

**Town of Yacolt
Council Meeting Agenda
Monday, April 13, 2026
7:00 PM
Town Hall**

Call to Order

Flag Salute

Roll Call

Late Changes to the Agenda

Approve Minutes of Previous Meeting(s)

- [1.](#) Draft Minutes from Council Meeting 3-9-26
- [2.](#) Draft Minutes from Special Council Meeting 3-16-26

Citizen Communication

Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.

Unfinished Business

- [3.](#) Comprehensive Plan Bearing on Setback Decisions
- [4.](#) Comprehensive Plan Process and Workshop Date
- [5.](#) Keller Short Plat Final Approval and Address Assignments
- [6.](#) Update on C-Tran Lawsuit with WA Dept. of Transportation
- [7.](#) Update on Community Center
- [8.](#) Status of Nuisance Code Violations at 301 N Pine Ave
- [9.](#) Continuing Discussion of Personnel Policies and Procedures Manual Updates

New Business

- [10.](#) Discussion: July 4th Events
- [11.](#) Replacing the Town's Building Inspector
- [12.](#) Approve 2025 Annual Financial Report

Town Clerk's Report

Public Works Department Report

Attorney's Comments

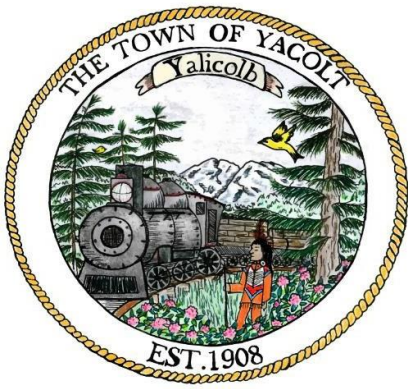
Council's Comments

Mayor's Comments

Approve to Pay Bills on Behalf of the Town

Executive Session

Adjourn



Town of Yacolt

Town Council Meeting Minutes

Monday March 9, 2026
7:00 PM
Town Hall

Call to Order

7:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Kim Glassett, Craig Carroll, Brandon Russell

Absent: Marina Viray

Also present: Mayor Ian Shealy, Attorneys David Rineour and Brian Gerst, Public Works Director Terry Gardner, and Clerk Stephanie Fields

Motion was made to excuse Councilmember Viray's absence.

Motion: Carroll

2nd: Carothers

Aye: Carothers, Glassett, Carroll, Russell

Nay: 0

Absent: Viray

Motion Carried

Late Changes to the Agenda

None

Approve Minutes of 2/9/2026 Meeting:

Motion was made to approve the minutes with a change to note that Mayor Shealy had appointed Kim Glassett to act as Town Clerk Pro Tem.

Motion: Carothers

2nd: Carroll

Aye: Carothers, Glassett, Carroll, Russell

Nay: 0

Absent: Viray

Motion Carried

Approve Minutes of 2/19/2026 Special Meeting:

Motion was made to approve the minutes with a change to note that Mayor Shealy had appointed Kim Glassett to act as Town Clerk Pro Tem.

Motion: Russell

2nd: Carroll

Aye: Glassett, Carroll, Russell

Nay: 0

Absent: Viray

Abstain: Carothers

Motion Carried

Citizen Communication

- Dave Ayers asked when the Conex Box down next to the Public Works Building will be moved away from there. After some discussion, Public Works Director Gardner was asked to look into

the cost, and Attorney Gerst was asked to look into the legal right for the Town to store the conex on the property it currently sits on until the Town has the final spot to move it to, since it is not obstructing a Right-of Way, and ultimately will be getting moved to a different spot which the Town hopes to acquire very soon anyway.

- Christine Roberts spoke on behalf of the Range Riders 4-H Club, stating that they will be having a fundraiser selling hanging flower baskets and wanted to know if the Town wanted to buy its baskets from them this year.

New Business

Eliason Family Request to Keep Chickens

Motion was made to allow the Eliasons to keep chickens on their property, pursuant to Yacolt Municipal Code, Ch. 6.10.

Motion: Carroll **2nd:** Glassett
Aye: Carothers, Glassett, Carroll, Russell **Nay:** 0 **Absent:** Viray
Motion Carried

Resolution #644 re: RMSA Mandatory Member Standards

After a quick Q & A, a motion was made to adopt Resolution #644 as written.

Motion: Russell **2nd:** Carothers
Aye: Carothers, Glassett, Carroll, Russell **Nay:** 0 **Absent:** Viray
Motion Carried

Unfinished Business

Nominate Citizen of the Year and Other Award

Several names were put out as possible winners. In the end, a motion was made to present a special Historical Significance Award to the Chelatchie Prairie Railroad, as they have been the heart of the Town since the beginning, and their staff has been all volunteers for many years.

Motion: Carroll **2nd:** Russell
Aye: Carothers, Glassett, Carroll, Russell **Nay:** 0 **Absent:** Viray
Motion Carried

A motion was then made to nominate Melissa Yahn as Citizen of the Year for all she does for this community.

Motion: Carothers **2nd:** Carroll
Aye: Carothers, Glassett, Carroll, Russell **Nay:** 0 **Absent:** Viray
Motion Carried

Library Plumbing Repairs RFP Responses

Council discussed the bids and how, even after an RFP was published, the bids were not apples-to-apples. Public Works Director Gardner said he feels that his department alone or in collaboration with a plumber should be able to get the job done for a lot less money than the qualified bids which were submitted. Council decided to table the decision and bring it back to the next meeting, once other options were explored.

Resolution #645 re: Purchase of a Truck from City of Ridgefield

Councilmember Carroll described the truck and the tests he put it through when he and PWD Gardner went to check it out. Gardner listed the new things which have been installed on the truck and said we could really use another truck capable of pushing a snowplow. They said there is some cosmetic work

which needs to be done due to some rust, but the truck is otherwise in great shape. They both recommended the Town purchase the truck. Mayor Shealy and the Council looked at comparable trucks and their prices, and they agreed, so a motion was made to adopt Res. #645, authorizing the purchase.

Motion: Carothers 2nd: Carroll

Aye: Carothers, Glassett, Carroll, Russell

Nay: 0

Absent: Viray

Motion Carried

Update on Search for Equipment

PWD Gardner described some equipment he found for sale – a lift truck and a backhoe - and the prices being asked for them. Councilmember Carothers feels we should focus on a street sweeper, and Councilmember Carroll said he feels like a backhoe would be a versatile tool that would get a lot of use. A gentleman in attendance said he would be willing to do some negotiating for equipment on the Town's behalf. Mayor Shealy mentioned that another private citizen also offered to donate the use of a 20-foot scissor-lift to the Town for things like changing out banners and putting up Christmas lights, etc. Attorney Ridenour reminded staff to have RMSA review any contracts the Town may consider, before signing them.

Update on C-Tran Board Composition Matter

Councilmember Glassett reported that she attended the Feb. 10th C-Tran Board Composition Committee meeting. She said they basically tabled everything, and they were still looking at the 4-3-2 plan, while adding special taxation sub-districts. Attorney Ridenour filled in some history and details on the matter, saying the core issue is what the statute actually requires. The Mayor and Council held some discussion regarding taxes C-Tran collects vs. the service value they provide. Councilmembers Glassett and Russell both said they would be unable to attend the C-Tran meeting on March 10th, so Mayor Shealy said he'd try to attend. If not, the Clerk will check with our C-Tran Rep Rian Davis of Ridgefield to be sure he'd be able to attend and represent Yacolt.

Update on One Way Trigger Lawsuit

Attorney Gerst gave a brief report on the case, stating that the judgement is in favor of the Town, but he advised that just in case of an appeal, the gravel should not be moved for at least 30 days.

Update on Nuisance Code Violations at 301 N Pine Ave.

Attorney Gerst reported that Judge Bennett entered his Judgement on February 18th, giving Mr. Crisman until March 3rd to pay a fine and abate all of the violations. The fine was paid, and a significant amount of the trash has been removed, as have the RVs in which people were staying. But not all of the violations have been abated. Council suggested we find out a little bit more about the situation there and have another discussion at the next meeting before deciding how the Town wants to move forward on this.

Update on the Proposed Community Center

Mayor Shealy reported that he understands we may be awarded full funding to purchase the property for a Community Center, thanks to a great effort by Rep. Abbarno. The budget gets signed by the Governor on March 12th, so we should to wait until the ink dries before taking the funding for granted. Clerk Fields mentioned how we could tap into the LGIP fund to help pay for the property, and then pay that fund back upon reimbursement by the State, and that we may need to pass a Budget Amendment before finalizing the purchase. On a somewhat related note, Mayor Shealy mentioned that we

submitted an application to Marie Gluesenkamp Perez for federal funding for the storm drain rehabs the Town needs done.

Discussion re: Property Setbacks and ADU Regulations

After Mayor Shealy mentioned how many things need to be discussed regarding ADUs, he asked if Council wanted to set a date and time for a special meeting to discuss these and the earlier topics which were tabled to the next meeting. Council decided on next Monday, March 16th, at 5pm.

Proposed Updates to Personnel Policies and Procedures Manual

Councilmembers began going through the proposed changes. They discussed emergency after-hours call-ins, trial periods, clothing allowances, Town-provided PPE, and health insurance coverage. After getting about halfway through, they decided to finish the discussion at the next regular meeting, as it was getting very late and they still had a long executive session ahead of them.

Town Clerk's Report

- Congressional Bill HR 2289 proposes to effectively eliminate local authority regarding Communication Tower placement and permitting. A flyer is on the table for all interested parties; they should contact Marie Gluesenkamp Perez with their opinion.
- At this morning's UCPB meeting, decisions were made to award funding for various CDBG and HOME grants, and also to sell the SeaMar building in Battle Ground for market value, then dumping the proceeds from that into funding more CDBG and HOME grants.
- Just about ready for the April 4th Easter Egg Hunt. Working on arrangements for Town CleanUp April 25th. The next Events planning meeting will be March 23rd at 6pm.
- Submitted app to Marie Gluesenkamp Perez for federal funding to re-do the Town Hall siding.

Public Works Department Report

- Attended RR Advisory Board meeting: Insurance issues are holding them up. Also, it was feared that property along the RR would all be required to be re-zoned to commercial, but that is no longer the case. Will be re-appointing 2 board positions. Randy said that BYCX will start running the big engine again, beginning Mothers' Day weekend, and on July 4th will make 3 shorter runs for about half price.
- Keeping leaves picked up; and storm drains clean.
- Tuning up equipment in the shop on days with heavy rain.
- Closed park bathrooms and moved porta-potty there.

Attorney's Comments

Gerst: said the Crisman Code violation hearing was a great way for him to dive into and learn about the Town's Municipal Code. This experience will help him greatly as he begins to draft Code updates.

Citizen's Communication

None

Council's Comments

None

Mayor's Comments

Spoke for a bit about vandalism in the park bathrooms.

Approve to Pay Bills on Behalf of the Town, plus a check to Ridgefield for the Truck Purchase

Motion: Carroll **2nd:** Russell
Aye: Carothers, Glassett, Carroll, Russell **Nay:** 0 **Absent:** Viray
Motion Carried

Executive Session

Mayor Shealy closed the regular meeting and opened a 60-minute executive session to discuss real estate acquisition, employee performance, and potential litigation at 9:50 pm, to last until 10:50 pm. At 10:50, he extended the Executive Session until 11:08 pm. At 11:08 pm, he closed the Executive Session and re-opened the regular meeting.

Action following Executive Session

Motion was made to have Attorney Gerst negotiate with Acorn Cable as discussed in the executive session in an effort to acquire the property discussed.

Motion: Carroll **2nd:** Carothers
Aye: Carothers, Glassett, Carroll, Russell **Nay:** 0 **Absent:** Viray
Motion Carried

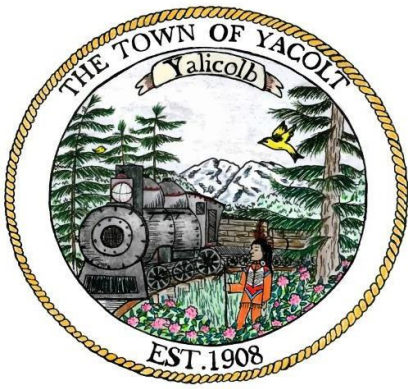
Adjourn

11:09 pm

Mayor Ian Shealy

Clerk Stephanie Fields

Approved by Council vote on _____



Town of Yacolt
Town Council Special Meeting
Minutes
Monday March 16, 2026
5:00 PM
Town Hall

Call to Order

5:00 PM

Flag Salute

Roll Call

Council Members Present: Jeff Carothers, Kim Glassett, Craig Carroll, Brandon Russell

Absent: Marina Viray

Also present: Mayor Ian Shealy, Public Works Director Terry Gardner, and Clerk Stephanie Fields

Motion was made to excuse Councilmember Viray's absence.

Motion: Carroll **2nd:** Carothers

Aye: Carothers, Glassett, Carroll, Russell **Nay:** 0 **Absent:** Viray

Motion Carried

Unfinished Business

Library Plumbing Repairs

Mayor Shealy described an offer made by a local licensed plumber to do a collaboration with the Town and Public Works staff. The Town will have to do the trenching, boring, backfilling, permitting, etc. and buy all the materials. He will come in and do all of the work required to be done by a licensed plumber. Public Works Director Gardner will reach out to him to get details (like warranty, price, availability, etc.). He feels this project will take a short period of time once they get started. Motion was made to have staff move forward with this option.

Motion: Carroll **2nd:** Carothers

Aye: Carothers, Glassett, Carroll, Russell **Nay:** 0 **Absent:** Viray

Motion Carried

Mayor Shealy then mentioned the repairs needed to the roof on the bathroom at the Town Park. Councilmembers Russell (who was previously a roofer) and Carroll said they would donate their time and skills to do the roof repairs this summer, if the Town purchases all the materials and supplies.

Nuisance Code Violations Follow-Up

The Mayor and PWD gave a status report, saying that the violations have almost all been taken care of. The Council decided to allow until the next meeting for final clean-up before they made any forward movement toward pursuing a case in Clark County Court. PWD Gardner is to notify the Clerk when all of the violations have been cleared. Daily penalties will end that day, and the Clerk will then send an

Yacolt Town Council Special Meeting March 16, 2026

invoice Mr. Crisman for the fines accrued to that date.

Financing for Proposed Community Center

Mayor Shealy announced that he was told the State will fully fund the purchase of the building the Town wants to use as a Community Center. The funds won't be available until July 1st, and will be a reimbursement after the purchase is completed. The Town owes a huge Thank You to Rep. Peter Abbarno and Hanna from GTH. The Church asked if the Town wants to keep any of the furniture that the Church leaves behind. Councilmembers Russell and Carroll will do a walk-through soon to see what might be useful to the Town. The Budget Amendment must be approved at the May Council meeting, and the check cut for the purchase in June, to be reimbursed hopefully in July. There was some discussion about making a lower offer since it will be a cash purchase. Ultimately a motion was made to have Attorney Gerst begin drafting a PSA with contingencies on appraisal, inspection, title insurance, etc.

Motion: Carroll **2nd:** Carothers
Aye: Carothers, Glassett, Carroll, Russell **Nay:** 0 **Absent:** Viray
Motion Carried

Setbacks and ADU Regulations Workshop

Councilmember Carroll and Mayor Shealy explained that this discussion was actually meant to focus on setbacks, as opposed to all of the subjects relating to ADUs. Mayor Shealy asked all Councilmembers and staff to review the ADU packets they have and write down their comments, to be brought back to a workshop to focus solely on ADUs and Mother-in-Law quarters. A long discussion followed regarding setbacks, with regard to rights-of-way, utilities, and future development. When a decision was made on setbacks, the Clerk was asked to draft an Ordinance to change the Code regarding setbacks in residential zones. A motion was made to change side and rear setbacks to all be five feet, while continuing to reserve the Town's Right-of-Ways.

Motion: Carroll **2nd:** Russell
Aye: Carothers, Glassett, Carroll, Russell **Nay:** 0 **Absent:** Viray
Motion Carried

Adjourn

6:48 pm

Mayor Ian Shealy

Clerk Stephanie Fields

Approved by Council vote on _____



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Comprehensive Plan's Bearing on Setback Decision

Proposed Meeting Date: April 13, 2026

Action Requested of Council: Gain understanding on setbacks and the Comprehensive Plan

Proposed Motion: None; discussion only

Summary/ Background: At a special Council meeting on March 16th, Council determined that it wanted to change all side and rear building setbacks to five feet. The current rear setback is 25 feet, and the current side setback is 5 feet on a side with an adjoining lot, and 15 feet on a side with a street. Council asked the Clerk to draft an Ordinance to change the building setbacks in the Town's Code. When the Clerk consulted with the Town's Civil Engineer preliminary to drafting the Ordinance, she was informed that setbacks cannot be arbitrarily changed with a simple vote; setbacks must be put into the Town's Comprehensive Plan. The Town's Comprehensive Plan is currently in the middle of an update, through Jackson Civil Engineering. Jackson Civil will have a representative at this meeting to explain the relationship between the Comprehensive Plan and building setbacks.

Staff Contact(s): Clerk Fields

clerk@townofyacolt.com

(360) 686-3922



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on the Comprehensive Plan Process

Proposed Meeting Date: April 13, 2026

Action Requested of Council: Listen to the Comprehensive Plan process as presented by Jackson Civil Engineering, and set up a meeting to finalize details in preparation for a Public Hearing to be held during the May Council meeting.

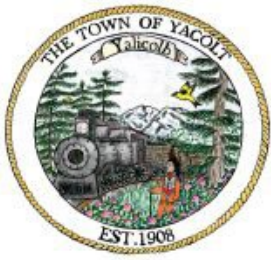
Proposed Motion: None; discussion only

Summary/ Background: Jackson Civil Engineering has been working on updating the Town's Comprehensive Plan for over a year. The Comp Plan must be finalized by June 30th of this year. Paul Dennis from Jackson Civil will present details about the next steps toward finalization, and would like to have a special meeting set up where Councilmembers can focus on all of the red-lining and updates he's done so far. At that time, they can ask questions and make suggestions for anything else they feel is important to be in the Comp Plan. This meeting will be very important, as the Public Hearing for the Comp Plan Update will be held at our May Council meeting.

Staff Contact(s): Clerk Fields

clerk@townofyacolt.com

(360) 686-3922



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St.
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Approval of Keller Short Plat and Assignment of Addresses

Proposed Meeting Date: April 13, 2026

Action Requested of Council: Give approval for Mayor Shealy to sign the Mylars for the Keller Short Plat, and for new addresses to be assigned to the 5 parcels.

