



White Salmon City Council Meeting
A G E N D A
August 16, 2023 – 6:00 PM
119 NE Church Ave and Zoom Teleconference

Meeting ID: 854 5473 2674

Call in Numbers:

669-900-6833 929-205-6099 301-715-8592
346-248-7799 253-215-8782 312-626-6799




Zoom Link: <https://us02web.zoom.us/j/85454732674>

- I. Call to Order, Presentation of the Flag and Roll Call**
- II. Changes to the Agenda**
- III. Public Comment**
- IV. Consent Agenda**
 - A. Approval to submit Transportation Improvement Board (TIB) Grant Application - Spring Street Reconstruction (Retroactive)
 - B. Approval to Submit Transportation Improvement Board (TIB) Grant Application - Dock Grade Chip Seal (Retroactive)
 - C. Mayor Committee Appointments
 - D. Approval of Meeting Minutes - August 2, 2023
 - E. Approval of Vouchers
- V. Business Items**
- VI. Reports and Communications**
 - A. Department Head
 - B. Council Members
 - C. Mayor
- VII. Executive Session (if needed)**
- VIII. Adjournment**

File Attachments for Item:

A. Approval to submit Transportation Improvement Board (TIB) Grant Application - Spring Street Reconstruction (Retroactive)



Department Head:	
Clerk/Treasurer:	
City Administrator:	TR
Mayor:	

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, unnecessary

Meeting Date:

August 16, 2023

Agenda Item:

Approval of TIB Application Submission – Spring Street Reconstruction Project (Retroactive)

Presented By:

Andrew Dirks, PWD and Stephanie Porter, Clerk Treasurer

Action Required:

Review and retroactive approval of the application submitted to the Transportation Improvement Board (TIB) for grant funding of the Spring Street Reconstruction Project.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to retroactively approve submission of the grant application to the Transportation Improvement Board (TIB) to fund the Spring Street Reconstruction Project.

Explanation of Issue:

The City of White Salmon Transportation Engineer Grey & Osborne completed the attached TIB application for grant funding of the Spring Street Reconstruction Project.

The Spring Street Reconstruction Project is listed in the adopted Six-Year Transportation Improvement Plan.

It is estimated that if the grant is approved the engineering would take place in 2024 and construction in 2025.

Applications were submitted on August 11, 2023.

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

There are no Financial Implications at this time. If the grant is approved, the City will have to provide match funds of \$20,190 in the 2024 annual budget for design and construction engineering and \$67,310 in 2025 annual budget for construction.

Recommendation of Staff/Committee:

Staff recommends council retroactively approve submission of the grant application to fund the Spring Street Reconstruction Project to the Transportation Improvement Board (TIB).

Follow Up Action:

None at this time.

TIB Application Certification Form

2023 Small City Arterial Program

SCAP_2025_W042

Agency Name

City of White Salmon

Project Name and LimitsNorthwest Spring Street Reconstruction
Main Street to Schoolview Place**TIB Funds Requested**

\$1,662,500

Funding Summary

Source	Amount
Total TIB Funds	1,662,500
Total Local Funds	87,500
Total Project Costs	1,750,000

Funding Partners

Source	Amount
City of White Salmon	\$87,500
Total Partner Funding	\$87,500

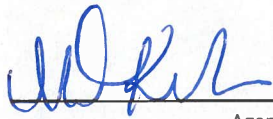
Application Attachments

Documentation

- Detailed vicinity map clearly showing project limits
- Detailed project cost estimate signed by a professional engineer registered in Washington State
- Typical roadway section(s) including sidewalk
- Funding commitment from funding partners
- Written concurrence from WSDOT if project is on or connects to a state highway
- Adopted bicycle plan
- Crash history documentation
- Excerpt from adopted Six-Year Transportation Improvement Program showing project
- Signal Warrant with Engineering Study
- Project Pictures (6 picture(s) attached.)

Certification

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.



Agency Official Signature



Date Signed



Printed or Typed Name & Title



2023 SCAP Funding Application

Small City Arterial Program (SCAP)

Agency Name

City of White Salmon

Arterial Name

Northwest Spring Street Reconstruction

Project Limits

Main Street to Schoolview Place

Agency Contact

Andrew Dirks

Phone Number

(509) 493-1133

Email Address

andrewd@ci.white-salmon.wa.us

Legislative District(s)

14

Congressional District(s)

4

Total Length in Miles

0.30

Average Daily Traffic (ADT)

0

DAHP Location Information

24 03N 10E

Is project on or connected to a state highway?

