Bradley products are sold by Rockwell International through distributors with defined sales territories (see <https://www.rockwellautomation.com/en-us/company/partnernetwork/authorized-distributors.html>). Columbia Electric Supply of Vancouver, Washington is the local Rockwell Automation distributor whom the City would have to purchase the proposed products. The City would not be able to purchase the proposed products from another Rockwell Automation distributor. Purchase of Allen Bradley products from a third-party (not a Rockwell Automation distributor) would not have the factory warranty and product support of a new part purchased directly from the manufacturer.
- **Reasonable Efforts to Obtain the Lowest Price** - the City contacted their SCADA contractor (Colburn Electric (Colburn) of Hood River) about the possibility of purchasing the proposed Allen Bradley computer chip related SCADA products for the City thinking that Colburn could obtain the products cheaper. This option presents a couple of procurement issues including 1) the need to still pay Washington State sales tax, 2) Colburn would need to purchase the SCADA products from North Coast Electric Company of Portland Oregon, since Colburn is located in a different sales territory, which would complicate obtaining product support, and 3) the City would be one step removed from the product purchase, warranty, and service and would need to go through Colburn for any specific needs with the purchase products. For these reasons, procurement through Colburn was not pursued.


The City did receive an April 21, 2023 quote (see attached) for the proposed computer chip related SCADA components (obtained by R&W Engineering) and will use this quote as the basis for procurement of these products. The prices on this quote shall remain the same until May 21, 2023.

City of White Salmon
April 27, 2023
Page 3

Please contact me if you have any questions on this matter.

Sincerely,

ANDERSON PERRY & ASSOCIATES, INC.

By  _____
David Jepsen, P.E.

DJ/rw

Attachments

cc: File No. 250-20-01, w/attach

S:\Docs\White Salmon\250-20 SCADA System Upgrades\Procurement Letter.docx

Customer Quote For: COD SALES

VANCOUVER - CES

Quote: Q1024508

Revision #: 004



COLUMBIA ELECTRIC SUPPLY
 8100 N.E. ST. JOHNS RD SUITE E105
 VANCOUVER WA 98665
 Tel: (360)695-5075 Fax: (360)258-1196

Contact Name: TREVOR SCOTT

Quote Date: 04/21/23
 Updated On: 04/21/23
 Expires On: 05/21/23

Job Name:

Attn:

Ship To: COD SALES
 100 N MAIN AVE
 WHITE SALMON, WA 98672-0000

Customer PO #:

Customer PO Date:

FOB: SHIPPING POINT

Freight: PREPAID

LN	Product	Lead Time	Qty	Price	Per *	Ext Price
01	AB 1766-L32BWAA 32PT DC IN/RELY MO MICROLOGIX 1400 32 POINT CONTROLLER	30 Weeks	12	\$1,394.21	E	\$16,730.52
02	SPECN 1762SC-IF8U 8CH UNIV ANALOG INPUT MODULE	30 Weeks	8	\$675.90	E	\$5,407.20
03	PLUS FREIGHT					
04	AB 1762-IQ16 16 PT DC INPT MICROLOGIX 16 POINT DIGITAL INPUT MODULE	In Stock	2	\$294.19	E	\$588.38
05	AB 1762-OW16 16 PT RLY OUTPUT MICROLOGIX 16 POINT RELAY OUTPUT MODULE	In Stock	1	\$356.69	E	\$356.69

Merchandise: \$23,082.79
 Tax: \$1,731.21
 Total: \$24,814.00

PLEASE NOTE: THIS IS NOT AN OFFER TO CONTRACT, BUT MERELY A QUOTATION OF CURRENT PRICES FOR YOUR CONVENIENCE AND INFORMATION. ORDERS BASED ON THIS QUOTATION ARE SUBJECT TO YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. WE MAKE NO REPRESENTATION WITH RESPECT TO COMPLIANCE WITH JOB SPECIFICATIONS.

