



## White Salmon City Council Meeting A G E N D A

June 03, 2026 – 6:00 PM  
119 NE Church Ave and Zoom Teleconference  
Zoom Meeting ID: [893 9884 6381](#)  
Call In: 1 253 215 8782 US (Tacoma)

### I. Call to Order

- A. Land Acknowledgement Statement
- B. Pledge of Allegiance

### II. Roll Call

### III. Additions or Corrections to the Agenda

### IV. Public Comment

Any member of the public attending the meeting, either in person or via Zoom, will have an opportunity to provide general public comment. No registration is required, and each speaker will be allowed up to three minutes. Written comments may also be submitted by emailing them to [public.comment@whitesalmonwa.gov](mailto:public.comment@whitesalmonwa.gov) by Wednesday at 12:00 p.m. All submitted comments will be included in the Council packet and the official record.

### V. Presentations

- A. Recognizing Academic Excellence: Columbia HS Knowledge Bowl — State Champions 2026
- B. Heritage Month Presentation
- C. City Highlights with the Mayor

### VI. Consent Agenda

- [A.](#) Approval of Collective Bargaining Agreements
- [B.](#) Approval of Meeting Minutes — May 6, 2026
- [C.](#) Approval of Meeting Minutes — May 20, 2026
- [D.](#) Resolution 2026-06-646 — Adopting AWC RMSA Member Standards
- [E.](#) Resolution 2026-06-647 — Declaring Surplus Property
- F. Approval of Vouchers

### VII. Public Hearing

- [A.](#) Ordinance 2026-06-1188 — Proposing WSMC 15.04 – Electric Vehicle Charging in Residential Construction
  - A. Presentation
  - B. Public Testimony



- C. Discussion
- D. Action

B. Resolution 2026-05-645 — Six-Year Transportation Plan (2027-2032)

- A. Presentation
- B. Public Testimony
- C. Discussion
- D. 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 Collective Bargaining Agreements



## COUNCIL REPORT

Business Item       Consent Agenda

**Needs Legal Review:**      Yes  
**Meeting Date:**              June 3, 2026  
**Agenda Item:**                Approval of Collective Bargaining Agreements  
**Presented By:**                Jennifer Neil, Director of Finance & Operations

### Action Required:

Council approval of the negotiated Collective Bargaining Agreements and authorization for the Mayor to execute the agreements on behalf of the City.

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

I move to approve the Collective Bargaining Agreements as presented and authorize the Mayor to sign the agreements on behalf of the City.

### Background of Issue:

The City has completed negotiations related to the applicable Collective Bargaining Agreements (CBAs) with represented employee groups. The agreements have undergone legal review by the City’s labor attorney and include negotiated updates related to wages, benefits, operational language, and other employment provisions as applicable.

The negotiation process involved City administration, department leadership, legal counsel, and union representatives to ensure the agreements remain operationally sustainable, legally compliant, and aligned with the City’s organizational and financial goals.

### Explanation of Issue:

The proposed CBAs formalize the negotiated terms and conditions of employment between the City and represented bargaining units for the applicable contract period. Approval of these agreements allows the City to continue maintaining stable labor relations, operational continuity, and compliance with collective bargaining obligations under Washington State law.

Any associated financial impacts have been incorporated into the City’s labor and budget planning processes.

**Council Options:**

City Council has the following options available currently:

1. Accept the Staff Recommendation and approve the agreements.
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

**Fiscal Analysis:**

The fiscal impacts associated with the agreements have been reviewed as part of the City's personnel and budget planning processes. Any approved compensation or benefit adjustments will be administered within the adopted budget framework and future budget planning assumptions.

**Recommendation of Staff/Committee:**

Staff recommends approval of the Collective Bargaining Agreements as presented.

**Follow Up Action:**

Upon approval, the agreements will be executed and implemented administratively, including any applicable payroll, benefit, and policy updates necessary to comply with the negotiated terms.

**2026 - 2028**  
**COLLECTIVELY**  
**BARGAINED AGREEMENT**  
**BETWEEN**  
**CITY OF WHITE SALMON**  
**AND**  
**COUNCIL 2**  
**WASHINGTON STATE COUNCIL OF**  
**COUNTY**  
**AND CITY EMPLOYEES**  
**REPRESENTING**  
**LOCAL 1533-W**  
**AFSCME AFL-CIO**  
**MUNICIPAL (NON-UNIFORMED)**  
**EMPLOYEES**  
**EFFECTIVE**  
**JANUARY 1, 2026 – DECEMBER 31, 2028**  
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**PREAMBLE**

This Agreement entered into by the City of White Salmon hereinafter referred to as the Employer, and the Washington State Council of County and City Employees, Council 2, representing Local 1533-W, affiliated with American Federation of State, County, and Municipal Employees AFSCME, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

**ARTICLE 1 – RECOGNITION**

1.1 The Employer recognizes the Union as the exclusive bargaining representative of the bargaining unit consisting of all regular municipal City employees including those regular municipal City employees who have declined to join the Union. Excluded from the bargaining unit are all Department Heads, Administration, Confidential Employees, , ,Part-Time Employees, and Temporary Employees, for the purpose of establishing wages, benefits, hours and other conditions of employment for all employees in the bargaining unit.

**ARTICLE 2 – NON-DISCRIMINATION**

2.1 It is mutually agreed that there shall be no discrimination because of lawful union activity, union membership, race, color, religion, sex, age, marital status, sexual orientation, national origin, genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008), or disability that does not prevent proper performance of the job (bona fide occupational qualification). The Union and Employer representatives shall work cooperatively to carry out these principles. Employees who believe they have been discriminated against shall use the Grievance Procedure in this CBA prior to seeking relief through EEOC, WSHRC and court proceedings, not excluding consultation with EEOC or WSHRC.

**ARTICLE 3 – PRODUCTIVITY**

3.1 It is mutually agreed that the Employer, and the Union, shall work together individually and collectively to meet the production requirements of each department, to provide the public with efficient and courteous service, to encourage good attendance of employees, and to promote a climate of labor relations that will aid in achieving a high level of efficiency in all departments of City Government.

**ARTICLE 4 – DEFINITIONS**

**4.1 Definitions:** The following definitions apply throughout the CBA as described herein, the following terms unless the context indicates another meaning:

A) **Anniversary Date:** Original entry date into City services as adjusted by leave without pay or break in service.

B) **Call Out Time:** A time when an employee is called to perform non-scheduled work.

C)

D) **Holidays:** Paid non-work days for City employees are established and as provided in Article 12 - Holidays of this Agreement.

E) **Immediate Family:**

1. a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de factor parent, regardless of age or dependency status;
2. a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor child;
3. a spouse;
4. a registered domestic partner;
5. a grandparent;
6. a grandchild;
7. a sibling; or
8. any other person (not described above) who is a resident of the employee’s household or dependent on the employee for medical care.

This definition relates to sick leave, not medical coverage.”

F) **On-Call Time:** The period of time when an employee is required to wait with restricted activity in anticipation of being called out to work.

- G) **Overtime:** Work hours authorized to count towards [Overtime], as specified with in this agreement, and/or actual work performed in excess of forty (40) hours of actual work in scheduled workweek. Work hours authorized and/or actual work hours that exceed the minimum forty (40) hours threshold of actual work performed in a scheduled workweek is payable at the time and one-half (1 1/2) rate.
- H) **Past Practice:** A customary way of doing things not written into the collective bargaining agreement; and the collective bargaining agreement language has not been renegotiated; past practices can only be established by a longstanding, consistent, and accepted practice by both parties. Under no circumstances can a past practice be established by union member supervisors without the written consent of the Department Head allowing the practice.
- I) **Position:** A group of duties and responsibilities normally assigned to an employee.
- J) **Probationary Employee:** An individual working for pay during their first six (6) months of employment from date of hire, unless the probationary period is extended. A probationary employee may be terminated without just cause and without any recourse to the grievance procedure.
- K) **Probationary Period:** A trial period of employment during which an employee may be terminated without just cause and without recourse to the grievance procedure. The probationary period shall continue for six (6) months from the date of hire, unless extended by the Employer for reasonable cause or by agreement. In no event shall the probationary period of any regular employee continue for more than twelve (12) months from the date of hire.
- L) **Regular Employee:** A regular employee of the Employer does not include probationary employees or temporary employees.
- M) **Temporary Employee:** An employee, either full time or part time, who is employed by the City to fill a position temporarily until such time as the position can be permanently filled or is no longer needed. In no circumstances can the position be filled for more than one (1) calendar year. These employees are not covered by the CBA.
- N) **Anniversary Date:** Original date of hire into the Employer's services, adjusted for leaves without pay, and/or breaks in service.
- O) **Bona-Fide Emergency:** Inclusive of but not limited to life threatening situations, civil disorders, natural disasters, sudden unexpected circumstances not related to natural disasters and/or disorders, and Acts

of God. Examples of sudden unexpected circumstances would include breakdowns in payroll processing, illnesses affecting the availability of employees, etc.

- P) **Dismissal:** The termination of employment of a regular full-time, regular part time, employee pursuant to Article 11 Discipline/Work Rules.
- Q) **Employees:** All references to employee in this CBA, includes both sexes.
- R) **Employer:** The City of White Salmon.
- S) **Employer's Appointing Authority:** The Mayor or City Administration.
- T) **Promotion/Transfer:** If the six month (6) probationary period of an employee who has been promoted/transferred to a new classification is found to be unacceptable or if the employee decides not to continue in such position, the employee shall have the right to return to the position from which the employee was promoted/transferred so long as the position has not been filled or so long as the position has not been eliminated in the interim by management. Any employee who is promoted/transferred to a higher classification, shall be placed at the minimum salary for that class unless that minimum is lower than, or the same as the employee's salary at the time of the promotion/transfer.
- U) **Regular Full-Time Employees:** An employee who performs bargaining unit work on a full-time basis (thirty-two [32] or more hours per week). Only Regular Full-Time Employees are entitled to the terms and benefits of the CBA.
- V) **Regular Part-Time Employee:** Employees who perform bargaining unit work on a scheduled basis for an indefinite period of time and who have a normal work schedule of more than twenty (20) hours but less than thirty-two (32) hours per week. Said employees are subject to the City of White Salmon's Personnel Policies. Regular Part-Time Employees are not subject to the CBA.
- W) **Regular Seasonal Employees:** Employees hired to work in a regular position less than six (6) months. Seasonal employees are not subject to the provisions of this CBA.
- X) **Resignation:** The voluntary action by an employee of terminating their employment.
- Y) **Seniority (Definition Only):** Seniority for regular fulltime employees and regular part-time employees shall consist of continuous service of an employee, that period of time beginning from their date of hire. No

employee shall have seniority established prior to satisfactory completion of the probation period. In the case of authorized leave of absence without pay or lay-off, the employee will not earn seniority during the period of absence. Seniority terminates when an employee resigns, retires, is discharged or is not rehired within one (1) year of lay-off.

**Z) Union:** Council 2, Washington State Council of County and City Employees, Local 1533-WS, American Federation of State, County, and Municipal Employees, AFL-CIO.

**ARTICLE 5 – UNION MEMBERSHIP / APPLICABILITY OF PERSONNEL POLICIES**

**5.1 Joining the Union:** All employees in this bargaining unit have the right to voluntarily join the Union. The Union as the Exclusive Bargaining Representative agrees to carry out its responsibilities under RCW 41.45.080.

**5.2 Questions About Union Membership:** If an Employee has questions about Union membership, the City will remain neutral and direct the Employee to discuss the topic with a Union Staff Representative. The Union’s Staff Representative shall address the Employee’s inquiry as soon as possible.

**5.3 Signed Dues Deduction Authorization:** Current union members and those who choose to join the Union and pay monthly dues via signed payroll deduction authorization will have their dues deducted from the wages of the Employee who have authorized such deductions. The signed payroll deduction authorization may be submitted electronically or by paper writing, and must be presented to the City’s Director of Finance and Operations . The deduction shall begin in the payroll period after submission of the dues deduction authorization card or as soon as administratively possible if not submitted with enough time to make the next payroll period.

**5.4 Amounts Deducted:** The amounts to be deducted shall be certified to the Employer by Council 2 and the aggregate deductions shall be remitted to Council 2, Washington State Council of County and City Employees, AFL-CIO, P.O. Box 750, Everett, WA 98206-0750, together with an itemized statement including the employee name, department, hours worked, monthly base wage and the amount of union dues to be deducted, after such deductions are made. If an employee terminates their employment on or before the 15<sup>th</sup> of the month, dues will not be deducted for that month; if the termination is after the 15<sup>th</sup>, dues will be deducted. The Employer shall honor the terms and conditions of each employee’s authorization for payroll deduction. The Employer shall continue to deduct and remit union dues and fees to the Union until such time as the Union notifies the Employer that the payroll deduction authorization has been properly terminated in compliance with the terms of the authorization for payroll deduction executed by the

employee. The City is not a party to the authorization for payroll deduction as that is between the employee and the Union.

**5.5 Applicability of Personnel Policy:** If the CBA does not specifically address the details of any given topic and the Personnel Policies does address the details then the City of White Salmon’s Personnel Policy shall apply to bargaining unit members. If the CBA briefly but not in detail identifies a topic and the Personnel Policies has more detailed provisions, then the Personnel Policies shall prevail. If the CBA has specific details not contained in the Personnel Policies, then the CBA provisions shall prevail. The Personnel Policies referred to in this Section are those the City has adopted by way of official City Council action. New Personnel Policies will be sent for review and comment to the Union representative prior to adoption.

**5.6 Indemnification and Hold Harmless:** The Union agrees to indemnify the Employer and save the Employer harmless from and against any and all claims, against the Employer arising out of administration of this Article which includes the amounts of Union dues and fees deducted from employee’s wages in accordance with the employee’s authorizations furnished to the City by the Union, including reimbursement for any legal fees or expenses incurred in connection with such action. The Employer will promptly notify the Union in writing of any claim, demand, suit or other form of liability asserted against it relating to its implementation of this Article.

**ARTICLE 6 – MANAGEMENT RIGHTS**

**6.1 Core Management Rights:** The Union agrees that the Employer has core management rights which are controlled by the Employer. The Employer has the exclusive right to make and implement those decisions without negotiations about the decision(s) and the effect(s). Those core management rights include but are not limited to the following:

- A)** The right to hire, transfer, promote, and/or lay-off employees;
- B)** The right to adopt, change and/or discontinue operations, practices, and/or the work of employees;
- C)** The right to establish and/or modify job classifications and descriptions;
- D)** The right to adopt and/or modify work rules, procedures, policies and/or directives;
- E)** The right to discipline employees;
- F)** The right to adopt, modify and/or make any and all budgetary determinations;

- G) The right to determine and/or change the hours of work in accordance with the CBA;
- H) The right to make and enforce reasonable safety rules and regulations;
- I) The right to implement new equipment and procedures;
- J) The right to determine and declare when an emergency exists and the actions necessary to deal with the emergency. Emergency includes life threatening situations, civil disorders, natural disasters, sudden unexpected circumstances not related to natural disasters and/or disorders, and Acts of God. Examples of sudden unexpected circumstances would include breakdowns in payroll processing, illnesses affecting the availability of employees, etc.;
- K) The right to establish and implement drug and alcohol policies and procedures.

**6.2 Cooperation:** The Union agrees to give full cooperation in carrying out the functions vested in the Employer for the conduct of its business and the efficient management and operation, and the prevention of violations by its members of the provisions of the CBA or the rules and regulations herein agreed to.

**6.3 Statutory Law:** Nothing in this CBA shall be interpreted to interfere with the rights of management inclusive of the City Council, the Mayor or the City Administration as provided by ordinance, statutes and resolution.

**6.4 Past Practice:** The Employer may change, alter or terminate past practices subject to the Employer providing the Union thirty (30) calendar days written notice of the proposed change during which time the Employer, if the Union so requests, will meet with the Union to negotiate the effects of its decision to change past practice for a period not to exceed the thirty (30) calendar days, after which time the Employer is free to proceed with the change to past practices. In the event of a bona fide emergency as defined herein, the Employer has the right to change past practices giving as much notice as is practicable under these circumstances and an opportunity to negotiate the effects with the Union; all of which shall occur within adequate time to permit the Employer to respond to the emergency.

**6.5 Management Personnel:** The Employer reserves the right to allow management employees to perform bargaining unit work when an emergency exists, as defined in the CBA.

**ARTICLE 7 – LABOR MANAGEMENT COMMITTEE**

- 7.1 Participation:** All collective bargaining with respect to wages, benefits, hours, and general working conditions shall be conducted by authorized representatives of the Union and authorized representatives of the Employer.
- 7.2 Communications:**

**Labor/Management Committee:** In the interests of greater communications and for the purpose of developing a more harmonious work environment, the parties agree to the creation of a joint Union/Employer Committee, to consist of no more than four (4) members appointed by the Union inclusive of the W.S.C.C.C.E. Staff Representative and no more than four (4) members appointed by the Employer inclusive of the Mayor. A designated representative shall serve as a chairman and shall preside at the meetings.
- 7.3 Agreements:** Tentative Agreements reached between the parties to this agreement are subject to review by the W.S.C.C.C.E. Staff Representative and the City's management representative. If approved and/or modified then the changes shall be effective upon signature by the parties and their representatives.
- 7.4 Scheduling:** Meetings may be scheduled at a mutually agreeable time, but not later than fifteen (15) working days from the date the request for a meeting is made. Such request shall be in writing and contain the item(s) and/or topic(s) at issue.
- 7.5 Agenda:** Prior to the meeting, a written agenda shall be prepared by the party requesting the meeting and may be supplemented by additions made by the other party. The party requesting the meeting shall furnish the other party with a copy of the final agenda three (3) working days prior to the date of the meeting.
- 7.6 Scope:** The agenda shall be limited to items which are of a group, rather than individual, interest and/or concern.
- 7.7 Minutes:** Minutes will be taken by a person designated by the Chairperson. Minutes shall consist of the topics/items discussed and disposition of each. Disposition of matters covered in a labor management meeting shall not conflict, add to, or otherwise modify the terms and conditions of this basic Agreement. Copies of the minutes shall be signed jointly by an Employer designee and a member designated by the Union who participated in the meeting. These minutes shall be available for signatures within five (5) working days after such meetings.
- 7.8 Pay Status:** Employees participating in such meetings as representatives of the Union shall receive their regular salary from the Employer.

**7.9 Timelines:** The Employer will discuss proposed changes in employees working conditions with representatives of the Union. Such discussions should be 14 days in advance of the implementation dates, in order that reasonable alternative proposals can be considered.

**7.10 Resolution:** The Committee may not intervene in, add to, or delete from the Collective Bargaining Agreement nor may it involve itself in any grievance which has been reduced to writing at Step 1 of the grievance procedure. The Committee shall be a means of resolving potential conflicts, communicating short and long term projects and goals of both the Employer and the Union, and for the general sharing of information.

## **ARTICLE 8 – EMPLOYEE RIGHTS**

**8.1 Personal and Private Life:** The private and personal life and activities of the employee, unless representing a conflict of interest, unless detrimental to the employee's work performance or to the programs administered by the Employer, are not legitimate grounds or cause for disciplinary, discriminatory or other comparable actions initiated by the Employer.

**8.2 Written and Signed Complaints:** In the event of charges or complaints made to Management against any employee, except where there is clear and immediate danger to person(s) or property, no Management disciplinary action shall be initiated in response to such charge or complaint until the employee has been apprised of the allegation and has had reasonable opportunity to respond, in which instance the employee shall be informed of the identity of the person or party making such charges or allegations except in the case of harassment or other similar cases where the accuser's identity must be kept confidential. The parties respect the individual's right to confront their accuser except as provided above, but if the accuser's identity is provided, there shall be no retaliation by the employee or any of the employee's representatives in regards to charges or complaints. If there is retaliation, the employee will be subject to termination/discharge. If Management determines to bring disciplinary action against an employee for any reason, the employee shall be apprised of rights of appeal and representation, as provided by Local 1533WS and the grievance procedure.

**8.3 Personnel File Review:** Each employee or a designated representative (with written authorization from the employee) shall have access to the employee's personnel file for the purpose of grievances and disciplinary actions or other proper purposes. All information that becomes a matter of record and is inserted into the employee's personnel file shall be brought to the attention of the employee at the time of insertion. The employee shall have ample opportunity to review and submit explanatory notes and comments. Employees or their designee have the right to examine their personnel file as

is maintained by the City of White Salmon Personnel Department. A copy of any entry pertaining to job competence or conduct will be given to the employee.

**8.4 Representational Rights:** Each employee, a designated representative (with written authorization from the employee), and management to include and limited to Mayor, City Administration, appropriate Department Head, immediate supervisor and legal counsel shall have access to the employee’s personnel file for the purpose of grievances and disciplinary actions or other proper purposes. Material placed into an employee’s file, shall be brought to the attention of the employee and signed by the employee signifying that they have read it. The employee shall be given the opportunity to attach their comments. A copy of any entry pertaining to job competence or conduct will be given to the employee.

**8.5 Weingarten Representation:** Employees shall have the right to have union representation present at any meeting between Management and the employee if said meeting is called for disciplinary consideration adversely affecting their conditions of employment.

**8.6 Safe Working Conditions:** The Employer and employee(s) will cooperate in their endeavors to maintain safe working conditions. The Employer agrees that no employee should work, or be directed to work, in a manner, or under conditions, that do not comply with minimum safety practices or standards as established by the Washington State Division of Safety. Said practices and standards shall include a regular schedule of compliance with the State of Washington for Accident Prevention training for all employees.

**8.7 Grievance Rights:** Any employee within the bargaining unit who believes they have a grievance, may seek their remedy through the grievance procedure provided within this CBA. A grievance is defined as a dispute regarding the interpretation, application or implementation of the specific terms and conditions of this CBA.

**8.8 Changes to Work Rules:** Employees shall be made aware in writing of new or changes to existing work rules a minimum (emergencies excepted) of ten (10) calendar days prior to the effective date of the change.

**ARTICLE 9 – CONTRACTING OUT**

**9.1 Contracting Out/Subcontracting:** The Employer shall have the right to contract out or subcontract work, without negotiations about the decision and/or its effects, which has previously or historically been contracted out or subcontracted.

- 9.2 Bargaining the Effects of Contracting Out/Subcontracting:** The Employer shall have the right to contract out or subcontract work not previously contracted out which would adversely affect the normal hours of work (not overtime, nor call-back, nor any other types of premium pays or work hours) of current bargaining unit employees at the time the Employer makes such decision. Prior to the Employer implementing the contracting out or subcontracting, the Employer will provide forty-five (45) calendar days' written notice of this decision to the Union, and provide an opportunity to bargain collectively in good faith the decision of the Employer and its effects.
- 9.3 Bona Fide Emergency:** The notice and discussion provisions of this Article regarding the Employer's decision to contract out or subcontract work and its effect shall not apply in situations where the Employer contracts out or subcontracts work to provide services in the event of a bona fide emergency as defined in the CBA.

**ARTICLE 10 – NEPOTISM**

**10.1 Employment of Relatives (Nepotism):**

- A)** Employee's immediate family members and those living together as domestic partners will not be employed by the City under any of the following circumstances:

  - 1. Where one of the parties would have authority, or practical power, to supervise, appoint, remove, or discipline the other;
  - 2. Where one party would be responsible for auditing the work of the other; or
  - 3. Where other circumstances exist which would place the parties in a situation of actual or reasonably foreseeable conflict between the interest of one or both parties and the best interests of the City.
- B)** No relatives closer than fourth degree as defined in RCW 11.02.005(5) as now codified or hereafter amended, shall be employed within the same department of the City. Departments are defined as those approved by the City Council and as shown in the current organizational chart of the City.
- C)** If two employees marry, become immediate family members or begin living together as domestic partners, and as a result, the circumstances prohibited by Section (a) or (b) exist, only one of the employees will be permitted to stay employed with the City. The decision as to which employee will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become immediate family members, or begin sharing living quarters with each other. If no decision has been made during this time, the most recently hired employee will be terminated.

**10.2 Definitions/Nepotism: [For Purpose of This Article Only]**

- A) Immediate Family: An employee's immediate family includes the employee's spouse, child, parent, siblings, mothers and fathers-in-law, sons and daughters-in-law, grandparents, and step relatives of the same degree listed above.

**ARTICLE 11 – DISCIPLINE/WORK RULES**

**11.1 Causes:** The Employer may reprimand, suspend without pay, discharge, or terminate an employee for the following causes, but not limited thereto:

- A) Using or working with the presence of intoxicants or drugs in an Employee's blood, breath and/or urine based on reasonable suspicion.
- B) Disobedience to a lawful directive, reasonable directive and/or instruction by any immediate supervisor.
- C) Incompetence;
- D) Inability to comply with or support goals of the Employer relating to its missions, services, amount and/or quality of work, subject to prior notification.
- E) Negligent or deliberate damage and/or destruction of Employer's, another employee's or the public's property.
- F) Neglect of duty.
- G) Discourtesy to the public.
- H) Refusal to comply with policies and rules of the Employer.
- I) Disorderly conduct.
- J) Sleeping on duty.
- K) Giving or taking of a bribe of any nature.
- L) Failure to report for duty without a bona fide reason.
- M) Continued and/or pattern absenteeism for any reason except on an approved leave of absence.

- N) Borrowing, taking, or theft or unauthorized use of tools, equipment, or other property of the Employer for private or personal use.
- O) Misuse of sick leave policies.
- P) Violation of No Strike Clause.
- Q) Failure to promptly report to the supervisor on the job injuries or accidents involving employees, equipment, property, visitors, and/or the public.
- R) Pattern of reporting late for work (tardiness).
- S) Any other causes reflected in PERC, arbitration and case law.
- T) Falsification of reports and/or deception of any kind.
- U) Recklessness.
- V) Failure to report for work at the end of an approved leave of absence period and/or using a leave of absence for reasons other than those for which it was granted.
- W) Violation of GPS policy and procedures.

