



White Salmon City Council Meeting

A G E N D A

November 06, 2024 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: 852 6056 2301

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/85260562301>

- I. **Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. **Roll Call**
- III. **Changes to the Agenda**
- IV. **Presentations**
 - A. Native American Heritage Month Presentation
 - B. Mayor's Updates
- V. **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.
- VI. **Consent Agenda**
 - [A.](#) Approval of Mayor Appointed Lodging Tax Advisory Committee Members
 - [B.](#) Approval of USDA Outlay #12 Mainline Phase I Project (Retroactive)
 - [C.](#) Resolution 2024-11-609 Declaring Sole Source Provider First Net Communication Services
 - [D.](#) Approval of SCADA Pay Application No 7 - Coburn Electric
 - [E.](#) Approval of Change Order No 5 - Mainline Phase I - NCE (Documents will be provided by 11/5/2024)
 - [F.](#) Approval of Granicus Contract Renewal
 - [G.](#) Approval of Meeting Minutes - October 2, 2024
 - [H.](#) Approval of Meeting Minutes - October 16, 2024
 - I. Approval of Vouchers
- VII. **Public Hearing**
 - [A.](#) **2025 Preliminary Budget Hearing**
 1. Presentation
 2. Public Hearing
- VIII. **Business Items**
 - [A.](#) **PUBLIC HEARING-Resolution 2024-11-608 Approving the 2025 Ad Velorum Tax**
 1. Presentation
 2. Public Hearing
 3. Discussion and Action
 - [B.](#) **Approval of Heritage Tree Ordinance Task Order Amendment No 1-Facet Inc**
 1. Presentation
 2. Discussion
 3. Action
 - [C.](#) **Approval of Task Order for FEMA Flood Map Update-Facet Inc**
 1. Presentation
 2. Discussion
 3. Action
- IX. **Reports and Communications**
 - [A.](#) Department Head Reports
 - B. Council Member and Committee Reports
- X. **Executive Session (if needed)**
- XI. **Adjournment**

File Attachments for Item:

A. Approval of Mayor Appointed Lodging Tax Advisory Committee Members



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, not necessary

Meeting Date:

November 6, 2024

Agenda Item:

Approval of Mayor Committee Appointments

Presented By:

Marla Keethler, Mayor

Action Required:

Review and take action on the proposed committee/board appointments recommended by Mayor Keethler.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Mayor appointment of Elissa Gertler to the Lodging Tax Advisory Committee.

Explanation of Issue:

For the past month we have actively been seeking applicants for the Lodging Tax Advisory Committee after the retirement of 2 members. Elissa is a STR owner in White Salmon and I believe they will bring good perspective and that the committees will benefit from their membership.

Elissa's application is attached for your review.

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:

There are no Financial Implications

Recommendation of Staff/Committee:

Mayor recommends accepting these Mayoral appointments for their respective committees.

Committee & Board Appointments Application

Citizen boards, committees and commissions are critical to the effective functioning of city government. We appreciate your interest in wishing to serve White Salmon and ask that you complete this brief application. If you wish, please feel free to attach a resume or additional documentation to this application to speak to your prior experience. This application form is considered a public document and is subject to public disclosure.

Email *

[REDACTED]

Name *

First and last name

Elissa Gertler

Mailing Address

[REDACTED]

Physical Residence Address *

[REDACTED]

Phone number *

[REDACTED]

A.

For which Board(s), Committee(s) or Commission(s) would you like to be considered *

- Board of Appeals
- City Lab Board
- Civil Service Commission
- Personnel & Finance Committee
- Planning Commission
- Tree Board
- Lodging Tax Advisory Committee

Education (HS, name and location of college or university, year graduated and degree) *

Rutgers University, B.A. Urban Studies and Planning, 1992

Current Employment (Job Title, Employer)

Housing Manager, Clatsop County, OR

Special reasons for wishing to serve on selected board(s) or committee(s)?

I would be a good member of the lodging tax advisory board. I have owned a short term rental in White Salmon since 2020 and spend several months a year in my house. I love and care very much about supporting the local community and my neighbors. I also have a long career in affordable housing and urban planning, and experience with a wide range of public policy and finance issues. My current work in another community that deals with the effects of tourism (North Oregon Coast) gives me a great deal of insight into the opportunities and benefits of tourism lodging tax as a funding source for community development. I would welcome to opportunity to be of service to the City of White Salmon and contribute positively to this community.

A.

Have you previously served on any advisory boards, committees, or commissions for the city? If *
so, please provide details.

no
.....

Please list any training or experience you have that would be beneficial to serving on the stated
board, committee, or commission.

I am the housing manager for Clatsop County, working to bring affordable housing to the north oregon
coast. I have operated a short term rental in White Salmon for the last four years and have tried to be a
thoughtful, responsible member of the community, and a good neighbor, both when I am in town, and when
managing my rental property. I have worked for Metro, Clackamas County, and Prosper Portland, so have a
great deal of experience in local government. I have experience with tourism lodging tax policy and
stakeholders, from my current work in Clatsop County, as well as my previous work at Metro and Clackamas
County.
.....

Are you able to attend board meetings during the day or evenings M-F? If no, please explain. *

I can attend meetings anytime by Zoom, but need to schedule in advance when in person.
.....

To send additional information:

Please email any resumes or additional information you would like included with your application to:
mayor@ci.white-salmon.wa.us and include your name in the subject line. Thank you!

You application will be placed with others interested in serving on the same board, committee or *
commission. When a vacancy occurs on the board, committee, or commission in which you
have indicated an interest, the Mayor may desire to conduct an interview. We will retain your
application for 3 years from the date it was received. Please check the box below to confirm
acknowledgement of these terms.

I acknowledge.

A.

Google Forms

File Attachments for Item:

B. Approval of USDA Outlay #12 Mainline Phase I Project (Retroactive)



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

November 6, 2024

Agenda Item:

Retroactive approval of USDA Outlay Report #12

Transmission Main Phase 1

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required:

Retroactive approval of USDA Outlay Report #12 Transmission Main Phase 1.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve USDA Outlay Report #12 for Transmission Main Phase 1.

Explanation:

The Outlay report provided included the Reimbursement of NCE payment No 12 (approved by council on 10.16.2024).

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

This project is funded through USDA loan, USDA grants and PWB loan.

Recommendation of Staff/Committee:

Staff recommends approval of USDA Outlay Report #12 for Transmission Main Phase 1.



October 29, 2024

City of White Salmon
Attn: Marla Keethler
PO Box 2139
White Salmon, WA 98672

Subject: Outlay Report 12 for the Transmission Main Replacement Phase 1.

Dear Marla Keethler,

This letter is to advise you that USDA-Rural Development has reviewed the outlay report #12. Rural Development has concurred with the reimbursement request as submitted in the amount of \$99,915.10. USDA concurs with the expenditure of \$99,915.10 for North Cascade Excavating, LLC., Construction Costs with included sales tax. USDA concurs with PWTF funding in the amount of \$99,915.10. Funds not to exceed \$99,915.10.

If you have questions or need additional information, I can be reached at (509) 367-8559.

Sincerely,

**PRINCESS
GAY**

Digitally signed by
PRINCESS GAY
Date: 2024.10.29
17:22:08 -07'00'

Princess Gay
Community Programs Specialist

Rural Development • Washington State Office
1606 Perry Street, Suite D • Yakima, WA 98942
Voice (509)454-5740 • Fax (855) 847-5491

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program_intake@usda.gov.

B.

OUT LAY REPORT AND REQUEST FOR REIMBURSEMENT									
Draw Request Number:	City of White Salmon			Transmission Main		USDA Rural Development			
	Initial Budget	Current Budget	Previous Paid to Date	#12	Paid to Date				
#12									
<i>Misc. Soft Costs</i>									
Legal and Admin	40,000.00	40,000.00	1,308.50		1,308.50		38,691.50	3.27%	
Interim interest	80,000.00	80,000.00	34,090.44		34,090.44		45,909.56	42.61%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
<i>Engineering/Architectural</i>									
Engineering - design								0.00%	
Engineering - basic	240,000.00	385,000.00	302,998.44		302,998.44		82,001.56	78.70%	
Engineerin - inspection	130,000.00	223,000.00	207,271.39		207,271.39		15,728.61	92.95%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
<i>Construction w/ sales tax</i>									
N. Cascade LLC w/ sales tax	3,607,259.26	3,631,660.39	3,049,108.81	99,915.10	3,149,023.91		482,636.48	86.71%	
								0.00%	
Contractor/Contract#								0.00%	
Contractor/Contract#								0.00%	
Contractor/Contract#								0.00%	
Contractor/Contract#								0.00%	
Contingency (10% New or 15% Retain)	1,240,341.00	977,939.87					977,939.87		
Contingency as a Percent of Total	23.24%	18.32%							
Total	5,337,600.26	5,337,600.26	3,594,777.58	99,915.10	3,694,692.68		1,642,907.58	69.22%	
PROJECT FUNDING BREAKDOWN									
Applicant contribution	150,500.26	150,500.26	150,500.26		150,500.26			100.00%	
PWTF	1,855,100.00	1,855,100.00	112,277.32	99,915.10	212,192.42		1,642,907.58	11.44%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
								0.00%	
USDA RD Loan 02	2,333,000.00	2,333,000.00	2,333,000.00		2,333,000.00			100.00%	
USDA RD Grant 03	999,000.00	999,000.00	999,000.00		999,000.00			100.00%	
Total	5,337,600.26	5,337,600.26	3,594,777.58	99,915.10	3,694,692.68		1,642,907.58	69.22%	
FUNDS - DIFFERENCE									
Date of Outlay Report	10/29/2024								
APPROVAL AND SIGNATURE SECTION									
Version 3.2 - 12/24/2009									
OWNER'S APPROVAL:									
Digitally signed by: 10/29/2024									
City of White Salmon - Mayor									
DATE									
ENGINEER/ARCHITECT APPROVAL:									
Digitally signed by: 10/29/2024									
Dave Jepsen P.E. A/P.									
DATE									
USDA RURAL DEVELOPMENT									
CONCURRENCE:									
PRINCESS GAY			Digitally signed by PRINCESS GAY						
Princess Gay, CP Spec.			Date: 2024.10.29 17:28:45 -0700						
DATE									

B.



Engineering Surveying Natural Resources Cultural Resources GIS

LETTER OF TRANSMITTAL

TO: City of White Salmon **DATE:** October 10, 2024
ATTN: Stephanie Porter, City Clerk/Treasurer **JOB NO.:** 250-11
P.O. Box 2139 **RE:** White Salmon
White Salmon, Washington 98672 Transmission Main Replacement - Phase I

WE ARE SENDING YOU:

COPIES	DESCRIPTION
1	Application for Payment No. 12

THESE ARE TRANSMITTED AS CHECKED:

- As requested For review and comment _____
- For your use For your files
- For approval For Bids Due _____

REMARKS

Stephanie:

Application for Payment No. 12 includes work on the 16-In. Class 250 Ductile Iron Water Line, block retaining wall installation around air release valve vaults and communication vaults, testing of fiber optic cable installation for Additive Alternate 1, 2, and 3, and assorted appurtenances.

\$50,000 for liquidated damages to cover a portion of additional engineering services expenses resulting required to complete the project has been assessed with this application for payment.

Anderson Perry & Associates, Inc. staff have observed the site work and materials on-hand, were satisfied with the progress of work, and requested payment amount.

Please contact me if you have any questions or comments on this invoice or the project itself.

JP/tb

cc: File No. 250-11-069 (w/encl.)

Signed: 
Jay Peninger

B.

Contractor's Application for Payment

Owner: <u>City of White Salmon</u>	Owner's Project No.: _____
Engineer: <u>Anderson Perry & Associates, Inc.</u>	Engineer's Project No.: <u>250-11</u>
Contractor: <u>North Cascade Excavating, LLC</u>	Contractor's Project No.: _____
Project: <u>Transmission Main Replacement - Phase I</u>	
Contract: _____	
Application No.: <u>12</u>	Application Date: <u>10/9/2024</u>
Application Period: From <u>8/24/2024</u> to <u>9/20/2024</u>	

1. Original Contract Price	\$ 3,607,259.26
2. Net Change by Change Orders	\$ 24,401.13
3. Current Contract Price (Line 1 + Line 2)	\$ 3,631,660.39
4. Total Work Completed and Materials Stored to Date	\$ 3,149,023.89
5. <u>Retainage (5%)</u>	\$ (156,039.66)
6. <u>Sales Tax (7.5%)</u>	\$ 234,270.42
7. <u>Liquidated Damages</u>	\$ (50,000.00)
8. Less Previous Payments	\$ 3,049,108.79
9. <u>DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)</u>	\$ 99,915.10

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

(4) Record Drawings and required job photos are up-to-date, accurate, and complete for Work performed;

(5) And certified payroll forms are current and account for all applicable personnel.

Contractor: North Cascade Excavating

Signature: [Signature] **Date:** 10/10/24

<p>Recommended by Engineer</p> <p>By: <u>[Signature]</u></p> <p>Title: <u>Project Manager</u></p> <p>Date: <u>10/10/2024</u></p> <p>Approved by Funding Agency</p> <p>By: <u>PRINCESS GAY</u> Digitally signed by PRINCESS GAY</p> <p>Title: _____</p> <p>Date: <u>2024.10.29 17:25:35 -07'00'</u></p>	<p>Approved by Owner</p> <p>By: <u>[Signature]</u> <small>DocuSigned by: 361DCEFE8E64421...</small></p> <p>Title: <u>Mayor</u></p> <p>Date: <u>10/17/2024</u></p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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B.

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner: City of White Salmon
 Engineer: Anderson Perry & Associates, Inc.
 Contractor: North Cascade Excavating, LLC
 Project: Transmission Main Replacement - Phase I
 Contract: _____

Owner's Project No.: _____
 Engineer's Project No.: 250-11
 Contractor's Project No.: _____

Application No.: 12 Application Period: From 08/24/24 to 09/20/24 Application Date: 10/09/24

A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Original Contract								
			-			-		-
	INCLUDED ON UNIT PRICE SHEET					-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
Original Contract Totals		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

B.

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of White Salmon	Owner's Project No.:	
Engineer:	Anderson Perry & Associates, Inc.	Engineer's Project No.:	250-11
Contractor:	North Cascade Excavating, LLC	Contractor's Project No.:	
Project:	Transmission Main Replacement - Phase I		
Contract:			

Application No.: 12 **Application Period:** From 08/24/24 to 09/20/24 **Application Date:** 10/09/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
1	Mobilization/Demobilization	All Req'd	LS	\$250,000.00	\$250,000.00	75%	187,500.00		187,500.00	75%	\$62,500.00
2	Construction Facilities and Temporary Controls	All Req'd	LS	75,000.00	75,000.00	100%	75,000.00		75,000.00	100%	-
3	Removal and Replacement of Foundation Material	100	CY	40.00	4,000.00	3	120.00		120.00	3%	3,880.00
4	Common Borrow	3,200	CY	12.00	38,400.00	485	5,820.00		5,820.00	15%	32,580.00
5	Rock Excavation	1,600	CY	100.00	160,000.00	272.6	27,260.00		27,260.00	17%	132,740.00
6	Additional Boulder Removal (6-In. Diam. to 1/2 of a CY)	1,100	CY	25.00	27,500.00	849.1	21,227.50		21,227.50	77%	6,272.50
7	Potholing All Connections and Known Utility Crossings	All Req'd	LS	8,500.00	8,500.00	100%	8,500.00		8,500.00	100%	-
8	Water Main Creek Crossing	All Req'd	LS	151,250.00	151,250.00	97%	146,712.50		146,712.50	97%	4,537.50
9	16-In. Ductile Iron Water Line, Class 250	6,130	LF	132.00	809,160.00	6,172	814,704.00	-	814,704.00	101%	(5,544.00)
10	16-In. Ductile Iron Water Line, Class 350	6,070	LF	142.00	861,940.00	6,069	861,798.00		861,798.00	100%	142.00
11	16-In. Restrained Ductile Iron Water Line, Class 250	300	LF	147.00	44,100.00	300	44,100.00		44,100.00	100%	-
12	12-In. Gate Valve 250 psi	2	EA	4,200.00	8,400.00	-	-		-	0%	8,400.00
13	16-In. Butterfly Valve 250 psi	13	EA	7,500.00	97,500.00	14	105,000.00		105,000.00	108%	(7,500.00)
14	Connection to Existing 12-In. Water Line	2	EA	6,000.00	12,000.00	1	6,000.00	-	6,000.00	50%	6,000.00
15	Connection to Existing 16-In. Water Line	2	EA	20,000.00	40,000.00	2	40,000.00		40,000.00	100%	-
16	3-In. Combination Air and Vacuum Valve and Vault	6	EA	26,100.00	156,600.00	7.0	182,700.00	-	182,700.00	117%	(26,100.00)
17	4-In. Combination Air and Vacuum Valve and Vault	1	EA	31,000.00	31,000.00	1.0	31,000.00	-	31,000.00	100%	-
18	2 1/2-In. Flush Mount Blowoff Hydrant and Auxiliary Valve	4	EA	4,800.00	19,200.00	3.00	14,400.00	-	14,400.00	75%	4,800.00
19	Additional Work at Culvert Crossing (1.5-Ft. Separation)	5	EA	925.00	4,625.00	5	4,625.00		4,625.00	100%	-
20	Additional Work at Culvert Crossing (3-Ft. Separation)	22	EA	1,200.00	26,400.00	23	27,600.00		27,600.00	105%	(1,200.00)
21	Locate Wire Access Box	14	EA	600.00	8,400.00	14	8,400.00		8,400.00	100%	-
22	Utility Marker Post	40	EA	110.00	4,400.00	-	-		-	0%	4,400.00
23	Trench Excavation Safety System	All Req'd	LS	12,000.00	12,000.00	100%	12,000.00		12,000.00	100%	-
24	Mulching	1,000	SY	2.50	2,500.00	1,250	3,125.00		3,125.00	125%	(625.00)
25	Gravel Surface Restoration	2,920	CY	35.00	102,200.00	2,076.00	72,660.00		72,660.00	71%	29,540.00
26	Pressure Pipe Flushing, Testing, and Disinfection	All Req'd	LS	25,000.00	25,000.00	100%	25,000.00		25,000.00	100%	-
27	Cap Existing Water Mains	2	EA	1,500.00	3,000.00	2.00	3,000.00		3,000.00	100%	-
28	Control of Water	500	LF	10.00	5,000.00	300	3,000.00		3,000.00	60%	2,000.00
29	Trench Dam	10	EA	900.00	9,000.00	-	-		-	0%	9,000.00
30	Retaining Wall Block	120	CY	500.00	60,000.00	177.00	88,500.00		88,500.00	148%	(28,500.00)
Additive Alternate 1											
A1-1	Electrical Conduit	12,780	LF	8.00	102,240.00	12,780	102,240.00	-	102,240.00	100%	-
A1-2	Communication Vault	17	EA	5,200.00	88,400.00	16	83,200.00	-	83,200.00	94%	5,200.00
A1-3	Gravity Wall	300	SF	39.00	11,700.00	-	-		-	0%	11,700.00
Additive Alternate 2											
A2-1	Electrical Conduit	530	LF	12.50	6,625.00	560	7,000.00		7,000.00	106%	(375.00)
A2-2	Communication Vault	1	EA	5,200.00	5,200.00	1	5,200.00		5,200.00	100%	-
A2-3	Electrical Conduit Testing	All Req'd	LS	4,000.00	4,000.00	100%	4,000.00		4,000.00	100%	-
A2-4	Gravel Surface Restoration	110	CY	35.00	3,850.00	-	-		-	0%	3,850.00

B.

