



## White Salmon City Council Meeting

### A G E N D A

November 20, 2024 – 6:00 PM

119 NE Church Ave and Zoom Teleconference

Meeting ID: 867 8145 4827

Call In: 1 253 215 8782 US (Tacoma)

Zoom Link: <https://us02web.zoom.us/j/86781454827>

- I. **Call to Order, Land Acknowledgement, and Presentation of the Flag**
- II. **Roll Call**
- III. **Changes to the Agenda**
- IV. **Presentations**
  - A. Civics Academy Graduation
  - B. Native American Heritage Month Presentation
  - C. Mayor's Updates
- V. **Consent Agenda**
  - [A.](#) Approval of DWSRF Application Phase IID Grant Match
  - [B.](#) Approval of DWSRF Application Phase IIB
  - [C.](#) Approval of Emergency Small Works Contract SWC 2024-012 - Emergency Water Mainline Repair
  - [D.](#) Approval of Resolution 2024-11-611 Declaring Emergency Repair
  - [E.](#) Approval of Meeting Minutes - November 6, 2024
  - F. Approval of Vouchers
- VI. **Business Items**
  - [A.](#) **FINAL PUBLIC HEARING-Ordinance 2024-11-1169 Adopting the 2025 Annual Budget for Fiscal Year Ending 12.31.2025**
    1. Presentation
    2. Public Hearing
    3. Discussion and Action
- VII. **Reports and Communications**
  - [A.](#) Department Head Reports
  - B. Council Member Reports
  - C. Committee Reports
- VIII. **Executive Session -Potential Litigation, RCW 42.30.110(i)**
- IX. **Adjournment**

**File Attachments for Item:**

A. Approval of DWSRF Application Phase IID Grant Match



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

no, not necessary

Meeting Date:

11.20.24

Agenda Item:

Drinking Water State Revolving Fund (DWSRF) Construction Loan Application Approval- Transmission Main Phase IID- Grant Match

Presented By:

Andrew Dirks- Public Works Director

### Action Required:

Review and approval of the DWSRF Construction Loan application for the Transmission Main Phase IID ASR Main and Controls in the amount of \$450,300 (match money need to match CDS funding, \$1.6 million, total funding needed = \$2,050,300).

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

Motion to approve the DWSRF Construction Loan application for the Transmission Main Phase IID ASR Main and Controls in the amount of \$450,300 (match money need to match CDS funding, \$1.6 million, total funding needed = \$2,050,300).

### Background of Issue:

The DWSRF Construction Loan applications requires the City Council to approve the submission of the above projects with the proposed funding amount and have these approvals be noted in the Council meeting minutes. The DWSRF funding application requires that the City upload the meeting minutes (even if they are draft) approving the submittal of the DWSRF application for the proposed project and proposed funding amounts.

### 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:

Funding would be used to match the Congressionally Directed Spending.

### Diversity Equity Inclusion & Stakeholder Analysis:

Upgrades to City owned infrastructure impact all those serviced by the CWS water system through rates and water quality. City of Bingen could contribute to the cost of this project.

### Policy & Plan Implications:

Mentioned in the WSP and CFIP

A.

**Recommendation of Staff/Committee:**

Staff recommends approval of DWSRF Construction Loan application for the Transmission Main Phase IID ASR Main and Controls in the amount of \$450,300 (match money need to match CDS funding, \$1.6 million, total funding needed = \$2,050,300).

**File Attachments for Item:**

B. Approval of DWSRF Application Phase IIB



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

no, not necessary

Meeting Date:

11.20.24

Agenda Item:

Drinking Water State Revolving Fund (DWSRF) Construction Loan Application Approval- Transmission Main Phase IIB

Presented By:

Andrew Dirks- Public Works Director

### Action Required:

Review and approval of the DWSRF Construction Loan application for the Transmission Main Phase IIB, Check Valve to Childs Rd. - \$6,060,000.

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

Motion to approve the DWSRF Construction Loan application for the Transmission Main Phase IIB, Check Valve to Childs Rd. - \$6,060,000

### Background of Issue:

The DWSRF Construction Loan applications requires the City Council to approve the submission of the above projects with the proposed funding amount and have these approvals be noted in the Council meeting minutes. The DWSRF funding application requires that the City upload the meeting minutes (even if they are draft) approving the submittal of the DWSRF application for the proposed project and proposed funding amounts.