Proposed Motion: "I move that the Town approves the Keller Short Plat, that Mayor Shealy be authorized to sign the mylars for the Keller Short Plat, and that the new addresses be assigned as follows: Lot 1: 611 W Yacolt Rd, Lot 2: 615 W Yacolt Rd, Lot 3: 620 W Cushman St, Lot 4: 616 W Cushman St, and Lot 5: 612 W Cushman St."

Summary/Background: The parcel formerly known as 25115 NE WH Garner Rd. was annexed into the Town of Yacolt in 2023, and subsequently a 5-lot short plat was applied for. At the Feb. 10, 2025 Council meeting, Council decided to hold off on assigning addresses until the Short Plat was finalized. The attached mylars show the final parcels as approved by the Town's Legal and Engineering staff, as well as Clark County Public Health. It is now time to finalize the Short Plat so it can be recorded with Clark County.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922

SURVEY REFERENCES

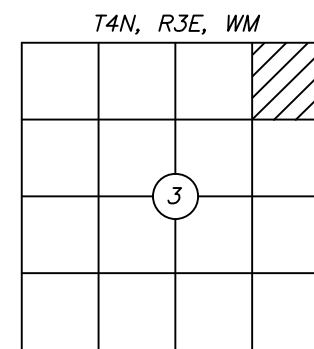
BOOK 50, PAGE 44 (08-08-2002, SURVEY BY HAGEDORN, INC.)
 BOOK 4, PAGE 103 (09-23-2016 AVERY MEADOWS SHORT PLAT)

DEED REFERENCES

AF: 6608725 (CARL A. SMITH TO BENJAMIN KELLER)
 AF: 3869736 (GOODPASTER TO FIGONE)

SHEET INDEX:

SHEET 1: SIGNATURE BLOCKS, CERTIFICATE, PLAT NOTES, REFERENCES, PROCEDURE, TYPICAL SURVEY INFORMATION, ACCESS EASEMENT.
 SHEET 2: EASEMENTS WITH DIMENSIONS, HEALTH DEPARTMENT INFORMATION (TEST PITS, DRAINFIELD AND RESERVE AREAS).



KELLER SHORT PLAT

IN A PORTION OF THE
 NE 1/4 OF THE NE 1/4 OF SECTION 3,
 T4N, R3E, W.M.
 TOWN OF YACOLT, CLARK COUNTY, WA

PLAT NOTES:

"THE APPROVED INITIAL, RESERVE, AND/OR EXISTING SEWAGE SYSTEM SITES SHALL BE PROTECTED FROM DAMAGE DUE TO DEVELOPMENT. ALL OSS APPROVAL AREAS SHALL BE MAINTAINED SO THEY ARE FREE FROM ENCROACHMENT BY BUILDINGS, ROADS, AND OTHER STRUCTURES. THESE AREAS SHALL NOT BE COVERED BY ANY IMPERVIOUS MATERIAL AND SHALL NOT BE SUBJECT TO VEHICULAR TRAFFIC OR OTHER ACTIVITY WHICH WOULD ADVERSELY AFFECT THE SOILS. PROVISIONS SHALL BE MADE TO PREVENT FLOW OR ACCUMULATION OF SURFACE WATER OVER THE AREA WHERE AN ON-SITE SEWAGE SYSTEM IS LOCATED. NO PUBLIC OR PRIVATE EASEMENTS OR RIGHTS-OF-WAY SHALL BE THROUGH THE APPROVED INITIAL, RESERVE OR EXISTING ON-SITE SEWAGE SYSTEM SITES."

UTILITY AND SIDEWALK EASEMENT:

AN EASEMENT IS HEREBY RESERVED UNDER AND UPON THE EXTERIOR SIX (6) FEET ON ALL BOUNDARY LINES OF THE LOTS ADJACENT TO PUBLIC/PRIVATE ROADS AND SIX (6) FEET ADJACENT TO ACCESS/UTILITY EASEMENTS FOR THE INSTALLATION, CONSTRUCTION, RENEWING, OPERATING AND MAINTAINING ELECTRIC, TELEPHONE, TV, CABLE, WATER AND SANITARY SEWER SERVICES. ALL LOTS CONTAINING PADMOUNT TRANSFORMERS ARE SUBJECT TO THE MINIMUM CLEARANCES AS DEFINED BY CLARK PUBLIC UTILITIES CONSTRUCTION STANDARDS. ALL PROPOSED BUILDING DESIGNS ON THESE LOTS MUST PROVIDE ADEQUATE CLEARANCE FOR ALL COMBUSTIBLE MATERIALS. ALSO, A SIDEWALK EASEMENT, AS NECESSARY TO COMPLY WITH ADA SLOPE REQUIREMENTS, SHALL BE RESERVED UPON THE EXTERIOR SIX (6) FEET ALONG THE FRONT BOUNDARY LINES OF ALL LOTS ADJACENT TO PUBLIC STREETS.

LINE TABLE NOTE: THE COURSES AND DISTANCES IN THE LINE TABLE REFLECT THE LOCATION OF EXISTING FENCES EXCEPT FOR LINE NO. 16.

LINE	BEARING	DISTANCE
L1	N 88°37'27" W	1.64'
L2	N 00°21'11" E	39.26'
L3	N 01°09'53" E	31.67'
L4	N 00°58'15" E	49.86'
L5	N 01°37'57" E	42.84'
L6	N 02°05'55" E	40.53'
L7	N 00°33'21" E	43.97'
L8	N 01°50'25" E	28.51'
L9	S 88°39'18" E	0.44'
L10	N 00°51'53" W	94.79'
L11	N 00°11'03" E	39.68'
L12	N 01°55'49" W	32.16'
L13	N 00°18'21" E	17.59'
L14	N 01°15'12" W	34.11'
L15	N 00°04'17" E	40.34'
L16	N 00°56'52" E	41.51'

LEGEND

- SET 1/2" x 24" STEEL ROD (REBAR) WITH ORANGE PLASTIC CAP INSCRIBED "MARTILA 43146" (SET 11/17/2025)
- FOUND MONUMENT AS NOTED (HELD UNLESS NOTED) (VISITED SEPTEMBER, 2023)
- INDICATES CALCULATED POSITION
- R.O.S. RECORD OF SURVEY (WITH BOOK AND PAGE)
- AF: AUDITOR'S FILE NUMBER
- x-x-x FENCING AS NOTED
- YPC YELLOW PLASTIC CAP
- LCR LAND CORNER RECORD (WITH BOOK & PAGE)
- PLAT BOUNDARY
- - - STREET CENTERLINE
- - - RIGHT-OF-WAY
- () RECORD DATA PER AF: G 608725
- SF INDICATES SQUARE FEET
- SF NET AREA TO EXISTING FENCE LINE
- ⊙ PERC TEST PIT

PROCEDURE:

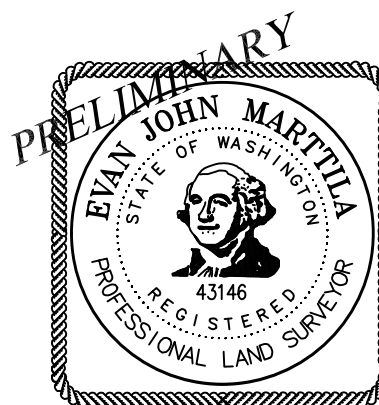
FIELD SURVEYS CONSISTED OF A COMBINATION OF GPS OBSERVATIONS (DOUBLE TIED) USING A CARLSON BRX7 BASE AND ROVER AND A FIELD TRAVERSE PERFORMED USING A TRIMBLE S6 FIVE-SECOND TOTAL STATION INSTRUMENT. THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED SEPTEMBER, 2023.

NORTHERN LAND SURVEYING MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ADVERSE POSSESSION, ACQUIESCENCE, ESTOPPLE, ETC.

SURVEYOR'S CERTIFICATE:

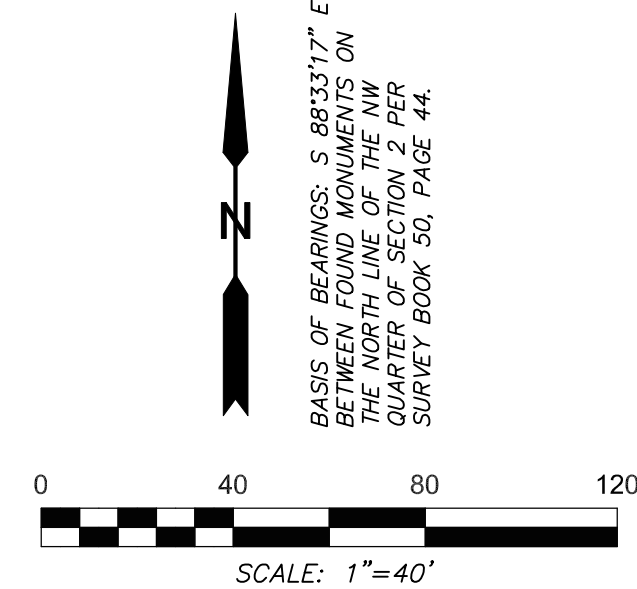
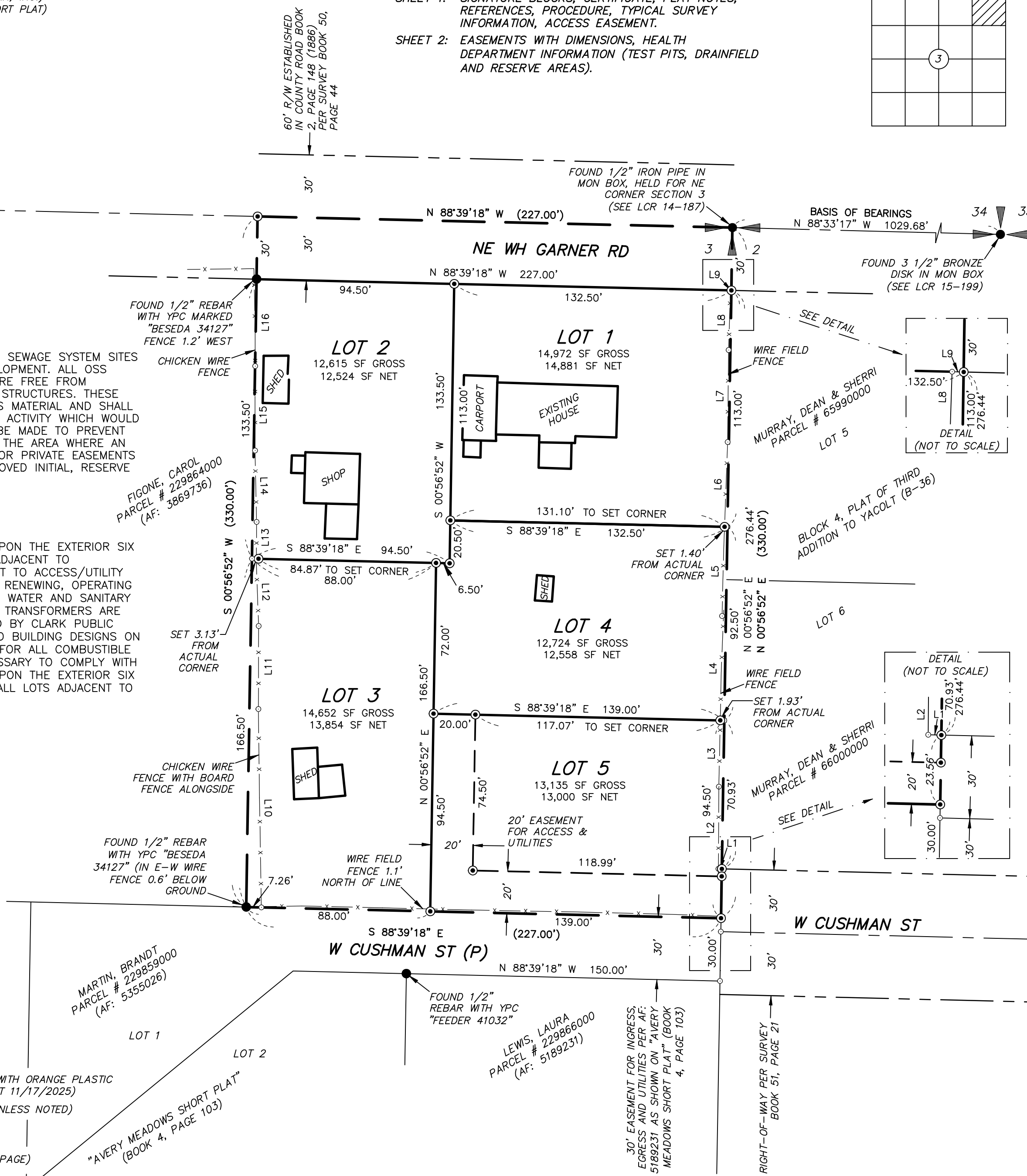
THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF SHIRLEY KELLER IN JULY, 2025.

EVAN JOHN MARTILA
 REGISTERED LAND SURVEYOR NO. 43146



PREPARED BY
NORTHERN LAND SURVEYING LLC
 P.O. Box 2017 Battle Ground, WA 98604
 360.553.5992

Drawn By: AJM Date: 03/24/2026 Job No. 2642
 Checked By: EJM Scale: 1"=40' Sheet: 1 OF 2



CLARK COUNTY HEALTH DEPARTMENT:

THIS SUBDIVISION IS APPROVED IN GENERAL ONLY, ALL LAND USES MUST COMPLY WITH THE RULES AND REGULATIONS IN EFFECT AT THE TIME OF IMPLEMENTATION AND/OR PERMIT APPLICATION.

- AN APPROVED MUNICIPAL PUBLIC WATER SUPPLY SYSTEM IS REQUIRED.
- WATER ADEQUACY HAS BEEN DEMONSTRATED BY _____ LOTS IN THIS PLAT MAY ALTERNATIVELY BE SERVED BY AN APPROVED SMALL PUBLIC WATER SUPPLY AND/OR INDIVIDUAL WATER SYSTEMS, SUBJECT TO HEALTH DEPARTMENT APPROVAL.
- AN APPROVED PUBLIC SEWER SYSTEM IS REQUIRED.
- LOTS IN THIS PLAT MAY BE SERVED BY INDIVIDUAL ON-SITE SEWAGE TREATMENT SYSTEMS, SUBJECT TO HEALTH DEPARTMENT APPROVAL.

APPROVED: _____ DATE _____
 CLARK COUNTY HEALTH OFFICER

TOWN ENGINEER:

APPROVED: _____ DATE _____
 TOWN ENGINEER

TOWN OF YACOLT:

APPROVED: _____ DATE _____
 MAYOR

CLARK COUNTY ASSESSOR:

THIS PLAT MEETS THE REQUIREMENTS OF RCW 58.17.170, LAWS OF WASHINGTON, 1981, TO BE KNOWN AS "KELLER SHORT PLAT" PLAT NO. _____ CLARK COUNTY, WASHINGTON.

CLARK COUNTY ASSESSOR _____ DATE _____

AUDITOR'S CERTIFICATE:

FILED FOR RECORD THIS _____ DAY OF _____, 20____,
 AT _____, M IN BOOK _____ OF SHORT PLATS, AT PAGE _____.

AUDITOR'S FILE NUMBER _____

CLARK COUNTY DEPUTY AUDITOR _____

SURVEY REFERENCES

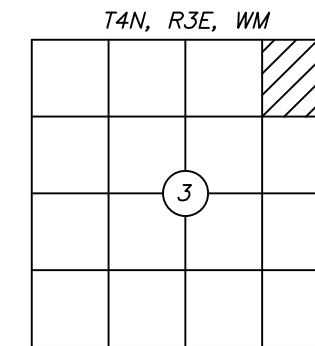
BOOK 50, PAGE 44 (08-08-2002, SURVEY BY HAGEDORN, INC.)
 BOOK 4, PAGE 103 (09-23-2016 AVERY MEADOWS SHORT PLAT)

DEED REFERENCES

AF: G608725 (CARL A. SMITH TO BENJAMIN KELLER)
 AF: 3869736 (GOODPASTER TO FIGONE)

SHEET INDEX:

SHEET 1: SIGNATURE BLOCKS, CERTIFICATE, PLAT NOTES, REFERENCES, PROCEDURE, TYPICAL SURVEY INFORMATION, ACCESS EASEMENT.
 SHEET 2: EASEMENTS WITH DIMENSIONS, HEALTH DEPARTMENT INFORMATION (TEST PITS, DRAINFIELD AND RESERVE AREAS).



