



# White Salmon City Council Meeting

## A G E N D A

October 16, 2024 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: 864 3615 7279

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/86436157279>

- I. **Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. **Roll Call**
- III. **Changes to the Agenda**
- IV. **Presentations**
  - A. 2025 O&M Budget 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 Change Order 4 - Mainline Phase I Project - NCE
  - B. Approval of Outlay 12 Including NCE payment No. 12 -USDA Outlay will be provided 10/15/2024
  - 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
- VII. **Business Items**
  - A. **Approval of Washington Street Sewer Main Extension**
    1. Presentation
    2. Discussion
    3. Action
  - B. **Approval of WKRFA Lease Agreement -Documents will be available 10/15/2024**
    1. Presentation
    2. Discussion
    3. Action
  - C. **Resolution 2024-10-607 Amending the Grievance Policy**
    1. Presentation
    2. Discussion
    3. Action
- VIII. **Reports and Communications**
  - A. Department Head Reports
  - B. Council Member/Committee Reports
- IX. **Executive Session (if needed)**
- X. **Adjournment**

**File Attachments for Item:**

A. Approval of Change Order 4 - Mainline Phase I Project - NCE



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, Not Necessary

Meeting Date:

10.16.24

Agenda Item:

Change Order No. 4- Transmission Main Phase 1- North Cascade Excavating

Presented By:

Andrew Dirks, Public Works Director

### Action Required:

Review and approval of Change Order No. 4- Transmission Main Phase 1- North Cascade Excavating not to exceed \$8,030.25 and 9 substantial completion days.

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

Motion to approve Change Order No. 4- Transmission Main Phase 1- North Cascade Excavating not to exceed \$8,030.25 and 9 substantial completion days.

### Background of Issue:

This is a two-part change order consisting of the following:

Part 1: Additional contract cost and time to complete the flushing of the existing transmission main.

Part 2: The placement of drainage rock and fabric behind the installed retaining walls at two communication vault locations located between the lower water main connection and the Owner's Buck Creek Monitoring Station

### 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 portion of the project is funded by Public Works Board

### DEI & Stakeholder Analysis:

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

### Policy & Plan Implications:

Mentioned in the WSP and CFIP

### Recommendation of Staff/Committee:

Staff recommends approval Change Order No. 4- Transmission Main Phase 1- North Cascade Excavating not to exceed \$8,030.25 and 9 substantial completion days.

CHANGE ORDER NO. 4

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: October 9, 2024      Effective Date of Change Order: October 9, 2024

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

Description:

See Attachment A to Change Order No. 4

Attachments:

Attachment A to Change Order No. 4

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: \$ 24,401.13	Increase from previously approved Change Orders No.1,2,& 3: Substantial Completion: 5 calendar days Ready for final payment: 5 calendar days
Contract Price prior to this Change Order: \$ 3,631,660.39	Contract Times prior to this Change Order: Substantial Completion: 262 calendar days Ready for final payment: 292 calendar days
Increase this Change Order: \$ 8,030.25	Increase to this Change Order: Substantial Completion: 9 days Ready for final payment: 9 days
Contract Price incorporating this Change Order: \$ 3,639,690.64	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. J...

Title: Senior Engineer

Date: 10/10/2024

Accepted by Contractor

[Signature]

Member

10/10/24

Authorized by Owner

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

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

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

Approved by Funding Agency

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

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

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

**ATTACHMENT A  
CITY OF WHITE SALMON, WASHINGTON  
TRANSMISSION MAIN REPLACEMENT PHASE I  
CHANGE ORDER NO. 4**

**4.1 ADDITIONAL CONTRACT COST AND TIME FOR FLUSHING OF THE TRANSMISSION MAIN**

**Description of Change:** Additional contract cost and time to complete the flushing of the existing transmission main.

**Justification:** In the General Requirements and Addendum No. 1 (Paragraph B.9.c), the transmission main would need to be flushed in sections sequentially. The Contractor proposed flushing the new transmission main by filling the main and then sequentially flushing the main by gravity without additional water makeup into the main which would drain much of transmission main. The Owner requested that the flushing process for the new main should be "water column driven" with water added to the transmission main as the main is flushed sequentially. The Contractor and Owner agreed to provide additional contract days for performing the "water column driven flushing" over and above what it would take for the "gravity driven flush."

**Cost/Time:** The additional requested cost by the Contractor is related to the pump and tanks used for the flushing process. The cost for additional flushing is an agreed upon lump sum cost of \$6,010.00 With sales tax, the total cost for this change order item is \$6,460.75. The number of additional contract days is six (6).

**CHANGE TO THE CONTRACT PRICE:           \$6,460.75 (Increase)**  
**CHANGE TO THE CONTRACT TIME:       Six (6) Days**

**4.2 PLACEMENT OF DRAIN ROCK AND FABRIC FOR SELECTED RETAINING WALL SITES**

**Description of Change:** The placement of drainage rock and fabric behind the installed retaining walls at two communication vault locations located between the lower water main connection and the Owner's Buck Creek Monitoring Station (STAs 7+50 and 13+00, approximate based on stationing provided in 2011 Water System Transmission Main Relocation, Appendix E of the Contract Documents).

**Justification:** This change order is a continuation of Change Order No. 3.2. Placement of drainage rock and fabric was warranted to reduce the likelihood of the installed retaining wall block being overturned by saturated silty material behind the block wall. The placement of drainage rock and fabric behind the block walls was not anticipated during design and not included in the original bid documents.

**Cost/Time:** Cost for placement of drainage rock and fabric at these locations is an agreed upon, lump sum cost of \$1,460.00. With sales tax, the total cost for this change order is \$1,569.50.

Additional contract time for this change order item (related primarily to the drainage rock and fabric placement) is three (3) calendar days (includes weekend days).

**CHANGE TO THE CONTRACT PRICE:       \$1,569.50 (Increase)**  
**CHANGE TO THE CONTRACT TIME:       Three (3) Days**

**SUMMARY OF CHANGE ORDER NO. 4**

Change Order Description	Change In Contract	
	Time, days	Price, \$
4.1 – Additional Contract Cost and Time for Flushing of the Transmission Main	6	6,010.00
4.2 – Placement of Drain Rock and Fabric for Selected Retaining Walls Sites	3	1,460.00
<b>Subtotal</b>	<b>9</b>	<b>7,470.00</b>
<b>Sales Tax @7.5%</b>	<b>N/A</b>	<b>560.25</b>
<b>TOTAL</b>	<b>9</b>	<b>8,030.25</b>

**File Attachments for Item:**

B. Approval of Outlay 12 Including NCE payment No. 12 -USDA Outlay will be provided 10/15/2024



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, Not Necessary

Meeting Date:

9.4.24

Agenda Item:

USDA Outlay Report #12 including Application for Payment No. 11- NCE- Transmission Main Phase 1

Presented By:

Andrew Dirks, Public Works Director

### Action Required:

USDA Outlay Report #12 including Approval of Application for Payment No. 12- NCE- Transmission Main Phase 1.

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

Motion to approve USDA Outlay Report #12 including Application for Payment No. 12- NCE- Transmission Main Phase 1.

### Explanation:

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.

Outlay Report #12 will provided to the council by 10/15/2024.

### 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.

### 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 of USDA Outlay Report #12 including Application for Payment No. 12- NCE- Transmission Main Phase 1.



### 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**

<b>Owner:</b> <u>City of White Salmon</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Anderson Perry &amp; Associates, Inc.</u>	<b>Engineer's Project No.:</b> <u>250-11</u>
<b>Contractor:</b> <u>North Cascade Excavating, LLC</u>	<b>Contractor's Project No.:</b> _____
<b>Project:</b> <u>Transmission Main Replacement - Phase I</u>	
<b>Contract:</b> _____	
<b>Application No.:</b> <u>12</u>	<b>Application Date:</b> <u>10/9/2024</u>
<b>Application Period:</b> <b>From</b> <u>8/24/2024</u> <b>to</b> <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. <b><u>DUE THIS APPLICATION (4 minus 5, plus 6, minus 7 and 8)</u></b>	<b>\$ 99,915.10</b>

**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

<b>Recommended by Engineer</b>		<b>Approved by Owner</b>	
<b>By:</b> <u>[Signature]</u>	_____	<b>By:</b> _____	_____
<b>Title:</b> <u>Project Manager</u>	_____	<b>Title:</b> _____	_____
<b>Date:</b> <u>10/10/2024</u>	_____	<b>Date:</b> _____	_____
<b>Approved by Funding Agency</b>			
<b>By:</b> _____	_____	<b>By:</b> _____	_____
<b>Title:</b> _____	_____	<b>Title:</b> _____	_____
<b>Date:</b> _____	_____	<b>Date:</b> _____	_____

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 (\$)				
<b>Original Contract</b>								
			-			-		-
	INCLUDED ON UNIT PRICE SHEET					-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
	<b>Original Contract Totals</b>	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -

B.

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

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

A Bid Item No.	B Description	C Contract Information				D Work Completed		I Materials Currently Stored (not in G) (\$)	J Work Completed and Materials Stored to Date (H + I) (\$)	K % of Value of Item (J / F) (%)	L Balance to Finish (F - J) (\$)
		E Item Quantity	F Units	G Unit Price (\$)	H Value of Bid Item (C X E) (\$)	D Estimated Quantity Incorporated in the Work	E Value of Work Completed to Date (E X G) (\$)				
<b>Original Contract</b>											
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)
<b>Additive Alternate 1</b>											
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
<b>Additive Alternate 2</b>											
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	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) (\$)				
<b>Additive Alternate 3</b>											
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%	-
					<b>Bid Price Total</b>		<b>\$ 3,097,892.00</b>	<b>\$ -</b>	<b>\$ 3,097,892.00</b>	<b>92%</b>	<b>\$ 257,698.00</b>

<b>Change Orders</b>											
<b>CO-1</b>											
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%	-
<b>CO-2 (non-taxable)</b>											
2-1	Revised Fitting Restraint Req for Culvert Crossings (*Engineer's Time, non-taxable)	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)										
<b>CO-3</b>											
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%	-
					<b>Change Order Totals</b>		<b>\$ 22,901.13</b>	<b>\$ -</b>	<b>\$ 22,901.13</b>	<b>100%</b>	<b>\$ -</b>

<b>Original Contract and Change Orders</b>											
					<b>Project Totals</b>		<b>\$ 3,120,793.13</b>	<b>\$ -</b>	<b>\$ 3,120,793.13</b>	<b>92%</b>	<b>\$ 257,698.00</b>
					*Sales Tax (7.5%)		\$ 234,270.42		\$ 234,270.42		
					Retainage (5%)		\$ (156,039.66)		\$ (156,039.66)		
					Liquidated Damages		\$ (50,000.00)		\$ (50,000.00)		
					<b>TOTAL</b>		<b>\$ 3,149,023.89</b>		<b>\$ 3,149,023.89</b>		

\*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 Incorporated in Work		L Total Amount Incorporated in the Work (J+K) (\$)	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 (\$)		
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	-
<b>Totals</b>						\$ 375,273.16	\$ -	\$ 375,273.16	\$ 375,273.16	\$ -	\$ 375,273.16	\$ -

**File Attachments for Item:**

C. Approval of On-Call Planning Funding



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, not necessary

Meeting Date:

October 16, 2024

Agenda Item:

Approval of On-Call Planning Funding Increase

Presented By:

Stephanie Porter, Clerk Treasurer

### Action Required:

Review and approve transfer of funding to accommodate the increased use of the Consultant Planner, Facet, Inc in the absence of a city planner.

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

Motion to approve increase on-call planning funding from \$40,000 to \$120,000 to be reflected in the Planning-Contract Services line item for a total not to exceed \$160,462.

### Explanation of Issue:

The City Council approved 2024 Budget Amendment No 2 anticipating the hiring of a city planner in July 2024. Therefore, the 2024 budget reflected an estimated salary and full family benefits for this position through the end of 2024. The city planner will be hired no earlier than January 1, 2025.

The attached spreadsheet outlines the proposed budget changes including the proposed reduction of the city plan salary.

### 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:

\$74,291 will be moved from the Planner Salary and benefit line items to Planning Contract Services to cover the additional on-call services.

### Follow Up Action:

If approved, the amendment will be included in the final 2024 budget amendment.



C.

2024 Planning-Contract Services Proposed Increase

Vendor	2024 budgeted	2024 expended as of 09/30/24	Difference	Proposed Amendment to budget	Proposed total line item increase
Granicus	11,502.00	115.13	11,386.87	11,618.00	
AWC GIS Consortium	7,715.00	-	7,715.00	7,715.00	
ERSI GIS	1,776.00	1,776.00	-	1,776.00	
Legal Services	20,000.00	9,887.50	10,112.50	14,000.00	
Facet On-call planning	40,000.00	101,078.07	(61,078.07)	120,000.00	
Bell Design	27.00	26.25	0.75	27.00	
HHPR -OnCall surveying	5,000.00	4,005.67	994.33	5,000.00	
Grey & Osbourne	151.00	325.72	(174.72)	326.00	
	86,171.00	117,214.34	(31,043.34)	160,462.00	74,291.00

Potential Offset-currently budgeted

Estimated Planner Salary	38,691.00	0	38,691.00	0	(38,691.00)
Estimated Planner Benefits	47,215.00	0	47,215.00	0	(47,215.00)
					(85,906.00)

**File Attachments for Item:**

D. Resolution 2024-10-605 Approval of Shoreline Master Plan

Exhibit C - Shoreline Master Plan is available on the city website under Supporting Documents.



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, completed

Meeting Date:

October 16, 2024

Agenda Item:

Resolution 2024-10-605 Adoption of the White Salmon Shoreline Master Plan Update

Presented By:

Facet NW Inc, (formerly DCG | Watershed), Planning Consultant

### Action Required:

Acknowledge Washington State Department of Ecology approval and effectiveness date of the Shoreline Master Plan Update.

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

Motion to adopt Resolution 2024-10-605 Acknowledging Washington State Department of Ecology approval and effectiveness date of the Shoreline Master Plan (SMP) Update.

### Explanation of Issue:

Proposed amendments to the SMP were developed to comply with State law that requires all local governments to review their SMPs on an eight-year schedule set in state law and revise it if necessary. The review ensures the SMP keeps up with changes in State law, changes in other City plans and regulations, and other changed circumstances.

Key amendments include:

1. Update to shoreline exemption language consistent with State law
2. Add statutory exceptions consistent with State law
3. Updating definitions
4. Clarifying federal applicability
5. Clarifying forest practices applicability
6. Ensure consistency of critical areas regulations consistent with Growth Management Act definitions, agency comments, and best available science
  - a. Buffers and habitat corridor requirements
  - b. WDNR seismic hazard area guidance reference
  - c. Buffer averaging
  - d. Re-locating Heritage Tree section to zoning code

Resolution 2023-07-570 accepts these changes and action to adopt Washington Department of Ecology approval of this amended SMP. Ecology has completed their Final Determination of Consistency and concluded that the City's proposed amendment is consistent with the policy and standards of RCW 90.58.020 and RCW 90.58.090 and the applicable SMP guidelines (WAC 173-26-171 through 251 and .020 definitions). Ecology approves the SMP Periodic Review amendment on July 30, 2024, effective August 13, 2024, consistent with WAC 173-26-110 and -120.

### Council Options:

City Council has the following options available at this time:

D.

1. Accept Ecology Approval.
2. Revise the Ecology Approval.
3. Other action as desired by council.

**Fiscal Analysis:**

There are no financial impacts to the 2024 budget.

**Recommendation of Staff/Committee:**

Staff is recommending acceptance of SMP Update effectiveness date.

**RESOLUTION 2024-10-605  
CITY OF WHITE SALMON**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,  
WASHINGTON, ACCEPTING THE WASHINGTON STATE DEPARTMENT OF  
ECOLOGY SHORELINE MASTER PLAN UPDATE APPROVAL AND EFFECTIVE  
DATE PURSUANT TO WAC 173-26-110 AND WAC 173-26-120.**

**WHEREAS**, the Shoreline Management Act of 1971, codified as Chapter 90.58 (SMA), requires all cities and counties with “shorelines of the state” to prepare and adopt a Shoreline Master Plan Program (SMP) that is based on state laws and rules, but tailored to the specific jurisdiction; and,

**WHEREAS**, City Council made a Motion to adopt Resolution 2023-07-570 Adopting the Shoreline Master Plan Update on July 19, 2023; and,

**WHEREAS**, on November 1, 2023, the Final Determination package was transmitted to the Washington State Department of Ecology for final review and acceptance; and,

**WHEREAS**, on July 30, 2024, Final Ecology Approval of the White Salmon Shoreline Master Program Periodic Review Amendment was provided to the City as submitted; and,

**WHEREAS**, the amended SMP is effective 14 days from the July 30, 2024 date of filing, making August 13<sup>th</sup>, 2024 the new effective date of this SMP; and,

**WHEREAS**, Ecology received no appeals during the 30-day appeal period; and

**WHEREAS**, the purpose of this resolution is to accept the effectiveness date of August 13, 2024 for the City’s formal adoption of the SMP as 14-days from the July 30, 2024 date of filing, in accordance with WAC 173-26-120.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON**, do hereby resolve as follows:

**Section 1.** The White Salmon City Council accepts the Shoreline Master Program Update Final Approval Letter and conditions as attached as Exhibit A and Exhibit B, incorporated herein by reference.