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of White Salmon
 Engineer: Anderson Perry & Associates, Inc.
 Contractor: North Cascade Excavating, LLC
 Project: Transmission Main Replacement - Phase I
 Contract: _____

Owner's Project No.: _____
 Engineer's Project No.: 250-11
 Contractor's Project No.: _____

Application No.: 12 Application Period: From 08/24/24 to 09/20/24 Application Date: 10/09/24

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Additive Alternate 3											
A3-1	Communication Vault Replacing Telephone Ped	4	EA	6,000.00	24,000.00	4	24,000.00		24,000.00	100%	-
A3-2	Testing of Existing Conduit	All Req'd	LS	2,500.00	2,500.00	100%	2,500.00		2,500.00	100%	-
A3-3	Fiber Optic Cable Installation and Testing	All Req'd	LS	45,000.00	45,000.00	100%	45,000.00		45,000.00	100%	-
A3-4	Fiber Optic Cable Termination and Testing	All Req'd	LS	5,000.00	5,000.00	100%	5,000.00		5,000.00	100%	-
					Bid Price Total		\$ 3,355,590.00		\$ 3,097,892.00	92%	\$ 257,698.00

Change Orders											
CO-1											
1-1	Additional Pipe Depth: STA 101+37 to STA 107+61	All Req'd	LS	20,000.00	20,000.00	100%	20,000.00		20,000.00	100%	-
CO-2 (non-taxable)											
2-1	Revised Fitting Restraint Req for Culvert Crossings <i>(*Engineer's Time, non-taxable)</i>	All Req'd	LS	(2,812.50)	(2,812.50)	100%	(2,812.50)		(2,812.50)	100%	-
2-2	Extended Work Shutdown (Informational Only)										
CO-3											
3-1	Additional Contract Time (Informational Only)										
3-2	Block Walla Drain Rock	All Req'd	LS	5,713.63	5,713.63	100%	5,713.63		5,713.63	100%	-
					Change Order Totals		\$ 22,901.13		\$ 22,901.13	100%	\$ -

Original Contract and Change Orders											
					Project Totals		\$ 3,378,491.13		\$ 3,120,793.13	92%	\$ 257,698.00
					*Sales Tax (7.5%)		\$ 253,169.26		\$ 234,270.42		
					Retainage (5%)		\$ (156,039.66)		\$ (156,039.66)		
					Liquidated Damages		\$ (50,000.00)		\$ (50,000.00)		
					TOTAL		\$ 3,631,660.39		\$ 3,149,023.89		

*Sales Tax is manually entered at 7.5% and adding \$210.94 due to error in previous pay app. CO-2 is non-taxable.

B.

Stored Materials Summary

Contractor's Application for Payment

Owner:	City of White Salmon	Owner's Project No.:	
Engineer:	Anderson Perry & Associates, Inc.	Engineer's Project No.:	250-11
Contractor:	North Cascade Excavating, LLC	Contractor's Project No.:	
Project:	Transmission Main Replacement - Phase I		
Contract:			

Application No.: 12 **Application Period:** From 08/24/24 to 09/20/24 **Application Date:** 10/09/24

A Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)	B Supplier Invoice No.	C Submittal No. (with Specification Section No.)	D Description of Materials or Equipment Stored	E Storage Location	F Application No. When Materials Placed in Storage	G, H, I Materials Stored			J, K, L Incorporated in Work			M Materials Remaining in Storage (I-L) (\$)
						G Previous Amount Stored (\$)	H Amount Stored this Period (\$)	I Amount Stored to Date (G+H) (\$)	J Amount Previously Incorporated in the Work (\$)	K Amount Incorporated in the Work this Period (\$)	L Total Amount Incorporated in the Work (J+K) (\$)	
9	on-file	No. 1 (5.2.3)	16-in. DI Pipe	On-site	6	227,502.55	-	227,502.55	227,502.55	-	227,502.55	-
16	on-file	No. 1 (5.2.9)	3-In. Combination Air Vac & Valve	On-site	6	53,977.20	-	53,977.20	53,977.20	-	53,977.20	-
17	on-file	No. 1 (5.2.9)	4-IN. Combination Air Vac & Valve	On-site	6	10,660.73	-	10,660.73	10,660.73	-	10,660.73	-
A1-1	on-file	No. 5 (080543)	Electrical Conduit	On-site	4	15,529.50	-	15,529.50	15,529.50	-	15,529.50	-
A1-2	on-file	No. 5 (080543)	Communication Vault	On-site	6	19,929.00	-	19,929.00	19,929.00	-	19,929.00	-
A3-1			(Ring and Cover)			-	-	-	-	-	-	-
A1-2	on-file	No. 5 (080543)	Communication Vault	On-site	3	4,855.00	-	4,855.00	4,855.00	-	4,855.00	-
A3-1			(Ring and Cover)			-	-	-	-	-	-	-
14	I6732585	No. 3 (5.2.6.B)	Connection to Existing 12-In Water Line	On-site	9	5,844.44	-	5,844.44	5,844.44	-	5,844.44	-
14	I6732578	No. 3 (5.2.3.C)	Connection to Existing 12-In Water Line	On-site	9	1,882.28	-	1,882.28	1,882.28	-	1,882.28	-
14	I6732576	No. 3 (5.2.3.A)	Connection to Existing 12-In Water Line	On-site	9	1,135.88	-	1,135.88	1,135.88	-	1,135.88	-
14	I6732568	No. 3 (5.2.3.B)	Connection to Existing 12-In Water Line	On-site	9	372.90	-	372.90	372.90	-	372.90	-
16	I6716248	No. 1 (5.2.9)	3-In Combination Air and Vacuum Vaule and Vault	On-site	9	1,404.20	-	1,404.20	1,404.20	-	1,404.20	-
16	I6702910	No. 1 (5.2.9)	3-In Combination Air and Vacuum Vaule and Vault	On-site	9	385.62	-	385.62	385.62	-	385.62	-
18	I6700736	No. 2 (5.2.17)	2 1/2-In Flush Mount Blowoff Hydrant and Auxiliary Valve	On-site	9	3,618.04	-	3,618.04	3,618.04	-	3,618.04	-
18	I6700728	No. 2 (5.2.17)	2 1/2-In Flush Mount Blowoff Hydrant and Auxiliary Valve	On-site	9	6,617.76	-	6,617.76	6,617.76	-	6,617.76	-
17	I6700716	No. 1 (5.2.3)	4-In Combination Air and Vacuum Vaule and Vault	On-site	9	2,538.25	-	2,538.25	2,538.25	-	2,538.25	-
16	I6700710	No. 1 (5.2.9)	3-In Combination Air and Vacuum Vaule and Vault	On-site	9	323.85	-	323.85	323.85	-	323.85	-
17	I6695636	No. 1 (5.2.9)	4-In Combination Air and Vacuum Vaule and Vault	On-site	9	355.96	-	355.96	355.96	-	355.96	-
16	62533	No. 2 (5.2.16)	3-In Combination Air and Vacuum Vaule and Vault	On-site	9	7,083.00	-	7,083.00	7,083.00	-	7,083.00	-
17	62533	No. 2 (5.2.16)	4-In Combination Air and Vacuum Vaule and Vault	On-site	9	2,361.00	-	2,361.00	2,361.00	-	2,361.00	-
16	62540	No. 2 (5.2.16)	3-In Combination Air and Vacuum Vaule and Vault	On-site	9	6,672.00	-	6,672.00	6,672.00	-	6,672.00	-
17	62540	No. 2 (5.2.16)	4-In Combination Air and Vacuum Vaule and Vault	On-site	9	2,224.00	-	2,224.00	2,224.00	-	2,224.00	-
Totals						\$ 375,273.16	\$ -	\$ 375,273.16	\$ 375,273.16	\$ -	\$ 375,273.16	\$ -

File Attachments for Item:

C. Resolution 2024-11-609 Declaring Sole Source Provider First Net Communication Services



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, unnecessary

Meeting Date:

November 6, 2024

Agenda Item:

Resolution 2024-11-609 Declaring Sole Source Provider

FirstNet Services

Presented By:

Mike Hepner, Police Department

Action Required:

Approval of Resolution - Use of FirstNet for cell phones and wifi jetpack services.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Resolution for services to be provided by FirstNet.

Background of Issue:

The police department currently has cell phone and wifi jetpack services through Verizon. Due to continued intermittent service issues with Verizon which hinders the officer's duties when mobile, the police department and city hall staff would like to transfer service to FirstNet.

Explanation of Issue:

FirstNet is the only communication platform specifically designed for public safety. FirstNet utilizes Band 14 which is dedicated to public safety, it assures first responders' access to critical communication resources at all times to ensure connectivity and capacity.

FirstNet Services include mobilization of a temporary tower in the instance of services loss which is directly related to the 2024 and 2025 City Council Priorities of increasing emergency preparedness.

FirstNet has no cancellation fees, no activation fees, and 18-month equipment upgrades.

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 purposed 2025 budget contains funding for these services. The FirstNet Services will replace the Verizon Services.

Recommendation of Staff/Committee:

Staff recommend acceptance of changing services to FirstNet provider.

RESOLUTION 2024-11-609

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF WHITE SALMON, WASHINGTON, FINDING THAT
THE MOBILE COMMUNICATION SERVICE NEEDED FOR CITY OPERATIONS
IS CLEARLY AND LEGITIMATELY LIMITED TO A SINGLE SOURCE OF SUPPLY
AND FURTHER FINDING THAT PURSUANT TO RCW 39.04.280 THAT THE
CITY NEED NOT COMPLY WITH THE COMPETITIVE BIDDING
STATUTE FOR SUCH PURPOSE**

WHEREAS, the City provides mobile devices for Police, Public Works and Management staff; and

WHEREAS, consistent and reliable mobile communication services are a priority for all city staff; and

WHEREAS, FirstNet Communications offers the only first responder network in the State of Washington that is guaranteed to function even during emergencies; and

WHEREAS, the city has approved in their 2024 budget funding for city cell phones and mobile internet devices (jetpacks); and

WHEREAS, city staff has done their due diligence to confirm that FirstNet Communications is the sole source provider of necessary emergency first communication services 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.

WHEREAS, it is in the best interest of the City to proceed with the acquisition of such service from the sole vendor.

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

1. The Council hereby declares that there is a single source of supply for the mobile communication services needed for City operations.

C.

2. The Council further declares that compliance with the competitive bidding statute would result in only one vendor submitting a bid which meets the technical requirement needs of the City, to ensure public health and safety.
3. The City of White Salmon is hereby authorized to acquire the mobile communication service by direct negotiation with FirstNet Communication Services.
4. The above-described circumstances are justification for the waiver of bidding requirements under the authority of RCW 39.04.280(1)(a).
5. Pursuant to White Salmon Procurement Policy XVII and RCW 39.04.280(1)(a), the bidding requirement is hereby waived for the contracting of communication services 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 6th day of November, 2024.

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Stephanie Porter, Clerk Treasurer

Shawn MacPherson, City Attorney

FirstNet[®] 101

The most important wireless network in the country

FirstNet is a nationwide, high-speed wireless broadband network and set of specialized, innovative tools, technologies and features specifically built for public safety.

FirstNet is designed for every first responder in the country – career or volunteer; city, state, tribal or federal; and urban, suburban or rural. Think firefighters, EMS personnel, law enforcement, 9-1-1 communicators and emergency managers. FirstNet is also available to a community of users who are critical to supporting an emergency response – including nurses and physicians or utility companies that clear downed power lines and manage gas leaks.

Why was it created?

Public safety is called upon to handle emergencies every single day. They must be ready for the worst with the best tools to help them respond as quickly and safely as possible. But first responders have repeatedly struggled to reliably communicate and coordinate across agencies and jurisdictions.

The tragic events of 9/11 underscored this, making it clear that public safety needed a better way to communicate. So, FirstNet was born to improve public safety communications nationwide.

Making public safety communications a national priority



How does it work?

FirstNet uses AT&T commercial spectrum bands and a special lane of connectivity called Band 14 – nationwide, high-quality spectrum specifically set aside for FirstNet. During an emergency, this band – or lane – can be cleared and locked just for FirstNet subscribers.

Whatever the mission – responding to a routine call, supporting a large event or managing an emergency or disaster – FirstNet gives priority to public safety, so they can connect where and when they need to, to keep us all safer.

Creating a specialized communications highway just for public safety



Why is it unique?

FirstNet is the only communications platform specifically designed with and for public safety based on their direct feedback and needs.

FirstNet is interoperable across agencies. Robust tools and features only found on FirstNet include:

- Always-on, 24-hours-a-day priority and preemption across voice and data for first responders
- Dedicated access to Band 14 spectrum where and when it's needed
- Mission Ready tools – like apps and devices – tested for public safety, plus FirstNet Ready[®] smartphones for first responder agencies
- Access to a dedicated fleet of 150+ portable network assets
- Unparalleled support for public safety's mission
- Government oversight and accountability from the FirstNet Authority

Giving public safety a diverse set of communications capabilities



Why does it matter?

No connection matters more than one that could help save a life. That's why our work to give first responders access to the leading tools that will help them do their important jobs is something we can all feel good about.

Equipping first responders with 24/7 reliable, unthrottled connectivity and an ecosystem of cutting-edge apps, devices and solutions means they can connect to the critical information they need – every day and in every emergency – without worrying about connectivity challenges.

FirstNet is also bringing more reliable communications to rural communities across the country – covering over 2.81M+ square miles nationwide and growing.

Helping public safety achieve their mission as they work to keep us safe



What's AT&T's role?

Serving public safety is our mission

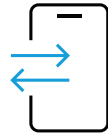
AT&T is the official private partner behind FirstNet.

We are working with the First Responder Network Authority (FirstNet Authority) – an independent government agency – to design, build and evolve FirstNet for the next 20+ years.

By The Numbers

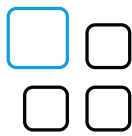
~4.4M+

FirstNet connections



24K+

Public safety agencies and organizations subscribed



200+

apps in the FirstNet App Catalog



560

FirstNet Ready® devices

AMERICA'S PUBLIC SAFETY NETWORK

2.81M+

Square miles of coverage



50K+

Square miles more than commercial networks



150+

Dedicated assets in the FirstNet fleet



30+

ROG the Dog therapy animals

99%+

Band 14 coverage commitment completion



1.2K+

Solutions deployed for public safety in 2022



What are others saying about it?

“FirstNet is spurring innovation that will help save lives, and we are thrilled to see the network continue to grow to reach more communities and responders that serve them across the country,” said Lisa Casias, Acting CEO FirstNet Authority.



FIRSTNET®
Built with AT&T

File Attachments for Item:

D. Approval of SCADA Pay Application No 7 - Coburn Electric



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

11.6.24

Agenda Item:

SCADA Upgrade Project Payment No. 7- Coburn Electric

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Review and approve SCADA Upgrade Project Payment No. 7 to Coburn Electric in the amount not to exceed \$ 19,558.15.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve and approve SCADA Upgrade Project Payment No. 7 to Coburn Electric in the amount not to exceed \$ 19,558.15.

Explanation of Issue:

This application includes payment for labor at the Booster Pump Station and the City Shop, Buck Creek WTP, Well No. 2, Child’s Monitoring, Strawberry Mtn, and Dock Grade time and materials for submittals and meetings and payment for materials on hand.

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

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

DEI & Stakeholder Analysis:

The SCADA Upgrades Project does not have any impact on the City’s equity goals. The other Stake Holders involved would be The City of Bingen, as they purchase water from the City of White Salmon.

Policy & Plan Implications:

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

Recommendation of Staff/Committee:

Staff recommends approving SCADA Upgrade Project Payment No. 7 to Coburn Electric in the amount not to exceed \$ 19,558.15.

D.

APPLICATION FOR PAYMENT NO. 7
CITY OF WHITE SALMON, WASHINGTON
SCADA UPGRADE 2023

TO City of White Salmon, Washington (OWNER)

FROM Coburn Electric, Inc. (CONTRACTOR)

For Work accomplished through the date of: October 22, 2024

1.	Original Contract Price	\$	242,229.12
2.	Net Change by Change Orders and Written Amendments (+/-)	\$	25,305.02
3.	Current Contract Price (1 plus 2)	\$	267,534.14
4.	Total Work Completed and Materials On Hand to Date*	\$	237,600.25
5.	Retainage: 5%	\$	(11,880.02)
6.	Sales Tax: 7.6%	\$	18,381.52
7.	Liquidated Damages	(\$	-)
8.	Less Previous Application for Payments	\$	224,219.70
9.	DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)	\$	19,558.15

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

Accompanying Documentation:

Contractor's Certification:

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

Dated 10/24/24

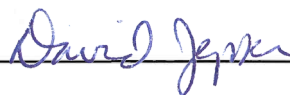
Coburn Electric, Inc.
CONTRACTOR

By: 

Payment of the above AMOUNT DUE THIS APPLICATION is recommended

Dated 10/24/2024

Anderson Perry & Associates, Inc.
ENGINEER

By: 

APPROVED by Owner:

City of White Salmon, Washington
OWNER

Dated _____

By: _____

Title: _____

D.

**APPLICATION FOR PAYMENT NO. 7
CITY OF WHITE SALMON, WASHINGTON
SCADA UPGRADE 2023**

Date: October 24, 2024

Page 2 of 3

FROM: Coburn Electric, Inc.