KELLER SHORT PLAT

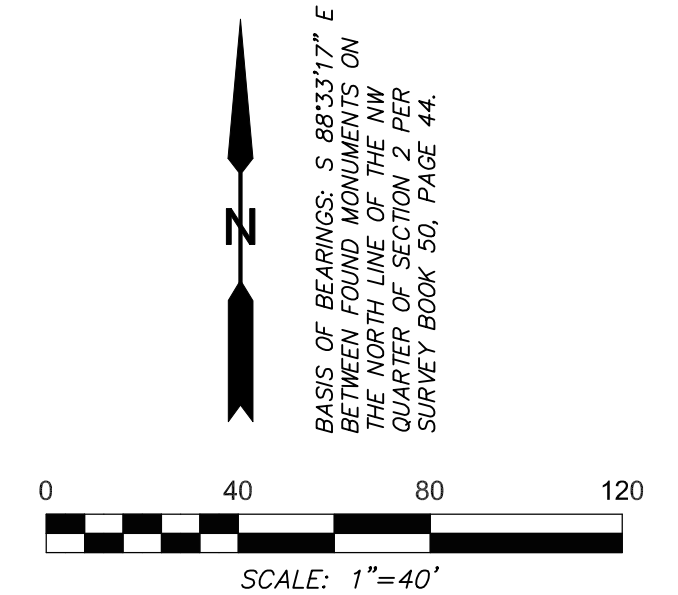
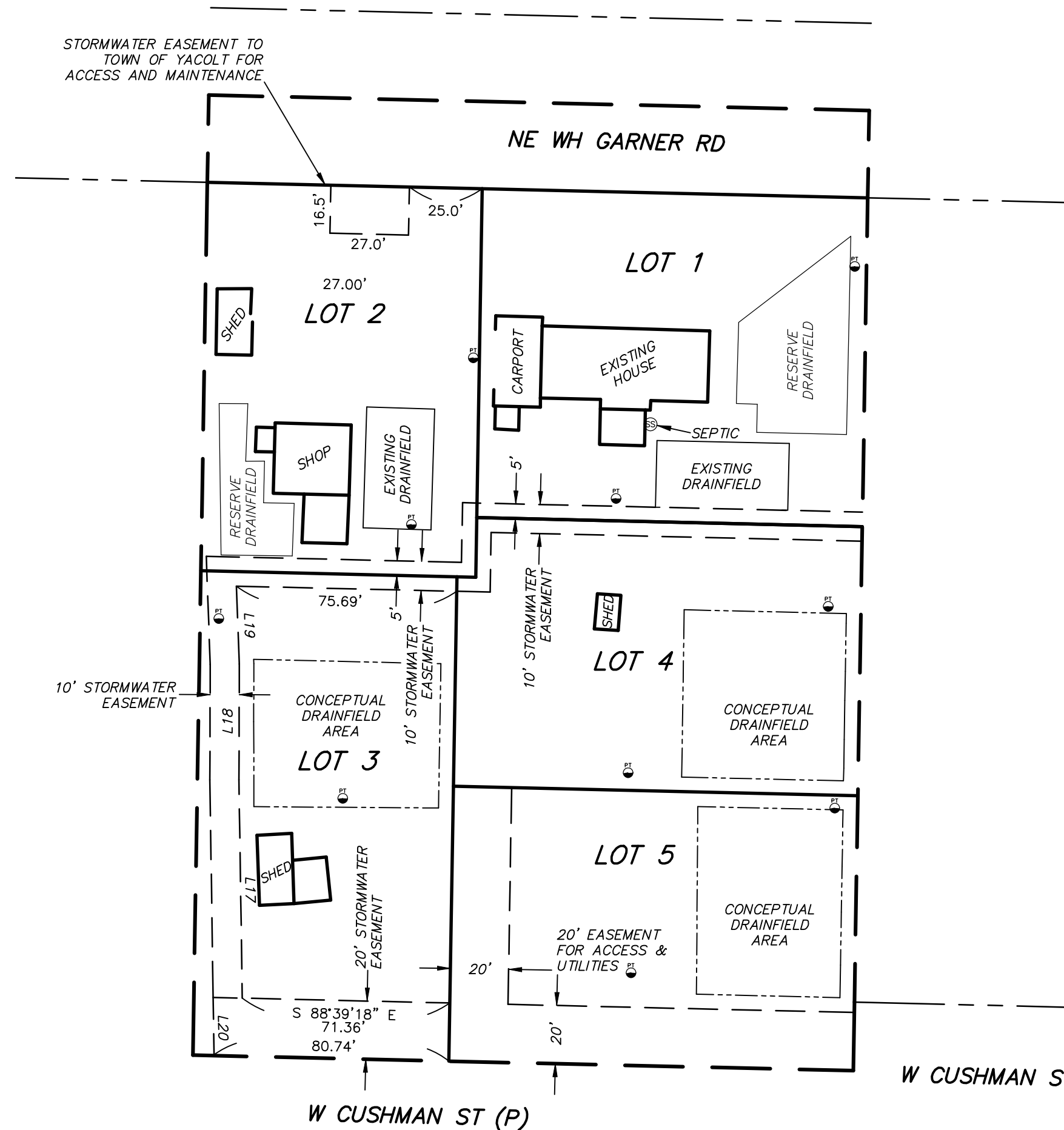
IN A PORTION OF THE
 NE 1/4 OF THE NE 1/4 OF SECTION 3,
 T4N, R3E, W.M.
 TOWN OF YACOLT, CLARK COUNTY, WA

PLAT NOTES:

"THE APPROVED INITIAL, RESERVE, AND/OR EXISTING SEWAGE SYSTEM SITES SHALL BE PROTECTED FROM DAMAGE DUE TO DEVELOPMENT. ALL OSS APPROVAL AREAS SHALL BE MAINTAINED SO THEY ARE FREE FROM ENCROACHMENT BY BUILDINGS, ROADS, AND OTHER STRUCTURES. THESE AREAS SHALL NOT BE COVERED BY ANY IMPERVIOUS MATERIAL AND SHALL NOT BE SUBJECT TO VEHICULAR TRAFFIC OR OTHER ACTIVITY WHICH WOULD ADVERSELY AFFECT THE SOILS. PROVISIONS SHALL BE MADE TO PREVENT FLOW OR ACCUMULATION OF SURFACE WATER OVER THE AREA WHERE AN ON-SITE SEWAGE SYSTEM IS LOCATED. NO PUBLIC OR PRIVATE EASEMENTS OR RIGHTS-OF-WAY SHALL BE THROUGH THE APPROVED INITIAL, RESERVE OR EXISTING ON-SITE SEWAGE SYSTEM SITES."

UTILITY AND SIDEWALK EASEMENT:

AN EASEMENT IS HEREBY RESERVED UNDER AND UPON THE EXTERIOR SIX (6) FEET ON ALL BOUNDARY LINES OF THE LOTS ADJACENT TO PUBLIC/PRIVATE ROADS AND SIX (6) FEET ADJACENT TO ACCESS/UTILITY EASEMENTS FOR THE INSTALLATION, CONSTRUCTION, RENEWING, OPERATING AND MAINTAINING ELECTRIC, TELEPHONE, TV, CABLE, WATER AND SANITARY SEWER SERVICES. ALL LOTS CONTAINING PADMOUNT TRANSFORMERS ARE SUBJECT TO THE MINIMUM CLEARANCES AS DEFINED BY CLARK PUBLIC UTILITIES CONSTRUCTION STANDARDS. ALL PROPOSED BUILDING DESIGNS ON THESE LOTS MUST PROVIDE ADEQUATE CLEARANCE FOR ALL COMBUSTIBLE MATERIALS. ALSO, A SIDEWALK EASEMENT, AS NECESSARY TO COMPLY WITH ADA SLOPE REQUIREMENTS, SHALL BE RESERVED UPON THE EXTERIOR SIX (6) FEET ALONG THE FRONT BOUNDARY LINES OF ALL LOTS ADJACENT TO PUBLIC STREETS.



BASIS OF BEARINGS: S 88°31'17" E
 BETWEEN FOUND MONUMENTS ON
 THE RIGHT LINE OF THE NW
 QUARTER OF SECTION 2 PER
 SURVEY BOOK 50, PAGE 44.

LEGEND

- ⊙ SET 1/2" x 24" STEEL ROD (REBAR) WITH ORANGE PLASTIC CAP INSCRIBED "MARTILA 43146" (SET 11/17/2025)
- FOUND MONUMENT AS NOTED (HELD UNLESS NOTED) (VISITED SEPTEMBER, 2023)
- INDICATES CALCULATED POSITION

R.O.S. RECORD OF SURVEY (WITH BOOK AND PAGE)

AF: AUDITOR'S FILE NUMBER

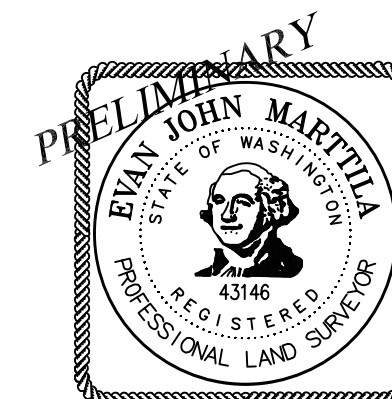
- x — x — FENCING AS NOTED
- YPC YELLOW PLASTIC CAP
- LCR LAND CORNER RECORD (WITH BOOK & PAGE)
- PLAT BOUNDARY
- — — STREET CENTERLINE
- — — RIGHT-OF-WAY
- () RECORD DATA PER AF: G 608725
- SF INDICATES SQUARE FEET
- SF NET AREA TO EXISTING FENCE LINE
- ⊙ PERC TEST PIT

LINE	BEARING	DISTANCE
L17	N 00°51'53" W	75.07'
L18	N 00°11'03" E	39.79'
L19	N 02°06'12" W	26.75'
L20	N 00°51'53" W	20.02'

PROCEDURE:

FIELD SURVEYS CONSISTED OF A COMBINATION OF GPS OBSERVATIONS (DOUBLE TIED) USING A CARLSON BRX7 BASE AND ROVER AND A FIELD TRAVERSE PERFORMED USING A TRIMBLE S6 FIVE-SECOND TOTAL STATION INSTRUMENT. THE FIELD TRAVERSE MET THE MINIMUM STANDARDS FOR SURVEYS AS DESIGNATED IN WAC 332-130-090. ALL CORNERS NOTED AS FOUND WERE VISITED SEPTEMBER, 2023.

NORTHERN LAND SURVEYING MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ADVERSE POSSESSION, ACQUIESCENCE, ESTOPPLE, ETC.



PREPARED BY
NORTHERN LAND SURVEYING LLC
 P.O. Box 2017 Battle Ground, WA 98604
 360.553.5992

Drawn By: EJM	Date: 03/24/2026	Job No. 2642
Checked By: EJM	Scale: 1"=40'	Sheet: 2 OF 2



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on C-Tran Lawsuit with WA State Dept. of Transportation

Proposed Meeting Date: April 13, 2026

Action Requested of Council: None; Update only

Proposed Motion: None; Update only

Summary/ Background: Over the past several months, C-Tran and the WA Dept. of Transportation have had an ongoing issue regarding the make-up of the C-Tran Board. The C-Tran Board Composition Committee's issue was providing fair representation for all areas C-Tran serves. The State did not feel like the representation the Committee wanted was in accordance with the law, so they threatened to withhold all State funding from C-Tran if they did not comply. Attorney Brian Gerst will report tonight on the latest developments in the case.

Staff Contact(s): Clerk Fields
clerk@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Update on Community Center

Proposed Meeting Date: April 13, 2026

Action Requested of Council: None; Update only

Proposed Motion: None; Update only

Summary/ Background: The Town has been working to secure funding from the State to buy a building to be used as Yacolt's Community Center. Thanks to the efforts of Mayor Shealy, working with Hanna from Gordon Thomas Honeywell (the lobbying firm the Town hired), State Reps. Peter Abbarno and Ed Orcutt and Sen. John Braun, the State funding we needed was approved. Mayor Shealy will give a report on next steps, to include additional funding requests for improvements to the building.

Staff Contact(s): Clerk Fields
clerk@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Status of Code Violations at 301 N Pine Ave.

Proposed Meeting Date: April 13, 2026

Action Requested of Council: Decide on follow-up regarding ongoing code violations.

Proposed Motion: TBD

Summary/ Background: After serving a Notice of Violations to the owner and occupants at 301 N Pine Ave., a hearing was held Feb. 9th and the owner was given until March 3rd to bring the property into compliance. A fine of \$250 was paid on March 3rd, and most but not all violations were corrected by then. Daily fines of \$25 per violation were to accrue until the clean-up was complete. Public Works Director Gardner has been monitoring the property, and tonight he will give a report on the current status there.

Staff Contact(s): Clerk Fields
clerk@townofyacolt.com
(360) 686-3922



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St.
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Proposed Changes to Personnel Policies and Procedures Manual

Proposed Meeting Date: April 13, 2026

Action Requested of Council: Discuss proposed changes and decide which ones you'd like to implement.

Proposed Motion: None at this time; discussion only

Summary/Background: Every 5 years, the State wants municipalities to update their Employee Manuals. Last time Yacolt's was updated was in 2021, so it's time to update ours. The Mayor, Clerk, and Public Works Director met to discuss changes they felt need to be made. The Clerk submitted some updated language at the February 9th meeting. At that meeting, Attorney Ridenour mentioned some things that he thought should be discussed, and he made a memo to the Council regarding those things. The Council asked to have the memo sent to each of them, and then they wanted to come back to the March meeting to discuss proposed changes. More discussion took place at the March Council meeting. The marked-up Manual with the changes proposed at the February and March meetings is attached. (Please note that page number changes will be completed once the policy changes have been finalized.) After Council is satisfied with the changes they want to make, the draft must be sent to RMSA for final review before an Ordinance to adopt the revised Manual may be made.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922

TOWN OF YACOLT

PERSONNEL POLICIES & PROCEDURES MANUAL

PREAMBLE

The provisions of this Personnel Policies & Procedures Manual are intended for informational purposes only and are neither a contract nor a promise of how the Town will address a particular situation. They are intended to be illustrative and the Town reserves the right to deviate from these policies in the event of an emergency, the need to preserve public confidence, or for the convenience of the employer when necessary to preserve the efficient administration of the Town. The Town also reserves the right to amend these policies at its sole discretion.

DATES OF ADOPTION AND REVISIONS

This Manual has an original adoption date at which time the policy took effect. It is sometimes necessary to revise or update the Manual. When using this Manual, please be sure that you are referring to the most current policy information. The date of adoption of this Manual is located in the lower right corner of each page of the Manual. If you are not able to determine whether policy information is current, please contact the Town Clerk or the Mayor.

This version of the Town of Yacolt Personnel Policies & Procedures Manual was adopted by the Yacolt Town Council by Ordinance #585 TBD on April 12 TBD, 20246.

TOWN OF YACOLT PERSONNEL POLICIES & PROCEDURES MANUAL

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CHAPTER 1 PURPOSE AND SCOPE

1.1 INTRODUCTION

These personnel policies serve as a general guide to the Town's current employment practices and procedures. As such, the Town hopes they will help you better understand how the Town operates and what is expected of you as an employee. These policies also describe what the Town provides to you in terms of compensation, benefits, and other support, though these statements are general statements of Town of Yacolt policy and should not be read as including the details of each policy.

This Manual should not be interpreted as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. The Town of Yacolt may add to the policies in the Manual, revoke, or modify them from time to time. The Town will try to keep the Manual current, but there may be times when policy will change before this material can be revised. The Town has sole discretion to unilaterally make changes to the policies described in this Manual without prior notice.

These personnel policies shall apply to all Town employees. They shall not apply to elected officials, the Mayor, or independent contractors.

You must read these policies. If you have any questions, please ask your supervisor or the Mayor.

1.2 INTENT OF POLICIES

These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. The employer has sole discretion whether to apply handbook policies in a particular case. The Town can and will exercise flexibility and discretion with regard to the policies described in this manual, and to act apart from any procedures described herein. The Town has the right to completely disregard the contents of this policy.

UNLESS SPECIFIC RIGHTS ARE GRANTED TO YOU IN EMPLOYMENT CONTRACTS, CIVIL SERVICE RULES, OR ELSEWHERE, ALL EMPLOYEES OF THE TOWN ARE CONSIDERED AT-WILL EMPLOYEES AND EITHER PARTY MAY TERMINATE THE RELATIONSHIP ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

No supervisor, manager, or representative of the Town other than the Mayor, in writing and with the Town Council's approval, has the authority to enter into any agreement with you for employment for any specific period or to make any written or verbal commitments contrary to the foregoing.

1.3 SCOPE OF POLICIES

These personnel policies apply to all Town employees. In cases where these policies conflict with any Town ordinance, Civil Service rules and regulations, the provisions of a collective bargaining agreement, or state or federal law, the terms of that law or agreement prevail. In all other cases, these policies apply.

1.4 CHANGING THE POLICIES

The Town Council may modify, amend or revise these policies and procedures at any time consistent with needs of the Town as determined by the Council. Notice of any such modification, amendments and revisions shall be given to each Town employee.

As the need arises, the Mayor may also modify these policies, except that the Town Council shall enact any changes in compensation or benefit levels by ordinance. The Mayor may deviate from these policies in individual situations, particularly in an emergency, in order to achieve the primary mission of serving the Town's citizens. Employees may request specific changes to these policies by submitting suggestions to the Mayor or Town Council.

1.5 EMPLOYMENT AGREEMENTS

The Town of Yacolt may execute written employment agreements with certain employees. The Mayor, with Town Council approval, is the only representative authorized to enter into a written employment agreement on behalf of the Town with any employee. Employees are encouraged to review carefully any employment agreement and to consult with legal counsel if necessary to understand the terms of the agreement.

Written employment agreements normally will set out the significant terms and conditions of an individual's employment. These terms and conditions may generally include:

- (a) The length of time that the agreement will last and how, if at all, it can be renewed;
- (b) The job title, duties, and description, reserving to the Town of Yacolt the right to change the employee's duties as the Town of Yacolt's interests require;
- (c) The frequency of salary adjustments and reviews;
- (d) Any other provisions relating to vacation, sick leave, retirement, Social Security contributions, holidays, other benefits, working conditions, and insurance benefits; and,
- (e) Provisions for the termination of employment.

1.6 DEFINITIONS

Exempt Employee: An exempt employee is exempt from the provisions of the Fair Labor Standards Act and is not entitled to overtime payments. Exempt employees typically are paid on a salary basis and include administrative, executive, and professional employees.

Hourly Rate of Pay: An employee's normal hourly rate of pay, or, if the employee is salaried, such employee's monthly salary, exclusive of pay for overtime, multiplied by twelve and the product thereof divided by 2080.

Immediate Family: Includes the employee's spouse, **cohabitating** domestic partner, child, parent, brother or sister, mother or father-in-law, son or daughter-in-law, grandparent, grandchild, or other relative who lives in the employee's home.

Non-exempt Employee: A non-exempt employee generally is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act and is typically paid either on an hourly or salary basis.

Regular Full-Time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works a minimum of thirty-two (32) hours a week and is hired for an indefinite period of time. A full-time employee may be classified as either exempt or non-exempt.

Regular Part-Time Employee: An employee who has successfully completed a trial period as defined in these policies and who regularly works less than thirty-two (32) but at least twenty (20) hours a week for an indefinite period of time. A part-time employee may be classified as either exempt or non-exempt. Regular part-time employees are eligible for some prorated benefits.

Temporary Employees: Employees who hold jobs of limited duration due to special projects, abnormal work loads, seasonal needs (Seasonal Employees), or emergencies. Temporary employees are not eligible for Town benefits unless authorized by the Mayor and Town Council.

Trial Employees: Employees who have not yet completed their trial period in a regular position and who have not been certified to regular employment status. Unless otherwise specified, when regular employees are referred to in these policies, they shall include trial employees.

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CHAPTER 2 GENERAL POLICIES AND PRACTICES

2.1 EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Town is an equal employment opportunity employer. The Town employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of job-related qualifications and competence. These policies and all employment practices shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, sexual orientation, political ideology, or disability.

2.2 DISABILITY AND MEDICAL CONDITION DISCRIMINATION PROHIBITED

The Town will not discriminate against qualified applicants or employees with a sensory, physical, or mental disability, or medical condition or diagnosis, unless the disability or condition cannot be reasonably accommodated without undue hardship to the Town, prevents proper performance of an essential element of the job, or poses a risk to themselves or co-workers.

2.3 ANTI-HARASSMENT POLICY

It is the Town's policy to foster and maintain a work environment that is free from discrimination and intimidation. Toward this end, the Town will not tolerate harassment of any kind that is made by employees toward co-workers or members of the public. Employees are expected to show respect for each other and the public at all times, despite individual differences.

Harassment is defined as unwelcome verbal or physical conduct directed toward or relating to a person on the basis of the person's race, creed, color, national origin, age, religion, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability where the conduct is sufficiently pervasive and severe as to alter the terms or conditions of employment. Such conduct may take many forms including unwelcome slurs, comments, jokes, touching, innuendo, gestures, displays or transmissions of materials, and other similar conduct. Employees who engage in harassment will be subject to discipline, up to and including termination of employment.