No

Project on truck/bus route?

None

Number of buses/day

0

Federal Match Program

Used as matching funds for a federal grant. Federal funds must be 86.5%

- Are you applying to be considered for the federal match program?

Project Eligibility

Eligible projects must meet the following criteria:

- Paved streets that connect to other paved streets
- Provides circulation within the network or provide access to at least 20 residential units

Application Attachments

Include the following attachments with your application

Documentation	
<input checked="" type="checkbox"/>	Detailed vicinity map clearly showing project limits
<input checked="" type="checkbox"/>	Detailed project cost estimate signed by a professional engineer registered in Washington State
<input checked="" type="checkbox"/>	Typical roadway section(s)
<input type="checkbox"/>	Funding commitment from all funding partners
<input type="checkbox"/>	Written concurrence from WSDOT if project is on or connects to a state highway
<input type="checkbox"/>	Adopted bicycle plan if project includes bicycle facilities
<input checked="" type="checkbox"/>	Crash history documentation
<input checked="" type="checkbox"/>	Excerpt from adopted Six-Year Transportation Improvement Program showing project
<input type="checkbox"/>	Signal Warrant with Engineering Study
<input checked="" type="checkbox"/>	Project Pictures (6 picture(s) attached.)

Project Schedule

Enter target dates

Milestone	Date	Milestone	Date
Start Design Engineering	02/01/2024	Contract Advertisement	01/01/2025
Contract Award	03/01/2025	Contract Completion	10/31/2025

Project Funding

Total Requested TIB Funds **Maximum TIB Ratio**
\$1,662,500 **95%**

Is this a construction ready project? **NO**

Are TIB funds distributed proportionally through all project phases? **YES**

Justification for NOT distributing TIB funds proportionally across all phases.

Phase	Total Project	TIB Funds	Local Funds
Design Engineering	201,900	191,805	10,095
Right of Way	0	0	0
Construction Engineering	201,900	191,805	10,095
Construction Other	0	0	0
Construction Contract	1,346,200	1,278,890	67,310
Total	1,750,000	1,662,500	87,500
		Noneligible Engineering	0
		Other Noneligible Costs	0
		Total Eligible Cost	1,750,000
		TIB Matching Ratio	95%

Funding Partners

Local funds are correct.

Source	Public or Private	Commitment Letter	Amount
City of White Salmon	Public	Non Committed	87,500
			0
			0
			0
			0
			0
			0
Funding Partner Total			87,500

Are additional funds, not listed above, still being sought?

List additional funding sources/ being sought:

Project Description

Identify the community's need for this project

White Salmon has experienced significant growth in the northern portion of the City. There are currently two new developments in the area (31 lots, 40+ lots). Spring Street is a Federally Classified Minor Collector Street. Due to the hilly topography in the area, traffic in the northwestern area of the City is funneled to Spring Street, and then to Main Avenue. No alternate routes connecting to the city center exist. As a result, the street sees significant pedestrian and vehicle use. The narrow roadway corridor does not have any existing sidewalks or curb ramps and forces pedestrians to walk in the roadway. The road has a fair PCR rating but is showing some signs of edge raveling and alligator cracking. The City has received funding from the Public Works Board to replace the water main in the street in 2024.

Identify the solution to the need described above

The project will reconstruct Spring Street and add curb gutter on both sides of the roadway, with sidewalk on one side. The addition of sidewalks will improve pedestrian access and safety. The project will also add stormwater facilities to mitigate runoff into adjacent properties and direct flows.

Does this project need a sidewalk deviation? **NO**

Describe the needed sidewalk deviation

Describe Construction Other work

Describe Non-eligible work

What is the condition of storm water conveyance facilities?

Describe the existing storm water issues

The hilly topography causes stormwater to flow into the roadway, along the roadway, and downhill towards adjacent properties. During large storm events significant puddles/flooding has occurred.

Describe the proposed storm water solution

The project will construct curb and gutter with an enclosed storm system to collect and dispose of the stormwater.

Describe any other work

None.

Project Utilities

Water Utilities

No water utilities

Age of Utilities

Planned Work

Utility Condition

Improvements Funded?

- 31 years or older

- Replace Existing

- Poor

- Yes

Planned Water Improvements (funding, coordination, schedule)

The City is planning to reconstruct the water main in Spring Street in 2024 using funding from Public Works Board.