**Section 2.** The White Salmon City Council approves the Shoreline Master Program Update, effective August 13, 2024 attached as Exhibit C and incorporated herein by reference.

D.

**ADOPTED** by the Council of the City of White Salmon, Washington. Dated this 16<sup>th</sup> day of October, 2024.

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephanie Porter, Clerk Treasurer

\_\_\_\_\_  
Shawn MacPherson, City Attorney



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47600, Olympia, WA 98504-7600 • 360-407-6000

July 30, 2024

The Honorable Marla Keethler  
City of White Salmon  
100 North Main Street  
White Salmon, WA 98672

RE: Final Ecology Approval of the White Salmon Shoreline Master Program Periodic Review Amendment

Dear Mayor Keethler:

The Department of Ecology is pleased to announce final approval of the City of White Salmon Shoreline Master Program (SMP) periodic review amendment. Ecology finds the City’s program consistent with the policy and procedural requirements of the Shoreline Management Act (RCW 90.58) and its implementing rules.

**Ecology approves the City’s SMP amendment as submitted.**

The enclosed Attachment A, Findings and Conclusions document, provides more information about our decision. This is Ecology’s final action and there will be no further modifications to the proposal.

The amendment adopted by this action conclude the City’s periodic review under RCW 90.58.080(4). Ecology’s approval affirms the amendment is consistent with the applicable provisions of the SMA and its implementing rules, including periodic review requirements of WAC 173-26-090.

The amended SMP is effective 14 days from the date of this letter. This time period was established by the state legislature and is intended to provide lead time for the City to prepare to implement the amended SMP.

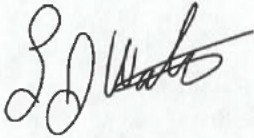
Ecology is required to publish a newspaper notice that the City’s SMP has received final approval. The publication of this notice, in the form of a legal ad, will begin a 30-day appeal period. We will provide a copy of the notice to the City for the amendment record.

The Honorable Marla Keethler  
July 30, 2024  
Page 2

Please send us a final clean copy version of the complete approved SMP that includes the amendment changes.

If you have any questions, please contact our regional shoreline planner, Chelsea Wilson, at [Chelsea.Wilson@ecy.wa.gov](mailto:Chelsea.Wilson@ecy.wa.gov) or 509-571-4155.

Yours truly,



Laura Watson  
Director

Enclosure

ec: Erika Castro Guzman, City of White Salmon  
Lori White, Ecology  
Chelsea Wilson, Ecology



**ATTACHMENT A: FINDINGS AND CONCLUSIONS  
CITY OF WHITE SALMON SHORELINE MASTER PROGRAM PERIODIC REVIEW AMENDMENT**

SMP Submittal accepted December 13, 2023, Resolution No. 2023-07-571  
Prepared by Department of Ecology on July 3, 2024

**Brief Description of Proposed Amendment**

The City of White Salmon (City) is undergoing a statutorily required periodic review of their Shoreline Master Program (SMP) and has submitted an amendment to the Department of Ecology (Ecology) for approval. The City chose to utilize the joint review process set forth in WAC 173-26-104. As part of this process on June 30, 2023, per WAC 173-26-104(3)(b), Ecology provided the City with an initial determination of consistency with applicable laws and rules.

**FINDINGS OF FACT**

**Need for Amendment**

White Salmon comprehensively updated their master program in 2017. This current amendment is needed to comply with the statutory deadline for a periodic review of the SMP pursuant to RCW 90.58.080(4).

The City prepared a checklist and an analysis documenting the proposed amendment. The amendment will bring the SMP into compliance with requirements of the Shoreline Management Act, or state rules that have been added or changed since the last SMP amendment. It will ensure that the SMP remains consistent with amended comprehensive plans and regulations, and incorporate revisions deemed necessary to reflect changed circumstances, new information, or improved data.

**SMP provisions to be changed by the amendment as proposed**

The City’s SMP is a standalone document with appendices and includes the City’s shoreline management policies, regulations, and administrative procedures. The SMP regulates shoreline uses and activities along the Columbia River within city limits.

In addition to needed general formatting and citation corrections, the following amendments to the SMP are proposed:

*Acronyms and Abbreviations*

An acronym for Natural Resource Conservation Service has been added.

*1.5.2 Applicability to federal agencies*

Added: Areas and uses in those areas that are under exclusive federal jurisdiction as established through federal or state statutes are not subject to the jurisdiction of chapter 90.58 RCW.

*2.5 Substantial development permits and exemptions*

Added references to RCW 77.55.181 and 90.58.147 to types of exemptions.  
Replaced the list of exemptions with a reference to WAC 173-27-040 list.

Attachment A: Findings and Conclusions  
City of White Salmon SMP Periodic Review Amendment

*2.6 Exceptions to local review*

New section added identifying exceptions to local review per WAC 173-27-044, & -045.

*2.13 Amendments to the shoreline master program*

Added WAC 173-26-110 reference for submittal and procedural requirements.

*5.3.1 General regulations for all critical areas*

4. Clarified that critical areas are defined by standards in WAC 365-190.

5a. Added clarifying language about use and location of critical area maps.

5b. Added Washington Geologic Survey online portal as a resource map.

5d. Removed duplicated language.

5e. Removed map language that has been added above in text.

9d. Buffer averaging: Added requirement for critical area report, added that there must be no alternative development locations, and added language about increasing/decreasing buffer area based on functions of the critical area.

9f. Buffer reduction: Clarified that the reduction must not adversely impact functions and values of the critical area as shown by critical area report.

*5.3.2 General mitigation requirements for all critical areas*

Removal of language repeated in following sections.

3c.i Removed language from compensation section: For the purposes of restoration, creation, or enhancement, buffers shall be fully vegetated and shall not include lawns, walkways, driveways and other mowed or paved areas.

4b. Mitigation plans: removed language that allowed the scope and content of a mitigation plan to be decided on a case by case basis instead of relying on a standard set of requirements.

5a.viii Addition allowing for requirement of longer maintenance and monitoring plans.

*5.3.2 General critical area report requirements*

2. Replace the suggestion to disclose critical areas on site for the requirement to disclose critical areas on site for a development proposal through a critical area report.

3b. Removed repetitive language about input and assistance from resource agencies to determine necessity of critical area reports.

*5.3.4 Fish and wildlife habitat conservation areas, designation, mapping, and classification*

2a.iv. Removed of "heritage tree sites" as fish and wildlife conservation areas.

*5.3.6 Fish and wildlife habitat conservation areas, critical area reports*

1a. Removed specific species and replaced with references to WDFW information and priority habitat areas and lists and added Depart of Agriculture reference for soil typing.

*5.3.7 Heritage trees designation, mapping, and classification*

Removed heritage tree sections from critical areas and added to general City code.

*5.3.7 Geologically Hazardous Areas Designation, Mapping, and Classification*

Elaborated on classifications of seismic hazard areas.

*5.3.8 Geologically Hazardous Areas Protection Standards*

- 1. Expanded prohibition of on-site sewage disposal systems to include all critical facilities unless no other alternative exists.
- 2. Removed allowance for development on slopes of less than 40 percent.

*5.3.11 Wetland designation, mapping, and classification*

- 3. Updated wetland rating system reference to the 2014 version.
- 4. Added regulation that says rating categories shall not change because of illegal modifications to a wetland.

*5.3.12-13 Wetland Protection Standards/Mitigation*

Incorporation of Ecology 2018 Wetland buffer guidance. Includes a larger range of habitat scores for lower functioning wetlands, so long as minimization measures are met. If a wetland contains a habitat score of 6 or greater, a habitat corridor must be provided through the property connecting to adjacent to WDFW priority habitats.

*6.2 Shoreline use table*

Added footnote for forest practices information.

*7.1.5 Shoreline restoration and enhancement*

Regulations, 4. Added language for relief of development standards resulting from restoration projects within urban growth areas per WAC 173-27-215.

*8 Definitions*

The following definitions have been added, or modified: Development, Floodway, Nonconforming use, Nonconforming development, Nonconforming lot, Substantial development, and Wetlands rating system.

*Amendment History, Review Process*

The City prepared a public participation program in accordance with WAC 173-26-090(3)(a) to inform, involve and encourage participation of interested persons and private entities, tribes, and applicable agencies having interests and responsibilities relating to shorelines. The City developed draft documents in collaboration with Ecology.

The City used Ecology’s Periodic Review checklist of legislative and rule amendments to review amendments to chapter 90.58 RCW and department guidelines, that have occurred since the master program was last *amended* and determine if local amendments were needed to maintain compliance in accordance with WAC 173-26-090(3)(b)(i). The City also reviewed changes to the comprehensive plan and development regulations to determine if the shoreline master program policies and regulations remain consistent with them in accordance with WAC 173-26-090(3)(b)(ii). The City considered whether to incorporate any amendments needed to reflect changed circumstances, new information or improved data in accordance with WAC

Attachment A: Findings and Conclusions  
City of White Salmon SMP Periodic Review Amendment

173-26-090(3)(b)(iii). The City consulted with Ecology and solicited comments throughout the review process.

*SEPA determination and comment period*

The record indicates the City issued a final SEPA Checklist and Determination of Non-Significance (DNS) on April 12, 2023, for the proposed SMP amendment. Notice of DNS was published on March 16, 2023, in the Columbia Gorge Newspaper. The City accepted comments on the DNS through March 30, 2023. No comments were received during the SEPA comment period.

*Joint local/state comment period under WAC 173-26-104*

Ecology and the City held a joint local/state comment period on the proposed SMP amendment following the procedures outlined in WAC 173-26-104. The comment period began on March 20, 2023, and continued through April 19, 2023. Ecology and the City held a joint public hearing, in a hybrid virtual and in-person format before the City Council on April 12, 2023.

The City provided notice of the joint comment period and hearing. Affidavits of publication provided by the City indicate notice of the joint comment period and hearing was published on March 15, 2023, in The Columbia Gorge News.

Ecology distributed notice of the joint local/state comment period to state interested parties on March 16, 2023. The Confederated Tribes of the Yakama Nation, and The Confederated Tribes of Warm Springs were invited to comment and consult Government to Government, if necessary, on March 16, 2023.

Comments were received from The Washington State Department of Fish and Wildlife (WDFW) and Department of Natural Resources (DNR) during the joint comment period.

*Washington State Department of Fish and Wildlife*

The comment letter from WDFW included recommended changes to four sections of the SMP. These included: Time frame requirements for mitigation plans, consideration of site potential tree height for buffers, revising language and definitions for priority habitat species, and updating language about functionally isolated buffer areas.

*Washington State Department of Natural Resources*

The comment letter from DNR commended the City for updating geologically hazardous area provisions and suggested they add a reference to the WGS Geologic Information Portal.

*City's Response*

These comments were reviewed by the City as part of the local process. City staff provided a comment response matrix to Ecology with their initial submittal.

Upon review of the WDFW comments, the City found that the SMP already includes enough descriptive language regarding functionally isolated buffers (see Section 5.3.1(9)(c) and 5.3.12(7)) to sufficiently define the term and declined to include WDFW's suggested definition.

Attachment A: Findings and Conclusions  
City of White Salmon SMP Periodic Review Amendment

WDFW also recommended that the City adopt their PHS program to define critical habitats and species. The existing SMP already includes the use of WDFW priority habitat and species online map system for identification of critical areas, and the definitions that were requested to be removed do not exist in the current SMP (see Section 5.3.1(5) and Table 1). WDFW provided suggested text edits to allow for longer monitoring periods when projects are complex, risky, or if the establishment of target vegetation takes longer than 5 years. The City agreed with this addition and added WDFW’s proposed language to Section 5.3.2(5)(a)(vii). Lastly WDFW commented that they hoped their recently published riparian management recommendations had been considered when establishing shoreline setbacks. Although the SPTH distance along White Salmon’s shorelines is unknown and not mapped, WDFW suggests applying a riparian zone and mitigation sequencing to areas no less than 100 feet from streams to help minimize pollutant runoff. The SMP has two SEDs, High Intensity (HI) and Urban Conservancy (UC), with shoreline setbacks of 100’ or more for all non-water oriented uses except for forest practices and multifamily residential in the HI SED which are each provided a 50’ setback. The City acknowledged the WDFW riparian management recommendations publication and anticipated further review during their next critical areas ordinance update but did not propose any further modifications to their SMP in response to this comment. Although the City is not proposing to use a variable SPTH buffer within shoreline jurisdiction, the methods previously used by the City to establish their shoreline setbacks and allowed uses are aligned with the process outlined in Chapter 3 of the WDFW Riparian Management Recommendations. They evaluated ecological functions and existing, as well as allowed, land uses as part of their 2017 SMP comprehensive update. The City used this information to establish shoreline environment designations, shoreline setbacks, and allowed uses consistent with the SMA guidelines (Chapter 173-26 WAC) and the SMA (Chapter 90.58 RCW). This is reflected in *Table 6-1 Shoreline Use and Development Standards*.

In response to the DNR comment, the City acknowledged the excellent resource referenced and added WGS Geologic Information Portal to the list provided in Section 5.3.1(5) Table 1.

The changes identified above, including the flexibility for longer monitoring timelines and the addition of the WGS Geologic Information Portal, were included in the draft SMP submitted to Ecology for initial determination.

*Initial Determination of Consistency*

As part of this review, the City chose to utilize the joint review process set forth in WAC 173-26-104. After the joint local/state comment period and hearing, the City submitted the proposed amendment to Ecology for initial review. Ecology is required under WAC 173-26-104(3)(b) to provide the City with an initial determination of consistency with the policy of the Shoreline Management Act (SMA) and the applicable rules.

Attachment A: Findings and Conclusions  
City of White Salmon SMP Periodic Review Amendment

The proposed SMP amendments were received by Ecology on May 19, 2023, for initial state review, and verified as complete on June 22, 2023. This began Ecology’s review and initial determination.

Ecology is required to review all SMPs to ensure consistency with the SMA and implementing rules of WAC 173-26 and WAC 173-27, including the SMP approval/amendment procedures pursuant to WAC 173-26-090 and WAC 173-26-201. WAC 173-26-186(11) specifies that Ecology “shall insure that the state’s interest in shorelines is protected, including compliance with the policy and provisions of RCW 90.58.020.”

Ecology finds the City considered whether to incorporate any amendments to reflect changed circumstances, new information, or improved data as provided or raised during the comment period. We considered the comments received and the City’s response memo prior to finalizing our initial determination. The City has determined, and Ecology concurs, that no additional changes are warranted at this time based on the significance of the information provided and the existing SMP provisions.

Ecology provided the City with a formal written statement documenting our initial determination of consistency. Ecology considered the record, including comments received and the City’s responses to these comments, and concluded the proposal was consistent with applicable laws and rules. A formal written statement of initial concurrence was sent to the City on June 30, 2023. Based upon this determination, Ecology advised the City to proceed with local adoption of the proposed amendment.

*Final Submittal*

With passage of Resolution No. 2023-07-571, on July 19, 2023, the City authorized staff to forward the proposed amendments to Ecology for formal approval. The City’s final submittal of the SMP periodic review amendment was received by Ecology on November 1, 2023. The final submittal was deemed complete on December 13, 2023. This began our formal final review and approval process.

At the conclusion of our formal review, Ecology’s director must decide to approve the program as submitted, approve it with required changes and/or recommended changes, or deny approval.

Consistency Review

*Consistency with Chapter 90.58 RCW*

The proposed amendment has been reviewed for consistency with the policy of RCW 90.58.020 and the approval criteria of RCW 90.58.090(3), (4) and (5). The City has also provided evidence of its compliance with SMA procedural requirements for amending their SMP contained in RCW 90.58.090(1) and (2).

Attachment A: Findings and Conclusions  
City of White Salmon SMP Periodic Review Amendment

*Consistency with applicable guidelines (Chapter 173-26 WAC, Part III)*

The proposed amendment has been reviewed for compliance with the requirements of the applicable SMP Guidelines (WAC 173-26-171 through 251 and 173-26-020 definitions). This includes review for compliance with the SMP amendment criteria found in WAC 173-26-201(1)(c) along with review of the SMP Periodic Review Checklist completed by the City.