TO: City of White Salmon, Washington

Date of Completion (FINAL)		Contract Amount		Date of Estimate	
Original: September 27, 2024		Original Amount of Contract: \$ 242,229.12		From: September 26, 2024	
Revised: November 29, 2024		Change Orders: (+ or -) \$ 25,305.02		To: October 22, 2024	
On Schedule: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Current Contract Amount \$ 267,534.14			

Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
<i>Base Bid</i>										
1	Booster Pump Station									
	Labor	All Req'd	LS	\$21,000.00	90%	\$18,900.00	5%	\$1,050.00	95%	\$19,950.00
	Materials	All Req'd	LS	48,000.00	100%	48,000.00	0%	0.00	100%	48,000.00
2	City Shop									
	Labor	All Req'd	LS	38,000.00	95%	36,100.00	0%	0.00	95%	36,100.00
	Materials	All Req'd	LS	26,400.00	85%	22,440.00	15%	3,960.00	100%	26,400.00
3	Buck Creek WTP									
	Labor	All Req'd	LS	4,920.00	100%	4,920.00	0%	0.00	100%	4,920.00
	Materials	All Req'd	LS	3,400.00	100%	3,400.00	0%	0.00	100%	3,400.00
4	Buck Creek Monitoring Station									
	Labor	All Req'd	LS	3,400.00	100%	3,400.00	0%	0.00	100%	3,400.00
	Materials	All Req'd	LS	355.00	100%	355.00	0%	0.00	100%	355.00
5	Well No. 2									
	Labor	All Req'd	LS	4,350.00	90%	3,915.00	0%	0.00	90%	3,915.00
	Materials	All Req'd	LS	800.00	100%	800.00	0%	0.00	100%	800.00
6	Childs Monitoring Station									
	Labor	All Req'd	LS	2,145.00	90%	1,930.50	5%	107.25	95%	2,037.75
	Materials	All Req'd	LS	355.00	100%	355.00	0%	0.00	100%	355.00
7	Spring Street Reservoir									
	Labor	All Req'd	LS	2,500.00	100%	2,500.00	0%	0.00	100%	2,500.00
	Materials	All Req'd	LS	6,600.00	100%	6,600.00	0%	0.00	100%	6,600.00
8	Los Altos									
	Labor	All Req'd	LS	3,250.00	90%	2,925.00	0%	0.00	90%	2,925.00
	Materials	All Req'd	LS	6,250.00	100%	6,250.00	0%	0.00	100%	6,250.00
9	Strawberry Mountain									
	Labor	All Req'd	LS	3,250.00	0%	0.00	80%	2,600.00	80%	2,600.00
	Materials	All Req'd	LS	6,550.00	0%	0.00	100%	6,550.00	100%	6,550.00
10	Dock Grade									
	Labor	All Req'd	LS	2,150.00	90%	1,935.00	5%	107.50	95%	2,042.50
	Materials	All Req'd	LS	6,250.00	100%	6,250.00	0%	0.00	100%	6,250.00

D.

**APPLICATION FOR PAYMENT NO. 7
CITY OF WHITE SALMON, WASHINGTON
SCADA UPGRADE 2023**

Date: October 24, 2024

Page 3 of 3

Item No.	CONTRACT ITEMS Description	BID PRICES			PREVIOUS		THIS PERIOD		TOTAL TO DATE	
		Qty.	Unit	Unit Price	Qty.	Amount	Qty.	Amount	Qty.	Amount
11	HWY 14 Bingen Intertie									
	Labor	All Req'd	LS	3,250.00	100%	3,250.00	0%	0.00	100%	3,250.00
	Materials	All Req'd	LS	6,250.00	100%	6,250.00	0%	0.00	100%	6,250.00
12	Heritage Plaza Lift Station									
	Labor	All Req'd	LS	3,900.00	0%	0.00	50%	1,950.00	50%	1,950.00
	Materials	All Req'd	LS	6,900.00	0%	0.00	100%	6,900.00	100%	6,900.00
13	Waubish Lift Station									
	Labor	All Req'd	LS	3,300.00	100%	3,300.00	0%	0.00	100%	3,300.00
	Materials	All Req'd	LS	7,100.00	100%	7,100.00	0%	0.00	100%	7,100.00
14	Meetings and Submittals									
	Labor	All Req'd	LS	3,750.00	80%	3,000.00	0%	0.00	80%	3,000.00
	Materials	All Req'd	LS	2,000.00	100%	2,000.00	0%	0.00	100%	2,000.00
Base Bid Total						\$ 195,875.50		\$ 23,224.75		\$ 219,100.25
Change Orders:		Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
Change Order No. 1					Qty.	Amount	Qty.	Amount	Qty.	Amount
1-1 Operator Interface Terminals x3		All Req'd	LS	\$12,600.00	66%	\$8,316.00	14%	\$1,764.00	80%	\$10,080.00
Change Order No. 2										
2-1 SCADA Software Upgrade/Integration		All Req'd	LS	8,420.00	100%	8,420.00	0%	0.00	100%	8,420.00
2-2 Additional pH Monitoring, Buck Creek WTP		All Req'd	LS	2,500.00	0%	0.00	0%	0.00	0%	0.00
Total All Change Orders						\$ 16,736.00		\$ 1,764.00		\$ 18,500.00
Materials on Hand:		Qty.	Unit	Unit Price	PREVIOUS		THIS PERIOD		TOTAL TO DATE	
See attached Materials on Hand worksheet					Qty.	Amount	Qty.	Amount	Qty.	Amount
Base Bid Items - App4Pay 1		All Req'd	LS	\$56,051.70	7.6865465%	\$4,308.44	-7.686547%	(\$4,308.44)	0.0000%	\$0.00
1-1 Panel View Plus 7		All Req'd	LS	4,853.34	33.3334%	1,617.78	-33.333400%	(1,617.78)	0.0000%	0.00
Total Materials on Hand						\$ 5,926.22		\$ (5,926.22)		\$ 0.00
TOTAL WORK COMPLETED AND MATERIALS ON HAND						\$ 218,537.72		\$ 19,062.53		\$ 237,600.25
SUMMARY										
					PREVIOUS	THIS PERIOD	TOTAL TO DATE			
1. Amount Earned					\$ 218,537.72	\$ 19,062.53	\$ 237,600.25			
2. Amount Retained (5%)					\$ (10,926.89)	\$ (953.13)	\$ (11,880.02)			
3. Total Sales Tax (7.6%, see line 5)					\$ 16,932.77	\$ 1,448.75	\$ 18,381.52			
4. Liquidated Damages					\$ 0.00	\$ 0.00	\$ 0.00			
5. Sales Tax Correction (App4Pay No. 1 @ 8.1% instead of 7.6%)					\$ (323.90)	\$ 0.00	\$ (323.90)			
Amount Due for Payment					\$ 224,219.70	\$ 19,558.15	\$ 243,777.85			
Amount Due for Payment this Estimate						\$ 19,558.15				
Estimated % Job Completed:					96%					

Supplier	Order/Invoice No.	Product	No.	Unit Cost	Total Cost	Invoice Cost	Station
Base Bid - App4Pay 1							
North Coast	S013277191.001	RSLogix 500 Pro	1	\$ 8,934.51	\$ 8,934.51	\$ 8,934.51	BPS
North Coast	S013277191.003	RSLogix 500 Pro	1	\$ 8,934.51	\$ 8,934.51	\$ 8,934.51	City Shop
Automation Direct	16217371	Rhino Select PSP series	3	\$ 179.00	\$ 537.00		BPS / Spring St. Res./ Waubish Lift
		Eaton Miniature CB	3	\$ 20.00	\$ 60.00		BPS / Spring St. Res./ Waubish Lift
		DINector screw terminal block	2	\$ 89.00	\$ 178.00		BPS / Spring St. Res./ Waubish Lift
		Automation Direct control relay	34	\$ 5.25	\$ 178.50		BPS/ Heritage Plaza/ Waubish
		Automation Direct relay socket	34	\$ 4.50	\$ 153.00		BPS/ Heritage Plaza/ Waubish
		DINector single level terminal blk	3	\$ 74.00	\$ 222.00		BPS/ Strawberry Mtn.
		DINector DIN rail	1	\$ 56.00	\$ 56.00		BPS/ Spring St./ Strawberry Mtn.
		STRIDE Ethernet switch	6	\$ 249.00	\$ 1,494.00		BPS/ Shop/WTP/MS/ Well 2/ Childs
		ProSense Signal Conditioner	2	\$ 238.00	\$ 476.00		Waubish
		Bussman fuse, MDA series, 2A	2	\$ 24.50	\$ 49.00		BPS/ Spring/ Waubish
		Bussman fuse, MDA series, 5A	1	\$ 16.00	\$ 16.00		BPS/ Spring/ Waubish
		DINector terminal block jumper	1	\$ 29.50	\$ 29.50		BPS/ Spring/ Strawberry
		DINector screw down end bracket	1	\$ 31.50	\$ 31.50		BPS/ Spring/ Strawberry
		DINector terminal block end cover	1	\$ 14.50	\$ 14.50	\$ 3,495.00	BPS/ Spring/ Strawberry
Inductive Automation	1316227	Ignition Custom Package 8.1	2	\$ 11,380.00	\$ 22,760.00		BPS/City S
		BasicCare Support Plan	1	\$ 3,641.60	\$ 3,641.60	\$ 26,401.60	BPS
Broadcom	1616001037160	VMware Workstation 17 Pro	2	\$ 498.00	\$ 996.00	\$ 996.00	BPS/City S
Dell Technologies	838313862	Wireless Keyboard & Mouse	2	\$ 74.37	\$ 148.74	\$ 148.74	BPS/City S
Dell Technologies	838313870	Dell 27 Monitor	2	\$ 159.99	\$ 319.98	\$ 319.98	BPS/City S
Dell Technologies	838313888	Tripp Lite Display Port	2	\$ 20.69	\$ 41.38	\$ 41.38	BPS/City S
Dell Technologies	838313896	Precision 5820 Tower	2	\$ 3,201	\$ 6,402.32		BPS/City S
		ProSupport, 3 years	2	\$ 69.16	\$ 138.32		BPS/City S
		McAfee Business Protect, 3 yrs	2	\$ 119.67	\$ 239.34	\$ 6,779.98	BPS/City S
				Subtotal	\$ 56,051.70	\$ 56,051.70	
Base Bid App4Pay 2							
North Coast	S013277462.001	Compact 500 DC Input	4	\$ 293.88	\$ 1,175.52		BPS
		CompactLogix 3MB	1	\$ 5,974.58	\$ 5,974.58		BPS
		Compact 5000 Relay	3	\$ 786.11	\$ 2,358.33		BPS
		Compact 5000 Analog In	3	\$ 973.66	\$ 2,920.98		BPS
		Compact 5000 Analog Out	1	\$ 1,723.97	\$ 1,723.97		BPS
		Screw Compact 5000 S	1	\$ 37.77	\$ 37.77		BPS
		Screw Compact 5000 1	11	\$ 69.05	\$ 759.55		BPS
		MicroLogix 16 Point D	1	\$ 264.01	\$ 264.01		Heritage Plaza LS
		MicroLogix Cable	1	\$ 66.63	\$ 66.63		Heritage Plaza LS
				Subtotal	\$ 15,281.34		
Change Order No. 1							
North Coast	S013277463.001	PanelView Plus 7	3	\$ 1,617.78	\$ 4,853.34	\$ 4,853.34	
				Change Order Total	\$ 4,853.34	\$ 4,853.34	
Change Order No. 2							
Inductive Automation	1325807	Perspective Module (Limited)	1	\$ 8,420.00	\$ 8,420.00	\$ 21,239.60	Other invoice cost is the Contractor's
				Change Order Total	\$ 8,420.00		

No.	Contract Item	App4Pay 1 Material	App4Pay 2 Material	App4Pay 3 Material	App4Pay 4 Material	App4Pay 5 Material	App4Pay 6 Material	App4Pay 7 Material	Percent Remaining
Base Bid									
1	Booster Pump Station	\$ 28,850.79	\$ 14,950.70		\$ (35,041.19)		\$ (8,760.30)		\$ (0.00)
2	City Shop	\$ 24,706.55			\$ (21,000.57)			\$ (3,705.98)	\$ 0.00
3	Buck Creek WTP	\$ 249.00					\$ (249.00)		\$ -
4	Buck Creek Monitoring	\$ 249.00			\$ (249.00)				\$ -
5	Well 2	\$ 249.00				\$ (249.00)			\$ -
6	Childs Monitoring	\$ 249.00				\$ (249.00)			\$ -
7	Spring Street Res	\$ 294.14					\$ (294.14)		\$ -
8	Los Altos	\$ -							\$ -
9	Strawberry Mtn.	\$ 154.82						\$ (154.82)	\$ -
10	Dock Grade	\$ -							\$ -
11	Hwy 14 Bingen Intertie	\$ -							\$ -
12	Heritage Plaza Lift Station	\$ 117.00	\$ 330.64					\$ (447.64)	\$ -
13	Waubish Lift Station	\$ 932.40					\$ (932.40)		\$ -
14	Meetings & Submittals	\$ -							\$ -
Base Bid Total		\$ 56,051.70	\$ 15,281.34	\$ -	\$ (56,290.76)	\$ (498.00)	\$ (10,235.84)	\$ (4,308.44)	\$ 0.00
							\$ 4,308.44		
Change Order No. 1									
	Buck Creek WTP	\$ 1,617.78					\$ (1,617.78)		\$ -
	Buck Creek MS	\$ 1,617.78			\$ (1,617.78)				\$ -
	Heritage Plaza Lift Station	\$ 1,617.78						\$ (1,617.78)	\$ -
Change Order No. 1 Total		\$ 4,853.34	\$ -	\$ -	\$ (1,617.78)	\$ -	\$ (1,617.78)	\$ (1,617.78)	\$ -
Change Order No. 2									
	Subtotal	\$ 60,905.04	\$ 15,281.34	\$ 8,420.00	\$ (8,420.00)	\$ -	\$ -	\$ (5,926.22)	\$ -
	Total	\$ 60,905.04	\$ 76,186.38	\$ 84,606.38	\$ 18,277.84	\$ 17,779.84	\$ 5,926.22	\$ 0.00	\$ 0.00

File Attachments for Item:

E. Approval of Change Order No 5 - Mainline Phase I - NCE (Documents will be provided by 11/5/2024)



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, Not Necessary

Meeting Date:

11.6.24

Agenda Item:

Change Order No. 5- Transmission Main Phase 1- North Cascade Excavating.

Presented By:

Andrew Dirks, Public Works Director

Action Required:

Review and approval Change order Number 5 for the Transmission Main Phase 1 with North Cascade Excavating. This is a reconciliation change order decreasing the contract price in the amount of \$198,440.16 including tax.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Change Order Number 5 for the Transmission Main Phase 1 with North Cascade Excavating reducing the total contract price in the amount of \$198,440.16 including tax.

Background of Issue:

Actual quantities installed were different than bid quantities for the Bid Option A, Ductile Iron Pipe and Additive Alternates Nos 1-3. The cost difference for each contract item was calculated from the product of the difference between the actual and bid quantities, and the bid unit price. The cost difference for each contract item, including tax, represents the contract adjustment amount. This change only represents an accounting step to reconcile the actual and Contract Price at the end of the project.

Reconciliation is needed to adjust the actual contract amount to the total amount paid. A summary of the reconciled quantities and the change in contract price is given in Attachment B. A brief explanation of significant differences (over \$5,000) between bid and actual quantities for Bid Option A, Ductile Iron Pipe and Additive Alternates Nos. 1-3 is provided below.

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 is a reduction in contract price in the amount of \$198,440.16 including tax.

DEI & Stakeholder Analysis:

Upgrades to City owned infrastructure impact all those serviced by the CWS water system through rates and water quality.

Policy & Plan Implications:

Mention in the WSP and CFIP

Recommendation of Staff/Committee:

Staff recommends approval Change order Number 5 for the Transmission Main Phase 1 with North Cascade Excavating

CHANGE ORDER NO. 5

Owner: City of White Salmon, Washington Owner's Project No.:
 Engineer: Anderson Perry & Associates, Inc. Engineer's Project No.: 250-11
 Contractor: North Cascade Excavation, LLC Contractor's Project No.:
 Project: Transmission Main Replacement - Phase I
 Contract Name:
 Date Issued: November 4, 2024 Effective Date of Change Order: November 4, 2024

The Contract is modified as follows upon execution of this Change Order:

Description:

See Attachment A to Change Order No. 5

Attachments:

Attachment A to Change Order No. 5

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 3,607,259.26	Original Contract Times: Substantial Completion: 250 calendar days Ready for final payment: 280 calendar days
Increase from previously approved Change Orders No. 1, 2, 3, & 4: \$ 32,431.38	Increase from previously approved Change Orders No.1,2,3,& 4: Substantial Completion: 21 calendar days Ready for final payment: 21 calendar days
Contract Price prior to this Change Order: \$ 3,639,690.64	Contract Times prior to this Change Order: Substantial Completion: 271 calendar days Ready for final payment: 301 calendar days
Decrease this Change Order: \$ (\$198,902.02)	Increase to this Change Order: Substantial Completion: 0 days Ready for final payment: 0 days
Contract Price incorporating this Change Order: \$ 3,440,788.62	Contract Times with all approved Change Orders: Substantial Completion: 271 calendar days Ready for final payment: 301 calendar days

Recommended by Engineer
 By: David J. Jensen PE
 Title: Senior Engineer
 Date: 11/4/2024

Accepted by Contractor
[Signature]
Member
11/04/2024

Authorized by Owner
 By: _____
 Title: _____
 Date: _____

Approved by Funding Agency

**ATTACHMENT A
CITY OF WHITE SALMON, WASHINGTON
TRANSMISSION MAIN REPLACEMENT PHASE I
CHANGE ORDER NO. 5**

5.1 RECONCILE BID QUANTITIES WITH ACTUAL INSTALLED QUANTITIES

Description of Change: Actual quantities installed were different than bid quantities for the Bid Option A, Ductile Iron Pipe and Additive Alternates Nos 1-3. The cost difference for each contract item was calculated from the product of the difference between the actual and bid quantities, and the bid unit price. The cost difference for each contract item, including tax, represents the contract adjustment amount. This change only represents an accounting step to reconcile the actual and Contract Price at the end of the project.

Justification: Reconciliation is needed to adjust the actual contract amount to the total amount paid. A summary of the reconciled quantities and the change in contract price is given in Attachment B. A brief explanation of significant differences (over \$5,000) between bid and actual quantities for Bid Option A, Ductile Iron Pipe and Additive Alternates Nos. 1-3 is provided below.

Bid Option A – Ductile Iron Pipe

- Bid Item No. 4, Common Borrow – the amount of common borrow needed was less than anticipated.
- Bid Item No. 5, Rock Excavation – the amount of rock excavation required was significantly less than anticipated.
- Bid Item No. 6, Additional Boulder Removal (6-inch Diam to ½ of a Cubic Yard – the amount of boulders encountered was less than anticipated.
- Bid Item No. 9, 16-in Ductile Iron Waterline, Class 250 – the location of the required tie-in connection for the water main was shifted north resulting an additional 42 linear feet of water main to be installed.
- Bid Item No. 12, 12-in Gate Valve 250 psi – these valves were not needed because of the shift of the water main tie-in connection to the north and that this connection was the final one made.
- Bid Item No. 13, Connection to Existing 12-in Water Line – one connection was not needed due to the shift of the water main tie-in connection to the north and this connection was the final connection to be made.
- Bid Item No. 16, 3-in Combination Air and Vacuum Valve – an additional combination air and vacuum valve was needed but not noted in the original bid quantities.
- Bid Item No. 25, Gravel Surface Restoration – less gravel was placed on Buck Creek Road than anticipated; Washington State Department of Natural Resources (DNR) reviewed and accepted the road condition with the amount of gravel placed.
- Bid Item No. 29, Trench Dam – this bid option was not needed or utilized for the Work.
- Bid Item No. 30, Retaining Wall Block – the number of retaining wall blocks installed were greater than anticipated due to 1) site conditions that required more blocks to be installed to protect certain combination air and vacuum valve (ARV) vault at certain locations and 2) the installation of retaining wall blocks around the communication vaults, which was originally to have Gravity Wall blocks (Bid Item No. A1-3, Additive Alternate 1) installed around these vaults when needed. The Contractor proposed and the Owner agreed to the installation of retaining wall blocks for the communication vaults as being a neutral cost change that would provide better protection of the vaults in cases adjacent to higher elevated surfaces.