Sewer Utilities

No sewer utilities

Age of Utilities

Planned Work

Utility Condition

Improvements Funded?

- 31 years or older

- Leave Existing in Place

- Good

- No

Planned Sewer Improvements (funding, coordination, schedule)

There is limited sewer intersecting the length of the project. There is no plans to replace existing sewer.

Power Utilities

No power utilities

Age of Utilities

Planned Work

Utility Condition

Improvements Funded?

- Unknown

- Leave Existing in Place

- Fair

- No

Planned Power Improvements (funding, coordination, schedule)

No improvements are anticipated to the overhead power along Spring Street.

Additional Utilities

Age of Utilities

Planned Work

Utility Condition

Improvements Funded?

-

-

-

-

Planned Improvements (funding, coordination, schedule)

Age of Utilities

Planned Work

Utility Condition

Improvements Funded?

-

-

-

-

Planned Improvements (funding, coordination, schedule)

Describe utility relocations necessary for this project

The project may require some relocation of power poles.

Describe the road base (subsurface) condition

The composition of the roadway base is unknown. The roadway has some longitudinal and transverse cracking, as well as some localized areas of alligator cracking.

Roadway Geometrics

Enter the parameters as they currently exist and after the project is constructed

Segment Termini Segment Length (in Feet) Non-Compliant ADA Ramps Upgraded	Segment One		Segment Two	
	North Main Ave to Cherry Street			
	1,600			
	1			
	Existing	Proposed	Existing	Proposed
Pavement Width Curb to curb or edge to edge	18	20		
Number of Travel Lanes Do NOT include parking lanes	2	2		
Travel Lane Width Typical lane width	10	10		
Continuous Left Turn Lane Width Enter width of lane in feet	0	0		
Shoulder or Parking Width Enter average width per side in feet	0	0		
Shoulder or Parking Placement	None	None		
Shoulder or Parking Surfacing	Unsurfaced	Unsurfaced		
Storm Drainage	Swale / Ditch	Enclosed System		
Bicycle Lane Type	No Facilities	No Facilities		
Bicycle Lane Width Bicycle lane width in feet	0	0		
Pedestrian Buffer Width between curb and sidewalk in feet	0	0		
Sidewalk Placement	None	One Side		
Sidewalk Width Enter the width of the sidewalk in feet	0	5		
Curb Placement	None	One Side		
Intersection Control	All Way Stop	All Way Stop		

Safety

Consider this application in the Safety Band

Enter the total numbers for crash history within the project limits. Include crash history from the last **three** years. Crash documentation must be attached so TIB staff can analyze the information. WSDOT does not provide pedestrian only incident information, this must be documented by your agency.

Number of property damage only incidents	2
Number of incidents with injuries	0
Number of incidents with fatalities	0

Project Deficiencies

Select Deficiency Type from the dropdown menu and describe the existing deficiency within the project limits. Describe the project corrective measure(s) that eliminates or mitigates the deficiency.

Deficiency 1 - Pedestrian Hazards

Describe

There are currently no pedestrian facilities. Pedestrians are forced to walk in the roadway.

Corrective Measure(s)

Curb and sidewalk will be constructed on one side of the roadway.

Deficiency 2 - Adjacent Terrain

Describe

There are several areas with significant slope.

Corrective Measure(s)

Retaining walls and slight adjustments of the roadway alignment will be completed to improve proximity to adjacent terrain.

Deficiency 3 - none

Describe

Corrective Measure(s)

Deficiency 4 - none

Describe

Corrective Measure(s)

Deficiency 5 - none

Describe

Corrective Measure(s)

Deficiency 6 - none

Describe

Corrective Measure(s)

Economic Vitality

Consider this application in the Economic Vitality Band

Access for All Users

Considers All Users

Describe how the improvements consider all users

Pedestrian Scale Lighting

Curb Extensions (bulb-outs)

Other Traffic Calming (medians, refuge islands, etc.)