**11.2 Scope:** The disciplinary actions which the Department Head may take against an employee include:

- A) Document Oral reprimand
- B) Written reprimand
- C) Suspension from work without pay
- D) Demotion where applicable
- E) Discharge or termination

Which disciplinary action is taken depends upon the seriousness of the affected employee's conduct as determined by the Employer. The above-enumerated disciplinary actions may be implemented without regard to the order indicated hereinabove.

**11.3 Termination or Suspension - Without Pay for Cause:**

11.3.1 The Employer may suspend without pay, discharge or terminate an employee for cause. The specified charges shall be made available to the employee in writing and notice shall be given to the Union at the time action is taken unless Section 11.4 is applicable.

11.3.2 In the event the Employer preliminarily determines that an employee may be suspended without pay or discharged/terminated, the Employer will provide the employee with *Loudermill* protections. These protections include issuance by the Employer of a written notice of the alleged misconducts and/or violations with the facts to the employee and the Union inclusive of a date, time and location for a pre-disciplinary action meeting (*Loudermill*) and the right to representation.

11.3.3 The purpose of the pre-disciplinary action meeting is to provide the employee with an opportunity to explain their side of the facts and alleged misconducts and/or violations before the Employer takes disciplinary action. The Employer will issue a written decision with regard to which, if any, disciplinary actions will be implemented within a reasonable time after the pre-disciplinary action meeting. The timing of issuance of the written decision is dependent on the complexity of the misconducts and/or violations as well as whether further investigation is necessary.

11.3.4 An employee may not be suspended without pay for more than thirty (30) working days.

11.3.5 If a suspension without pay is for five (5) days or less, then the record of the suspension shall remain in the personnel file for four (4) years and will be removed if the employee makes a written request for removal, except if there is a similar violation within the four (4) years, in which case all, records shall remain in the personnel file permanently.

**11.4 Immediate Suspension with Pay:** When circumstances are such that retention of the employee will likely result in disruption of City programs, damage to or loss of City property or be injurious to the City employee, fellow employees or the services provided by the City, the Employer may suspend with pay the employee immediately. This will be coordinated with Section 11.9 below.

**11.5 Notification and Representation:** The limitations relating to notification of disciplinary action are only for employee notification purposes and shall not affect the validity of disciplinary action taken by the Employer.

**11.6 Additional Rules:** The Employer may prepare, issue and enforce additional rules and safety regulations not specially outlined above, necessary for safe, orderly and efficient operations.

**11.7 Work Rule Changes:** When existing work rules are changed or new rules are established, they shall be posted prominently on bulletin boards for a period

of ten (10) calendar days before becoming effective, except for work rules of an emergency nature.

**11.8 Rules and Compliance:** Employees shall comply with all existing rules that are not in conflict with the express terms of this Agreement, that reasonable notice has been given of the existence of the rule.

**A)** Any unresolved complaint as to the reasonableness of any new or existing rule, or any complaint involving discrimination in the application of new or existing rules shall be resolved through the grievance procedure.

**B)** Employer will make a good faith effort to enforce rules uniformly.

**11.9 Suspension with Pay:** At the discretion of the Employer, an employee may be suspended with pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the employee to perform their duties. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense. If the charges are unfounded, the employee will be restored to duty and provided a letter of exoneration.

**11.10 Written Reprimand:** Written reprimands shall be removed from the employee's personnel file after three (3) years if no similar violations have occurred. If there are similar violations then both reprimands will remain in the personnel file for an additional three (3) years.

**ARTICLE 12 – HOLIDAYS**

**12.1 Holidays:** The following days shall be recognized and observed as paid holidays:

January 1	New Year's Day
3rd Monday in January	Martin Luther King Day
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
June 19	Juneteenth Day
July 4	Independence Day
1st Monday in September	Labor Day
November 11	Veteran's Day
4th Thursday in November	Thanksgiving Day
4th Friday in November	Native American Heritage Day
December 25	Christmas Day

**A) Saturday/Sunday Holiday:** Whenever a paid holiday falls on a Sunday, the succeeding Monday shall be observed as the holiday. Whenever a

paid holiday falls on a Saturday, the proceeding Friday shall be observed as the holiday.

**B) Worked Holidays:** If an employee works on a paid holiday, they shall receive Holiday Pay of two and one-half (2 1/2) times their regular hourly wage for each hour worked on such Holidays.

**ARTICLE 13 – ANNUAL LEAVE**

**13.1 Accrual:** The annual leave allowance shall be earned annually based on the following schedule:

- A)** Eighty (80) hours if completed service is from date of hire (DOH) but less than 60 months.
- B)** One Hundred Twenty (120) hours if completed service is at least 5 years but less than 10 years (at least 60 months, but less than 120 months).
- C)** Four Weeks (160 hours) if completed service is at least 10 years but less than 19 years (at least 120 months, but less than 228 months).
- D)** Five weeks (200 hours) if completed service is at least 19 years and over. (at least 228 months or over)

**Accrual chart to match A-D above:**

Sub-part	Months of Completed Service	Monthly Accrual Rate In Hours	Yearly Rate in Hours Per Year
A	DOH but less than 60	6.67	80.00
B	At least 60 but less than 120	10.00	120.00
C	At least 120 but less than 228	13.33	160.00
D	At least 228 and over	16.67	200.00

Annual leave accruals are based on eight (8)-hour workdays (forty (40)-hour work week).

An example of the calculation and accumulation (for payroll purposes) of total annual leave hours in sub-parts **A) thru D)** and the corresponding chart above is as follows: 40 hours x 2 weeks = 80 annual hours divided by 12 months = 6.67 hours accrued per month; 40 hours x 3 weeks = 120 annual hours divided by 12 months = 10 hours accrued per month; 40 hours x 4 weeks = 160 annual hours divided by 12 months = 13.33 hours accrued per month; and 40 hours x 5 weeks = 200 annual hours divided by 12 months = 16.67 hours accrued per month.

**13.2 Time Worked:** Vacation with pay will be given to all full-time employees during each vacation base year in accordance with other provisions of this section. Vacation and holiday time shall not be counted as time worked for this purpose.

**13.3 Hourly Rate:** Full-time employees shall be paid vacation periods at their basic straight time hourly rate or straight time equivalent without overtime or other premium of any kind as of the time the vacation is taken.

**13.4 Vacation Accumulation:** Unused accumulative vacation leave accumulated on an annual basis will have a limit on annual carryover. The amount of such accumulated leave carried over to the succeeding calendar year will be limited to one-hundred twenty (120) hours, at the discretion of the employee.

**13.5 Use:**

**A)** Vacation time will be figured on an annual basis from January 1 to December 31. An employee with more than six (6) months service will be permitted vacation on a prorated basis, according to the number of months worked at the end of the calendar year. An employee shall have performed a minimum of six (6) months' work full time, and not part time, before such employee shall be eligible for vacation as aforementioned.

**B)** Employees shall be required to take a minimum of forty (40) hours of vacation time per year. In addition, an employee may elect to cash out up to forty (40) hours of accrued vacation time per calendar year, only when the employee concurrently takes forty (40) hours of vacation time on or before the December 5th payroll of that same calendar year.

Vacation cash-out requests must be submitted in writing and are subject to approval. Cash-out payments shall be made at the employee's current straight-time rate of pay and shall not be considered hours worked for the purposes of overtime, retirement, or leave accruals.

Unused vacation cash-out eligibility does not carry forward from year to year.

An employee may buy back vacation time at the end of the year subject to approval by the Mayor or the City Administration.

**13.6 Holiday:** Whenever a holiday which would have been included in an employee's work schedule falls within the employee's paid vacation period, the City shall, in each case, grant an additional day of paid vacation in lieu thereof.

- 13.7 Illness:** Employees who become ill while on approved vacation time may utilize sick leave for the period of illness subject to the provisions of Article 14 Sick Leave provided the employee, immediately upon becoming ill, notifies their immediate supervisor. Upon return to work, the employee may be required by the Employer to present a written doctor's certificate stating the extent and length of the illness.
- 13.8 Termination:** An employee whose services are being terminated for any reason other than for cause, shall be granted payment for any vacation earned and not already taken during the year in which termination occurred.
- 13.9 Cumulative Use:** Vacation shall be taken by the employees in a cumulative time of not more than two (2) week intervals subject to prior approval by the Supervisor as well as the Mayor or the City Administration.
- 13.10 Preference:** Employees shall post vacation preference on or before February 1 of each succeeding year. Selections from such preferences shall be made on a seniority basis of employment in determining the time of vacation selections for the first requested segment of vacation leave only, when more than one (1) requested segment of vacation leave is selected by the employee. "Segment" shall be defined as a group of consecutive days requested for vacation, i.e. one week, two weeks, etc. Vacation scheduling shall not supersede work demands that are necessary to keep the department operating efficiently. In the event of conflicting schedules the employee will be notified as soon as possible of the conflicting schedule. The employee and supervisor will identify optional dates the employee can take his/her leave. Once additional dates have been identified the employee will have two (2) weeks to resubmit their scheduled leave. If the employee fails to resubmit his/her scheduled leave in the allotted time the supervisor will schedule the employees leave. Other than a work related emergencies the supervisors' decision is final. Only one (1) non-exempt employee per department shall be on vacation leave at any one time unless authorized by the department head.

### **ARTICLE 14 – SICK LEAVE**

- 14.1 Earned:** Sick leave is earned at the rate of eight (8) hours per month with accumulation being limited to one thousand (1,000) hours.
  - 14.2 Usage:** Sick leave may be taken per City of White Salmon Personnel Policy 4.12.
- A) On The Job Injuries:** Any employee receiving sick leave with pay, who is eligible for time loss payments under the Workman's Compensation Law may be paid full salary (workman's compensation plus sick leave, but in no

event more than 100% [no double-dipping] of the Employee’s regular daily pay) and on receipt of time loss payment shall endorse such payments to the City to restore a portion of their used sick leave based upon the following formula:

- 1) Time loss payment divided by the employee's regular sick hourly rate of pay equals hours of leave to be restored.

**14.3 Number of Hours:** Employees may only use the actual number of hours of sick leave accumulated.

**14.4 Payment:** An employee shall receive payment for accumulated sick leave in accordance with the following conditions and limitations:

The Employer shall buyout 50% of accumulated sick leave for retirement and 25% for death. Employees would be capped at 1000 hours of sick leave buyout for death.

**14.5 Notification:** Any employee who for any reason must take sick leave shall give not fewer than thirty (30) minutes notification to his/her immediate supervisor by verbal (one-on-one) phone communication.

**14.6 Partial Work Day:** Part day sick leave shall commence at the time the employee logs out of service and shall end at the time the employee logs into service.

**14.7 Substituted:** At the employee's option, annual leave may be used as sick leave.

**14.8 Sick/Annual Leave Sharing Program for Catastrophic Illness:** A leave contribution program is established to permit employees to transfer a specified amount of annual or sick leave to another employee of the City of White Salmon. The recipient employee must; have an extraordinary or serious illness or injury; have depleted or shortly will deplete all leave reserves (annual leave and sick leave); have diligently attempted to accrue sick leave, and not be eligible for industrial insurance benefits. The donating employee may not request a transferred amount that would result in their leave balance falling below ten (10) days. Unused leave is returned to donating employees on a pro rata basis. This provision shall be administered by the Director of Finance and Operations/staff.

**ARTICLE 15 – OTHER LEAVES**

**15.1 Leave of Absence With Pay:** Leave of absence with pay may be granted for the following reasons:

- A) Bereavement Leave:** When it is necessary for a regular, full-time employee to have time off for the death of a member of the immediate family as defined in Section 4.1 F (Bereavement Leave shall include brother and sister in-laws), the employee shall be paid for the necessary time of absence to a maximum of three (3) consecutive days. However, additional time off may be granted up to a maximum of five (5) days, to be applied to accrued unused leave, upon the approval of the Mayor or City Administration.
- B) Court Leave:** All regular employees, submitting the proper documentation, shall be given court leave for the purpose of serving as a member of a jury or subpoenaed witness in Federal, State, County, or City Court so long as such subpoena does not relate to an employee's personal circumstances. This type of leave will not be charged against any other leave accrued and there will be no deduction in regular compensation for absence. Compensation for court leave shall be limited to up to eight (8) hours and there shall be no overtime. Upon dismissal from jury duty or subpoenaed status, the employee shall report back to work to fulfill their obligations subject to approval by management. All fees received for jury duty will be forfeited by the employee to the employer except those received for payment of mileage and related travel expenses.
- C) Military Leave:** A regular employee who is an active member of any organized reserve of the Armed Forces of the United States, shall be entitled to and granted a military leave of absence from his employment for a period not exceeding twenty one (21) days during each year beginning October 1 and ending the following September 30. Such leave shall be granted in order that the employee shall be able to participate in their mandatory active training duty. Such military leave shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges or pay. Verification of military orders may be required. The employee shall, in advance, provide an official copy of their military orders, if available.

Regardless of their status, any employee who voluntarily, or upon demand, leaves a position other than temporary to enter active duty in the armed forces of the United States, or the Washington National Guard, shall be placed on military leave without pay and shall be entitled to be restored to their former position, or one of like seniority, status and pay provided they apply for re-employment within ninety (90) days of their discharge or separation, and present proof of honorable discharge or separation. This provision is subject to

statutory provisions and will be administered consistent with statutory requirements.

**D) Personal Leave:** Each employee shall receive sixteen (16) hours of Personal Leave per calendar year. Personal Leave hours must be used within the calendar year they are accumulated; and cannot be carried over to the next calendar year. The Personal Leave hours may be selected at the employee's discretion subject to approval by the supervisor. Personal leave shall not count as time worked.

**E) Special Meetings/Training and Education Leave:** Whenever it is deemed by the Mayor, City Administration or Department Head to be in the best interest of the City, an employee may be granted time off with or without pay to attend professional, technical institutes, conferences, special educational training, or job related education leave as determined by the Mayor, City Administration or Department Head. Directly appropriate to the employee's position. A written request for education leave may be made by a regular employee as far in advance as possible, stating all pertinent details including length of time requested. A written reply to grant or deny the request will be made by the Mayor, City Administration or Department Head within thirty (30) days whenever possible. Processing requests will follow chain of command. For example, the request will first be submitted to the Department Head and then to the Mayor and the City Administration.

**F) Union Leave:**

- 1) The Employee representing the Union, not exceeding three (3) in number, shall be granted leave from duty without any loss of pay for actual time spent for meetings between the City and the Union for the purpose of negotiating wages, hours and working conditions and the terms of a contract, or for processing grievances when such meetings take place at a time during which any such members are scheduled to be on duty. Actual time spent for meetings shall be limited to time spent in meeting and travel time. No Union member shall conduct any Union business on Employer time, unless authorized by the Employer. Union leave time shall not create an overtime liability for the City.
- 2) One authorized representative as designated by the Union may be granted leave from duty without pay for union business, such as attending labor conventions and educational conferences, provided that notices of such leave shall be requested subject to approval at least one (1) week prior thereto by the Department Head, and provided further that the total leave for the bargaining unit for the purpose set forth in this section shall not exceed five (5) days in any calendar year.

**15.2 Authorized Leave of Absence - Without Pay:** Authorized leave of absence without pay shall not interrupt prior or continuous employment; however, the employee shall not be credited with earned annual and sick leave during such absence. Anniversary dates for the accrual of additional annual leave and for step increases shall be adjusted for periods when employees are on authorized leave of absence or leave without pay status.

**A)** Requests for leave of absence without pay may be granted by the Mayor or City Administration for a period not to exceed six (6) months. The employee shall submit a written request for leave without pay to the Mayor or City Administration stating the reason for the request and expected length of the absence.

**B)** An employee on authorized leave of absence without pay may elect to continue to participate in the City's medical and life insurance plan. Full premium costs of the coverage shall include both Employer and employee shares to be paid solely by the employee. Such payment shall be made in advance for each month or portion thereof for which the employee is absent.

**ARTICLE 16 – STATE INDUSTRIAL INSURANCE**

The City of White Salmon participates in the State Industrial Insurance governed by the laws of the State of Washington.

**ARTICLE 17 – MEDICAL BENEFITS**

**17.1 Medical, Dental, & Vision Insurance:**

17.1.1 The Employer will pay eighty percent (80%) towards the health insurance premiums for their spouses and dependents. For purposes of this section, health insurance includes medical, dental, and vision insurance as made available, from time to time, by the Employer. Each employee shall pay their twenty percent (20%) contribution toward the insurance premiums per month by payroll deduction.

17.1.2 The Employer will pay sixty- five (65) dollars towards the Life Flight Plan for each employee per year with a maximum increase up to eight-five (85) dollars.

**17.2 Life & Disability Insurance:** The City shall pay for a Life Insurance plan for regular employees in the face amount of twenty-five thousand dollars (\$25,000) per employee and a short-term disability policy at the cost of one hundred dollars (\$100.00) per employee per year. All employees are required to participate in the Life & Disability Insurance program.

**17.3 Flexible Spending Account:** The City shall make available a Flexible Spending Account (FSA) program for eligible employees in accordance with applicable federal and state laws. Participation in the FSA is voluntary and employee-funded through pre-tax payroll deductions.

The FSA program shall be administered by a third-party provider selected by the City. Eligible expenses, annual contribution limits, enrollment periods, and plan rules shall be governed by the terms of the FSA plan document and applicable law.

The City reserves the right to modify or change the FSA administrator or plan design, provided that such changes comply with applicable law and are communicated to employees in advance of the applicable plan year.

**ARTICLE 18 – RETIREMENT SYSTEMS**

The City is under the Public Employees Retirement System, and employer/employee contributions shall be in accordance with the PERS laws.

**ARTICLE 19 – UNEMPLOYMENT COMPENSATION**

The City is a participant under the State Insured Unemployment Compensation Plan.

**ARTICLE 20 – WASHINGTON FAMILY AND MEDICAL LEAVE PROGRAM**

The City participates in the State Family and Medical Leave Program. All premiums are paid by the City of White Salmon.

**ARTICLE 21 – WASHINGTON LONG-TERM CARE PROGRAM**

The City participates in the State Long-Term Care Program (Washington Cares Fund). All required premiums are paid by the Employee and deducted from employee’s payroll per state requirements.

**ARTICLE 22 – SENIORITY**

- 22.1 Definition:** Seniority according to this Agreement shall consist of the continuous service of an employee since the last date of hire with the City. No employee may have seniority established prior to satisfactory completion of the probation period. The employee's earned seniority shall not be lost because of absence due to illness, authorized leave of absence, or temporary lay-off. In the case of authorized leave of absence without pay or lay-off, the employee will not earn seniority during the period of absence. Seniority terminates when an employee resigns, retires, is discharged or is not rehired within one year of lay-off.
- 22.2 Consideration:** Seniority will be considered in the selection of employees who are assigned by the Department Head and City Administration to work out of classification except when the City Administration is cross-training employees. Out of class pay is not applicable in situations when the City Administration is cross-training employees.
- 22.3 Applicable:** Seniority shall prevail in requests for floating vacations.

**ARTICLE 23 – JOB POSTING, PROMOTIONS**

- 23.1 Job Posting:** The Employer shall be the sole determiner as to the need or necessity to fill any vacancy or new position.
  - A)** If Employer determines that it needs to fill a vacancy or new position, said opening shall be posted for seven (7) calendar days, with copies to be posted within the affected department and or the central employee notice bulletin board in the City. A copy of the announcement will also be mailed to the Union (307 N. 3<sup>st</sup> Street, Suite , and Yakima, WA 98901) and employees on layoff status.

- B) All employees covered by this Agreement are eligible to apply for any posted position. Applications must be completed and submitted to the Personnel office on or before the closing date.
- C) The Employer also has the right to publish the vacancy or new position in the local newspaper and other media.
- D) The Mayor or City Administration shall have the right to make a selection from the City or outside applicants based on references, prior work experience, education, skills and abilities. With regard to City applicants the Mayor or City Administration may consider ability, past performance, experience, seniority and competence.
- E) This section shall not apply to temporary employees.
- F) Nature and Type of Examinations: An examination for a position may be written, verbal, a measure of physical fitness, or any performance test, or any combination thereof. Examinations shall consist of material that tests fairly and equally the capacity and fitness of an applicant to perform effectively the duties of the position for which the examination is given. The necessity for an examination and the type thereof shall be determined by the Department Head subject to determinations by City Administration with the advice of others including the Mayor. In cases where a physical examination is deemed advisable for the position, the Employer shall pay the cost.

**23.2 Promotions:** Insofar as practical, employees within the City of White Salmon may be considered prior to outside hires. Promotions to a higher job classification may be according to seniority and ability.

- A) An employee who is promoted within the City of White Salmon who fails to satisfactorily complete the six (6) month work performance probation period, may revert to their former position so long as the position has not been filled or so long as the position has not been eliminated in the interim by management. If the employee should decide they do not want the job, during the first six (6) months, the employee shall revert to their former classification without prejudice so long as the position has not been filled or so long as the position has not been eliminated in the interim by management.
- B) Any employee who is promoted to a position in a class with a higher pay range, shall receive either the entrance pay step for the higher class or the next step which constitutes an increase over the salary received prior to the promotion.

C) In the event of a question as to qualifications of an employee/outside applicant applying for a position, the Department Head will provide a ranking of the applicants; provided, however, the final determination as to qualifications of any employee/outside applicant shall be the decision of the Mayor or City Administration.

**ARTICLE 24 – LAY-OFF AND RECALL**

**24.1 Order of Layoff:** Layoff, although not limited to the following, shall ordinarily be for lack of work, lack of funds and/or reorganization as determined by the Mayor or City Administration. If the Employer determines that layoffs are necessary, employees will be laid off in the following order:

A) Intermittent/Temporary employees, inclusive of student, casual, seasonal, and project workers except where the Employer determines that seasonal workers are performing work for which current employees are not qualified or seasonal work; except in the case of project workers who have been hired partially or wholly under federal, state and/or local grants, as determined by the City Administration; except in the case of workers who have certifications that current city employees do not have, as determined by the City Administration.

B) Probationary employees, except when the City Administration determines that a probationary employee(s) has/have certifications, training, education and qualifications which the City needs to provide the necessary services. In that case, probationary employees will be kept during the layoff.

C) In the event of further reductions in force, employees will be laid off from within the affected job classifications and as determined by the City Administration, giving initial consideration to seniority, provided however, equal consideration shall also be given to the ability of the employees to perform remaining work available without further training, certifications, education and experience, as determined by the City Administration. When two or more employees have relatively equal experience, certifications, education, skills, and abilities to do the work without further training, as determined by the City Administration, the employees with the least seniority will be laid off.

**24.2 Recall Status:** Employees who are laid off shall be placed on recall status for a period of one (1) year. If there is a recall, employees who are still on recall status shall be recalled in the inverse order of their layoff.

**24.3 Employees Recalled:** When an employee is recalled, the Employer will send a certified letter to the employee, advising the employee of the recall. It is the employee's sole responsibility to keep the Employer informed of the

employee’s latest address and contact information. An employee interested in returning to work must respond within five (5) working days after receiving the letter, either by written communication to the Employer or by personal notification.

**24.4 Lay Off Status:** Employees on lay-off status who have been recalled to the classification from which they have been laid off and have refused, shall be removed from recall status.

**24.5 Benefits and Accruals During Lay Off:** Benefits shall not accrue during lay-off. Employees recalled who accept the recall within one (1) year from the date of the layoff shall have previously accrued seniority and sick leave prior to layoff restored except in the case of sick leave to the extent they’ve received pay for such sick leave. Recalled employees shall not be required to serve a six (6) month probationary period unless they are required to undergo certification requirements.

**ARTICLE 25 – TRAVEL EXPENSES**

**25.1 Reimbursement:** The City of White Salmon will provide the employees with a city credit card for traveling expenses. If the employer is unable to provide a city credit card the employer will reimburse employees for actual expenses incurred while traveling on City business. To be eligible for reimbursement the employee must submit an itemized receipt and meet the cost limitations in the City’s Travel Policy.

**25.2** Travel expenditures will be allowed, and if necessary reimbursed, based on the City’s adopted Travel Policy. The City’s Travel Policy is subject to negotiations.

**ARTICLE 26 – HOURS OF WORK**

**26.1 Regular Hours:** The regular hours of work shall be 8:00 A.M. to 5:00 P.M. with five (5) consecutive eight (8) hour shifts except for interruption for lunch periods, which shall be excluded from the work shift. Alternative schedules may be implemented by the Employer. The Employer will provide two (2) work weeks prior written notice of the change in schedule except if there is an emergency. Alternative schedules the Employer may implement include but are not limited to four (4) consecutive ten (10) hour shifts. During adverse weather conditions, employee's hours may be altered by the Employer to meet safety needs of the public.

**26.2 Rest Periods:** All employees' work schedules shall provide for a fifteen (15) minute rest period during each one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift whenever this is feasible.

A) The rest period shall be on the job site unless the Employee is able to leave and return to the job site within the fifteen (15) minute period.

**26.3 Meal Periods:** The work shift will provide for at least a one (1) hour unpaid meal period to be scheduled as near mid-shift as possible. If the employee chooses to leave the job site for the meal period, travel time to and from the meal will be included in the one (1) hour meal period.

**ARTICLE 27 – OVERTIME**

**27.1 Overtime:** Time and one-half (1½) the employee's hourly rate of pay shall be paid for work beyond the weekly hours in a work period which have been previously authorized by the Department Head and the City Administration. All work previously authorized and performed in excess of forty (40) hours in any seven (7) day work period will constitute overtime. Vacation leave, Bereavement leave and the number of hours paid for training per Section 23.1 (D), shall be included as "time worked" for the purpose of determining whether an employee has "worked" forty (40) hours in a week. See section 4.1, H. Compensation shall not be paid twice for the same hours. Overtime distribution will be determined by the Department Head and/or City Administration based on a rolling call list.