* Per E = Each, C = Hundred, M = Thousand

File Attachments for Item:

I. Resolution 2023-05-561 Establishing Electronic Signature Policy and Process



Department Head: SMP
 Clerk/Treasurer: SMP
 City Administrator: TR
 Mayor: *JK*

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review: Yes, completed
 Meeting Date: May 3, 2023
 Agenda Item: Resolution 2023-05-561 Establishing Electronic Signature Policy and Procedure
 Presented By: Stephanie Porter, Clerk Treasurer

Action Required:

Approval of Resolution 2023-05-561 is necessary to engage the services of DocuSign to be utilized as a legally recognized signature form for public documents.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Resolution 203-05-561 Adopting the Electronic Signature Policy to Establish a method and Process for the Use of Electronic Signature Technology.

Explanation of Issue:

The intent of this policy is to establish an electronic signature method and process for the City that will promote efficiency, allow the transition to Electronic Records, and establish guidelines for the use of electronic signatures that are consistent with state and federal law.

These policies will apply to any chosen electronic signature platform approved by the council.

Approval of this policy and the contract with DocuSign will reduce the City’s reliance on paper-based transactions, improving information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact.

Streamlining the processes described in the policy that currently require wet signatures and replacing them with electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

The council will decide on the proposed contract with DocuSign on May 3, 2032 – if approved the financial implications noted in the council report will apply.

Recommendation of Staff/Committee:

Staff Recommend adopting Resolution 2023-05-561.

CITY OF WHITE SALMON, WASHINGTON

RESOLUTION NO. 2023-05-561

A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON ADOPTING THE ELECTRONIC SIGNATURE POLICY TO ESTABLISH A METHOD AND PROCESS FOR THE USE OF ELECTRONIC SIGNATURE TECHNOLOGY.

WHEREAS, RCW 19.360.020(5) allows a city to permit the use of electronic signature technologies, and to establish a method and process for such use by ordinance, resolution, policy or rule; and

WHEREAS, using electronic signature technologies can benefit the City of White Salmon by decreasing reliance on paper transactions and physical documents, thereby saving time and reducing the cost associated with conducting City business; and

WHEREAS, City Council approved DocuSign as the City's initial electronic services provider on May 3, 2023; and

NOW THEREFORE BE IT RESOLVED, the City Council for the City of White Salmon hereby adopts the following revised policies as described in Exhibit "A", attached hereto and incorporated by reference, for the benefit of the city, which will establish the Electronic Signature Policy.

APPROVED AND PASSED by the City Council of the City of White Salmon, Washington at its regular meeting this 3rd day of May 2023.


Marla Keethler, Mayor

ATTEST:

Stephanie Porter, Clerk/Treasurer

APPROVED AS TO FORM:

Shawn MacPherson, City Attorney

 <h2 style="text-align: center;">City of White Salmon Legislative Policy/Procedure</h2>	
Title: Electronic Signature Policy	Page Number: 1
Department: Clerk/Finance Department	Effective Date:
Revised Date: N/A	Revised by: N/A

Purpose

To establish an electronic signature policy for the City developed to:

- Promote efficiency in order to conserve public resources;
- Begin transition to Electronic Records in compliance with the Resolution 2021-03-517 Declaring a Global Climate Crisis;
- Establish guidelines for the use of electronic signatures for certain City transactions;
- Provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the City; and
- Determine the scope of the City’s use of the chosen electronic signature provider as the approved method for affixing an electronic signature to an electronic record.

These policies will apply to any future replacement of the DocuSign platform. Reducing the City’s reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Streamlining the processes described herein that require wet signatures and replacing them with electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

References

RCW Ch. 19.360	Electronic Signatures and Records
15 U.S.C Ch. 96	Electronic Signatures in Global and National Commerce Act

Definitions

Designee:	A City employee who has been designated by the City Manager, City Clerk, or City Attorney to sign City records on their behalf using an electronic signature.
Electronic Signature:	An electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.
Record:	Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.
Wet Signature:	A signature created when a person physically marks a document with the intent to sign the record.