Community / Business Support

Describe how the improvements support the community / businesses

Aesthetics

Gateway Signs / Wayfinding / Decorative Signs

Decorative Surface Treatment

Decorative Lighting / Street Furniture

Other Streetscape Improvements

Describe the other streetscape improvements being performed

Sustainability & Constructability

Agency Policies and Ordinances

- | | |
|--|--|
| <input checked="" type="checkbox"/> Agency has adopted Complete Streets ordinance
Enter Ordinance Number Adoption Date
2013-03-913 March 20, 2023 | <input checked="" type="checkbox"/> Agency has adopted Greenhouse Gas Emissions policy
Enter Policy Number Adoption Date
2021-03-517 March 03, 2021 |
| <input type="checkbox"/> Agency has adopted a "No Cut" ordinance
Enter Ordinance Number Adoption Date | <input type="checkbox"/> Agency has adopted TBD or other locally dedicated transportation funding by ordinance
Enter Policy Number Adoption Date |

Sustainability Measures

Select the sustainable elements that appear within the project limits

- Solar-powered signage
- LID or enhanced treatment storm water controls
- Hardscaping or native planting (no permanent irrigation)
- In-place recycling

Describe the sustainability elements selected above

LID stormwater systems will be evaluated as design progress. The existing asphalt and base material will be pulverized and recycled in-place with cement added for strength. Plantings and/or landscaping will be climate appropriate and will not require any irrigation.

Construction Readiness & Ease of Implementation

Does this project construct a new roadway?

- New Roadway

Select the elements below that apply to the project

- Plans, specs and estimate complete
- Cultural resources complete
- Right of way certified or not required at application
- No federal funding
- No railroad impact
- Utility upgrades not needed or already funded

Describe the constructability elements selected above

The proposed project does not have any Federal funds. There are no railroad crossings located within the project area. The water utility will be replaced prior to road construction. The sewer utility is in good condition and does not require replacement or upgrades at this time.

File Attachments for Item:

B. Approval to Submit Transportation Improvement Board (TIB) Grant Application - Dock Grade Chip Seal (Retroactive)



Department Head:	
Clerk/Treasurer:	
City Administrator:	TR
Mayor:	

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:

No, unnecessary

Meeting Date:

August 16, 2023

Agenda Item:

Approval of TIB Application Submission - Dock Grade Chip Seal Project (Retroactive)

Presented By:

Andrew Dirks, PWD and Stephanie Porter, Clerk Treasurer

Action Required:

Review and retroactive approval of the application to submitted to the Transportation Improvement Board (TIB) for grant funding of the Dock Grade Chip Sealing Project.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to retroactively approve the submission of grant application to the Transportation Improvement Board (TIB) for the Dock Grade Chip Seal Project.

Explanation of Issue:

The City of White Salmon Transportation Engineer Grey & Osborne completed the attached TIB application for grant funding of the Dock Grade Chip Sealing Project for 2024.

The Dock Grade Chip Seal Project is identified in the adopted Capital Facilities Improvement Plan. It will need to be added to the Six-Year Transportation Improvement Plan.

Applications were submitted on August 11, 2023.

Council Options:

City Council has the following options available at this time:

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

Fiscal Analysis:

There are no Financial Implications at this time. If grant is approved the City will have to provide match funds of \$4,454 in the 2024 annual budget.

Recommendation of Staff/Committee:

Staff recommends council retroactively approve the submission of grant application to TIB for the Dock Grade Chip Seal Project.

Follow Up Action:

None at this time.

2023 SCMP Program (Project) TIB Application Certification

SCMP_2025_W022

Agency City of White Salmon
Project Name Dock Grade Road Chip Seal | SR14 to SR141

TIB Funds Requested
\$84,621

Project Funding

Summary	Amount
Total TIB Funds	84,621
Total Local Funds	4,454
Total Project Costs	89,075

Funding Partners	Amount
City of White Salmon	\$4,454
Total Partner Funding	\$4,454

Application Attachments

Documentation	
<input checked="" type="checkbox"/>	Detailed street map showing requested repair site(s) and treatment(s)
<input checked="" type="checkbox"/>	Project Pictures (5 picture(s) attached.)

Unit Cost Summary


Priority	Treatment	# Units	Unit Type	Unit Cost	Total Cost
1	Brush Rental	1	LS	750	750
1	County Contingency 10% of eligible costs	1	LS	7,575	7,575
1	Mobilization and Demobilization	1	LS	11,000	11,000
1	Project Temporary Traffic Control	1	LS	10,000	10,000
1	Seal Coat Aggregate / Emulsified Asphalt	10,000	SY	5	45,000
1	Crack Sealing	500	LF	4	1,750
1	Painted Line	2,000	LF	2	3,000
1	Painted Stop Line	100	LF	10	1,000
1	Painted Crosswalk Line	200	LF	10	2,000
1	Patching and Repair	20	SY	350	7,000

Certification

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.