An employee who works in excess of their regularly scheduled work shift and plans to take vacation time after the shift within the same week, may, upon approval of their direct supervisor, reduce the amount of time taken for vacation by the amount of time worked in excess of their regularly scheduled shift. For example, if an employee is scheduled to work 8 hours on a Wednesday and works 10 hours and is scheduled to take a day of vacation on Thursday, the employee may record 6 hours of vacation instead of 8, which will result in 40 hours being recorded for the week.

**27.2 Call Out Time/Scheduled Shift:** Any employee called out to work outside of their regularly scheduled shift shall be paid for a minimum of two (2) hours at the rate of time and one-half (1½). If the call out timework assignment and the employee's regular shift overlap, the employee shall be paid the call rate of time and one-half (1½) until their regular shift begins. If an employee is called out, and then called out again within the first two (2) hours of the first call out, then the employee shall only be paid for a minimum of two (hours) for the first call out.

A) To maintain time efficiency, the Department Supervisor will be notified on any call lasting longer than two (2) hours, to make a determination if more personnel or other personnel are needed.

**ARTICLE 28 – STANDBY PAY**

**28.1 Standby Pay:** The Employer will determine if and when standby is needed. If the scheduled employee cannot fill their “standby” obligation, it is their responsibility to find an employee to take their place with the approval of their Supervisor.

**A)** Standby starts at 5:00 p.m. the end of last normal workday of the workweek and continues until 8:00 a.m. starting time the following normal workweek, unless otherwise directed by their Supervisor. Employees designated for on call status shall be provided a maximum of thirty (30) minutes for emergency situation response time. However, response should occur as soon as reasonably possible.

**B)** The Standby time will be paid at the rate of eight dollars and seven cents (\$8.07) per hour.

**C)** Standby time will be shared equally with all approved employees within the Public Works Departments on a rotation basis. Approval shall be determined by the Public Works Director.

**D)** A cellular phone for City business will be provided by the City for the employee on Standby.

**E)** Holiday standby shall be paid at double (two times) the regular standby rate for standby time and work on a rotating schedule as defined by the Supervisor.

A city vehicle will be furnished for the standby person at all times during their standby status, to be used for City business only.

**ARTICLE 29 – WAGES**

**29.1 Wages:** Effective January 1, 2026 for the operational year of 2026 the Cost of Living Adjustments (COLA) shall be 4% of the Employees’ monthly salary.

**29.2** For the operational years 2026-2028 Employees will receive an Annual Cost of Living Adjustment (COLA) in the following manner:

CPI-West, Size B/C for Urban Wage Earners and Clerical Workers (CPI-W) Semiannual, 1<sup>st</sup> half of the preceding year (i.e. for 2026 will use the Semiannual, 1<sup>st</sup> Half rate for 2025) with a minimum of 3% and a maximum of 4%.

**29.3 Pay Days:** The pay dates shall be the 5<sup>th</sup> of the month and the 20<sup>th</sup> of the month.

If the 5<sup>th</sup> or 20<sup>th</sup> of the month are on a Saturday, the pay check will be issued the preceding Friday. In the event the 5<sup>th</sup> or 20<sup>th</sup> are on a Sunday, Monday or Holiday, then the paycheck will be issued on the next work day. The relevant time card(s) shall be presented to the Director of Finance and Operations or designee by 10:00 am on the first (1<sup>st</sup>) day of the following month and the sixteenth (16<sup>th</sup>) of the current month to accommodate the pay check issuance. If either of these dates falls on a weekend or holiday then the timecard shall be submitted the next business day. The pay checks will reflect all relevant deductions for taxes and other deductions.

**29.4 Step Increases:** Employees will be placed on the City of White Salmon’s adopted salary matrix. Employees will be eligible for a step increase upon completion of the probationary period of twelve (12) months and then each step thereafter will be every twenty-four (24) months on the annual anniversary date, subject to a satisfactory performance evaluation conducted by the Department head and subject to approval by the City Administration, until the employee is topped in his/her job classification.

**29.5 Education Incentive:** The City shall provide Education Incentive Pay to eligible employees who possess qualifying degrees from an accredited institution, subject to the terms of this section.

An employee who has earned an Associate of Arts (AA) degree shall receive an education incentive equal to **two and one-half percent (2.5%)** of the employee’s current base salary.

An employee who has earned a Bachelor’s degree (BA or BS) shall receive an education incentive equal to **five percent (5%)** of the employee’s current base salary.

Education Incentive Pay shall be calculated based on the employee’s current base salary at the time the incentive becomes effective and shall not be retroactive.

Official transcripts must be submitted to the City to verify degree completion prior to the incentive becoming effective.

Education Incentive Pay shall count toward the employee’s total specialty incentive compensation; however, **the combined total of all specialty incentive pay shall not exceed five percent (5%)** of the employee’s base salary.

The City reserves the right to administer this incentive in accordance with applicable law and payroll practices.

**29.6 Bilingual Stipend:** The City shall provide a bilingual stipend of **two hundred dollars (\$200) per month** to employees who demonstrate proficiency in a second language through a City-approved testing process.

Initial testing and periodic re-testing may be required to verify continued proficiency.

The stipend is non-retroactive and shall be paid only during periods in which the employee maintains verified proficiency. The stipend may be discontinued if proficiency is no longer demonstrated.

The bilingual stipend shall be considered specialty incentive pay and is subject to the applicable specialty incentive pay cap.

**ARTICLE 30 – NO STRIKE/NO LOCKOUT**

The Union and the bargaining unit membership shall not strike, slow down, stop work, or otherwise interfere with the Employer's operations at any time. The Employer shall not lockout employees. Employees who violate these provisions are subject to discipline up to termination.

**ARTICLE 31 – OUT OF CLASS PAY**

If the Employer assigns an employee into a higher wage scale/job classification, one or the other, for more than two (2) consecutive weeks, on a full time basis, that employee will be compensated at the higher rate of pay except when the assignment is for cross training purposes as determined by the City Administration. When the Employer assigns an employee to a lower wage scale/job classification said employee will remain at current rate of pay.

**ARTICLE 32 – CLOTHING AND SAFETY EQUIPMENT**

The City will pay and provide the following for employees in Water, Wastewater, Streets, Garbage, Parks, and Recreation Departments:

- Hard hats,
- Coveralls,
- Rain gear (jackets & pants),
- Rubber boots,
- Gloves,
- Safety vests (orange),
- Safety boots (Employer will reimburse up to \$300.00 annually)
- Eye protection
- Hearing protections

and any other safety equipment needed or required to do their jobs, as determined by the Employer, and required by applicable WISHA laws. The City will pay for and provide employees in the Water, Wastewater, Streets, Parks, and Recreation Departments the equipment based on current practices or as necessary.

**ARTICLE 33 – GRIEVANCE PROCEDURE**

**33.1 Definition:** A grievance is defined as any dispute involving the interpretation, application or alleged violation of any provision of this Agreement. Grievances or disputes which may arise shall be settled in the following manner.

**33.2 Procedure:**

- A)** The parties recognize that the most effective accomplishment of the work of the Employer requires prompt consideration and equitable adjustments of the employees' grievances. It is the desire of the parties to adjust grievances informally whenever possible, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances that can be resolved only after a formal review. Accordingly, the following procedure is hereby established in order that grievances of employees covered by this Agreement may be resolved as fairly and expeditiously as possible.
  
- B)** Any employee within the bargaining unit who believes there has been a violation of the provisions of this Agreement, City Policies, City Ordinances, City Resolutions may seek his/her remedy through the Grievance Procedure in this Agreement. If the employer fails to answer within the timelines set forth below or any mutually agreed upon timeline then the employee or bargaining unit may move the grievance to the next step.

**33.3 Steps and Timelines:**

**Step 1: Informal Resolution:**

Within fifteen (15) working days from its occurrence or the date on which the employee first became aware of it, the employee shall discuss the disciplinary event with their immediate supervisor, with a shop steward present if the employee so desires. Supervisor shall prepare a preliminary version of the verbal discussion. Once a consensus is reached as to the discussion and outcome the final draft shall be signed by all parties to demonstrate consensus as to the resolution; or further remedies are sought.

**Step 2: Written Grievance to Department Head:**

- A)** If the grievance is not resolved at Step 1 and the immediate supervisor does not respond in writing within fifteen (15) working days at Step 1, the employee and the Union shall submit a written grievance **on the AFSCME F-29 form** to the Department Head within fifteen (15) working days of the due date of the immediate supervisor's written response or within fifteen (15)

working days of the Department Head's. The written grievance shall include the following:

- 1) The facts on which the grievance is based.
  - 2) The specific provision(s) of this Agreement to which the dispute relates;
  - 3) The remedy sought; and
  - 4) The signature of the employee.
- F) Failure to file a timely written grievance on the **AFSCME F 29 form** within fifteen (15) working days of the immediate supervisor's written response or Department Head's written response, the grievance shall be barred null and void and forever barred.
- G) The Department Head shall present his/her determination to the affected employee and the Union, within the fifteen (15) working days of a grievance meeting. Time limits may be extended by mutual agreement of the parties. The Department Head's decision is final and binding unless an appeal is filed within fifteen (15) working days of the Department Head's written decision. This appeal may be filed at Step 3 below.

**Step 3: Administration:**

Provided the grievance is not settled satisfactorily at Step 2, the appeal shall then be submitted in writing to the Mayor within fifteen (15) working days of the response at Step 2 above. The Mayor shall schedule a meeting with the Union within twenty-one (21) working days from the date of this submission. The Mayor shall render their decision in writing within fifteen (15) working days of the meeting. Provided that the appeal is not settled satisfactorily at step 3, the appeal shall then be submitted in writing to the Union within fifteen (15) working days.

**Step 4: Mediation:**

The Mayor and Union Representative shall establish a mediation panel within (30) working days from date of the Mayor's decision. An umpire shall be selected by mutual agreement, or shall be a mediator from Public Employment Relations Commission PERC. If mediation results in a recommended solution, this tentative solution will be presented to the Mayor for review. Within fifteen (15) working days of receipt the Mayor shall render

their decision in writing to all parties. If mediation fails the matter shall be referred to Arbitration.

**Step 5: Arbitration:**

If the Mayor's decision is contested, the grievance appeal shall be submitted to final and binding arbitration within thirty (30) working days following the date of receipt of the Mayor's conclusion of the mediation step above and in accordance with the following provisions. The Employer and the Union agree that final and binding arbitration shall be before a single arbitrator.

- 1) **Union/Employer Grievance:** A grievance by the Union against the Employer, or by Employer against the Union, must be filed in written form to the Employer, or to Union's Staff Representative, respectively, within thirty (30) working days after the parties knew, or reasonably should have known of the event giving rise to the Grievance. Thereafter, the Employer/Union's Staff Representative shall respond in writing to the other party within thirty (30) working days after receipt of the grievance. If no agreement is reached within thirty (30) working days, the grievance shall be referred for arbitration.
  
- 2) **Final and Binding Arbitration:** Failure to timely appeal the grievance shall render final and binding the decision established in Step 3 herein above. The request shall specifically identify the issue(s) related to the grievance as previously established during the original finding of said grievance.
  
- 3) **Arbitrator - Selection:** The Employer and the Union will request an arbitrator from the Public Employment Relations Commission (PERC). In the event that either party rejects the PERC assigned arbitrator, then the City and the Union will request PERC to submit a list of eleven (11) names of arbitrators from which the selection will be made. The process of elimination will take place by way of the Employer and the Union having the right to strike two names from the list. The party will strike the first name; the other party shall then strike one; then the parties shall each strike one more name, alternately until the remaining name shall be the arbitrator.
  
- 4) **Decision - Time Limit:** The arbitrator shall hear the matter at the earliest possible date.

**5) Limitation, Scope and Power of Arbitrator:**

- (a) The arbitrator shall not have the authority to add to, subtract from, alter, change or modify the provisions of this CBA.
- (b) The power of the arbitrator shall be limited to interpretation of or application of the terms of this CBA or to determine whether there has been a violation of the terms of this CBA by the Employer, the Union and/or employee(s) or by both Parties.
- (c) The arbitrator shall consider and decide only the question of issue(s) raised at Step 2 and said arbitrator shall not have the authority to consider additions, variations, and/or subsequent grievances beyond the grievance submitted at Step 2, unless the parties agree in writing, to combine the issues of similar grievances into one (1) arbitration.
- (d) The arbitration shall be conducted in accordance with PERC rules and regulations.

**6) Arbitration Award - Damages - Expense:**

- (a) Arbitration awards shall not be made for time prior to the date of the occurrence upon which the grievance is based.
- (b) Each party hereto shall pay the fees and expenses of their own attorneys, representatives, witnesses and other costs associated with the presentation of their case and half (1/2) the expense of the arbitrator and half (1/2) the expense of a court reporter and the transcript. Either party may request a court reporter and transcript.

**33.4 Mutual Time Frames:** Time frames indicated may be extended by mutual agreement at any step of the grievance procedure.

**ARTICLE 34 – ENTIRE AGREEMENT**

This Agreement constitutes the complete and entire Agreement by and between the parties and no other agreement and/or understandings, written or otherwise, prior to the signing of this Agreement shall be binding on the parties.

**ARTICLE 35 – SAVINGS CLAUSE**

In the event that any provision of this Agreement shall at any time be made invalid by applicable legislation, or be declared invalid by any court of competent jurisdiction, such action shall not invalidate the entire Agreement. It is the intention of the parties hereto that all other provisions not made invalid shall remain in full force and effect.

**ARTICLE 36 – TERMINATION**

This Agreement shall be effective January 1, 2026 except for language modifications and benefit changes which shall be effective when indicated in this CBA or in the payroll period following the date of signing by the last signing party and shall terminate on December 31, 2028, provided, however, that this Agreement shall be subject to such periodic changes or modifications as may be voluntarily and mutually agreed upon by the parties hereto during the term hereof.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_ day of \_\_\_\_\_, 2026.

FOR THE UNION:

\_\_\_\_\_/\_\_\_\_\_  
Dusty Muford, / Date  
Staff Representative

\_\_\_\_\_/\_\_\_\_\_  
Jeff Cooper / Date  
Union Vice President

FOR THE EMPLOYER:

\_\_\_\_\_/\_\_\_\_\_  
Marla Keethler, Mayor / Date  
City of White Salmon

\_\_\_\_\_/\_\_\_\_\_  
Christopher True / Date  
Public Works Dir.  
City of White Salmon

\_\_\_\_\_/\_\_\_\_\_  
Ben Giant, Council / Date  
City of White Salmon

\_\_\_\_\_/\_\_\_\_\_  
David Lindley, Council / Date  
City of White Salmon

Represented by:

\_\_\_\_\_/\_\_\_\_\_  
Tony Menke / Date  
Management Attorney

A.

**APPENDIX “A” – SALARY MATRIX**  
**See attached**

A.

**APPENDIX “B” – JOB DESCRIPTIONS**  
**See attached**

**2026 - 2028**

**COLLECTIVELY  
BARGAINED AGREEMENT**

**BETWEEN**

**CITY OF WHITE SALMON**

**AND**

**COUNCIL 2  
WASHINGTON STATE COUNCIL OF COUNTY  
AND CITY EMPLOYEES**

**REPRESENTING**

**LOCAL 1533-W  
AFSCME AFL-CIO  
POLICE OFFICERS, SERGEANTS, LIMITED  
AND NON-COMMISSIONED EMPLOYEES**

**EFFECTIVE  
JANUARY 1, 2026 – DECEMBER 31, 2028**

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**APPENDIX "A" - SALARY MATRIX**

**APPENDIX "B" – JOB DESCRIPTIONS**

**PREAMBLE**

This Agreement entered into by the City of White Salmon hereinafter referred to as the Employer, and the Washington State Council of County and City Employees, Council 2, representing Local 1533-W, affiliated with American Federation of State, County, and Municipal Employees AFSCME, AFL-CIO, hereinafter referred to as the Union, has as its resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

**ARTICLE 1 – RECOGNITION**

1.1 The Employer recognizes the Union as the exclusive bargaining representative for police officers, sergeants, limited and non-commissioned Employees including those police officers, sergeants, limited and non-commissioned Employees who have declined to join the Union. Excluded from the bargaining unit are all municipal employees, the Chief of Police, Supervisors, Confidential Employees, and Temporary Employees, for the purpose of establishing wages, benefits, hours and other conditions of employment for all employees.

**ARTICLE 2 – NON-DISCRIMINATION**

2.1 It is mutually agreed that there shall be no discrimination because of lawful union activity, union membership, race, color, religion, sex, age, marital status, sexual orientation, national origin, genetic information (Title II of the Genetic Information Nondiscrimination Act of 2008), that does not prevent proper performance of the job (bona fide occupational qualification). The Union and Employer representatives shall work cooperatively to carry out these principles. Employees who believe they have been discriminated against shall use the Grievance Procedure in this CBA prior to seeking relief through EEOC, WSHRC and court proceedings, not excluding consultation with EEOC or WSHRC.

**ARTICLE 3 – PRODUCTIVITY**

3.1 It is mutually agreed that the Employer, and the Union, shall work together individually and collectively to meet the production requirements of the police department, to provide the public with efficient and courteous service, to encourage good attendance of employees, and to promote a climate of labor relations that will aid in achieving a high level of efficiency in the police departments.

## **ARTICLE 4 – DEFINITIONS**

**4.1 Definitions:** The following definitions apply throughout the CBA as described herein, unless the context indicates another meaning:

**A) Anniversary Date:** Original entry date into City services as adjusted by leave without pay or break in service.

**B) Call Out Time:** A time when an employee is called to perform non-scheduled work.

**C) Dismissal:** The termination of employment of a regular employee pursuant to Article 11 – Discipline and Work Rules.

**D) Immediate Family:**

1. a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de factor parent, regardless of age or dependency status;
2. a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or person who stood in loco parentis when the employee was a minor child;
3. a spouse;
4. a registered domestic partner;
5. a grandparent;
6. a grandchild;
7. a sibling; or
8. any other person (not described above) who is a resident of the employee's household or dependent on the employee for medical care.

This definition relates to sick leave, not medical coverage.

**E) Limited and Non-Commissioned Employee:** A full-time Employee who has limited authority, as defined by RCW 10.93.020 (2), to apprehend or detect persons committing infractions such a traffic violations or criminal laws relating to limited subject areas; and/or performs other duty within the department not normally performed by a

general authority Washington peace officer. Employees hired under this job classification do not perform shift work on a scheduled basis.

- F) On-Call Time:** The period of time when an employee is required to wait with restricted activity in anticipation of being called out to work.
- G) Overtime:** Work hours authorized to count towards [Overtime], as specified with in this agreement, and/or actual work performed in excess of forty (40) hours of actual work in scheduled workweek. Work hours authorized and/or actual work hours that exceed the minimum forty (40) hours threshold of actual work performed in a scheduled workweek is payable at the time and one-half (1 1/2) rate.
- H) Position:** A group of and responsibilities normally assigned to an employee.
- I) Probationary Employee:** An individual working for pay during the first twelve (12) months of employment immediately following completion of the academy (for the new officers) or from the date of hire (for lateral transfers) unless the probationary period is extended, consistent with paragraph I of this Article. A probationary employee is subject to being terminated without just cause and without any recourse to the collective bargaining agreement grievance procedure and the Civil Service Commission and its rules and regulations.
- J) Probationary Period:** A trial period of employment during which an employee may be terminated without just cause and without any recourse to the collective bargaining agreement grievance procedure and the Civil Service Commission and its rules and regulations. The probationary period for entry level police officers shall be from date of hire and proceeds for twelve months after the successful completion of the academy, lateral officer's probationary period shall be from date of hire for a period of twelve (12) months unless extended by the Employer for reasonable cause or by agreement. In no event shall the probationary period of any regular employee continue for more than twenty-four (24) months from the date of hire or successful completion of the academy.
- K) Regular Employee:** A regular employee of the Employer does not include probationary employees or temporary employees.
- L) Temporary Employee:** An employee, either full time or part time, who is employed by the City to fill a position temporarily until such time as the position can be permanently filled or is no longer needed. In no circumstances can the position be filled for more than one (1) calendar year. These employees are not covered by the CBA.

**M) Anniversary Date:** Original date of hire into the Employer’s services, adjusted for leaves without pay, and/or breaks in service.

**N) (1) Bona Fide Emergency:** Inclusive of but not limited to life threatening situations, civil disorders, natural disasters, sudden unexpected circumstances not related to natural disasters and/or disorders, and Acts of God. Examples of sudden unexpected circumstances would include breakdowns in payroll processing, illnesses affecting the availability of employees, etc.

**(2) Staffing Level Emergency:** In the event there is vacant shift for any reason, each member of the bargaining unit shall be called and offered the shift. If members are not available to cover said shift, the Police Chief shall be allowed to cover the shift. If time or circumstances do not allow for a member to be called, the Police Chief will be allowed to cover the shift. The membership understands and recognizes there will be times of staffing level emergencies and will allow non-members to cover a shift in such times as long as a pattern does not exist where overtime opportunities are not being afforded to members of the unit.

The Chief of Police shall determine when a staffing level emergency exists and the schedule will be back to normal as soon as time and circumstances allow. If a vacancy exists within the schedule with less than a 24 hour notice, the Police Chief shall be allowed to cover the vacant shift.

**O) Dismissal:** The termination of employment of a regular full-time, regular part-time employee pursuant to Article 11 – Discipline / Work Rules.

**P) Employees:** All references to employee in this CBA include both sexes. Whenever the male gender is used, it shall be construed to include both male and female employees.

**Q) Employer:** The City of White Salmon.

**U) Employer’s Appointing Authority:** The Mayor or City Administration.

**R) Past Practice:** A customary way of doing things not written into the collective bargaining agreement; and the collective bargaining agreement language has not been renegotiated. Past practices can only be established by a longstanding, consistent, and accepted practice by both parties. Under no circumstances can a past practices be established by union member supervisors without the written consent of the Department Head allowing the practice.

- S) Police Officers and Sergeants:** Is a general authority Washington peace officer as defined by RCW 10.93.020 (3); which means any full-time, fully compensated and elected, appointed, or employed officer of a general authority Washington law enforcement agency who is commissioned to enforce the criminal laws of the state of Washington generally.
- T) Promotion/Transfer:** If the six month (6) probationary period of an employee who has been promoted/transferred to a new classification is found to be unacceptable, the employee shall have the right to return to the position from which the employee was promoted/transferred. Any employee who is promoted/transferred to a higher classification shall be placed at the minimum salary for that class unless that minimum is lower than or the same as the employee's salary at the time of the promotion/transfer.
- W) Regular Full-Time Employees:** An employee who performs bargaining unit work on a full-time basis (thirty-two [32] or more hours per week) based on the work period and hours assigned by the Chief. Only Regular Full-Time Employees are entitled to the terms and benefits of the CBA.
- X) Regular Part-Time Employee:** Employees who perform bargaining unit work on a scheduled basis for an indefinite period of time and who have a normal work schedule of more than twenty (20) hours but less than thirty-two (32) hours per week. Said employees are subject to the City of White Salmon's Personnel Policies. Regular Part-Time Employees are not subject to the CBA.
- Y) Regular Seasonal Employees:** Employees hired to work in a regular position more than three (3) months but less than six (6) months. Seasonal employees are not subject to the provisions of this CBA.
- Z) Resignation:** The voluntary action by an employee of terminating their employment.
- AA) Seniority (Definition Only):** Seniority for regular full-time employees and regular part-time employees shall consist of continuous service of an employee, that period of time beginning from their date of hire. No employee shall have seniority established prior to satisfactory completion of the probation period. In the case of authorized leave of absence without pay or lay-off, the employee will not earn seniority during the period of absence. Seniority terminates when an employee resigns, retires, is discharged or is not rehired within one (1) year of lay off.

**AB) Union:** Council 2, Washington State Council of County and City Employees, Local 1533-W, American Federation of State, County, and Municipal Employees, AFL-CIO.

**ARTICLE 5 – UNION MEMBERSHIP**

- 5.1 Joining the Union:** All employees in this bargaining unit have the right to voluntarily join the Union. The Union as the Exclusive Bargaining Representative agrees to carry out its responsibilities under RCW 41.45.080.
- 5.2 Questions About Union Membership:** If an Employee has questions about Union membership, the City will remain neutral and direct the Employee to discuss the topic with a Union Staff Representative. The Union’s Staff Representative shall address the Employee’s inquiry as soon as possible.
- 5.3 Signed Dues Deduction Authorization:** Current union members and those who choose to join the Union and pay monthly dues via signed payroll deduction authorization will have their dues deducted from the wages of the Employee who have authorized such deductions. The signed payroll deduction authorization may be submitted electronically or by paper writing, and must be presented to the Director of Finance and Operations. The deduction shall begin in the payroll period after submission of the dues deduction authorization card or as soon as administratively possible if not submitted with enough time to make the next payroll period.
- 5.4 Amounts Deducted:** The amounts to be deducted shall be certified to the Employer by Council 2 and the aggregate deductions shall be remitted to Council 2, Washington State Council of County and City Employees, AFL-CIO, P.O. Box 750, Everett, WA 98206-0750, together with an itemized statement including the employee name, department, hours worked, monthly base wage and the amount of union dues to deducted, after such deductions are made. If an employee terminates their employment on or before the 15<sup>th</sup> of the month, dues will not be deducted for that month; if the termination is after the 15<sup>th</sup>, dues will be deducted. The Employer shall honor the terms and conditions of each employee’s authorization for payroll deduction. The Employer shall continue to deduct and remit union dues and fees to the Union until such time as the Union notifies the Employer that the payroll deduction authorization has been properly terminated in compliance with the terms of the authorization for payroll deduction executed by the employee. The City is not a party to the authorization for payroll deduction as that is between the employee and the Union.