EXHIBIT A

Policy

1. The City encourages electronic transactions and the use of electronic signatures and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.
2. Pursuant to White Salmon City Council Resolution 2023-05-561, the City Council authorizes the use of the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to City records.
3. The Elected Mayor, Elected City Council, City Administrator, City Clerk/Treasurer, City Attorney, Department Directors, and their designees are authorized to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to City records as provided in this policy.
4. The DocuSign electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following records: Minutes of City Council Meetings, Resolutions and Ordinances Adopted by the City Council, Claim Vouchers Approved by the City Council, and any and all contracts and agreements to which the City is a party.
5. Electronic signatures may be used on City records requiring execution by a third party.
6. This policy may be modified, rescinded, or replaced at any time by the Clerk Treasurer.
7. Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Elected Mayor, Elected City Council, City Administrator, City Clerk/Treasurer, City Attorney, Department Directors by a designee shall use their own electronic signature.
8. An electronic signature is an acceptable substitute for a wet signature on records requiring the signature of any record whenever the use of a wet signature is authorized or require, except as provided herein.
9. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
10. This policy in no way affects the City's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

File Attachments for Item:

A. Public Hearing - Four Oaks Development Agreement

1. Presentation

2. Public Hearing

3. Discussion and Action



Department Head: JB
 Clerk/Treasurer: SMP
 City Administrator: TR
 Mayor: *JK*

COUNCIL REPORT



Business Item



Consent Agenda

Needs Legal Review: No
 Meeting Date: May 3, 2023
 Agenda Item: Yes
 Presented By: Jeff Broderick

Action Required:

City Council will review the proposed development agreement (agreement) for the Four Oaks Subdivision, File WS-SUB 2023-001 and WS R-PUD-2023-001

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve the DA for ludes findings and recommended conditions of approval for the Four Oaks Subdivision, Files WS-SUB-2023-001 and R-PUD-2023-001.

The agreement is being finalized as of April 28 with review by legal counsel expected to be complete by Monday May 1. Once that is done, the agreement will be available for review as a supporting document on the May 3, 2023 Council Meeting page on the City's website.

Explanation of Issue: Main Street White Salmon, LLC has proposed a 31-lot subdivision/residential planned unit development (R-PUD) on North Main Street in the between Spring Street and Loop Road. The City of White Salmon intends to purchase 10 of these lots for future development of housing that is more affordable.

In addition to the preliminary plat that was passed by the council on April 19, subdivisions often have a development agreement. The agreement is a document signed by the developer and the City to further clarify how infrastructure is to be constructed, the timing, and often, who pays for what.

Much of what is in the agreement was covered during the public hearings for the Four Oaks subdivision. The agreement goes into greater detail about this.

Highlights of the draft proposed agreement for the Four Oaks development include:

- The City agreeing to purchase Lots 22-31
- The City agrees to construct a pump station to assure additional and consistent water pressure in this area of White Salmon. Currently in this pressure zone, there are approximately the equivalent of 15 new potential residential connections before water capacity in this pressure zone is reached. The pump station addresses the limited water capacity and will serve an area greater than just the Four Oaks subdivision. Without the new pump station, development for everyone in this area will be constrained.
- Until the pump station is complete (anticipated to be summer 2024), five connections are assured to the developer of the Four Oaks subdivision with the remainder available to others who may develop in this area. Should the Four Oaks developer complete five residences prior to the pump station being complete, additional connections would be considered at that time.

- Because of limited capacity, the City agrees to not develop Lots 22-31 until the pump station is complete.
- The owner of the Four Oaks property agrees to grant an easement right for the benefit of the City and pump station. This easement will be in the southeast corner of the property and next to NE Main Street.

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

There are no immediate financial implications. The City will purchase lots 22-31 at a later date, but that is not happening right away. Because the City is able to purchase these lots at a cost lower than market rate, the City has agreed to waive some utility connection fees in the future. The pump station is a project that would need to be done to address water pressure issues/lack of future capacity regardless of the Four Oaks development.

Recommendation of Staff/Committee:

Staff recommends approval of the development agreement.

Follow Up Action:

Once approved, the parties will need to sign this agreement.

File Attachments for Item:

B. Public Hearing - Ordinance 2023-04-1140 Amending the 2023 Budget

1. Presentation

2. Public Hearing

3. Discussion and Action



Department Head: SMP

Clerk/Treasurer: SMP

City Administrator: TR

Mayor: *JK*

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

Yes, completed

Meeting Date:

May 3, 2023

Agenda Item:

Ordinance 2023-04-1140 Amending the 2023 Budget

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required:

Adoption of Ordinance 2023-04-1140, Amending the 2022 budget.

Motion for Business Item / Proposed Motion for Consent Agenda:

Move to adopt Ordinance 2023-04-1140, Amending the Budget for the City of White Salmon, Washington, for the Fiscal Year Ending December 31, 2023.