Agency Official Signature



Date Signed

Mona Keefner, Mayor

Printed or Typed Name & Title



2023 SCMP Funding Application

Small City Maintenance Program (SCMP)

Applications must be submitted online by the due date.

Agency Name

City of White Salmon

Legislative District(s)

14

Project Name

Dock Grade Road Chip Seal

Congressional District(s)

4

Project Limits

SR14 to SR141

Agency Contact

Andrew Dirks

Phone Number

(509) 493-1133

Email Address

andrewd@ci.white-salmon.wa.us

Application Instructions

Apply treatment only on hard surfaced city streets. State Routes are not eligible, even if they are within town/city limits. Federal funding cannot be used for local match. For additional guidance, contact your TIB Engineer.

Application Attachments

Include the following attachments with your application

	Documentation
<input checked="" type="checkbox"/>	Street map showing requested repair site(s) and treatment(s)
<input checked="" type="checkbox"/>	Include pictures that well represent the maintenance need (5 picture(s) attached.)

Project Description

Describe the maintenance need(s).

Dock Grade Road from Oak Street to SR 141 was recently crack sealed in preparation for chip sealing. From Oak Street to SR14 the road has some cracking and depressions as well as areas of potholes and areas in need of patching. Dock Grade Road is a secondary entrance to the City, and sees significant traffic despite its narrow width.

Describe the proposed solution(s).

The project will crack seal visible cracks, brush surface, patch and repair any areas of concern, and chip seal entire roadway.

How will the repair work be completed? County

Project Schedule

Provide approximate target dates

Milestone	Date
Begin Work	05/01/2024
Finish Work	09/30/2024

Project Funding

Provide unit cost data for each type of treatment (e.g. crack seal, pavement repair, fog seal, etc)

Treatment	Priority	# of Units	Unit Type	Unit Cost	Total Cost
Brush Rental	1	1	LS	750	750
County Contingency 10% of eligible costs	1	1	LS	7,575	7,575
Mobilization and Demobilization	1	1	LS	11,000	11,000
Project Temporary Traffic Control	1	1	LS	10,000	10,000
Seal Coat Aggregate / Emulsified Asphalt	1	10000	SY	5	45,000
Crack Sealing	1	500	LF	4	1,750
Painted Line	1	2000	LF	2	3,000
Painted Stop Line	1	100	LF	10	1,000
Painted Crosswalk Line	1	200	LF	10	2,000
Patching and Repair	1	20	SY	350	7,000
Total Cost					89,075
Requested TIB Funding (95%)					84,621
Required Local Match					4,454
Enter source for Unit Costs (i.e. County Engineer, consultant, etc.): County/Engineer					

Funding Partners

Local funds are correct.

Enter funding sources and their commitment. Federal funds cannot be used as local match.

Source	Public or Private	Commitment Letter	Amount
City of White Salmon	Public	Non Committed	4,454
			0
			0
			0
Funding Partner Total			4,454

File Attachments for Item:

C. Mayor Committee Appointments



Department Head:	<u>JK</u>
Clerk/Treasurer:	<u>JK</u>
City Administrator:	TR
Mayor:	<u>JK</u>

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review:	Yes, Completed
Meeting Date:	August 16, 2023
Agenda Item:	Mayor's Reappointment of Planning Commission
Presented By:	Marla Keethler, Mayor

Motion for Business Item / Proposed Motion for Consent Agenda:

Adopt the Mayor's proposed reappointment of Planning Commission members Seth Gilchrist, Greg Hohensee, and Michael Morneault for a term commencing July 1, 2022 and Tom Stevenson for a term commencing July 1, 2020.

Background of Issue:

Under the WSMC members of the Planning Commission are to be appointed or reappointed for terms of four years. All appointments or reappointments are at the discretion of the Mayor and confirmed by Council.

Explanation of Issue:

The following Planning Commission members are nominated for reappointment with the effective date as noted:

- July 1, 2022:
 - Seth Gilchrist
 - Greg Hohensee
 - Michael Morneault
- July 1, 2020:
 - Tom Stevenson

Moving forward, the city will articulate a clear process for noticing upcoming vacancies and placing appointments in a timely manner. Furthermore, it is expected that the Planning Commission will adopt rules for conducting business, including provisions related to expiration of terms, as outlined in WSMC 2.20.020(B)(4) and RCW 35.63.040.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.