- 5.5 Applicability of Personnel Policy:** If the CBA does not specifically address the details of any given topic and the Personnel Policies do address the details then the City of White Salmon’s Personnel Policy shall apply to bargaining unit members. If the CBA briefly but not in detail identifies a topic and the Personnel Policies have more detailed provisions, then the Personnel Policies shall prevail. If the CBA has specific details not contained in the Personnel Policies, then the CBA provisions shall prevail. The Personnel Policies referred to in this Section are those the City has adopted by way of official City Council action. New Personnel Policies will be sent for review and comment to the Union representative prior to adoption.
- 5.6 Indemnification and Hold Harmless:** The Union agrees to indemnify the Employer and save the Employer harmless from and against any and all claims, against the Employer arising out of administration of this Article which includes the amounts of Union dues and fees deducted from employee’s wages in accordance with the employee’s authorizations furnished to the City by the Union, including reimbursement for any legal fees or expenses incurred in connection with such action. The Employer will promptly notify the Union in writing of any claim, demand, suit or other form of liability asserted against it relating to its implementation of this Article.

**ARTICLE 6 – MANAGEMENT RIGHTS**

- 6.1 Core Management Rights:** The Union agrees that the Employer has core management rights which are controlled by the Employer. The Employer has the exclusive right to make and implement those decisions without negotiations about the decision(s) and the effect(s). Those core management rights include but are not limited to the following:
- A)** The right to hire, transfer, promote, and/or lay-off employees;
  - B)** The right to adopt, change and/or discontinue operations, practices, and/or the work of employees;
  - C)** The right to establish and/or modify job classifications and descriptions;
  - D)** The right to adopt and/or modify work rules, procedures, policies and/or directives;
  - E)** The right to discipline employees;
  - F)** The right to adopt, modify and/or make any and all budgetary determinations;

- G) The right to determine and/or change the hours of work in accordance with the CBA;
- H) The right to make and enforce reasonable safety rules and regulations;
- I) The right to implement new equipment and procedures;
- J) The right to determine and declare when an emergency exists and the actions necessary to deal with the emergency. Emergency is inclusive of but not limited to life threatening situations, civil disorders, natural disasters, sudden unexpected circumstances not related to natural disasters and/or disorders, and Acts of God. Examples of sudden unexpected circumstances would include breakdowns in payroll processing, illnesses affecting the availability of employees, etc.
- K) The right to establish and implement a reserve police officer program and to determine the scope as well as functions of the reserve program inclusive of performing bargaining unit work subject to the following provisions. The purposes of having a reserve police officer program is to have reserve police officers available to supplement the existing regular police force under circumstances when regular police officers are unavailable due to sickness, vacation leave, municipal activities and events requiring additional police personnel as determined by the Chief of Police, City Administration or Mayor or when there is a bona fide emergency. Normally, a regular full-time police officer will be on duty when reserve officers are working. The Chief can assign reserve police officers to work shifts when regular full-time police officers are unavailable due to the working conditions that regular full-time police officers shall not work full back-to-back shifts, nor shall they have less than eight (8) hours off between shifts.
- L) The right to establish and implement drug and alcohol policies and procedures;

**6.2 Cooperation:** The Union agrees to give full cooperation in carrying out the functions vested in the Employer for the conduct of its business and the efficient management and operation, and the prevention of violations by its members of the provisions of the CBA or the rules and regulations herein agreed to.

**6.3 Past Practice:** The Employer may change, alter or terminate past practices subject to the Employer providing the Union thirty (30) calendar days written notice of the proposed change during which time the Employer, if the Union so requests, will meet with the Union to negotiate the effects of its decision to change past practice for a period not to exceed the thirty (30) calendar days, after which time the Employer is free to proceed with the change to past practices. In the event of a bona fide emergency as defined herein, the Employer has the right to change past

practices giving as much notice as is practicable under these circumstances and an opportunity to negotiate the effects with the Union; all of which shall occur within adequate time to permit the Employer to respond to the emergency.

**ARTICLE 7 – LABOR MANAGEMENT COMMITTEE**

**7.2 Communications:**

**Labor/Management Committee:** In the interests of greater communications and for the purpose of developing a more harmonious work environment, the parties agree to the creation of a joint Union/Employer Committee, to consist of no more than four (4) members appointed by the Union with the W.S.C.C.C.E. Staff Representative and no more than four (4) members appointed by the Employer with the Mayor. A designated representative shall serve as a chairman and shall preside at the meetings.

**7.3 Agreements:** Tentative Agreements reached between the parties to this agreement are subject to review by the W.S.C.C.C.E. Staff Representative and the City’s management representative. If approved and/or modified then the changes shall be effective upon signature by the parties and their representatives.

**7.4 Scheduling:** Meetings may be scheduled at a mutually agreeable time, but not later than fifteen (15) working days from the date the request for a meeting is made. Such request shall be in writing and contain the item(s) and/or topic(s) at issue.

**7.5 Agenda:** Prior to the meeting, a written agenda shall be prepared by the party requesting the meeting and may be supplemented by additions made by the other party. The party requesting the meeting shall furnish the other party with a copy of the final agenda three (3) working days prior to the date of the meeting.

**7.6 Scope:** The agenda shall be limited to items which are of a group, rather than individual, interest and/or concern.

**7.7 Minutes:** Minutes will be taken by a person designated by the Chairperson. Minutes shall consist of the topics/items discussed and disposition of each. Disposition of matters covered in a labor management meeting shall not conflict, add to, or otherwise modify the terms and conditions of this basic Agreement. Copies of the minutes shall be signed jointly by an Employer designee and a member designated by the Union who participated in the meeting. These minutes shall be available for signatures within five (5) working days after such meetings.

**7.8 Pay Status:** Employees participating in such meetings as representatives of the Union shall receive their regular salary from the Employer.

**7.9 Timelines:** The Employer will discuss proposed changes in employees working conditions with representatives of the Union. Such discussions should be fourteen (14) days in advance of the implementation dates, in order that reasonable alternative proposals can be considered.

**7.10 Negotiation Timetable:** For purposes of successor collective bargaining agreements, the parties agree to the following negotiation timetable:

- Union proposals shall be submitted no later than August 15.
- City responses to Union proposals shall be provided no later than September 15.
- Collective bargaining shall commence no later than October 1.

Nothing in this section shall preclude the parties from commencing negotiations earlier than the dates listed above, by mutual agreement, if both parties are prepared to do so.

**7.11 Resolution:** The Committee may not intervene in, add to, or delete from the Collective Bargaining Agreement nor may it involve itself in any grievance which has been reduced to writing at Step 1 of the grievance procedure. The Committee shall be a means of resolving potential conflicts, communicating short and long term projects and goals of both the Employer and the Union, and for the general sharing of information.

## **ARTICLE 8 – EMPLOYEE RIGHTS**

**8.1 Personal and Private Life:** The private and personal life and activities of the employee, unless representing a conflict of interest, unless detrimental to the employee's work performance or to the programs administered by the Employer, are not legitimate grounds or cause for disciplinary, discriminatory or other comparable actions initiated by the Employer.

**8.2 Written and Signed Complaints:** In the event of charges or complaints made to Management against any employee, except where there is clear and immediate danger to person(s) or property, no Management disciplinary action shall be initiated in response to such charge or complaint until the employee has been apprised of the allegation and has had reasonable opportunity to respond, in which instance the employee shall be informed of the identity of the person or party making such charges or allegations except in the case of harassment or other similar cases where the accuser's identity must be kept confidential. The parties respect the individual's right to confront their accuser except as provided above, but if the accuser's identity is provided, there shall be no retaliation by the employee or any of the employee's representatives in regards to

charges or complaints. If there is retaliation, the employee will be subject to termination/discharge. If Management determines to bring disciplinary action against an employee for any reason, the employee shall be apprised of rights of appeal and representation, as provided by Local 1533-W and the grievance procedure.

- 8.3 Personnel File Review:** Each employee or a designated representative (with written authorization from the employee) shall have access to the employee's personnel file for the purpose of grievances and disciplinary actions or other purposes. All information that becomes a matter of record and is inserted into the employee's personnel file shall be brought to the attention of the employee at the time of insertion. The employee shall have ample opportunity to review and submit explanatory notes and comments as outlined in RCW 49.12.250 (2). A copy of any entry will be given to the employee.
- 8.4 Representational Rights:** Each employee, a designated representative (with written authorization from the employee), and management to include and limited to Mayor, City Administration, appropriate Department Head, immediate supervisor and legal counsel shall have access to the employee's personnel file for the purpose of grievances and disciplinary actions or other proper purposes. Material placed into an employee's file, shall be brought to the attention of the employee and signed by the employee signifying that they have read it. The employee shall be given the opportunity to attach their comments. A copy of any entry pertaining to job competence or conduct will be given to the employee.
- 8.5 Weingarten Representation:** Employees shall have the right to have union representation at any meeting between Management and the employee if said meeting is called for disciplinary consideration adversely affecting their conditions of employment.
- 8.6 Safe and Healthful Working Conditions:** The Employer and employee(s) will cooperate in the endeavor to maintain safe and healthful working conditions. The Employer agrees that no employee should work or be directed to work in a manner or under conditions that do not at least comply with minimum accepted safety practices or standards as established by the Washington State Division of Safety. Said practices and standards shall include a regular schedule of compliance with the State of Washington for Accident Prevention training for all employees.
- 8.7 Grievance Rights:** Any employee within the bargaining unit, who believes they have a grievance, may seek their remedy by the grievance procedure provided in the CBA herein. A grievance is defined as a dispute regarding the interpretation, application or implementation of the specific terms and conditions of this CBA.

**8.8 Changes to Work Rules:** Employees shall be made aware in writing of new or changes to existing work rules, a minimum (emergencies excepted) of ten (10) calendar days prior to the effective date of the change.

**ARTICLE 9 – PAV POLICY (*Personally assigned Vehicle*)**

**9.1** Each officer within the CBA will be assigned a PAV (Personally Assigned Vehicle). It is the right of the officer to take said assigned vehicle to and from their residence as long as the officer lives within 15 miles of the city limits, and the vehicle is used for official department business.

In the event of an exhausted fleet of vehicles as determined by the Chief of Police, officer seniority will determine who is assigned a PAV. This policy is not indented to mandate the city to purchase police vehicles due to an exhausted fleet”.

The provisions in this article do not apply to limited or non-commissioned employees.

**ARTICLE 10 – NEPOTISM**

**10.1 Employment of Relatives (Nepotism):**

- A) Employee’s immediate family members and those living together as domestic partners will not be employed by the City under any of the following circumstances:
  1. Where one of the parties would have authority, or practical power, to supervise, appoint, remove, or discipline the other;
  2. Where one party would be responsible for auditing the work of the other; or
  3. Where other circumstances exist which would place the parties in a situation of actual or reasonably foreseeable conflict between the interest of one or both parties and the best interests of the City.
  
- B) No relatives closer than fourth degree as defined in RCW 11.02.005(5) as now codified or hereafter amended, shall be employed within the same department of the City. Departments are defined as those approved by the City Council and as shown in the current organizational chart of the City.
  
- C) If two employees marry, become immediate family members or begin living together as domestic partners, and as a result, the circumstances prohibited by Section (a) or (b) exist, only one of the employees will be permitted to stay employed with the City. The decision as to which employee will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become immediate family members, or begin sharing living quarters with each other. If no decision has been made during this time, the most recently hired employee will be terminated.

**10.2 Definitions/Nepotism: [For Purpose of This Article Only]**

- A) Immediate Family: An employee’s immediate family includes the employees spouse, child, parent, siblings, mothers and fathers-in-law, sons and daughters-in-law, grandparents, and step relatives of the same degree listed above.

**ARTICLE 11 – DISCIPLINE/WORK RULES**

**11.1 Causes:** The Employer may reprimand, suspend without pay, discharge, or terminate an employee for the following causes, but not limited thereto:

- A) Using or working with the presence of intoxicants or drugs in an Employee’s blood, breath and/or urine.

- B)** Disobedience to a lawful directive, reasonable directive and/or instruction by any immediate supervisor.
- C)** Incompetence;
- D)** Inability to comply with or support goals of the Employer relating to its missions, services, amount and/or quality of work.
- E)** Negligent or deliberate damage and/or destruction of Employer's, another employee's or the public's property.
- F)** Neglect of duty.
- G)** Refusal to comply with policies and rules of the Employer.
- H)** Disorderly conduct.
- I)** Sleeping on duty.
- J)** Giving or taking of a bribe of any nature.
- K)** Failure to report for duty without a bona fide reason.
- L)** Continued and/or pattern absenteeism for any reason except on an approved leave of absence.
- M)** Borrowing, taking, or theft or unauthorized use of tools, equipment, or other property of the Employer for private or personal use.
- N)** Misuse of sick leave policies.
- O)** Violation of No Strike Clause.
- P)** Failure to promptly report to the supervisor on the job injuries or accidents involving employees, equipment, property, visitors, and/or the public.
- Q)** Reporting late for work (tardiness).
- R)** Any other causes reflected in PERC, arbitration and case law, as well as Civil Service Rules and Regulations.
- S)** Falsification of reports and/or deception of any kind.
- T)** Unauthorized use of equipment.
- U)** Recklessness. A police department employee is reckless or acts recklessly when he or she knows of and disregards a substantial

risk that a wrongful act may occur and his or her disregard of substantial risk is a gross deviation from conduct that a reasonable employee would exercise in the same situation.

V) Failure to report for work at the end of an approved leave of absence period or using a leave of absence for reasons other than those for which it was granted.

W) Failure to report to work after a layoff.

**11.2 Scope:** The disciplinary actions which the Department Head may take against an employee include:

- A) Oral reprimand
- B) Written reprimand
- C) Suspension from work without pay
- D) Demotion where applicable
- E) Discharge or termination

Which disciplinary action is taken depends upon the seriousness of the affected employee's conduct as determined by the Employer. The above-enumerated disciplinary actions may be implemented without regard to the order indicated hereinabove.

**11.3 Termination or Suspension Without Pay for Cause:**

11.3.1 The Employer may suspend without pay, discharge or terminate an employee for cause. The specified charges shall be made available to the employee in writing and notice shall be given to the Union at the time action is taken unless Section 11.4 is applicable.

11.3.2 In the event the Employer preliminarily determines that an employee may be suspended without pay or discharged/terminated, the Employer will provide the employee with *Loudermill* protections. These protections include issuance by the Employer of a written notice of the alleged misconducts and/or violations with the facts to the employee and the Union inclusive of a date, time and location for a pre-disciplinary action meeting (*Loudermill*) and the right to representation.

11.3.3 The purpose of the pre-disciplinary action meeting is to provide the employee with an opportunity to explain their side of the facts and alleged misconducts and/or violations before the Employer takes disciplinary action. The Employer will issue a written decision with regard to which, if any, disciplinary actions will be implemented within a reasonable time after the pre-disciplinary action meeting. The timing of issuance of the written decision is dependent on the

complexity of the misconducts and/or violations as well as whether further investigation is necessary.

11.3.4 In the case of a parallel criminal investigation, during the internal affairs investigation the employee will be required to answer all questions involving conduct, fitness and/or job performance matters under investigation. Prior to any questioning, the employee will be notified in writing and acknowledge receipt of the *Garrity* Warning following:

“You are about to be questioned as part of an internal affairs investigation being conducted by the Department. You are hereby ordered to answer the questions truthfully which are put to you which relate to your conduct, your fitness, and/or job performance and to fully cooperate with this investigation. Your failure to cooperate with this investigation can be the subject of separate disciplinary investigation and action in and of itself, including dismissal. The statements you make or evidence gained as a result of this required cooperation may be used for administrative disciplinary purposes but will not be used or introduced into evidence in any criminal proceeding.”

11.3.5 An employee may not be suspended without pay for more than thirty (30) working days.

11.3.6 If a suspension without pay is for five (5) days or less, then the record of the suspension shall remain in the personnel file for three (3) years, unless otherwise specified by law, and will be removed after the three (3), years have elapsed after final determination of the disciplinary action, if the employee makes a written request for removal, except if there is a similar violation within the three (3) years, in which case all records shall remain in the personnel file until such time three (3) consecutive years have passed without an incident and requested by the employee for removal. If a suspension without pay is for more than five (5) days then the records pertaining to the suspension without pay shall remain in the personnel file permanently.

11.3.7 Discharge / Termination shall remain in the personnel file permanently.

**11.4 Immediate Suspension With Pay:** When circumstances are such that retention of the employee will likely result in disruption of City programs, damage to or loss of City property or be injurious to the City employee, fellow employees or the services provided by the City, the Employer may

suspend with pay the employee immediately. This will be coordinated with Section 11.9 below.

**11.5 Notification and Representation:** The limitations relating to notification of disciplinary action are only for employee notification purposes and shall not affect the validity of disciplinary action taken by the Employer.

**11.6 Additional Just Rules:** The Employer may prepare, issue and enforce additional rules and safety regulations not specially outlined above, necessary for safe, orderly and efficient operations.

**11.7 Work Rule Changes:** When existing work rules are changed or new rules are established, they shall be posted prominently on bulletin boards for a period of ten (10) working days before becoming effective, except for work rules of an emergency nature. Changed or new rules will be submitted to the union representative for review and comments prior to implementation.

**11.8 Rules and Compliance:** Employees shall comply with all existing, new or changed rules which are implemented in accordance with this agreement. Notice of new or changed rules shall be given in accordance with 11.7 of this Article.

A) Employer will enforce rules uniformly.

**11.9 Suspension with Pay:** At the discretion of the Employer, an employee may be suspended with pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the employee to perform their duties. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense. If the charges are unfounded, the employee will be restored to duty and provided a letter of exoneration.

**11.10 Written Reprimand:** Written reprimands shall be removed from the employee's personnel file at the employee's written request after three (3) years if no similar violations have occurred. If there are similar violations then both reprimands shall remain in the personnel file for an additional three (3) years.

**ARTICLE 12 – ANNUAL LEAVE AND HOLIDAYS**

**12.1 Accrual:** Annual leave allowance shall be earned annually based on the following schedule:

**Police Officers and Sergeants:**

- A)** Ninety Six (96) hours if completed service is from date of hire-DOH but less than twenty-four (24) months.
- B)** One Hundred and Twenty (120) hours if completed service is at least twenty five (25) months but less than sixty (60) months.
- C)** One Hundred and Sixty Eight (168) hours if completed service is at least sixty one (61) months but less than One Hundred and Eight (108) months.
- D)** One Hundred and Ninety Two (192) hours if completed service is at least One Hundred and Nine (109) months and over.

**Accrual chart to match A-C above:**

Sub-part	Months of Completed Service	Monthly Accrual Rate In <u>Hours</u>	Yearly Rate in Hours Per Year
A	DOH less than 24	8.00	96.00
B	At least 25 but less than 60	10.00	120.00
C	At least 61 but less than 108	14.00	168.00
D	At least 109 and over	16.00	192.00

The calculation and accumulation (for payroll purposes) of annual leave hours in sub-parts A) thru D) and the corresponding chart above shall be determined by the Director of Finance and Operations.

**Limited and Non-Commissioned Employees:**

- A)** Ninety Six (96) hours if completed service is from date of hire-DOH but less than twenty-four (24) months.
- B)** One Hundred and Twenty (120) hours if completed service is at least twenty five (25) months but less than sixty (60) months.
- C)** One Hundred and Sixty Eight (168) hours if completed service is at least sixty one (61) months but less than One Hundred and Eight (108) months.
- D)** One Hundred and Ninety Two (192) hours if completed service is at least One Hundred and Nine (109) months and over.

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B	At least 25 but less than 60	10.00	120.00
C	At least 61 but less than 108	14.00	168.00
D	At least 109 and over	16.00	192.00

The calculation and accumulation (for payroll purposes) of annual leave hours in sub-parts A) thru D) and the corresponding chart above shall be determined by the Director of Finance and Operations.

**12.2 Time Worked:**

**Police Officers and Sergeants:** Annual leave with pay will be given to all full-time employee during each vacation base year in accordance with other provisions of this section. Annual Leave shall be considered time worked for overtime purposes.

**Limited and Non-Commissioned Employees:** Annual leave with pay will be given to all full-time employees during each vacation base year in accordance with other provisions of this section. Annual leave shall not be counted as time worked for overtime purposes.

**12.3 Hourly Rate:** Full time employees shall be paid for annual leave at their basic straight time hourly rate or straight time equivalent without overtime or other premium of any kind as of the time the vacation is taken.

**12.4 Accumulation:** Unused annual leave will be accumulated, however the amount of such accumulated leave carried over to the succeeding calendar year will be limited to two hundred forty (240) hours, at the discretion of the employee. The Employee shall notify the Supervisor in writing, by December 10<sup>th</sup>, of annual leave to be carried over to the following year.

**12.5 Use:**

**Police Officers and Sergeants:**

**A)** Annual leave will be figured on an annual basis from January 1 to December 31.

**B) Entry level police officers** - shall start accumulating annual leave at date of hire (DOH) as specified in 12.1 of this Article. However, no annual leave can be used prior to the completion of the employee’s probationary period or at the end of 12 months whichever comes first.

The employer is not obligated to buy out accumulated leave from employees who unsuccessful complete their probationary period, for any reason, or resign prior to the completion of their probationary period.

**C) Lateral police officers** – shall start accumulating annual leave at DOH and shall be eligible to utilize his/her accumulated leave after six (6) months with the approval of the Chief of Police. The Chief of Police, after taking the lateral police officer experience into consideration, may place the new lateral police officer in A, B or C accumulative scale as specified in 12.1 of this Article and at the chief of police discretion. The employer is not obligated to buy out any unused accumulated leave from employees who’s employment is terminated during his/her one (1) year probationary period.

**Limited and Non-Commissioned Employees:**

D) Vacation time shall start accumulating annual leave at date of hire (DOH) as specified in 12.1 of this Article. However, no annual leave can be used prior to the completion of the employee’s probationary period. Vacation time will be figured on an annual basis from January 1 to December 31. The employer is not obligated to buy out accumulated leave from employees who unsuccessful complete their probationary period, for any reason, or resign prior to the completion of their probationary period.

**E) Vacation Use and Cash-Out**

Employees shall be required to take a minimum of forty (40) hours of vacation time per calendar year.

In addition, an employee may elect to cash out up to forty (40) hours of accrued vacation time per calendar year, only when the employee concurrently takes forty (40) hours of vacation time on or before the December 5th payroll of that same calendar year.

Vacation cash-out requests must be submitted in writing and are subject to approval. Cash-out payments shall be made at the employee’s current straight-time rate of pay and shall not be considered hours worked for the purposes of overtime, retirement, or leave accruals.

Unused vacation cash-out eligibility does not carry forward from year to year.

An employee may buy back vacation time at the end of the year subject to approval by the Mayor or the City Administration.

Whenever a paid holiday falls on an Employees Scheduled day off, the proceeding last scheduled work day or the first succeeding scheduled work day shall be observed as the holiday at the discretion of the Employee.

**12.6 Illness:** Employees who become ill while on approved vacation time utilize sick leave for the period of illness subject to the provisions of Article

13 - Sick Leave provided the employee, immediately upon becoming ill, notifies their immediate supervisor. Upon return to work, the employee may be required by the Employer to present a written doctor's certificate stating the extent and length of the illness.

**12.7 Termination:** An employee, whose services are being terminated for any reason other than for cause, shall be granted payment for any vacation earned and not already taken during the year in which termination occurred.

**12.8 Cumulative Use:** Vacation shall be taken by the employees subject to prior approval by the Chief.

**12.9 Preference:** Employees shall post vacation preference on or before December 1 of each preceding year. Selections from such preferences shall be made on a seniority basis of employment in determining the time of vacation selections for the first requested segment of vacation leave only, when more than one (1) requested segment of vacation leave is selected by the employee. "Segment" shall be defined as a group of consecutive days requested for vacation, i.e. one week, two weeks, etc... The employer shall determine the number of employees on vacation leave at any one time.

**12.10 Holidays for Limited and Non-Commissioned Employees:** The following days shall be recognized and observed as paid holidays:

January 1	New Year's Day
3rd Monday in January	Martin Luther King Day
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
1st Monday in September	Labor Day
November 11	Veteran's Day
4th Thursday in November	Thanksgiving Day
4th Friday in November	Native American Heritage Day
December 25	Christmas Day

**A) Rest Day Holidays:** Whenever a paid holiday falls on an Employees Scheduled day off, the proceeding last scheduled work day or the first succeeding scheduled work day shall be observed as the holiday at the discretion of the Employee.

**B) Floating Holidays:** Each employee shall receive two (2) Floating Holidays per calendar year. Floating Holidays must be used within the calendar year they are accumulated; and cannot be carried over to next calendar year. The Floating Holidays may be selected at the employee's discretion subject to approval by the supervisor. Floating Holidays shall not count as time worked.

**C) Worked Holidays:** If an employee works on a paid holiday, they shall receive Holiday Pay of two and one-half (2 1/2) times their regular hourly wage for each hour worked on such Holidays.

**12.11 Floating Holidays for Police Officers and Sergeants:** Each employee shall receive two (2) Floating Holidays per calendar year. Floating Holidays must be used within the calendar year they are accumulated; and cannot be carried over to the next calendar year. The Floating Holidays hours may be selected at the employee’s discretion subject to approval by the supervisor. Floating Holidays shall not count as time worked.

**ARTICLE 13 – SICK LEAVE**

**13.1 Earned:** Sick leave is earned at the rate of eight (8) hours per month; accumulation being limited to one thousand (1,000) hours.