2.4 SEXUAL HARASSMENT PROHIBITED

Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is also inappropriate and offensive and will not be tolerated by the Town sexual harassment is behavior of a sexual nature that is unwelcome. Examples of sexual harassment include verbal behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks and leering; and physical behavior such as pats, squeezes, or repeatedly brushing against someone's body. Other conduct also may constitute sexual harassment depending upon given facts and circumstances.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct constitute sexual harassment when:

- It is part of a manager's or supervisor's decision to hire or fire;
- It is used to make other employment decisions like pay, promotion, or job assignments; or,
- It creates an intimidating, hostile, or offensive work environment.

Employees engaging in improper harassment are subject to discipline, including termination.

2.5 DISCRIMINATION COMPLAINT PROCEDURE

Each employee is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers and others, including the citizens they serve. The following procedure outlines the steps to follow if you believe you have experienced harassment or discrimination on the job.

Should you believe that you have been harassed or are the victim of discrimination, you should try, if possible, to identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or impossible, you should discuss your concern immediately with the Mayor or a supervisor. No employee will suffer retaliation for reporting such concern. To the extent possible, complaints will be handled confidentially.

If an investigation shows the accused employee did engage in improper harassment or discrimination, appropriate action will be taken, as in the case of any other serious employee misconduct. Such actions may include warnings, verbal and/or written reprimands, a letter to the employee's file or, an employee transfer, demotion, suspension or termination. Employees may additionally be required to participate in appropriate training.

2.6 EMPLOYEE PERSONNEL RECORDS

A personnel file for each employee is kept in the Mayor's office. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. Medical information about employees is contained in a separate confidential file.

Employees have the right to review their files. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the Town denies an employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.

Personnel files are kept confidential to the maximum extent permitted by law. Except for routine verifications of employment, no information from an employee's personnel file will be released to the public, including the press, without a written request for specific information, unless such disclosure is required by the Public Records Act or other legal mandate.

2.7 EMPLOYMENT REFERENCES

Only the Mayor will provide employment references on current or former Town employees. References will be limited to verification of employment and salary unless the employee has completed a written waiver and release.

[This space intentionally left blank.]

CHAPTER 3 RECRUITING AND HIRING

3.1 RECRUITING

Recruiting practices are conducted solely on the basis of ability, merit, qualifications, and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability, age, medical condition or diagnosis, sexual orientation, or political ideology.

Each applicant shall complete and sign an application form prior to being considered for any position. Resumes may supplement, but not replace, the Town's official application.

Any applicant supplying false or misleading information is subject to immediate termination, if hired.

3.2 HIRING

When a position becomes vacant and prior to any posting or advertisement of the vacancy, the Mayor shall review the position, its job description, and the need for such a position. The position will be posted and/or advertised only after the Mayor has approved the request.

The Town may administer pre-employment examinations to test the qualifications and ability of applicants as determined necessary or appropriate by the Town to competitively rate the candidates or to establish proficiency or knowledge at a predetermined level. All candidates for similar positions shall be tested uniformly. Test materials may be procured from reliable outside sources or may be developed by or on behalf of the Town. The Town may contract with any agency or individual to prepare and/or administer examinations. The Town may also conduct certain background procedures to determine if the applicant is qualified for the position. These background procedures may include, for example, a criminal record check or credit check.

The Mayor or a personnel hiring committee shall conduct interviews of candidates when deemed necessary or desirable, to elicit pertinent information or to assist in evaluating or rating candidates.

Residency within the Town shall not be a condition of employment; provided, however, that an employee's selection of residence shall not interfere with daily performance of his/her duties and responsibilities.

Applicants for positions in which the applicant is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants with poor driving records, as determined by the Town, may be disqualified for employment with the Town in positions requiring driving.

After an offer of employment has been made and prior to commencement of employment, the Town may require persons selected for employment to successfully pass a medical examination, which may include testing for alcohol and controlled substances. The purpose of the examination is to determine if the individual is physically able to perform the job and to ensure his/her physical condition will not endanger the health, safety, or well-being of other employees or the public. The offer of employment may be conditioned on the results of the examination. A candidate may be disqualified from consideration if: (1) found physically unable to perform the duties of the position (and the individual's condition cannot reasonably be accommodated in the workplace without undue hardship to the Town); (2) the candidate refuses to submit to a medical examination or complete medical history forms; or (3) if the exam reveals use of alcohol and/or controlled substances.

3.3 TEMPORARY EMPLOYEES

The Town may use temporary employees to temporarily replace regular employees who are on vacation or other leave, to meet peak work load needs, or to temporarily fill a vacancy until a regular employee is hired. Temporary employees may be hired without competitive recruitment or examination, although all hiring processes must comply with state and federal laws.

Compensation/Benefits: Temporary employees are eligible for overtime pay as required by law. Temporary employees may accrue and use paid sick leave in accordance with the Town's sick leave policy, Section 8.2. Temporary employees normally do not receive retirement, vacation, health insurance, paid holidays, or any other benefits during their employment.

Temporary employees pay contributions to the Social Security system, as does the Town on their behalf. Temporary employees will normally not be enrolled in the state PERS retirement system, although there are a few exceptions depending on PERS eligibility criteria.

3.4 TRIAL PERIOD

Upon hire or appointment, all employees enter a trial period that is considered an integral part of the selection and evaluation process. The trial period is designed to give the employee time to learn the job and to give the supervisor time to evaluate whether the match between the employee and the job is appropriate.

The normal trial period is six months from the employee's date of hire, rehire, or promotion. The Mayor may authorize an extension to extend the trial period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended illness or a continued need to evaluate an employee's performance.

Once the trial period is successfully completed, the employee may be certified to regular employment status. Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the Town for a specified duration. The terms of Chapter 1.2 of this Personnel Policy & Procedures Manual remain in full force and effect, regardless of

whether an employee has completed a trial period of employment with the Town. Nothing in this Chapter 3 is designed or intended to change the “at will” nature of the employment relationship.

Use of Sick Leave/Vacation/Other Benefits During Trial Period: Trial employees accrue paid sick leave upon the commencement of employment. Trial employees may use their accrued sick leave beginning on the 90th day after commencement of employment. (For additional information regarding paid sick leave, see Section 8.2.) Trial employees may not use earned Vacation or Personal Holiday time until they have successfully completed their trial period. Health insurance and other benefits may be provided to employees during a Trial Period as described in Chapter 7 and Chapter 8 of these Policies.

3.5 EMPLOYMENT OF RELATIVES (NEPOTISM)

The Immediate Family of current Town employees or elected officials will not be employed by the Town where:

- (1) One of the parties would have authority (or practical power) to supervise, appoint, remove, or discipline the other;
- (2) One party would handle confidential material which may create the appearance of improper or inappropriate access to that material by the other;
- (3) One party would be responsible for auditing the work of the other;
- (4) The employment would create either a direct or indirect supervisor/subordinate relationship with the family member; or,
- (5) Other circumstances exist that might lead to potential conflict among the parties or conflict between the interest of one or both parties and the best interests of the Town.

Change in Circumstances: If two employees marry, become Immediate Family members or begin living together as domestic partners, and in the Town’s judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the Town, unless reasonable accommodations, as determined by the Mayor, can be made to eliminate the potential problem. The decision as to which employee will remain with the Town 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 is made during this time, the Town reserves the right to terminate either employee.

Temporary Employees: This policy may be suspended with respect to Temporary Employees hired during times of abnormal workloads or emergency situations that justify a relaxation of the policy in the judgment of the Mayor or Town Council

3.6 PROMOTIONS

The Town encourages promotion from within the organization whenever possible. All openings will be posted so that employees may become aware of opportunities and apply for positions in which they are interested and qualified.

Before advertising a position to the general public, the Mayor may choose to circulate a promotional opportunity within the Town.

The Town reserves the right to seek qualified applicants outside of the organization at its discretion.

New Trial Period: After promotion to a new position, a new trial period of six (6) months must be completed, unless waived, reduced or extended by the Mayor. The new trial period will not affect the employee's accrual and use of employee benefits and leaves. If the employee's performance in the new position is unsatisfactory to the Mayor, the employee may request transfer back to the employee's previous position. The Mayor may approve the requested transfer or terminate the employee if, in the Mayor's opinion, termination serves the best interests of the Town.

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CHAPTER 4 HOURS AND ATTENDANCE

4.1 WORKING HOURS

Full-time employees will normally work 8-hour shifts Monday - Friday. Administrative employees must work during the Town Hall's open hours, 9am-5pm. Public Works employees may work an alternate shift. Employees are not paid during their lunch break. Due to the nature of the Town's operations, longer hours may be necessary in some instances.

A normal working schedule for regular, full-time employees consists of forty (40) hours each workweek. Different work schedules, such as in the case of police and fire employees, may be established by the Town to meet job assignments and provide necessary Town services. Each employee's supervisor will advise the employee regarding his/her specific working hours.

Part-time and temporary employees will work hours as specified by their supervisor.

4.2 HOURS OF WORK AND OVERTIME

All Town positions are designated as either "Exempt" or "Non-exempt" according to the Fair Labor Standards Act ("FLSA") and Washington Minimum Wage Act regulations. You will be informed of your status by the Town.

For most Town employees, the established work period is forty (40) hours within a seven (7) day workweek. All personnel are responsible for accurately reporting all hours worked on forms supplied by the Town. Employees failing to accurately record time worked are subject to discipline.

Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum number of hours during a work period. All overtime must be authorized in advance by the employee's supervisor. Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked in excess of forty hours during the established work period. When computing overtime, time paid for but not worked (e.g., holidays, sick leave and vacation time), is not counted as hours worked. Emergency call-ins outside of normal working hours will be paid at double the regular hourly rate, for a minimum of two hours paid (even if the employee worked less than two hours for the emergency call-in).

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CHAPTER 5 COMPENSATION

5.1 PURPOSE

The Town designs compensation plans for its employees so that:

- (1). Compensation will be nondiscriminatory;
- (2). Compensation will be competitive with compensation paid for similar employment by other public and private employers;
- (3). Compensation will attract, motivate and promote retention of skilled employees; and,
- (4). Compensation will be appropriate to the Town of Yacolt's unique circumstances and take into consideration the Town's overall financial condition.

5.2 EMPLOYEE PAY RATES

The Town sets wages, salaries and benefit levels by Council action from time to time as the Council deems appropriate. This process is typically performed in conjunction with the Town's annual budget process. However, changes in wages, salary levels, or benefits levels may occur at any time in the discretion of the Town Council consistent with the best interests of the Town, as determined by the Council.

The Mayor may propose and the Town Council may grant an across-the-board pay adjustment (cost-of-living increase) from time to time, raising the salaries of all positions by a specified amount.

5.3 PAY DAYS

Payroll is processed monthly, on the last business day of the month, to be deposited into employees' bank accounts on or by the 5th day of the following month. If a regularly scheduled payday falls on Saturday or Sunday, paychecks will be distributed on the previous Friday. If a regularly scheduled payday falls on a holiday, paychecks will be distributed on the previous regularly scheduled working day.

5.4 DEDUCTIONS

Some regular deductions from the employee's earnings are required by law. Other deductions are specifically authorized by the employee. The Town will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee.

5.5 TRAVEL AWAY FROM THE TOWN

All travel away from the Town must be approved in advance by the Mayor. If private automobiles are used, employees will be reimbursed at a rate consistent with the Town's mileage reimbursement policy.

5.6 COMPENSATORY TIME

Public employers are not required to, but may allow compensatory time off in lieu of overtime pay for hourly employees. Non-exempt employees may request compensatory time off in lieu of overtime payment. Compensatory time off must be requested by the employee and authorized by the appropriate supervisor. Compensatory time will be given at the rate of one and one half times the employee's hours worked in excess of 40 hours in a work week. Employees must use compensatory time within one year after the month in which it is earned. If not taken in that time frame, compensatory time will be converted back to hourly pay at a ratio of 1 hour of compensation time to 1 hour of compensation, (since the compensation time was increased when granted to 1.5 hours for each overtime hour worked). **Any Compensatory time from the previous year will be cashed out on or before the end of the current calendar year.** Compensatory time is not available for exempt employees.

5.7 TRAVEL EXPENSE REIMBURSEMENT

Town employees will be reimbursed for reasonable and customary expenses actually incurred in connection with the business of the Town, including food, lodging, and travel expenses while away, but excluding any expenses for alcoholic beverages. Reasonable tips may also be reimbursed. For tips that are paid based on the price of a service (e.g., restaurant meals, taxi service), reimbursement will not exceed 15% of the price.

Requests for reimbursement shall include receipts and/or other acceptable documentation supporting the request for reimbursement and shall be submitted on an expense report form signed by the employee and the supervisor.

5.8 COMPENSATION UPON TERMINATION

When an employee's employment with the Town is terminated, (whether the employee is terminated, resigns or retires), the employee will receive the following compensation on the next regularly scheduled payday:

- (1). Regular wages for all hours worked up to the time of termination which have not already been paid.
- (2). Any overtime and holiday pay due.

- (3). A lump sum payment of any accrued but unused vacation and compensatory time.

CHAPTER 6 PERFORMANCE EVALUATIONS AND TRAINING

6.1 PERFORMANCE EVALUATIONS

To achieve the Town's goal to train, promote, and retain the best-qualified employee for every job, the Town conducts periodic performance evaluations for all positions. The Mayor is responsible for developing and maintaining the Town's performance evaluation program. Employees are to be evaluated by their supervisors prior to completion of their trial period and usually once every 12 months thereafter.

The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.

6.2 TRAINING POLICY

The Town seeks, within the limits of available resources, to offer training to increase an employee's skill, knowledge and abilities directly related to Town employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to, on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

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CHAPTER 7 BENEFITS

7.1 RETIREMENT BENEFITS

The Town makes contributions on behalf of all eligible employees to the Social Security system in addition to those contributions made by the employee through FICA payroll deductions.

Upon hiring, aAll regular full-time and eligible part-time employees are covered under the Public Employees Retirement System (PERS). Eligibility, benefit levels and contribution rates are determined by the State of Washington.

Employees intending to retire should notify their supervisor of their intent to retire at least 3 months prior to the date of retirement.

7.2 DISABILITY BENEFITS (WORKERS' COMPENSATION)

All employees, other than police and fire employees in the LEOFF I retirement system, are covered by the State Workers' Compensation Program. This insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for workdays lost and medical costs due to job-related injuries or illnesses. All job-related accidents should be reported immediately to the supervisor.

When an employee is absent for one or more days due to an on-the-job accident, he/she is required to file a claim for Workers' Compensation. If the employee files a claim, the Town will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of Workers' Compensation benefits.

Coordination of Benefits: When the employee receives Workers' Compensation benefits, he/she is required to repay to the Town the amount covered by Workers' Compensation and previously advanced by the Town. This policy is to ensure that the employee will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available, while ensuring that no employee receives more than he/she would have received had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employee's account.

The Town may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if he/she will be capable of performing the duties of the position.

7.3 HEALTH INSURANCE BENEFITS

The Town of Yacolt is not required to provide its employees with medical or other health insurance benefits, but provides such benefits to qualifying employees as the Town Council

determines appropriate from time to time. Information and summaries intended to explain the Town's health insurance benefit plans will be furnished to all plan participants and beneficiaries upon hire and on a timely and continuing basis.

The Town reserves the right to modify, amend, or terminate its health and welfare benefits as they apply to all current, former, and retired employees. The Town reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees. Additionally, the administrator of any benefit plan provided by the Town typically has the authority to determine eligibility for benefits and to interpret the plan's terms.

The benefits, terms, and conditions of the Town's health insurance benefits plan, including required contributions of eligible employees, are explained in the periodic resolutions or other decisions of the Council and/or in separate plan documents. If there are conflicts between the Town's benefit plan and any third-party administrative plan documents, mandatory requirements stated in the third-party administrative plan documents shall control.

Effective Date of Coverage. All qualifying regular employees (other than Temporary Employees) are eligible to participate in the Town's health insurance benefits plan upon the completion of the employee's trial period of employment, or sooner if otherwise eligible according to the Town's then-current health insurance benefit plan. An earlier enrollment date may also be required by the Town's agreement with a third-party insurance plan carrier. Please note that the timing for enrollment of eligible employees and dependents may be limited by law or the terms of a third-party administrative agreement with an insurance plan carrier.

Definitions and Classifications

Full-Time Employees: Full-time employees are eligible for health coverage as may be described by the Town's then-current health insurance benefits plan.

Part-Time Employees: Part-time employees are subject to monthly and annual hours limitations and are generally not eligible for health coverage, unless they are eligible according to the Town's then-current health insurance benefits plan. Part-time employees will be eligible for prorated contribution by the Town toward the employee's health insurance premiums, unless otherwise stated by the Town's then-current health insurance benefits plan.

Spouse/Dependent Coverage: The Town may provide a health insurance benefit for spouses and dependents of qualifying employees under the Town's then-current health insurance benefits plan. The time for enrollment of dependents may be limited by law or the terms of third-party administrative agreements with a plan's insurance carrier.

Temporary Employees: Temporary employees are not eligible for the Town's health insurance benefit unless otherwise stated by the Town's then-current health insurance benefits plan.

Eligibility at the Employee's Expense: Regular full-time employees, regular part-time

employees, and their dependents may be eligible to participate in the Town's then-current health insurance plan. If the Town has not otherwise specifically agreed to contribute to the premiums of employees or their dependents, then the employee shall be responsible for such premium payments. Any premium payments or contributions that are the responsibility of an employee shall be paid by the employee through payroll deduction.

7.4 CONTINUATION OF INSURANCE COVERAGE

Workers' Compensation Leave: An employee receiving Workers' Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The Town also continues to pay for the employer's portion of any health insurance premiums, provided that the employee continues to pay their share of premiums, if any. After six (6) months, the employee's benefits shall cease unless the Mayor makes an exception based on criteria stated in Section 1.4 of these policies. The employee may continue any health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers' Compensation benefits. The employee may be entitled to an increase in temporary total disability payments (also called "time loss") from the Department of Labor & Industries to help offset the cost of health insurance premiums.

COBRA Rights: Upon an employee's termination from Town employment or upon an unpaid leave of absence, the employee may be eligible to continue Town health insurance benefits at the employee's option and expense, to the extent provided under the federal COBRA regulations. An administrative handling fee over and above the cost of the insurance premium may be charged the employee of his/her dependents who elect to exercise their COBRA continuation rights.

Termination, Retirement, Leave of Absence: For eligible employees who terminate, retire, or are on an approved leave of absence, the Town will pay the premium for the month the employee is leaving, provided the employee is on paid status for the first ten (10) days of the month.