Explanation of Issue:

The budget amendment provides for amendments to revenues and expenditures. We have assessed revenues and made changes based on revenue to date and projections. The same thing has been done to expenditures. Significant changes are noted below along with changes to the ending cash balance. Ending cash balances meet the city's financial policies for ending cash balances.

The presentation from April 19, 2023 is available on the website under supporting documents overview of the proposed budget and amendments.

Salaries and benefits were adjusted to account for staffing changes and what has been paid to date.

Investment interest has been increased in all funds that have investments. Interest continues to grow based on changes to the interest rates by the federal government.

Council Options:

City Council has the following options available at this time:

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

Follow Up Action:

This amendment accounts for the true beginning cash balances as of January 1, 2023 as well as all approved expenditure by council thus far in 2023. There are additional amendments that will need to be addressed including (but not limited to) the USDA Loan information, EV charging station line items and the separation of some Community Service lines. These will hopefully come before the council in early June.

CITY OF WHITE SALMON

ORDINANCE NO. 2023-04-1140

AN ORDINANCE AMENDING THE BUDGET FOR THE CITY OF WHITE SALMON, WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023

WHEREAS, the City Council of the City of White Salmon has reviewed its 2023 budget and changes in its revenue sources and expenditure requests and has determined that changes to the 2023 budget are appropriate; and

WHEREAS, the proposed budget amendments do not exceed the lawful limit of taxation allowed by the law to be levied on the property within the City of White Salmon for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being necessary to carry on the government of the City of White Salmon for the fiscal year and being sufficient to meet the various needs of the City of White Salmon during the fiscal year.

WHEREAS, the presented budget amendments align with the financial policies adopted by the City of White Salmon and the State of Washington; and

WHEREAS, the budget was presented to the City Council at their regularly scheduled meeting on April 19, 2023; and

WHEREAS, the city council held a Public Hearing at their regularly scheduled meeting on May 3, 2023;

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

Section 1. The budget for the City of White Salmon, Washington for the year 2023 as amended is hereby adopted in its final form and content.

Section 2. Estimated resources, including cash balances for each separate fund of the City of White Salmon, for all such funds combined for the year 2023 are set forth in summary below and are hereby appropriated for expenditure at the fund level during the year 2023 as set forth in the 2023 Fiscal Year Budget:

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

001 Current Expense

Beginning Cash	1,005,443 <u>1,414,563</u>
Revenue	2,750,380 <u>3,225,826</u>
Interfund Transfers In	0
Appropriations	3,234,992 <u>3,795,720</u>
Interfund Transfers Out	237,500
Ending Cash	283,331 <u>607,169</u>

101 Street Fund

Beginning Cash	175,450 <u>258,725</u>
Revenue	589,396 <u>888,247</u>
Interfund Transfers In	0
Appropriations	708,429 <u>1,093,292</u>
Interfund Transfers Out	0
Ending Cash	56,417 <u>53,680</u>

108 Municipal Capital Improvement Fund

Beginning Cash	436,279 <u>468,153</u>
Revenue	58,416 <u>72,249</u>
Interfund Transfers In	0
Appropriations	125,000 <u>174,079</u>
Interfund Transfers Out	0
Ending Cash	369,695 <u>366,323</u>

110 Fire Reserve

Beginning Cash	337,288 <u>339,505</u>
Revenue	2,941 <u>15,855</u>
Interfund Transfers In	25,000
Appropriations	0
Interfund Transfers Out	0
Ending Cash	365,229 <u>380,360</u>

112 General Fund Reserve

Beginning Cash	342,808 <u>345,084</u>
Revenue	3,499 <u>15,708</u>
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	346,307 <u>360,792</u>

121 Police Vehicle Reserve Fund

Beginning Cash	152,668 <u>153,184</u>
Revenue	800 <u>3,585</u>
Interfund Transfers In	0
Appropriations	70,000
Interfund Transfers Out	0
Ending Cash	83,468 <u>86,769</u>

302 Transportation Improvement Fund

<u>Beginning Cash</u>	<u>0</u>
<u>Revenue</u>	<u>0</u>
<u>Interfund Transfers In</u>	<u>0</u>
<u>Appropriations</u>	<u>0</u>
<u>Interfund Transfers Out</u>	<u>0</u>
<u>Ending Cash</u>	<u>0</u>