### 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:

If awarded the project will be funded through the DWSRF Construction Loan funding program.

### Diversity Equity Inclusion & Stakeholder Analysis:

Upgrades to City owned infrastructure impact all those serviced by the CWS water system through rates and water quality. City of Bingen could contribute to the cost of this project.

### Policy & Plan Implications:

Mentioned in the WSP and CFIP

### Recommendation of Staff/Committee:

Staff recommends approval of DWSRF Construction Loan application for the Transmission Main Phase IIB, Check Valve to Childs Rd. - \$6,060,000.

**File Attachments for Item:**

C. Approval of Emergency Small Works Contract SWC 2024-012 - Emergency Water Mainline Repair



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, not necessary

Meeting Date:

11.20.24

Agenda Item:

Emergency Small Works Contract SWC 2024-012- Loop Rd Mainline Repair- Gorge Dirt Works

Presented By:

Andrew Dirks, Public Works Director

### Action Required:

Review and Approval of Emergency Small Works Contract SWC 2024-012 with Gorge Dirt Works for the mainline repair on Loop Rd not to exceed \$6,456.00.

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

Motion to approve Emergency Small Works Contract SWC 2024-012 with Gorge Dirt Works for the mainline repair on Loop Rd not to exceed \$6,456.00.

### Background of Issue:

During a routine two-inch service tap on a 16" C900 mainline which caused the pipe to split the length of the pipe and caused an immediate impact on Public Works' ability to supply town with water. Gorge Dirt Works was hired by the private individual to complete the tap and stayed to assist in the repair. Water was restored at approximately 11:30pm that night.

### 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:

Repairs will be paid for by the Water reserve fund.

### DEI & Stakeholder Analysis:

Repairs on our water system improve water quality and reliability for all users.

### Policy & Plan Implications:

No plan or policy implications.

### Recommendation of Staff/Committee:

Staff recommends approval of the Emergency Small Works Contract SWC 2024-012 with Gorge Dirt Works for the mainline repair on Loop Rd not to exceed \$6,456.00.



**PUBLIC WORKS AGREEMENT**

**EMERGENCY CONDITION**

**Single Craft/Trade \$40,000 or less – Multiple Craft/Trade \$65,000 or less, including sales tax**

Contract #: SWC 2024- 012		WO#:	
Contractor:	Gorge Dirt Works	Department:	Public Works, Water Division
Name:	Dayne Connell	Date:	10/29/24
Address:	PO Box 732 White Salmon, WA 98672	Department Contact:	Andrew Dirks
Contact:	509-637-0417	Phone:	(509) 493-1133 Ext 500
Phone:		Fax:	(509) 493-1231
Fax:		Email:	andrewd@whitesalmonwa.gov
Email:	ariel@gorgedirtworks.com		

Declaration of Emergency per RCW 39.04.280(2)(b) (attach additional sheets and documentation as required):

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

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

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

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

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

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

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

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

**Business License:** The Contractor is required to submit proof of a City business license (\$50) within ten (10) days of contract award. Failure to provide proof of a business license may delay payment of invoices.

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

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

**Bonds/Retainage:** No Bid Bond is required. Contract Bond is required. For projects with an estimated total cost of less than \$35,000, the contractor may elect to a 50% retainage in lieu of a Contract Bond. Retainage is required.

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

Completion Date: 9/27/24	Total Contract Fixed Price (Including Tax): \$6,456.00 according to proposal attached as Exhibit A.
	<i>OR</i>
	Not to Exceed Total (Including Tax applying schedule of rates and charges attached as Exhibit A: \$_____
Description of Work: Emergency water line replacement after failure according to proposal attached as Exhibit A.	
The contractor should send invoices to the following address: PO Box 2139, White Salmon WA 98672. Unless otherwise agreed, payment is net 30 days less retainage.	
Note:	
The contractor shall not start work until the City orally provides a Notice to Proceed. This agreement shall terminate without cost if a Notice to Proceed is not issued within 60 days. The City will not issue a Notice to Proceed before approved evidence of insurance is received.	
<u>Contractor:</u>	<u>City Department Approval:</u>
_____	_____
(Signature) _____	(Signature) _____
(Date)	(Date)
Print Name _____	Print Name _____
Approved as to form:	
_____	_____
City Attorney	(Date)
Approved by Council: _____, 20____	
Motion: I move that the Council ratifies the Emergency Contract between [Contractor] and the City of White Salmon for [describe work performed] and finds that the declaration set forth on page 1 of the contract existed requiring an emergency public work.	
Distribution Account Codes: _____ - _____	
Program	Object

C.