**13.2 Usage:** Sick leave may be taken per City of White Salmon Personnel Policy 4.12.

**A) On The Job Injuries:** Any employee receiving sick leave with pay, who is eligible for time loss payments under the Workman’s Compensation Law may be paid full salary (workman’s compensation plus sick leave, but in no event more than 100% [*no double-dipping*] of the Employee’s regular daily pay) and on receipt of time loss payment shall endorse such payments to the City to restore a portion of their used sick leave based upon the following formula:

- 1. Time loss payment divided by the employee's regular sick hourly rate of pay equals hours of leave to be restored.

**13.3 Number of Hours:** Employees may only use the actual number of hours sick leave accumulated.

**13.4 Payment:** An employee shall receive payment for accumulated sick leave in accordance with the following conditions and limitations:

The Employer shall buyout 50% of accumulated sick leave for retirement and 25% for death. Employees would be capped at 1000 hours of sick leave buyout for death.

**13.5 Notification:** Any employee who for any reason must take sick leave shall not give fewer than two (2) hours, notification to his/her immediate supervisor by verbal phone communication.

**13.6 Partial Work Day:** Part day sick leave shall commence at the time the employee logs out of service and shall end at the time the employee logs into service.

**13.7 Substituted:** At the employee's option, annual leave may be used as sick leave.

**13.8 Sick/Annual Leave Sharing Program for Catastrophic Illness:** A leave contribution program is established to permit employees to transfer a specified amount of annual or sick leave to another employee of the City of White Salmon. The recipient employee must; have an extraordinary or serious illness or injury; have depleted or shortly will deplete all leave reserves (annual leave, and sick leave,); have diligently attempted to accrue sick leave, and not be eligible for industrial insurance benefits. The donating employee may not request a transferred amount that would result in their leave balance falling below ten (10) days. Unused leave is returned to donating employees on a pro rata basis. This provision shall be administered by the payroll staff.

**ARTICLE 14 – OTHER LEAVES**

**14.1 Leave of Absence With Pay:** Leave of absence with pay may be granted for the following reasons:

**A) Bereavement Leave:** When it is necessary for a regular, full time employee to have time off for the death of a member of the immediate family as defined in section 4.1 F (Bereavement Leave shall include brother and sister in-laws), the employee shall be paid for the necessary time of absence to a maximum of three (3) consecutive days. However, additional time off may be granted up to a maximum of five (5) days, to be applied to accrued unused leave, upon the approval of the Police Chief.

**B) Court Leave:** All regular employees, submitting the proper documentation, shall be given court leave for the purpose of serving as a member of a jury or subpoenaed witness in Federal, State, County, or City Court so long as such subpoena does not relate to an employee's personal circumstances. This type of leave will not be charged against any other leave accrued and there will be no deduction in regular compensation for absence. Compensation for court leave shall be limited to up to eight (8) hours and there shall be no overtime. Upon dismissal from jury duty or subpoenaed status, the employee shall report back to work to fulfill their obligations subject to approval by management. All fees received for jury duty will be forfeited by the employee to the employer except those received for payment of mileage and related travel expenses.

**C) Military Leave:** A regular employee who is an active member of any organized reserve of the Armed Forces of the United States, shall be entitled to and granted a military leave of absence from his

employment for a period not exceeding twenty one (21) days during each year beginning October 1<sup>st</sup> and ending the following September 30<sup>th</sup>. Such leave shall be granted in order that the employee shall be able to participate in his mandatory active training duty. Such military leave shall be in addition to any vacation or sick leave to which the employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges or pay. Verification of military orders may be required. The employee shall, in advance, provide an official copy of his military orders, if available.

Regardless of their status, any employee who voluntarily, or upon demand, leaves a position other than temporary to enter active duty in the armed forces of the United States, or the Washington National Guard, shall be placed on military leave without pay and shall be entitled to be restored to their former position, or one of like seniority, status and pay provided they apply for re-employment within ninety (90) days of their discharge or separation, and present proof of honorable discharge or separation. This provision is subject to statutory provisions and will be administered consistent with statutory requirements.

**D) Special Meetings/Training and Education Leave:** Whenever it is deemed by the Mayor, City Administration and Department Head to be in the best interest of the City, an employee may be granted time off with or without pay to attend professional, technical institutes, conferences, special educational training, or job related education leave as determined by the Mayor, City Administration and Department Head. Directly appropriate to the employee's position. A written request for education leave may be made by a regular employee as far in advance as possible, stating all pertinent details including length of time requested. A written reply to grant or deny the request will be made by the Mayor, City Administration and Department Head within thirty (30) days whenever possible. Processing requests will follow chain of command. For example, the request will first be submitted to the Department Head and then to the City Administration.

**E) Union Leave:**

1. The Employee representing the Union, not exceeding one (1) in number, shall be granted leave from duty without any loss of pay for actual time spent for meetings between the City and the Union for the purpose of negotiating wages, hours and working conditions and the terms of a contract, or for processing grievances when such meetings take place at a time during which any such members are scheduled to be on duty. Actual time spent for meetings shall be limited to time spent in meeting and travel time. No Union member shall conduct any Union business on Employer

time, unless authorized by the Employer. Union leave time shall not create an overtime liability for the City.

- 2. One authorized representative as designated by the Union may be granted leave from duty without pay for union business, such as attending labor conventions and educational conferences, provided that notices of such leave shall be requested subject to approval at least one (1) week prior thereto by the Department Head, and provided further that the total leave for the bargaining unit for the purpose set forth in this section shall not exceed five (5) days in any calendar year.

**14.2 Authorized Leave of Absence - Without Pay:** Authorized leave of absence without pay shall not interrupt prior or continuous employment; however, the employee shall not be credited with earned annual and sick leave during such absence. Anniversary dates for the accrual of additional annual leave and for step increases shall be adjusted for periods when employees are on authorized leave of absence or leave without pay status.

- A) Requests for leave of absence without pay may be granted by the Mayor or City Administration for a period not to exceed six (6) months. The employee shall submit a written request for leave without pay, to the Mayor or City Administration stating the reason for the request and expected length of the absence.
- B) An employee on authorized leave of absence without pay may elect to continue to participate in the City's medical and life insurance plan. Full premium costs of the coverage shall include both Employer and employee shares to be paid solely by the employee. Such payment shall be made in advance for each month or portion thereof for which the employee is absent.

**ARTICLE 15 – STATE INDUSTRIAL INSURANCE**

**15.1** The City of White Salmon will share the cost of all employees' coverage under the State Industrial Insurance Act.

**ARTICLE 16 – MEDICAL BENEFITS**

**16.1 Medical, Dental, & Vision Insurance:**

16.1.1 The Employer will pay the complete premium towards health insurance for the employee only. The Employer will pay eighty percent (80%) towards the health insurance premiums for spouse and dependents. For purposes of this section, health insurance includes medical, dental, and vision insurance as made available by the Employer. Each

employee shall pay their twenty percent (20%) contribution toward the insurance premiums per month by payroll deduction.

16.1.2 The Employer will pay sixty-five (65) dollars towards the Life Flight Plan for each employee per year with a maximum increase up to eight-five (85) dollars.

**16.2 Life & Disability Insurance:** The City shall pay for a Life Insurance plan for regular employees in the face amount of twenty five thousand dollars (\$25,000) per employee and a short-term disability policy at the cost of one hundred dollars (\$100.00) per employee per year. All employees are required to participate in the Life & Disability Insurance program.

**16.3 Flexible Spending Account:** The City shall make available a Flexible Spending Account (FSA) program for eligible employees in accordance with applicable federal and state laws. Participation in the FSA is voluntary and employee-funded through pre-tax payroll deductions.

The FSA program shall be administered by a third-party provider selected by the City. Eligible expenses, annual contribution limits, enrollment periods, and plan rules shall be governed by the terms of the FSA plan document and applicable law.

The City reserves the right to modify or change the FSA administrator or plan design, provided that such changes comply with applicable law and are communicated to employees in advance of the applicable plan year.

**ARTICLE 17 – RETIREMENT SYSTEMS**

17.1 The City is under the Law Enforcement Officers and Fire Fighters Retirement System, for uniformed personnel, and Employer/Employee contributions shall be in accordance with the LEOFF laws.

**ARTICLE 18 – UNEMPLOYMENT COMPENSATION**

18.1 The City is a participant under the State Insured Unemployment Compensation Plan.

**ARTICLE 19 – WASHINGTON FAMILY AND MEDICAL LEAVE PROGRAM**

The City participates in the State Family and Medical Leave Program. All premiums are paid by the City of White Salmon.

**ARTICLE 20 – WASHINGTON LONG-TERM CARE PROGRAM**

The City participates in the State Long-term Care Program (Washington Cares Fund). All required premiums are paid by the Employee and deducted from employee's payroll per state requirements.

**ARTICLE 21 – SENIORITY**

**21.1 Definition:** Seniority according to this Agreement shall consist of the continuous service of an employee since the last date of hire with the City. No employee may have seniority established prior to satisfactory completion of the probation period. The employee's earned seniority shall not be lost because of absence due to illness, authorized leave of absence, or temporary lay-off. In the case of authorized leave of absence without pay or lay-off, the employee will not earn seniority during the period of absence. Seniority terminates when an employee resigns, retires, is discharged or is not rehired within one year of lay-off.

**21.2 Consideration:** Seniority will be considered in the selection of employees who are assigned by the Department Head and City Administration to work out of classification except when the City Administration is cross-training employees. Out of class pay is not applicable in situations when the City Administration is cross-training employees.

**21.3 Applicable:** Seniority shall prevail in requests for vacations.

**ARTICLE 22 – JOB POSTING, PROMOTIONS**

**22.1 Job Posting:** The Employer will be the sole determiner as to the need or necessity to fill any vacancy or new position.

**A)** If Employer determines that it needs to fill a vacancy or new position, said opening shall be posted for seven (7) calendar days, with copies to be posted within the affected department and or the central employee notice bulletin board in the City. A copy of the announcement will also be mailed to the Union, 307 N. 3<sup>RD</sup> STREET, Suite 4 and Yakima, WA 98901 and employees on layoff status.

**B)** All employees covered by this Agreement are eligible to apply for any posted position. Applications must be completed and submitted to the Personnel office on or before the closing date.

**C)** The Employer also has the right to publish the vacancy or new position in the local newspaper and other media.

**D)** The Mayor or City Administration shall have the right to make a selection from the City or outside applicants based on references, prior work experience, education, skills and abilities. With regard

to City applicants the Mayor or City Administration may consider ability, past performance, experience, seniority and competence.

- E) This section shall not apply to temporary employees.
- F) Nature and Type of Examinations: An examination for a position may be written, verbal, a measure of physical fitness, or any performance test related to police functions, or any combination thereof. Examinations shall consist of material that tests fairly and equally the capacity and fitness of an applicant to perform effectively the duties of the position for which the examination is given. The necessity for an examination and the type thereof shall be determined by the department head subject to determinations by the City Administration with the advice of others including the Mayor. In cases where a physical examination is deemed advisable for the position, the Employer shall pay the cost.
- G) Civil Service Rules and Regulations: If the Employer determines that there is a need or necessity to fill a vacancy, Civil Service Rules will be adhered to so long as they do not conflict with the provisions set forth above.

**22.2 Promotions:** Insofar as practical, employees within the City of White Salmon will be considered prior to outside hires. Promotions to a higher job classification shall be according to seniority and ability.

- A) An employee who is promoted within the City of White Salmon who fails to satisfactorily complete the six (6) month work performance probation period, may revert to their former position. If the employee should decide they do not want the job, during the first six (6) months, the employee shall revert to their former classification without prejudice.
- B) Any employee, who is promoted to a position in a class with a higher pay range, shall receive either the entrance pay step for the higher class or the next step which constitutes an increase over the salary received prior to the promotion.
- C) In the event of a question as to qualifications of an employee/outside applicant applying for a position, subject to Civil Service Rules and Regulations; provided that the final determination as to qualifications of said employee/outside applicant shall be the decision of the City Administration and Chief.

**ARTICLE 23 – LAY-OFF AND RECALL**

**23.1 Order of Layoff:** Layoff, although not limited to the following, shall ordinarily be for lack of work, lack of funds and/or reorganization as determined by the Mayor or City Administration. If the Employer determines that layoffs are necessary, the employees will be laid off based on seniority within the job classification. The Employer will determine order of lay-off base on classification, seniority and need of the department.

**Police Officers and Sergeants:**

A) If the Sergeant classification is selected by the Employer for layoff then the least senior Sergeant can bump down into the Police Officer's classification and the least senior Police Officer will be laid off, so long as the Sergeant had more seniority than the least senior Police Officer.

**Limited and Non-Commission Employees:**

A) Intermittent/Temporary employees, inclusive of student, casual, seasonal, and project workers except where the Employer determines that seasonal workers are performing work for which current employees are not qualified or seasonal work; except in the case of project workers who have been hired partially or wholly under federal, state and/or local grants, as determined by the City Administration; except in the case of workers who have certifications that current city employees do not have, as determined by the City Administration.

B) Probationary employees, except when the City Administration determines that a probationary employee(s) has/have certifications, training, education and qualifications which the City needs to provide the necessary services. In that case, probationary employees will be kept during the layoff.

C) In the event of further reductions in force, employees with the least seniority will be laid off.

**23.2 Recall Status:** Employees who are laid off shall be placed on recall status for a period of twelve (12) months. If there is a recall, employees who are still on recall status shall be recalled in the inverse order of their layoff.

**23.3 Employees Recalled:** When an employee is recalled, the Employer will send a certified letter to the employee, advising the employee of the recall. It is the employee's sole responsibility to keep the Employer informed of the employee's latest address and contact information. An employee interested in returning to work must respond within five (5) working days after receiving the letter, either by written communication to the Employer or by personal notification.

**23.4 Lay Off Status:** Employees on lay-off status who have been recalled to the classification from which they have been laid off and have refused, shall be removed from recall status.

**23.5 Benefits and Accruals During Lay Off:** Benefits shall not accrue during lay-off. Employees recalled who accept the recall within one (1) year from the date of the layoff shall have previously accrued seniority and sick leave prior to layoff restored. Recalled employees shall not be required to serve a six (6) month probationary period unless they are required to undergo certification requirements.

**ARTICLE 24 – TRAVEL EXPENSES**

**24.1 Reimbursement:** The City of White Salmon will provide the employees with a city credit card for traveling expenses. If the employer is unable to provide a city credit card the employer will reimburse employees for actual expenses incurred while traveling on City business. To be eligible for reimbursement the employee must submit an itemized receipt and meet the cost limitations as specified in the City’s Travel Policy.

**24.2** Travel expenditures will be allowed, and if necessary reimbursed, based on the City’s adopted Travel Policy. The City’s Travel Policy is subject to negotiations.

**ARTICLE 25 – HOURS OF WORK**

**25.1 Regular Shifts, Schedules and Work Periods:**

**Police Officers and Sergeants:**

**A)** The Chief has the right to schedule police officers and sergeants in accordance with the following shifts:

- 1. Eight (8) consecutive hours with a paid lunch; and/or,
- 2. Ten (10) consecutive hours with a paid lunch; and/or,
- 3. Twelve (12) consecutive hours with a paid lunch.

The Chief of Police has the right to assign different police officers and sergeants to different shifts based on the Chief’s assessment of the service needs to the public. For example, two police officers may be scheduled to work ten hour shifts and two other police officers may be scheduled to work twelve hour shifts, etc.

**B)** The normal workday shall consist of not less than eight (8) but not more than twelve (12) hours with-in a twenty-four (24) hour period. The normal work year shall approximate 2080 hours per year for

employees not on a 7k schedule. The shift schedule shall follow the 7(k) FSLA work Cycle. The employees shall be allowed to follow either of the three listed cycles, 27-day cycle with a 9 day rotation, 28 day cycle with a 7 day rotation, or a 14 day cycle with a 14 day rotation. Straight time hours shall be scheduled with consecutive workdays followed by consecutive days off. Each employee shall be granted two (2) fifteen minute rest periods each day, one (1) rest period to be taken during the shift worked prior to lunch, and one (1) rest period to be taken during the shift worked after lunch. Employees working shifts that are more than ten (10) hours shall be granted three (3) fifteen (15) minute rest periods. Rest periods shall be considered time worked.

The Police Chief will notify each 7(k) cycle employee in writing of their assigned cycle, to include days on and days off and work hours.

All shift changes shall be preceded by two (2) weeks ( 14 days) written notice of the shift change, and all the work rotation cycles shall be preceded by thirty (30) days' notice, except where the Police Chief determines that emergency exists.

Shift changes for which the appropriate two (2) week written notice has not been given shall be paid at the rate of one and one half (1 ½) times the regular rate of pay for all hours worked in the new shift and the regular rate of pay for any time that overlaps the previous shift.

Shift bidding: The parties agree that work shifts bid yearly on a seniority basis. The work shift times will be posted in November for the preceding year. Shift bidding will be in three (3) month segments based on seniority.

Definitions:

Cycle: period used to compute hours of work per the Fair Labor Standards Act (7k)

Work rotation cycle: assigned days on duty and days off duty

Emergency: unforeseen or anticipated combination of circumstances which calls for immediate action:

For employees who are required to be on duty during the meal period and be available to respond to calls, the meal period shall be considered time worked. It shall not be considered time worked for employees who are not in a controlled on-call status and not required to work during the meal period.

Each member of the bargaining unit may be allowed to trade shifts or work cycles with other members, subject to approval of the Police Chief or their designee.

All overtime shall be compensated at the rate of one and one half (1 ½) times the regular rate of pay.

All work which has been authorized by the Police Chief or his/her designee and is performed in excess of the scheduled workday, work performed in excess of the work week or work cycle, as applicable to the assigned schedule, or work performed on a non-scheduled workday shall constitute overtime. A workday is defined as a twentyfour (24)-hour period

commencing with the start of the employee's regularly scheduled work shift.

**Limited and Non-Commission Employees:**

**Regular Hours:** The regular hours of work shall be 8:00 A.M. to 5:00 P.M. with five (5) consecutive eight (8) hour shifts except for interruption for lunch periods, which shall be excluded from the work shift. Alternative schedules may be implemented by the Employer. The Employer will provide two (2) work weeks prior written notice of the change in schedule except if there is an emergency. Alternative schedules the Employer may implement include but are not limited to four (4) consecutive ten (10) hour shifts. During adverse weather conditions, employee's hours may be altered by the Employer to meet safety needs of the public.

**25.2** The Chief of Police retains the right to change employees' schedules, hours and days, from time to time, to meet Department and City needs. Scheduling will be as follows:

- A)** Each Employee shall be assigned to a regular shift and regular work period.
- B)** The Chief has the right to modify an Employee's shift and work period assignments by providing two (2) calendar weeks' written notification prior to the implementation of the new shift and work period, except in the event of an emergency. If there is an emergency then the changes will be implemented as necessary based on the type of emergency.

**25.3 Shift Separation:**

- A)** No uniformed employee shall work back to back shifts except in the case of a bona fide emergency.
- B)** Employees shall have a minimum of eight (8) hours off between shifts except in the case of a bona fide emergency.

**25.4 Rest Periods:** Employees will be provided fifteen (15) minute rest periods each half shift and will be scheduled as near the middle of the half shift as feasible. The rest periods shall be taken in the work setting unless the employee is able to leave and return to the work setting with the 15-minute period.

**25.5 Meal Periods:**

**Police Officers and Sergeants:**

**Meal Periods:** The shift will provide for at least a one-half (1/2) hour paid meal period to be scheduled as near mid-shift as possible in the case of

eight or ten hour shifts. In the case of twelve hour shifts, officers will receive meal periods in accordance with legal requirements. Police officers/sergeants are subject to interruption for work requirements without additional compensation.

**Limited and Non-Commissioned Employees:**

**Meal Periods:** The work shift shall provide for at least one (1) hour lunch if the employee chooses to have a one (1) hour period. The Police Chief may alternate the meal period to allow the Employee to change to a thirty (30) minute lunch and a different schedule. If the employee chooses to leave the job site for the meal period, travel time to and from the meal period will be included in the meal period.

**ARTICLE 26 – OVERTIME**

**Police Officers and Sergeants:**

**26.1 Overtime:** Time and one-half (1½) the employee's hourly rate of pay shall be paid for work under the following conditions, but compensation shall not be paid twice for the same hours. Overtime distribution will be determined by the Chief of Police and equally distributed as the schedule allows based on the Chief's assessment of service needs.

**26.2** Overtime is paid on the basis of time and one-half (1½) the employee's hourly rate of pay subject to the following:

1. In the event of a 7-day work period (five 8's or four 10's) an employee shall be eligible for overtime when authorized after they have worked more than forty (40) hours during that work period.
2. In the event of a 14-day work period an employee shall be eligible for overtime when authorized after they have worked more than eighty (80) hours during that work period.

**26.3 Hourly Pay Rate Calculations:** The hourly base rate shall be determined by dividing the annual base salary by 2,080 hours. The hourly overtime rate is calculated by converting any eligible premiums such as longevity to a per hour number then adding that number to the hourly base rate. This hourly overtime rate is then multiplied by 1.5 to arrive at the overtime pay. These calculations shall be determined by the Director of Finance and Operations.

**26.4 Regular Hours of Work:** The regular hours of work for (8 or 10 hr. days) will consist of forty (40) hours of work in a seven (7) day work period. The regular hours of work for 12 hour days will consist of eighty (80) hours of work in a fourteen (14) day work period.

**26.5** There shall be no pyramiding of overtime. Compensation, whether straight time or overtime, shall not be paid twice for the same hours.

**26.6 Time Worked:** Sick leave, Bereavement, Vacation leave and the number of hours paid for training per Section 22.1 (D), shall be included as "time worked" for the purpose of determining whether an employee has "worked" sufficient hours in a work period to be eligible for overtime. Standby time (Article 25) shall not count as time worked for overtime purposes; provided, however, if an employee who is on standby time is called out (Section 24.7) to work then such time as actually worked shall count for overtime purposes.

**26.7 Call-Out Time/Scheduled Shift:** Any employee called out to work outside of their regularly scheduled shift shall be paid for a minimum of two (2) hours at the rate of time and one-half (1½). If the call-out time worked assignment and the employee's regular shift overlap, the employee shall be paid the call out rate of time and one-half (1½) until their regular shift begins. If an employee is called out, and then called out again within the first (2) hours of the first call out, then the employee shall only be paid for a minimum of two (2) hours for the first call out.

**A)** To maintain time efficiency, the Chief will be notified on any call out lasting longer than two (2) hours, to make a determination if more personnel are needed.

**Limited and Non-Commissioned Employees:**

**26.8 Overtime:** Time and one-half (1½) the employee's hourly rate of pay shall be paid for work beyond the weekly hours in a work period which have been previously authorized by the Chief of Police and the City Administration. All work previously authorized and performed in excess of forty (40) hours in any seven (7) day work period will constitute overtime. Sick leave, Bereavement leave and the number of hours paid for training per Section 23.1 (D), shall be included as "time worked" for the purpose of determining whether an employee has "worked" forty (40) hours in a week. See section 4.1, H. Compensation shall not be paid twice for the same hours. Overtime distribution will be determined by the Department Head and/or City Administration based on a rolling call list.

**26.9 Call Out Time/Scheduled Shift:** Any employee called out to work outside of his regularly scheduled shift shall be paid for a minimum of two (2) hours at the rate of time and one-half (1½). If the call out timework assignment and the employee's regular shift overlap, the employee shall be paid the call rate of time and one-half (1½) until his regular shift begins. If an employee is called out, and then called out again within the first two (2) hours of the first call out, then the employee shall only be paid for a minimum of two (hours) for the first call out.

- A) To maintain time efficiency, the Chief of Police will be notified on any call lasting longer than two (2) hours, to make a determination if more personnel or other personnel are needed.

## **ARTICLE 27 – STANDBY PAY**

### **Police Officers and Sergeants:**

- 27.1** The Chief of Police shall determine if and when a police officer or sergeant will be placed on standby. If the Chief of Police determines that a police officer and/or sergeant will be placed on standby, the standby pay will be paid at the rate of Six Dollars and fifty cents (\$6.50) per hour.
  
- 27.2** The Chief of Police will determine the methodology for contacting a police officer and/or sergeant who is assigned to standby duty. An example would be that the police officer and/or sergeant who are on standby duty would be contacted by cellular phone or other communication device as determined by the Chief.

**Limited and Non-Commissioned Employees:**

**27.3 Standby Pay:** The Employer will determine if and when standby is needed. If the scheduled employee cannot fill their “standby” obligation, it is their responsibility to find an employee to take their place with the approval of their Supervisor.

- A)** Standby starts at 5:00 p.m. the end of last normal workday of the workweek and continues until 8:00 a.m. starting time the following normal workweek, unless otherwise directed by their Supervisor. Employees designated for on call status shall be provided a maximum of thirty (30) minutes for emergency situation response time. However, response should occur as soon as reasonably possible.
- B)** The Standby time will be paid at the rate of six dollars (\$6.00) per hour, plus applicable COLA adjustments effective January 1, of each year for each employee on Standby.
- C)** Standby time will be shared equally with all employees within the Police Department on a rotation basis.
- D)** A pager or cellular phone for City business will be provided by the City for the employee on Standby.
- E)** Holiday standby shall be paid at double (two times) the regular standby rate for standby time and work on a rotating schedule as defined by the Supervisor.
- F)** A city vehicle will be furnished for the standby person at all times during their standby status, to be used for City Business only.

**ARTICLE 28 – WAGES**

**28.1 Wages:** Effective January 1, 2026 for the operational year of 2026 the cost of living adjustments shall be 4% of the Employees’ monthly salary. .