*Consistency with SEPA Requirements*

The City submitted evidence of SEPA compliance in the form of a adopting the SEPA checklist and Determination of Non-Significance (DNS) from the SMP comprehensive update.

## CONCLUSIONS OF LAW

After review of the complete record submitted and all comments received, we conclude that the City’s proposed amendment is consistent with the policy and standards of RCW 90.58.020 and RCW 90.58.090 and the applicable SMP guidelines (WAC 173-26-171 through 251 and .020 definitions).

Ecology concludes that the proposed amendment satisfies the criteria for approval of amendments found in WAC 173-26-201(1)(c). This includes the conclusion that approval of the SMP amendment will not foster uncoordinated and piecemeal development of the state’s shorelines (WAC 173-26-201(1)(c)(i)) and will assure no net loss of shoreline ecological functions will result from implementation of the amended SMP (WAC 173-26-201(1)(c)(iv) and WAC 173-26-186(8)).

Ecology concludes that those SMP segments relating to shorelines of statewide significance continue to provide for the optimum implementation of the Shoreline Management Act policy (RCW 90.58.090(5)).

Ecology concludes that the City has complied with the requirements of RCW 90.58.100 regarding the SMP amendment process and contents.

Ecology concludes that the City has complied with the purpose and intent of the amendment process requirements contained in RCW 90.58.130, WAC 173-26-090, and WAC 173-26-104, including conducting public hearings, notices, consultation with parties of interest and solicitation of comments from tribes, government agencies, and Ecology.

Ecology concludes that the City has complied with the requirements of Chapter 43.21C RCW, the State Environmental Policy Act.

Ecology concludes that the City’s SMP submittal to Ecology was complete pursuant to the requirements of WAC 173-26-090, WAC 173-26-104, and WAC 173-26-110.

Ecology concludes that we have complied with our procedural requirements for review and approval of SMP amendments as set forth in RCW 90.58.090 and WAC 173-26-104, WAC 173-26-110, and WAC 173-26-120.

Attachment A: Findings and Conclusions  
City of White Salmon SMP Periodic Review Amendment

Ecology concludes that with this action the City has completed the required process for periodic review in accordance with RCW 90.58.080(4) and applicable state guidelines (WAC 173-26).

**DECISION AND EFFECTIVE DATE**

Based on the preceding, Ecology has determined the proposed periodic review amendment to the City’s SMP is consistent with Shoreline Management Act policy, the applicable guidelines and implementing rules. With this approval, Ecology affirms the City has completed the requirement for a periodic review under RCW 90.58.080(4). The SMP amendment is effective 14 days from Ecology’s final action letter approving the amendment.



**File Attachments for Item:**

E. Resolution 2024-10-606 Declaring Emergency Related to Sewer Mainline Failure on Columbia St



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:	Yes, completed
Meeting Date:	10.16.24
Agenda Item:	Resolution 2024-10-606 Declaring Emergency Sewer Mainline Failure on NE Columbia St
Presented By:	Andrew Dirks, Public Works Director

**Action Required:**

Approval of Resolution 2024-10-606 Declaring Emergency Sewer Mainline Failure on NE Columbia St.

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

Motion to approve Resolution 2024-10-606 Declaring Emergency Sewer Mainline Failure on NE Columbia St.

**Background of Issue:**

On September 25, 2024, the City of White Salmon Public Works Department discovered a failure on a concrete 8" sewer main on NE Columbia St. The failure was at about 8' to the top of the pipe and was creating a sinkhole in NE Columbia. After further exploration Public Works Staff discovered the failure, and it was then determined to be in need of an emergency repair.

**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:**

Fiscal analysis was addressed at the 10.6.24 council meeting with the approval of the Emergency Contract with Gorge Dirt Works. Funding was allocated from the WW Reserve Fund.

**DEI & Stakeholder Analysis:**

Upgrades and repairs to City owned infrastructure impact all those serviced by the CWS wastewater collection system through rates.

**Policy & Plan Implications:**

There are no direct policy or Plan impacts with this repair.

**Recommendation of Staff/Committee:**

Staff recommends approval of Resolution 2024-10-606 Declaring Emergency Sewer Mainline Failure on NE Columbia St.

**RESOLUTION 2024-10-606**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON ADOPTED PURSUANT TO RCW 39.04.280 WAIVING THE COMPETITIVE BIDDING REQUIREMENTS FOR THE REPAIR OF THE NE COLUMBIA STREET SEWER MAIN DUE THE EXISTENCE OF A LOCAL EMERGENCY**

**WHEREAS**, on September 24, 2024 the Public Works Department learned that the concrete Y on the sewer main in NE Columbia St had failed by the pipe being compromised 8 feet to the top of the pipe creating a sinkhole in NE Columbia St.; and

**WHEREAS**, the due to possible public health risks including high potential of loss of sewer service to users in the vicinity the immediate repair of the concrete sewer main was needed; and

**WHEREAS**, the conditions stated above constitute an emergency as defined by RCW 39.04.280(3a) due to the presence of real, immediate threat to the proper performance of essential functions; and

**WHEREAS**, the conditions stated above constitute an emergency as defined by RCW 39.04.280(3b) due to inaction likely resulting in bodily injury, or loss of life if immediate action is not taken; and

**WHEREAS**, the City Administrator and the Mayor of the City of White Salmon declared an emergency on September 25, 2024 and authorized the City of White Salmon Public Works Department to enter into contract(s) and incur obligations to address the emergency (Exhibit A);

**NOW THEREFORE**, the City Council of the City of White Salmon, Washington, do resolve as follows:

**Section 1.** The declaration of emergency is hereby ratified.

**Section 2.** Pursuant to the emergency declared at Section 1, the City is authorized to waive competitive bidding and enter into contract(s) and incur obligations necessary to repair NE Columbia Sewer Line Failure, all as pursuant to RCW 39.04.280.

**APPROVED AND ADOPTED** by the Council of the City of White Salmon, Washington. Dated this 16th day of October, 2024.

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephanie Porter, City Clerk Treasurer

\_\_\_\_\_  
Shawn MacPherson, City Attorney

E.

City of White Salmon  
Office of City Hall



RE: Emergency Proclamation 2024-005

September 27, 2024

On September 25, 2024, the City of White Salmon Public Works Department discovered a failure on a concrete 8” sewer main on NE Columbia St. The failure was at about 8’ to the top of the pipe and was creating a sinkhole in NE Columbia. After further exploration Public Works Staff discovered the failure and it was then determined to be in need of an emergency repair.

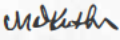
An emergency is present that necessitates the utilization of emergency powers. To properly access appropriate services and equipment in a timely manner the City may need to waive competitive bidding required and award all necessary contracts on behalf of the city to properly address the incident.

I, Marla Keethler, Mayor declare an emergency as defined by RCW 39.04.280(3) due to the unforeseen nature of the situation described in the first paragraph, above, and the immediate public health risks.

Pursuant to the emergency declared, the City Public Works Department is authorized to enter into contract(s) and incur obligations to address such emergency with approval by the City Administrator. Emergency measures may include, but is not limited to, the purchase of supplies and the hiring contractors for repair of the sewer line.

The declaration of a local emergency shall terminate when in the Mayor’s judgment, the emergency measures contained herein are no longer required to safeguard property and public health.

Signed this 25th day of September 2024.

DocuSigned by:  
  
361DCEFEBE64421...  
Marla Keethler  
Mayor, City of White Salmon

**File Attachments for Item:**

A. Approval of Washington Street Sewer Main Extension1. Presentation2. Discussion3. Action



**COUNCIL REPORT**

**Business Item**

**Consent Agenda**

Needs Legal Review:	Yes, Complete.
Meeting Date:	10.16.24
Agenda Item:	Washington St sewer line Acceptance
Presented By:	Andrew Dirks, Public Works Director

**Action Required:**

Acceptance of sewer line extension on NE Washington St and approval of agreement between the City and James Mast.

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

Motion to accept sewer line extension on NE Washington St and approval of agreement between the City and James Mast.

**Background of Issue:**

Mr. Mast has developed two properties on NE Washington St that required an extension of the City Wastewater collection System to serve the property. He hired Darrin Eckman with AKS Engineering & Forestry to for the engineering and testing of this sewer line. AKS has provided Staff with accurate As-Builts, proof of a successful testing and a letter of completion (all attached). All bonds, agreements and documentation are in place.

**Explanation of Issue:**

The extension required construction of the new manhole with approximately 213 lineal feet of 8” sanitary sewer line and to 6” sewer laterals.

**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:**

N/A

**DEI & Stakeholder Analysis:**

This project has no DEI and Stakeholder implications. This project has no DEI and Stakeholder direct implications, but it does provide water to properties that have not been servable to this point.

**Policy & Plan Implications:**

This project has no Policy and Plan implications.

**Recommendation of Staff/Committee:**

A.

Staff recommends acceptance sewer line extension on NE Washington St and approval of agreement between the City and James Mast.

A.



# CITY OF WHITE SALMON

## BILL OF SALE - SEWER

The **UNDERSIGNED** hereby conveys and transfers to **THE CITY OF WHITE SALMON** (the "City") the following described personal property:

**New Sewer Line extending in NE Washington St between NE Estes Avenue and NE Wauna Avenue starting in front of 326 NE Washington St and extending to the east to the manhole at the intersection of NE Wauna and Washington between tax lot 03-11-1911-0208/00 to the north and tax lot 03-11-1965-0101/00 to the south.**

This conveyance is made in consideration of the City's agreement to provide routine maintenance of said property and to provide sewer services pursuant to the City's ordinances, policies, resolutions and regulations, which may be amended from time to time.

The undersigned, and its successors and assigns, covenants and agrees with the City, its successors and assigns, that the undersigned is the owner of said property and has the right and authority to sell the same, that the property is free of all liens or encumbrances, and that the undersigned will, and does, hereby warrant and agree to defend the title of the City, its successors and assigns, against the claims of all third parties claiming to own the same or claiming any interest therein or encumbrance thereon.

The undersigned warrants that all bills and taxes relating to the construction and installation of the sewer main and appurtenances have been paid in full and that there are no lawsuits pending involving this project. The undersigned further warrants that in the event any lawsuit is filed as a result of, or involving, this project the undersigned will undertake to defend the lawsuit and will accept responsibility for all costs of litigation, including costs on appeal, and will hold the City harmless on any judgment rendered against the City.

The undersigned further warrants that all laws, ordinances and regulations respecting construction of this project have been complied with, and that the property is in proper working condition, order and repair and fit for purposes intended; i.e., for use as a sewer collection system including collection and conveyance lines adequate for the service intended and has been constructed in accordance with the conditions, standards and specifications of the City.

The undersigned covenants and agrees with the City to replace, repair and correct any defect in materials or workmanship in respect to the personal property subject to this Bill of Sale arising during a period of two (2) years from the date hereof, without cost to the City. The undersigned shall further warrant the corrected work for two (2) years after acceptance of the corrected work by the City.

DEVELOPER:

By

James Mast

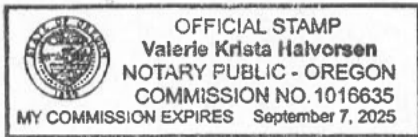


INDIVIDUAL

Oregon  
STATE OF WASHINGTON )  
) ss.  
COUNTY OF ~~Klickitat~~ )  
Multnomah

I certify that I know or have satisfactory evidence that James Mast  
Is the person who appeared before me, and said person acknowledged that he signed this instrument and  
acknowledged it to be his free and voluntary act for the uses and purposes mentioned in the instrument.

Dated 10/4/24



[Signature]  
Notary Public in and for the State of ~~Washington~~  
residing at Portland Oregon  
My Appointment  
Expires 9/7/25

CORPORATE / PARTNERSHIP

STATE OF WASHINGTON )  
)ss.  
COUNTY OF KLICKITAT )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
is the person who appeared before me, and said person acknowledged that \_\_\_\_\_  
signed this instrument, on oath stated that \_\_\_\_\_ was authorized to execute the  
instrument and acknowledged it as the \_\_\_\_\_ of  
\_\_\_\_\_ to be the free and voluntary act of such corporation for the uses and  
purposes mentioned in the instrument.

Dated \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for the State of Washington,  
residing at \_\_\_\_\_  
My Appointment  
Expires \_\_\_\_\_

A.

### ASSIGNMENT OF FUNDS (In Lieu of a Sewer Main Extension Maintenance Bond)

KNOW ALL MEN BY THESE PRESENTS:

THAT we, JAMES MAST as *Principal*, and UMPQUA BANK as *Financial Institution*, a company incorporated under the laws of the State of WASHINGTON and authorized to conduct a business in the State of Washington, are held and firmly bound unto City of White Salmon, a Political Subdivision of the State of Washington, as *Obligee*, in the full and just sum of \$ 7,300.00 dollars to the payment of which well and truly to be made we do bind ourselves, our heirs, executors, administrators, legal representatives and successors and assignees, jointly and severally, by these presents.

WHEREAS, the *Principal* is developing a certain tract of land in Klickitat County in Section 19, Township 3, Range 11 W.M., which development is known as Estes Second Addition to the City of White Salmon. The development in question necessitates the establishment of a maintenance bond, which is to remain in force for a duration of two (2) years. This bond is specifically designated for the purpose of correcting defects in material or workmanship of said construction to standards acceptable by the City of White Salmon. It is pertinent to note that these plans received official approval from the City of White Salmon in May 2024.

WHEREAS, said *Obligee* requires that a good and sufficient bond be furnished by said *Principal* guaranteeing the maintenance bond in equal to ten percent of the cost of the original Construction Cost Estimate prepared by Darrin Eckman P.E., the *Engineer*, and approved by the *City of White Salmon* in December 2023.

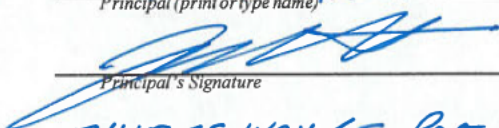
WHEREAS, in lieu of a maintenance bond, at the direction of *Principal*, the undersigned Financial Institution, is holding funds in the amount of Seven Thousand Three Hundred Dollars and No Cents (\$ 7,300.00) in Account Number [REDACTED] for the sole purpose of completing the proposed construction to standards acceptable to *Obligee*,

NOW THEREFORE, the condition of this obligation is such that the *Obligee* shall not relieve the *Principal* of the obligation to correct defects in material or workmanship of said construction to standards acceptable to the *Obligee*, for a period of two (2) years said funds will be made available to said *Obligee* for the sole and specific purpose of correcting defects in material or workmanship of the construction. Failure of the undersigned Financial Institution to hold the amount specified above until released, in writing, by the *Obligee*, will bind the undersigned *Financial Institution* for the amount specified above,

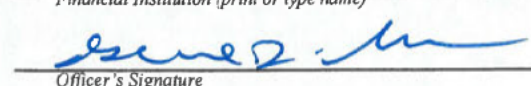
IN THE EVENT that any actions or proceedings are initiated with respect to this bond, the parties agree that the venue thereof shall be the City of White Salmon, State of Washington. Should any proceedings be necessary to enforce this bond, such sum as the Court may determine to be reasonable shall be awarded to *Obligee* as attorney's fees, interest at the rate of twelve (12%) percent per annum, and other sums found due.

Signed and dated at PORTLAND, OREGON Washington, this 3<sup>RD</sup> day of OCTOBER, 20 24

PRINCIPAL

JAMES MAST  
*Principal (print or type name)*  
  
*Principal's Signature*  
2415 SE IVON ST. PORTLAND, OR 97202  
*Address*  
Portland OR 97202  
*City State Zip*  
503-799-1450  
*Telephone Number*

SURETY

umpqua Bank  
*Financial Institution (print or type name)*  
  
*Officer's Signature*  
3557 SE Hawthorne Blvd.  
*Address*  
Portland OR 97214  
*City State Zip*  
(503) 219-6151  
*Telephone Number*

All correspondence regarding this Assignment of Funds should be sent to:

City of White Salmon  
PO Box 2139 / 100 N Main Ave, White Salmon, WA 98672

A.

SEWER MAIN EXTENSION ASSIGNMENT OF FUNDS  
(cont'd)

ACCOUNT NO. [REDACTED]

Oregon  
STATE OF ~~WASHINGTON~~  
County of Multnomah

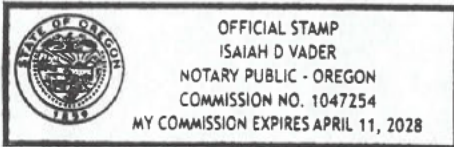
) SS.

I, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, do hereby certify that on this 3rd day of October, 2024, personally appeared James Mast  
(Principal)

to me known to be the individual described in and who executed the within instrument and acknowledged that (he/she/they) signed the same as (his/her/their) free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND AND OFFICIAL SEAL THIS 3rd day of October 2024

[Signature]  
Notary Public in and for the State of ~~Washington~~, <sup>Oregon</sup> residing in Portland, OR - Umpqua Bank  
My commission expires on 04.11.2028



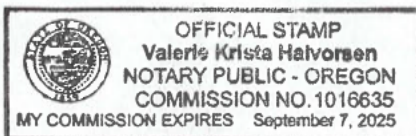
Oregon  
STATE OF ~~WASHINGTON~~  
County of Multnomah SS.)

)

I, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, do hereby certify that on this 3rd day of October, 2024, personally appeared Isaiiah Vader  
(Officer)

to me known to be the Officer of the Financial Institution described in and who executed the within instrument and acknowledged that (he/she/they) signed the same as (his/her/their) free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN UNDER MY HAND AND OFFICIAL SEAL THIS 3rd day of October 2024



[Signature]  
Notary Public in and for the State of ~~Washington~~, <sup>Oregon</sup> residing in Portland, OR - Umpqua Bank  
My commission expires on 9/7/25

Latecomer Agreement  
No. \_\_\_\_\_

**LATECOMER AGREEMENT**

THIS **LATECOMER AGREEMENT** (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2024 by and between the **CITY OF WHITE SALMON**, a Washington municipal corporation (the "City"), and **JAMES MAST**, an individual (the "Developer") (the "Party" or "Parties").

**RECITALS**

WHEREAS RCW 35.72.010 et seq. and White Salmon Municipal Code Chapter 13.28 provide for reimbursement of costs by private owners of real property who construct municipal water, sewer, storm sewer and street system improvements which are subsequently conveyed to City;

WHEREAS the real property being improved, more particularly described on "Exhibit A," attached hereto, is in a location where the City's ordinances require the sewer system be improved or constructed as a prerequisite to further property development;

WHEREAS the location of the sewer system facilities constructed by Developer is shown on the map, attached as "Exhibit C," and are within the legal description contained on the attached "Exhibit B";

WHEREAS Developer certifies and verifies that the legitimate expenses actually incurred in construction of the sewer system facilities are provided on the attached "Exhibit D";

WHEREAS Developer has offered, and City has agreed, to accept the sewer system ~~road~~ facilities described herein;

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, Developer and City agree as follows:

## AGREEMENT

1. Developer has constructed, at its own cost and expense, the sewer system facilities and improvements (the "Sewer System") described herein. Connection to the municipal system is expressly conditioned upon the following:

- a. Construction of the Sewer System according to plans and specifications approved by City;
- b. Inspection and approval of the Sewer System by City and a licensed engineer;
- c. Transfer of the Sewer System to City's municipal sewer system, without cost to City, upon City's acceptance of the Sewer System;
- d. Full compliance with Developer's obligations under this Agreement and with City's applicable codes, rules, and regulations;

2. For a period of fifteen (15) years from the date of recording of this Agreement, as set forth in the header/footer of this instrument (the "Latecomer's Term"), any individual or entity owning or leasing real property and not contributing to the cost of the Sewer System, as listed above and described in the attached exhibits, and seeking to connect to or make use of Sewer System shall pay Latecomer Fees, as calculated and outlined in "Exhibit D," attached hereto. These Latecomer Customer Equivalent Charges are detailed in the attachments, which include documented costs as submitted by the Developer together with the method of computing the fair pro rata shares.

3. The Latecomer's Term may be extended for a time not to exceed the duration of any moratorium, phasing ordinance, concurrency designation, or other governmental action that prevents making applications for, or the approval of, any new development within the benefit area, as set forth in "Exhibit D" (the "Benefit Area") for a period of six (6) months or more. Any extension of the Latecomer's Term must specify in writing the duration of the extension and must be recorded with the Klickitat County Auditor. City shall notify in writing all property owners of record who are subject to the reimbursement obligations related to the Sewer System, and Developer shall reimburse City for any such notification costs.

4. No individual or entity shall be granted a permit or be authorized by City to connect directly or indirectly or to gain service from the Sewer System without first paying the Latecomer Fees set forth in "Exhibit D."

5. Every two (2) years from the recording date of this Agreement, Developer entitled to reimbursement under this section shall provide City with information regarding the current contract name, address, and telephone number of the person, company, or partnership that originally entered into the contract. If the property owner fails to comply with the notification requirements of this subsection within sixty (60) days of the specified time, then the contracting municipality may collect any reimbursement funds owed to the property owner under the contract. The funds collected under this subsection must be deposited in the capital fund of the municipality.



**“EXHIBIT A”**

Developer’s Real Property

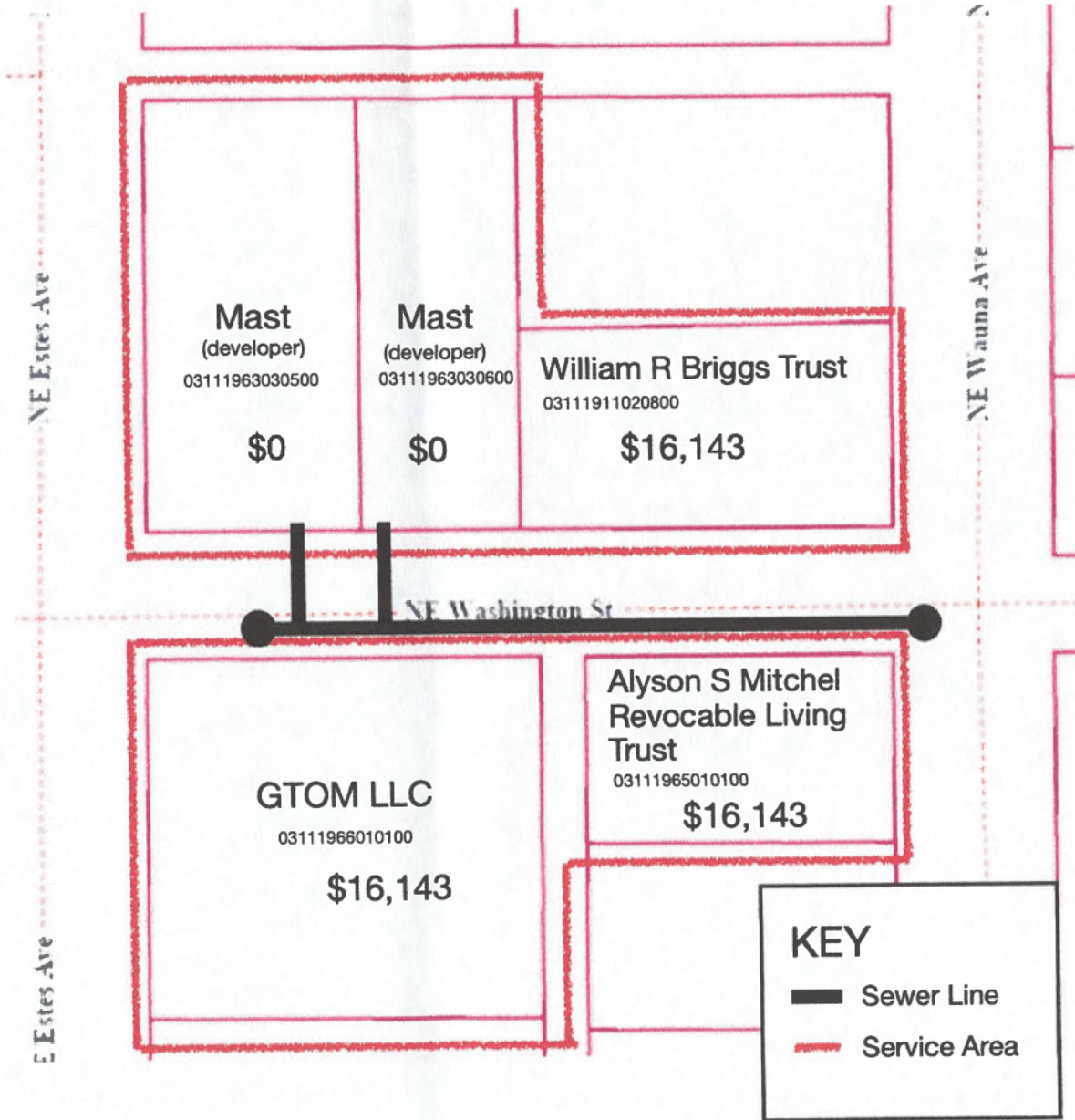
Record Owner	James Mast as Trustee of the Mast Fan Revocable Living Trust
Mailing Address	2415 SE Ivon Street Portland, OR 97202
Property Legal Description	Lot 5 less S 10’ Blk 3 Estes 2 <sup>nd</sup> to WS NWSW; 19-3-11
Tax Parcel No.	03-11-1963-0305/00
Sewer Location Description	NE Washington St between NE Estes Avenue and NE Wauna Avenue starting in front of 326 NE Washington St and extending to the east to the manhole at the intersection of NE Wauna and Washington between tax lot 03-11-1911-0208/00 to the north and tax lot 03-11-1965-0101/00 to the south.

**Exhibit B: Description of real property subject to this Latecomers Agreement**

<b>Property Owners</b>	<b>Property Address</b>	<b>Area</b>	<b>Parcel Number</b>	<b>Legal Description</b>
James Mast trustee, Mast/Fan Revocable Living Trust	326 NE Washington St	0.17 acres	03111963030500	Lot 5 less S 10' Blk 3 Estes 2 <sup>nd</sup> to WS NWSW; 19-3-11
James Mast trustee, Mast/Fan Revocable Living Trust	326 NE Washington St	0.19 acres	03111963030600	Lot 6 Less S 10' Blk 3 Estes 2 <sup>nd</sup> to WS NWSW 19-3-11; MHTE: AF1069281
GTOM LLC	283 NE Estes Ave	0.28 acres	03111966010100	Lot 1,2. N 12.5' Lot 3 Blk 1 Woodruff's 2 <sup>nd</sup> Addition to WS NWSW 19-3-11
William R Briggs Trust, William R. Briggs and Benjamin L. Briggs Trustees	No Address	0.17 acres	03111911020800	Lot 8 WSBLA 2011-02; NWSW 19-3-11
Alyson S Mitchel Revocable Living Trust, Alyson S. Mitchel Trustee	377 NE Washington St.	0.17 acres	03111965010100	Lot 1 Less S18' Blk 1 Gearhart-Wertz to WS NWSW 19-3-11



**Exhibit C: Map of benefit area and latecomers fees**



**Exhibit D – Cost breakdown of improvements**

**PROJECT COSTS**

Engineering	\$11,655
Mobilization, excavation, shorting, traffic	\$ 9,000
Sewer line, manhole installation	\$43,400
Laterals installation	\$ 4,000
Testing, asphalt prep, paving	\$11,500
Taxes	\$ 5,160

**TOTAL COST** **\$84,715**

**COST DISTRIBUTION**

Mast direct cost	\$84,715
Minus laterals for 2 properties 326, 344	\$ 4,000

**SUBTOTAL** **\$80,715**

5 eligible properties for development/redevelopment (see benefit area per Exhibit C)  
Share \$16,143

**TOTAL** **\$16,143** split into 5 potential users

**Table of latecomer fees assessed to Benefit Area properties**

Property Owners	Property Address	Parcel Number	Legal Description	Latecomers Share
James Mast trustee, Mast/Fan Revocable Living Trust	326 NE Washington St	03111963030500	Lot 5 less S 10' Blk 3 Estes 2 <sup>nd</sup> to WS NWSW; 19-3-11	\$0 (developer)
James Mast trustee, Mast/Fan Revocable Living Trust	344 NE Washington St	03111963030600	Lot 6 Less S 10' Blk 3 Estes 2 <sup>nd</sup> to WS NWSW 19-3-11; MHTE: AF1069281	\$0 (developer)
GTOM LLC	283 NE Estes Ave	03111966010100	Lot 1,2. N 12.5' Lot 3 Blk 1 Woodruff's 2 <sup>nd</sup> Addition to WS NWSW 19-3-11	\$16,143
William R Briggs Trust, William R. Briggs and Benjamin L. Briggs Trustees	No Address	03111911020800	Lot 8 WSBLA 2011-02; NWSW 19-3-11	\$16,143
Alyson S Mitchel Revocable Living Trust, Alyson S. Mitchel Trustee	377 NE Washington St	03111965010100	Lot 1 Less S18' Blk 1 Gearhart-Wertz to WS NWSW 19-3-11	\$16,143

### Exhibit E – Invoices

GORGE DIRTWORKS LLC  
PO Box 732  
White Salmon, WA 98672  
+1 5096370417  
dayne@gorgedirtworks.com



## INVOICE

**BILL TO**

James Mast  
Washington St  
White Salmon, WA 98672

**SHIP TO**

James Mast  
Washington St  
White Salmon, WA 98672

**INVOICE #** 2035

**DATE** 05/24/2024

**DUE DATE** 06/23/2024

**TERMS** Net 30

DATE	DESCRIPTION	AMOUNT
04/08/2024	mobilization - 135x / 50x / backhoe / 544 loader	1,500.00T
	traffic control - flagging / signage	2,000.00T
	trench safety - shoring / road plates	5,500.00T
	210' of 8" mainline sewer install to spec	37,800.00T
	manhole install to spec	5,600.00T
	2x - 6" laterals install to spec	4,000.00T
	testing / asphalt prep	2,500.00T
	paving	9,000.00T

Please mail checks to:  
Gorge Dirtworks LLC  
Po Box 732  
White Salmon, WA 98672  
We appreciate your business!

SUBTOTAL	67,900.00
TAX	5,160.40
TOTAL	73,060.40
BALANCE DUE	<b>\$73,060.40</b>

Monthly Late Fee Accrual Rates  
2.5% - 30+ days  
5% - 60+ days  
10% - 90+ days  
20% - 120+ days

WA - GORGEDW861LF | OR - 217445



REMIT TO: AKS ENGINEERING & FORESTRY  
12965 SW Herman Road, Suite 100, Tualatin, OR 97062  
P: (503) 563-6151 F: (503) 563-6152

OFFICES IN: BEND, OR | KEIZER, OR | THE DALLES, OR | TUALATIN, OR | VANCOUVER, WA | WHITE SALMON, WA

Attention: James Mast  
James Mast  
james@mastcollaborative.com

Invoice : 10665-02  
Invoice Date : 12/28/2023  
Project : 10665  
Project Name : 326 NE Washington Street  
Project Mgr : Darrin Eckman  
Director : Darrin Eckman

**For Professional Services Rendered Through 11/30/2023**

This invoice is for field and office work related to the site retaining walls and sanitary sewer extension design.

Thanks,  
Darrin

	<u>Current</u> <u>Billings</u>
<b>10665 - 326 NE Washington Street</b>	
1002 - Topographic/Site/Design Surveying	2,515.31
1003 - Preliminary Civil Engineering	1,535.00
1004 - Final Civil Engineering	3,825.00
1007 - Site Retaining Wall(s)	1,752.50
	<b>Current Billings</b> 9,627.81
	<b>Amount Due This Bill</b> <u><u>9,627.81</u></u>

THANK YOU FOR YOUR BUSINESS  
Questions? Email [accounting@aks-eng.com](mailto:accounting@aks-eng.com) or call (503) 563-6151  
If paying with a credit card, a convenience charge of 3% will be added to the invoice amount.  
Invoices 30 days past will be subject to service charges of 1.5% per month or 18% per year.

Federal Tax ID 93-1222759



REMIT TO: AKS ENGINEERING & FORESTRY, LLC  
12965 SW Herman Road, Suite 100, Tualatin, OR 97062  
P: (503) 563-6151 F: (503) 563-6152

OFFICES IN: BEND, OR | KEIZER, OR | THE DALLES, OR | TUALATIN, OR | KENNEWICK, WA | VANCOUVER, WA | WHITE SALMON, WA

Attention: James Mast  
James Mast  
james@mastcollaborative.com

Invoice : 10665-03  
Invoice Date : 1/26/2024  
Project : 10665  
Project Name : 326 NE Washington Street  
Project Mgr : Darrin Eckman  
Director : Darrin Eckman

**For Professional Services Rendered Through 12/31/2023**

This invoice is for field and office work related to the site retaining walls and sanitary sewer extension design.