GORGE DIRTWORKS LLC

PO Box 732

White Salmon, WA 98672

+1 5096370417

dayne@gorgedirtworks.com



# INVOICE

**BILL TO**

City of White Salmon

100 N Main Ave

White Salmon, WA 98672

**SHIP TO**

NW Loop RD

Emergency Waterline Repair

**INVOICE #** 2074**DATE** 11/06/2024**DUE DATE** 12/06/2024**TERMS** Net 30

DATE	DESCRIPTION	AMOUNT
10/29/2024	NW Loop Rd Emergency Watermain Repair to include: -8 hrs machine -16 hrs labor -8 hrs dump truck -2x loads of 3/4"- assist City with repairing 20' section of pipe that failed while tapping - including all incidentals	6,000.00T

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

SUBTOTAL	6,000.00
TAX	456.00
TOTAL	6,456.00
BALANCE DUE	<b>\$6,456.00</b>

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

**File Attachments for Item:**

D. Approval of Resolution 2024-11-611 Declaring Emergency Repair



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

Yes, Completed

Meeting Date:

11.20.24

Agenda Item:

Resolution 2024-11-611 Declaring Emergency Related to Water Mainline Failure on Loop Rd.

Presented By:

Andrew Dirks, Public Works Director

### Action Required:

Review and Approval of Resolution 2024-11-611 Declaring Emergency Related to Water Mainline Failure on Loop Rd.

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

Motion to approve Resolution 2024-11-611 Declaring Emergency Related to Water Mainline Failure on Loop Rd.

### Background of Issue:

During a routine two-inch service tap on a 16" C900 mainline which caused the pipe to split the length of the pipe and caused an immediate impact on Public Works' ability to supply town with water. Gorge Dirt Works was hired by the private individual to complete the tap and stayed to assist in the repair. Water was restored at approximately 11:30pm that night.

### 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:

No fiscal impact from the resolution adoption.

### DEI & Stakeholder Analysis:

Repairs on our water system improve water quality and reliability for all users.

### Policy & Plan Implications:

No plan or policy implications.

### Recommendation of Staff/Committee:

Staff recommends approval of Resolution 2024-11-611 Declaring Emergency Related to Water Mainline Failure on Loop Rd.

**RESOLUTION 2024-11-611**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, DECLARING A LOCAL EMERGENCY DUE TO PUBLIC SAFETY AND HEALTH ISSUES RELATED TO 16” MAINLINE FAILURE.**

**WHEREAS**, on October 29th, 2024 the Public Works Department routine 2” water service tap on a 16” mainline when the mainline failed and split the length of the pipe; and

**WHEREAS**, the due to possible public health risks including high potential of loss of water service to users within the City limits the immediate repair of the 16” C900 water transmission 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 24, 2025 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.** There is hereby declared an emergency.

**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 well #1 pump.

**Section 3.** The declaration of a local emergency set forth at Section 1 shall terminate when in the Mayor’s judgement the emergency stabilization of the well pump has been completed.

**APPROVED AND ADOPTED** by the Council of the City of White Salmon, Washington.  
Dated this 20<sup>th</sup> day of November, 2024.

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

ATTEST:

APPROVED AS TO FORM:

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

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

City of White Salmon  
Office of City Hall



RE: Emergency Proclamation 2024-003

October 29, 2024

On October 29th, 2024, the City of White Salmon Public Works Department Was doing a routine 2” water service tap on a 16” mainline when the mainline failed and split the length of the pipe. The failure was on the transmission main which provides water from our sources to town, put many Loop Rd customers out of service and had the potential to cause property damage.

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 29th day of October 2024.

Marla Keethler  
Mayor, City of White Salmon

**File Attachments for Item:**

E. Approval of Meeting Minutes - November 6, 2024





**City of White Salmon City Council Meeting  
November 06, 2024  
In Person and Via Zoom Teleconference**

**Attendance**

**Council Members:**

Ben Giant  
Patty Fink  
David Lindley  
Jim Ransier

**Staff Present:**

Andrew Dirks, Public Work Director  
Mike Hepner, Police Chief  
Marla Keethler, Mayor  
Stephanie Porter, Clerk Treasurer  
Shawn Mac Pherson, City Attorney  
Troy Rayburn, City Administrator

- I. **Call to Order, Land Acknowledgement and Presentation of the Flag**  
Mayor Marla Keethler called the meeting to order at 6:00p.m. There were approximately 2 members of the public in attendance in person and via teleconference.
  