**28.2** For the operational years 2027-2028 Employees will receive an Annual Cost of Living Adjustment (COLA) in the following manner:

CPI-West, Size B/C for Urban Wage Earners and Clerical Workers (CPI-W) Semiannual, 1<sup>st</sup> half of the preceding year (i.e. for 2026 will use the Semiannual, 1<sup>st</sup> half rate for 2025) with a minimum of 3% and a maximum of 4%.

**28.3 Pay Day:** The pay dates shall be the 5<sup>th</sup> of the month and the 20<sup>th</sup> of the month.

If the 5<sup>th</sup> or 20<sup>th</sup> of the month are on a Saturday, the pay check will be issued the preceding Friday. If the 5<sup>th</sup> or 20<sup>th</sup> are on a Sunday or Monday holiday then the pay check will be issued on the next work day. The relevant time card(s) shall be presented to the Director of Finance and Operations or designee by 10:00 a.m. on the first (1<sup>st</sup>) of the following month and the sixteenth (16<sup>th</sup>) of the current month to accommodate the pay check issuance. If either of these dates falls on a weekend or holiday then the timecard shall be submitted the next business day. The pay checks will reflect all relevant deductions for taxes and other deductions.

**28.4 Step Increases:** Employees will be placed on the City of White Salmon’s adopted salary matrix. Employees will be eligible for a step increase upon completion of the probationary period of twelve (12) months and then each step thereafter will be every twenty-four (24) months on the annual anniversary date, subject to a satisfactory performance evaluation conducted by Chief of Police and subject to approval by the City Administration.

**28.5 Holiday Compensation Pay: Police Officers and Sergeants** shall receive an additional one hundred sixty-eight (168) hours of pay per year, equivalent to twelve (12) hours a month per employee at their regular rate of pay, regardless whether they are assigned to work the Holiday, or not assigned to work the Holiday. It will be paid out in equal pay period increments on an annual base and will be shown on the pay stub as Holiday Compensation Pay.

**29.5 Education Incentive:** The City shall provide Education Incentive Pay to eligible employees who possess qualifying degrees from an accredited institution, subject to the terms of this section.  
An employee who has earned an Associate of Arts (AA) degree shall receive an education incentive equal to **two and one-half percent (2.5%)** of the employee’s current base salary.

An employee who has earned a Bachelor’s degree (BA or BS) shall receive an education incentive equal to **five percent (5%)** of the employee’s current base salary.

Education Incentive Pay shall be calculated based on the employee’s current base salary at the time the incentive becomes effective and shall not be retroactive.

Official transcripts must be submitted to the City to verify degree completion prior to the incentive becoming effective.

Education Incentive Pay shall count toward the employee’s total specialty incentive compensation; however, **the combined total of all specialty incentive pay shall not exceed five percent (5%)** of the employee’s base salary.

The City reserves the right to administer this incentive in accordance with applicable law and payroll practices.

**29.6 Bilingual Stipend:** The City shall provide a bilingual stipend of **two hundred dollars (\$200) per month** to employees who demonstrate proficiency in a second language through a City-approved testing process.

Initial testing and periodic re-testing may be required to verify continued proficiency.

The stipend is non-retroactive and shall be paid only during periods in which the employee maintains verified proficiency. The stipend may be discontinued if proficiency is no longer demonstrated.

The bilingual stipend shall be considered specialty incentive pay and is subject to the applicable specialty incentive pay cap.

**ARTICLE 29– NO STRIKE/NO LOCKOUT**

**29.1** The Union and the bargaining unit membership shall not strike, slow down, stop work, or otherwise interfere with the Employer's operations at any time. The Employer shall not lockout employees. Employees who violate these provisions are subject to discipline up to termination.

**ARTICLE 30 – OUT OF CLASS PAY**

**30.1** If the Employer assigns and employee into a higher wage scale/job classification, one or the other, for more than two (2) consecutive weeks, on a full time basis, that employee will be compensated at the higher rate of pay except when the assignment is for cross training purposes as determined by the Department Head. When the Employer assigns an employee to a lower wage scale/job classification said employee will remain at current rate of pay.

**ARTICLE 31 – TRAINING OFFICER PREMIUM**

Each police officer or sergeant who performs training responsibilities as designated by the Police Chief, shall receive a 5% premium based on base rate of pay for hours worked (or portion of hour) preparing for the specific training and performing the training. The premium does not apply to hours when a police officer or sergeant attend training for the specific training position.

**ARTICLE 32 – GRIEVANCE PROCEDURE**

**32.1 Definition:** A grievance is defined as any dispute involving the interpretation, application or alleged violation of any provision of this Agreement. Grievances or disputes which may arise shall be settled in the following manner.

**Police Officers and Sergeants:**

**Procedure:** The parties recognize that the most effective accomplishment of the work of the Employer requires prompt consideration and equitable

adjustments of the employees' grievances. It is the desire of the parties to adjust grievances informally whenever possible, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances that can be resolved only after a formal review. Accordingly, the following procedure is hereby established in order that grievances of employees covered by this Agreement may be resolved as fairly and expeditiously as possible.

Any employee within the bargaining unit who believes there has been a violation of the provisions of this Agreement, City Policies, City Ordinances and City Resolutions; may seek his/her remedy through the Grievance Procedure in this Agreement. If the alleged violation also relates to a subject matter addressed under Civil Service Commission Rules and Regulations, an employee has the right to invoke the Civil Service procedure; provided, however, when both procedures and remedies are available, the employee shall elect only one procedure or the other not both. Invoking jurisdiction under one available procedure shall constitute an election of remedies and shall constitute a waiver of the applicability of the other procedure. If the employer fails to answer within the timelines set forth below or any mutually agreed upon timeline then the employee or bargaining unit may move the grievance to the next step.

**Limited and Non-Commissioned Employees:**

**Procedure:**

- A)** The parties recognize that the most effective accomplishment of the work of the Employer requires prompt consideration and equitable adjustments of the employees' grievances. It is the desire of the parties to adjust grievances informally whenever possible, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there may be grievances that can be resolved only after a formal review. Accordingly, the following procedure is hereby established in order that grievances of employees covered by this Agreement may be resolved as fairly and expeditiously as possible.
- B)** Any employee within the bargaining unit who believes there has been a violation of the provisions of this Agreement, City Policies, City Ordinances, City Resolutions may seek his/her remedy through the Grievance Procedure in this Agreement. If the employer fails to answer within the timelines set forth below or any mutually agreed upon timeline then the employee or bargaining unit may move the grievance to the next step.

**32.2 Step and Timelines**

**Step 1. Informal Resolution**

Within fifteen (15) working days from its occurrence or the date on which the employee first became aware of it, the aggrieved employee shall discuss the grievance with their immediate supervisor, with a shop steward present if the employee so desires. The Supervisor shall prepare a preliminary version of the verbal discussion. Once a consensus is reached as to the discussion and outcome the final draft shall be signed by all parties to demonstrate consensus as to the resolution; or further remedies sought.

**Step 2: To the Department Head**

**A)** If the immediate supervisor does not respond in writing with fifteen (15) working days or if the Step 1 potential solution is not accepted by the City Administration at Step 1, the employee and the Union shall submit a written grievance to the Chief within fifteen (15) working days of the due date of the immediate supervisor’s written response or within fifteen (15) working days of the City Administration’s written response. The written grievance shall include the following:

- 1. The facts on which the grievance is based.
- 2. The specific provision(s) of this Agreement to which the dispute relates;
- 3. The remedy sought; and
- 4. The signature of the employee.

**B)** Failure to file a timely written grievance on the AESCMEF-29 form within fifteen (15) working days of the immediate supervisor’s written response or expiration of the due date for the immediate supervisor’s response, shall render the grievance rendered null and void and forever barred.

**C)** The Department Head shall present his/her determination to the affected employee and the Union, within the fifteen (15) working days of a grievance meeting. Time limits may be extended by mutual agreement of the parties. The Department Head’s decision is final and binding unless an appeal is filed within fifteen (15) working days of the Department Head’s written decision. This appeal may be filed at Step 3 below.

**Step 3: City Administration**

Provided the grievance is not settled satisfactory at Step 2, the appeal shall then be submitted in writing to the City Administration within fifteen (15) working days of the response at Step 2 above. The City

Administration shall notify the Mayor of the dispute and shall schedule a meeting with the Union within twenty-one (21) working days from the date of this submission. The City Administration decision is final shall render his decision in writing within fifteen (15) working days of the meeting. The City Administrations decision is final and binding unless an appeal is filed within fifteen (15) working days of the City Administrations written decision.

**Step 4: Mediation:**

The Mayor and Union Representative shall establish a mediation panel within (30) working days from the date of the letter appealing the City Administratoions decision. An umpire shall be selected by mutual agreement, or shall be a mediator from Public Employment Relations Commission PERC. If mediation results in a recommended solution, this tentative solution will be presented to the Mayor for review. Within fifteen (15) working days of receipt the Mayor shall render his decision in writing to all parties. If mediation fails the matter shall be referred to Arbitration.

**Step 5: Arbitration:**

If the Mayor’s decision is contested, the grievance appeal shall be submitted to final and binding arbitration within thirty (30) working days following the date of receipt of the Mayor’s conclusion of the mediation step above and in accordance with the following provisions. The Employer and the Union agree that final and binding arbitration shall be before a single arbitrator.

1. Union/Employer Grievance: A grievance by the Union against the Employer, or by Employer against the Union, must be filed in written form to the Employer, or to Union’s Staff Representative, respectively, within twenty (20) working days after the parties knew, or reasonably should have known of the event giving rise to the Grievance. Thereafter, the Employer/Union’s Staff Representative shall respond in writing to the other party within twenty (20) working days after receipt of the grievance. If no agreement is reached within thirty (30) working days, the grievance shall be referred for arbitration.
2. Final and Binding Arbitration: Failure to timely appeal the grievance shall render final and binding the decision established in Step 3 herein above. The request shall specifically identify the issue(s) related to the grievance as previously established during the original finding of said grievance.
3. Arbitrator - Selection: The Employer and the Union will request an arbitrator from the Public Employment Relations Commission (PERC). In the event that either party rejects the PERC assigned

arbitrator, then the City and the Union will request PERC to submit a list of eleven (11) names of arbitrators from which the selection will be made. The process of elimination will take place by way of the Employer and the Union having the right to strike two names from the list. The party will strike the first name; the other party shall then strike one; then the parties shall each strike one more name, alternately until the remaining name shall be the arbitrator.

4. Decision - Time Limit: The arbitrator shall hear the matter at the earliest possible date.

5. Limitation, Scope and Power of Arbitrator:

(a) The arbitrator shall not have the authority to add to, subtract from, alter, change or modify the provisions of this CBA.

(b) The power of the arbitrator shall be limited to interpretation of or application of the terms of this CBA or to determine whether there has been a violation of the terms of this CBA by the Employer or the Union and/or employee(s) or by both Parties.

(c) The arbitrator shall consider and decide only the question of issue(s) raised at Step 2 and said arbitrator shall not have the authority to consider additions, variations, and/or subsequent grievances beyond the grievance submitted at Step 2, unless the parties agree in writing, to combine the issues of similar grievances into one (1) arbitration.

(d) The arbitration shall be conducted in accordance with PERC rules and regulations.

6. Arbitration Award - Damages - Expense:

(a) Arbitration awards shall not be made for time prior to the date of the occurrence upon which the grievance is based.

(b) Each party hereto shall pay the fees and expenses of their own attorneys, representatives, witnesses and other costs associated with the presentation of their case and half (1/2) the expense of the arbitrator and half (1/2) the expense of a court reporter and the transcript. Either party may request a court reporter and transcript.

**32.3 Mutual Time Frames:** Time frames indicated may be extended by mutual agreement at any step of the grievance procedure.

**ARTICLE 33 – UNIFORM ALLOWANCE**

**Police Officers and Sergeants:**

**33.1** Officers in the CBA will be allotted a seven hundred dollar (\$700.00) a year uniform allowances, beginning January 1<sup>st</sup> of each year. Officers must get pre-approval from the Chief of Police before making purchases with their allotted allowance.

**33.2** New hires/officers will be outfitted by the chief in regards to uniform needs. Officers who complete their probationary period will be allotted a uniform allowance as stated in the above paragraph.

**Limited and Non-Commissioned Employees:**

**33.3** Employees will be allotted a four hundred dollar (\$400.00) a year clothing allowances and any other safety equipment needed or required to do their jobs, as determined by the Employer, and required by applicable WISHA laws, beginning January 1<sup>st</sup> of each year. Employees must get pre-approval from the Chief of Police before making purchases with their allotted allowance.

**ARTICLE 34 – ENTIRE AGREEMENT**

**34.1** This Agreement constitutes the complete and entire Agreement by and between the parties and no other agreement and/or understandings, written or otherwise, prior to the signing of this Agreement shall be binding on the parties.

**ARTICLE 35 – SAVINGS CLAUSE**

**35.1** In the event that any provision of this Agreement shall at any time be made invalid by applicable legislation, or be declared invalid by any court of competent jurisdiction, such action shall not invalidate the entire Agreement. It is the intention of the parties hereto that all other provisions not made invalid shall remain in full force and effect.

**ARTICLE 36 – TERMINATION**

**36.1** This Agreement shall be effective January 1, 2026 except for language modifications and benefit changes which shall be effective when indicated in this CBA or in the payroll period following the date of signing by the last signing party and shall terminate on December 31, 2028, provided, however, that this Agreement shall be subject to such periodic changes or modifications as may be voluntarily and mutually agreed upon by the parties hereto during the term hereof.

This CBA shall be subject to such periodic changes or modifications as may be voluntarily and mutually agreed upon by the parties hereto during the term hereof.

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_ day of \_\_\_\_\_, 2026.

**FOR THE UNION:**

\_\_\_\_\_/\_\_\_\_\_  
Dusty Morford, Date  
Staff Representative

\_\_\_\_\_/\_\_\_\_\_  
Frank Randall Date  
Local 1533WSP Negotiating Team

**FOR THE EMPLOYER:**

\_\_\_\_\_/\_\_\_\_\_  
Marla Keethler, Mayor Date  
City of White Salmon

\_\_\_\_\_/\_\_\_\_\_  
Mike Hepner, Chief of Police Date  
City of White Salmon

\_\_\_\_\_/\_\_\_\_\_  
Ben Giant, Council Date  
City of White Salmon

\_\_\_\_\_/\_\_\_\_\_  
David Lindley, Council Date  
City of White Salmon

Represented by:

\_\_\_\_\_/\_\_\_\_\_  
Tony Menke Date  
Management Attorney

A.

## APPENDIX "A" – SALARY MATRIX

A.

**APPENDIX “B” – JOB DESCRIPTIONS  
(See attached updated descriptions)**

**File Attachments for Item:**

B. Approval of Meeting Minutes — May 6, 2026



**Draft**

**White Salmon City Council  
MEETING MINUTES**

**May 6, 2026 – 6:00 PM**

**119 NE Church Ave and Zoom Teleconference**

**Attendance:**

**Council Members:**

- David Lindley
- Doug Rainbolt
- Ben Giant
- Patty Fink

**Staff:**

- Marla Keethler, Mayor
- Shawn MacPherson, City Attorney (Zoom)
- Erika Castro Guzman, City Clerk
- Jennifer Neil, Director of Finance and Operations
- Chris True, Director of Public Works
- Mike Hepner, Police Chief

**I. Call to Order (6:00 p.m.)**

Mayor Marla Keethler called the meeting to order at 6:00 p.m. A total of five members of the public were in attendance, both in person and via teleconference.

**A. Land Acknowledgement (6:00 p.m.)**

The Land Acknowledgement was delivered.

**B. Presentation of the Flag (6:01 p.m.)**

The Presentation of the Flag was conducted.

**II. Roll Call (6:02 p.m.)**

The meeting was called to order with four Council members present, constituting a quorum.

**A. Motion to Excuse Council Member Morella Mora**

**Moved by Ben Giant. Seconded by David Lindley.  
Move to excuse the absence of Council Member Morella Mora from the May 6 City Council meeting.**

**Giant – Aye, Fink – Aye, Rainbolt – Aye, Lindley – Aye  
MOTION CARRIED 4-0**

**III. Additions or Corrections to the Agenda (None)**

**IV. Public Comment (6:03 p.m.)**

- A. Tammera Toppel**, residing inside the City. Tammera Toppel, Director of the Mt. Adams Chamber of Commerce, provided a report on the Community Cleanup event held at the end of April. She thanked the City of White Salmon, Klickitat County, Republic Services, and community volunteers

for their support. Director Tippel also recognized the White Salmon Public Works staff for going above and beyond during the event.

She reported that the event was successful and reflected a true community effort involving the Chamber, Rotary, City staff, volunteers, and partner agencies. Event metrics included 506 vehicle trips through the event site; 31 White Salmon home pickups arranged through the Chamber; approximately 35 Bingen curbside pickups handled by Bingen Public Works; 126 volunteer sign-ins over the two-day event; and 613 total volunteer hours, including planning meetings.

## V. Presentation (6:07 p.m.)

### A. Heritage Month Presentation (6:07 p.m.)

In recognition of Asian American and Pacific Islander Heritage Month and Jewish American Heritage Month, Council introduced a presentation recognizing the contributions of these communities and the importance of remembering history.

Council then viewed a brief video presentation from Oregon's Fox 12 News highlighting the Yasui family of Hood River, Oregon, and their pursuit of justice following the internment of Japanese Americans during World War II. The video discussed the Yasui Brothers Company store, founded in 1908, the treatment of Japanese Americans after the bombing of Pearl Harbor, and broader questions of citizenship, democracy, and what it means to be American.

The presentation emphasized the importance of education, historical awareness, justice, inclusion, and recognition of the contributions and experiences of diverse communities. Full video: [The Yasui story: How one Oregon family fought for equality, justice during WWII](#)

### B. City Highlights with the Mayor (6:13 p.m.)

Mayor Keethler recognized staff, including City Clerk Erika Castro Guzman and Public Works Director Chris True, for their work on the first Civic Slices event. She reported that the next Civic Slices event is scheduled for July 29 and will focus on housing. She also highlighted the recent wildfire open house, noting collaboration with local partners and discussions regarding preparedness, evacuation planning, fuel mitigation, and related City water projects.

Mayor Keethler also reported that the City submitted the RCO grant application and will present to the committee later in the month, with a technical deadline expected in July. She noted that White Salmon was invited to present as a case study to the Washington Transportation Professionals Forum regarding speed-limit reductions and safety planning. She also shared information about the new Wildfire Ready Klickitat resource hub and encouraged Council and the public to use and share it as a wildfire preparedness resource.

**VI. Consent Agenda (6:19 p.m.)**

- A. Approval of Adult Probation Interlocal Agreement with Klickitat County**
- B. Resolution 2026-05-644 – Declaring Surplus Property**
- C. 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 May 2026.

Type	Date	Beginning Check	Ending Check	
<b>Claims</b>	04/23/2026	43444	43445	\$9,438.94
	04/27/2026	EFT	EFT	\$12,964.01
	05/06/2026	43448	43448	\$307,999.16
			<b>Claim Total</b>	<b>\$330,402.11</b>
<b>Payroll</b>	04/20/2026	EFT	EFT	\$92,663.92
	05/05/2026	43446	43446	\$46,700.48
	05/05/2026	EFT	EFT	\$116,166.72
			<b>Payroll Total</b>	<b>\$255,531.12</b>
			<b>Toal Vouchers</b>	<b>\$585,933.23</b>

Council asked whether the cluster boxes would be surplusd at a later date, and staff confirmed they would be. Council also asked how residents can find City surplus items, and staff stated that the City uses [GovDeals.com](http://GovDeals.com) for surplus auctions, where interested individuals can register for notifications.

**Moved by Ben Giant. Seconded by Doug Rainbolt.**  
**Motion to approve Consent Agenda and Vouchers for \$585,933.23.**

**Giant – Aye, Fink – Aye, Rainbolt – Aye, Lindley – Aye.**  
**MOTION CARRIED 4-0**

**VII. Public Hearing (6:21 p.m.)**

- A. Ordinance 2026-05-1187 – Amending WASMC 2.20.010**
  - 1. Presentation (6:21 p.m.)**  
Mayor Marla Keethler opened the public hearing on Ordinance 2026-05-1187, amending White Salmon Municipal Code (WSMC) Section 2.20.010 related to City committees, at 6:21 p.m.

Staff explained that the proposed updates were intended to clarify committee procedures, improve transparency, and provide a structure that allows the public to observe or participate in committee work. Staff noted that the ordinance responds to prior Council direction and feedback regarding committee operations, including how committee members meet, gather information, and bring recommendations forward to Council.

**2. Public Testimony (6:32 p.m.)**

Mayor Marla Keethler opened the public testimony portion of the public hearing regarding Ordinance 2026-05-1187 at 6:32 p.m.

Hearing none, Mayor Keethler closed the public testimony portion at 6:33 p.m.

**3. Discussion (6:33 p.m.)**

Council discussed proposed updates to WSMC Section 2.20.010 regarding City Committees. Discussion focused on balancing transparency with flexibility for committee members, including how members may gather public input, meet in non-quorum groups, and bring ideas or recommendations forward to Council. Council also discussed past committee experiences and the importance of providing clear direction to volunteers while maintaining opportunities for public observation and participation.

Councilmember Patty Fink abstained after expressing concerns regarding transparency and clear guidance for committee members, while also stating she was willing to see how the updated process works moving forward.

**4. Action (7:02 p.m.)**

**Moved by Ben Giant. Seconded by David Lindley.  
Motion to adopt Ordinance 2026-05-1187, amending White Salmon  
Municipal Code Section 2.20.010 – Committees.**

No further discussion.

**Giant – Aye, Fink – Abstained, Rainbolt – Aye, Lindley – Aye.  
MOTION CARRIED 3-0-1**

**VIII. Reports and Communications (7:03 p.m.)**

**A. Klickitat County Commissioner Todd Andrews (7:03 p.m.)**

Mayor Keethler welcomed Klickitat County District 1 Commissioner Todd Andrews to provide County updates and answer Council questions.

Council thanked Commissioner Andrews for his work with the Pucker Huddle neighborhood on speed-limit concerns along SR 141 in the Urban Growth Area.

Council discussed the County Comprehensive Plan update, coordination with the City on Urban Growth Area planning, housing, infrastructure, long-term service alignment, ADUs, short-term rentals, and future annexation needs. Commissioner Andrews stated that the County has been conducting community outreach, including in White Salmon and Trout Lake, with additional outreach expected later in the year and final stages anticipated in 2027.

Council also discussed County finances, revenue trends, data centers, Sheriff's Office funding, and service levels on the west side of the County. Commissioner Andrews noted increased law enforcement and jail costs, stated that the criminal justice sales tax increase funded one additional Sheriff's Office position, and reported that two deputies are expected to complete training in the coming months.

Council expressed interest in better understanding service outcomes and budget effectiveness during future County budget discussions.

**B. Department Head Reports (7:41 p.m.)**

Public Works Director Chris True provided updates on current infrastructure projects. He reported that the water treatment plant is online and performing well, the North Main and Spring Street project is approximately 85 percent complete, Phase 2B is expected to go to bid in November, and Phase 2A is ahead of schedule. Director True also reported a standpipe failure caused by prior construction issues and emphasized that current infrastructure improvements are increasing system safety and reliability. He also provided an update on Gaddis Park, noting that hazard trees have been removed and volunteers are expected to assist with cleanup, with possible signage and mapping updates to follow.

**C. Council Member Reports (7:46 p.m.)**

During Council Reports, Councilmembers shared project updates and upcoming items.

Councilmember Patty Fink reported that the Tree Board, Underwood Conservation District, and Friends of Jewett Creek are expected to assist with cleanup at Gaddis Park, with a date to be selected at the May 11 Tree Board meeting. She also reported on the organics study, noting that a yard debris/organics drop box appeared to be the most financially feasible option and that funding may be sought from the Department of Ecology for a demonstration project. Councilmember Fink also attended the County childcare workshop and noted that it was well attended.

Councilmember David Lindley recognized the Civic Slices event and stated that it went well. He also attended the Wildfire Open House and appreciated the open house format, neighborhood interaction, and discussion regarding phone trees and neighborhood captains. He reported that City Lab did not meet in April, but noted that an engineer from Puget Sound Energy is expected to attend a future meeting to discuss a proposed EV-ready ordinance for new construction.

Councilmember Doug Rainbolt provided an update on ongoing work to evaluate service charges as a potential future revenue source. He noted that additional analysis is underway, including review of meter information, infrastructure data, and available GIS tools. He also reported that a consultant provided helpful information regarding the City's asset data and how it may support future financial planning.

**IX. Executive Session (7:53 p.m.)**

- A. Mayor Keethler announced that Council would adjourn to executive session for 17 minutes to discuss potential litigation with legal counsel pursuant to RCW 42.30.110(1)(i). The executive session included Council, the City Attorney, Chris True, and Mayor Keethler. Council met in a separate Zoom session while the public meeting remained open.

Council adjourned to executive session at 7:54 p.m. and returned to open session at 8:11 p.m. No action was taken.

**X. Adjournment**

The meeting was adjourned at 8:11 p.m.

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

\_\_\_\_\_  
Erika Castro Guzman, City Clerk

**File Attachments for Item:**

C. Approval of Meeting Minutes — May 20, 2026



**DRAFT**  
**White Salmon City Council**  
**MEETING MINUTES**

**May 20, 2026 – 6:00 PM**  
**119 NE Church Ave and Zoom Teleconference**

**Attendance:**

**Council Members:**

David Lindley  
 Doug Rainbolt  
 Morella Mora  
 Ben Giant  
 Patty Fink

**Staff:**

Marla Keethler, Mayor (Zoom)  
 Shawn MacPherson, City Attorney (Zoom)  
 Erika Castro Guzman, City Clerk  
 Jennifer Neil, Director of Finance and Operations  
 Chris True, Director of Public Works  
 Mike Hepner, Police Chief

**I. Call to Order (6:00 p.m.)**

Mayor Marla Keethler called the meeting to order at 6:00 p.m. A total of 14 members of the public were in attendance, both in person and via teleconference.