Fiscal Analysis:

There are no Financial Implications

Follow Up Action:

Staff will begin to establish a clear process for noticing upcoming vacancies and placing appointments in a timely manner. Furthermore, it is expected that the Planning Commission will adopt rules for conducting business, including provisions related to expiration of terms, as outlined in WSMC 2.20.020(B)(4) and RCW 35.63.040.

File Attachments for Item:

D. Approval of Meeting Minutes - August 2, 2023



CITY OF WHITE SALMON
City Council Meeting – Wednesday, July 19, 2023
In Person and Via Zoom Teleconference

Council and Administrative Personnel Present

Council Members:

Ben Giant
Patty Fink
David Lindley
Jim Ransier

Staff Present:

Andrew Dirks, Public Works Director
Bill Hunsaker, Fire Chief/Code Enforcement
Marla Keethler, Mayor
Stephanie Porter, Clerk Treasurer
Troy Rayburn, City Administrator
Shawn MacPherson, City Attorney

I. Call to Order and Roll Call (6:00pm)

Mayor Marla Keethler called the meeting to order at 6:00p.m. There were approximately 7 members of the public in attendance in person and via teleconference.

Moved by Ben Giant. Seconded by David Lindley.
Motion to excuse Council Member Jason Hartmann.
Carried 4-0

II. Changes to the Agenda (6:01pm)

Staff requests adding:

Business item D. Approval of Change Order 1 – Garfield Street Project (\$51,372.50).
Business Item E. Approval of Garfield Project Contractor Payment No.1 (\$180,234.45)

Moved by Ben Giant. Seconded by Jim Ransier.
Motion to accept changes to the agenda as requested.
CARRIED 4-0

III. Public Comment (6:02pm)

Kate Bennett, White Salmon Resident
Gabrielle Gilbert, Klickitat County Resident
Virginia Hartnett, White Salmon Resident
Richard Polkinghorn, White Salmon Resident
Shelley Baxter, White Salmon Resident
Dale Grensted-Bailey, White Salmon Resident

IV. Consent Agenda (6:18pm)

- A. Resolution 2023-08-573 Renaming Fireman’s Park to Firefighter’s Park
- B. Proclamation 2023-03 – Fort Vancouver Regional Library 50 years of Service in the Gorge

City of White Salmon
Council Meeting Minutes – August 2, 2023

Page 2

- C. Approval of Meeting Minutes – July 19, 2023
- D. Approval of Meeting Minutes – July 24, 2023
- E. Approval of Vouchers

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 2nd day of August 2023.

Type	Date	From	To	Amount
Claims	7/5/2023	40419	40447	53,580.35
	7/5/2023	EFT	EFT	0.00
			Claims Total	53,580.35
Payroll	8/4/2023	EFT	EFT	117,731.72
	8/4/2023	40415	40418	1,188.22
			Payroll Total	118,919.94
Manual Claims	7/28/2023	EFT	EFT	12,337.71
VOIDED Checks	N/A			0.00
			Manual Total	12,337.71
			Total All Vouchers	184,838.00

Moved by Jim Ransier. Seconded by Ben Giant.
Motion to approve Consent Agenda as presented.
CARRIED 4-0.

V. **Business Items**

A. **Ordinance 2023-08-1147 Amending WSMC 8.20 Fireworks (6:20pm)**

Presentation by Bill Hunsaker, Fire Chief

Mayor Marla Keethler opened the public hearing at 6:24pm.

Public Comment

Kate Bennett, White Salmon Resident – in favor of ban
Virginia Hartnett, White Salmon Resident – in favor of ban
Shelley Baxter, White Salmon Resident – in favor of ban

Mayor Marla Keethler closed public hearing 6:29pm

Council Discussion.

***Moved by Jim Ransier. Seconded by Ben Giant.
Motion to adopt Ordinance 2023-08-1147 Amending WSMC 8.20 Fireworks
removing the strike of the work “except” on page 1.
CARRIED 4-0***

- B. Resolution 2023-08-572 Capital Facility Improvement Plan (6:45pm)**
Presentation by Stephanie Porter, Clerk Treasurer and Andrew Dirks, Public Works Director.

Mayor Marla Keethler opened the public hearing at 7:13pm.

Public Comment
Gabrielle Gilbert, Klickitat County Resident
Kate Bennett, White Salmon Resident
Shelley Baxter, White Salmon Resident

Mayor Marla Keethler closed public hearing 7:21pm

Council Discussion.