- II. **Roll Call**  
*Moved by David Lindley. Seconded by Jim Ransier.*  
*Motion to excuse Jason Hartmann from the November 6, 2024 City Council Meeting.*  
*Carried 4-0*
  
- III. **Changes to the Agenda**  
Staff requesting to add Business Item D. Resolution 2024-11-610 Adopting the White Salmon Water System Plan.  
  
*Moved by Ben Giant. Seconded by Jim Ransier.*  
*Motion to approve changes to the agenda as presented.*  
*CARRIED 4-0.*
  
- IV. **Presentations**
  - A. Native American Heritage Month Presentation (6:07pm)
  - B. Mayor's Updates (6:19pm)
  
- V. **Public Comment (6:25pm)**  
No public Comment.
  
- VI. **Consent Agenda (6:26pm)**
  - A. Approval of Mayor Appointed Lodging Tax Advisory Committee Members
  - B. Approval of USDA Outlay #12 Mainline Phase I Project (Retroactive)
  - C. Resolution 2024-11-609 Declaring Sole Source Provider First Net Communication Services
  - D. Approval of SCADA Pay Application No 7 - Coburn Electric
  - E. Approval of Change Order No 5 - Mainline Phase I - NCE
  - F. Approval of Granicus Contract Renewal
  - G. Approval of Meeting Minutes - October 2, 2024

- H. Approval of Meeting Minutes - October 16, 2024
- I. Approval of Vouchers

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 6<sup>th</sup> day of November 2024.

Type	Date			
<b>Claims</b>	11/6/2024	41845	41887	86,105.87
			<b>Claim Total</b>	<b>86,105.87</b>
<b>Payroll</b>	10/20/2024	EFT	EFT	86,509.45
	11/5/2024	41841	41844	1,241.99
	11/5/2024	EFT	EFT	116,531.54
			<b>Payroll Total</b>	<b>204,282.98</b>
<b>Manual Claims</b>	10/24/2024	EFT	EFT	15,419.80
	10/29/2024	41834	41840	58,141.90
<b>VOIDED Checks</b>			N/A	0.00
			<b>Manual Claim Total</b>	<b>73,561.70</b>
			<b>Toal Vouchers</b>	<b>363,950.55</b>

**Moved by Jim Ransier. Seconded by Ben Giant.**  
**Motion to approve Consent Agenda and vouchers in the amount of \$363,950.55.**  
**CARRIED 4-0.**

**VII. Public Hearing (6:29pm)**

**A. 2025 Preliminary Budget Hearing**

Presentation by Stephanie Porter, Clerk Treasurer.  
 Mayor Keethler opened the public hearing at 6:57pm.

Public Comments:  
 No public comments.

Mayor Keethler closed the public hearing at 6:58pm.

Council Discussed.  
 Priorities mentioned Climate Action Plan and looking into Transportation Impact Fees.

**VIII. Business Items (7:10pm)**

**A. PUBLIC HEARING-Resolution 2024-11-608 Approving the 2025 Ad Velorum Tax**

Presentation by Stephanie Porter, Clerk Treasurer.

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

Public Comments:

No Public Comments.

Mayor Keethler closed the public hearing at 7:14pm.

Council discussed.

***Moved by Ben Giant. Seconded by David Lindley.***

***Motion to adopt Resolution 2024-11-608 Approving the 2025 Ad Velorum Tax for the City of White Salmon, WA.***

***Carried 4-0.***

**B. Approval of Heritage Tree Ordinance Task Order Amendment No 1-Facet Inc**

Presented by Stephanie Porter, Clerk Treasurer.

Council Discussed.

***Moved by Ben Giant. Seconded by David Lindley.***

***Motion to approve Amendment No 1 of the Heritage Tree Ordinance Task Order for a total contract amount not to exceed \$25,623.***

***Carried 4-0.***

**C. Approval of Task Order for FEMA Flood Map Update-Facet Inc**

Presented by Stephanie Porter, Clerk Treasurer.

Council Discussed.