7.5 UNEMPLOYMENT COMPENSATION

Town employees may qualify for State Unemployment Compensation after termination from Town employment depending on the reason for termination and if certain qualifications are met.

7.6 CLOTHING ALLOWANCE

The Town will provide essential Personal Protective Equipment (PPE) such as face shields and masks, safety vests, ear plugs, hardhats, and gloves. In addition, an allowance of up to \$500.00 per year will be budgeted and available for each Public Works Employee for the purchase of other protective gear for use on the job (ie: rain gear, boots, etc.). If the employee is terminated for any reason within a year, any clothing allowance used is to be paid back on a prorated basis to the Town through payroll deduction on their final paycheck, as that gear the employee purchased will remain the property of the employee.

CHAPTER 8 LEAVES

8.1 VACATION LEAVE

Each regular full-time employee is entitled to vacation leave as follows:

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>
0-4 years	6.67 hours/month
5-9 years	10 hours/month
10+ years	13.33 hours/month

All new employees must satisfactorily complete their trial period to be entitled to use accrued vacation leave. Regular part-time employees will receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

The Mayor is responsible for scheduling employees' vacations. Leave requests shall be submitted at least two weeks prior to taking vacation leave.

The maximum number of vacation hours that may be carried over from one year to the next is 80 hours. Once a year, on the anniversary of the employee's start date, accrued vacation hours in excess of 80 hours will be cashed out at that employee's pay rate for the immediately preceding pay period, and paid with the employee's next regular pay check. Employees will be paid for unused vacation time upon termination of employment.

8.2 SICK LEAVE

All full-time regular employees, except LEOFF I employees, accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment. Regular part-time employees accrue sick leave benefits based on the Full Time Employee (FTE) accrual rate of eight (8) hours for each calendar month of continuous employment, but pro-rated for that portion of a 40-hour work week regularly scheduled for the regular part-time employee. All other employees, including temporary employees, accrue sick leave at the rate of one hour for every forty hours worked. [Notwithstanding the above, in no event shall the rate of accrual of paid sick leave for any Town employee be less than one hour for every forty hours worked.]

All employees, including Temporary Employees, accrue sick leave from the commencement of employment, but may not use paid sick leave until their 90th day of employment with the Town.

Employees do not accrue sick leave benefits during a leave without pay.

Allowable Uses of Sick Leave: Sick leave covers those situations in which an employee is absent from work due to:

- An employee’s mental or physical illness, injury or health condition;
- Preventive care such as a medical, dental or optical appointments and/or treatment;
- Care of a family member with an illness, injury, health condition and/or preventive care such as medical/dental/optical appointment;
- Closure of the employee’s place of business or child’s school/place of care by order of a public official for any health-related reasons;
- Use of a prescription drug which impairs job performance or safety;
- Additional leave beyond bereavement for death in the employee’s immediate family, to be authorized by the Mayor;
- Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;
- If the employee or the employee’s family member is a victim of domestic violence, sexual assault, or stalking, as described in more detail below.

For purposes of this sick leave policy, a “family member” includes an employee’s child (including stepchild); parent (including stepparent and spouse’s parent); spouse; ~~registered~~ **cohabitating** domestic partner; grandparent; grandchild; and sibling.

Authorized use of paid sick leave for domestic violence, sexual assault, or stalking includes:

- Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
- Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking.
- Attending health care treatment for a victim who is the employee's family member.
- Obtaining, or assisting the employee's family member(s) in obtaining, services from a domestic violence shelter, a rape crisis center, or a social services program for relief from domestic violence, sexual assault, or stalking.
- To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
- Participating, for the employee or for the employee's family member(s), in: safety

planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

Reasonable Notice for Use of Paid Sick Leave:

Employees must provide reasonable advance notice of an absence from work for the use of paid sick leave to care for themselves or a family member. Such notice must be provided to the Mayor and, if applicable, the employee’s immediate supervisor. Any information provided will be kept confidential.

Reasonable Notice for Foreseeable Use of Paid Sick Leave:

If an employee’s absence is foreseeable, the employee must provide notice at least ten (10) days, or as early as possible, before the first day paid sick leave is used.

If possible, notification should include the expected duration of the absence.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave:

If an employee’s absence is unforeseeable, the employee must contact the Mayor and the employee’s supervisor as soon as possible. If the need for paid sick leave is unforeseeable, and arises before the required start of the employee’s shift, notice should be provided no later than one (1) hour before the employee’s required start time. In the event it is not possible to provide notice of an unforeseeable absence, a person, on the employee’s behalf, may provide such notice.

If possible, the notification should include the expected duration of the absence.

Verification Requirements:

If an employee is seeking to use or has used paid sick leave for more than three (3) consecutive days during which the employee is/was required to work, the employee may be required to provide verification that establishes that the use of paid sick leave is for an authorized purpose. When the absence is due to illness or injury of an employee or family member, acceptable verification may include a doctor’s note or signed statement by a health care provider indicating that the use of paid sick leave is necessary to take care of the employee or family member. The Town will not require that the verification provide information regarding the nature of the condition necessitating the use of sick leave and will treat any health information about an employee or an employee’s family member in a confidential manner consistent with applicable privacy laws.

When the absence is due to circumstances falling under the Domestic Violence, Sexual Assault, and Stalking leave provisions, the employee’s choice of any of the following documents, or any combination thereof, will satisfy this verification requirement:

- A written statement that the employee or an employee’s family member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues.
- A police report indicating that the employee or the employee’s family member was a victim of domestic violence;
- Evidence from a court or prosecuting attorney showing that the employee or the employee’s family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- A court order of protection;
- Documentation from any of the following persons from whom an employee or an employee’s family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee’s family member is a victim:
 - An advocate for victims of domestic violence, sexual assault, or stalking;
 - An attorney;
 - A member of the clergy; or
 - A medical professional.

Verification must be provided to your supervisor within ten (10) calendar days of the first day employee used paid sick leave.

Unreasonable Burden of Expense for Verification:

The verification required under this provision will not result in an unreasonable burden and expense on the employee. If an employee anticipates that the required verification will result in an unreasonable burden or expense, he or she will be permitted to provide an oral or written explanation to the Mayor which asserts:

- That the employee's use of paid sick leave was for an authorized purpose; and,
- How the verification requirement creates an unreasonable burden or expense on the employee.

Within ten calendar days of the employee providing an explanation to the Mayor about the existence of an unreasonable burden or expense, the Mayor must either accept the employee’s oral or written verification that the use of leave was for an authorized purpose or he/she must make a reasonable effort to identify alternatives for the employee to meet the Town’s verification requirement in a manner which does not result in an unreasonable burden or expense on the employee.

Additional Policies Regarding Paid Sick Leave:

The maximum number of sick leave hours that may be carried over from one year to the next is 800 hours. Employees who use all their accumulated sick leave and require time off work due to illness or injury may, with their supervisor’s prior approval, request a leave without pay. (See

Leave Without Pay Policy.)

Employees will not be paid for any unused sick leave upon leaving Town service for any reason.

When there is a separation from employment and the employee is rehired within twelve months of separation, that employee's previously accrued and unused paid sick leave shall be reinstated in full. The re-hired employee's previous period of employment shall be counted for purposes of determining the employee's eligibility to use paid sick leave in the event the employee was still in the first 90 days of the employee's Trial period.

8.3 LEAVE WITHOUT PAY

The Mayor may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, or pursuing an education.

8.4 JURY AND WITNESS LEAVE

Jury Duty. The Town provides all employees leave for the full period of jury duty service. Regular full-time and part-time employees who have completed their trial period receive paid jury duty leave of up to two weeks each time they are called for jury service. In general, if jury duty extends beyond two weeks in any one instance the additional leave will be unpaid. Exempt salaried employees who are asked to serve longer than two weeks should contact the Mayor to discuss whether further paid leave will be provided. Payment provided by the courts during periods of paid jury duty leave must be turned over to the Town, excluding expense reimbursements, such as mileage. You must provide your supervisor with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, you are required to provide your supervisor with proof of jury service.

Witness Duty. All employees summoned to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless you are a witness in a case involving the Town. For exempt salaried employees, however, salary payment will continue except for full-day absences caused because the employee is a party in a lawsuit.

8.5 ADMINISTRATIVE LEAVE

On a case-by-case basis, the Town may place an employee on administrative leave with or without pay for an indefinite period of time. Administrative leave may be used in the best interests of the Town (as determined by the Mayor) during the pendency of an investigation or other administrative proceeding or for any reason as may be determined by the Mayor.

8.6 MILITARY LEAVE FOR ACTIVE DUTY IN THE ARMED FORCES.

Reemployment Following Military Leave:

The Town will comply with the requirements of RCW 73.16 and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as amended, with respect to unpaid leave of absence and return rights for employees who leave Town service to serve in the Armed Forces of the United States.

- (a). "Day" shall mean the employee's normal workday for purposes of paid military leave, except that when a normal workday begins before midnight and ends after midnight, the hours before midnight count as 1 day and the hours after count as another.
- (b). An employee who takes a military leave of absence from Town employment may choose to run out his or her unused vacation balance, compensatory time off, and personal holidays, as applicable, prior to going on unpaid status.
- (c). An employee who leaves a job, voluntarily or involuntarily, to enter active duty in the United States armed forces, shall be granted a military leave of absence with guaranteed restoration to his or her position upon release from active duty as long as:
 - (1). The position is a regularly budgeted, non-temporary position;
 - (2). The reason the employee leaves the position is to report for active duty;
 - (3). The length of the employee's military leave of absence does not exceed five (5) years except at the request of the federal government;
 - (4). The employee is honorably discharged from the military; and,
 - (5). The employee applies for reemployment within a reasonable period of time following separation from active duty. The USERRA defines a reasonable period of time as:
 - (A). For service less than 31 days, the beginning of the first regularly scheduled work day after release from active duty, allowing time to travel from the duty arena to the employee's residence, to rest, and to travel to the place of employment;
 - (B). For service between 31 and 180 days, no more than 14 days following release from active duty; and,
 - (C). For service longer than 180 days, no more than 90 days following release from active duty.
- (6). An employee on military leave of absence shall continue to accrue service

credit for purposes of any salary step increments and seniority, but will not accrue sick leave, vacation leave, or other types of leave while on military leave of absence.

- (7). An employee's vacation accrual rate and unused vacation and sick leave balances accrued prior to taking military leave shall be restored upon return from military leave of absence.
 - (8). An employee who interrupts his or her probation or trial service with a military leave of absence shall complete the remainder of the probationary or trial service period upon return. However, an employee returning from military leave of absence cannot be discharged except for cause for 1 year following his or her return if the military leave of absence was for 181 days or longer, or for 6 months following his or her return if the military leave of absence was at least 30 days but less than 181 days.
 - (9). An employee on unpaid military leave of absence may continue to make his or her normal contributions to their retirement system (as allowed by that system), or may, upon return from such leave, make full or monthly payments equal to the amount of contributions missed while on leave, in order that the leave shall count as creditable service (as allowed by that system).
- (d). The provisions of this rule apply to full-time and part-time employees but not to temporary employees.

Paid Military Leave:

State law (RCW 38.40.060) requires that Town employees be granted up to twenty-one (21) working days, exclusive of normal days off, of paid leave per year without loss of service credit for required military duty, training, or drills. Such military leave of absence 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. The twenty-one (21) days are counted on an annual basis, October 1st through September 30th inclusive, and need not be used consecutively.

Each day of paid military leave is the equivalent of a regularly scheduled workday, except when an employee's regularly scheduled workday spans 2 calendar days (i.e., third or "graveyard" shift" or firefighter shifts). In those instances, one workday ends at midnight and the next begins at 12:01 a.m. (For an employee who works 10 p.m. to 6:30 a.m., for example, 10 p.m. to midnight would be day 1 of his or her military leave, and 12:01 a.m. to 6:30 a.m. and 10 p.m. to midnight the following day would constitute day 2 of his or her military leave.)

Military service includes active military duty and Reserve or National Guard training. You are required to provide your supervisor with copies of your military orders as soon as possible after

they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law. See also “Reemployment Following Military Leave” above.

8.7 BEREAVEMENT LEAVE

The Town provides regular, full-time and part-time employees with paid leave for up to three (3) days in the event of the death of an Immediate Family member.

8.8 SHARED LEAVE PROGRAM

The Mayor may authorize employees to donate their accrued leave to another Town employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The donating employee may donate accrued vacation leave, compensatory time, sick leave, and/or Personal Holiday time. All donations of leave are strictly voluntary. The following conditions apply:

- Leave Donation Requirements:

Employees may donate four (4) or more hours of accrued vacation leave, four (4) or more hours of accrued compensatory time, and four (4) or more hours of accrued Personal Holiday time.

Employees may donate four (4) or more hours of accrued sick leave, as long as they retain a balance of sick leave of at least ten (10) days after the donation is made.

- The employee receiving donated leave shall have exhausted all his/her accumulated vacation leave, sick leave, compensatory time, and Personal Holiday time.
- While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.
- Returning Unused Shared Leave: Any unused shared leave must be returned at its original value to the donor(s) when the leave is no longer needed. Unused shared leave hours donated to an individual employee will be returned to the donor(s) on a pro rata basis.
- Administrative Considerations. Leave donation value is calculated as follows:

$(\text{Donor's hourly salary rate}) \times (\text{total leave hours donated}) = \text{total donation value}$

The hours of shared leave credited to the shared leave recipient is calculated as

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follows:

(Total donation value)/(recipient's hourly salary rate) = total shared leave hours received

8.9 HOLIDAYS

The following **Federal Holidays** are recognized as paid holidays for all regular full-time and part-time employees, **such as**:

New Year's Day	January 1
Martin Luther King's Birthday	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day/Indigenous People's Day	October 12
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25
Personal Holiday	Two (2) additional days during each year of service for regular full-time employees. One (1) additional day during each year of service for regular part-time employees.

Any holiday falling on Saturday will be ~~celebrated~~ **taken** on the preceding Friday. Any holiday falling on Sunday will be ~~celebrated~~ **taken** on the following Monday.

Non-exempt regular full-time or part-time employees will be paid for the holiday plus one and one-half times their regular rate of pay for any time worked on the holiday, (other than a Personal Holiday). Such time must be pre-authorized by the Mayor except in the case of an emergency that requires action to prevent a loss of life or damage to property. Temporary employees will be paid at their regular hourly rate for hours worked on a holiday.

All new employees must satisfactorily complete their Trial Period to be entitled to use Personal Holiday time.

On or about January 1st of each year, Personal Holiday hours are added to an employee's record, (16 hours for regular full-time employees, and 8 hours for regular part-time employees). Each employee may select the day(s) on which the employee desires to take the additional holiday(s) provided for in this Section after consultation with and approval of **their supervisor or Mayor**. ~~If possible,~~ **The** employee should make his or her request for the Personal Holiday(s) at least 14 calendar days before the date requested.

The employee will be allowed to take the Personal Holiday(s) on the dates he or she has selected unless the absence would unduly disrupt the Town's operations, impose an undue hardship on the Town, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management.

Personal Holiday hours are not carried over from one year to the next. At the end of the year, unused Personal Holiday hours are forfeited.

8.10 RELIGIOUS HOLIDAYS

Employees are entitled to two (2) unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

Employees may select the days on which the employee desires to take the two unpaid holidays after consultation with the Mayor. ~~If possible,~~ **T**he employee should make his or her request for the unpaid holidays at least 14 calendar days before the date(s) requested. The request may be deemed granted by the Mayor when authorized in writing by the Mayor or the Mayor's designee.

The employee will be allowed to take the unpaid holiday(s) on the dates he or she has selected unless the absence would unduly disrupt the Town's operations, impose an undue hardship on the Town, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management.

The two unpaid holidays allowed by this Section must be taken during the calendar year, if at all. They do not carry over from one year to the next.

8.11 BENEFITS FOR PART-TIME AND TEMPORARY EMPLOYEES

Unless noted otherwise in these policies, benefits for regular part-time and temporary employees are as follows:

Regular Part-Time Employees: Compensation in the form of all leaves and paid holidays are pro-rated unless otherwise specifically stated in these Policies. Pro-rated means the ratio between the number of hours in the employee's normal work schedule and forty (40) hours per week.

Temporary Employees: Temporary employees are eligible to receive paid sick leave in accordance with Section 8.2 of these policies. Temporary employees are not normally eligible to receive other benefits, including leaves, holidays, and insurance, unless such benefits and leaves are otherwise required by law.

CHAPTER 9 EMPLOYEE RESPONSIBILITIES AND CONDUCT

9.1 GENERAL CODE OF CONDUCT

All Town employees are expected to represent the Town to the public in a professional manner, which is courteous, efficient, and helpful. Employees must maintain a clean and neat appearance appropriate to their work assignment, as determined by their position and the Mayor.

Since the proper working relationship between employees and the Town depends on each employee's on-going job performance, professional conduct and behavior, the Town has established certain minimum standards of personal conduct. Among the Town's expectations are: Basic tact and courtesy towards the public and fellow employees; adherence to Town policies, procedures, safety rules and safe work practices; compliance with directions from supervisors; preserving and protecting the Town's equipment, grounds, facilities, and resources; and providing orderly and cost-efficient services to its citizens.

Employees should not engage in conduct or activity that may raise questions as to the Town's honesty, impartiality, or reputation or otherwise cause embarrassment to the Town. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create the appearance of:

- (a) Use of public office or public position for private gain;
- (b) Giving preferential treatment to any person or entity;
- (c) Losing impartiality;
- (d) Adversely affecting the confidence of the public in the integrity of the Town.

The Town is a relatively small organization. To function as efficiently as possible, we may ask you to perform seemingly "menial" duties outside your regular assignments. It is no reflection on your worth to the Town, but a necessary arrangement for most small organizations.

To make the most efficient use of personnel, the Town also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, the Town expects your full cooperation.

9.2 OUTSIDE EMPLOYMENT AND CONFLICTS OF INTEREST

Employees shall not, directly or indirectly, engage in any outside employment or financial interest that may conflict, in the Town's opinion, with the best interests of the Town or interfere with the employee's ability to perform his/her assigned Town job. Examples include, but are not limited to, outside employment which:

- (1) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
- (2) Is conducted during the employee's work hours;
- (3) Utilizes Town telephones, computers, supplies, or any other resources, facilities or equipment;
- (4) Is with a firm which has contracts with or does business with the Town; or,
- (5) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.

An employee, who chooses to have an additional job, contractual commitment, or self-employment, may do so only after obtaining prior approval from the Mayor.

9.3 REPORTING IMPROPER GOVERNMENTAL ACTION

General Policy:

In compliance with the Local Government Employee Whistleblower Protection Act, Chapter 42.41 RCW, this policy is created to encourage employees to disclose any improper governmental action taken by Town officials or employees without fear of retaliation. This policy also safeguards legitimate employer interests by encouraging complaints to be made first to the Town, with a process provided for speedy dispute resolution.