***Moved by Patty Fink. Seconded by Jim Ransier.
Motion to adopt Resolution 2023-08-572 Capital Facility Improvement Plan with
amendment of Youth Center Facility to 2025.
CARRIED 4-0.***

- C. Sweet Gum Tree Options (7:36pm)**
Presentation by Andrew Dirks, Public Works Director.

Council Discussion.

No action taken by council.

- D. Approval of Change Order 1 – Garfield Street Project (\$51,372.50) (8:25pm)**
Presentation by Andrew Dirks, Public Works Director.

Council Discussion.

***Moved by David Lindley. Seconded by Ben Giant.
Motion to approve Change Order 1 – Garfield Street Project not to exceed \$51,372.50.
Carried 4-0.***

- E. Approval of Garfield Project Contractor Payment No.1 (\$180,234.45) (8:26pm)**
Presentation by Stephanie Porter, Clerk Treasurer.

Council Discussion.

Moved by Jim Ransier. Seconded by Ben Giant.
Motion to approve Garfield Project Contractor Payment No.1 not to exceed \$180,234.45.
Carried 4-0.

VI. Reports and Communications

- A. Housing Action Plan Implementation Update (8:28pm)
- B. Department Heads (8:39pm)
- C. Council Members (8:50pm)
- D. Mayor (8:51pm)

VIII. Executive Session

No executive session needed.

IX. Adjournment

The meeting was adjourned at 8:54 p.m.

Marla Keethler, Mayor

Stephanie Porter, Clerk Treasurer

File Attachments for Item:

A. Department Head



City of White Salmon Fire Department/ Building Department

Report August 10, 2023

Responses:

The fire department responded to 10 calls from July 28 to August 10, 0 were in the city of White Salmon and 10 mutual/automatic aid to other agencies. 1 call was medical assistance, 4 calls were fire related, 3 motor vehicle crashes, and 2 calls were other calls for service.

Drills:

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

Building Department:

Approved 2 building plans and preformed several inspections.

Code compliance:

I issued two code compliance letters to property owners in the downtown district for brush, tall grasses, and noxious weeds. Both property owners have received their letters and one has hired a company to clean their lot.

Respectfully submitted.

Bill Hunsaker

Fire Chief/ Building Official



City of White Salmon Office of Public Works

Week of:	8/3-8/16
-----------------	-----------------

Division:	Public Works
------------------	---------------------

Recent Activities

- Normal monthly requirements (DOH reports, samples and meter reading). Loss of data from SCADA added some extra man hours to the reporting process.
- Repaired at water leak on Child and one on Graves Rd (1" and 1.5"). This is the time of year when the ground gets hard and leaks start really surfacing. We have one more potential leak on Rio Vista that we will investigate soon.
- Met with our new Hach sales representative so he could better understand how we use his products in our water system and to discuss future upgrades.
- Contacted WSDOT about them paving over some of our manholes during their paving project, they should be out to uncover those shortly.
- Cleaned up the heavily rocked areas from chip seal with the Vac Truck. Our sweeper is still being repaired in Portland, but as soon as possible we will start sweeping what rock is left.
- Met with Cintas, for potentially getting new crew uniforms.
- Met with Aspect Consulting to discuss the ASR permit updates and coordinate a future meeting with Yakima Nation and Ecology's Columbia River Office.
- Reviewed the 50% design of SCADA comments with Anderson Perry and R&W engineering.
- Installed a new check valve and tail piece at 423 W Jewett.
- Fixed the leaking water fountains at the park (installed new o-rings and Pressure Reducing Valves)
- Started a conversation with Radcomp owner Ryan Kreps about installing fiber optics between Well #1/Booster Station, Child's Monitoring Station and Well #2
- Submitted two TIB applications (Dock Grade Chip Seal and NW Spring reconstruct)
- Met with the Downtown Business Alliance representative, Chris Stiffler, to discuss the potential purchase of new downtown trash cans.
- Regular PW, Police and Fire vehicle maintenance.
- Regular Park Maintenance.
- Installed a new exhaust fan at Heritage Lift Station as well as ordered a new AC unit for there.
- Worked through the change in plans for the Garfield reconstruct regarding storm water. That project should be rapping up this month.
- Transmission Main Phase 1 is moving forward, slowly. They are planning the creek crossing for the week of 8/14.
- Both the Cherry/Patton and Jewett Paving projects were completed on 8/3.
- Our yearly Cathodic Protection inspection and Maintenance contractor will be here on 8/15.
- Attended a webinar on applying for the RCO parks grant.
- Sprayed weeds and tree of heaven in curb lines and catch basins.