303 Hotel/Motel Taxes

Beginning Cash	153,271 <u>175,488</u>
Revenue	75,823 <u>80,425</u>
Interfund Transfers In	0
Appropriations	78,000 <u>95,537</u>
Interfund Transfers Out	0
Ending Cash	151,094 <u>175,962</u>

307 New Pool Construction Fund

Beginning Cash	2,564
Revenue	0
Interfund Transfers In	35,000
Appropriations	0
Interfund Transfers Out	0
Ending Cash	37,564

401 Water Fund

Beginning Cash	284,172 <u>220,332</u>
Revenue	2,237,990 <u>2,583,154</u>
Interfund Transfers In	0
Appropriations	1,823,505 <u>1,957,407</u>
Interfund Transfers Out	414,206
Ending Cash	284,451 <u>255,911</u>

402 Wastewater Collection Fund

Beginning Cash	270,744 <u>273,404</u>
Revenue	1,101,460 <u>1,115,211</u>
Interfund Transfers In	0
Appropriations	915,965 <u>932,865</u>
Interfund Transfers Out	185,498
Ending Cash	270,741 <u>270,252</u>

408 Water Reserve Fund

Beginning Cash	362 <u>155,037</u>
Revenue	2,019,409 <u>2,024,141</u>
Interfund Transfers In	337,287
Appropriations	2,120,300 <u>2,168,368</u>
Interfund Transfers Out	0
Ending Cash	236,758 <u>348,097</u>

409 Wastewater Reserve Fund

Beginning Cash	581,906 <u>585,250</u>
Revenue	3500 <u>26,814</u>
Interfund Transfers In	185,498
Appropriations	265,195 <u>366,365</u>
Interfund Transfers Out	0
Ending Cash	505,709 <u>431,197</u>

412 Water Rights Acquisition Fund

Beginning Cash	372,463 <u>378,025</u>
Revenue	167,173 <u>192,078</u>
Interfund Transfers In	0
Appropriations	123,985
Interfund Transfers Out	0
Ending Cash	415,651 <u>446,118</u>

413 Water Bond Redemption Fund

Beginning Cash	64,837 <u>65,264</u>
Revenue	663 <u>2,964</u>
Interfund Transfers In	111,518
Appropriations	111,518
Interfund Transfers Out	0
Ending Cash	65,500 <u>38,228</u>

414 Wastewater Bond Redemption Fund

Beginning Cash	11,450 <u>11,526</u>
Revenue	0
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	11,450 <u>11,526</u>

415 Water Bond Reserve Fund

Beginning Cash	106,425 <u>107,092</u>
Revenue	766 <u>4,656</u>
Interfund Transfers In	14,595
Appropriations	0
Interfund Transfers Out	0
Ending Cash	121,786 <u>127,343</u>

416 Wastewater Bond Reserve Fund

Beginning Cash	75,345 <u>75,839</u>
Revenue	761 <u>3,452</u>
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	76,106 <u>79,291</u>

417 Treatment Plant Reserve Fund

Beginning Cash	363,619 <u>365,995</u>
Revenue	15,303 <u>27,092</u>
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	378,922 <u>393,087</u>

418 Waster Short Lived Asset Reserve Fund

Beginning Cash	<u>265,033</u> <u>279,358</u>
Revenue	<u>128,306</u> <u>8,874</u>
Interfund Transfers In	<u>1,386</u> <u>128,306</u>
Appropriations	<u>394,725</u> <u>394,725</u>
Interfund Transfers Out	0
Ending Cash	<u>0</u> <u>21,813</u>

420 USDA Rural Development

Beginning Cash	150,500
Revenue	7,520,100
Interfund Transfers In	0
Appropriations	7,670,600
Interfund Transfers Out	0
Ending Cash	0

601 Remittances

Beginning Cash	0
Revenue	5191
Interfund Transfers In	0
Appropriations	5191
Interfund Transfers Out	0
Ending Cash	0

Total All Funds

22,544,788 24,301,752

Less Interfund Transfers

837,204

Net Total

21,707,584 23,464,548

Section 3. The City Clerk Treasurer is directed to transmit a certified copy of the budget hereby amended to the Office of the State Auditor and to the Association of Washington Cities.