E.

Additive Alternate 1

- Bid Item A1-2, Communication Vault – the Contractor and Owner agree to eliminate one communication vault at approximately STA 19+29 to avoid additional rock excavation.
- Bid Item A1-3, Gravity Wall – the Contractor proposed, and Owner agreed to the installation of retaining wall block instead of gravity wall around communication vaults. See explanation for Bid Item No. 30, Retaining Wall Block of Bid Option A, Ductile Iron Pipe

Cost/Time: Total decrease in contract price, without sales tax, is (\$184,595.50). With sales tax, the total decrease in the contract price is (\$198,440.16). No additional contract days will be added to the Contract Time for this item.

CHANGE TO THE CONTRACT PRICE: (\$198,440.16) (Decrease)
CHANGE TO THE CONTRACT TIME: Zero (0) Days

5.2 REIMBURSEMENT FOR ADDITIONAL COMPACTION TESTING

Description of Changes: Reimbursement for costs incurred by the Engineer for additional compaction observation portions of the roadway subbase over the water main alignment along Buck Creek Road that was previously observed to “pump” or move under the weight of a loaded truck. The cost for the additional observation was only for the visual compaction deflection testing.

Justification: Based on compaction testing performed by the Engineer’s subconsultant (i.e., Klein & Associates) on August 22, 2024, several locations along the water main alignment road subbase were observed to “pump” when driven over with a loaded truck, which is an indication of insufficient compaction and/or unsuitable material. The areas showing “pumping” were considered defective and the Contractor was performed additional work to correct these areas. Subsequent testing was performed by the Engineer’s subconsultant on September 17, 2024, to confirm that the finished road subbase was compacted to a uniform, non-yielding condition. Observations on September 17th confirmed that the subbase deficiencies had been corrected.

Cost/Time: Total decrease in contract price is (\$461.86), which includes the original subconsultant charges for visual compaction deflection testing and travel mileage (\$419.87) with the Engineer’s markup of 10 percent. Since the Work for this change order was for professional services, sales tax does not apply. No additional contract days will be added to the Contract Time for this item. A copy of the Engineer’s subconsultant invoice (No. 220871) is attached for reference.

CHANGE TO THE CONTRACT PRICE w/o Sales Tax: (\$461.86) (Decrease)
CHANGE TO THE CONTRACT TIME: Zero (0) Days

SUMMARY OF CHANGE ORDER NO. 5

Change Order Description	Change In Contract	
	Time, days	Price, \$
5.1 – Reconcile Bid Quantities with Actual Installed Quantities	0	(184,595.50)
5.2 – Reimbursement for Additional Compaction Testing (not sales tax eligible)	0	(461.86)
Subtotal	0	(185,057.36)
Sales Tax @7.5% (5.1 only)	N/A	(13,844.66)
TOTAL	0	(198,902.02)

ATTACHMENT B - CHANGE ORDER NO. 5-1

CITY OF WHITE SALMON, WASHINGTON - TRANSMISSION MAIN REPLACEMENT PHASE I PROJECT

COMPARISON OF ACTUAL VERSUS BID ITEMS (BID OPTION A - DUCTILE IRON PIPE, AND ADDITIVE ALTERNATES 1, 2, AND 3)

Item No.	CONTRACT ITEMS Description	Unit	BID PRICES		ACTUAL		DIFFERENCE	
			Qty.	Unit Price	Qty.	Amount	Qty	Amount
Bid Option A - Ductile Iron Pipe								
1	Mobilization/Demobilization	LS	All Req'd	\$ 250,000.00	100%	\$ 250,000.00	0	\$ -
2	Construction Facilities and Temporary Controls	LS	All Req'd	\$ 75,000.00	100%	\$ 75,000.00	0	\$ -
3	Removal and Replacement of Foundation Material	CY	100	\$ 40.00	3	\$ 120.00	-97	\$ (3,880.00)
4	Common Borrow	CY	3,200	\$ 12.00	485	\$ 5,820.00	-2715	\$ (32,580.00)
5	Rock Excavation	CY	1,600	\$ 100.00	272.6	\$ 27,260.00	-1327.4	\$ (132,740.00)
6	Additional Boulder Removal (6-In. Diam. to 1/2 of a Cubic Yard)	CY	1,100	\$ 25.00	849.1	\$ 21,227.50	-250.9	\$ (6,272.50)
7	Potholing All Connections and Known Utility	LS	All Req'd	\$ 8,500.00	100%	\$ 8,500.00	0	\$ -
8	Water Main Creek Crossing	LS	All Req'd	\$ 151,250.00	100%	\$ 151,250.00	0	\$ -
9	16-In. Ductile Iron Water Line, Class 250	LF	6,130	\$ 132.00	6,172	\$ 814,704.00	42	\$ 5,544.00
10	16-In. Ductile Iron Water Line, Class 350	LF	6,070	\$ 142.00	6,069	\$ 861,798.00	-1	\$ (142.00)
11	16-In. Restrained Ductile Iron Water Line, Class	LF	300	\$ 147.00	300	\$ 44,100.00	0	\$ -
12	12-In. Gate Valve 250 psi	EA	2	\$ 4,200.00	0	\$ -	-2	\$ (8,400.00)
13	16-In. Butterfly Valve 250 psi	EA	13	\$ 7,500.00	14	\$ 105,000.00	1	\$ 7,500.00
14	Connection to Existing 12-In. Water Line	EA	2	\$ 6,000.00	1	\$ 6,000.00	-1	\$ (6,000.00)
15	Connection to Existing 16-In. Water Line	EA	2	\$ 20,000.00	2	\$ 40,000.00	0	\$ -
16	3-In. Combination Air and Vacuum Valve and Vault	EA	6	\$ 26,100.00	7	\$ 182,700.00	1	\$ 26,100.00
17	4-In. Combination Air and Vacuum Valve and Vault	EA	1	\$ 31,000.00	1	\$ 31,000.00	0	\$ -
18	2 1/2-In. Flush Mount Blowoff Hydrant and Auxiliary Valve	EA	4	\$ 4,800.00	3	\$ 14,400.00	-1	\$ (4,800.00)
19	Additional Work at Culvert Crossing (1.5-Ft. Separation)	EA	5	\$ 925.00	5	\$ 4,625.00	0	\$ -
20	Additional Work at Culvert Crossing (3-Ft. Separation)	EA	22	\$ 1,200.00	23	\$ 27,600.00	1	\$ 1,200.00
21	Locate Wire Access Box	EA	14	\$ 600.00	14	\$ 8,400.00	0	\$ -
22	Utility Marker Post	EA	40	\$ 110.00	54	\$ 5,940.00	14	\$ 1,540.00
23	Trench Excavation Safety System	LS	All Req'd	\$ 12,000.00	100%	\$ 12,000.00	0	\$ -
24	Mulching	SY	1,000	\$ 2.50	1,300	\$ 3,250.00	300	\$ 750.00
25	Gravel Surface Restoration	CY	2,920	\$ 35.00	2,076	\$ 72,660.00	-844	\$ (29,540.00)
26	Pressure Pipe Flushing, Testing, and Disinfection	LS	All Req'd	\$ 25,000.00	100%	\$ 25,000.00	0	\$ -
27	Cap Existing Water Mains	EA	2	\$ 1,500.00	2	\$ 3,000.00	0	\$ -
28	Control of Water	LF	500	\$ 10.00	300	\$ 3,000.00	-200	\$ (2,000.00)
29	Trench Dam	EA	10	\$ 900.00	0	\$ -	-10	\$ (9,000.00)
30	Retaining Wall Block	CY	120	\$ 500.00	177	\$ 88,500.00	57	\$ 28,500.00
Bid Option A Total						\$ 2,892,854.50	\$ (164,220.50)	
Item No.	CONTRACT ITEMS Description	Unit	BID PRICES		TOTAL TO DATE		DIFFERENCE	
			Qty.	Unit Price	Qty.	Amount	Qty	Amount
Additive Alternate 1								
A1-1	Electrical Conduit	LF	12,780	\$ 8.00	12,780	\$ 102,240.00	0	\$ -
A1-2	Communication Vault	EA	17	\$ 5,200.00	16	\$ 83,200.00	-1	\$ (5,200.00)
A1-3	Gravity Wall	SF	300	\$ 39.00	0	\$ -	-300	\$ (11,700.00)
Additive Alternate 1 Total						\$ 185,440.00	\$ (16,900.00)	
Additive Alternate 2								
A2-1	Electrical Conduit	LF	530	\$ 12.50	560	\$ 7,000.00	30	\$ 375.00
A2-2	Communication Vault	EA	1	\$ 5,200.00	1	\$ 5,200.00	0	\$ -
A2-3	Electrical Conduit Testing	LS	All Req'd	\$ 4,000.00	100%	\$ 4,000.00	0	\$ -
A2-4	Gravel Surface Restoration	CY	110	\$ 35.00	0	\$ -	-110	\$ (3,850.00)
Additive Alternate 2 Total						\$ 16,200.00	\$ (3,475.00)	
Additive Alternate 3								
A3-1	Communication Vault Replacing Telephone Ped	EA	4	\$ 6,000.00	4	\$ 24,000.00	0	\$ -
A3-2	Testing of Existing Conduit	LS	All Req'd	\$ 2,500.00	100%	\$ 2,500.00	0	\$ -
A3-3	Fiber Optic Cable Installation and Testing	LS	All Req'd	\$ 45,000.00	100%	\$ 45,000.00	0	\$ -
A3-4	Fiber Optic Cable Termination and Testing	LS	All Req'd	\$ 5,000.00	100%	\$ 5,000.00	0	\$ -
Additive Alternate 3 Total						\$ 76,500.00	\$ -	
Additive Alternate Total						\$ 278,140.00	\$ (20,375.00)	



Klein & Associates Inc.

1411 13th Street
Hood River, OR 97031

Anderson Perry & Associates
3818 SW 21st St
Redmond, OR 97756
Jay Peninger

Invoice number 220871
Date 10/16/2024

Project **230314 White Salmon Transmission
Main Replacement**

For professional services through: Oct 16,2024

Compaction Testing

	Hours	Rate	Billed Amount
505 Material Testing- Visual Compaction Deflection Testing	5.50	75.00	412.50
506 Material Testing- Nuclear Compaction Density Testing	2.50	79.00	197.50

Reimbursables

	Units	Rate	Billed Amount
GSA Mileages	11.00	0.67	7.37
Phase subtotal			617.37

Invoice total **617.37**

*Please remit payment to Klein & Associates Inc. Billing Office in Hood River, OR. We also accept Visa, MasterCard & American Express (541) 386-3322
There will be a 3.5% fee when paying by credit card.*



Anderson Perry & Associates
 Project 230314 White Salmon Transmission Main Replacement

Invoice number 220871
 Date 10/16/2024

Invoice Supporting Detail

230314 White Salmon Transmission Main Replacement

Compaction Testing

Phase Status: Active

Billing Cutoff:

Date	Units	Rate	Amount
------	-------	------	--------

Labor WIP Status: Billable

505 Material Testing- Visual Compaction Deflection Testing

Giovani Perez

Billable Time 09/17/2024 5.00 75.00 375.00

Site visit for visual compaction proof roll.

Billable Time 09/18/2024 0.50 75.00 37.50

Filling out report form for Deflection Testing.

Subtotal **5.50 412.50**

506 Material Testing- Nuclear Compaction Density Testing

Giovani Perez

Billable Time 09/26/2024 2.00 79.00 158.00

Site visit for compaction testing. Testing done on failing locations.

Billable Time 09/27/2024 0.50 79.00 39.50

Filling out report form for failing locations.

Subtotal **2.50 197.50**

Labor total **8.00 610.00**

Expense WIP Status: Billable

Expense

GSA 2024 Mileage 09/26/2024 11.00 0.67 7.37

Site visit for compaction testing. Testing done on failing locations.

Subtotal **11.00 7.37**

Expense total **11.00 7.37**

File Attachments for Item:

F. Approval of Granicus Contract Renewal



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, not necessary

Meeting Date:

November 6, 2024

Agenda Item:

Approval of Granicus Contract

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required:

Review and action to approve the Granicus Contract for 2025 (November 29, 2024 – December 31, 2025).

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Granicus Contract Renewal in the amount not to exceed \$11,770.17.

Background of Issue:

Granicus Software provides the oversight of the White Slamon Short Term Rental Program.

Explanation of Issue:

The renewal of this contract is for 13 months. This will allow the renewal to happen at the end of each year rather than November of each year. The amount are prorated to include the additional 13th month of services.

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

The adopted 2024 budget contains the funding for this contract.

Recommendation of Staff/Committee:

Staff recommends approval of the Granicus Contract Renewal in the amount not to exceed \$11,770.17.

Granicus Proposal for White Salmon, WA

ORDER DETAILS

Prepared By: Sophia Rasmussen
Phone:
Email: sophia.rasmussen@granicus.com
Order #: Q-347182
Prepared On: 31 Jul 2024
Expires On: 28 Nov 2024

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date: 28 Nov 2024
Initial Order Term End Date: 31 Dec 2026
Period of Performance: 29 Nov 2024 - 31 Dec 2025

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees					
Solution	Period of Performance	Billing Frequency	Quantity/ Unit	Annual Fee	Prorated Fee
Address Identification	29 Nov 2024 - 31 Dec 2025	Annual	71 Rental Listings	\$3,072.72	\$3,354.04
Compliance Monitoring	29 Nov 2024 - 31 Dec 2025	Annual	71 Rental Units	\$1,535.71	\$1,676.31
Mobile Permitting & Registration	29 Nov 2024 - 31 Dec 2025	Annual	1 Each	\$4,808.58	\$5,248.82
Rental Activity Monitoring Lite	29 Nov 2024 - 31 Dec 2025	Annual	71 Each	\$1,365.94	\$1,491.00
SUBTOTAL:				\$10,782.95	\$11,770.17

FUTURE YEAR PRICING

Solution(s)	Period of Performance
	01 Jan 2026 - 31 Dec 2026
Address Identification	\$3,287.82
Compliance Monitoring	\$1,643.21
Mobile Permitting & Registration	\$5,145.18
Rental Activity Monitoring Lite	\$1,461.56
SUBTOTAL:	\$11,537.77

PRODUCT DESCRIPTIONS

Solution	Description
Address Identification	<p>Ongoing monitoring of 60+ Short Term Rental websites including major platforms Airbnb, VRBO, HomeAway, Booking.com, FlipKey, & Expedia. Our machine learning will deduplicate all known Listings into unique Rental Units, where our identification team will provide owner contact information for further enforcement. This product includes:- Ongoing monitoring of all listings in your jurisdiction</p> <ul style="list-style-type: none"> - Updating listing activity and details every 3-5 days - Screenshot activity of every listing - Deduplication of listings into unique Rental Units - Activity dashboard and map to monitor trends and breakdown of compliance
Compliance Monitoring	<p>Compliance monitoring provides up-to-date information for each identified Rental Unit and its compliance status. We configure your compliance definition specific to your jurisdiction rules and ordinances in order to provide up-to-date compliance status of each identified Rental Unit. Additionally, this product will:- Allow your team to send letters to non-compliant properties 24/7</p> <ul style="list-style-type: none"> - Configure letter templates with your branding and letterhead - Add as many letter sequences as you need for escalation - Monitor properties that become compliant after letter enforcement
Mobile Permitting & Registration	<p>Mobile-enabled online forms and back-end systems for streamlining the registration/licensing/permitting of individual short-term rental hosts. These registration forms and workflows include:- Parcel Number lookup and validation</p> <ul style="list-style-type: none"> - E-Signatures - ACH, Debit, and Credit Payments exclusively powered by Stripe.com - Registration Number & Certificate creation - Document Upload - Renewals - Email confirmation - Admin approval & denial

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-347182 dated 31 Jul 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of White Salmon, WA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-347182 dated 31 Jul 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

White Salmon, WA	
Signature:	
Name:	
Title:	
Date:	

File Attachments for Item:

G. Approval of Meeting Minutes - October 2, 2024



**City of White Salmon City Council Meeting
October 02, 2024
In Person and Via Zoom Teleconference**

Adjournment

Council Members:

- Ben Giant
- Patty Fink
- David Lindley
- Jason Hartmann
- Jim Ransier

Staff Present:

- Andrew Dirks, Public Work Director
- Christopher True, PW Ops Manager
- Kelly Hickock, Assistant City Attorney
- Mike Hepner, Police Chief
- Marla Keethler, Mayor
- Stephanie Porter, Clerk Treasurer
- Shawn Mac Pherson, City Attorney
- Troy Rayburn, City Administrator

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

Mayor Marla Keethler called the meeting to order at 6:00p.m. There were approximately 15 members of the public in attendance in person and via teleconference.

II. Roll Call

III. Changes to the Agenda

IV. Presentations

- A. Hispanic Heritage Month (6:05pm)
- B. Mayor's Update (6:08pm)

V. Public Comment (6:16pm)

- Kate Bennett, White Salmon Resident
- Gabe Gilbert, KC Resident
- Peter Wright, White Salmon Resident

VI. Consent Agenda (6:26pm)

- A. Amendment No 1 Mainline Phase IIA - Anderson Perry
- B. Approval of Change Order No 3 - SCADA Project
- C. Approval of Resolution 2024-10-601 Designating Authorized Agent for FEMA Hazard Mitigation Grant Program
- D. Approval of Emergency Small Works Contract - Columbia St Sewer Line Repair - Gorge Dirt Works
- E. Resolution 2024-10-603 Declaring Surplus Property
- F. Approval of Meeting Minutes-September 18, 2024
- G. Approval of Vouchers

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 2nd day of October 2024.

Type	Date			
Claims	10/2/2024	41752	41791	144,233.36
			Claim Total	144,233.36
Payroll	10/4/2024	EFT	EFT	123,271.12
	10/4/2024	41748	41751	1,276.62
			Payroll Total	124,547.74
Manual Claims	8/5/2024	EFT	EFT	3,046.55
	9/3/2024	EFT	EFT	2,128.19
	9/15/2024	EFT	EFT	120.00
	9/25/2024	EFT	EFT	15,726.55
	9/26/2024	41742	41743	125,909.49
	9/30/2024	41744	41747	100,212.13
	10/5/2024	EFT	EFT	905.31
VOIDED Checks			N/A	0.00
			Manual Claim Total	248,048.22
			Toal Vouchers	516,829.32

Moved by Jason Hartmann. Seconded by David Lindley.