***Moved by Jim Ransier. Seconded by Ben Giant.***

***Motion to approve FEMA Flood Map Task Order with Facet, Inc for a total contract amount not to exceed \$7,182.***

***Carried 4-0.***

**D. Resolution 2024-11-610 Adopting the White Salmon Water System Plan**

Presented by Andrew Dirks, Public Works Director.

Council Discussion.

***Moved by Jim Ransier. Seconded by Ben Giant.***

***Motion to adopt Resolution 2024-11-610 Adopting the White Salmon Water System Plan.***

Council Discussion.

***Carried 4-0.***

**VII. Reports and Communications**

**A. Department Heads (7:35pm)**

**B. Council Members**

Patty Fink, Council Member (7:36pm)

David Lindley, Council Member (7:38pm)

Jim Ransier, Council Member (7:39pm)

Ben Giant, Council Member (7:43pm)

**IX. Executive Session**

No executive session was held.

**X. Adjournment**

The meeting was adjourned at 7:46p.m.

**File Attachments for Item:**

A. FINAL PUBLIC HEARING-Ordinance 2024-11-1169 Adopting the 2025 Annual Budget for Fiscal Year Ending 12.31.20251. Presentation2. Public Hearing3. Discussion and Action



## COUNCIL REPORT

### Public Hearing and Business Item

Needs Legal Review:	Yes, Completed
Meeting Date:	November 20, 2024
Agenda Item:	Ordinance 2024-11-1169 Adopting the 2025 Annual Budget for Fiscal Year Ending December 31, 2025
Presented By:	Stephanie Porter, Clerk Treasurer

**Action Required:**  
Review and adoption of the 2025 Annual Budget.

**Proposed Motion:**  
Motion to approve Ordinance 2024-11-1169 Adopting the 2025 Annual Budget for Fiscal Year Ending December 31, 2025.

**Explanation of Issue:**  
Attached is the 2025 Budget Summary. The line-item detail is provided in the “Supporting Documents” section online.

A preliminary budget public hearing was held on November 6 and the final budget public hearing to be held on November 20, 2024 with proposed action on the budget.

The budget is balanced and ending cash balances meet the city’s financial policy requirements. The budget demonstrates the need for a 1% increase (as allowed by law) in property taxes which was approved by council at their November 6, 2024 meeting.

**Fiscal Analysis:**  
The budget is balanced and ending cash balances meet the city’s financial policy requirements.

**Recommendation of Staff/Committee:**  
Staff recommend adoption of Ordinance 2024-11-1169 Adopting the 2025 Annual Budget.

**Follow Up Action:**  
The City Council will have the option to adopt the 2025 Annual Budget. If adopted the Ordinance will be recorded and the budget will be official. There will be a first budget amendment in March 2025 to reconcile the beginning cash balances and move any carryover money for 2024 projects to the 2025 budget.

**CITY OF WHITE SALMON**

**ORDINANCE NO. 2024-11-1169**

**AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF WHITE SALMON, WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025**

**WHEREAS**, a proposed budget and estimate of amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses of the City of White Salmon for the fiscal year ending December 31, 2025 and a notice was published that the City Council of White Salmon would meet on the 6<sup>th</sup> of November, 2024 and the 20<sup>th</sup> of November, 2024 at the hour of 6:00 p.m., in person and via Zoom teleconference for the purpose of making and adopting a budget for 2025 fiscal year and giving taxpayers within the city limits an opportunity to be heard regarding the budget; and

**WHEREAS**, the City of White Salmon did meet at the time and place and did then consider the matter of the proposed budget; and

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

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

**Section 1.** The budget for the City of White Salmon, Washington for the fiscal year 2025 is hereby adopted in its final form and content as set forth in the 2025 Fiscal Year Budget, copies of which are on file in the Office of the Clerk Treasurer.

**Section 2.** Estimated resources, including cash balances for each separate fund of the City of White Salmon, for all such funds combined for the year 2025 are set forth in summary form below and are hereby appropriated for expenditure at the department level for the General Fund and at the fund level for all other funds during the year 2025 as set forth in the 2025 Fiscal Year Budget:

**001 Current Expense**

Beginning Cash	667,179
Revenue	2,909,994
Interfund Transfers In	0
Appropriations	3,054,602
Interfund Transfers Out	83,810
Ending Cash	438,761

**101 Street Fund**

Beginning Cash	151,342
Revenue	286,539
Interfund Transfers In	0
Appropriations	387,957
Interfund Transfers Out	0
Ending Cash	49,924