Section 4. This Ordinance shall take effect and be in force five (5) days after its publication according to law.

Passed by the council and approved by the Mayor on this 3rd day of May, 2023.

ATTEST:

Marla Keethler, Mayor

Stephanie Porter, Clerk Treasurer

APPROVED AS TO FORM:

Shawn MacPherson, City Attorney

File Attachments for Item:

A. Department Heads



DEPARTMENT HEAD REPORT

Department: Police

Meeting Date: May 3, 2023

Presented By: Chief Mike Hepner

For dates of 04/14/2023-04/27/2023

Administration:

- WS Council Meeting
- Bingen Council Meeting
- Klickitat County Behavior Health meeting
- Klickitat Community Link Project (K-LINK) Meeting
A collaboration of community partners working together to better connect their services and better serve the community

Patrol Division:

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

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

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

- 20 of the 29 calls for service in this time frame were in White Salmon.
- Being 2 officers short I continue working the road which takes away from my office duties and missing meetings I usually attend.
- I have hired a Lateral Officer with a start date of July 1st.
- The legislature did not pass or concur with the "Blake fix bill", SB 5536. The legislature may call for a future special session. The bill increases the penalty for knowing possession of a controlled substance or counterfeit substance.
- The "Pursuit policy bill", SB 5352 passed the legislature. The bill lowers the evidentiary threshold required for engaging in a vehicular pursuit by allowing an officer to conduct the vehicular pursuit if the officer has reasonable suspicion that a person in the vehicle has committed or is committing specified criminal offenses.



City of White Salmon Office of Public Works

Weekly report

Week of:	4/20/23-5/3/23
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Division:	Public Works
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Recent Activities

- Digging the hole with our vac truck for PUD so they could set the pole for the EV charging station. Once the pole was set, we compacted and paved the ditch and around the pole and concrete pads for the charging stations. Coburn electric then installed the pedestals. Once some information is sorted out on the administration side the stations are ready to go.
- Used the extra asphalt from paving the charging stations to fill potholes on Church and Tohomish.
- Responded to a sewer backup on Main and used the rodder hose on the Vac truck to clear the blockage.
- Prepared for Well #1 pump replacement by investigating disconnecting power and communication lines to the well and studying demand trends on SCADA to account for the water shortage. Notified the public of water shortage.
- Met with R&W engineering at the Booster Station so they could get the final information to prepare for a new SCADA design. After the visit we received a parts list and we are working on how to procure the parts needed ahead of time due to long lead times (approximately 30 weeks). We are now waiting on the design report.
- Finished the installation of irrigation, plants and river rock at City Hall for the drought resistant planter bed as a great example on how to conserve water. Ethan is working on gathering facts to install an informational sign in the planter bed.
- Met with teachers at the Middle School and gave them a tour of the water treatment plant to prepare for the May 1st field trip.
- The planning department discovered a Right-of-Way violation and notified Public Works. Both parties met with the homeowners to resolve the issue.
- Rapid Ready Mix removed the well head doghouse in preparation for the well pump being replaced and Mather and Sons started the work Monday (April 24th) and plan to be done by the end of the week.
- Received a call from NW Natural Gas who was doing a repair on their lines and discovered two steel lines that appeared to be leaking. After investigating by PW it was determined that the lines were no longer in service.
- Participated in an on-site preconstruction walk through (as well as a Zoom meeting) with North Cascade Excavating and Anderson Perry for the transmission main phase I
- Ryan and Ethan sprayed weeds around town in preparation for spring.

- Ross swept streets for The City of Bingen so they can get ready to chip seal (we will bill Bingen for the equipment and our time)
- Joined a “lunch and learn” Zoom meeting to learn about Public Works Board funding cycles for upcoming projects.
- Reviewed engineering RFQ’s and scoring and made decisions for engineering services.
- Ryan attended the High School Career Day to educate on our trade.
- Received bids for Jewett Paving Project
- Jason and Ross started on building maintenance at the park.
- Met with Basecamp RV owners to discuss sewer.
- Worked with Anderson & Perry to wrap up the final parts of the Water System Plan.
- Met with Klickitat County Public Works about upcoming chip sealing.
- Entire Crew took First Aid and CPR Training.
- Treated wet well at Waubish lift station with chemicals to maintain pump performance.
- Changed oil and lubricated booster pumps at the Booster Pump Station.