**A. Land Acknowledgement (6:00 p.m.)**

The Land Acknowledgement was delivered.

**B. Presentation of the Flag (6:01 p.m.)**

The Presentation of the Flag was conducted.

**II. Roll Call (6:02 p.m.)**

The meeting was called to order with five Council members present, constituting a quorum.

**III. Additions or Corrections to the Agenda (None)**

**IV. Public Comment (6:03 p.m.)**

**A. Tom Gibson**, residing inside the City.

Tom Gibson, a Snohomish Place resident, spoke in support of improving the City's water infrastructure and raised concerns about the Stauch and Snohomish Water Line Replacement Project. He asked whether private service lines would be replaced and expressed concern about potential homeowner responsibility for future leaks or failures. He also asked about construction impacts, including water interruptions, access, parking, and restoration. Gibson stated he did not support approving the engineering-services contract as written and asked Council to consider his concerns before voting.

Mayor Keethler clarified that the item before Council was for engineering services only and that the project was in an early stage. She stated that, if the project moved

forward, the City would provide advance notice and coordinate with affected residents.

**B. Dorothy Toppercer**, residing inside the City.

Dorothy Toppercer, a Snohomish Place resident, commented on the Stauch and Snohomish Water Line Replacement Project. She raised concerns about the condition of the alleyway, potential impacts from future development, and whether prior commitments to pave the alleyway had been addressed. She requested that alley paving be prioritized as part of the larger project and asked whether the improvements would include a fire hydrant.

**C. Dana Scheffler**, residing inside the City.

Dana Scheffler, a White Salmon resident, raised concerns about overflowing garbage and recycling cans and asked the City to advocate for improved service from Republic Services or review the solid waste contract. He also commented on the Stauch and Snohomish Water Line Replacement Project, stating that the contract did not clearly show the proposed route or work area. He requested that the City provide a clear map as the project moves forward.

**V. Presentation (6:18 p.m.)**

**A. Heritage Month Presentation (6:18 p.m.)**

In recognition of Jewish American Heritage Month, Council introduced a presentation on the history, culture, and contributions of Jewish Americans in the United States. The presentation highlighted Jewish American involvement in civic life, business, government, the arts, philanthropy, education, journalism, law, science, medicine, entertainment, and social justice. Council also acknowledged the history of Jewish communities in Washington State and the Pacific Northwest, noting their role in building businesses, civic organizations, and community life throughout the region.

Council then viewed a brief video presentation highlighting Jewish American history from early settlement in New York in 1654 through modern contributions in literature, science, medicine, education, public service, and civic society. Council also recognized the work of the Washington State Jewish Historical Society in preserving Jewish history and emphasized the importance of education, inclusion, representation, and recognition of Jewish Americans' cultural and civic contributions. Full video: [Jewish American Heritage Month 2026](#)

**B. City Highlights with the Mayor (6:25 p.m.)**

Mayor Marla Keethler provided brief updates regarding the State Route 14 Mainline Phase IIA water replacement project, noting that the planned repaving closure did not occur because the asphalt plant was unable to produce material meeting WSDOT specifications. The City is awaiting direction from WSDOT on whether the closure can be extended once asphalt is available.

Mayor Keethler recognized Public Works Director Chris True and the Public Works team in honor of Public Works Appreciation Week and thanked them for their professionalism and service to the community. She also noted that the burn ban for the City’s area of Klickitat County District 3 will begin June 1.

Mayor Keethler announced that the splash pad would open the following day, Gaddis Park cleanup work would take place later in the week, and swim pass registration is now open through the White Salmon Valley Metropolitan Park District. She also reminded Council that July and August will each have one Council meeting, held on the first Wednesday of the month.

**IV. Additional Public Comment (6:28 p.m.)**

After the close of public comment, Mayor Keethler recognized Jose Gruart to provide comment.

**D. Jose Gruart**, residing inside the City.

Jose Gruart provided public comment regarding his property at the corner of Green Street and Snohomish Place. He stated that vehicles are driving over his property line and expressed concern about access, traffic, and the need to be notified of any public work affecting the area.

**VI. Consent Agenda (6:29 p.m.)**

**A. Appointments to Committees — Confirmation of Mayor’s Appointments**

**B. Approval of Meeting Minutes — April 15, 2026 (Regular)**

**C. Approval of Meeting Minutes — April 29, 2026 (Special Meeting)**

**D. Approval of Meeting Minutes - April 29, 2026 (Civic Slices)**

**E. Change Order No. 2 — Tapani Inc. — Transmission Main Replacement Phase IIA**

~~**F. Consultant Agreement with Anderson Perry & Associates, Inc. — Stauch & Snohomish Water Line Replacement Project**~~

**G. Developer Agreement — Charters Short Plat Sewer Service (NE Spring Street)**

**H. Pay App No. 4 — Tapani Inc — Transmission Main**

**I. Pay App No. 11 — Ajax NW — N Main Spring Street**

**J. 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 20<sup>th</sup> day of May 2026.

Type	Date	Beginning Check	Ending Check	
Claims	05/05/2026	EFT	EFT	\$3,732.62
	05/11/2026	EFT	EFT	\$7,920.00
	05/15/2026	EFT	EFT	\$81,849.00
	05/20/2026	43511	43554	\$545,533.12
			<b>Claim Total</b>	<b>\$639,034.74</b>
Payroll	05/20/2026	EFT	EFT	\$92,865.87
			<b>Payroll Total</b>	<b>\$92,865.87</b>
			<b>Toal Vouchers</b>	<b>\$731,900.61</b>

Councilor Doug Rainbolt requested that Item F, Consultant Agreement with Anderson Perry & Associates, Inc. — Stauch & Snohomish Water Line Replacement Project, be removed from the Consent Agenda and considered separately under Business Items for further discussion.

**Moved by Ben Giant. Seconded by Doug Rainbolt.**

**Motion to approve Consent Agenda, excluding Item F, and Vouchers for \$731,900.61.**

Further Discussion

Council commented on the Spring Street property materials and expressed appreciation for the collaboration and comprehensive nature of the proposed solution. Council also expressed appreciation for the additions to the City's committees.

Council discussed the Charter Agreement and asked whether it was consistent with the City's right-of-way code. Staff stated that the matter had received thorough review and they could follow up after the meeting regarding the code clarification.

**Giant – Aye, Fink – Aye, Rainbolt – Aye, Mora – Aye, Lindley – Aye.**

**MOTION CARRIED 5-0**

**VII. Business Item (6:36 p.m.)**

**A. Consultant Agreement with Anderson Perry & Associates, Inc. — Stauch & Snohomish Water Line Replacement Project**

**1. Presentation (6:36 p.m.)**

Mayor Marla Keethler introduced the business item regarding the consultant agreement with Anderson Perry & Associates, Inc. for the Stouch and Snohomish Water Line Replacement Project, which had been pulled from the consent agenda.

Councilmember Doug Rainbolt recused himself from the discussion and left the meeting during consideration of the item.

**2. Discussion (6:37 p.m.)**

Council discussed the agreement and confirmed that it was for engineering services to determine the project scope, timeline, milestones, and related needs. Staff stated that the agreement was similar to prior Anderson Perry contracts, had been reviewed by legal counsel, and was lower in cost than other water project contracts due to limited project funding and additional work being handled by staff. Staff noted that the total project funding was \$250,000.

- 3. Action (6:39 p.m.)**  
**Moved by Ben Giant. Seconded by Morella Mora.**  
**Motion to approve the Consulting Agreement with Anderson Perry & Associates, Inc. for the Stouch and Snohomish Water Line Replacement Project in an amount not to exceed \$38,000, plus reimbursable expenses, and to authorize execution of the agreement.**

Further discussion

Councilmember Ben Giant stated for the record that he supported infrastructure projects addressing aging infrastructure and did not believe he needed to recuse himself from the vote because the agreement was for engineering services, despite living on the street being improved.

**Giant – Aye, Fink – Aye, Rainbolt – Recused, Mora – Aye, Lindley – Aye.**  
**MOTION CARRIED 4-0**

Concluding the Business Item, Councilmember Rainbolt returned to the Council Chambers.

**VIII. Reports and Communications (6:41 p.m.)**

**A. Department Head Reports (6:41 p.m.)**

Police Chief Mike Hepner reported that on Monday, April 14, 2026, City Police Officer Cody Melton responded with Bingen Fire Department personnel to a medical call involving an unconscious adult male with abnormal breathing near State Route 141. Upon arrival, Officer Melton and Bingen Fire personnel continued CPR, administered Narcan, and deployed an AED until Klickitat County EMS arrived. The patient was transported to the hospital and survived. Officer Melton was recognized with a Life Saving Award for his actions in helping preserve the life of another person.

**B. Council Member Reports (6:43 p.m.)**

During Council Reports, members shared project updates and upcoming goals.

Councilor Rainbolt provided updates regarding ongoing work on service development charges, including interviews with other cities.

Councilor Mora thanked Director True and Fire Chief Wes Long for providing informational tours of the City's water utility and public safety service areas, noting that the tours helped provide a better understanding of City operations.

Council discussed a proposed letter of support for the Pucker Huddle Coalition to include in its June 1 presentation to WSDOT. Councilor Mora noted that the coalition had support from state representatives, Klickitat County, and numerous property owners and residents.

Staff noted that the draft letter had not been included in the published agenda packet and reminded Council of the importance of following public meeting procedures and providing materials in advance when possible.

1. **Addition to the Agenda (6:50 p.m.)  
Moved by Ben Giant. Seconded by David Lindley.  
Motion to suspend the rules and add consideration of the Pucker Huddle Coalition Letter of Support as a business item due to the timing of the coalition’s June 1 presentation to WSDOT and Council’s prior discussion of the issue.**

**Giant – Aye, Fink – Aye, Rainbolt – Aye, Mora – Aye, Lindley – Aye.  
MOTION CARRIED 5-0**

Councilor Lindley reported that City Lab met on Monday, with two prospective members in attendance, and discussed the draft EV-ready ordinance with Klickitat PUD. The ordinance is expected to come before Council at the next meeting.

Councilor Giant reported that the City participated in the Health Awareness Fair and thanked staff for assisting with the City booth. He also provided a Community Development Committee update, including proposed Heritage Month recognition revisions, committee recruitment, and interest in a June 19 World Cup watch party with possible Juneteenth tie-ins.

Councilor Fink reported that she would follow up on solid waste concerns through the Solid Waste Management Committee and county representative. She also provided an update on the Gaddis Park cleanup scheduled for May 22 and June 5, noting that tools would be provided and volunteer waivers required.

## **IX. Additional Business Item (6:59 p.m.)**

### **A. Letter of Support – Pucker Huddle Coalition State Route 141 Speed Control**

#### **1. Presentation (6:59 p.m.)**

Mayor Marla Keethler introduced the additional business item regarding a proposed letter of support for the Pucker Huddle Residence speed limit reduction request.

#### **2. Discussion (6:59 p.m.)**

Councilmembers discussed the draft letter, the timing of the request, and the appropriate process for issuing a letter of support. Council expressed general support for the residents’ efforts and the requested speed limit reduction.

Staff advised that, because the letter would be non-binding, legal review was not required. Staff noted that Council positions are often handled by resolution, but a letter of support would also be appropriate. Staff further

C.

City of White Salmon **DRAFT**  
City Council Meeting Minutes – May 20, 2026

advised that any post-meeting editing by a quorum of Councilmembers could raise Open Public Meetings Act (OPMA) concerns.

Council reached consensus to authorize Mayor Keethler to prepare and send a City letter of support consistent with Council’s discussion, with editorial discretion granted. Councilmember Mora agreed to provide delivery information so the letter could be sent before the June 1 deadline.

No formal motion was made.

**X. Executive Session (None)**

**XI. Adjournment**

The meeting was adjourned at 7:19 p.m.

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Marla Keethler, Mayor

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Erika Castro Guzman, City Clerk

**File Attachments for Item:**

D. Resolution 2026-06-646 — Adopting AWC RMSA Member Standards

**RESOLUTION 2026-05-646**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, SETTING CITY POLICY RELATED TO ASSOCIATION OF WASHINGTON CITIES (AWC) RISK MANAGEMENT SERVICE AGENCY (RMSA) MEMBER STANDARDS.**

**WHEREAS**, the City of White Salmon is a current member of the AWC RMSA; and

**WHEREAS**, the City Council values the service and protection our policy through AWC RMSA offers and provides; and

**WHEREAS**, the City Council values the resources of the City of White Salmon, its employees and its citizens and taxpayers; and

**WHEREAS**, the City Council desires to protect the finances of the City of White Salmon and limit the effect of claims on the budget through deductibles and subsequent increases in premiums by following the AWC RMSA Member Standards.

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

**Section 1.** The City Council hereby adopts all of the AWC RMSA Required Member Standards as set forth in Exhibit “A” attached hereto and incorporated herein by this reference.

**Section 2.** The City Council designates the Clerk the Administrator of all AWC RMSA Member Standards records and trainings, including setting up required trainings with RMSA U system for all Elected and/or Appointed Officials and Employees.

**Section 3.** The City Council directs the Clerk to establish written policies to insure ongoing compliance with the adopted Member Standards.

**Section 4.** The City Council shall review the AWC RMSA Member Standards no less than annually to ensure continued compliance.

**Section 5.** Any prior inconsistent AWC RMSA Member Standard Resolutions of the City are hereby repealed and replaced by this resolution.

D.

**Section 6.** If any section, sentence, clause or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, clause or phrase of this Resolution.

**ADOPTED** by the Council of the City of White Salmon, Washington. Dated this \_\_ day of \_\_\_\_\_, 2026.

**CITY OF WHITE SALMON, WASHINGTON**

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Erika Castro-Guzman, Clerk

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



## COUNCIL REPORT



**Business Item**



**Consent Agenda**

Needs Legal Review: Yes, Complete  
 Meeting Date: June 3, 2026  
 Agenda Item: Resolution 2026-06-646 – Adopting Association of Washington Cities (AWC) Risk Management Service Agency (RMSA) Member Standards  
 Presented By: Jennifer Neil, Director of Finance & Operations

**Action Required:** Council consideration and adoption of Resolution 2026-06-646 adopting the current AWC RMSA Member Standards and establishing administrative responsibility for ongoing compliance and training coordination.

**Motion for Business Item / Proposed Motion for Consent Agenda:** I move to adopt Resolution 2026-06-646 adopting the Association of Washington Cities Risk Management Service Agency (AWC RMSA) Member Standards.

**Explanation of Issue:** The City of White Salmon participates in the Association of Washington Cities Risk Management Service Agency (AWC RMSA) risk pool for liability, property, and related insurance coverage. AWC RMSA establishes Member Standards intended to reduce organizational risk exposure, improve operational practices, strengthen internal controls, and reduce the likelihood and severity of claims.

The attached resolution formally adopts the current AWC RMSA Member Standards and establishes organizational responsibility for maintaining compliance, training coordination, and documentation.

The standards cover multiple operational areas including:

- Internal financial controls and fraud prevention;
- Credit card and purchasing controls;
- Cybersecurity awareness and payment verification procedures;
- Employment practices;
- Driving and vehicle safety;
- Public works operational risk management;
- Land use procedures and training; and
- Emergency preparedness and disaster planning.

AWC RMSA applies financial penalties and increased deductibles for noncompliance with required standards when claims occur. In certain areas, repeated noncompliance can result in significantly increased deductibles or denial of coverage.

Many of the standards align with operational improvements and internal control modernization efforts already underway within the Finance & Operations Department in response to prior Washington State Auditor’s Office (SAO) exit items and audit recommendations. These efforts include:

- Updated purchasing card and travel policies;
- Expanded segregation of duties procedures;
- Grant and project management tracking improvements;
- Enhanced financial review procedures;
- Cybersecurity and payment verification controls; and
- Formalized operational SOPs and documentation standards.

Adoption of the resolution formalizes the City's commitment to maintaining compliance with AWC RMSA standards and supporting long-term organizational risk reduction, audit readiness, and financial stability.

**Council Options:**

City Council has the following options available currently:

1. Accept the Staff Recommendation and approve the resolution.
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

**Fiscal Analysis:** Maintaining compliance with AWC RMSA Member Standards helps reduce organizational risk exposure and limits potential financial impacts associated with claims, increased deductibles, or coverage limitations. Several standards directly address areas historically associated with higher claim exposure including employment practices, financial controls, cybersecurity, vehicle operations, and public works operations.

While some standards require ongoing staff training and administrative coordination, many compliance measures are already incorporated into existing operational practices, policies, and ongoing internal control improvements.

Failure to comply with required standards may result in increased deductibles, reduced claim coverage, or additional financial exposure to the City.

**Recommendation of Staff/Committee:**

**Follow Up Action:**

Risk Management Service Agency

# RMSA

SECURITY | STABILITY | SERVICE



# Member Standards



Effective January 1, 2026

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## AWC RMSA Member Standards Effective January 1, 2026

# Introduction

The AWC Risk Management Service Agency’s Member Standards were adopted by the Board of Directors to provide consistent administrative practices for members, reducing property and liability losses.

The Standards focus on areas which have historically driven AWC RMSA’s claims expenses and where compliance with these Standards would either eliminate or greatly reduce exposure for RMSA and its membership. The Standards are in alignment with sound best practices in the pooling industry. By following these Standards, the Board is confident that members will significantly decrease the likelihood of experiencing property and liability losses and reduce costs for themselves and help the long-term financial stability of the AWC RMSA pool.

An AWC RMSA member’s failure to comply with Member Standards will result in an applicable penalty being applied to the loss.

Compliance with these Member Standards can be accomplished in a variety of ways. While RMSA-U and RMSA hosted trainings are free and available to meet required Member Standards, members can also take advantage of another entity’s training as long as they are in the scope of what the Member Standard is prescribing.

Each member is responsible for keeping record of their elected officials and employee’s training and shall do so with either our Member Standards training tracker or their own tracking system. If assistance is needed in determining if a training is compliant with a Member Standard or if there are further questions on Member Standards, contact RMSA staff.

# Administration

## Deductible

If a claim arises related to any of the administration standards and the corresponding requirements have not been met, the member shall be subject to a **\$2,500 deductible**.

### Administration Standard 1 Member Standard review

All elected officials and department heads shall conduct an annual review of the RMSA Member Standards to ensure both compliance and understanding.

### Administration Standard 2 RMSA orientation

The city/town administrator, the mayor, and the designated AWC RMSA contact shall participate in an AWC RMSA program orientation within 90 days of joining the pool, or within 90 days of a new officials first day of service. This training consists of an overview of claims reporting; grant, scholarship, and training opportunities; loss prevention inspections; and program administration.

### Administration Standard 3 Elected officials training

All newly elected or appointed mayors and councilmembers, board members, and commissioners shall complete the AWC Elected Officials Essentials training or a comparable course, which includes the required OPMA and PRA training, within 90 days of taking office, and must take the training as a refresher at least every four years. This training is required by Washington State Law (RCW. 42.56.150).

### Administration Standard 3 Continuing education training

All elected officials, employees with direct reports, and all department heads shall complete at least one AWC RMSA- approved training course on an employment practices-related topic per year. Non-AWC RMSA sponsored training will require advance approval from AWC RMSA to meet this requirement.

### Administration Standard 4 Contract and interlocal agreement review

Contracts and interlocal agreements where the member is the procurer of services shall contain a third-party indemnification clause and insurance coverage provisions. Members shall either use AWC RMSA's pre-approved insurance and indemnification language or shall be forwarded to the AWC RMSA for review of the indemnification and insurance language, in advance of adoption by the member's governing body.

### Administration Standard 5 Disaster plan

The mayor, all department heads, and others identified with emergency management responsibilities shall review their entity's disaster plan annually. The plan shall also be tested annually by an emergency operation exercise such as a tabletop, sand table, full scale test of a part of the plan, or by an actual local emergency declaration.

# Crime

## Deductible

If a loss related to the handling or management of public funds occurs, and the member employee responsible for that incident and/or any other person involved in the internal control process has not complied with any one of the crime standards, a tiered deductible will be applied to losses recurring within a rolling 10-year period.

**First offense: 25% deductible applied to the claim**

**Second offense: 50% deductible applied to the claim**

**Third offense and on: No coverage for the claim**

## Crime Standard 1 Fraud prevention training

All elected officials and all member employees that handle or oversee the handling of public funds shall annually participate in a RMSA-approved training on internal financial control systems, specific to preventing or reducing fraud.

## Crime Standard 2 Separation of duties

The member shall adopt and enforce a policy outlining the separation of financial duties to ensure that one person does not have the sole responsibility of receiving payments, making purchases on behalf of the entity, reconciling cash receipts, and overseeing the process. If the member has only one employee available for these duties, outsourcing must be used.

## Crime Standard 3 Credit card usage

The member shall adopt and enforce a credit card use policy to provide guidance to individuals trusted to access and use the entity's credit card(s). The credit card policy shall include guidance for usage in the following areas: (a) who credit cards are distributed to, (b) the authorization and control of use of credit card funds, (c) the credit limits available, (d) payment of the bills, and (e) any other policy or procedure necessary to implement or administer the system under RCW 43.09.2855.

## Crime Standard 4 Financial audits

In addition to routine SAO audits, the member shall conduct scheduled and unscheduled reviews of financial reports, including specific risks such as bank and credit card statements and vendor lists. These reviews shall include auditing revenue and expense trends to identify any unusual fluctuations or purchases made. Any management letters issued by the SAO, or discrepancies identified shall be rectified and addressed in policy and practice.

## Crime Standard 5 Vendor audits

The member shall adopt and enforce a policy for conducting annual reviews of their vendor lists. This policy shall include procedures for identifying discrepancies, duplicates, and verifying billing addresses and bank information. The review process shall ensure the accuracy and integrity of vendor information and help prevent fraudulent activities.

# Cyber Security

**Note:** Cyber security insurance coverage is dependent on specific mitigation measures taken by the member prior to the loss. Review RMSA's Cyber Coverage Agreement for specific requirements outside of RMSA's Member Standards.

## Deductible

If a cyber security claim occurs and the member employee responsible for that incident and/or the member at large has not complied with any one of the cyber standards, a tiered deductible will be applied to losses recurring within a rolling 10-year period.

**First offense:** \$2,500 deductible applied to the claim

**Second offense:** \$10,000 deductible applied to the claim

**Third offense and on:** \$25,000 deductible applied to the claim

## Cyber Security Standard 1 Cyber awareness training

All employees and elected officials who have access to their entity's electronic systems or information shall complete at least one cyber security awareness-related training (recognizing phishing emails, computer security basics, etc.) annually.

## Cyber Security Standard 2 IT support

The member shall have some level of IT support whether internally, externally and/or utilize \*free cyber security services available to local government entities.

\*Contact RMSA staff for complimentary cyber security resources offered by CISA, the State Auditors Office (SAO), and more.

## Cyber Security Standard 3 Payment instructions verification

The member shall develop and adopt a policy related to the verification of external financial payments to include a procedure to verify the authenticity of each payment request. This could include implementing a call-back verification process or a secondary verification by a second employee. **Coverage excluded:** This is a direct requirement of RMSA's cyber insurer to access coverage for social engineering fraud. Non-compliance, in the form of failure to have such a procedure in place, will void otherwise available coverage and result in coverage being excluded.

# Driving

## Deductible

If an auto incident occurs and the member employee responsible for that incident and/or the member at large has not complied with the applicable standards, a **\$2,500 deductible** will apply to the claim.

### Driving Standard 1 Defensive driver training

All drivers (employees and volunteers, including public safety and law enforcement) who operate member owned vehicles shall complete an RMSA-approved defensive/distracted driving course before driving a member vehicle and at least every three years thereafter. Additionally, all drivers of emergency vehicles shall complete an EVOC/EVIP training before driving a member vehicle and at least every three years thereafter. If the EVOC/EVIP course includes a defensive/distracted driving component, that will satisfy the requirement.

### Driving Standard 2 Driving policy

Members shall have a comprehensive driving policy in place that addresses all aspects of vehicle operation. This policy must include procedures for regularly obtaining and maintaining driving abstracts for all member drivers, including moveable equipment, with updated abstracts pulled at least every three years. The policy shall also cover vehicle use guidelines, restrictions or allowances for personal use, driver selection criteria, protocols for reporting and managing driving incidents, and shall comply with any union agreements or other authority.

### Driving Standard 3 Repeat claims by the same driver

The member shall implement procedures to address situations where a single driver is involved in multiple driving accidents. When a repeat claim involving the same driver occurs, the member shall promptly conduct a review to determine the cause and identify appropriate corrective actions. Permanent or temporary mitigation measures, such as additional training, supervision, or reassignment, shall be instituted as soon as feasible to prevent future similar incidents.

### Driving Standard 4 Backing

It is good practice that all vehicles that are not factory-equipped with a back-up camera system be retrofitted. Regardless of the presence of a back-up camera, the member shall have a backing policy and/or training in place that includes requiring drivers to use safe backing practices. This includes having drivers walk around the vehicle to identify hazards before backing out of an area, using a spotter, and/or not rely solely on mirrors.

# Employment Practices

## Deductible

If a claim related to an employment matter is filed and the applicable member standards have not been complied with a **\$25,000 deductible** will apply to the claim.

### Employment Practices Standard 1 Review prior to personnel action

Prior to taking any personnel action that may result in termination of an employee, and/or notifying the employee of such final disposition, the member shall notify RMSA and allow RMSA to review the merits and risks of the termination. RMSA shall provide guidance at staff's discretion, and the member must follow RMSA/appointed legal counsel's advice.