Thanks,  
Darrin

10665 - 326 NE Washington Street  
1004 - Final Civil Engineering

	<b>Current</b>
	<b><u>Billings</u></b>
	1,437.50
	<b>Current Billings</b>
	<b>1,437.50</b>
	<b>Amount Due This Bill</b>
	<b><u><u>1,437.50</u></u></b>

**Outstanding Receivables**

Invoice Number	Date	Amount	Balance Due	Over 30	Over 60	Over 90	Over 120
10665-02	12/28/2023	9,627.81	9,627.81				
	<b>Total</b>	<b>9,627.81</b>	<b>9,627.81</b>				

THANK YOU FOR YOUR BUSINESS

Questions? Email [accounting@aks-eng.com](mailto:accounting@aks-eng.com) or call (503) 563-6151

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REMIT TO: AKS ENGINEERING & FORESTRY, LLC  
12965 SW Herman Road, Suite 100, Tualatin, OR 97062  
P: (503) 563-6151 F: (503) 563-6152

OFFICES IN: BEND, OR | KEIZER, OR | THE DALLES, OR | TUALATIN, OR | KENNEWICK, WA | VANCOUVER, WA | WHITE SALMON, WA

Attention: James Mast  
James Mast  
james@mastcollaborative.com

Invoice : 10665-04  
Invoice Date : 2/23/2024  
Project : 10665  
Project Name : 326 NE Washington Street  
Project Mgr : Darrin Eckman  
Director : Darrin Eckman

**For Professional Services Rendered Through 1/28/2024**

This invoice is for field and office work related to the site retaining walls and sanitary sewer extension design.

Thanks,  
Darrin

10665 - 326 NE Washington Street  
1004 - Final Civil Engineering

	<u>Current Billings</u>
	543.75
<b>Current Billings</b>	<u>543.75</u>
<b>Amount Due This Bill</b>	<u><u>543.75</u></u>

THANK YOU FOR YOUR BUSINESS  
Questions? Email [accounting@aks-eng.com](mailto:accounting@aks-eng.com) or call (503) 563-6151  
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Federal Tax ID 93-1222759



REMIT TO: AKS ENGINEERING & FORESTRY, LLC  
12965 SW Herman Road, Suite 100, Tualatin, OR 97062  
P: (503) 563-6151 F: (503) 563-6152

OFFICES IN: BEND, OR | KEIZER, OR | THE DALLES, OR | TUALATIN, OR | KENNEWICK, WA | VANCOUVER, WA | WHITE SALMON, WA

Attention: James Mast  
James Mast  
james@mastcollaborative.com

Invoice : 10665-05  
Invoice Date : 3/27/2024  
Project : 10665  
Project Name : 326 NE Washington Street  
Project Mgr : Darrin Eckman  
Director : Darrin Eckman

**For Professional Services Rendered Through 2/29/2024**

This invoice is for field and office work related to the site retaining walls and sanitary sewer extension design.

Thanks,  
Darrin

	<u>Current Billings</u>
<b>10665 - 326 NE Washington Street</b>	
1005 - Construction	350.00
Support/Administration	
9999 - Reimbursable Expenses	63.65
<b>Current Billings</b>	<u>413.65</u>
<b>Amount Due This Bill</b>	<u><u>413.65</u></u>

**Outstanding Receivables**

Invoice Number	Date	Amount	Balance Due	Over 30	Over 60	Over 90	Over 120
10665-04	2/23/2024	543.75	543.75	543.75			
	<b>Total</b>	<b>543.75</b>	<b>543.75</b>	<b>543.75</b>			

THANK YOU FOR YOUR BUSINESS

Questions? Email [accounting@aks-eng.com](mailto:accounting@aks-eng.com) or call (503) 563-6151

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Federal Tax ID 93-1222759



REMIT TO: AKS ENGINEERING & FORESTRY, LLC  
12965 SW Herman Road, Suite 100, Tualatin, OR 97062  
P: (503) 563-6151 F: (503) 563-6152

OFFICES IN: BEND, OR | KEIZER, OR | THE DALLES, OR | TUALATIN, OR | KENNEWICK, WA | VANCOUVER, WA | WHITE SALMON, WA

Attention: James Mast  
James Mast  
james@mastcollaborative.com

Invoice : 10665-07  
Invoice Date : 7/25/2024  
Project : 10665  
Project Name : 326 NE Washington Street  
Project Mgr : Darrin Eckman  
Director : Darrin Eckman

**For Professional Services Rendered Through 6/30/2024**

This invoice is for field and office work related to the site retaining walls and sanitary sewer extension design.

Thanks,  
Darrin

	<u>Current Billings</u>
<b>10665 - 326 NE Washington Street</b>	
1006 - As-Built/Record Drawings	1,450.00
9999 - Reimbursable Expenses	16.08
	<b>Current Billings</b> 1,466.08
	<b>Amount Due This Bill</b> <u>1,466.08</u>

**Outstanding Receivables**

Invoice Number	Date	Amount	Balance Due	Over 30	Over 60	Over 90	Over 120
10665-06	6/5/2024	1,768.66	1,768.66	1,768.66			
	<b>Total</b>	<b>1,768.66</b>	<b>1,768.66</b>	<b>1,768.66</b>			

**THANK YOU FOR YOUR BUSINESS**

Questions? Email [accounting@aks-eng.com](mailto:accounting@aks-eng.com) or call (503) 563-6151

If paying with a credit card, a convenience charge of 3% will be added to the invoice amount.  
Invoices 30 days past will be subject to service charges of 1.5% per month or 18% per year.

Federal Tax ID 93-1222759





August 6, 2024

Mr. Andrew Dirks, Public Works Director  
City of White Salmon  
101 N Main  
White Salmon, WA 98672

**RE: NE Washington Street Sewer Line to serve 326 NE Washington**

Dear Mr. Dirks:

This letter will serve to document the scope and testing completed on the new sanitary sewer line on NE Washington Street between NE Estes and NE Wauna avenues. The project included installation of approximately 213 lineal feet of 8-inch sanitary sewer line, a manhole, and two 6-inch service laterals to provide sewer service to 326 NE Washington Steet and the adjacent 344 NE Washington Street (for future development) properties. Work was completed on this project in April 2024.

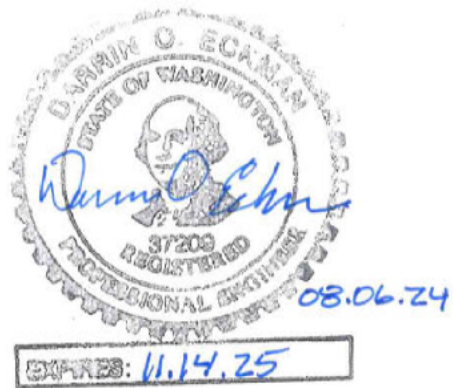
All testing was completed in accordance with the City of White Salmon Public Works – Construction Standard: Specifications and Standard Plans. The following tests were completed and passed while being witnessed by AKS Engineering staff:

- Deflection Test (Section 3 – 3.3.E)
- Air Pressure Test of new mainline and laterals (Section 3 – 3.3.C)
- Vacuum Test of new manhole (Section 3 – 3.5.B)
- Compaction testing of backfill and asphalt throughout the construction area (Section 1 – 3.8.B)

If you have any questions on the work performed or details on the testing, please do not hesitate to reach out to our office.

Sincerely,  
**AKS ENGINEERING & FORESTRY, LLC**

Darrin Eckman, P.E., Senior Associate  
3775 Crates Way  
The Dalles, OR 97058  
(541) 296-9177 | eckmand@aks-eng.com



# N.E. WASHINGTON STREET MAST SEWER EXTENSION PROJECT

JANUARY 2024

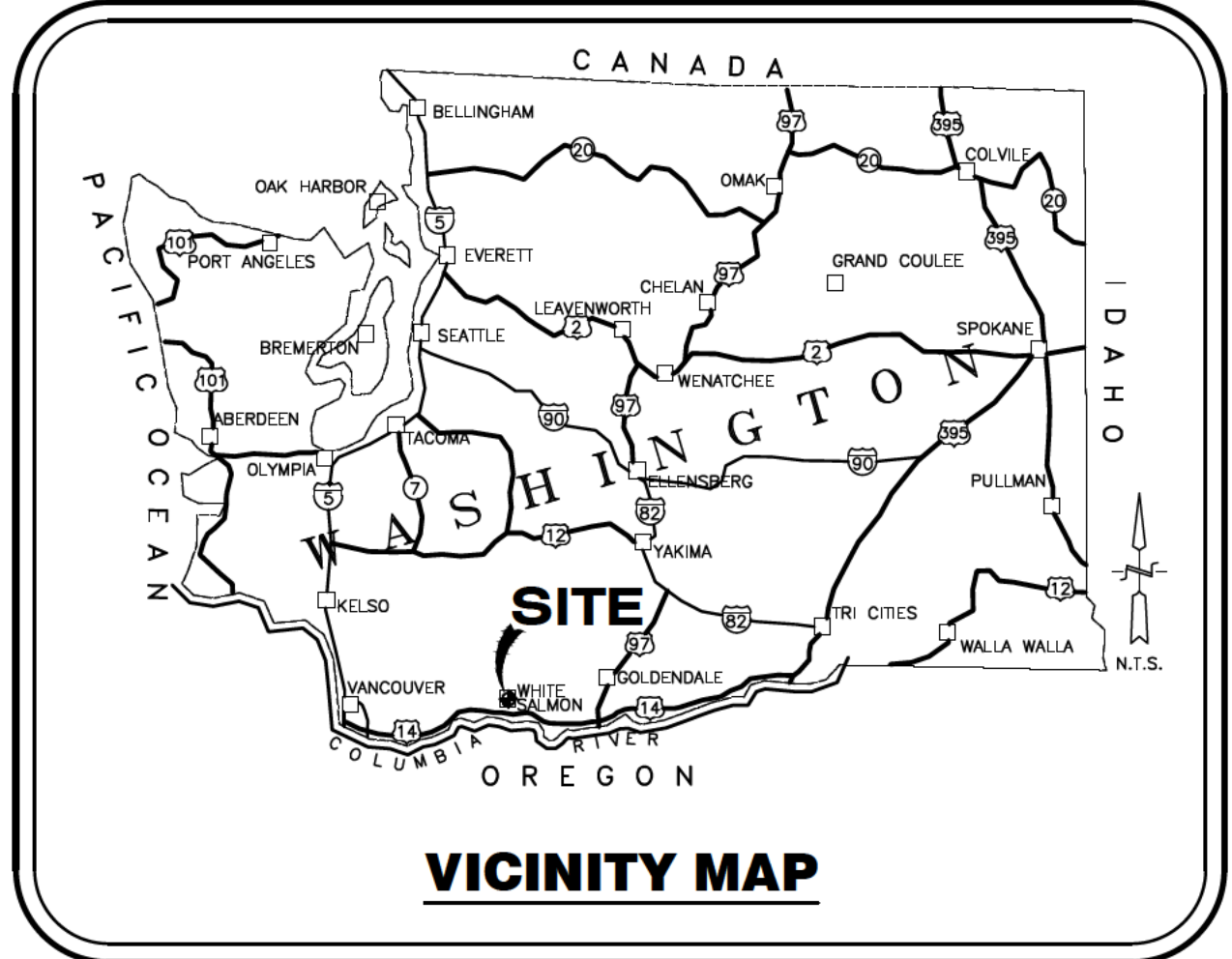
**RECORD DRAWING, JUNE 2024**

"THESE RECORD DRAWINGS HAVE BEEN COMPILED FROM THE CONSTRUCTION DESIGN DRAWINGS, SUBSEQUENT ADDENDA AND CHANGE ORDERS, CONTRACTOR RECORD DRAWINGS, SUBMITTALS AND OTHER RECORD DRAWINGS. TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THESE DRAWINGS ARE REPRESENTATIVE OF THE PROJECT AS CONSTRUCTED. ONLY LABELED UPDATED ITEMS HAVE HAD HORIZONTAL AND/OR VERTICAL LOCATIONS FIELD VERIFIED BY TEC/AKS"

**AKS** TENNESON ENGINEERING | AN AKS COMPANY  
WWW.AKS-ENG.COM

AKS  
TENNESON ENGINEERING | AN AKS COMPANY  
3775 GRAYLES WAY  
BETHLEHEM, PA 18015  
610.252.9177  
WWW.AKS-ENG.COM

ENGINEERING - SURVEYING - NATURAL RESOURCES  
FORESTRY - PLANNING - LANDSCAPE ARCHITECTURE



**SHEET INDEX**

C100	COVER SHEET
C101	PLAN AND PROFILE
C102	DETAILS
C103	DETAILS

**LEGEND**

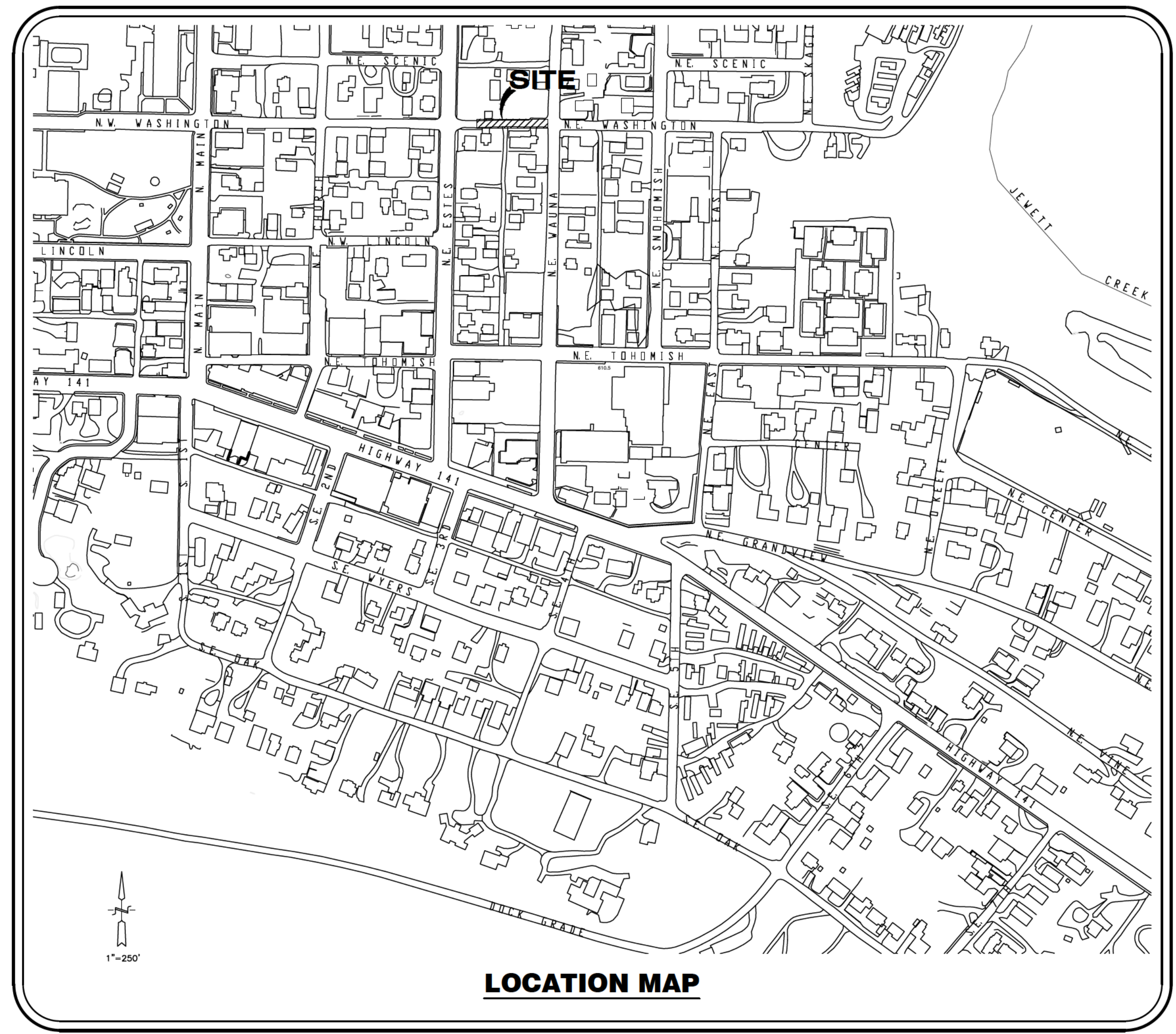
	EXISTING	PROPOSED		EXISTING	PROPOSED
DECIDUOUS TREE			STORM DRAIN CLEAN OUT		
CONIFEROUS TREE			STORM DRAIN CATCH BASIN		
FIRE HYDRANT			STORM DRAIN AREA DRAIN		
WATER BLOWOFF			STORM DRAIN MANHOLE		
WATER METER			GAS METER		
WATER VALVE			GAS VALVE		
DOUBLE CHECK VALVE			GUY WIRE ANCHOR		
AIR RELEASE VALVE			UTILITY POLE		
SANITARY SEWER CLEAN OUT			POWER VAULT		
SANITARY SEWER MANHOLE			POWER JUNCTION BOX		
SIGN			POWER PEDESTAL		
STREET LIGHT			COMMUNICATIONS VAULT		
MAILBOX			COMMUNICATIONS JUNCTION BOX		
			COMMUNICATIONS RISER		