Key Definitions:

“Improper Governmental Action” includes any action by a Town officer or employee that is undertaken in the performance of the official's or employee's official duties, whether or not the action is within the scope of the employee's employment, and is in violation of any federal, state, or local law or rule, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds. “Improper Governmental Action” does not include personnel actions (hiring, firing, complaints, promotions, and reassignment, for example). In addition, employees are not free to disclose matters that would affect a person's right to legally protected confidential communications.

Retaliatory Action: Any material adverse change in the terms and conditions of an employee's employment.

Emergency: A circumstance that if not immediately changed may cause damage to persons or property.

Procedure for Reporting Improper Government Action: Town employees who become aware of improper governmental action should follow this procedure:

- (1) Bring the matter to the attention of his/her supervisor, if non-involved, in writing, stating in detail the basis for the employee's belief that an improper action has occurred. This should be done as soon as the employee becomes aware of the improper action.
- (2) Where the employee believes the improper action involves the supervisor, the employee may raise the issue directly with the Mayor.
- (3) The Mayor or his designee, as the case may be, shall promptly investigate the report of improper government action. After the investigation is completed, (within thirty (30) days of the employee's report), the employee shall be advised of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential.

An employee who fails to make a good faith effort to follow this policy shall not be entitled to the protection of this policy against retaliation, pursuant to RCW 42.41.030.

In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may bypass the above procedure and report the improper action directly to the appropriate government agency responsible for investigating the improper action.

Employees may report information about improper governmental action directly to an outside agency if the employee reasonably believes that an adequate investigation was not undertaken by the Town to determine whether an improper government action occurred, or that insufficient action was taken by the Town to address the improper action or that for other reasons the improper action is likely to recur.

In accordance with RCW 42.41.030(3), the following is a list of appropriate agencies to whom reports of improper governmental actions may be made. Employees having questions about these agencies or the procedures for reporting improper governmental action are encouraged to contact the Mayor.

Clark County Prosecutor
1013 Franklin Street
Vancouver, WA 98660
360.249.3951

State Department of Ecology
Northwest Regional Office
3190 - 160th Ave SE
Bellevue, WA 98008-5452
425.649.7000

Attorney General's Office
Consumer Protection
800 5th Ave, Suite 2000

State Auditor's Office
Capital Campus
302 Sid Snyder Ave SW

Seattle, WA 98104
206.464.6684

P.O. Box 40021
Olympia, WA 98504-0021
360.902.0370

State Department of Health
Health Consumer Assistance
P.O. Box 47890
Olympia, WA 98504-7890
360.236.4030

Washington State
Human Rights Commission
711 South Capitol Way, Suite 402
Olympia, WA 98504-2490
360.753.6770

Department of Labor & Industries
P O Box 44000
Olympia, WA 98504
360.902.5800

Washington State
Department of Natural Resources
P.O. Box 47000
Olympia, WA 98504-7000
360.902.1000

Protection Against Retaliation: It is unlawful for a local government to take retaliatory action because an employee, in good faith, provided information that improper government action occurred. Employees who believe they have been retaliated against for reporting an improper government action should follow this procedure:

Procedure for Seeking Relief Against Retaliation:

- (1) Employees must provide a written complaint to the supervisor within thirty (30) days of the occurrence of the alleged retaliatory action. If the supervisor is involved, the notice should go to the Mayor. If the Mayor is involved, the notice should go to the Town Council. The written charge shall specify the alleged retaliatory action and the relief requested.
- (2) The Mayor or appropriate official, as the case may be, shall investigate the complaint and respond in writing within thirty (30) days of receipt of the written charge.
- (3) After receiving the Town's response, the employee may request a hearing before a state administrative law judge (ALJ) to establish that a retaliatory action occurred and to obtain appropriate relief under the law. The request for hearing must be delivered within the earlier of either fifteen (15) days of receipt of the Town's response to the charge of retaliatory action or forty-five (45) days of receipt of the charge of retaliation to the Mayor or Council for response.
- (4) Within five (5) working days of receipt of a request of hearing the Town shall apply to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge. At the hearing, the employee must prove that a retaliatory action occurred by a preponderance of the evidence in the hearing. The ALJ will issue a final decision not later than forty-five (45)

days after the date of the request for hearing, unless an extension is granted.

Policy Implementation: The Mayor (or designee) is responsible for implementing these policies and procedures. This includes posting the policy on the Town's bulletin board, making the policy available to any employee upon request, and providing the policy to all newly hired employees. Officers, managers, and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility.

Violations of this policy and these procedures may result in appropriate disciplinary action, up to and including dismissal.

9.4 POLITICAL ACTIVITIES

Town employees may participate in political or partisan activities of their choosing provided that Town resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. Employees may not campaign on Town time or in a Town uniform or while representing the Town in any way. Employees may not allow others to use Town facilities or funds for political activities.

Any Town employee who meets with or may be observed by the public or otherwise represents the Town to the public, while performing his/her regular duties, may not wear or display any button, badge, or sticker relevant to any candidate or ballot issue during working hours. Employees shall not solicit, on Town property or Town time, for a contribution for a partisan political cause.

Except as noted in this policy, Town employees are otherwise free to fully exercise their constitutional First Amendment rights.

9.5 NO SMOKING POLICY

For health and safety considerations, the Town prohibits smoking by employees in all Town facilities, including Town-owned buildings, vehicles, and offices or other facilities rented or leased by the Town, including individual employee offices.

9.6 PERSONAL POSSESSIONS AND ELECTRONIC COMMUNICATIONS

The Town furnishes desks, closets, and/or lockers for security of employee coats, purses, and other personal possessions. The Town does not assume responsibility for any theft or damage to the personal belongings of employees. The Town reserves the right to search employee desks, lockers, and personal belongings brought onto Town premises.

The Town also furnishes computers for use in conducting Town business. Because the computers are for Town business, the Town reserves the right to review the contents of any files or documents on the computer, including contents of any electronic mail. Town computers are not for personal use.

9.7 USE OF TOWN VEHICLES AND EQUIPMENT

Use of Town phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Other Town equipment, including vehicles, should be used by employees for Town business only. An employee's misuse of Town services, telephones, vehicles, equipment or supplies can result in disciplinary action including termination.

9.8 BULLETIN BOARDS

Information of special interest to all employees is posted regularly on the Town bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the Mayor.

9.9 CONTACT WITH THE NEWS MEDIA

The Mayor shall be responsible for all official contacts with the news media during working hours, including answering of questions from the media. The Mayor may designate specific employees to give out procedural, factual, or historical information on particular subjects.

9.10 SEAT BELT POLICY

Per Washington law, anyone operating or riding in Town vehicles must wear seat belts at all times.

9.11 DRIVER'S LICENSE REQUIREMENTS

As part of the requirements for certain specific Town positions, an employee may be required to hold a valid Washington State Driver's license. If an employee's license is revoked, suspended, or lost, or is in any way not current, valid, and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. Depending on the duration of license suspension, revocation, or other inability to drive, an employee may be subject to disciplinary action, including termination.

9.12 SOLICITATIONS

Most forms of selling and solicitations are inappropriate in the workplace. They can be an intrusion on employees and citizens and may present a risk to employee safety or to the security of Town or employee property. The following limitations apply:

- (1) Persons not employed by the Town may not solicit, survey, petition, or distribute literature on Town premises at any time. This includes persons soliciting for charities, salespersons, questionnaire surveyors, labor union organizers, or any other solicitor or distributor. Exceptions to this rule may be made in special

circumstances where the Town determines that an exception would serve the best interests of the Town and its employees. An example of an exception might be the United Way campaign or a similar, community-based fund raising effort.

- (2) Employees may not solicit for any purpose during work time. Reasonable forms of solicitation are permitted during non-work time, such as before or after work or during meal or break periods. Soliciting employees who are on non-work time may not solicit other employees who are on work time. Employees may not distribute literature for any purpose during work time or in work areas.

9.13 SAFETY

Every employee is responsible for maintaining a safe work environment and following the Town's safety rules. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The Town will make every effort to remedy problems as quickly as possible.

In case of an accident involving a personal injury, regardless of how serious, employees shall immediately notify the Mayor.

Since being exposed to a blood-borne pathogen may lead to sickness such as hepatitis, AIDS, or malaria, and since the Town wants to assure our employees as safe and healthy work environment as possible, it is the policy of the Town to comply with all statutory obligations for the prevention of exposure to blood-borne pathogens.

Employee safety depends on the safety consciousness of everyone. In order to facilitate a safe work environment, employees may not bring dangerous weapons to the workplace. This includes, but is not limited to, weapons for which employees have a valid permit. The only exception to this rule involves law enforcement positions for which the job requires possession of dangerous weapons.

9.14 SUBSTANCE ABUSE

The Town philosophy on substance abuse has two focuses: (1) a concern for the well being of the employee and (2) a concern for the safety of other employees and members of the public.

Availability of Rehabilitation or Treatment: As part of our employee assistance program, we encourage employees who are concerned about their alcohol or drug use to seek counseling, treatment, and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the Town is fully committed to helping employees who voluntarily come forward overcome substance abuse problems. In most cases, the expense of treatment may be fully or partially covered by the Town's benefit program. In recognition of the sensitive nature of these matters, all discussions will be kept confidential. Employees who seek advice or treatment will not be subject to retaliation or discrimination.

When Job Performance is Affected: Although the Town is concerned with rehabilitation, it must be understood that disciplinary action may be taken when an employee's job performance is impaired because he/she is under the influence of drugs or alcohol on the job. The Town may discipline or terminate an employee possessing, consuming, selling, or using alcohol, or controlled substances (other than legally prescribed) during work hours. The Town may also discipline or terminate an employee who reports for duty or works under the influence of alcohol or controlled substances. An employee may be required to submit to alcohol or controlled substance testing when the Town has reasonable suspicion that the employee is under the influence of controlled substances or alcohol. **Any employee involved in an incident resulting in injury or property damage may be asked to submit to alcohol or controlled substance testing.** Refusal to submit to testing, when requested, may result in immediate disciplinary action, including termination.

Drug-Free Workplace: Based on the federal Drug-Free Workplace Act, the manufacturing, distribution, dispensation, possession, and use of unlawful drugs or alcohol on Town premises or during work hours by Town employees is strictly prohibited. Employees also must notify the Town within five (5) days of any conviction for a drug violation in the workplace. Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete a rehabilitation program is grounds for termination.

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CHAPTER 10 DISCIPLINE AND TERMINATIONS

10.1 TERMINATIONS

The Town of Yacolt may terminate employment because of an employee's resignation, discharge, or retirement; the expiration of an employment contract; or a permanent reduction in the workforce. Termination can be for any reason not prohibited by law. In the absence of a specific written agreement, employees are free to resign at any time and for any reason, and the Town of Yacolt reserves the right to terminate employment for cause or for convenience.

10.2 ACTIONS SUBJECT TO DISCIPLINARY ACTION

All employees are expected to perform their job duties and to exercise good judgment, loyalty, common sense, dedication and courtesy in the performance of those duties, and to comply with the provisions of these guidelines, department directives, policies and procedures, and the Town's Code of Conduct. The primary mission of each employee is to provide courteous, orderly, efficient and economic delivery of services to the citizens consistent with the Town's rules, regulations, applicable laws and the general goals and targets of the Town. Failure to meet these expectations may establish cause for discipline.

The following are examples of types of behavior which may result in discipline. This is by no means an exhaustive list, but merely illustrates the type of behavior not consistent with the general code of conduct expected of employees.

- (1) Misrepresentation or withholding of pertinent facts in securing employment.
- (2) Unauthorized use or possession of the Town facilities/property.
- (3) Unauthorized use of position for personal gain or advantage. Accepting unlawful gratuities or bribes.
- (4) Lying or dishonesty of any kind, on or off the job.
- (5) Smoking in any unauthorized posted area or creating fire hazards in any area.
- (6) Violation of dress standards.
- (7) Violation of the Town's telephone use policy.
- (8) Violation of the Town's Electronic Communications policy.
- (9) Failure to report an occurrence causing damage to the Town, a customer, or public property. Failure to properly secure the Town's facilities or property.

- (10) Loitering after completing day's work that results in the disruption of the Town's business or the work effort of other employees. Vending, soliciting, or collecting contributions for any purpose whatsoever during working time on the premises without the permission of the supervisor.
- (11) Unauthorized operation or use of machines, tools, or equipment to which the employee has not been specifically assigned.
- (12) Unauthorized recording of another employee's time record. Both employees can be subject to disciplinary action.
- (13) Habitual lateness for work. Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism. Loitering, goofing off, failing to assist others in a work situation.
- (14) Making malicious, false, or derogatory statements that are intended or could reasonably be expected to damage the integrity or reputation of the Town or Town employees, on or off premises.
- (15) Disorderly conduct, including fighting on the premises. Rudeness, discrimination, intimidation, coercion, use of obscene language or gestures or lack of courtesy to the public or fellow employees. Immoral conduct while on duty.
- (16) Intentional falsification of records/paperwork in the performance of the Town's business.
- (17) Inability, inefficiency, negligence, or insubordination, including a refusal or failure to perform assigned work or follow reasonable instructions or directions. Concealing defective work.
- (18) Failure to observe safety practices, rules, regulations, and instructions. Negligence that results in or creates the risk of injury to others. Failure to wear required safety clothing and equipment.
- (19) Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.
- (20) Dishonesty or theft, including deliberate destruction, damage, or removal of the Town's or other's property from the premises, or any job site. Misappropriation or illegal use of the Town's supplies, equipment, or time for personal use or gain.
- (21) Possession, use, sale, or being under the influence of alcohol and controlled substances while on the Town's business (including standby duty). The only exception to this rule shall be for an employee using or possessing a controlled

substance prescribed by a doctor if such employee has given his/her supervisor prior notice of such use and/or possession and such use does not impair safe and/or efficient work performance.

- (22) Possession of explosives or weapons on the premises or any job site.
- (23) Conviction of a felony or misdemeanor.
- (24) Sexual harassment.
- (25) Discrimination, in the conduct of the Town's business on the basis of race, religion, sex, color, national origin, sexual orientation, or disability, age, marital status, pregnancy, or political ideology.
- (26) Disclosure of confidential information gained by reason of the employee's position or use of such information for the employee's personal gain or benefit.
- (27) Off-duty conduct of the employee that impairs an employee's work performance or the Town's reputation or interests.
- (28) Failure of the employee to meet his or her financial obligations in a timely manner such that they adversely affect job performance or the Town of Yacolt's image in the community.
- (29) Violation of the duties or rules imposed by this Manual or any other Town rule, regulation, administrative order, applicable state law or other lawful duty.

10.3 POSSIBLE DISCIPLINARY ACTION

In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:

- (1) Oral Warning.
- (2) Written Reprimand.
- (3) Suspension.
- (4) Demotion.
- (5) Termination.

The choice of what discipline to apply in any particular case is solely the Town's. The existence of these disciplinary options in no way obligates the Town to follow the options and the Town in

its sole discretion may select any one of these options as its final decision. Any particular disciplinary action taken with respect to one employee in a given situation is not to be relied upon as an indication of future treatment in similar situations. Any disciplinary action taken by the Town short of termination is without waiver of the Town's rights under the at-will employment relationship.

10.4 LAYOFF

The Mayor may lay off employees for lack of work, budgetary restrictions, reorganization or other changes that have taken place.

Temporary employees or employees who have not completed their trial period will be laid off before regular employees are affected. In determining who is to be laid off, consideration will usually be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal, as determined by the Town. Employees who are laid off may be eligible to be re-employed if a vacancy occurs in a position for which they are qualified.

10.5 RESIGNATION

An employee should provide four (4) weeks' notice of resignation. This time limit may be waived by the Mayor.

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CHAPTER 11 COMPLAINT PROCEDURES

11.1 COMPLAINT PROCEDURES

The Town recognizes that sometime situations arise in which employees feel that they have not been treated fairly or in accordance with Town policies. For this reason the Town provides its employees with procedures for resolving complaints, including but not limited to job terminations.

Step 1: Employees should first try to resolve any problem or complaint with their supervisor.

Step 2: When normal communications between an employee and the supervisor are not successful, or when an employee disagrees with the application of Town policies and procedures, the employee should attempt to resolve the problem with the Mayor.

Step 3: If the employee is not satisfied with the response from the Mayor, the employee may submit the problem, in writing, to the Town Council. The written complaint must contain, at a minimum:

- (1) A description of the problem;
- (2) A specific policy or procedure which the employee believes has been violated or misapplied;
- (3) The date of the circumstances leading to the complaint or the date when the employee first became aware of those circumstances;
- (4) The remedy sought by the employee to resolve the complaint.

The written complaint must be filed within fifteen (15) working days of the occurrence leading to the complaint.

The Town Council may determine that a special meeting or workshop is required to address the issue. The special meeting will be held within thirty (30) days of the date the complaint was filed. The Council's response and decision shall be final and binding.

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CHAPTER 12 EMPLOYMENT CLASSIFICATION

12.1 JOB DESCRIPTIONS AND SUPERVISION

All Town employees work under the supervision and at the discretion of the Mayor. The job descriptions, duties, hours and schedule of any employee of the Town may be established or changed at any time in the Mayor's discretion and without prior notice to the employee. The duties and responsibilities of the Town's employees evolve and change as circumstances change within the Town. The following examples of job duties, abilities, qualifications and responsibilities are illustrative and not comprehensive. Changes in the job descriptions and/or duties of any employee of the Town may be made at any time without formal amendment of this Personnel Policies & Procedures Manual.

12.2 TOWN CLERK

Position Summary:

The Town Clerk performs a variety of routine and complex supervisory, clerical, accounting, finance and administrative work involving custody and safekeeping of Town funds and monies, accounting records, personnel records, and public records conforming to Town and State Laws. This is a full-time non-union position.

Supervision Received:

The Town Clerk works under the direction of the Mayor.

Supervision Exercised:

The Town Clerk supervises the Assistant Clerk and /or Administrative Assistant and works cooperatively with the other Town personnel.

Duties and Responsibilities:

The Clerk shall have all of the abilities and duties permitted by statute (RCW 35.27.170 and RCW 35.27.220 as currently enacted or hereafter amended). The Clerk shall maintain all of the records required by statute (RCW 35.27.230 as currently enacted or hereafter amended).

In addition, the Town Clerk will conduct or engage in the activities listed below. The following examples are not intended to supplant or remove the statutory duties of the Town Clerk.

Council Support:

- Prepares agenda for Mayor's review.