### Employment Practices Standard 2 Personnel policy review

Personnel policies and procedures shall be reviewed at least every five years by an attorney who specializes in employment practices liability or through RMSA's HR resource. When recommended, the personnel policies and procedures shall be revised, and the changes communicated to all employees. In addition, personnel policies and procedures must be consistently enforced throughout the organization, subject to circumstances in which an exception is deemed by management to be in the best interests of the organization.

# Land Use

## Deductible

If a claim related to a land use matter is filed and the member standards have not been complied with a **\$2,500 deductible** will apply to the claim.

## Land Use Standard 1 Land use action

Prior to adoption of a new land use ordinance, action, moratorium, or renewal of an existing moratorium, a member shall contact AWC RMSA prior to council action or adoption for review of the proposed moratorium by RMSA staff or an AWC RMSA approved attorney. RMSA shall provide guidance at staff's discretion, and the member must follow RMSA/appointed legal counsel's advice.

## Land Use Standard 2 Land use training

The council and planning commission shall complete training within six months of assuming responsibility for land use issues. This training shall include a review of the moratorium process. A refresher training shall be taken every four years.

# Law Enforcement

## Deductible

If a law enforcement related claim is filed and the member standards have not been complied with a **\$25,000 deductible** will apply to the claim.

## Law Enforcement Standard 1 Use of force training

Commissioned officers and reserve officers shall annually complete training on the use of force policy adopted by the member.

## Law Enforcement Standard 2 CJTC training requirements

Law enforcement departments shall follow the Criminal Justice Training Commission training standards for criminal justice professionals.

# Public Works/Operations

## Deductible

If a claim related to Public Works/Operations standard 1-3 is filed and the member standards have not been complied with a **\$2,500 deductible** will apply to the loss.

For repeat claims related to Public Works standard 4, a tiered deductible will apply to losses recurring within a rolling 10-year period.

**First offense: \$5,000 deductible applied to the claim**

**Second offense: \$7,500 deductible applied to the claim**

**Third offense and on: No coverage for the claim**

## Public Works/Operations Standard 1 Sewer systems

The member shall retain documentation confirming routine inspections and/or cleaning of their sanitary/stormwater systems have been completed within a five-year period. It is acknowledged that it may not be feasible for the entirety of the system to be cleaned every five years, however priority will be placed on high-impact areas. Known, problematic areas shall be inspected on an annual basis and cleaned as needed. Documentation shall include the location and date of inspection/cleaning.

## Public Works/Operations Standard 2 Sidewalks & Streets

The member shall retain documentation confirming complaints and the member's responses to complaints regarding issues and/or repairs needed for sidewalks and streets.

## Public Works/Operations Standard 3 Securing property against theft policy

The member shall adopt and maintain a written policy outlining procedures for securing all vehicles and portable high-value items against theft when not in use. The policy shall address requirements for securing tools and equipment in work vehicles (e.g. use of locking boxes or bed covers), prohibiting items from being left in view when unattended, and ensuring that keys are never left in unattended vehicles. The policy shall also specify that items are not to be left in vehicles overnight.

## Public Works/Operations Standard 4 Repeat claims

The member shall address identifiable hazards or practices that have resulted in a third-party claim in order to avoid future similar losses. When feasible, either permanent or temporary mitigation measures shall be implemented immediately upon notice of the claim. In situations where the cause of loss has been identified and has the potential to cause future damage, the member must apply a permanent remedy as soon as practicable.

# Frequently Asked Questions

## Must we be fully compliant with the Member Standards?

**Yes.** AWC RMSA Member Standards have been in place since 2013 and all members are required to be in full compliance with the Member Standards to avoid any financial penalties. AWC RMSA staff can provide assistance in helping you comply with the Member Standards.

## What if we can't afford the resources needed to comply?

Most of the Member Standards requiring training can be completed for free using RMSA-U webinars, our on-site or regional trainings, or by taking advantage of AWC RMSA's scholarship program. Loss control grants are specifically targeted to help with Member Standard compliance. AWC and RMSA can assist members with finding other grants.

## Do other risk pools have member standards?

Yes, and in many cases, they are more rigorous and expensive to comply with than the AWC RMSA Member Standards.

## Does AWC RMSA have resources to help with meeting the Member Standards?

Yes. RMSA has many free resources such as model polices, loss prevention guides, inspection forms, and training which can be used to help meet these standards. In addition, a personnel policies manual template is available.

## Who is responsible for maintaining the training records?

The member is responsible for maintaining training records.

## Must we have AWC RMSA review all land use ordinances, moratorium, and/or proposed land use actions?

Yes. If a member adopts a new moratorium or renews an existing moratorium without allowing the moratorium to be reviewed by an RMSA-approved attorney prior to council action or adoption and a claim or lawsuit is filed, a deductible will apply. RMSA's free pre-litigation service can help members identify if adopting or extending a land use moratorium is a prudent course of action.

## Are we required to send all contracts and interlocal agreements to AWC RMSA before we approve and sign?

No. RMSA provides standard insurance and indemnification language on our website which you can incorporate into your contracts and agreements. If this language is not used, RMSA shall then review the insurance and indemnification portions of contracts and agreements to protect our members' interest.

## Does the contract review standard include labor agreements?

No. AWC RMSA does not review your labor or collective bargaining agreements. These shall be reviewed by an attorney with expertise in employment practices, labor, and/or collective bargaining.

Risk Management Service Agency

# RMSA

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Association of Washington Cities  
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[wacities.org/RMSA](http://wacities.org/RMSA)

**File Attachments for Item:**

E. Resolution 2026-06-647 — Declaring Surplus Property



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, Not necessary

Meeting Date:

June 3, 2026

Agenda Item:

Resolution 2026-06-647

Presented By:

Chris True, Public Works Director

### Action Required:

Review and approve Resolution 2026-06-647 Declaring Surplus Cluster Mailboxes

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

Motion to approve Resolution 2026-06-647 Declaring Surplus Cluster Mailboxes

### Background of Issue:

The City previously purchased cluster mailbox units using American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF). At the time the purchase was authorized, the City understood that establishment of a city mail delivery route was the most viable pathway to ensure residents had access to a no-cost mail delivery option. Since that time, and through continued coordination with the local USPS office and district-level discussions, it has been determined that pursuing no-fee postal boxes for residents not eligible for home delivery service is the more appropriate and achievable long-term solution. As a result, the previously purchased cluster mailbox units are no longer necessary for their originally intended public purpose. Staff is therefore recommending that the units be declared surplus property and authorized for sale. The estimated total value of the surplus property is approximately \$45,000.

### Explanation of Issue:

The cluster mailbox units are no longer needed for City use. Declaring the property surplus will allow staff to dispose of the property through a bidding process or other commercially reasonable method in accordance with City procedures. Any proceeds from the sale will remain with the City and be used for eligible governmental purposes.

### Council Options:

City Council has the following options available currently:

1. Accept the Staff Recommendation .
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

### Fiscal Analysis:

Sale of the surplus property is expected to generate approximately \$45,000 in revenue to the City.

E.

**Recommendation of Staff/Committee:**

Staff recommends approval of Resolution 2026-06-647 Declaring Surplus Cluster Mailboxes.

**Follow Up Action:**

If approved, staff will proceed with declaring the cluster mailbox units surplus and coordinate posting the property for sale in accordance with City procedures.

**RESOLUTION NO. 2026-06-647  
CITY OF WHITE SALMON, WASHINGTON  
A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON REGARDING  
DECLARING SURPLUS CLUSTER MAILBOXES IN THE CITY OF WHITE SALMON,  
WASHINGTON**

**WHEREAS**, the City of White Salmon is the owner of certain property described below;  
and

**WHEREAS**, the cluster mailbox units were originally acquired using American Rescue  
Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF); and

**WHEREAS**, the City has determined the cluster mailbox units are no longer needed for  
the originally authorized public purpose and should be declared surplus; and

**WHEREAS**, it would be in the best interest of the City of White Salmon if said property  
could be sold; and

**WHEREAS**, the City of White Salmon desires to sell those items designated to be  
surplused through a bidding process or any other commercially reasonable method; and

**WHEREAS**, any proceeds from the sale of surplus property will remain with the City  
and be used for eligible governmental purposes.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE  
SALMON, WASHINGTON, HEREBY RESOLVES:**

Section 1. The following items are to be surplused:

Item Description	Quantity	Total Value	Dept.
Cluster Mailboxes	1 Lot	\$45,000	Public Works

Section 2. The City of White Salmon authorizes those useable items to be surplused  
and sold through a bidding process or any other commercially reasonable method.

Section 3. The City of White Salmon authorizes the Public Works Director to donate  
all surplused equipment and materials not sold to an appropriate recipient or otherwise disposed  
of as necessary.

E.

**ADOPTED** by the City Council of the City of White Salmon, Washington and approved by its Mayor at regularly scheduled open public meeting thereof this 3<sup>rd</sup> day of June 2026.

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Erika Castro Guzman, Clerk

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

**File Attachments for Item:**

A. Ordinance 2026-06-1188 — Proposing WSMC 15.04 – Electric Vehicle Charging in Residential Construction

A. Presentation

B. Public Testimony

C. Discussion

D. Action



## CITY COUNCIL REPORT



### Business Item



### Consent Agenda

Needs Legal Review:

Yes, completed

Meeting Date:

June 6, 2026

Agenda Item:

Ordinance No. 2026-06-1188

Presented By:

Council Member David Lindley

### Action Required

Conduct the public hearing and consider adoption of the EV-Ready Infrastructure ordinance.

### Motion for Business Item

I move to adopt Ordinance No. 2026-06-1188 amending WSMC Chapter 15.04 to require electric vehicle (EV) ready infrastructure in new residential construction.

### Explanation of Issue

Electric vehicles are increasingly common as a mode of transportation. One barrier to EV adoption is access to charging infrastructure, which is most convenient for the user when it's at home. This ordinance requires new residential construction to include sufficient circuit capacity to support "Level 2" EV charging. Installation is cheaper during initial construction, compared to a retrofit. Adopting this ordinance supports local and state goals on climate action. The City previously adopted an Emissions Reduction Plan which identified EV-ready infrastructure in new residential construction as a priority. The 2021 Comprehensive Plan includes a policy to "develop infrastructure for, and promote the use of, transportation modes that reduce the use of fossil fuels" (Policy E/CA-4.3).

Engineers from KPUD, Justin Beierle and Aaron Estey, attended a CityLAB Board meeting on May 18<sup>th</sup> to discuss the possible effects of this ordinance on the local electric grid. General demand for electricity and loads carried on KPUD infrastructure have been steadily increasing over time, but the risk of creating a sudden or major cost increase to ratepayers is low.

### City Council Options:

1. Adopt the Staff Recommendation to adopt the Ordinance.
2. Take no action on this request.
3. Other action that may be desired by the Council.

### Fiscal Analysis:

There are no cost implications to the City tied to the adoption of this ordinance.

### Recommendation of Staff:

Approval

### Follow Up Action:

None

**CITY OF WHITE SALMON  
ORDINANCE NO. 2026-06-1188**

**AN ORDINANCE OF THE CITY OF WHITE SALMON, WASHINGTON  
AMENDING WSMC CHAPTER 15.04 TO REQUIRE ELECTRIC VEHICLE (EV)  
READY INFRASTRUCTURE IN NEW RESIDENTIAL CONSTRUCTION**

---

**WHEREAS**, the City of White Salmon has adopted an Emission Reduction Plan that identifies EV-charge ready infrastructure in new residential construction as a priority recommendation for reducing transportation emissions, the City’s second-largest source of municipal greenhouse gas emissions; and,

**WHEREAS**, the City’s Comprehensive Plan Policy E/CA-4.3 aims to “develop infrastructure for, and promote the use of, transportation modes that reduce the use of fossil fuels”; and,

**WHEREAS**, Washington State Building Code Section 429 (WAC 51-50-0429), effective March 15, 2024, includes EV charging infrastructure requirements for new residential construction; and,

**WHEREAS**, the City is located in a region subject to wildfire risk, high-wind events, and ice storms that can disrupt transportation fuel access and electrical service, and a fully charged electric vehicle provides emergency transportation range and, when paired with residential solar or battery storage, can serve as a source of backup household power during outages; and,

**WHEREAS**, approximately 73% of White Salmon workers commute outside the city (White Salmon Urbanization Study, 2019), many via the Hood River Bridge, and home-based EV charging reduces community dependence on gasoline fueling infrastructure concentrated across the Columbia River - a supply chain vulnerable to bridge closures, natural disasters, and price volatility; and,

**WHEREAS**, electric vehicles are an increasingly common means of reducing transportation emissions; and,

**WHEREAS**, installing electrical capacity for EV charging during construction is significantly more cost-effective than retrofitting buildings later; and,

**WHEREAS**, ensuring that new residential development includes EV-ready infrastructure supports state and regional climate goals and prepares residents for future vehicle electrification;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON, WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1. New Section Added.**

A new section is added to the White Salmon Municipal Code Chapter 15.04, entitled:

**15.04.037 - Electric Vehicle Charging in Residential Construction**

**A. Purpose.**

The purpose of this section is to ensure that new residential construction in the City of White Salmon is equipped with electrical capacity and conduit necessary to support future installation of electric vehicle charging equipment.

**B. Applicability.**

The provisions of this section apply to all new residential construction that includes a garage, carport, or designated off-street parking space, except:

- 1. Manufactured homes;
- 2. Affordable housing as defined in RCW 36.70A.540; and,
- 3. Dwellings with 800 sq ft or less of living area or less, measured from exterior walls.

**C. EV-Ready Requirement.**

**1. Single-Family, Duplex, and Multifamily Units.**

For each applicable new dwelling, at least one resident parking space shall be served by EV-ready infrastructure.

**2. EV-Ready Infrastructure.**

EV-ready infrastructure shall include:

- a. Installation of a dedicated branch circuit capable of supporting Level 2 electric vehicle charging (as defined by WAC 51-50-0429) at a minimum of 7.2 kW;
- b. Electrical panel capacity sufficient to support the circuit; and,
- d. Conduit installed between the electrical panel and the parking space if wiring is not installed at the time of construction.

**3. Location.**

EV-ready infrastructure shall be installed in proximity to the garage, carport, or designated off-street parking space intended for resident use, such that an electric vehicle charger can reasonably serve the parking location without additional structural modifications and will not encroach on any sidewalk, road, or right-of-way.

**D. Exemptions.**

The Building Official may grant an exemption where:

1. The electrical utility certifies that sufficient electrical capacity cannot reasonably be provided; or,
2. Unique site conditions render the installation of EV-ready infrastructure infeasible, including: remote/off-site parking, critical areas, protection of regulated trees, and/or utility capacity constraints. Cost alone shall not be sufficient to merit exemption. For exemptions other than those identified, the applicant may apply for a variance as described in Chapter 17.80.

**E. Relationship to State Code.**

All electrical installations must comply with applicable provisions of the Washington State Electrical Code and other applicable state or local regulations.

**F. Compliance.**

The Building Official shall verify installation of required EV-ready infrastructure, including circuit capacity, receptacle or junction box placement, and conduit routing, as part of the final building permit inspection. No separate permit or inspection fee shall be required for EV-ready infrastructure installed during new construction.

**Section 2. Severability**

If any section, sentence, clause, or phrase of this ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

**Section 3. Effective Date**

This ordinance shall take effect five (5) days after publication as provided by law.

ADOPTED by the City Council of the City of White Salmon, Washington, at a regular meeting thereof this \_\_\_ day of \_\_\_\_\_, 2026.

A.

CITY OF WHITE SALMON, WASHINGTON

---

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

---

Erika Castro Guzman, City Clerk

---

Shawn MacPherson, City Attorney

**File Attachments for Item:**

B. Resolution 2026-05-645 — Six-Year Transportation Plan (2027-2032)

A. Presentation

B. Public Testimony

C. Discussion

D. Action



## COUNCIL REPORT

**Business Item**

**Consent Agenda**

Needs Legal Review:

No, not necessary.

Meeting Date:

June 3, 2026

Agenda Item:

Resolution 2026-05-645 - Adopting the Six-Year Transportation Improvement Plan for the City of White Salmon for 2027-2032

Presented By:

Chris True, Public Works Director

### Action Required:

Review and approval of Resolution 2026-05-645 adopting the White Salmon Six Year Transportation Improvement Plan (STIP) for the years 2027-2032.

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

Motion to approve Resolution 2026-05-645 adopting the White Salmon Six Year Transportation Improvement Plan (STIP) for the years 2027-2032.

### Background of Issue:

The City is required to update and adopt its Six-Year Transportation Improvement Program each year and submit it to the Washington State Department of Transportation by July 1st.

### Explanation of Issue:

The attached program updates the previous Six-Year Transportation Improvement Program and prioritizes transportation, roadway, sidewalk, pedestrian, street reconstruction, and preservation projects planned from 2027-2032.

A public hearing is required and is scheduled for June 3, 2026, to hear comments from the public regarding the program.

The proposed STIP includes planned transportation infrastructure improvements and preservation projects throughout the City intended to support long-term transportation planning, roadway safety, pedestrian accessibility, and future grant funding opportunities.

### Council Options:

City Council has the following options available currently:

1. Accept the Staff Recommendation and approve the STIP.
2. Revise the Staff Recommendation.
3. Other action as may be desired by the City Council.
4. Refer this issue back to staff for further work.
5. Take no action on this matter.

**Fiscal Analysis:**

There are no direct financial implications to the 2026 Annual Budget. Approved projects are not required to be completed but should be considered during future budget development and grant funding opportunities.

**Recommendation of Staff/Committee:**

Staff presented the proposed Six-Year Transportation Improvement Program to the City Operations Committee on May 26, 2026. Staff recommends approval of the proposed Six-Year Transportation Improvement Program.

**Follow Up Action:**

Upon approval, staff will submit the adopted Six-Year Transportation Improvement Program to the Washington State Department of Transportation.

**RESOLUTION NO. 2026-05-645  
CITY OF WHITE SALMON**

**A RESOLUTION OF THE CITY OF WHITE SALMON ADOPTING  
SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM  
FOR 2027-2032**

**WHEREAS**, pursuant to the requirements of RCW 35.77.010, the City of White Salmon did, by Resolution No.2025-06-624 adopt a Transportation Improvement Program for the ensuing six (6) years; and

**WHEREAS**, said law requires the City revise and extend said Transportation Improvement Program annually; and

**WHEREAS**, pursuant to said law, the City Council of the City of White Salmon, being the legislative body of said City, did hold a public hearing on said revised Plan at 6:00 p.m. on the 3<sup>rd</sup> day of June, 2026.

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

**Section 1**

The Transportation Improvement Program heretofore adopted and revised as submitted to the City Council for the City of White Salmon, marked as exhibit “A”, be and the same is hereby adopted and extended for an additional six (6) year period from the date thereof.

**Section 2**

The City Clerk shall file a copy of said revised Transportation Improvement Program for the ensuing six (6) years, together with a copy of this Resolution, with the Secretary of Transportation of the State of Washington.

B.

**ADOPTED** by the City Council of the City of White Salmon, Washington, at a regularly scheduled open public meeting thereof this 3rd day of June, 2026.

**CITY OF WHITE SALMON, WASHINGTON**

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

ATTEST:

\_\_\_\_\_  
Erika Castro Guzman, City Clerk

APPROVED AS TO FORM:

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

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	1	Oak Street from 1st to 6th Oak 1st to 6th Reconstruction of road with sidewalk on one side	1446	06/05/19	06/05/19		2019-06-486	03	C G P S T W	0.280		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2028		0		0	1,323,000	1,323,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>1,323,000</b>	<b>1,323,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	1,323,000	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>1,323,000</b>	<b>0</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	2	SE 2nd Avenue from Jewett to Oak SE 2nd Avenue Jewett to Oak Reconstruct roadway with sidewalk on one side	1447	06/05/19	06/05/19		2019-06-486	03	CG O P S T W	0.110		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2029		0		0	1,250,000	1,250,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>1,250,000</b>	<b>1,250,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	1,250,000	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	3	S. 1st 1st Jewett Blvd to SE. Oak Reconstruct roadway and sidewalk on the west side	WA-17085					03	C G P S T W	0.120		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2028		0		0	1,250,000	1,250,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>1,250,000</b>	<b>1,250,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	1,250,000	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>0</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	4	Spring Street from Estes to East City Limits Spring Estes to East City Limits Reconstruction and sidewalk on one side	1553	06/05/19	06/05/19		2019-06-486	03		0.270		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2029		0		0	1,653,750	1,653,750
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>1,653,750</b>	<b>1,653,750</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	1,653,750	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,653,750</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	5	NE Columbia Street from Main to Estes NE Columbia Street Main to Estes Reconstruction and sidewalk on one side	1435	06/05/19	06/05/19		2019-06-486	04	C G P S T W	0.120		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2029		0		0	1,250,000	1,250,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>1,250,000</b>	<b>1,250,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	1,250,000	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	6	NW Manly From Main to Michigan NW Manly Main to Michigan Reconstruct roadway with side walks on both sides	WA-17083					03	C G P S T W	0.130		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2028		0		0	1,250,000	1,250,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>1,250,000</b>	<b>1,250,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	1,250,000	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>0</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	7	S. Dock Grade silent rail crossing S. Dock Grade rd S. Dock Grade North of RR tracks to S. Dock Grade South of RR track Upgrade Crossing to allow larger vehicles to pass with out damaging the channelization devises.	WA-17084					22		0.020		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2029		0		0	375,000	375,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>375,000</b>	<b>375,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	375,000	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>375,000</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	8	Skagit from Academy to Washington St Skagit Academy to Washington Street Reconstruct roadway	1552	06/05/19	06/05/19		2019-06-486	04		0.120		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2029		0		0	1,250,000	1,250,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>1,250,000</b>	<b>1,250,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	1,250,000	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	9	NE Scenic from Main to Estes NE Scenic Main to Estes Reconstruct roadway and add sidewalks to both sides - tied to pool construction	1441	06/05/19	06/05/19		2019-06-486	03	CG O P S T W	0.170		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2029		0		0	1,250,000	1,250,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>1,250,000</b>	<b>1,250,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	0	1,250,000	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	10	Church Street from Jewett to Hood Church Street Jewett Blvd. to Hood Street Reconstruct Church Street from Jewett Blvd. to Hood Street with curb on both sides and sidewalk on the west side.	1554	06/05/19	06/05/19		2019-06-486	03	S W	0.120		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2028		0		0	1,250,000	1,250,000
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>1,250,000</b>	<b>1,250,000</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	0	1,250,000	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>1,250,000</b>	<b>0</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	11	SW Waubish Street from Jewett to End SW Waubish Street Jewett Blvd to End Chip Seal	1437	06/05/19	06/05/19		2019-06-486	05		0.260		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2027		0		0	59,852	59,852
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>59,852</b>	<b>59,852</b>

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	
ALL	0	59,852	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>59,852</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	12	Grandview Blvd from Jewett to O'Keefe Grandview Blvd. Jewett to O'Keefe Reconstruct roadway with sidewalk on one side	1445	06/05/19	06/05/19		2019-06-486	04		0.140		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2029		0		0	606,375	606,375
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>606,375</b>	<b>606,375</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
06	13	NW Achor Avenue from Academy to End NW Achor Academy to End Reconstruct roadway	1444	06/05/19	06/05/19		2019-06-486	04		0.130		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2029		0		0	606,375	606,375
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>606,375</b>	<b>606,375</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
06	14	NE Snohomish from Washington to Academy NE Snohomish Washington to Academy Chip Seal	1449	06/20/18	06/20/18		2018-06-471	05		0.110		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2027		0		0	31,500	31,500
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>31,500</b>	<b>31,500</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	31,500	0	0	0
<b>Totals</b>	<b>0</b>	<b>31,500</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
			G. Structure ID									
00	15	NE Academy from Wauna to Skagit NE Academy Wauna to Skagit Chip Seal	1550	06/20/18	06/20/18		2018-06-471	05		0.110		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2027		0		0	31,500	31,500
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>31,500</b>	<b>31,500</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	31,500	0	0	0
<b>Totals</b>	<b>0</b>	<b>31,500</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	16	NE Columbia Street from Snohomish to Skagit NE Columbia Street Snohomish to Skagit Chip Seal	1551	06/20/18	06/20/18		2018-04-471	05		0.070		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2027		0		0	16,275	16,275
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>16,275</b>	<b>16,275</b>

Expenditure Schedule						
Phase	1st	2nd	3rd	4th	5th & 6th	
ALL	0	16,275	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>16,275</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Six Year Transportation Improvement Program From 2026 to 2031

Agency: White Salmon

County: Klickitat

MPO/RTPO: RTC

N Inside

Y Outside

Functional Class	Priority Number	A. PIN/Project No. C. Project Title D. Road Name or Number E. Begin & End Termini F. Project Description	B. STIP ID  G. Structure ID	Hearing	Adopted	Amendment	Resolution No.	Improvement Type	Utility Codes	Total Length	Environmental Type	RW Required
00	17	NE Scenic from Snohomish to Skagit NE Scenic Snohomish to Skagit Chip Seal	1443	06/20/18	06/20/18		2018-06-471	05		0.070		No

Funding								
Status	Phase	Phase Start Year (YYYY)	Federal Fund Code	Federal Funds	State Fund Code	State Funds	Local Funds	Total Funds
P	ALL	2027		0		0	16,303	16,303
<b>Totals</b>				<b>0</b>		<b>0</b>	<b>16,303</b>	<b>16,303</b>

Expenditure Schedule					
Phase	1st	2nd	3rd	4th	5th & 6th
ALL	0	16,303	0	0	0
<b>Totals</b>	<b>0</b>	<b>16,303</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Federal Funds	State Funds	Local Funds	Total Funds
<b>Grand Totals for White Salmon</b>	<b>0</b>	<b>0</b>	<b>13,469,930</b>	<b>13,469,930</b>