New Services

- Meter move 567 Waubish

Issues/Needs

- Mapping GIS. **Coming 2023
- Valve maintenance program. ** GIS coming 2023
- Fire hydrant maintenance program. ** GIS coming 2023
- Water main flushing program.
- Manhole and sewer main maintenance program. **We Flush sewer manholes 2x year
- PRV & Air relief maintenance program. **GIS coming 2023
- Storm drain mapping and maintenance program. **Clean catch basins 2x year
- Asphalt and sidewalk maintenance program. **On going pothole maintenance
- Jewett Blvd Manhole repair or replacement. **Coming 2023
- Los Altos tank cleaning and painting. **Coming 2024
- Reservoirs cleaned and inspected. ** Looking for quotes
- Bucket Truck** waiting for funds to purchase



DEPARTMENT UPDATE

Department: Planning Department
Meeting Date: May 3, 2023
Presented By: Jeff Broderick, Planner

Master Plan Updates

- Shoreline Master Plan (SMP): Although a joint Planning Commission-Department of Ecology-State agency meeting was scheduled to discuss this plan on April 12, there was not a quorum, so a joint meeting will need to be held again and that is scheduled for May 10 at their next regularly scheduled meeting. Although there was not a quorum present, the Watershed Group did give their presentation and no comments were given by any who attended.
- Transportation System Plan (TSP): Joint work session will be held prior to the regular council meeting. This will be an update about the status of the TSP and this will be given by Nelson/Nygaard, the City's consulting firm. This starts at 5:00pm. Late July and into August is the anticipated timeline for reviews, hearings and votes to adopt the TSP.

Housing Action Plan and Code Updates

- Jeff is starting work on writing the housing action plan with completion targeted for early summer.
- Jeff is working with the Mayor on developing a survey about housing/housing issues and met with her about this on April 14 to strategize questions and how to distribute and promote this. The questions are being put into a survey form by an outside consultant.
- The Planning Commission held a work session on April 26 to go over potential code changes. Each commissioner assigned themselves a section of development code to review. At this meeting, Staff listened to ideas about potential code changes and there will be another work session on May 10 to continue this conversation.
- The Planning department is working on a public walking tour to focus on residential land use and housing types. The tour is anticipated to be the week of May 8, with the specific date/time to be determined. The walking tour will be open to all residents.

Planning Updates

- The Planning department is working with the City attorney, the City Administrator, and Applicant on finalizing a development agreement for the Four Oaks subdivision. This is anticipated to be on the May 3 agenda.
- Current planning applications are nearly caught up and current. The City continues to receive new development applications, but staff are staying reasonably current on these.

Short-term Rentals

Thirty eight 2023 renewal letters have been issued. Four renewals are under review. One new STR permit should be issued by the time of the 4/19 meeting.



DEPARTMENT REPORT FINANCE / CLERK

Meeting Date:

May 3, 2023

Presented By:

Stephanie Porter, Clerk Treasurer

Daily Operations / What's Happening:

- **Public Records Request** – 0 request this period
- **Clerk Treasurer Training**
- **Training Utility Clerk**, Troy Rosenburg, to facilitate council agendas and packets, meeting minutes and to have access to all necessary information related to the Clerk side of my duties. Troy is implementing software to help make minute taking more efficient.
- **Budget Amendment**
 - The First Budget Amendment will be brought to council at the May 3 for approval. I anticipate a 2nd budget amendment coming in June.
- **Daily Reconciliation** – on track
- **Monthly reporting and taxes** – Quarterly taxes were filed late for March– penalty was paid. We have requested a waiver of the late fee.
- **Quarterly Taxes** – Completed 04.28.2023
- **Multiple Annual Reports** – Grants, Financial and Populations- **all completed with the exception of the Annual Report**
- **Send Ordinances to Municode for code update.** This is happening each month to hopefully keep our online code up to date.
- **Record Retention** – pulling and scheduling destruction of expired records –**WA State Archive inspected and released records on April 21.** We can move forward with scheduling record destruction with a certified company. In speaking with the archivist, she recommended we have an electronic signature policy in place as many of our complete records have been generated via electronic signature. You will see this policy before you at the May 3 meeting along with a contract approval request for DocuSign electronic services.