**108 Municipal Capital Improvement Fund**

Beginning Cash	339,553
Revenue	107,035
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	446,588

**110 Fire Reserve**

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

**112 General Fund Reserve**

Beginning Cash	279,172
Revenue	13,752
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	292,924

**115 Emergency Response Fund**

Beginning Cash	100,000
Revenue	6,876
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	106,876

**121 Police Vehicle Reserve Fund**

Beginning Cash	73,833
Revenue	12,084
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	85,917

**122 Police General Reserve Fund**

Beginning Cash	80,000
Revenue	5,400
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	85,400



<b>204 Local Bond Fund</b>	
Beginning Cash	0
Revenue	0
Interfund Transfers In	13,034
Appropriations	13,034
Interfund Transfers Out	0
Ending Cash	0
<b>302 Transportation Improvement Fund</b>	
Beginning Cash	90,222
Revenue	72,900
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	163,122
<b>303 Hotel/Motel Taxes</b>	
Beginning Cash	182,040
Revenue	106,488
Interfund Transfers In	0
Appropriations	78,835
Interfund Transfers Out	0
Ending Cash	209,693
<b>307 Parks and Recreation Fund</b>	
Beginning Cash	43,416
Revenue	1,200
Interfund Transfers In	65,767
Appropriations	0
Interfund Transfers Out	0
Ending Cash	110,383
<b>341 General Public Works Vehicle Reserve Fund</b>	
Beginning Cash	5,000
Revenue	277
Interfund Transfers In	5,000
Appropriations	0
Interfund Transfers Out	0
Ending Cash	10,277
<b>342 Street Public Works Vehicle Reserve Fund</b>	
Beginning Cash	10,000
Revenue	554
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	10,554

**401 Water Fund**

Beginning Cash	529,390
Revenue	2,484,049
Interfund Transfers In	0
Appropriations	1,946,826
Interfund Transfers Out	691,817
Ending Cash	374,796

**402 Wastewater Collection Fund**

Beginning Cash	123,031
Revenue	1,228,208
Interfund Transfers In	0
Appropriations	1,125,617
Interfund Transfers Out	110,000
Ending Cash	115,622

**408 Water Reserve Fund**

Beginning Cash	475,178
Revenue	109,201
Interfund Transfers In	300,000
Appropriations	0
Interfund Transfers Out	0
Ending Cash	884,379

**409 Wastewater Reserve Fund**

Beginning Cash	346,521
Revenue	47,800
Interfund Transfers In	100,000
Appropriations	0
Interfund Transfers Out	9,000
Ending Cash	485,321

**412 Water Rights Acquisition Fund**

Beginning Cash	478,508
Revenue	161,000
Interfund Transfers In	0
Appropriations	93,763
Interfund Transfers Out	0
Ending Cash	545,745

**413 Water Bond Redemption Fund**

Beginning Cash	71,679
Revenue	3,000
Interfund Transfers In	292,328
Appropriations	292,328
Interfund Transfers Out	0
Ending Cash	74,679

**414 Wastewater Bond Redemption Fund**

Beginning Cash	11,526
Revenue	0
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	11,526

**415 Water Bond Reserve Fund**

Beginning Cash	151,272
Revenue	4,000
Interfund Transfers In	19,489
Appropriations	0
Interfund Transfers Out	0
Ending Cash	174,761

**416 Wastewater Bond Reserve Fund**

Beginning Cash	82,715
Revenue	2,900
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	85,615

**417 Treatment Plant Reserve Fund**

Beginning Cash	414,632
Revenue	20,000
Interfund Transfers In	9,000
Appropriations	0
Interfund Transfers Out	0
Ending Cash	443,632

**418 Waster Short Lived Asset Reserve Fund**

Beginning Cash	11,821
Revenue	18,000
Interfund Transfers In	30,000
Appropriations	30,000
Interfund Transfers Out	0
Ending Cash	29,821

**419 Waster Construction Loan Fund**

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

**420 Waster Construction Fund**

Beginning Cash	0.42
Revenue	0
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	0.42

**428 Water Vehicle Reserve Fund**

Beginning Cash	50,000
Revenue	6,876
Interfund Transfers In	50,000
Appropriations	0
Interfund Transfers Out	0
Ending Cash	106,876

**429 Wastewater Vehicle Reserve Fund**

Beginning Cash	10,000
Revenue	1,376
Interfund Transfers In	10,000
Appropriations	0
Interfund Transfers Out	0
Ending Cash	21,376

**601 Remittances**

Beginning Cash	273
Revenue	0
Interfund Transfers In	0
Appropriations	0
Interfund Transfers Out	0
Ending Cash	273

**Total All Funds** **13,282,430.42**

Less Interfund Transfers 894,618

**Net Total** **12,433,150.42**

A.