DEPARTMENT REPORT FINANCE / CLERK

Meeting Date: August 16, 2023
Presented By: Stephanie Porter, Clerk Treasurer

Daily Operations / What's Happening:

- **Public Records Request** – 0 request this period
- **Daily Reconciliation**
- **Monthly reporting and taxes** – Monthly budget reports went out to departments on August 10, 2023
- **Quarterly Taxes** – Completed 07.28.2023.
- **Send Ordinances to Municode for code update.** This is happening each month to hopefully keep our online code up to date.
- **Record Retention** – pulling and scheduling destruction of expired records –Troy and I will begin re focusing on this in the summer after other priorities have been completed.
- **Working with Anderson Perry** regularly for USDA contractor reimbursements-tracking for the Main line Phase 1 Project.
- **One-Time Leak Forgiveness Applications**- 5 applications received.
- **Payment Plan Applications** – 2 applications received.

New Projects:

- **Annexation** of N Main Island - Mapping the process and working with legal to confirm we are moving forward in the correct manner.
- Processing **Petition to Annex** submitted by individual property owner.
- Working with the **Police Department** to contract help to cover patrol shifts.
- Creating the **base budget** to send out to department heads to begin creating the 2024 Annual Budget –

Existing Projects Progress:

- **SCADA** project funding- Engineering in progress –**to bid in October 2023.**
- **Garfield Project bid** – G&O has been wonderful to work with. They have kept TIB, Andrew and I in the loop on all things. Additional expense of \$13,000 for Storm water replacement as required by WSDOT.
- Continuing the transition from Columbia Bank to 1st Security Bank –
- **Housing Action Plan Grant** reimbursement has been received (\$25,000)
- **RMSA Grant** Reimbursement for Personnel Policy Update (\$3,240)
- HHPR is working on creating a more technical map for the **mail delivery** route stops, including all required ADA components. ROW that requires vacancy have been noticed. – This has been estimated at \$60,000 – until the city has confirmation from the Postmaster that the route is approved, *we cannot move forward.* We are ready to go when we get the word.
- **ASR Project** – Met with Dept of Ecology to confirm plan for the grant reporting and budget for the WS River Feasibility Study. Amendment was submitted and budget confirmed 08.10.2023.
- **Low Income Utility Discount Program** went into effect July 1. WAGAP will be confirming an information push date when we will advertise the program in a more expansive manner. City is aiming to have the Application on the City website by end of day August 11, 2023 -

- **MRSC Roster** program for both Small Work and Professional Services is active as of August 1, 2023 – all Small Work Contractors were notified of the change over in early July so they had time to switch to the new roster. We are hopeful this will bring a more competitive aspect to our bid process.
- Complete the initiation of **DocuSign** program – so far it has been a great addition to the operations! I am currently looking for grant opportunities to provide iPad's to council and mayor in order to have all document and voucher sign take place after the meeting via DocuSign.
- **Manhole Replacement** – will go back out to bid via the MRSC Roster in late 2023 for construction in 2024.
- **NEW utility bills** are active! We have updated the bill with our new logo and integrated a space for a water conservation tip on the front of the billing.
- **White Salmon Bluff Trail Grant** was awarded to the City of White Salmon – ~~our civil engineer HHPR is working on a Scope of Work to bring to council.~~ Because this is a Federal Grant there are more guideline than anticipated – an engineer will be selected as part of the grant process -
- **Transportation System Plan** is scheduled to come to the Council at the August 30 Special Council Meeting with a Public Hearing.

Department Needs:

Electronic Public Record Retention process – Electronic Signature Technology will allow us to gear up for fully paperless in 2024. DocuSign Contract has been completed and staff training has been started as of June 12.

Upcoming Trainings:

- Washington Finance Officer Association Conference – Spokane, WA – September 19-22, 2023

Updates for the Community / Upcoming Events:

- CityLab Board Meeting- August 29, 2023
 - Personnel and Finance Committee Meeting – August 28, 2023
 - **Council Retreat – September 5, 2023 from 3-8pm**
 - September Committee Meeting have been cancelled with the exception of Tree Board Meeting on September 11, 203.
- ✓ Underwood Conservation District is resuming Tree of Heaven Removal Project – please visit <https://www.ucdwa.org/blog/tree-of-heaven-wears-out-its-welcome> for more information.