	EXISTING	PROPOSED
RIGHT-OF-WAY LINE		
BOUNDARY LINE		
PROPERTY LINE		
CENTERLINE		
DITCH		
CURB		
EDGE OF PAVEMENT		
EASEMENT		
FENCE LINE		
GRAVEL EDGE		
POWER LINE		
OVERHEAD WIRE		
COMMUNICATIONS LINE		
FIBER OPTIC LINE		
GAS LINE		
STORM DRAIN LINE		
SANITARY SEWER LINE		
WATER LINE		
RECLAIMED WATER LINE		

**SEWER SYSTEM INSTALLATION NOTES**

- PRIOR TO ANY CONSTRUCTION ACTIVITY, THE DEVELOPER SHALL ARRANGE A PRE-CONSTRUCTION CONFERENCE WITH THE CITY. THE DEVELOPER, CONTRACTOR AND PROPOSED ON SITE SUPERVISOR SHALL ATTEND.
- ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH THE LATEST REVISION, INCLUDING ADDENDA AND UPDATES, OF THE CITY OF WHITE SALMON CONSTRUCTION STANDARD SPECIFICATIONS AND DETAILS. CONTRACTOR TO HAVE CITY STANDARDS AND SPECIFICATIONS ON JOB SITE AT ALL TIMES WHILE CONSTRUCTION IS IN PROGRESS.
- CITY APPROVED SIGNED COPY OF THE PLANS SHALL BE ON THE JOB SITE WHENEVER CONSTRUCTION IS IN PROGRESS.
- ALL WORK AND MATERIALS SHALL BE IN ACCORDANCE WITH THE APPLICABLE STANDARDS AND SPECIFICATIONS OF THE CITY, THE PROJECT SPECIFICATIONS AND THE MOST RECENT ADDITION OF THE APWA STANDARDS AND SPECIFICATIONS.
- WORK SHALL NOT COMMENCE UNTIL APPROVAL IS RECEIVED FROM THE STATE DEPARTMENT OF ECOLOGY, UNLESS THE REVIEW AND APPROVAL IS MADE BY ECOLOGY.
- FRONT PROPERTY CORNERS SHALL BE SET BY A LAND SURVEYOR LICENSED IN THE STATE OF WASHINGTON PRIOR TO THE START OF CONSTRUCTION.
- NOTIFY THE CITY 72 HOURS (3 WORKING DAYS) PRIOR TO BEGINNING CONSTRUCTION AND FOR ANY RESTARTS OF WORK.
- FOR AID IN UTILITY LOCATION, CALL 811 A MINIMUM OF 48 HOURS (2 WORKING DAYS) PRIOR TO BEGINNING OF CONSTRUCTION. EXISTING UTILITIES, WHETHER SHOWN ON THE PLANS OR NOT, SHALL BE LOCATED PRIOR TO CONSTRUCTION SO AS TO AVOID DAMAGE OR DISTURBANCE, AND THE DEVELOPER SHALL ASSUME ALL RESPONSIBILITY AND COSTS CONNECTED THEREWITH TO PROTECT, MAINTAIN AND REPAIR, WHERE NECESSARY.
- PIPE LENGTHS, MANHOLE DEPTHS, ETC., AS SHOWN ARE APPROXIMATE. DEVELOPER IS RESPONSIBLE FOR SUPPLYING PROPER QUANTITIES OF MATERIALS.
- PROVIDE THE CITY'S INSPECTOR WITH A COPY OF ALL CUT SHEETS PRIOR TO CONSTRUCTION.
- PERMANENT ACCESS FOR CITY SERVICE VEHICLES SHALL BE PROVIDED AT ALL MANHOLES. MANHOLES SHALL BE CONSTRUCTED AS PER CITY STANDARD DETAILS, INCLUDING CONSTRUCTION OF CHANNELS, WHERE INDICATED, PROVIDE KNOCK-OUTS AND CHANNELIZATION FOR SIDE SEWER OR FUTURE MAINLINE EXTENSIONS; AND FOR PVC PIPE, PROVIDE A WATERTIGHT FLEXIBLE RUBBER BOOT OR HEAVY DUTY SAND COLLAR. PROVIDE LOCKING LIDS FOR MANHOLE COVERS.
- CONNECTIONS TO THE EXISTING MAIN SHALL BE DONE SO AS TO PREVENT ANY FOREIGN MATERIALS FROM ENTERING EXISTING SEWERS. EXISTING PIPE IN SADDLE MANHOLE INSTALLATIONS SHALL NOT BE CUT OR REMOVED UNTIL INSTRUCTED TO DO SO BY THE CITY. COUPONS FROM ALL TAPS SHALL BE PROVIDED TO THE CITY.
- CONNECTIONS TO EXISTING MANHOLES SHALL BE MADE BY UTILIZATION OF A CONCRETE CORE-DRILLING MACHINE OF ADEQUATE DIAMETER TO GROUT IN PLACE AN ADAPTER IF PVC SEWER LINES ARE INSTALLED. ALIGN CORE-DRILLING MACHINE TO PROVIDE A MINIMUM 0.10 FOOT DROP ACROSS THE MANHOLE.
- PVC PIPE SHALL BE SDR-35 ASTM D3034 FURNISHED IN 13 FOOT MAXIMUM LENGTHS AND SHALL BE FULLY ENCASED WITH PEA GRAVEL OR 3/4 INCH CRUSHED SURFACING MATERIAL EXTENDING FROM 4 INCHES BELOW TO 12 INCHES ABOVE THE PIPE BARREL.
- DI SANITARY SEWER PIPE SHALL CONFORM TO ANWA C151 AND SHALL BE POLYETHYLENE OR EPOXY LINED, RESTRAINED JOINT PIPE. THE DI PIPE SHALL BE CLASS 52 UNLESS OTHERWISE APPROVED.
- SEWERS TO BE LOCATED BELOW POTABLE WATER LINES, WITH 18 INCHES OF VERTICAL SEPARATION AND WITH A MINIMUM OF 10 FOOT HORIZONTAL SEPARATION FROM PARALLEL WATER LINES. CROSSING ANGLES SHALL BE 45 DEGREES OR GREATER. UNUSUAL OR SPECIAL CONDITIONS ARE ADDRESSED IN ACCORDANCE WITH THE DEPARTMENT OF ECOLOGY AND DEPARTMENT OF HEALTH CRITERIA.
- SIDE SEWERS SHALL BE A MINIMUM OF 6 INCHES IN DIAMETER AND SHALL HAVE A MINIMUM SLOPE OF 2%. SIDE SEWER SHALL INCLUDE TWO 6 INCH TEES AT THE PROPERTY LINE: ONE WITHIN THE PUBLIC RIGHT-OF-WAY AND ONE WITHIN THE PRIVATE PROPERTY.
- ALL SEWER LINES SHALL BE CLEANED AND TESTED IN ACCORDANCE WITH CITY STANDARDS AND SPECIFICATIONS.
- THE DEVELOPER/CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING AND/OR REPAIRING ASPHALT AND GRAVEL SURFACE DISTURBED AS A RESULT OF THEIR CONSTRUCTION UNTIL THEY ARE ACCEPTED BY THE PUBLIC WORKS DEPARTMENT OF THE CITY OR COUNTY.
- COMPACTION: ALL TRENCH BACKFILL AND ROADWAY EMBANKMENT SHALL BE COMPACTED TO 95% OF MODIFIED PROCTOR DRY MAXIMUM DENSITY IN ACCORDANCE WITH ASTM D1557, EXCEPT THE TOP 6 INCHES IN PAVED AREAS WHICH SHALL BE 100%. CDF SHALL BE REQUIRED FOR ANY ROADWAY CROSSINGS.
- MANHOLE COVERS LOCATED IN ASPHALT AREAS SHALL BE ADJUSTED TO FINISH GRADE PRIOR TO PAVING.
- NO UTILITY FACILITIES WILL BE ACCEPTED BY THE CITY IF PROPER INSPECTIONS HAVE NOT BEEN COMPLETED.
- SEWER SERVICE IS AVAILABLE ONLY AFTER TRANSFER OF OWNERSHIP TO THE CITY AND AFTER PAYMENT OF ALL CURRENT APPLICABLE FEES.
- ALL WATER, SANITARY AND STORM SEWER PIPING SHALL HAVE AN ELECTRICALLY CONDUCTIVE INSULATED 12 GAUGE COPPER TRACER WIRE THE FULL LENGTH OF THE INSTALLED PIPE USING BLUE WIRE FOR WATER AND GREEN FOR STORM AND SANITARY PIPING. TRACER WIRE SHALL BE EXTENDED UP INTO ALL VALVE BOXES, CLEAN-OUTS, MANHOLES AND CATCH BASINS. TRACER WIRE PENETRATIONS INTO MANHOLES SHALL BE WITHIN 18 INCHES OF THE 10M ELEVATION AND ADJACENT TO MANHOLE STEPS. THE TRACER WIRE SHALL BE TIED TO THE TOP MANHOLE STEP OR OTHERWISE SUPPORTED TO ALLOW RETRIEVAL FROM THE OUTSIDE OF THE MANHOLE. USE WATERPROOF FITTINGS AT ALL CONNECTIONS.



**ABBREVIATIONS:**

AASHTO - AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS	FM - FORCE MAIN	PRC - POINT OF REVERSE CURVATURE
ABS - ACRYLONITRILE BUTADIENE STYRENE	FS - FIRE SUPPRESSION WATER	PSI - POUNDS PER SQUARE INCH
AHJ - AGENCY HAVING JURISDICTION	G.V. - GATE VALVE	PT - POINT OF TANGENCY
APWA - AMERICAN PUBLIC WORKS ASSOCIATION	H, HORIZ. - HORIZONTAL	PVC - POLYVINYL CHLORIDE
ASTM - AMERICAN SOCIETY FOR TESTING AND MATERIALS	HMAC - HOT MIX ASPHALT CONCRETE	ROW - RIGHT OF WAY
AWWA - AMERICAN WATER WORKS ASSOCIATION	H.S. - HIGH STRENGTH	RT - RIGHT
BF - BOTTOM OF FOOTING	HYD - HYDRANT	S - SLOPE
BSW - BACK OF SIDEWALK	LEN - LENGTH	SAN - SANITARY
BW - BOTTOM OF WALL	IE - INVERT ELEVATION	SD - STORM DRAIN
CD - CONTROLLED DENSITY FILL	LF - LINEAL FEET	SDCB - STORM DRAIN CATCH BASIN
CL - CLASS	LP - LIGHT POLE	SDCO - STORM DRAIN CLEANOUT
CLR - CLEAR	LT - LEFT	SDMH - STORM DRAIN MANHOLE
CONT. - CONTINUOUS	MUTCD - MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES	SDR - STANDARD DIMENSION RATIO
COTG - CLEANOUT TO GRADE	MV - MEDIUM VOLTAGE	SF - SQUARE FEET
CY - CUBIC YARD	N.C. - NORMALLY CLOSED	SSCO - SANITARY SEWER CLEANOUT
DCVA - DOUBLE CHECK VALVE ASSEMBLY	N.O. - NORMALLY OPEN	SSMH - SANITARY SEWER MANHOLE
DEQ - OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY	O.C., O/C - ON CENTER	SS - SANITARY SEWER
DI - DUCTILE IRON	ODOT - OREGON DEPARTMENT OF TRANSPORTATION	STA - STATION
DIAM. - DIAMETER	OF - OWNER FURNISHED	STM - STORM
DR - DIMENSION RATIO	OG - ORIGINAL GROUND	SW - SIDEWALK
(E) - EXISTING	OH - ORIGINAL HEALTH DIVISION	SY - SQUARE YARD
EL - ELEVATION	OI - OWNER INSTALLED	TC - TOP OF CURB
FDC - FIRE DEPARTMENT CONNECTION	(P) - PROPOSED	TS - TOP OF SIDEWALK OR SLAB
FF - FINISH FLOOR	PC - POINT OF CURVATURE	TF - TOP OF FOOTING
FG - FINISH GRADE	PCC - PORTLAND CEMENT CONCRETE	TP - TOP OF PAVEMENT
FL - FLANGE	P.I.V. - POST INDICATOR VALVE	TW - TOP OF WALL
	PO - PUSH ON	TYP. - TYPICAL
	POC - POINT ON CURVE	U.N.O. - UNLESS NOTED OTHERWISE
		V, VERT. - VERTICAL
		W - WATER

**HATCH LEGEND:**

	PROPOSED ASPHALT		EXISTING ASPHALT
--	------------------	--	------------------

**APPROVAL BLOCK**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
City of White Salmon Extension No. \_\_\_\_\_

Project must be completed and ownership transferred to the City of White Salmon within 1 year from the date of approval. In the event that the project developer fails to do so, the project will be subject to reappication, additional plan review and revision due to any changes in the City's standards and specifications or requirements occurring prior to completion and transfer of ownership. Water/Sewer service is available only after payment of all current fees, recording of easements and transfer of ownership to the City.

**MAST SEWER EXTENSION**

**WHITE SALMON WASHINGTON**

KLICKITAT COUNTY PARCEL 031196303050  
TAX LOT 500

**COVER SHEET**

DESIGNED BY: KWC  
DRAWN BY: KWC  
MANAGED BY: DOE  
CHECKED BY: DOE  
DATE: 06.27.2024


**DARRIN O. ECAMAN**  
STATE OF WASHINGTON  
REGISTERED PROFESSIONAL ENGINEER  
37209  
DATE: 11/14/2015  
REVISIONS

JOB NUMBER  
**10665**

SHEET  
**C100**

**RECORD DRAWING, JUNE 2024**

\*THESE RECORD DRAWINGS HAVE BEEN COMPILED FROM THE CONSTRUCTION DESIGN DRAWINGS, SUBSEQUENT ADDENDA AND CHANGE ORDERS, CONTRACTOR RECORD DRAWINGS, SUBMITTALS AND OTHER RECORD DRAWINGS, TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THESE DRAWINGS ARE REPRESENTATIVE OF THE PROJECT AS CONSTRUCTED. ONLY LABELED UPDATED ITEMS HAVE HAD HORIZONTAL AND/OR VERTICAL LOCATIONS FIELD VERIFIED BY TEC/AKS\*