Motion to approve Consent Agenda and vouchers in the amount of \$516,829.32.

CARRIED 5-0.

VII. Business Items

A. Public Hearing-Viewshed Ordinance (6:30pm)

Presentation by Michael Mehaffy, consultant.

Mayor Keethler opened the public hearing at 7:01pm.

In Person Public Comments:

- Hanson Erdel, WS Resident
- Emmit Samson, WS Resident
- Andrew Maclary, WS Resident
- Peter Wright, WS Resident
- Gabe Gilbert, KC Resident
- Kate Bennett, WS Resident

Written Public Comment

- Martini Morris, KC Resident
- Ryan Kivel, WS Resident

Mayor Keethler closed the public hearing at 7:18pm.

Council Discussed.

***Moved by Jason Hartmann. Seconded by David Lindley.
Motion to direct this topic to a joint work session at a time and place to be determined.
Council discussion.
CARRIED 5-0.***

B. 2025 Council Priorities

Presented by Mayor Marla Keethler.

Council Discussed.

2025 Council Priorities

- Implement Housing Action Plan directives to realize increased housing opportunities for residents.
- Increased focus on community resilience, including disaster preparation and mitigation strategies, year-round focused community wildfire education activities and climate resilience.
- Address gaps in resources and opportunities for the city’s youngest residents, to include relocating the Youth Center, clear commitments to supporting expanded childcare access, as well as increased recreation and enrichment opportunities for youth.

***Moved by Jim Ransier. Seconded by Patty Fink.
Motion to approve 2025 Council Priorities as amended.
CARRIED 5-0.***

VII. Reports and Communications

A. Department Heads

B. Council Members

- Patty Fink, Council Member (8:33pm)
- Jim Ransier, Council Member (8:35pm)
- Jason Hartmann, Council Member (8:40pm)
- David Lindley, Council Member (8:42pm)
- Ben Giant, Council Member (8:44pm)

IX. Executive Session

No executive session held.

X. Adjournment

The meeting was adjourned at 8:45p.m.

File Attachments for Item:

H. Approval of Meeting Minutes - October 16, 2024



**City of White Salmon City Council Meeting
October 16, 2024
In Person and Via Zoom Teleconference**

Council Members:

Ben Giant
David Lindley
Jason Hartmann, Mayor Pro Tem
Jim Ransier

Staff Present:

Andrew Dirks, Public Work Director
Mike Hepner, Police Chief
Stephanie Porter, Clerk Treasurer
Shawn MacPherson, City Attorney
Troy Rayburn, City Administrator

- I. **Call to Order, Land Acknowledgement and Presentation of the Flag**
Mayor Pro Tem Jason Hartmann called the meeting to order at 6:00p.m. There were approximately 4 members of the public in attendance in person and via teleconference.
- II. **Roll Call (6:01pm)**
Moved by Ben Giant. Seconded by David Lindley.
Motion to excuse Council Member Patty Fink from the October 16, 2024 Council Meeting.
CARRIED 4-0
- III. **Changes to the Agenda (6:02pm)**
Staff requested the following changes to the agenda.
Amend Consent Agenda Item B. to Approval of NCE application for payment No. 12 with amended proposed motion to read Motion to approve Application for Payment No. 12- NCE- Transmission Main Phase 1.
Remove Business Item B. Approval of WKRFA Lease Agreement
Amend Business Item C to Business Item B. Resolution 2024-10-607 Amending the Grievance Policy
Addition of Business Item C. Approval of Everybody’s Brewing Wastewater Agreement Amendment No 1

Moved by Jim Ransier. Seconded by Ben Giant.
Motion to approve changes to the agenda as presented.
CARRIED 4-0
- IV. **Presentations**
 - A. 2025 O&M Budget Presentation (6:04pm)
 - B. Mayor's Updates(6:27pm)
- V. **Public Comment (6:27pm)**
Lori Zoller, Klickitat County Commissioner
- VI. **Consent Agenda (6:30pm)**
 - A. Approval of Change Order 4 - Mainline Phase I Project - NCE
 - B. Approval of ~~Outlay 12~~ **Outlay 12 Including** NCE Application for payment No. 12

- C. Approval of On-Call Planning Funding
- D. Resolution 2024-10-605 Approval of Shoreline Master Plan
- E. Resolution 2024-10-606 Declaring Emergency Related to Sewer Mainline Failure on Columbia St
- F. Approval of Vouchers

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 16th day of October 2024.

Type	Date			
Claims	10/16/2024	41792	41826	53,453.24
			Claim Total	53,453.24
Payroll	N/A	EFT	EFT	0.00
			Payroll Total	0.00
Manual Claims	10/15/2024	EFT	EFT	120.00
VOIDED Checks			N/A	0.00
			Manual Claim Total	120.00
			Toal Vouchers	53,573.24

Moved by Jim Ransier. Seconded by David Lindley.
Motion to approve Consent Agenda as amended and vouchers in the amount of \$ 53,573.24.
CARRIED 4-0.

VII. Business Items

A. Approval of Washington Street Sewer Main Extension (6:31pm)

Presentation by Andrew Dirks, Public Works Department.
 James Mast, Property Owner reviewed the application.
 Council Discussion.

Moved by Jim Ransier. Seconded by David Lindley.
Motion to approve approval of Washington Street Sewer Main Extension.
CARRIED 4-0.

B. Resolution 2024-10-607 Amending the Grievance Policy

Presentation by Stephanie Porter, Clerk Treasurer.
 Council Discussion.
 Request to reword the policy to waive the need for an adjustment over \$500 to come back to council for approval.

No action. Tabled to the November 6, 2024 meeting.

C. Approval of Everybody Brewing Wastewater Agreement Amendment No 1 (6:55pm)

Presentation by Stephanie Porter, Clerk Treasurer.
 Council Discussion.

***Moved by David Lindley. Seconded by Ben Giant.
Motion to approve Approval of Everybody Brewing Wastewater Agreement Amendment No 1.
CARRIED 4-0.***

- VII. Reports and Communications**
 - A. Department Heads (6:58pm)**
 - B. Council Members**
 - Ben Giant, Council Member
 - Jim Ransier, Council Member
 - David Lindley, Council Member
 - Jason Hartmann, Council Member

- IX. Executive Session**

Executive Session not necessary.

- X. Adjournment**

The meeting was adjourned at 7:02p.m.

File Attachments for Item:

A. 2025 Preliminary Budget Hearing (Line Item Budget available on city website)1.
Presentation2. Public Hearing



2025 Recommended Budget

Budget in Brief

A.



Leadership/Fiscal Policies

2025 Budget



White Salmon City Government

White Salmon Elected Leadership

Mayor	Marla Keethler
Council Position Member #1	Patty Fink
Council Member Position #2	David Lindley
Council Member Position #3	Jason Hartmann
Council Member Position #4	Jim Ransier
Council Member Position #5	Ben Giant

White Salmon Department Heads

City Administrator	Troy Rayburn
Clerk Treasurer	Stephanie Porter
Police Chief	Mike Hepner
Public Works Director	Andrew Dirks

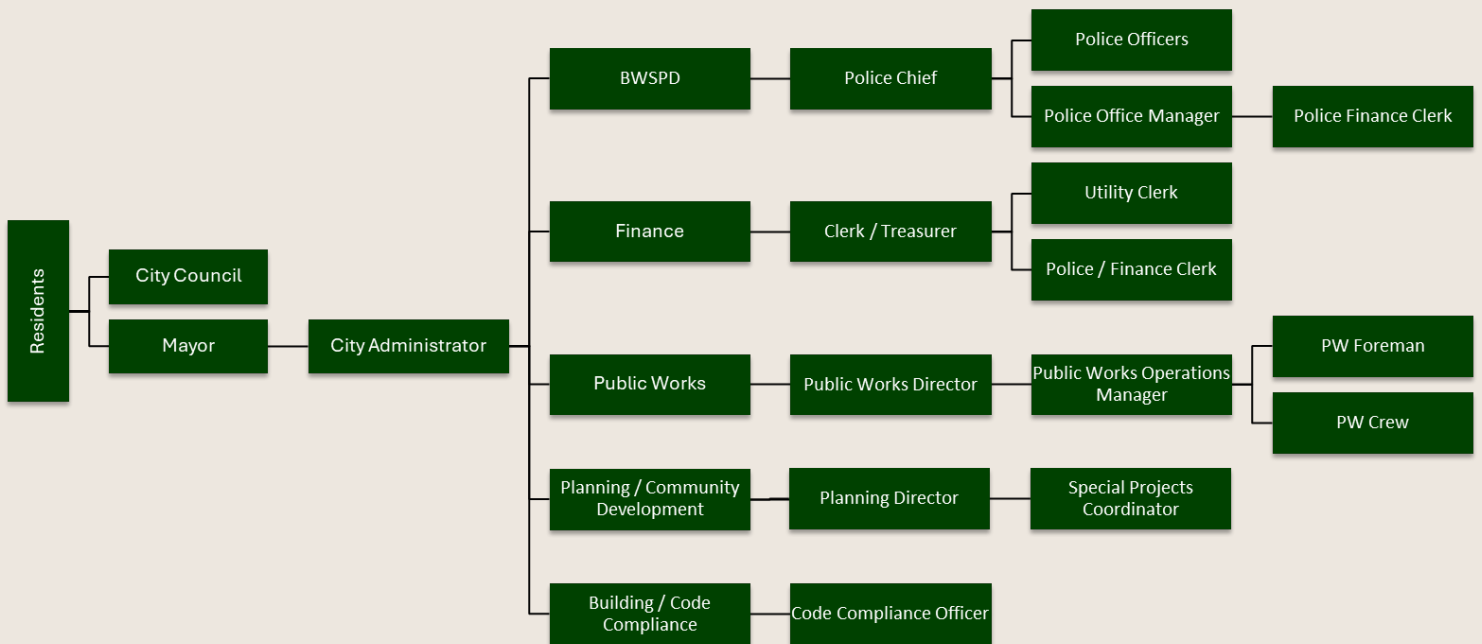
White Salmon City Committees

Personnel and Finance Committee Jason Hartmann, Chair David Lindley Doug Rainbolt Michael Koch	Lodging Tax Advisory Committee Ben Giant Elissa Gertler Tammara Toppel Julie Burgmeier
Community Development Committee Jim Ransier, Chair Ben Giant Charlie Kitchings, WS Art Council	CityLab Board Jim Ransier, Chair Ben Giant Barbara Hayman Steven Woolpert Kate Bennett Alexa Schmidt Christian Olivares
City Operations Committee Jason Hartmann, Chair Patty Fink	
Tree Board David Lindley, Chair Patty Fink Karen Black Jenkins Becky Williams Virginia Hartnett	Board of Appeals Jeff Dellis Ryan Coyner Eric Wilson

2025 Organizational Chart

The City of White Salmon operates under a Mayor-Council form of government, which is the oldest and most common form of government for cities in Washington state. The mayor-council form consists of a mayor elected at-large, who serves as the city's chief administrative officer, and a separately elected at-large council, which serves as the city's legislative body. This separation of powers is based on the traditional federal and state models in the United States.

The Mayor appoints a City Administrator to run the daily operations of the city. The City's administrator is responsible for working with the mayor to carry out the policies and ordinances of the governing council, overseeing the day-to-day operations of the government, and leading the heads of the City's operational departments.



Accounting Policies and Fund Structure

The City of White Salmon was incorporated on June 3, 1907 and operates under the laws of the state of Washington applicable to a class three, non-charter code city with a Mayor-Council form of government. The city is a general purpose local government and provides public safety, fire prevention, street improvement, parks and recreation, water, wastewater collection, and general administrative services.

The city reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

Financial transactions of the government are reported in individual funds. The following fund types are used:

GOVERNMENTAL FUND TYPES

General Fund (001 Current Expense)

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

101 Street Fund

This fund is the operating fund for the management of the city's streets.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

These funds are as follows:

110 Fire Reserve Fund – This fund is used for the purchase of equipment and other capital items associated with and used in the fire department.

112 General Reserve Fund – This fund is used for emergency purposes as determined and approved by the city council. Monies held in this fund are not to be used for recurring costs, general operating costs or planned capital items. The funds may be used for interfund loans provided that the interest rate is a minimum of two percentage points above the Local Government Investment Pool earning rate and the loan must not exceed a payback period of five years, however it is recommended to not exceed 3 years.

GOVERNMENTAL FUND TYPES (CONT.)

115 Emergency Reserve Fund - This fund is reserved for emergency purposes related to wildfire recovery and disaster recovery as determined and approved by Council. It shall not be used for recurring costs, general operating costs or planned capital items.

121 Police Vehicle Reserve Fund – This fund is used for the purchase of vehicles and equipment for use in the police department.

122 Police General Reserve Fund - This fund is used for general use in the police department as determined by the Police Chief.

302 Transportation Improvement Fund - This fund is used for the accounting of Transportation Benefit District sales tax and vehicle licensing fee revenues and transportation related capital project expenditures.

303 Hotel/Motel Taxes– This fund is used for tourism promotion, acquisition of tourism-related facilities, or the operation of tourism-related facilities. Funding comes from a 2% lodging tax.

307 Parks and Recreation Fund – The purpose of this fund is to hold any monies collected by donations, grants, loans, or bonds for the construction of a new pool and any additional park or recreation capital improvement projects identified by council. The funds shall be used for contribution to a new community pool or other park related projects that council deems appropriate.

341 General Public Works Vehicle Replacement Fund - This fund is used for the purchase of vehicles and equipment for use in the public works parks department.

342 Street Public Work Vehicle Replacement Fund - This fund is used for the purchase of vehicles and equipment for use in the public works street department.

CAPITAL PROJECT FUNDS

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

108 Municipal Capital Improvement Fund – This fund receives the restricted revenue from the Real Estate Excise Taxes and may only be used for capital improvements to the city as designated by the city council.

DEBT SERVICE FUNDS

204 LOCAL Bond Debt Repayment Fund - The purpose of this fund is to account for all financial transaction related to the City of White Salmon LOCAL Bonds.

PROPRIETARY (ENTERPRISE) FUND TYPES

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

401 Water – This fund is the operating fund for the city’s water system. All operations and maintenance costs are provided for in this fund. Separate “managerial” funds have been established for capital improvements and debt as provided below.

408 Water Reserve Fund – This fund is used for keeping track of revenues and expenditures for large capital projects.

412 Water Rights Acquisitions Fund - The monies in this fund are used to repay principal and interest related to the debt for acquiring water rights.

413 Water Bond Redemption Fund - This fund is used for repayment of principal and interest related to bonds issued for debt to fund water capital improvements. The city is currently repaying two bonds from this fund: USDA Tohomish Street and USDA Jewett Blvd.

415 Water Bond Reserve Fund – Bond documents require the city to have a water bond reserve fund that establishes a certain level of funding. The purpose of this fund is to have monies available in the case that revenues from the water department are not enough to cover bond payments due.

418 Water Short Lived Asset Reserve Fund – Bond documents require the city to have a water short lived asset reserve fund and those documents establish a certain threshold for monies to be transferred from the water fund. The city may also transfer additional funds to be used for the purchase of short-lived assets when it determines is necessary. For example, the city is currently replacing existing water meters with radio read water meters and has been transferring additional funds each year to cover the costs of these meters.

419 Water Construction Fund - This fund is to pay for construction costs, including construction engineering costs, associated with infrastructure improvement projects funded by Public Works Board Funding and to receipt any loan receipts from Public Works Board Funding.

420 USDA Rural Development – This fund is established per requirements of USDA Rural Development to cover the revenues and expenditures associated with USDA funded capital projects. Future principal and interest payments for the debt incurred for this project will be repaid through the 412 Water Bond Redemption Fund.

428 Water Public Works Vehicle Replacement Fund - This fund shall be used for the purchase of vehicles and equipment for use in the public works water department.

PROPRIETARY (ENTERPRISE) FUND TYPES CONT.

402 Wastewater Fund – This fund is the operating fund for the city’s wastewater system. The city contracts with the City of Bingen for the treatment of wastewater. The costs associated with that contract are included in this fund. Separate “managerial” funds have been established for capital improvements and debt as provided below.

409 Wastewater Reserve Fund - This fund is used for keeping track of revenues and expenditures for large capital projects.

414 Wastewater Redemption Fund - This fund is used for repayment of principal and interest related to bonds issued for debt to fund wastewater capital improvements. The city is repaying one bond from this fund: Berkadia – 1981 Water/Sewer Bonds.

417 Treatment Plant Reserve Fund – This fund holds monies as required by an intergovernmental agreement with the City of Bingen to be used for capital improvements to the City of Bingen wastewater treatment plant or, as agreed upon by the two cities, main transmission lines that transmit wastewater from the City of White Salmon to the City of Bingen.

429 Wastewater Public Works Vehicle Replacement Fund - This fund shall be used for the purchase of vehicles and equipment for use in the public works wastewater department.

FIDUCIARY FUND TYPES

Fiduciary funds account for assets held by the government in a trustee capacity or as an agent on behalf of others.

601 Remittances – These funds are sent to the City of White Salmon from West District Court. The funds belong to the State of Washington and Klickitat County and are the result of charges and fines assessed by West District related to City of White Salmon cases. The funds are transmitted to the State of Washington and Klickitat County in total each month. In addition, the city collects state fees associated with building permits. These fees are also transmitted to the city on a monthly basis.

FINANCIAL POLICIES

The City of White Salmon adopted financial policies in 2012 via Resolution 2012-07-349. These policies are summarized below.

General Budget Policies

The general budget policies provide overall direction to the formulation and management of the city’s budget. These policies also provide direction on fund balances. The policy requires that all operating funds (Current Expense, Street, Water and Wastewater) have a minimum ending fund balance (beginning fund balance) of 10% of its operating expenditures (by fund). In addition, capital improvement funds are required to have a minimum of 15% ending fund balance (beginning fund balance) as related to the originating operating fund.

Revenue Policies

The revenue policies provide direction to the city in maintaining a diversified mix of revenues in order to maintain needed services during periods of declining economic activity and factors to consider when the city’s taxes or charges for services are increased, extended, changed or reduced.

Operating Policies

The operating policies provide that ongoing resources should be equal to or exceed ongoing expenditures. One-time funds, transfers and non-recurring receipts may be applied to reserves or to fund one-time expenditures. They are not to be used for funding ongoing programs.

Purchasing and Expenditure Control

The purchasing and expenditure control policies provide that expenditures should be related to a public purpose and are reasonable in the amount and nature.

Contract Management

The contract management policies provide direction as to when and how contracts should be issued. In addition, the city adopted a Procurement Policy via Resolution 2024-07-597.