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

**Section 4.** This Ordinance shall take effect and be in force on January 1, 2025.

Passed by the council and approved by the Mayor on this 20<sup>th</sup> day of November, 2024.

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

ATTEST:

APPROVED AS TO FORM:

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

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

**File Attachments for Item:**

A. Department Head Reports



## CODE COMPLIANCE

Meeting Date: November 20, 2024  
Presented By: Jenne Patterson

### Daily Operations / What's Happening:

**Requests/Cases:** Open 15, Closed 6

Concerns involve accessory structures, junk item accumulation, overgrown vegetation, permit violations, public rights-of-way, and short-term rentals

**Current Project(s):** Coordinating with BWSPD to address WA state residents with out-of-state vehicle license plates and driver's licenses

Coordinating with the Public Works Department to evaluate city alleys

Code Compliance program review/development continues.

Residential repair financial assistance program information added to the Code Compliance webpage. Wider information distribution upcoming.

Addressing community concerns related to street parking

**Upcoming Project(s):** Detail Code Compliance program procedures

**Community Engagement:** The City of White Salmon Code Compliance webpage is updated regularly, please take a look. [www.whitesalmonwa.gov](http://www.whitesalmonwa.gov)

**Community Update(s):** As seasons change, road conditions may require maintenance like sweeping and snow plowing. The City of White Salmon asks residents to remove personal items and trim plants back from public rights-of-way.

The Code Compliance Officer has started using compliance notices via orange door hangers, which include violation details, resolution steps, reinspection timeline, and contact information.

If you reside in Washington State, you are required to hold a valid Washington State driver's license and have Washington State vehicle license plates. If you are a resident with out-of-state plates, please take steps to update your registration accordingly. Thank you for your cooperation.




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## PUBLIC WORKS DEPARTMENT

Meeting Date: 11.20.24

Presented By: Andrew Dirks- Public Works Director

### Daily Operations / What's Happening:

- Winter Vehicle Prep.
- First Net installation at remote sites.
- Walk through with DNR and AP for 14" transmission main removal/decommission.
- Emergency repair on the 16" Transmission main on Loop Rd.
- 450 feet of Service line replacement on HWY 141.
- Water Strategy meeting with AP.
- Cathodic protection annual inspection.
- Leaf removal.
- Building/Gutter maintenance.
- Energy Audit.
- Upper Dock Grade Gate removal.
- Seasonal decoration installation.
- Parklet removal.
- Traffic Control for the Halloween Closure.
- Assist WSDOT with Vector.
- Planning review for Four Oaks & Cherry Hill Estates.
- Pothole Repair.
- Alley Maintenance.
- Manhole Repair on the bluff.
- Install bollards on the ARV vault on Buck Creek.
- 2" service tap on Loop Rd.
- Weekly AP/Clickup/Planning meetings.
- Sweeping and Sweeper Maintenance.
- DWSRF funding application.
- GIS

### Current Projects:

- Transmission Main Phase 1- Project Closeout
- SCADA Upgrades.
- Transmission Main Phase 2A
- N Main/ Spring St

### Upcoming Projects:

- Transmission Main Phase 2D
- Transmission Main Phase 2B

### Upcoming Trainings:

- Emerging Concerns for Water and Wastewater operations.



# Bingen-White Salmon Police Department

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



Mike Hepner, Chief of Police

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

## DEPARTMENT HEAD REPORT

Department: Police  
Meeting Date: November 20, 2024  
Presented By: Chief Mike Hepner

### Administration:

- WS Council Meeting
- Bingen Council Meeting
- Klickitat County Behavior Health meeting
- Klickitat Community Link Project (K-LINK) Meeting  
A collaboration of community partners working together to better connect their services and better serve the community.
- Behavioral Health Meeting-with Erin on 7<sup>th</sup>
- Jail update
- Onboarding new employee
- Patrol shift coverage

### 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.

October 2023 and 2024 Activity Logs Attached

A.