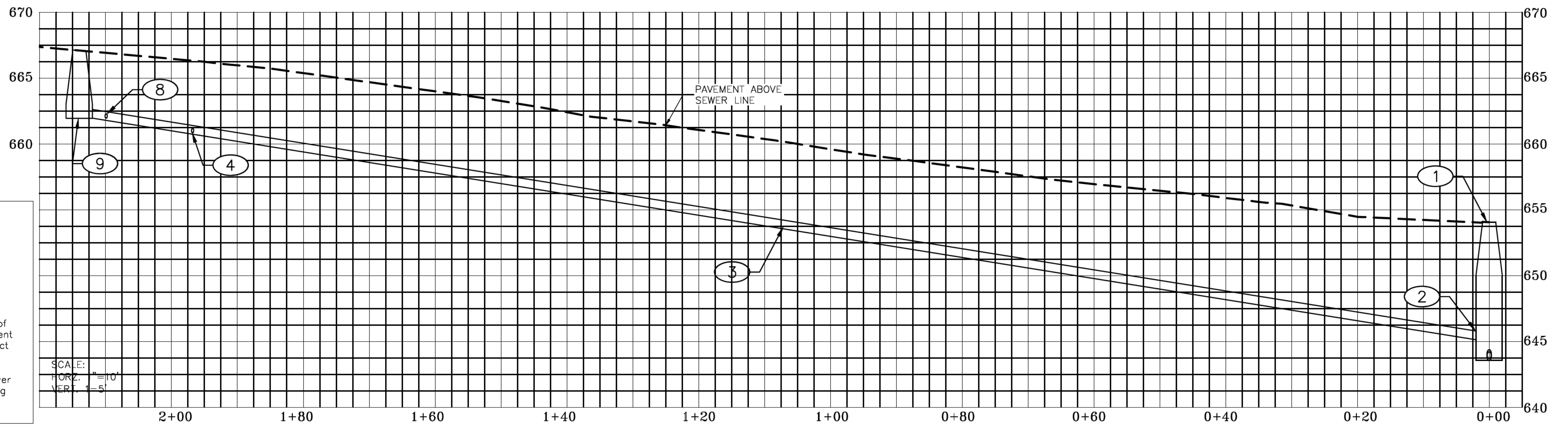
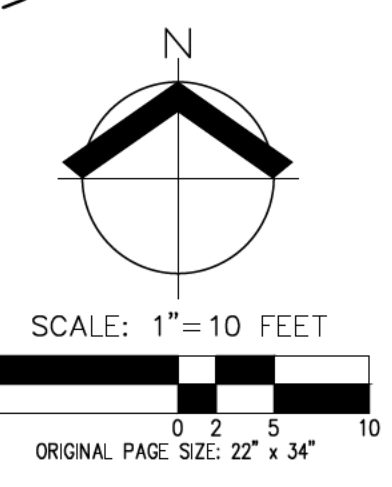
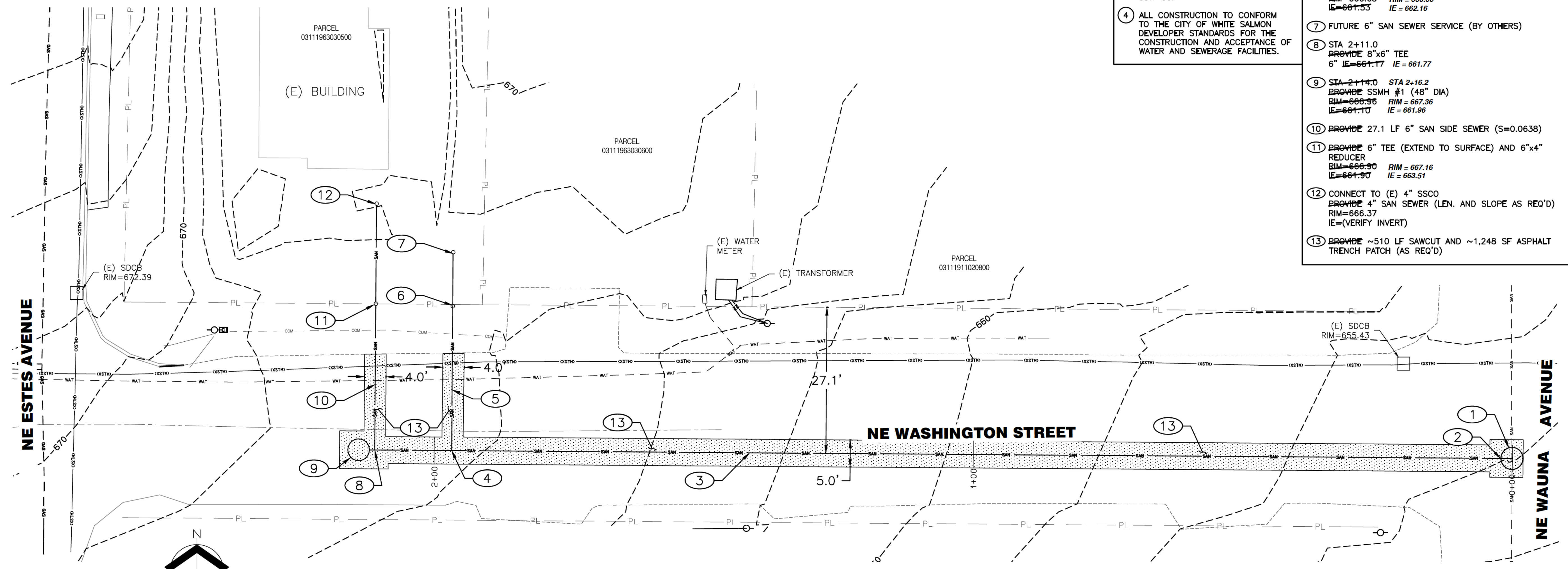

**AKS** TENSON ENGINEERING | AN AKS COMPANY  
 WWW.AKS-ENG.COM

**SHEET NOTES**

- THE EXISTING UTILITIES INFORMATION IS APPROXIMATE. THE CONTRACTOR MUST VERIFY THE SIZE, TYPE AND LOCATION, IN ADVANCE AND NOTIFY ENGINEER OF ANY CONFLICTS. NEITHER THE OWNER NOR THE ENGINEER ACCEPT ANY RESPONSIBILITY FOR THE EXISTING UTILITIES NOT BEING IN THE LOCATION SHOWN OR IDENTIFIED.
- CONTRACTOR RESPONSIBLE FOR ALL SURFACE RESTORATION TO EXISTING CONDITIONS. NOT ALL RESTORATION IS IDENTIFIED.
- ALL GRAVITY SEWER PIPE AND FITTINGS TO BE PVC ASTM D3034, SDR-35.
- ALL CONSTRUCTION TO CONFORM TO THE CITY OF WHITE SALMON DEVELOPER STANDARDS FOR THE CONSTRUCTION AND ACCEPTANCE OF WATER AND SEWERAGE FACILITIES.

**KEY NOTES**

- (E) SSMH  
RIM=654.05  
IE=643.71(N)  
IE=643.67(W) IE = 645.13 (W)  
IE=643.55(S)
- CONNECT TO (E) SSMH AT (E) STUB (W)
- PROVIDE 212.2 LF 8" SAN SEWER (S=0.0793)
- STA 1+95.7 STA 1+96.8  
PROVIDE 8"x6" TEE  
6" IE=656.45 IE = 660.66
- PROVIDE 27.0 LF 6" SAN SIDE SEWER S=(0.0554)
- PROVIDE 6" TEE (EXTEND TO SURFACE)  
RIM=666.63 RIM = 666.66  
IE=661.93 IE = 662.16
- FUTURE 6" SAN SEWER SERVICE (BY OTHERS)
- STA 2+11.0  
PROVIDE 8"x6" TEE  
6" IE=661.77 IE = 661.77
- STA 2+14.0 STA 2+16.2  
PROVIDE SSMH #1 (48" DIA)  
RIM=668.96 RIM = 667.36  
IE=661.00 IE = 661.96
- PROVIDE 27.1 LF 6" SAN SIDE SEWER (S=0.0638)
- PROVIDE 6" TEE (EXTEND TO SURFACE) AND 6"x4" REDUCER  
RIM=666.90 RIM = 667.16  
IE=661.90 IE = 663.51
- CONNECT TO (E) 4" SSCO  
PROVIDE 4" SAN SEWER (LEN. AND SLOPE AS REQ'D)  
RIM=666.37  
IE=(VERIFY INVERT)
- PROVIDE ~510 LF SAWCUT AND ~1,248 SF ASPHALT TRENCH PATCH (AS REQ'D)



**APPROVAL BLOCK**

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 City of White Salmon Extension No. \_\_\_\_\_

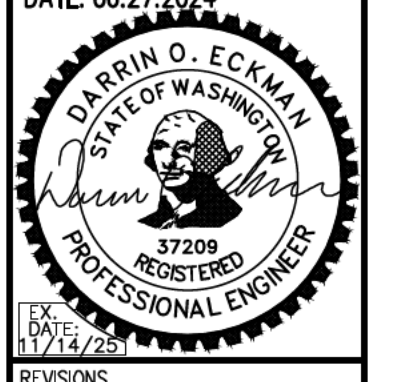
Project must be completed and ownership transferred to the City of White Salmon within 1 year from the date of approval. In the event that the project developer fails to do so, the project will be subject to reapplication, additional plan review and revision due to any changes in the City's standards and specifications or requirements occurring prior to completion and transfer of ownership. Water/Sewer service is available only after payment of all current fees, recording of easements and transfer of ownership to the City.

AKS  
 TENSON ENGINEERING | AN AKS COMPANY  
 3775 CRAIGS WAY  
 SE DALLES, OR 97058  
 541.286.9177  
 WWW.AKS-ENG.COM

**MAST SEWER EXTENSION**  
**WHITE SALMON WASHINGTON**  
 KLUKUITAT COUNTY PARCEL 0311963030500  
 TAX LOT 500

**PLAN AND PROFILE**

DESIGNED BY: KWC  
 DRAWN BY: KWC  
 MANAGED BY: DOE  
 CHECKED BY: DOE  
 DATE: 06.27.2024



JOB NUMBER  
**10665**  
 SHEET  
**C101**

MINIMUM HMA CRUSHED SURFACE RESTORATION THICKNESS		
TYPE	CRUSHED SURFACING	HMA
ARTERIAL	10"	2"
COLLECTOR	8"	5"
LOCAL RESIDENTIAL	6"	4"

**CITY OF WHITE SALMON** | **TRENCH RESTORATION** | NTS | **STANDARD PLAN 1-11** | AUGUST 2022 REVISION DATE | PAGE 1-1

**CITY OF WHITE SALMON** | **MINIMUM WATER/SEWER SEPARATION** | NTS | **STANDARD PLAN 3-10** | AUGUST 2022 REVISION DATE | PAGE 1-1

**CITY OF WHITE SALMON** | **SANITARY SEWER TYPICAL TRENCH SECTION** | NTS | **STANDARD PLAN 3-3** | AUGUST 2022 REVISION DATE | PAGE 1-1

**CITY OF WHITE SALMON** | **UTILITY COVER ADJUSTMENTS** | NTS | **STANDARD PLAN 2-9** | AUGUST 2022 REVISION DATE | PAGE 1-1

**CITY OF WHITE SALMON** | **STANDARD MANHOLE** | NTS | **STANDARD PLAN 3-6** | AUGUST 2022 REVISION DATE | PAGE 1-2

**RECORD DRAWING, JUNE 2024**

THESE RECORD DRAWINGS HAVE BEEN COMPILED FROM THE CONSTRUCTION DESIGN DRAWINGS, SUBSEQUENT ADDENDA AND CHANGE ORDERS, CONTRACTOR RECORD DRAWINGS, SUBMITTALS AND OTHER RECORD DRAWINGS. TO THE BEST OF OUR KNOWLEDGE AND BELIEF, THESE DRAWINGS ARE REPRESENTATIVE OF THE PROJECT AS CONSTRUCTED. ONLY LABELED UPDATED ITEMS HAVE HAD HORIZONTAL AND/OR VERTICAL LOCATIONS FIELD VERIFIED BY TEC/AKS

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**APPROVAL BLOCK**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

City of White Salmon Extension No. \_\_\_\_\_

Project must be completed and ownership transferred to the City of White Salmon within 1 year from the date of approval. In the event that the project developer fails to do so, the project will be subject to reacquisition, additional plan review and revision due to any changes in the City's standards and specifications or requirements occurring prior to completion and transfer of ownership. Water/Sewer service is available only after payment of all current fees, recording of easements and transfer of ownership to the City.

**TYPICAL SIDE SEWER CONNECTION**  
 NTS  
 AUGUST 2022  
 REVISION DATE

**STANDARD PLAN 3-11**  
 PAGE 1-1

**CITY OF WHITE SALMON**

**SIDE SEWER INFORMATION**  
 NTS  
 AUGUST 2022  
 REVISION DATE

**STANDARD PLAN 3-12**  
 PAGE 1-1

**GENERAL NOTES:**

1. SIDE SEWER PIPE SHALL BE 4" OR LARGER FOR SERVING SINGLE FAMILY AND 6" FOR SERVING MULTIPLE (DUPLICES), COMMERCIAL ESTABLISHMENTS, SCHOOLS, OR ANY BUILDING OTHER THAN SINGLE FAMILY RESIDENCES. CONSTRUCTION ON PRIVATE PROPERTY MAY BE DONE BY OWNER BUT REQUIRES A PERMIT.
2. ALL PIPE JOINTS SHALL BE RUBBER GASKET TYPE.
3. ALL PIPE SHALL BE BEDDED AND ENCASED WITH CRUSHED SURFACING 1-1/2" BASE COURSE ROCK IN ACCORDANCE WITH SECTION 9-03-03(D) OF THE WSDOT STANDARD SPECIFICATIONS, UNLESS OTHERWISE APPROVED BY THE CITY. BEDDING MATERIAL SHALL BE INSTALLED WITH A MINIMUM OF 3" BELOW THE BOTTOM OF THE PIPE TO 6" ABOVE THE TOP OF THE PIPE UNLESS OTHERWISE APPROVED BY THE CITY. BEDDING WITH SAND OR PEA GRAVEL WILL NOT BE ACCEPTED.
4. ON PRIVATE PROPERTY MIN. COVER SHALL BE 18" OVER TOP OF PIPE AT 30' DISTANCE FROM BUILDING.
5. PARALLEL WATER AND SEWER LINES SHALL BE 10' APART HORIZONTALLY WHEREVER POSSIBLE.
6. CLEANOUTS AT STRUCTURE CONNECTION SHALL BE 30" FROM STRUCTURE WALL UNLESS APPROVED BY THE CITY.
7. CLEANOUTS ARE REQUIRED FOR 45° BEND OR ANY COMBINATION OF BENDS EQUAL TO 45° OR GREATER DISTANCE BETWEEN CLEANOUTS SHALL NOT EXCEED 100'. CLEANOUT SHALL BE A PLUGGED TEE OR A PLUGGED WYE LATERAL.
8. 6" SEWER PIPE IS REQUIRED IN THE STREET RIGHT-OF-WAY AND SHALL HAVE A 2% MIN. GRADE. CONSTRUCTION IN STREET MUST BE DONE BY A STATE LICENSED SIDE SEWER CONTRACTOR AND REQUIRES A RIGHT OF WAY PERMIT FROM THE CITY OR COUNTY.
9. SIDE SEWER SHALL BE INSPECTED BY THE CITY PRIOR TO BACKFILLING. SIDE SEWER SHALL BE PLUGGED & TESTED IN PRESENCE OF CITY INSPECTOR BY FILLING WITH WATER. LEAKAGE RATE SHALL NOT EXCEED 0.31 GAL/HR FOR 4" PIPE & 0.47 GAL/HR FOR 6" PIPE PER 100' OF PIPE.
10. THE OWNER AND/OR HIS/HER CONTRACTOR HEREBY AGREE TO SAFEGUARD THE WORK DONE UNDER THIS PERMIT IN SUCH A MANNER AS TO PREVENT INJURY AND/OR DAMAGE TO THE PUBLIC. SUCH PRECAUTIONS SHALL INCLUDE THE EMPLOYMENT OF ALL NECESSARY CITY PERSONNEL SUCH AS LANDINGS, BARRICADES, A TRUCK BOX FOR ANY DITCH OVER 4' DEEP AND SAFE ACCESS OR EGRESS THROUGH THE WORKING AREA.
11. BACK-WATER VALVES MAY BE REQUIRED IF DWELLING HAS POSSIBILITY OF SEWAGE BACKING UP INTO THE DWELLING.

**STANDARD SIDE SEWER**  
 NTS  
 AUGUST 2022  
 REVISION DATE

**STANDARD PLAN 3-7**  
 PAGE 1-1

**NOTES:**

1. MAIN PORTION OF SERVICE MARKER THAT IS ABOVE FINISHED GRADE WILL BE WHITE PAINT STENCIL WITH BLACK LETTERS/STENCIL USING 3" HIGH LETTERS. LOCATE MARKER AT END OF EACH SERVICE.
2. SIDE SEWER TO BE LOCATED NEAR CORNER OF LOT ON LOWER SIDE OF PROPERTY UNLESS OTHERWISE APPROVED BY THE CITY.
3. MAXIMUM DEFLECTION NOT TO EXCEED PIPE MANUFACTURER RECOMMENDATIONS.
4. MANHOLE PER S-02 REQUIRED 10' INTO PROPERTY ON ALL SIDE SEWERS OTHER THAN SINGLE FAMILY.

**SIDE SEWER LATERAL**  
 NTS  
 AUGUST 2022  
 REVISION DATE

**STANDARD PLAN 3-8**  
 PAGE 1-1

**NOTES:**

1. PAINT PORTION OF SERVICE MARKER THAT IS ABOVE FINISHED GRADE WITH WHITE PAINT. STENCIL "SEWER" AND TOTAL LENGTH OF 2'x4" (USING 2" BLACK LETTERS). LOCATE SERVICE MARKER AT END OF EACH SERVICE.
2. 2'x4" LONG SERVICE MARKER PAINTED WHITE WITH "SEWER" STENCIL USING 2" BLACK LETTERS.
3. 3" WIDE GREEN MARKER TAPE AROUND FULL LENGTH OF 2'x4" AND OVER PIPE.
4. 6" TEE AT PROPERTY LINE WITH APPROVED WATER-TIGHT GAPS.
5. 45° MAXIMUM SLOPE 2% MINIMUM SLOPE.
6. 6" TEE ON SEWER MAIN.
7. 6" TEE (AT PROPERTY LINE) WITH APPROVED WATER-TIGHT GAPS.
8. 6" PVC PIPE.
9. INSERT-A-TEE SADDLE FOR CONCRETE AND PVC PIPE.
10. ROMAC STYLE "CB" SADDLE FOR PVC AND D.I. PIPE.
11. MACHINE MADE TAP & SADDLE CONNECTION TO EXISTING PIPE.