General Ledger Accounts

The general ledger accounts policy provides for a petty cash fund and how that fund is restored periodically. In addition, the policy provides for how new revenue and expenditure accounts are authorized.

Debt Policy

Debt policy is established through the city’s adopted financial policies. These policies address a variety of debt that is available to the city including revenue bonds, local improvement district (LID) debt, short-term debt and interim financing, lines of credit, bond anticipation notes, and limitation of indebtedness.

Investment

The investment policy provides direction as how to manage the city’s total cash and investments.

FINANCIAL POLICIES (CONT.)

Intergovernmental Revenues and Relations Policies

The financial policies provide direction related to the receipt of grants from other governmental agencies.

Accounting, Auditing, and Financial Reporting Policies

These policies provide that the city will maintain its accounting records in accordance with state and federal laws and regulations.

Fixed Assets

The financial policies provide direction to the definition of fixed assets and capitalization of those assets.

Financial Planning Policies

The policies provide direction in developing a financial forecast that estimates resources and expenditures for both operational and capital funds.

Overhead Cost Allocation

The financial policies provide direction on how overhead cost allocation is calculated.

A.



Department Narratives

2025 Budget



A.



Administration

2025 Department Narrative

FUNDING SOURCE

- Current Expense Fund


STAFFING

Mayor and City Administrator

DEPARTMENT PURPOSE

Administration: Ensure superior communication with our residents and small businesses and help them navigate various public processes. Lead the city and the community into the future while retaining our thriving village feel as called for in the Comprehensive Plan. Ensure the implementation of adopted council priorities and master plans. Operate the city in an effective and fiscally sound manner.

Human Resources: Provide personnel support including employment advertising, recruitment and hiring, union relations, and various other HR functions. Assist the city and its departments recruit, advertise and, employ individuals who meet qualification requirements. Provide resources for employee questions and information.



CRITICAL GOALS

The Department will achieve the following goals in 2025.

- Implement city council’s agenda and associated goals per its working retreat with specific focus on (1) Housing Action Plan directives, (2) emergency management preparation & mitigation strategies, and (3) gaps in resources & opportunities for youth
- Carry out council approved 2025 budget allocations to accomplish council goals
- Reinforce the big picture goals and objectives through council approved master plans
- Continue to reinforce the city team over individual interests
- Maintain existing good and effective working relationship with the union
- Realize collaborative and mutually beneficial negotiations for 2026-2028 Collective Bargaining Agreements
- Hire and retain qualified employees and consultants
- Annual review of the personnel policies
- Review and update employee evaluation form and process
- Ensure project management oversight will be improved, including ClickUp

MEASURES OF SUCCESS

- There are tangible deliverables achieved on (1) Housing Action Plan work items, (2) emergency management preparation & mitigation strategies, (3) gaps in resources & opportunities for youth.
- Council approved budget allocations are effectively implemented to cover costs of goals per working retreat and progress will be noted via monthly budget reconciliation reports
- A more cohesive and deliberate team approach is evident in staff’s style and approach to their work. This requirement will be part of employee check-ins
- Applicant and customer feedback indicates that staff provides timely and comprehensive information
- Continued feedback from union representative regarding professional relationship between city and the union
- End of year assessment of union negotiations
- Fully staffed (city planner replacement, Public Works maintenance worker replacement, Human Resources consultant replacement, etc.)
- Annual review of personnel policies and human resources consultant’s approval
- Updated evaluation form implemented
- Regular check-ins and assessment of projects and ensure project management / communication tools are used

A.



Finance/Clerk

2025 Department Narrative

FUNDING SOURCE


- Current Expense Fund

STAFFING

Clerk Treasurer, Deputy Clerk, and 50% of the Police/Finance Clerk.

DEPARTMENT PURPOSE

To work with the Mayor and Administrator in development of the Annual Budget, assist in the management of the city council and committees by preparing and posting meeting agendas, collecting and compiling the council and committee agenda packets and producing the minutes of the meetings. Safe guarding all city records and provide Public Record Request responsive records as mandated by RCW 42.56. Tracking of the city’s financial records, including Annual Reporting to the State Auditor Office. Processing and review of accounts payable and receivables. Completing all federal and state required grant and loan reporting and reimbursements as required. Contract management for the creation and execution of all department contracts in alignment with the City Council adopted Procurement Policies. Assists the Mayor and City Council as directed in drafting new and revised policy and codes.

 **CRITICAL GOALS**

The Department will achieve the following goals in 2025.

- Customer Service remains the top priority at City Hall.
- Cross training of all Budget and Clerk mandatory functions.
- Continue transition of Departments budget management to Department Heads.
- File state and federal reports in a timely manner.
- Review and update of the City’s Financial Policies.
- Replace the Council Chamber Laptop and camera system for more efficient zoom participation at Public Meetings.

MEASURES OF SUCCESS

- The general public recognizes the Department as helpful and accessible.
- City Council and the public are better informed and aware of the city’s budget, financial outlook, and progress on funded projects.
- Departments Heads are making decisions within their requested budgets and taking responsibility of managing their operations.

A.



Water

2025 Department Narrative

FUNDING SOURCE

- Water Fund (Water Rates)

STAFFING

Staff support is provided through the Public Works maintenance crew and department management

DEPARTMENT PURPOSE

The purpose of the White Salmon Water Department is to provide clean and sufficient water supply to the community.



CRITICAL GOALS

The Department will achieve the following goals in 2025.

- Provide preventive maintenance to the water system.
- Bid and commence construction of Water Mainline Phase 2A and N Main Booster Pump Station.
- Paint and rebuild cathodic protection at LA Water Reservoir.
- Repair water leaks within reasonable time of discovery / Repair response time depends on severity of leak.
- Water Transmission Phase 2 will start.
- Water North Main Booster Pump Station will start.
- Water Treatment Plant roof project will begin.
- Water Mainline Phase 2D funding is expected to be allocated via Congressional Direct Spending.
- Assist in the implementation and facilitation of the Joint Bingen-White Salmon Water & Sewer Committee.

Measures of Success

- All planned water system improvements listed under critical goals will be regularly reviewed and assessed for completion.
- Public Works crew will be trained in all aspects of the new SCADA system.
- Public Works crew will continue to receive G.I.S. software training and use of I-Pads.
- Cooperative working relationship with the City of Bingen regarding implementation and facilitation of the Joint Bingen-White Salmon Water & Sewer Committee.



Wastewater

2025 Department Narrative

FUNDING SOURCE


- Wastewater Fund (Sewer Rates)

STAFFING

Staff support is provided through the Public Works maintenance crew and department management

DEPARTMENT PURPOSE

The Public Works Department’s wastewater division is responsible for the operations and maintenance of the City’s sewer collection and two sewer pump stations.

 **CRITICAL GOALS**
The Department will achieve the following goals in 2025.

- Continue to plan for and assess maintenance programs RE: the city’s sewer collection system and two sewer pump stations.
- Update city’s wastewater and storm water system plans.
- Assist in the implementation and facilitation of the Joint Bingen-White Salmon Water & Sewer Committee.

MEASURES OF SUCCESS

- Regular revisiting and assessment of maintenance programs to confirm all functions are working properly.
- Completion of wastewater and storm water system plans.
- Cooperative working relationship with the City of Bingen regarding implementation and facilitation of the Joint Bingen-White Salmon Water & Sewer Committee.
- Improved formulas implemented for significant users and specific industries.



Streets

2025 Department Narrative

FUNDING SOURCE

Property Taxes (20%)
Current Expense Fund

STAFFING

Staff support is provided through the Public Works maintenance crew and department management

DEPARTMENT PURPOSE

The Public Works Department is responsible for the operations and maintenance of the City’s physical infrastructure including streets and sidewalks, public right-of-ways, traffic control systems, snow removal, and the maintenance of the city’s vehicle fleet to accomplish the previously mentioned responsibilities.

 **CRITICAL GOALS**
The Department will achieve the following goals in 2025.

- NW Spring Street’s reconstruct will be funded and engineered pending Transportation Improvement Benefit (TIB) funding.
- Chip seal Dock Grade Road pending Transportation Improvement Benefit (TIB) funding.
- Regular maintenance and seasonal maintenance of city streets and public sidewalks.

MEASURES OF SUCCESS

- Confirmation of funding for NW Spring Street reconstruct project.
- Confirmation of funding for Dock Grade chip seal project.
- Consistent or regular assessment of street and sidewalk conditions both from a standard review and seasonal weather conditions.
- Improvements that enhance bicycle and pedestrian access around town.

A.



Parks

2025 Department Narrative

FUNDING SOURCE


- Current Expense Fund

STAFFING

Staff support is provided through the Public Works maintenance crew and department management

DEPARTMENT PURPOSE

The purpose of the Public Works Parks Division is to assess and plan for park and public space improvements. Provide clean, safe, and enjoyable community outdoor spaces through regular maintenance and operations. Enhance community pride and contribute to a healthy environment.



CRITICAL GOALS

The Department will achieve the following goals in 2025.

- Install new play structure at Rheingarten Park before Spring 2025.
- Assess internal pathways / sidewalks within Rheingarten Park for safety and maintain accordingly.
- Regularly assess splash pad water system and maintain as needed.
- Maintain all city parks and open spaces and each’s respective amenities (drinking water fountains, planter beds, bathrooms, irrigation system, trash collection, etc.).
- Pursue grant funding opportunities for the replacement of Rheingarten Park’s Irrigation System as highlighted in the Park Master Plan.

MEASURES OF SUCCESS

- Play structure will be installed and accessible to the public by Spring 2025.
- Rheingarten Park’s Internal pathways/sidewalks will be periodically reviewed for safety & walkability maintenance repairs.
- Splash Pad’s water delivery system will be regularly monitored and assessed for improvement.
- Regular review and assessment of all city parks amenities will be undertaken to determine regular, consistent maintenance.
- Replacement of Rheingarten Park’s aging Irrigation System.
- Continued progress on the Bluff Trail Project.

A.



Code Compliance

2025 Department Narrative

FUNDING SOURCE


- Current Expense Fund

STAFFING

Part Time Code Compliance Officer (20 hours/week)

DEPARTMENT PURPOSE

The Code Compliance Office is responsible for reviewing, interpreting, and enforcing City Code related to public nuisances and hazards. They handle complaints and reports of suspected violations from the public and other city departments. The office conducts independent investigations into these complaints and collaborates with other city officials as needed. When warranted, they issue compliance citations under their ordinance authority.

 **CRITICAL GOALS**

The Department will achieve the following goals in 2025.

- Streamline code compliance case management
- Reduce case load processing time
- Hard copy (paper) records reduction
- Advance code compliance outreach
- Deliver compliance case trends to the community
- Progress Short-term Rental compliance program

MEASURES OF SUCCESS

- Code compliance case management tools reduced by half
- New compliance concerns addressed within 10 - 15 days
- 100% digital case management achieved
- Resources proactively provided to community members
- Compliance case trend analysis available to the City of White Salmon community
- 100% Short-term Rental compliance



Police

2025 Department Narrative

FUNDING SOURCE


- The Current Expense Fund.
- Cost sharing with the City of Bingen.

STAFFING

Police Chief, Patrol Sergeant, 5 Police Officers, Office Manager, and Police Clerk.

DEPARTMENT PURPOSE

The department prides ourselves on reducing the number of incidences and fear of crime, ensuring justice, and safeguarding the rights of all, to provide for a safe and vibrant community.



CRITICAL GOALS

The Department will achieve the following goals in 2025.

- We will hold ourselves and others accountable for honest and ethical behavior
- Treat everyone with dignity and compassion
- Exercise integrity in the use of the power and authority that has been given to us
- Our daily actions shall embody the law enforcement code of ethics, our vision, mission, and core values
- We will continue to grow and adapt as we provide the highest level of service and protection to all our residents and the visitors of our community
- Continue to work with other law enforcement agencies
- Continue to keep staffing at the highest level
- Transfer communication services to FirstNet priority network. *Council Priority

MEASURES OF SUCCESS

- Positive feedback from our community and city leadership.
- The Chief will reinforce and provide feedback both informally & formally through employee reviews
- Periodic review of the department’s code of ethics, vision & mission statement, and core values
- Public safety and crime reduction are a priority and will measure work against feedback received from city leadership and the community. The department continues to be transparent and available to the public
- Feedback from other law enforcement agencies and city leadership
- Periodic staffing reviews measured against White Salmon crime data and the department will reduce overtime wages with high staffing levels



Building Department

2025 Department Narrative

FUNDING SOURCE

- Current Expense Fund

STAFFING

Hood River County Building Department and Project Coordinator

DEPARTMENT PURPOSE

The building department ensures the safety and compliance of construction projects by issuing permits, conducting inspections, and enforcing building codes and zoning regulations. It promotes public education on building standards, maintains records, and collaborates with other departments, playing a crucial role in creating safe and sustainable communities.



CRITICAL GOALS
The department will achieve in 2025 the following:

- All submitted applications and related plans will be evaluated for code compliance in a timely manner.
- All site inspections will be conducted in a timely manner.
- Inquiries from applicants and the public will receive timely and thorough responses.

MEASURES OF SUCCESS

- Contracted Building Official will coordinate with both Planning and Public Works to review complete applications and associated plans.
- All site inspections are scheduled to be completed at the requested time.
- Applicants and public inquiries receive thorough responses or an acknowledgment of receipt.



Planning Department

2025 Department Narrative

FUNDING SOURCE

- Current Expense Fund

STAFFING

City Planner and Project Coordinator

DEPARTMENT PURPOSE

Community planning is fundamental to shaping the spaces where residents live and connect. Our department is committed to guiding the community through upcoming changes, serving as the City’s advocate for thoughtful growth and development. By fostering community engagement and informed policy decisions, our master plans and municipal codes provide a clear vision for the future of White Salmon.



CRITICAL GOALS

The Department will achieve the following goals in 2025.

- Promote Sustainable Development: Ensure that the city's growth and infrastructure development are ecologically sound, economically viable, and socially equitable.
- Encourage Attainable Housing: Promote a diverse range of housing types to ensure availability for various income levels and family sizes.
- Engage the Community: Involve residents in the planning process, valuing their input and addressing their needs and concerns.
- Enhance Aesthetics and Cultural Diversity: Foster a unique and vibrant urban identity by enhancing the city's aesthetics and celebrating its cultural diversity.
- Establish Zoning Policies: Implement and enforce zoning regulations to guide land use—residential, commercial, and open spaces—and strengthen partnerships with Klickitat County for development in the Urban Exempt Area.

MEASURES OF SUCCESS

- **Housing Affordability:** Monitor housing affordability, vacancy rates, and the diversity of housing types.
- **Permitting and Application process** are further evaluated to improve response times, applicant understanding and outreach, and address barriers impeding identified policy objectives.
- **Infrastructure Assessment:** Collaborate with Public Works to assess the maintenance and improvement of essential infrastructure, including water availability, sewer capacity, and road conditions.
- **Public Participation:** Evaluate community engagement in planning processes through surveys and the incorporation of feedback.
- **Community Vibrancy:** Support public art installations and cultural events.

A.



Proposed Budget Summary 2025 Budget



WHITE SALMON CITY LAB BOARD

As shown in the City of White Salmon's proposed 2025 budget, the Lab Board members have been selected for the 2025-2026 term. The Lab Board members will be responsible for reviewing and recommending the City's annual budget, as well as providing input on the City's long-term financial health and strategic planning. The Lab Board members will also be responsible for reviewing and recommending the City's annual budget, as well as providing input on the City's long-term financial health and strategic planning.

CLIMATE ACTION NOW!

Share Your Skills, Time, or Expertise!

Share Your Skills, Time, or Expertise!



	2021 Actual Revenue	2022 Actual Revenue	2023 Actual Revenue	2024 Budget Revenue	2025 Proposed Revenue	2021 Actual Expenditures	2022 Actual Expenditures	2023 Actual Expenditures	2024 Budget Expenditures	2025 Proposed Expenditures
001 Current Expense										
Finance						482,119.78	551,989.71	546,504.69	580,216.00	561,667.00
Central Services (HR)						70,139.68	94,544.88	71,840.45	57,221.00	52,231.00
General Government						227,166.57	110,172.17	97,181.08	201,956.00	193,028.00
Building						127,012.63	145,327.26	193,805.69	139,648.00	140,787.00
Community Services						52,306.74	127,961.23	659,253.07	525,993.00	17,500.00
Planning						240,616.54	271,538.61	320,681.54	388,327.00	377,905.00
Park						216,153.60	278,908.08	191,262.90	274,925.00	291,282.00
Police						978,546.22	1,197,019.37	1,295,194.73	1,401,290.00	1,508,836.00
Fire						137,291.44	92,733.97	134,390.84	151,494.00	8,336.00
001 Current Expense	2,983,412.59	2,964,041.90	3,031,898.20	3,450,712.00	2,909,994.00	2,531,353.20	2,870,195.28	3,510,114.99	3,721,070.00	3,151,572.00
101 Street Fund	486,231.44	490,597.65	371,362.52	887,788.00	286,539.00	387,021.03	524,352.28	957,236.81	409,296.00	389,620.00
107 Pool Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
108 Municipal Capital Impr. Fund	132,949.40	92,632.93	87,577.63	145,631.00	107,035.00	0.00	52,341.94	9,325.95	352,483.00	0.00
110 Fire Reserve Fund	48,363.76	5,458.33	43,197.26	17,591.00	0.00	0.00	0.00	0.00	51,000.00	0.00
112 General Fund Reserve	153.62	5,775.17	18,088.41	16,000.00	13,752.00	0.00	0.00	0.00	100,000.00	0.00
115 Emergency Reserve Fund	0.00	0.00	0.00	100,000.00	6,876.00	0.00	0.00	0.00	0.00	0.00
121 Police Vehicle Reserve Fund	30,080.20	61,315.61	134,127.92	11,638.00	12,084.00	58,186.04	0.00	70,117.05	80,000.00	0.00
122 Police General Reserve Fund	0.00	0.00	0.00	80,000.00	5,400.00	0.00	0.00	0.00	0.00	0.00
200 Unlimited GO Bond Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
204 Local Bond Fund	0.00	0.00	0.00	114,656.00	13,034.00	0.00	0.00	0.00	114,656.00	13,034.00
302 Transportation Improvemnet Fund	0.00	0.00	26,767.44	63,454.00	72,900.00	0.00	0.00	0.00	0.00	0.00
303 Hotel/Motel Taxes	77,750.23	80,502.92	82,984.26	99,605.00	10,688.00	0.00	22,463.00	95,537.00	80,500.00	78,835.00
307 Park and Recreation (formerly New Pool Construction) Fund	0.00	0.00	35,418.05	1,200.00	66,967.00	0.00	0.00	0.00	0.00	0.00
341 General Public Works Vehicle Replacement Fund	0.00	0.00	0.00	5,000.00	5,277.00	0.00	0.00	0.00	0.00	0.00