- Distributes Town Council agendas and agenda material.
- Oversees the preparation and advertising of Council meeting agendas and legal notices of regular and special public meetings of the Town Council.
- Attends all regular and special Town Council meetings and study sessions. Performs accurate recording of the proceedings, including equipment set-up and removal.
- Prepares Council minutes using proper legislative terminology, grammar and business writing, and updates minute books.
- Prepares reports for Council meetings as directed.
- Provides support for Council committees.
- Prepares annual budget.
- Monitors actual revenues and expenditures in accordance with the adopted budget for all funds.
- Oversees, balances, and accounts for the cash drawer, including receipts and cash.
- Codes receipts with appropriate BARS code number, and keeps records as needed to verify cash balances.
- Prepares bank deposits as needed, **at least weekly. Deposits of cash in excess of \$500.00 must be made within 2 business days of receipt.**
- Reconciles bank statements.
- Maintains auxiliary cash controls for balancing and other related accounting activities.
- Maintains accounts receivable and accounts payable records with appropriate BARS code numbers and follow-up on necessary collections.
- Maintains investments for all funds. Purchases and withdraws investments as needed.
- Reconciles investment statements with investment reports.
- Prepares draw payroll and monthly payroll and all associated payroll reports.
- Prepares quarterly financial reports.
- Prepares periodic financial, statistical or operational reports as assigned.
- Prepares annual financial reports; works with state auditors during periodic audits of Town finances, procedures and policies.
- ~~Receives monies & issues receipts for Clark Public Utilities & remits payments to CPU.~~
- Maintains Community Development Block Grant Program.
- Communicates official plans, policies and procedures to staff, Mayor, Council and the general public.
- Communicates with public and staff on Council action.
- Provides public records and information to citizens, civic groups, the media and other agencies per public disclosure regulations.
- Provide public information on Town Codes, Ordinances, Council meetings and Council actions taken.
- Serves as custodian of official Town records and public documents; performs certifications and arranges recording of legal documents and other records; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring Town certification; maintain tapes of public hearings by labeling, storing and recording in books as appropriate; maintains tapes of Council meetings; files all Town records.

- Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Performs and/or assists Assistant Clerk and/or Administrative Assistant in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- ~~Receives and issues Town business licenses; answers business license inquiries by phone and in person; maintains business license records; prepares renewal letters and license applications for annual business license.~~
- Coordinates special event licenses and paperwork with event promoters.
- Administers the issuance of ~~municipal peddler's licenses, including business, various regulatory licenses as assigned, etc.,~~ in accordance with applicable Town ordinances and other regulations.
- Maintains bond coverage of employees as specified by state law and local Codes; obtains signed oaths from Mayor and Town Council to administer oath of office to public officials.
- Prepares surveys and other reports as directed.
- Administers contracts and agreements with private and public entities.
- Develops ordinances, resolutions and proclamations as needed or as directed.
- Obtains signatures on ordinances and resolutions; publishes notice of ordinances and other legal notices in newspaper as required and files originals.
- Oversees updates and revisions of the Yacolt Municipal Code.
- Researches issues for compliance with state and local laws and with the State Auditor.
- May serve as a notary public.
- Issues deeds for sale of Cemetery plots and maintains records of Cemetery plots.
- Other duties as assigned.
- **Drafts Annual Performance Review of Assistant Clerk and/or Administrative Assistant; provides training/coaching /disciplinary actions for same.**

Contract Administration:

- Determine and follow proper procurement procedures, (for example, whether published request for bids, or other procurement process applies).
- Coordinate with engineering consulting firm to:
 - Arrange bid call advertisement.
 - Provide bid documents to contractors and vendors.
 - Collect plan fees and issue receipts.
 - Maintain bidders list.
 - Track bid openings and assure proper submittal of bid and performance bonds.
 - Record bids and notify bidders of apparent lowest bid.
 - Prepare and mail award and rejection letters after bid acceptance.
 - Assemble contract, obtain signatures and forward final documents to contractor.
 - Return bid bonds to unsuccessful bidders.
 - Obtain clearances from Department of Revenue, Employment Security,

- Department of Labor and Industries.
- Provide timely return of retainage and bid on performance bond.

Insurance Claims:

- Receive insurance claims against Town.
- Coordinate in-house insurance claims.
- Submit all damage claims to AWC RMSA pool.
- Answer questions from people filing claims and about status of payments.

Building Permits:

- Assist customers with identifying and completing building permit applications.
- Receive permit applications and payments.
- Enter permit information into computer, including calendared deadlines.
- Enter payment information into computer.
- Issue permits.

Land Use Requirements:

- Prepare legal notices for annexations, rezones and street vacations.
- Complete and forward state annexation forms and census information.
- File original annexation documents upon approval.
- File certified copies of annexations, rezones and street vacations with County Auditor.
- Update record books.

Miscellaneous Duties:

- Coordinate response to dog complaints with Clark County Animal Control.
- ~~• Receive monies and issue receipts for Clark Public Utilities' payments; report and remit payments to CPU.~~
- Maintain records and files on various ordinance compliance matters.

Peripheral Duties:

- Attends seminars, workshops and meetings related to the Town Clerk's duties and responsibilities.
- Accepts claims for damages and other legal papers served on the Town.
- Provides clerical and/or technical support to other Town personnel as required or needed.

Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of modern public administration.
- Extensive knowledge of office practices and procedures.
- Thorough knowledge of modern records management techniques, including legal requirements of recording, retention and disclosure.

- Working knowledge of computers.
- Working knowledge of governmental accounting principles and practices (BARS).
- Knowledge of applicable federal, state and local law, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Skill in operation of listed equipment.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, officials and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to plan and organize Town events.
- Ability to plan, organize and direct operations of the Town Clerk.
- Ability to maintain confidentiality of politically sensitive materials and information.
- Ability to work independently with little direction.
- Research, analyze, interpret, organize and report on data.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Ability to perform arithmetic computations accurately and quickly.

Education and Experience:

Bachelor's degree in Accounting, Finance, Economics, Public Administration or a closely related field plus four (4) years of progressively responsible finance or accounting experience, including one year in a lead capacity; or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year-by-year basis.

Special Requirements:

- Must be bondable.
- Must have a valid Washington State Driver's License, or the ability to obtain one.
- Must obtain Notary Public certification.

Equipment Used:

Computer (including printer and scanner), calculator, multi-line phone, copy machine, fax machine.

12.3 PUBLIC WORKS DIRECTOR

The Public Works Director is responsible for regular maintenance of the Town infrastructure, including, but not limited to the following:

- Operates Town equipment including backhoes, small graders, street sweepers, dump

trucks and loaders, lawn mowers, snow plows, sanders, chain saws, leveling vibrators, jack hammers, shovels, pick axes, crow bars, road graders, tractor mowers, etc.

- Performs routine equipment maintenance and minor field repairs such as lubrication, checking fluid levels and replacing belts and other components as required.
- Performs work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards.
- Operates and services heavy road and construction equipment and light motor vehicles.
- Cleans roadside ditches, culverts and catch basins.
- Repairs streets, guardrails, and sidewalks.
- Installs and repairs street and traffic control signs.
- Performs brush cutting.
- Coordinates with other agencies for pavement striping; street sweeping; clearing snow and ice from streets; and tree trimming.
- Performs upkeep of parks and cemetery including watering, mowing, fertilizing, weed control, trimming, and rodent control.
- Analyzes and troubleshoots problems such as street and sidewalk damages or obstructions.
- Plans and schedules work priorities; requisitions supplies and equipment; and periodically inspects tools and equipment to ensure that proper care and maintenance is being performed.
- Prepares periodic work progress reports; maintains required records and logs; and maintains employee time records.
- Provides on-site direction and guidance to employees during assignments, and inspects work in progress and upon completion to ensure compliance with work standards and local codes, and proper safety techniques and procedures.
- Responsible for approving construction change orders up to 0.5% of contract amount prior to the Town Council's approval.
- Plans and implements a comprehensive Public Works program for the Town; integrates public works programs and activities with other city, county, state, and federal departments and/or agencies.
- Prepares studies, reports, and recommendations relative to the Public Works programs and special projects; determines and recommends what Public Works programs or major projects should be initiated, dropped, or modified.
- Perpetuates Public Works improvements and projects by initiating and/or assisting in the acquisition of grants, easements, etc.; determines the resources need for approved projects; and reviews work activities to ensure efficient and safe operations and conformance with established state, county, and Town standards, regulations and policies.
- Prepares budget estimates and controls the expenditure of department funds; this includes the planning and budgeting for future Public Works activities; evaluating services rendered in relation to cost vs. benefits derived and continuing need.
- Initiates periodic study and analysis of street and pedestrian traffic flow, congestion, accidents, and other conditions affecting the safe and convenient use of streets and walkways.

- Attends various hearings, seminars, and civic and business meetings on behalf of the Public Works Department.
- Establishes street logs to gauge effectiveness of maintenance programs.
- Reviews building permit applications for zoning compliance.
- Performs repairs and maintenance of Town buildings.
- Measures for the correct placement of graves; supervises excavation work and replacement of sod.
- Maintains public restrooms at Town park in a clean and sanitary condition.
- **Drafts Annual Performance Reviews for Public Works Maintenance Technicians; provides training/coaching/disciplinary actions for same.**

12.4 PUBLIC WORKS MAINTENANCE SUPERVISOR **TECHNICIAN**

Desired Qualifications: A background in public works operations and duties. Highly responsible person who performs activities related to public works and equipment. A background in equipment operations and maintenance. The ability to work well with the public. Person must be organized and self-motivated.

The Public Works Maintenance ~~Supervisor~~ **Technician** is responsible for assisting with the regular maintenance of the Town infrastructure, including, but not limited to the following:

- Assists in planning and scheduling work priorities; assists in requisitioning supplies and equipment
- Operate Town equipment including backhoes, small graders, street sweepers, dump trucks and loaders, lawn mowers, snow plows, sanders, chain saws, leveling vibrators, jack hammers, road graders, tractor mowers, excavators, and various hand tools, etc.
- Performs upkeep of parks and cemetery including watering, mowing, fertilizing, weed control, trimming, and rodent control
- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards
- Operate and service heavy road and construction equipment and light motor vehicles
- Cleans roadside ditches, culverts and catch basins
- Repairs streets, guardrails, and sidewalks
- Installs and repairs street and traffic control signs
- Performs brush cutting
- Perform routine equipment maintenance and minor field repairs such as lubrication, checking fluid levels and replacing belts and other components as required
- Perform and assist snow clearing and ice removal from streets; and tree trimming
- Assists in analyzing and troubleshooting problems such as street and sidewalk damages or obstructions
- Maintains street logs to gauge effectiveness of maintenance programs
- Performs repair and maintenance of Town ~~buildings~~ **properties**
- Measuring for the correct placement of graves; supervises excavation work and replacement of sod
- Maintain public restrooms at Town park in a clean and sanitary condition

- Assists with periodic studies and analysis of street and pedestrian traffic flow, congestion, accidents, and other conditions affecting the safe and convenient use of streets and walkways
- Minor welding and fabricating related to maintenance of facilities and equipment - Experience using an acetylene torch
- Organize and maintain the Town's maintenance shop and other storage and working areas
- Supervises seasonal employees and Correction Center work crews

12.5 ASSISTANT CLERK

The Assistant Clerk is responsible for assisting the Town Clerk with duties and responsibilities, including, but not limited to the following:

Business Licensing:

- ~~• Receive applications for and issue Town business licenses, including permanent, home occupation, temporary merchant, and solicitors~~
- ~~• Answer business license inquiries by phone and in person~~
- ~~• Assist public in application process and receive license fees~~
- ~~• Refer home occupation conditional uses to Council~~
- ~~• Complete license and forward to applicant~~
- ~~• Maintain cross reference file on business and license number~~
- ~~• Enter information into computer database~~
- ~~• Maintain business license records~~
- ~~• Prepare renewal letter and license application for annual business license~~
- ~~• Receive completed applications and manually validate with signature, date issued and receipt of payment~~
- ~~• Update database with any new business information (i.e. out of business or no renewal)~~

Public Information:

- Provide public information on Town codes, ordinances, Council meetings, Council action taken and business licenses
- Provide public records and information to citizens, civic groups, the media and other agencies per public disclosure regulations
- Answer general questions (i.e. garbage service, transfer station, Chamber of Commerce, Department of Licensing, etc.)

Records Management:

- Serve as custodian of official Town records and public documents
- Cross-reference Council minutes, ordinances, resolutions, and agreements
- Enter information in computer database
- Prepare and file all records
- Maintain legal files, including records retention schedules

Secretarial Support:

- Type miscellaneous letters, agenda reports, and correspondence
- Complete various surveys and reports

Cemetery:

- Issue deeds for sale of cemetery plots
- Maintain records of cemetery plots

*Reconcile and Receipt Monies:

- Receive monies
- Verify accuracy of transmittals; issue receipt noting appropriate BARS code number

*Prepare Bank Deposit:

- Combine cash, coin, and checks from monies received
- Balance total cash and checks received to receipts
- Complete bank deposit slip; deposit with bank

*Process Payments on Various Accounts:

- Prepare vouchers noting appropriate fund and BARS code numbers
- Prepare Warrants/Claims and remit to vendors

Building Permits:

- Assist customers with identifying and completing building permit applications
- Receive permit applications and payments
- Enter permit information into computer, including calendared deadlines
- Enter payment information into computer
- Issue permits

*Miscellaneous Duties:

- Coordinate response to dog complaints with Clark County Animal Control
- ~~Receive monies and issue receipts for Clark Public Utilities' payments, report and remit payments to CPU~~
- Maintain records and files on various ordinance compliance matters
- Filing

*The Assistant Clerk is only to handle money transactions if bonded.

12.6 ADMINISTRATIVE ASSISTANT

The administrative assistant may be full-time or part-time, and is responsible for assisting the Mayor, Town Clerk, Assistant Clerk, and Public Works Director with clerical duties including, but not limited to the following:

- Create and maintain documents, letters, and forms
- File and maintain records
- Respond to inquiries by telephone or in person, in a friendly, professional manner
- Enter information into computer database
- Use copier, fax machine, scanner, multi-line telephone, computer, and adding machine
- Assist in researching and compiling records for Public Records Requests
- Issue cemetery deeds and maintain cemetery plot records
- Pick up mail from the Yacolt Post Office
- Maintain inventory of supplies and create supply “shopping” lists
- Relay messages to the appropriate persons
- Maintain inventory of equipment in Town Hall
- Perform research and other clerical duties as needed
- If bonded, may also handle cash and checks

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CHAPTER 13 SUMMARY

These policies are not intended to be a contract, express or implied, or any type of promise or guarantee of specific treatment upon which you may rely, or as a guarantee of employment for any specific duration. The employer has sole discretion whether to apply handbook policies in a particular case. The Town can and will exercise flexibility and discretion with regard to the policies described in this manual, and to act apart from any procedures described herein. The Town has the right to completely disregard the contents of this policy.

UNLESS SPECIFIC RIGHTS ARE GRANTED TO YOU IN EMPLOYMENT CONTRACTS, CIVIL SERVICE RULES, OR ELSEWHERE, ALL EMPLOYEES OF THE TOWN ARE CONSIDERED AT-WILL EMPLOYEES AND EITHER PARTY MAY TERMINATE THE RELATIONSHIP ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

No supervisor, manager, or representative of the Town other than the Mayor, with Town Council approval, has the authority to enter into any agreement with you for employment for any specific period or to make any written or verbal commitments contrary to the foregoing.

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Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St.
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Discussion: July 4th Events

Proposed Meeting Date: April 13, 2026

Action Requested of Council: Decide if you want to hire a band to play during the July 4th festivities, and if so, during what hours, and if you want a specific band.

Proposed Motion: TBD

Summary/Background: Last year the Town hired a band (The Sonic Boomers) to play at the ballfields for 3 hours on the 4th of July. The cost was \$1500. This year, the same band has said they would play for 4 hours for the same price. Since most of the activities this year will be centered at the Town's Central Park, if we do hire a band, they could be set up on the stage there. The parade and awards presentation should end by noon, so the band should be scheduled for noon or 1pm, or even later.

The total budget available for Rendezvous Days is about \$9,000, after awards and parade candy/toys were purchased. How much of that should be earmarked for a fireworks show later that night? (We will need to factor in the costs for passports/coins/cups/t-shirts or anything else the Town is planning to provide for the day's events.)

Finally, WHY Racing Events needs to have Council's approval to have their people camp at the Rec Park for their events July 3rd and 4th.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922



Town of Yacolt Agenda Request

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Mayor Shealy

Group Name: Staff

Address: 202 W Cushman St
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: mayor@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Replacing the Town's Building Inspector

Proposed Meeting Date: April 13, 2026

Action Requested of Council: None; Discussion only

Proposed Motion: TBD

Summary/ Background: Townzen and Associates is the company the Town has contracted with since 2017 for plan reviews and inspections on permits. Les Townzen has decided to retire and close his business. He notified the Town this month that his company's services will end before the end of the month. So we will need to work quickly to contract with a new building inspector/plan reviewer. Within the last year, both the cities of LaCenter and Battle Ground have expressed interest in providing those services for the Town. The Clerk reached out to Battle Ground's City Manager, and Mayor Shealy reached out to the Mayor of LaCenter last week. Tonight they will report on the results of their outreaches.

Staff Contact(s): Clerk Fields

clerk@townofyacolt.com

(360) 686-3922



Town of Yacolt Request for Council Action

CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

Name: Clerk Fields

Group Name: Staff

Address: 202 W Cushman St.
Yacolt, WA 98675

Phone: (360) 686-3922

Email Address: clerk@townofyacolt.com

Alt. Phone:

ITEM INFORMATION:

Item Title: Council Approval of Annual Financial Report

Proposed Meeting Date: April 13, 2026

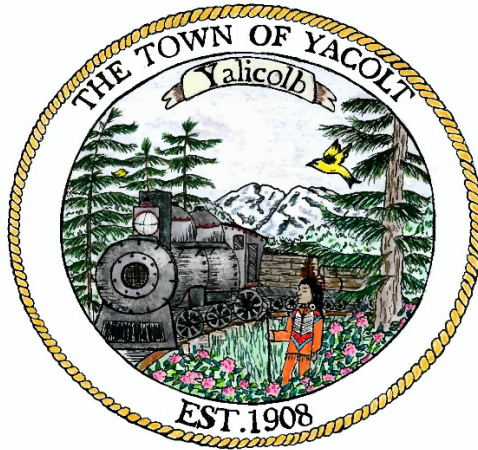
Action Requested of Council: Review the DRAFT of the Annual Report completed by Clerk Fields and ask any questions which may come up. Once approved, move to have her submit the Report to the State Auditor's Office.

Proposed Motion: "I move that Council approves the Annual Report as presented, and to have Clerk Fields submit the Report to the State Auditor's Office."