New Projects:

- Preparing for the implementation of multiple payroll changes including implementation of the state required Long Term Care Act withholding beginning on July 1, 2023 and payroll .
- 2023 Election – working to notify residents of the upcoming election and open elected official seats as well as the open committee seats. – Posted Election Schedule online for public viewing

Existing Projects Progress:

- Small Work Roster application renewals – ongoing – looking into transitioning to MRSC Small Works Roster Program to alleviate staff time. – MRSC Small Works Roster Program has been activated – The annual fee paid was \$135. – **Due to multiple projects going out to bid using the small works roster, the initiation of this transfer has been delayed in order to not interfere with the current timelines for completion of current projects. We anticipate the ability to transfer to the MRSC roster in July 2023.**



DEPARTMENT REPORT FINANCE / CLERK

- SCADA project funding- Engineering in progress – **Task Order is coming before council May 3. If approved scope will go out to bid.**
- Manhole Replacement – **Approved and being prepared to go out to bid.**
- Garfield Project bid – Bid opening was April 12, 2023 with 7 bidders. Engineer Pioneer Surveying has calculated the lowest responsible bidder. You will see their recommendation at the council on May 3. **We also received notice from TIB that the additional grant funding request was approved. The total increase was \$48,429. At the June budget amendment 2, these fund will go back into our street fund ending balance.**
- Small Works Roster Bid – Both Patton and Jewett Asphalt Projects have been bid and awarded. Both came in under budget. Both projects will receive their notice to proceed once all documents required have been received. Both projects are contracted for construction to be completed by August 31, 2023 with the contracts completed by September 30, 2023.
- SmartGov and Springbrook Software – implementation of the payment transfers from SmartGov to our General Ledger in Springbrook. – Springbrook provided a quote to program the import and export feature to be compatible with SmartGov. The cost is \$4,606 for the programming services. **Will be brought forth at the Budget Amendment #2.**
- Request for Qualifications (RFQ) out for Personal Service Contract – Engineering 2023- **RFQ's have been reviewed and engineering firms selected for all areas but Hydrogeological Engineering. Contract will come at the May 3 meeting.**
- **2022 Annual Report** –Now that 2022 is reconciled, I can begin to run numbers for this report 2022 Annual Report. This report has to go before the budget committee on May 15 and then to the council on May 17 for approval. Once approved, the report must be submitted to the Washington State Auditor no later than May 30, 2023.
- **HR Consultant** – Nichole of It's All a Little Grey has received all necessary policies and procedures – hoping to bring forward a first draft of the revised Personnel Policies in June 2023.

Department Needs:

Electronic Public Record Retention process – Electronic Signature Technology will allow us to gear up for fully paperless in 2024.

Upcoming Trainings:

- Northwest Clerk Institute – Professional Development III – June 18-23, 2023
- ~~Washington Finance Officer Association Conference – Spokane, WA – September 19-22, 2023~~

Updates for the Community / Upcoming Events:

- ✓ Public Hearing for West Klickitat Regional Fire Authority Proposed Plan - May 8, 2023 at 7:00pm
- ✓ Joint Council Meeting with Fire District #3 - May 10, 2023 at 6:00pm
- ✓ Personnel and Finance Committee Meeting – May 15, 2023 at 4:30pm.
- ✓ CityLab Board Meeting – May 23, 2023 at 6:00pm
- ✓ Underwood Conservation District is resuming Tree of Heaven Removal Project – please visit <https://www.ucdwa.org/blog/tree-of-heaven-wears-out-its-welcome> for more information.



City of White Salmon Fire Department/ Building Department

Report April 28, 2023

Responses:

The fire department responded to 13 calls from April 15 to April 28, 3 in the city of White Salmon and 10 mutual/automatic aid to other agencies. 7 calls were medical assistance, 6 calls were fire related, 0 motor vehicle crashes.

Drills:

We drill every Tuesday from 6:30 pm to 8:30 pm. We are accepting applications for volunteers, no experience necessary.

I have been working on the budget and other support for the Regional Fire authority planning committee.

June 30 Washington Survey and ratings bureau will be here for their five-year audit. There are several documents they are requesting for their audit.

Now that the weather is warmer and dryer contractors are being very active and there have been many requests for inspections.

Respectfully submitted.

Bill Hunsaker

Fire Chief/ Building Official