	2021 Actual Revenue	2022 Actual Revenue	2023 Actual Revenue	2024 Budget Revenue	2025 Proposed Revenue	2021 Actual Expenditures	2022 Actual Expenditures	2023 Actual Expenditures	2024 Budget Expenditures	2025 Proposed Expenditures
342 Street Public Works Vehicle Replacement Fund	0.00	0.00	0.00	10,000.00	554.00	0.00	0.00	0.00	0.00	0.00
401 Water Fund	2,476,540.31	2,488,828.16	2,558,210.64	2,463,716.00	2,484,049.00	2,495,698.34	2,392,633.00	2,180,463.29	2,527,346.00	2,551,317.00
402 Wastewater Collection Fund	1,038,193.44	1,060,123.12	1,123,591.79	1,170,533.00	1,228,208.00	1,054,851.02	1,117,087.48	1,125,156.58	1,319,341.00	1,241,118.00
408 Water Reserve Fund	48,497.53	1,041.78	399,565.13	2,129,130.00	409,201.00	243,679.58	74,401.81	143,154.71	2,065,430.00	0.00
409 Wastewater Reserve Fund	435.03	107,534.64	217,714.90	78,372.00	147,800.00	0.00	201,818.35	126,708.20	408,108.00	9,000.00
412 Water Rights Acquisition Fund	161,211.45	169,441.13	183,847.32	164,620.00	161,000.00	123,984.24	123,984.24	123,984.24	123,985.00	93,763.00
413 Water Bond Redemption Fund	118,121.14	112,605.77	114,930.99	197,882.00	295,328.00	118,098.51	111,516.00	111,516.00	194,882.00	292,328.00
414 Wastewater Redemption Fund	15,172.00	75.53	0.00	0.00	0.00	15,172.49	0.00	0.00	0.00	0.00
415 Water Bond Reserve Fund	16,417.90	20,933.26	20,190.66	23,989.00	23,489.00	0.00	0.00	0.00	0.00	0.00
416 Wastewater Bond Reserve Fund	40.14	1,255.34	3,975.56	2,900.00	2,900.00	0.00	0.00	0.00	0.00	0.00
417 Treatment Plant Resesrve Fund	30,359.76	17,678.95	22,107.30	26,530.00	29,000.00	0.00	255,977.00	0.00	0.00	0.00
418 Water Short Lived Asset Reserve Fund	115,929.87	202,310.50	140,350.50	135,000.00	48,000.00	84,656.32	107,890.20	102,887.99	439,999.00	30,000.00
419 Water Construction Fund	0.00	0.00	0.00	8,045,000.00	0.00	0.00	0.00	0.00	8,045,000.00	0.00
420 USDA Rural Develop Jewett Water	2,951,643.70	150,500.00	2,333,000.00	5,187,100.00	0.00	2,951,643.70	0.00	2,480,739.36	5,189,860.22	0.00
428 Water Public Works Vehicle Replacement Fund	0.00	0.00	0.00	50,000.00	56,876.00	0.00	0.00	0.00	0.00	0.00
429 Wastewater Public Works Vehicle Replacement Fund	0.00	0.00	0.00	10,000.00	11,376.00	0.00	0.00	0.00	0.00	0.00
601 Remittances	4,921.97	4,486.31	3,344.80	6,777.00	0.00	4,921.97	4,486.31	2,679.55	7,169.00	0.00
Total	10,736,425.48	8,037,139.00	10,952,251.28	24,694,824.00	8,408,327.00	10,069,266.44	7,859,146.89 0.26	11,039,621.72	25,230,125.22	7,850,587.00

Note: Revenue does not including beginning balances and expenditures do not include ending balances.

File Attachments for Item:

A. PUBLIC HEARING-Resolution 2024-11-608 Approving the 2025 Ad Velorum Tax1.
Presentation2. Public Hearing3. Discussion and Action



COUNCIL REPORT

Public Hearing and Business Item

Needs Legal Review:	No, not necessary
Meeting Date:	November 6, 2024
Agenda Item:	Resolution 2024-11-608 Determining the Amount to be Raised by Ad Valorem Taxes
Presented By:	Stephanie Porter, Clerk Treasurer

Action Required:

Review and....

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Resolution 2024-11-608 Determining the Amount to Be Raised by Ad Valorem Taxes for Fiscal Year 2025.

Explanation of Issue:

The City of White Salmon is required to develop a balanced budget for the upcoming year. There are several required public hearings related to the budget including a budget hearing on proposed revenues.

The preliminary budget is based on a minimum base budget with only known carryover projects being funded at this time.

Proposed revenues include a 1% increase to property taxes. Property tax revenue is split between the Current Expense Fund and the Street Fund (80% and 20% respectively). The 1% increase is the maximum amount allowed and equates to \$4,452.56. The estimate for new construction is an additional \$8,855.22.

State law requires the city to adopt a resolution related to property taxes. The resolution is attached. The city must file the resolution with Klickitat County by November 30, 2023.

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:

Approval of the 1% property tax increase will add \$4,452.56 to the general and street fund property tax revenues.

Recommendation of Staff/Committee:

Staff Recommends approval of Resolution 2024-11-608.

Follow Up Action:

Property Tax certification will be provided to the county well before the November 30th deadline.

A.



Resolution No. 2024-11-608
RCW 84.55.120

WHEREAS, the City of White Salmon of Klickitat County has met and considered its budget for the calendar year 2025; and,

WHEREAS, given increased demands upon the resources of the City in the coming year the City Council has declared a substantial need exists to set the levy limit factor at 1% to ensure adequate funding for the public health and safety and welfare in future years; and

WHEREAS, the districts actual levy amount from the previous year was \$445,256.07; and,

WHEREAS, the population of this district is less than 10,000; and

THEREFORE BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$4,452.56 which is a percentage increase of 1 % from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 6th day of November , 2024

Marla Keethler, Mayor

Attested:

Approved as to form:

Stephanie Porter, Clerk/Treasurer

Shawn MacPherson, City Attorney

File Attachments for Item:

B. Approval of Heritage Tree Ordinance Task Order Amendment No 1-Facet Inc 1.
Presentation2. Discussion3. Action



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, not necessary

Meeting Date:

November 6, 2024

Agenda Item:

Approval of Heritage Tree Ordinance Task Order Amendment No 1-Facet, Inc

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required:

Review and take action on the proposed increase in services related to the Heritage Tree Ordinance.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Heritage Tree Ordinance Amendment No 1 for a total amount not to exceed \$25,623.

Background of Issue:

In January 2024, the City Council approved Task Order amendment No 1 contracting with Facet, Inc to complete the updates to the Heritage Tree Ordinance. The work started at the Tree Board and moved to the Planning Commission to receive public comment.

Explanation of Issue:

The public comments received during the Planning Commission meeting have broadened the scope of the original task order. This expansion was prompted by concerns related to best practices for arborists and tree species, as well as the need for effective Firewise coordination and guidance. Additionally, there is a strong emphasis on making the code amendments more user-friendly and enforceable.

The additional tasks now include creating a public survey, revising ordinances in response to the feedback received, and attending the Heritage Tree Let's Talk event, among others.

The amended task order reflects the work requested by the Planning Commission to address the public comments from the Heritage Tree discussion, along with anticipated future work.

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:

A budget Amendment will be necessary to move \$8,434.00 from Current Expense beginning cash to Planning-Heritage Tree Ordinance line item in order to complete this expenditure.

**Amendment No. 1
Personal Services Contract
On Call Planning Services Amendment No 1 Heritage Tree Ordinance**

This AMENDMENT amends the ON CALL PLANNING SERVICES CONTRACT Amendment No 1 Heritage Tree Ordinance between the CITY OF WHITE SALMON (OWNER) and FACET, Inc (formerly DCG/Watershed, Inc). (CONTRACTOR), fully executed the 12th day of January, 2024, allows for general scope of the Agreement and services to be performed; and

The changes to the PERSONAL SERVICES CONTRACT Amendment No. 1 are described as follows:

Key: **Bold and Strike though** means delete. **Bold and underline** means new.

NOW, THEREFORE, the following Amendments shall add the Scope of Work Provided in Exhibit A and Exhibit B in an amount not to exceed ~~\$17,189~~ **\$26,406.58**.

All other provisions of the PERSONAL SERVICES CONTRACT AMENDMENT NO 1 dated January 12, 2024 shall remain the same.

CONTRACTOR
Facet, Inc.

OWNER
City of White Salmon

Signature

Marla Keethler, Mayor

Date

Date

Amendment 1 - ATTACHMENT A

WHITE SALMON HERITAGE TREE ORDINANCE

SCOPE OF WORK

Task 1: Change Log – capturing additional efforts not previously scoped and in exceedance of existing contract (work already completed through October 8th, 2024)

8.21.2024

- Survey crafting, Survey Monkey development, and administering of survey (March).
- More robust edits to WSMC 18.40 than previously provided by PC back in October of 2023 to better address administration of code (April – June).
- Attendance at additional Planning Commission Intro meeting, outside the two scoped PC meetings (Public Hearing and Recommendation to Council) scoped meetings (April).
 - o Preparation of additional technical memos describing code amendments (April).
- Prep for and attendance for two staff at 7/2 Let's talk about Trees meeting (July)
- Tree Ordinance comparative flyer

10.8.2024

- Two additional Technical Memos to Planning Commission.
- Additional preparation and attendance at Planning Commission Meeting (9/25).

Task 1a – Additional Ordinance Formatting

- Coordination with City Attorney, Underwood Conservation District and West Klickitat Fire Authority regarding Firewise guidance and code amendment language.
- Provided additional responses to public comment in comment matrix than anticipated and additional code additions responding to the public and Planning Commission.

Task 2: Remaining Adoption Process, including Public Meeting Attendance, Staff Memos & Technical Feedback

Facet will support City staff in remaining efforts, as follows:

Task 2a. Responses to Planning Commission recommended changes – from 9/25 meeting and anticipated written comments and responses to Commissioner Morneault and other Planning Commission Members. Code Amendments based upon Planning Commission feedback.

Task 2b. Planning Commission Recommendation meeting (and memo) in November.

Task 2c. City Council Introduction, summary memo & code changes (if any), Ordinance formatting & City Council Public Hearing.

Amendment 1 - ATTACHMENT B

WHITE SALMON HERITAGE TREE ORDINANCE

COMPENSATION

Task #	Task	Total Hours	Total Cost
Change Order Tasks (work already completed)			\$16,607
1	March 1 – October 1 – Public Survey, Let’s talk meeting, flyer, additional Technical Memos to Planning Commission, additional PC meeting, code amendments based upon PC feedback and public comment, other tasks. See Attachment A above for details.	82	\$12,475
1a	Additional Ordinance formatting (based upon PC and public comment)	26	\$4,132
Remaining Adoption Process			\$9,016
2a	Responses to Planning Commission recommended changes, code amendments	20	\$2,688
2b	Planning Commission Meeting & Memo	12	\$2,688
2c	City Council Introduction, Public Hearing & Code Amendments (if any)	22	\$3,640
Total			\$25,623

Hourly Rates Effective November 2023*

Dan Nickel, MSc	Environmental Engineer	\$220.22
Hugh Mortensen, PWS	Senior Ecologist	\$220.22
J. Kenny Booth, AICP	Senior Planner	\$220.22
Al Wald, LHg	Senior Hydrogeologist	\$205.20
Amber Mikluscak Champoux, PLA, GISP	Senior Landscape Architect/GIS Manager	\$194.40
Greg Johnston, EIT, CFP, MSc	Senior Fisheries Biologist	\$183.60
Nell Lund, PWS	Ecologist	\$183.60
Ryan Kahlo, PWS	Ecologist	\$183.60
Deb Powers	Senior Arborist	\$173.60
Marina French, PLA	Landscape Architect	\$175.12
Kim Frappier	Environmental Planner/Arborist	\$167.40
Colin Macdonald	Restoration Biologist	\$167.40
Clover McInngalls, PWS	Environmental Planner	\$162.00
Peter Heltzel	Fisheries Biologist	\$162.00
Katy Crandall	Ecologist/Arborist	\$162.00
Kyle Braun	Landscape Architect/Arborist	\$155.27
Alex Capron, AICP	Planner/GIS Specialist	\$151.20
April Mulcahy	Ecological Designer/Arborist	\$150.13
Roen Hohlfeld	Landscape Designer/Ecologist	\$145.80
Dawn Spilsbury	GIS Analyst / FAA Licensed Drone Pilot	\$140.40
Sam E. Payne	Ecologist	\$140.40
Alex Plumb	Environmental Planner	\$125.00
Kim Miller	Desktop Publisher	\$130.00
Drew Foster	Arborist	\$135.38
Amanda Sanelli	Landscape Designer	\$130.22
Lars Freeman-Wood	Arborist	\$125.17
Evan Earhart	Arborist	\$118.00
Devin Melville	Environmental Planner	\$130.22
Fern Huynh	Landscape Designer	\$118.22
Nathan Burroughs	GIS Analyst/Environmental Scientist	\$127.72
Grace Brennan	Ecologist	\$124.20
Brianna Hines	Environmental Planner	\$124.20
David Jackson	Environmental Planner	\$121.06
Hui Cao	Landscape Designer	\$120.96
Betsy Mann	Marketing Manager	\$115.04
Debra Klein	Accountant	\$120.22
Ian Garnier	Graphic Designer, Landscape Designer	\$139.02

Acronym Key:

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 PE = Professional Engineer
 EIT = Engineer In Training
 GIS = Geographic Information System
 PWS = Professional Wetland Scientist as certified by the Society of Wetland Scientists
 PLA = State of Washington Professional Landscape Architect
 AICP = American Institute of Certified Planners
 MSc = Master of Science degree
 MLA = Master of Landscape Architecture
 GISP = GIS Professional

Direct Costs:

<u>Auto Mileage</u> Maximum standard rate allowable by IRS																					
<u>Reproduction:</u>																					
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YSI Salinity pH Meter	\$50.00/day																				
Lodging and per diem	Reimbursement will be at a rate not to exceed the WA State OFM per diem rate for location services are provided. Out-of-State locations will be reimbursed at the current GSA rate for location services are provided.																				
Other Direct Costs at Cost																					

B.

Original Amendment 1-Heritage Tree Ordinance Task Order

AMENDMENT #1
TO
PERSONAL SERVICES CONTRACT
FOR
ON CALL PLANNING SERVICES

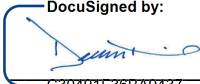
WHEREAS, the Personal Services Contract between The City of White Salmon and The DGC/Watershed Inc, fully executed the 20th day of December, 2023, allows for amendments to the general scope of the Agreement and the services to be performed; and

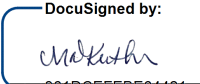
WHEREAS, The City of White Salmon desire revisions to the Heritage Tree Code; and

WHEREAS, the amendment to the Personal Services Contract will enhance the services provided to the City, to the betterment of the residents of the City of White Salmon.

NOW, THEREFORE, the following Amendments shall add the Scope of Work Provided in Exhibit A and Exhibit B in an amount not to exceed \$17,189.

All other terms and conditions within the Agreement shall remain the same.

Approved by the Contractor:  1/12/2024
Signature Date

Approved by the City:  1/4/2024
Signature Date

ATTACHMENT A

WHITE SALMON HERITAGE TREE ORDINANCE

SCOPE OF WORK

Task 1: Public Engagement

DCG/Watershed will prepare an online open house for City staff to link to, providing opportunities for residents to better understand the need for the update, timing for receiving public comment, a review the project schedule in context to the overall proposed amendments to the heritage tree ordinance (White Salmon Municipal Code Chapter 18.40). This effort will borrow from previous tree code updates we've been a part of for other jurisdictions as a cost savings to the City, creating an appropriate domain and 'go-live' hosting timeframe for the length of the project. Outreach messaging will also be included for re-use on social media platforms.

Task 2: Adoption Process, including Public Meeting Attendance, Staff Memos & Technical Feedback

DCG/Watershed will support City staff in preparation of needed public noticing materials, including a SEPA Checklist, staff memos to support Planning Commission and Council objectives for this update, and technical feedback (where requested). A total of four public meetings (all to be attended virtually) is anticipated:

- One Tree Board meeting
- Two Planning Commission meetings, a Public Hearing and Recommendation to Council
- One City Council Public Hearing

Contingency tasks (as necessary) include:

Task 2a – As requested by City staff, DCG/Watershed ISA-Certified Arborists will review proposed Planning-Commission drafted code amendments and provide supporting recommendations and best practices in alignment with the City's comprehensive plan and supporting master plan efforts in a technical memo to further the heritage tree ordinance adoption effort. This effort is limited to 20 hours of arborist time in preparing this memo.

Task 2b – This includes a public comments response matrix, limited to 20 hours of arborist support staff time.

These contingency tasks amount to \$6,700.

Task 3: Ordinance Formatting

DCG/Watershed will format the amended new Heritage Tree chapter into ordinance form, including coordination with the City attorney (as needed) for City Council adoption.

B.

Exhibit B – Budget and Fees
Heritage Tree Ordinance

ATTACHMENT B

WHITE SALMON HERITAGE TREE ORDINANCE

COMPENSATION

Task #	Task	Total Hours	Total Cost
Public Engagement			
1	Establish Online Open House for public outreach (via squarespace.com)	28	\$3,895
	<i>Website domain purchasing cost, host for 6 months</i>	-	\$500
Response to Public Comments			
2	SEPA Checklist, meeting attendance (4 virtual meetings)	28	\$4,648
<i>2a^</i>	<i>Arborist Technical Memo</i>	<i>20</i>	<i>\$3,348</i>
<i>2b^</i>	<i>Response to public comments</i>	<i>20</i>	<i>\$3,348</i>
Ordinance Formatting			
3	Formatting two ordinances for City Council approval, capturing amendments from task 2	10	\$1,450
Total			\$10,493
Total with Contingency task 2a & 2b			\$17,189

^Only as requested by City staff, or as needed depending on public comment responses necessary to achieve adoption

File Attachments for Item:

C. Approval of Task Order for FEMA Flood Map Update-Facet Inc1. Presentation2. Discussion3. Action



COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

Yes, completed

Meeting Date:

November 6, 2024

Agenda Item:

Approval of Contract Amendment No 5: WSMC FEMA Chapter 15.28 Floodplain Edits– Facet, Inc

Presented By:

Stephanie Porter, Clerk Treasurer

Action Required:

Review and take action on the proposed task order to update WSMC Chapter 15.28 related to the FEMA Floodplain Map.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Facet Inc Contract Amendment No 5 to complete updates to WSMC 15.28 FEMA Floodplain Maps in the amount not to exceed \$7,182.

Background of Issue:

Klickitat County is scheduled to approve their updates to the Klickitat County FEMA Floodplain Map on February 14, 2025.

Explanation of Issue:

At the direction of the Department of Ecology, the City of White Salmon is required to update code related to the FEMA Floodplain Map (WSMC 15.28) to reflect the changes to be made by Klickitat County.