**NOTES:**

1. SEE STANDARD SIDE SEWER DETAIL FOR NEW CONSTRUCTION.
2. DEVELOPER TO PROVIDE ALL MATERIALS, TRAFFIC CONTROL, PERMITS, SHOWING AND MISS, WORK AS REQUIRED TO TAP THE MAIN AND INSTALL THE SIDE SEWER.
3. CUTTING SHALL BE PERMITTED ONLY WITH CITY APPROVAL.
4. Install locate wire.

**CITY OF WHITE SALMON**

**SANITARY SEWER CLEANOUT**  
 NTS  
 AUGUST 2022  
 REVISION DATE

**STANDARD PLAN 3-2**  
 PAGE 1-1

**NOTES:**

1. CLEANOUTS SHALL BE INSTALLED AT ALL DEAD ENDS BY MAIN LINES.
2. IF LINE DOES NOT EXTEND, INSTALL MECHANICAL BRIFPER PLUG AND BLOCK SECURELY.

**RECORD DRAWING, JUNE 2024**

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**APPROVAL BLOCK**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 City of White Salmon Extension No. \_\_\_\_\_

Project must be completed and ownership transferred to the City of White Salmon within 1 year from the date of approval. In the event that the project developer fails to do so, the project will be subject to reacquisition, additional plan review and revision due to any changes in the City's standards and specifications or requirements occurring prior to completion and transfer of ownership. Water/Sewer service is available only after payment of all current fees, recording of easements and transfer of ownership to the City.

**File Attachments for Item:**

B. Approval of WKRFA Lease Agreement1. Presentation2. Discussion3. Action



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, in progress

Meeting Date:

October 16, 2024

Agenda Item:

Approval of WKRFA Lease Agreement

Presented By:

Stephanie Porter, Clerk Treasurer

### Action Required:

Review and take action on the proposed WKRFA Leas Agreement for use of the White Salmon Fire Station.

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

Motion to approve the Lease Agreement between the City of White Salmon and the West Klickitat Regional Fire Authority for use of the White Salmon Fire Station as approved in the WKRFA voter Adopted plan.

### Background of Issue:

Voters approved the WKRFA Plan in November of 2023. The plan calls out that use of specific fire related areas of the property owned by the City of White Salmon. The lease agreement has been presented to the WKRFA Planning Committee and staff for comment via the 09.19.2024 planning committee meeting.

### Explanation of Issue:

*Staff will provide an updated council report and the White Salmon/legal approved draft of the lease agreement by Tuesday, 10/15/2024.*

### 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:

There are no direct Financial Implications known at this time. Per the current proposed draft, the WKRFA will reimburse the City for all utility services fees incurred after January 1, 2025 with the exception of internet which they will provide for their business purposes.

### Follow Up Action:

If approved, will be provided to the WKRFA Board for their approval at their October 17 board meeting.

**File Attachments for Item:**

C. Resolution 2024-10-607 Amending the Grievance Policy1. Presentation 2. Discussion3.  
Action





## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, completed

Meeting Date:

October 16, 2024

Agenda Item:

Resolution 2024-10-607 Adopting the Utility Billing Dispute Grievance Policy

Presented By:

Stephanie Porter, Clerk Treasurer

**Action Required:**

Review and action on Resolution 2024-10-607 Adopting the Utility Billing Dispute Grievance Policy.

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

Motion to approve Resolution 2024-10-607 Adopting the Utility Billing Dispute Grievance Policy.

**Background of Issue:**

The City has a general grievance policy that was adopted as a requirement for CDGB funding. This policy does not outline a clear process for grievances related to Utility Billing and therefore these disputes have historically been taken to the city council for resolution.

**Explanation of Issue:**

The city is in need of an impartial process to address Utility Billing Disputes. The policy presented will create a Utility Billing Dispute Grievance Committee that will hear all utility billing disputes.

The policy calls out a staff resolution to be presented first. If the grievant is not satisfied with the solution, the dispute will be escalated to the Utility Billing Grievance Committee for final action.

**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

**Follow Up Action:**

If approved, the mayor will select 3 committee members to be appointed to the committee. The appointment will be approved by the City Council.

**RESOLUTION NO. 2024-10-607  
CITY OF WHITE SALMON**

**A RESOLUTION OF THE CITY OF WHITE SALMON AMENDING THE  
UTILITY GRIEVANCE PROCEDURE**

**WHEREAS**, the City Council adopted Resolution 2015-04-408 Adopting a Grievance Procedure on April 29, 2015; and

**WHEREAS**, Federal funding including grants require a grievance procedure; and

**WHEREAS**, the current grievance procedure does not provide clear direction on the City Council’s preferred utility billing dispute grievance procedure steps;

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

**Section 1.**

The White Salmon Utility Billing Dispute Grievance Procedure, attached hereto as Exhibit A and incorporated herein by reference, which sets for the utility billing dispute grievance procedure process and implementation, is hereby adopted and approved.

**ADOPTED** by the City Council of the City of White Salmon, Washington, at a regularly scheduled open public meeting thereof this 16<sup>th</sup> day of October, 2024.

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

Attest:

Approved as to Form:

\_\_\_\_\_  
Stephanie Porter, Clerk-Treasurer

\_\_\_\_\_  
Shawn MacPherson, City Attorney

**Exhibit A**

**Title:** Utility Billing Dispute Grievance Procedure  
**Department:** Finance  
**Effective Date:** October 17, 2024  
**Revised Date:** N/A  
**Approved By:** City Council

**PURPOSE**

This procedure applies any time a person has an unresolved utility billing dispute against the city. This is not for employee or union grievances.

**PROCEDURE**

**1. Initial Complaint**

Utility Billing Disputes are to be submitted in writing to the Clerk/Treasurer for resolution. A record of the complaints and action taken will be maintained. A decision by the designated official, based on City Council approved code, policy and/or procedure, will be rendered in writing and delivered to the complainant within 30 working days of submission of an official complaint.

An official dispute may be filed in person, in writing, electronically, or by telephone with follow-up confirmation of receipt of any oral request to confirm contact information.

**2. Unresolved Utility Billing Disputes (Grievance)**

If the complainant does not agree with the determination of the designated official, the complainant may request in writing, within 10 days of such decision, for the matter to be forwarded to the Grievance Committee.

The Grievance Committee will be made up of 3 members. The members of ~~which~~ the Grievance Committee ~~are~~ will be appointed by the mayor and approved by the city council for 2 years terms. The ground rules and/or procedures for hearing a utility grievance, and how the committee can be contacted will be available to the public on the city’s website ([www.whitesalmonwa.gov](http://www.whitesalmonwa.gov)).

The committee will be directed by city administration to hear unresolved complaints (grievances) in the following manner:

- a. The Grievance Committee will meet on an as needed basis.
- b. All utility grievances will be heard by the Grievance Committee in a Public Meeting with Public Notice of the hearing in accordance with Washington State Law.
- c. Proceedings of the Grievance Committee will be recorded and maintained in accordance with Washington State Public Record Retention Law.
- d. The Grievance Committee Meetings will proceed under the following agenda for

each individual unresolved complaint:

1. Committee Chair announces utility based appeal matter to be heard.
2. Committee Members are polled for conflict issue per standard practice:
  - i. Before this grievance is started, any committee member should immediately disclose any interests that may appear to constitute a conflict of interest. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve a committee member's business associate, or a member of the committee member's immediate family. It could involve ex parte communications (that is, communications with one party to the matter without notice to or argument from the other party). Or it could involve ownership of property in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the committee member's employer with the proponents or opponents, announced predisposition, and the like. If any committee member believes they have a conflict of interest based on the Appearance of Fairness Doctrine, please notate with a raise of your hand.
  - ii. Note each committee member will be provided this information prior to each meeting and any conflict will be noted to City Attorney or Clerk Treasurer before the meeting.
3. Staff provides a brief report of the utility grievance facts.
4. Complainant offers testimony and evidence.
5. Staff may provide fact based response.
6. Complainant has last opportunity to present rebuttal to provide adequate burden of proof.
7. The committee will consider the matter, including the ability to ask clarifying questions to staff or complainant, and make a decision.

A written decision will be made within 30 working days of the hearing date. The decision of the Grievance Committee shall be the final decision of the City.

### 3. Records

A record of action taken on each complaint will be maintained as a part of the records or minutes at each level of the grievance process.

**File Attachments for Item:**

A. Department Head Reports

# Bingen-White Salmon Police Department

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



Mike Hepner, Chief of Police

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

## DEPARTMENT HEAD REPORT

Department: Police  
Meeting Date: October 16, 2024  
Presented By: Chief Mike Hepner

### Administration:

- White Salmon Council Meeting
- Bingen Council Meeting
- Klickitat County Behavior Health meeting
- Klickitat Community Link Project (K-LINK) Meeting  
A collaboration of community partners working together to better connect their services and better serve the community.
- Budget preparation and meetings
- All Klickitat County LE/Dispatch meeting
- Klickitat County Civil Service Interview for Lateral Deputy

### 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.

September 2023 and 2024 Activity Logs Attached

A.

**Bingen-White Salmon Police  
Monthly Activity Log  
September 2023**

White Salmon	Bingen	
4	1	Abandoned/Disabled Vehicle
18	3	Agency Assist
	9	Alarm
2	1	Animal Problem/Noise/Neglect
		Arson
1		Assault
		Attempt to Locate
1		Burglary
1		Child Abuse/Neglect
6	3	Citizen Assist
3	1	Civil Matter
2	1	Criminal Mischief
1	1	Deceased
2		Disorderly
2	2	Domestic Violence
		Drugs
	1	DUI
		Fire
		Fireworks
		Forgery
		Fraud
1		Harassment
		Hazmat
		Homicide
1		Information
	1	Intoxication
1		Juvenile Problem
		Kidnapping
46	24	

White Salmon	Bingen	
		Littering
1		Missing Person/Runaway
		Medical Emergency
2	1	Mental Health
2	1	Motor Vehicle Accidents
		Motor Vehicle Theft
1		Noise Complaint
2	2	Parking Problem
		Pornography
1	1	Property Lost/Found
		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
1	1	Sex Crimes
9	6	Suspicious
3	1	Theft
2		Threats
		Traffic Complaint/Hazard
3	3	Traffic Offense
1	1	Trespass
1		Unsecure Premise
1	1	Violation Court Order
3		Wanted Person
		Weapons Offense
5	1	Welfare Check
		911 Hang-up Calls
38	20	

<b>44</b>	<b>Bingen</b>
<b>84</b>	<b>White Salmon</b>
<b>128</b>	<b>Total</b>

A.

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

White Salmon	Bingen	
6	1	Abandoned/Disabled Vehicle
21	3	Agency Assist
6	3	Alarm
5		Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
		Burglary
		Child Abuse/Neglect
14	6	Citizen Assist
		Civil Matter
		Criminal Mischief
		Deceased
2	1	Disorderly
1	3	Domestic Violence
1		Drugs
	1	DUI
1		Fire
		Fireworks
		Forgery
	2	Fraud
1		Harassment
1		Hazmat
		Homicide
1	1	Information
1	1	Intoxication
1	1	Juvenile Problem
		Kidnapping
62	23	

White Salmon	Bingen	
		Littering
2		Missing Person/Runaway
		Medical Emergency
3	1	Mental Health
7	1	Motor Vehicle Accidents
		Motor Vehicle Theft
	1	Noise Complaint
3	5	Parking Problem
		Pornography
5	1	Property Lost/Found
		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
11	6	Suspicious
	1	Theft
3		Threats
3	1	Traffic Complaint/Hazard
4	3	Traffic Offense
5	1	Trespass
		Unsecure Premise
1		Violation Court Order
1		Wanted Person
1		Weapons Offense
6		Welfare Check
1	1	911 Hang-up Calls
56	22	

<b>45</b>	<b>Bingen</b>
<b>118</b>	<b>White Salmon</b>
<b>163</b>	<b>Total</b>





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## **PUBLIC WORKS DEPARTMENT**

Meeting Date: 10.16.24

Presented By: Andrew Dirks- Public Works Director

### **Daily Operations / What's Happening:**

- Service line inventory completion and submission.
- Mainline repair on the 14" steel.
- Sewer rodding after mainline repair.
- Coordinating with Klickitat County EMS for areal images of the buck creek watershed for the FEMA grant application.
- Four Oaks plan review
- Dock Grade Closures
- Meter reading
- Samples
- Meeting with the downtown DBA to coordinate planter bed plans.
- Hang the Halloween banners.
- Coordinate with PD for the Halloween closure.
- Coordinate with Everybody's Ownership for the "Mountain Town Throwdown" closure.

### **Current Projects:**

- Transmission Main Phase 1
- Transmission Main Phase 2A
- NMPBS

### **Updates for the Community / Upcoming Events:**

- We have made it to the second round of funding for the Skyline Bike Ped project. Will have a follow up meeting on 10.11.24 to further explain the scope.

October 16, 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.

**Recognition from the Association of Washinton Cities / Municipal Research & Services Center** – The city received an awarded this past Tuesday night at AWC / MRSC’s annual risk management conference for our achievements in risk management. This award recognizes everything from ensuring our public buildings & parks are safe and accessible -- to not assuming -- and reaching out to legal counsel and our insurance carrier for advice or confirmation.

**Bluff Connector Trail Study** – The city hosted a second informational opportunity for residents to review various information boards, ask questions, and provide feedback. Approximately 40+ city residents attended the October 10<sup>th</sup> open house. Feedback received at the open house and the next morning indicate residents are appreciative of the public process followed by staff and consultants. Please see attached to review information boards provided to the public.

**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.

**City Planner Interviews** – Applicant resumes have been provided to the mayor for review and comment. I am currently working to schedule interviews with a couple of applicants. The initial interview panel will include the mayor, council members Hartman and Lindley due to their roles as co-chairs of the Personnel / Finance Cmte, and myself.

**Wildfire Mitigation** – I spoke with the Department of Natural Resources (DNR) on Oct. 10. Approximately three (3) acres of low level brush, etc. has been removed on the bluff along Dock Grade Rd. Work has, however, recently slowed due to equipment failure. DNR anticipates that the contractor will resume work on the bluff next week. Work along Hwy 14 should start week after next.

**WA State Dept. of Commerce** – The Department of Commerce will hold a listening session on Wednesday, Oct. 16, to hear firsthand about various White Salmon and regional issues. From my understanding, Commerce has invited the school district, WAGAP, the White Salmon Downtown Business Alliance / Mt. Adams Chamber of Commerce, the city, and others.

**Youth Center** – I heard from the school superintendent. His presentation to his school board was well received and the board is thrilled to be part of the solution. WSVSD will provide

WAGAP with a proposed lease for review. Possible move-in to the Park Center Building is targeted the winter break 2024, but no promises.

**WAGAP Civic Academy** – Stephanie and I have both presented. I spoke about the role of the various levels of government / public administration and Stephanie presented how the city's budget process works. ... *Thank you to Jenne Patterson for stepping in and helping out WAGAP with its project in the absence of key WAGAP staff.*

**Rheingarten Park Amenities** – We should hear by mid-October if the city is awarded the RCO grant for new pickleball & tennis courts. The list of park improvements will increase if we are awarded the grant. We are proud of the changes that have taken place in Rheingarten Park in the last year. Improvements include: new drinking water features, a new public art statue, two new pollinator gardens, a children's splash pad, and the Underwood Conservation District's beautiful mural. We are going after a new children's playground structure for a 2025 implementation. ... *The accumulative park upgrades are something to be proud of. We should recognize and celebrate the little wins! ... A shout to Ethan Adkins as well for all his work to keep Rheingarten Park clean & green! Your good work is appreciated.*

**2025 Budget** – Department heads have provided the city treasurer with both their operating & management (O&M) budget numbers and their 2025 budget wants. I previously provided an example of a budget narrative to the departments to be used as a template for drafting their own. We are working on five-year projections.

**Energy Efficiency Audit** – Public Works has determined that we do not qualify for the AWC grant to pay for an energy audit. City buildings do not meet square footage requirements. Regarding the Commerce grant, an energy audit is required, and that cost came in at roughly \$11,000.

**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>