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

White Salmon	Bingen	
1		Abandoned/Disabled Vehicle
16		Agency Assist
2	5	Alarm
6	8	Animal Problem/Noise/Neglect
		Arson
		Assault
		Attempt to Locate
		Burglary
		Child Abuse/Neglect
2	2	Citizen Assist
1		Civil Matter
		Criminal Mischief
		Deceased
4	1	Disorderly
1		Domestic Violence
		Drugs
1		DUI
2		Fire
		Fireworks
		Forgery
1		Fraud
1		Harassment
		Hazmat
		Homicide
2		Information
		Intoxication
3		Juvenile Problem
		Kidnapping
<b>43</b>	<b>16</b>	

White Salmon	Bingen	
		Littering
		Missing Person/Runaway
1	1	Medical Emergency
		Mental Health
6	2	Motor Vehicle Accidents
1		Motor Vehicle Theft
1		Noise Complaint
1	3	Parking Problem
		Pornography
2	2	Property Lost/Found
		Prowler
	1	Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
		Sex Crimes
5	3	Suspicious
1	1	Theft
		Threats
		Traffic Complaint/Hazard
6	1	Traffic Offense
		Trespass
1		Unsecure Premise
		Violation Court Order
2		Wanted Person
		Weapons Offense
2		Welfare Check
3		911 Hang-up Calls
<b>32</b>	<b>14</b>	

<b>30</b>	<b>Bingen</b>
<b>75</b>	<b>White Salmon</b>
<b>105</b>	<b>Total</b>

A.

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

White Salmon	Bingen	
3		Abandoned/Disabled Vehicle
16		Agency Assist
2	2	Alarm
1	2	Animal Problem/Noise/Neglect
		Arson
	1	Assault
1	1	Attempt to Locate
	1	Burglary
		Child Abuse/Neglect
6	1	Citizen Assist
1	1	Civil Matter
1	1	Criminal Mischief
1		Deceased
2	3	Disorderly
3		Domestic Violence
1		Drugs
		DUI
3		Fire
		Fireworks
		Forgery
		Fraud
1	1	Harassment
		Hazmat
		Homicide
		Information
		Intoxication
1		Juvenile Problem
		Kidnapping
43	14	

White Salmon	Bingen	
		Littering
		Missing Person/Runaway
2		Medical Emergency
2		Mental Health
2	1	Motor Vehicle Accidents
1		Motor Vehicle Theft
1	1	Noise Complaint
2	1	Parking Problem
		Pornography
5	2	Property Lost/Found
		Prowler
		Recovered Stolen Property
		Resisting Arrest
		Robbery
		Search Warrant
1		Sex Crimes
6	7	Suspicious
1	2	Theft
	1	Threats
3	2	Traffic Complaint/Hazard
1	1	Traffic Offense
1	4	Trespass
		Unsecure Premise
		Violation Court Order
	1	Wanted Person
		Weapons Offense
6	1	Welfare Check
2	1	911 Hang-up Calls
36	25	

<b>39</b>	<b>Bingen</b>
<b>79</b>	<b>White Salmon</b>
<b>118</b>	<b>Total</b>

November 20, 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.

**Bluff Connector Trail Study** – Approximately 36 residents attend Thursday evening's (Nov. 14) meeting. 28 in-person and eight by Zoom. The primary purpose of the community-wide meeting was three-fold. 1<sup>st</sup> – circle back around with residents regarding answers to questions and comments made in previous meetings. This was done via a comprehensive PowerPoint presentation. 2<sup>nd</sup> – Update on status of the project being at approximately 50% design completion and providing very rough renderings by the engineers. Last, continue to take questions and comments. Below is the link to the PowerPoint presentation that is posted on the city website:

[https://www.whitesalmonwa.gov/sites/default/files/fileattachments/community/page/11498/stakeholder\\_meeting\\_2\\_powerpoint\\_presentation.pdf](https://www.whitesalmonwa.gov/sites/default/files/fileattachments/community/page/11498/stakeholder_meeting_2_powerpoint_presentation.pdf)

**Youth Center Move** – The process is moving along. WAGAP's legal counsel completed its review of the school district's proposed lease and has followed up with the WAGAP executive director regarding edits. WAGAP executive director needs to review with her board and then follow up with school district.

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

**City Planner Interviews** – We continue to move this action item forward.

**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.

**2025 Budget** – Mayor Keethler, Stephanie, and myself continue work to finalize the mayor's budget to present to city council and the community.

**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>