The proposed task order is attached for your review.

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:

Staff proposes a budget Amendment to move \$7,182 from the remaining funding in the Shoreline Master Plan line item (\$8,498) to a new line item in the Current Expense for the Floodplain Code Updates.

Recommendation of Staff/Committee:

Staff recommends approval of the Task Order presented.

**Amendment No. 5
Personal Services Contract
On-Call Planning Services**

This AMENDMENT amends the PERSONAL SERVICES CONTRACT between the CITY OF WHITE SALMON (OWNER) and FACET, Inc. (CONTRACTOR), fully executed the 20th day of December, 2023, allows for general scope of the Agreement and services to be performed ; and

WHEREAS, the City of White Salmon is required by the Department of Ecology to make edits to WSMC Chapter 15.28 as it relates to the updated Klickitat County FEMA Maps; and

WHEREAS, the amendment to the Personal Services Contract will provide the updates as required by the Department of Ecology in the required timeline of adoption by February 14, 2025; and

NOW, THEREFORE, the following Amendments shall add the Scope of Work Provided in Exhibit A and Exhibit B in an amount not to exceed \$7,182.00.

All other provisions of the PERSONAL SERVICES CONTRACT shall remain the same.

CONTRACTOR
Facet, Inc.

OWNER
City of White Salmon

Signature

Marla Keethler, Mayor

Date

Date

Exhibit A

WHITE SALMON FEMA CHAPTER 15.28 ECOLOGY FLOODPLAIN HOUSEKEEPING EDITS

SCOPE OF WORK

INTRODUCTION

Ecology reached out to city staff about their proposed housekeeping edits the Chapter 15.28 as it relates to the soon-to-be adopted FEMA maps by Klickitat County (effective February 14, 2025). In discussions with Ecology’s Floodplain Manager and city-assigned contact for this update, proposed amendments relate to the County’s updated FEMA maps, effective February 14, 2025 as well as code scrivener’s errors from improper references found within the existing 2021 ordinance.

Per White Salmon Municipal Code (WSMC) 19.10.040 – Project permit application framework, Type V Development Regulation updates must complete the following to adopt this new ordinance:

1. SEPA Checklist and Threshold Determination/Comment Period
 - a. 60-day notice to Department of Commerce
2. Planning Commission & City Council Public Hearings (one each)
3. Response to Public Comment (if any – contingency, see task 3 below)

Task 1: SEPA Checklist, Threshold Determination, Comment Period Coordination & Notice to Commerce

Facet will take Ecology-provided amendments to Chapter 15.28 to the public via a 30-day public comment period and SEPA threshold determination. As part of this, Facet will prepare and sign the SEPA Checklist and also provide the 60-day Notice to the Washington State Department of Commerce for development regulations updates. Facet will be available to support city-led comment period and noticing to the public.

Task 2: Planning Commission & City Council Public Hearings

Facet will take Ecology-provided amendments and public comment responses (if any) to Planning Commission for their Public Hearing and Recommendation to City Council. Following this meeting, Facet will format the Ordinance (task 2a) for amending WSMC Chapter 15.28 to Council for their Public Hearing and eventual adoption via consent agenda. Facet will prepare staff memos (2), the proposed draft ordinance, including whereas statements satisfying the Type V development regulation amendment process and be available for questions in-front of both Planning Commission and City Council of the city. A total of two public meetings (all to be attended virtually) is anticipated:

- One Planning Commission Public Hearing and Recommendation to Council
- One City Council Public Hearing

Contingency Task 3 (as necessary) includes:

Task 3 – Response to Public Comment. This includes a public comments response matrix, limited to 20 hours of Facet support.

Exhibit B

WHITE SALMON FEMA CHAPTER 15.28 ECOLOGY FLOODPLAIN HOUSEKEEPING EDITS COMPENSATION

Task #	Task	Total Hours	Total Cost
SEPA & Notice to Commerce			
1	SEPA Checklist, Threshold Determination, Comment Period Coordination & Notice to Commerce	8	\$1,368
Planning Commission (PC) & City Council (CC) Public Hearings			
2	Prep for and meeting attendance (2 virtual meetings) and staff memo/consent agenda	10	\$1,710
2a	Ordinance formatting	4	\$684
Response to Public Comments[^]			
3	<i>Responding to written and verbal public comment during public comment period or either public hearing</i>	20	\$3,420
Total			\$3,762
Total with Contingency Task 3			\$7,182

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Tasks 1 & 2 assume no substantive edits to this ordinance outside of those provided by Ecology as a result of public comment or direction from PC or CC.

Hourly Rates Effective January 2024*

Dan Nickel, MSc	Environmental Engineer	\$250
Hugh Mortensen, PWS	Senior Ecologist	\$250
J. Kenny Booth, AICP	Senior Planner	\$250
Amber Mikluscak Champoux, PLA, GISP	Senior Landscape Architect/GIS Manager	\$194.40
Greg Johnston, EIT, CFP, MSc	Senior Fisheries Biologist	\$183.60
Nell Lund, PWS	Ecologist	\$183.60
Ryan Kahlo, PWS	Ecologist	\$183.60
Marina French, PLA	Landscape Architect	\$175.12
Kim Frappier	Environmental Planner/Arborist	\$167.40
Colin Macdonald	Restoration Biologist	\$167.40
Clover McInngalls, PWS	Environmental Planner	\$162.00
Peter Heltzel	Fisheries Biologist	\$162.00
Katy Crandall	Ecologist/Arborist	\$162.00
Alex Capron, AICP	Senior Planner/GIS Specialist	\$171.00
April Mulcahy	Ecological Designer/Arborist	\$150.13
Roeh Hohlfeld	Landscape Designer/Ecologist	\$145.80
Dawn Spilsbury	GIS Analyst / FAA Licensed Drone Pilot	\$140.40
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Other Direct Costs at Cost	

File Attachments for Item:

A. Department Head Reports

November 6, 2024

RE: City Administrator’s Informational Brief

Hello Council Members –

Below is a snapshot of projects and topics that are underway at the city. They are informational highlights. The list is not all inclusive of everything the administration is working on.

Youth Center Move – I spoke with the WAGAP Executive Director Jennifer Paulatto. WAGAP’s Board supports the Youth Center’s move to the Park Center Building. WAGAP attorney is reviewing the draft lease recently provided by school district. Possible move-in to the Park Center Building is targeted the winter break 2024, but no promises.

Unified Hazard Mitigation Grant Program (HMGP) / FEMA Grant - We continue to work through the numerous requirements to submit. This work includes actively working with HMGP staff and others. The primary goal of this grant is to fund a staff position to identify future wildfire mitigation projects for grant funding.

Bluff Connector Trail Study– The next and final open house is Thursday, November 14.

As of the date of this informational brief, 22 online comment form submissions have been received along with approximately 26 emails from various community members. The following is a summary of thoughts thus far shared by members of the community re: both benefits and concerns:

Benefits expressed in support of the project included the following general themes:

- **Wildfire mitigation.** Stairs will provide emergency access to allow for emergency response to the bluff and for infrastructure to be brought in to fight wildfires.
- **Recreational opportunities.** Stairs will provide local pedestrian access that does not rely on driving vehicles to access recreational sites adjacent to the stairs, including the Columbia River Waterfront, the City of Bingen parks, the City of White Salmon parks, downtown White Salmon restaurants, brewery, and wine bars, and recreational opportunities on the Oregon side of the river as well.
- **Pedestrian and bike connections.** It will help create a pedestrian connection to the waterfront, park/ride, the Interstate Bridge, and Downtown White Salmon. It will be part of the larger pedestrian and bike loop connections to City of Bingen and City of Hood River.
- **Connection with community.** It will provide increased opportunities to connect with other community members.

- **White Salmon character and uniqueness.** The new stairs will help establish a unique local landmark by restoring the historical staircase and improving public access routes to White Salmon, potentially bringing in more business to downtown and visitors to White Salmon.
- **Decrease reliance on cars.** It will provide alternative means of transportation through improved pedestrian and bike facilities that encourage multi-modal transportation and create less pollution.
- **Improve public health.** Create opportunities to encourage walking, running, biking, and other means of health related recreation to improve overall public health. Decrease reliance on cars that create environmental pollution by reviewing overall pedestrian routes throughout the city that could be improved as part of the trail study.
- **Scenic views and community access to nature.** The stairs will provide public access to scenic views of the gorge and natural areas along the bluff down to the Hood River-White Salmon Interstate Bridge. Create a designated viewing area that is well maintained and encourages the community to access from one distinct point.

Concerns expressed regarding the bluff connector trail include:

- **Wildfire concerns.** Increased foot traffic and human activity along the bluff may increase wildfire risk and create increasing concern for wildfires to adjacent property owners.
- **Parking and signage.** There are already parking issues in the area, they need to post proper signage and enforce parking limitations to alleviate concerns of adjacent property owners.
- **Ongoing maintenance.** How will the trail be maintained to prevent litter in the area and growth of vegetation under and around the potential stairs due to wildfire concerns?
- **Emergency access and safety.** Need to have an emergency access plan to reach and remove injured users from all portions of the trail. Also consider crosswalks with proper lighting or signals for safe passage.
- **Privacy and property impacts.** Public access to the neighborhood where the bluff trail will be located may create issues regarding privacy for adjacent property owners and additional impacts if the trail is not well maintained or if there is a lack of proper signage, enforcement, or design that makes the trail area between private and public access clear.
- **Pedestrian and bike access.** Concerns that 600+ stair steps are too much for most users and that the project team should consider alternative routes rather than the staircase that include both pedestrian and bike facilities. Stairs should have accessible viewing platforms with considerations to ADA-compliant access routes and alternative routes for specific ADA access.
- **Use of funds.** Although this project is grant funded, some expressed concerns about use of any City funds on this project with other issues prevalent that may be a priority.
- **Property values and taxes.** Residents are concerned about insurance rates related to the potential construction of the bluff trail and stairs, and if it would negatively impact their

property value. Also, residents shared concerns about increase in property taxes if this project is ultimately constructed.

City Planner Interviews – Applicant resumes have been provided to the mayor for review and comment. Mayor Keethler, Council Member Lindley, and myself interviewed one applicant last week. More interviews to be scheduled.

Customer / Resident Service – Impromptu visitors, emails, and voicemail messages from residents, regional & state partners, and building permit applicants continue to be met with prompt courtesy and relevant follow up information.

DNR Wildfire Mitigation – The southern unit of the project which includes the portion of Dock Grade Road and along Highway 14 was completed by the contractor early last week. The crew moved to the eastern units late last week and was hopeful they would be able to complete all but approximately 12 acres by about Wednesday of last week. There is a small portion of the project that is on the opposite side of Jewett Creek that will not be able to be completed until spring. DNR is working with Kreps Ranch, DNR Forest Practices, and WDFW to obtain a stream crossing permit that would allow for the contractor to cross the stream safely and without any damage to the creek.

WA State Dept. of Commerce – The Department of Commerce held a community meeting on Wednesday, Oct. 16, to hear firsthand about various White Salmon and regional issues. Many different local and regional organizations were present. Both Mayor Kethler and I attended. We signed up to receive outreach regarding childcare and housing.

For more information on the various issues and projects registered in the city's project management software program, please access Click Up via the link below:

<https://app.clickup.com/9009050558/v/l/8cfpcxy-691>



DEPARTMENT REPORT FINANCE / CLERK

Meeting Date: November 6, 2024
Presented By: Stephanie Porter, Clerk Treasurer

Daily Operations / What's Happening:

- Public Records Request – 4 new request this period
- Daily Reconciliation - Current
- Quarterly Taxes – Next submission 10.31.2024 COMPLETED
- Monthly reporting and taxes - Current
- Send Ordinances to Municode for code update.
- Reviewing Utility Adjustments
- Review and approve Utility Billing
- Review and Approve Accounts Payable
- Record Retention
- Grant quarterly reporting – Completed Q2
- Working with Anderson Perry regularly for USDA contractor reimbursements- tracking for the Main line Phase 1 Project.
- One-Time Leak Forgiveness Applications – 0 new received.
- Payment Plan Applications – 0 received.
- Low Income Utility Discount Program Application is available on website, program is active. Number of New Applications this period – 0
- Utility Grievance- 0 received
- Clean up and set up of Council Chambers
- Committee/Executive Communication

Thank you to Jenne Patterson for taking point on the Civic's Academy program in the unexpected change of the Academy program leadership at WAGAP. Also, for hosting the City Halloween booth at City Hall on Halloween!

Thank you to both Andrew Dirks and Chris True for taking on the administrative duties of the Public Works department. They have each taken the initiative to draft and move with many of the duties previously assumed to the clerk's office.

Thank you to Cindy Jewell and Lisa Randall for your assistance in making sure the audit documents requested have been provided in a complete and timely manner. Both gave extra time to ensure supporting documents were provided in a timely manner. The auditor passed a lot of praise for the processes that are being upheld at the Police Department.

New Projects Progress:

- Drafted Resolutions for Sole Source
- Contract Amendments for Facet, Inc
- Continued collaboration with the State Audit Office to supply all requested documentation.
- 2025 Budget Narrative drafting and finalizing.

Existing Projects Progress:

- 2025 Lodging Tax Application creation. Planning to provide a list of local STR and hotel owners – 2 committee members need to be replaced. Working to organize the November Lodging Tax Committee Meeting to review Grant Applications. -1 new committee member will be appointed on 11.06.2024. Actively seeking a second Lodging Tax Business Owner to complete the committee.

- Annual USDA Report- **past due with extension; working with USDA to complete.**
- Working with Police Department to create a Scope of Work for a Janitorial Contract for City Hall and the Police Department- **Scope of work created – implementing MRSC procurement review recommendation.**
- ARPA Surplus Process- **no update as of 08.30.2024**
- Regional Fire Authority Sub Committee – HR/Finance – RFA Sub Committee-Finance committee meets monthly.
- Reporting and managing of the CDBG Grant with Columbia Cascade Housing Corporation –**program is active. Extension granted into 2025.**
- NW Natural Franchise Agreement Renewal – **CityLab review has been completed. Moved to City Attorney and City Administration to negotiate and finalize the Ordinance Agreement. – Followed up with Legal 09.13.2024**
- Working with PW to determine if identified Tree Maintenance can be completed by PW or if an RFP needs to be issued for bids.- **no update**
- Tribal Fishco Billing – **working with Bingen to rectify the billing for summer processing**
- Pay Equity Study O&M comparison to top 5 comparable cities – **Will go to Personnel and Finance Committee for review**
- Website Migration webinars – preparing to upgrade from Dupral 7 to Dupral 10- timeline from CivicPlus that migration will be completed by January 5, 2025. **Ongoing**
- WKRFA Lease Agreement – **final review underway by city staff.**
- WSMC Chapter 13 Sewer Rates review and modification for Substantial Industrial Users. Creation of a Substantial Industrial Users Agreement. – **No update**
- Working with CityLab to review and revise fees related to utilities and billing. – **CityLab will pick back up at the December 2024 meeting.**
- 2025 Budget Process- projecting revenues and expenditures; removing unnecessary line items; determining carry over projects. Department Heads will be responsible for their line item budgets this year. Staff will hold a budget overview on September 5 during the morning staff meeting. – **Proposed O&M budget presented to Mayor on 9/26/2024**
- Creation of Levy Certification materials for presentation to council in early November. - **presentation to council at 11.06.2024 meeting**
- Bucket Truck has been delivered and paid. Reimbursement has been requested from the State Treasury. The licensing will be completed the week of 09.04.2024. – **PW to provide registration and title for filing of reimbursement with State Treasury. Provided and completed.**
- Working with Deputy Clerk and Legal to finalize a grievance policy revision for utility grievances. Council will see this before them on 09/18/2024. – **Legal has requested additional update. – in progress, anticipate presentation by 11/6 meeting**
- Heavy influx of Public Records Requests in the last 4 weeks; ranging from 30 minute to multiple hour responsive search time. -**continued high volume requests; I will be looking into grant opportunities for a Public Record Online transition after the first of the year.**
- Beginning review of contracts that will be up for renewal at the end of 2024. - **ongoing**
- Sent materials to PWD related to new Engineering contracts for 2025-2027. Note: current contracted projects will not be affected by any changes in the engineers that may be chosen. -**no update.**
- Submission of Utility Lien recommendations to legal for review and process. -**in progress; legal options sent to Mayor for review.**
- Initial research of Tax Increment Financing- anticipate committee conversation starting in January 2025. -**Attended a great workshop at the WFOA training. Will be discussing with Mayor to look at potential options. The soonest funding possibility would be January 2027.**
- Initial research for potential Transportation Impact Fee. -**no update.**
- Multiple tasks related to the FEMA Wildfire Mitigation grant.

Upcoming Meetings/Events/Trainings:

- **Civics Academy-Began September 26, 2024 - Graduation November 20, 2024**
- White Salmon 2022-2023 Financial Audit – Begins September 30 through November 1, 2024



PUBLIC WORKS DEPARTMENT

Meeting Date: 11/06/24

Presented By: Andrew Dirks- Public Works Director

Daily Operations / What's Happening:

- Dock Grade Ditch cleaning and waterline discovery.
- New 2" service connection (3 meters) on Loop Rd.
- Relocating 3 meters on Ivan Ln/ Rio Vista to a higher-pressure zone.
- Department of Ecology Grant application.
- Removal of the upper gate on Dock Grade Rd after collision.
- Review and comment of Planning Commission input of the Cherry Hill Estates Subdivision.
- Plan review.
- AP and Facet weekly check-in meetings
- Civics Academy.
- Dump Truck fuel tank repair.
- Service line inventory updates.
- Chapter 13- Wastewater, sent to legal for review.
- Review of the proposed easement at Well #2- PacifiCorp
- Meter reeding/Samples/Reports
- Downtown decorations
- Parklet removal.
- Potholing 14" steel for Phase 2A on the 141 Alt.
- ROW Permit for WSDOT work.

Current Projects:

- Transmission Main Phase 1- Final Completion on Pause due to supply chain issues.
- Transmission Main Phase 2A
- NMBPS

Completed Projects:

- Service Line inventory

Completed Trainings

- Pumps and Sampling basics

Updates for the Community / Upcoming Events:

- PW will provide two employees for traffic control for Halloween.

Collaboration Updates (other jurisdictions/entities):

- Water and wastewater committee meeting with the City of Bingen

Follow Up to Previous Actions:

- 9 of the 14 Benches purchased by the DTBA have been installed.

Bingen-White Salmon Police Department

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



Mike Hepner, Chief of Police

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

DEPARTMENT HEAD REPORT

Department: Police

Meeting Date: November 6, 2024

Presented By: Chief Mike Hepner

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.
- State audit
- Public Disclosure
- Civics Academy
- Spillman User Group Meeting
- Implementing Spillman Software
- Klickitat County Public Health Department Meeting-Behavioral Health
- Hire Lateral Police Officer
- Administrative

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.