Summary/Background: The previous year's Annual Report is required to be filed with the State Auditor's Office within 150 days after the end of that year, so always before the end of May. Normally at least one Council member is asked to review the report before it gets filed. This year, Clerk Fields got it done early enough to have the whole Council look it over first. The Draft Report is attached below.

Staff Contact(s): Clerk Stephanie Fields
clerk@townofyacolt.com

Mayor Ian Shealy
mayor@townofyacolt.com
(360) 686-3922



YACOLT, WA

2025

ANNUAL

REPORT

*SUBMITTED APRIL 15, 2026
BY TOWN CLERK STEPHANIE FIELDS*

Town of Yacolt
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2025

		Total for All Funds (Memo Only)	001 General Fund	101 Streets	103 Cemetery
Beginning Cash and Investments					
308	Beginning Cash and Investments	2,547,673	1,583,300	173,045	23,317
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	722,732	677,170	-	-
320	Licenses and Permits	36,672	36,672	-	-
330	Intergovernmental Revenues	495,208	432,137	53,967	9,104
340	Charges for Goods and Services	97,853	45,901	-	500
350	Fines and Penalties	500	500	-	-
360	Miscellaneous Revenues	32,860	32,860	-	-
Total Revenues:		<u>1,385,824</u>	<u>1,225,239</u>	<u>53,967</u>	<u>9,604</u>
Expenditures					
510	General Government	690,482	690,482	-	-
520	Public Safety	44,251	44,251	-	-
530	Utilities	62,070	-	-	9,354
540	Transportation	281,133	39,669	241,464	-
550	Natural/Economic Environment	29,742	29,742	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	43,870	43,870	-	-
Total Expenditures:		<u>1,151,547</u>	<u>848,014</u>	<u>241,464</u>	<u>9,354</u>
Excess (Deficiency) Revenues over Expenditures:		<u>234,277</u>	<u>377,226</u>	<u>(187,497)</u>	<u>250</u>
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	575,000	-	200,000	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	1,203	135	-	-
Total Other Increases in Fund Resources:		<u>576,203</u>	<u>135</u>	<u>200,000</u>	<u>-</u>
Other Decreases in Fund Resources					
594-595	Capital Expenditures	471,288	116,952	11,448	-
591-593, 599	Debt Service	1,295	1,295	-	-
597	Transfers-Out	575,000	575,000	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	62,153	62,153	-	-
Total Other Decreases in Fund Resources:		<u>1,109,736</u>	<u>755,399</u>	<u>11,448</u>	<u>-</u>
Increase (Decrease) in Cash and Investments:		<u>(299,256)</u>	<u>(378,038)</u>	<u>1,055</u>	<u>250</u>
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	869,056	-	-	23,568
50841	Committed	174,100	-	174,100	-
50851	Assigned	236,070	236,070	-	-
50891	Unassigned	969,191	969,191	-	-
Total Ending Cash and Investments		<u>2,248,417</u>	<u>1,205,261</u>	<u>174,100</u>	<u>23,568</u>

The accompanying notes are an integral part of this statement.

Town of Yacolt
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2025

		105 REET/Real Estate Excise Tax	114 Park Impact Fees	115 Transportation Impact Fees	119 School Impact Fees
Beginning Cash and Investments					
308	Beginning Cash and Investments	292,408	170,954	181,985	14
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	45,562	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	-	-	-	-
340	Charges for Goods and Services	-	489	574	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	-	-	-	-
Total Revenues:		45,562	489	574	-
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	-
540	Transportation	-	-	-	-
550	Natural/Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		-	-	-	-
Excess (Deficiency) Revenues over Expenditures:		45,562	489	574	-
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	-	375,000	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	-	-	-	1,068
Total Other Increases in Fund Resources:		-	-	375,000	1,068
Other Decreases in Fund Resources					
594-595	Capital Expenditures	199	45,722	296,967	-
591-593, 599	Debt Service	-	-	-	-
597	Transfers-Out	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		199	45,722	296,967	-
Increase (Decrease) in Cash and Investments:		45,363	(45,233)	78,607	1,068
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	337,771	125,721	260,591	1,082
50841	Committed	-	-	-	-
50851	Assigned	-	-	-	-
50891	Unassigned	-	-	-	-
Total Ending Cash and Investments		337,771	125,721	260,591	1,082

The accompanying notes are an integral part of this statement.

Town of Yacolt
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2025

		403 Storm Water
Beginning Cash and Investments		
308	Beginning Cash and Investments	122,649
388 / 588	Net Adjustments	-
Revenues		
310	Taxes	-
320	Licenses and Permits	-
330	Intergovernmental Revenues	-
340	Charges for Goods and Services	50,390
350	Fines and Penalties	-
360	Miscellaneous Revenues	-
Total Revenues:		50,390
Expenditures		
510	General Government	-
520	Public Safety	-
530	Utilities	52,716
540	Transportation	-
550	Natural/Economic Environment	-
560	Social Services	-
570	Culture and Recreation	-
Total Expenditures:		52,716
Excess (Deficiency) Revenues over Expenditures:		(2,326)
Other Increases in Fund Resources		
391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		-
Other Decreases in Fund Resources		
594-595	Capital Expenditures	-
591-593, 599	Debt Service	-
597	Transfers-Out	-
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		-
Increase (Decrease) in Cash and Investments:		(2,326)
Ending Cash and Investments		
50821	Nonspendable	-
50831	Restricted	120,323
50841	Committed	-
50851	Assigned	-
50891	Unassigned	-
Total Ending Cash and Investments		120,323

The accompanying notes are an integral part of this statement.

Town of Yacolt
Notes to the Financial Statements
For the year ended December 31, 2025

Note 1 - Summary of Significant Accounting Policies

The Town of Yacolt was incorporated on July 31, 1908 and operates under the laws of the state of Washington applicable to a Town. The town is a general-purpose local government and provides public walking and recreation areas, events, street improvements and maintenance, sidewalks, storm drain maintenance, a Town cemetery, and a building department.

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

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

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government’s resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as “memo only” because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund

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

Special Revenue Funds

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

Capital Projects Funds

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

Town of Yacolt
Notes to the Financial Statements
For the year ended December 31, 2025

PROPRIETARY FUND TYPES:

Enterprise Funds

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

FIDUCIARY FUND TYPES:

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

Investment Trust Funds

These funds are used to report fiduciary activities from the external portion of investment pools and individual investment accounts that are held in trust.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

In accordance with state law the town also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See Note 4 - *Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000.00 and an estimated useful life in excess of 1 year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

Vacation leave may be accumulated up to 160 hours (employees may carry over 80 hours from one year to the next) and is payable upon separation or retirement. Sick leave may be accumulated up to 800 hours. Upon separation or retirement employees do not receive payment for unused sick leave. Overtime pay may be paid out as compensated time at the rate of 1.5 times the hourly wage. Payments are recognized as expenditures when paid. The total cost of vacation, sick pay, and comp time paid out in 2025 was \$39,840.31.

F. Long-Term Debt

See Note 5 – *Long-Term Debt (formerly Debt Service Requirements)*.

G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when it is subject to restrictions on use imposed by external parties or due to internal commitments established by the Town Council. When expenditures that meet restrictions are incurred, the town intends to use the most restricted

Town of Yacolt
Notes to the Financial Statements
For the year ended December 31, 2025

resources first. Restrictions and commitments of Ending Cash and Investments consist of the Town’s General Cash Reserve Fund in the amount of \$236,070.19.

Note 2 - Budget Compliance

The town adopts annual appropriated budgets for all funds. These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end. Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting. The appropriated and actual expenditures for the legally adopted budgets were as follows:

Fund #	Fund Name	Estimated Beginning Fund Balance	Estimated Revenues (Including Interfund Activity)	Aggregate Total Fund Resources	Total Appropriations (Including Interfund Activity)	Estimated Ending Fund Balance
001	General Fund	\$ 1,340,000	\$ 1,565,400	\$ 2,905,400	\$ 1,951,245	\$ 954,155
002	General Reserve Fund	\$ 353,000	\$ -	\$ 353,000	\$ 300,000	\$ 53,000
101	Street Fund	\$ 155,500	\$ 255,000	\$ 410,500	\$ 288,200	\$ 122,300
103	Cemetery Fund	\$ 22,700	\$ 10,000	\$ 32,700	\$ 17,800	\$ 14,900
105	REET Fund	\$ 290,000	\$ 50,000	\$ 340,000	\$ 50,000	\$ 290,000
114	Park Impact Fees	\$ 170,000	\$ 5,000	\$ 175,000	\$ 60,000	\$ 115,000
115	Transportation Impact Fees	\$ 182,000	\$ 380,000	\$ 562,000	\$ 420,000	\$ 142,000
119	School Impact Fees	\$ -	\$ 50,500	\$ 50,500	\$ 50,500	\$ -
403	Stormwater Fees	\$ 111,500	\$ 50,000	\$ 161,500	\$ 100,250	\$ 61,250
	Totals	\$ 2,624,700	\$ 2,365,900	\$ 4,990,600	\$ 3,237,995	\$ 1,752,605

Budgeted amounts are authorized to be transferred between departments within any fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the town’s legislative body.

Note 3 – COVID-19 Pandemic

In February 2020, the Governor of the state of Washington declared a state of emergency in response to the spread of the deadly new virus known as COVID-19. In the months following the declaration, precautionary measures to slow the spread of the virus were ordered. These measures included closing schools, cancelling public events, limiting public and private gatherings, and restricting business operations, travel and non-essential activities. Many of these measures continued through 2021 and into 2022, but eased over the course of 2022 and beyond. The length of time these measures will continue to be in place, and the full extent of the financial impact on the town is unknown at this time. In 2025, the Town appropriated its final expenditures from the COVID-19 Relief (SLFRF) funds on Public Works payroll expenses.

Town of Yacolt
Notes to the Financial Statements
For the year ended December 31, 2025

Note 4 – Deposits and Investments

Investments in Local Government Investment Pool

The town is a voluntary participant in the Local Government Investment Pool (LGIP), an external investment pool operated by the County Treasurer. The pool is not rated or registered with the SEC. Rather, oversight is provided by the County Finance Committee in accordance with RCW 36.48.070. The town reports its investment in the pool at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose liquidity fees or redemption gates on participant withdrawals. As of December 31, 2025 the value of the Town’s LGIP fund balance was \$573,855.61.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the town would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The town’s deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC). All investments are insured, registered, or held by the town or its agent in the government’s name.

Note 5 – Long-Term Liabilities

The accompanying Schedule of Liabilities provides more details of the outstanding debt and liabilities of the town and summarizes the town’s debt transactions for the year ended December 31, 2025.

Note 6 – Pension Plans

Substantially all the town’s full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans. The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Annual Comprehensive Financial Report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

Town of Yacolt
Notes to the Financial Statements
For the year ended December 31, 2025

At June 30, 2025 (the measurement date of the plans), the town’s proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

<u>Plan Name</u>	<u>Allocation %</u>	<u>Ending Liability Balance</u>
PERS 1 UAAL	0.001212%	\$14,289.43
PERS 2/3	0.001540%	(\$58,769.11) (This is an asset, not a liability at this time)

Note 7 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed by the end of each month. Property tax revenues are recognized when cash is received by the town. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The town’s regular levy for the year 2025 was ≈ \$1.069 per \$1,000 on an assessed valuation of \$229,653,246.00 for a total regular levy of \$245,594.06.

Note 8 – Risk Management

The Town of Yacolt is a member of the Association of Washington Cities Risk Management Service Agency (AWC RMSA). Chapter 48.62 RCW authorizes the governing body of any one or more governmental entities to form together into or join a pool or organization for the joint purchasing of insurance, and/or joint self-insuring, and/or joint hiring or contracting for risk management services to the same extent that they may individually purchase insurance, self-insure, or hire or contract for risk management services. An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC RMSA was formed on January 1, 1989, when 32 municipalities in the State of Washington joined by signing an Interlocal Governmental Agreement to pool their self-insured losses and jointly purchase insurance and administrative services. As of December 31, 2025, 117 entities participate in the AWC RMSA pool.

The AWC RMSA allows members to establish a program of joint insurance and provides risk management services to all members. All coverages, with the exception of pollution liability, are on an occurrence basis. The AWC RMSA provides all risk property, comprehensive crime, general liability, automobile liability, police liability, public officials’ liability, employee fidelity and faithful performance, pollution liability, cyber liability, and equipment breakdown insurance coverage. Equipment breakdown, flood and earthquake is included with the property insurance carrier. Pollution and cyber liability coverages are stand-alone policies which the AWC RMSA procures for its members. The AWC RMSA allows members with airports to group purchase airport liability coverage, and members with drones to group purchase property and liability coverage.

Members pay an annual assessment to the AWC RMSA. The AWC RMSA is responsible for payment of all covered causes of loss against the jurisdiction above the stated retention. All members in the AWC RMSA have \$15 million in both per occurrence and aggregate liability limits. AWC RMSA is self-insured

Town of Yacolt
Notes to the Financial Statements
For the year ended December 31, 2025

for its Self-Insured Retention (SIR) of \$500,000, per occurrence. \$9.5 million in excess liability coverage limits is provided through an excess liability policy purchased from National League of Cities Mutual Insurance Company (NLC MIC). The \$5 million in excess liability coverage limits above the first layer of excess coverage is purchased from StarStone Specialty Insurance Company. Since AWC RMSA is a cooperative program, there is joint liability among the participating members. The property reinsurance coverage is purchased through NLC MIC and excess property coverage is purchased through a shared and layered program led by AIG Specialty Insurance Company with CHUBB in excess. In 2025, AWC RMSA carried a property Self-Insured Retention of \$300,000, NLC MIC reinsures up to \$3 million, the shared and layered program led by AIG Specialty Insurance Company provides excess insurance up to \$50 million, and CHUBB provides the remaining limits up to a total of \$250 million. All commercial policies have been purchased through the pool's Broker of Record, Aon.

Members contract to remain in the AWC RMSA pool for a minimum of one year and must give a one-year notice before terminating participation. Even after termination, a member is still responsible for contributions to the Pool for any unresolved, unreported, and in-process claims for the period they were signatory to the Interlocal Governmental Agreement.

The AWC RMSA establishes a loss fund for both reported and unreported insured events, which includes estimates of both future payments of losses and related claim adjustment expenses.

In accordance with WAC 200.100.02023, the AWC RMSA is governed by a Board of Directors, which is comprised of elected officials of participating members.

Town of Yacolt

Schedule 01

For the year ended December 31, 2025

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0254	001	General Fund	3085100	Assigned Cash and Investments - Beginning	\$353,022
0254	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$1,230,278
0254	001	General Fund	3111000	Property Tax	\$252,241
0254	001	General Fund	3131100	Local Retail Sales and Use Tax	\$257,319
0254	001	General Fund	3131500	Special Purpose Sales and Use Tax	\$28,329
0254	001	General Fund	3137100	Criminal Justice Sales and Use Tax	\$38,225
0254	001	General Fund	3164100	Business and Occupation Taxes on Utilities	\$78,182
0254	001	General Fund	3164700	Business and Occupation Taxes on Utilities	\$22,874
0254	001	General Fund	3219900	Other Business Licenses and Permits	\$13,126
0254	001	General Fund	3219900	Other Business Licenses and Permits	\$475
0254	001	General Fund	3221000	Buildings, Structures and Equipment	\$17,079
0254	001	General Fund	3221000	Buildings, Structures and Equipment	\$5,825
0254	001	General Fund	3221000	Buildings, Structures and Equipment	\$53
0254	001	General Fund	3221000	Buildings, Structures and Equipment	\$1
0254	001	General Fund	3223000	Animal Licenses	\$113
0254	001	General Fund	3340380	State Award from Transportation Improvement Board (TIB)	\$274,595
0254	001	General Fund	3340420	State Award from Department of Commerce	\$115,000
0254	001	General Fund	3360098	City-County Assistance	\$32,685
0254	001	General Fund	3360621	Criminal Justice - Violent Crimes/Population	\$1,000

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0254	001	General Fund	3360625	Criminal Justice - Contracted Services	\$3,949
0254	001	General Fund	3360626	Criminal Justice - Special Programs	\$2,356
0254	001	General Fund	3360642	Marijuana Excise Tax Distribution	\$2,388
0254	001	General Fund	3360651	DUI and Other Criminal Justice Assistance	\$165
0254	001	General Fund	3418100	Data/Word Processing, Printing, Duplicating and IT Services	\$225
0254	001	General Fund	3418100	Data/Word Processing, Printing, Duplicating and IT Services	\$40
0254	001	General Fund	3418200	Engineering Services	\$10,592
0254	001	General Fund	3419500	Legal Services	\$23,130
0254	001	General Fund	3433000	Electricity/Gas Sales and Services	\$2,948
0254	001	General Fund	3433000	Electricity/Gas Sales and Services	\$4,136
0254	001	General Fund	3473000	Activity Fees	\$50
0254	001	General Fund	3473000	Activity Fees	\$3,195
0254	001	General Fund	3473000	Activity Fees	\$886
0254	001	General Fund	3473000	Activity Fees	\$305
0254	001	General Fund	3473000	Activity Fees	\$394
0254	001	General Fund	3590000	Non-Court Fines and Penalties	\$500
0254	001	General Fund	3611100	Investment Earnings	\$26,214
0254	001	General Fund	3614000	Other Interest	\$835
0254	001	General Fund	3624000	Rents and Leases	\$720
0254	001	General Fund	3625000	Rents and Leases	\$2,400
0254	001	General Fund	3671100	Contributions and Donations from Nongovernmental Sources	\$664
0254	001	General Fund	3691000	Sale of Surplus	\$16
0254	001	General Fund	3694000	Judgments and Settlements	\$2,011
0254	101	Streets	3084100	Committed Cash and Investments - Beginning	\$173,045

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0254	101	Streets	3360071	Multimodal Transportation - Cities	\$2,145
0254	101	Streets	3360087	Motor Vehicle Fuel Tax - City Streets	\$28,500
0254	101	Streets	3360694	Liquor/Beer Excise Tax	\$10,863
0254	101	Streets	3360695	Liquor Control Board Profits	\$12,458
0254	103	Cemetery	3083100	Restricted Cash and Investments - Beginning	\$23,317
0254	103	Cemetery	3350091	PUD Privilege Tax	\$9,104
0254	103	Cemetery	3436000	Cemetery Sales and Services	\$500
0254	105	REET/Real Estate Excise Tax	3083100	Restricted Cash and Investments - Beginning	\$292,408
0254	105	REET/Real Estate Excise Tax	3183400	REET 1 - First Quarter Percent	\$45,562
0254	114	Park Impact Fees	3083100	Restricted Cash and Investments - Beginning	\$170,954
0254	114	Park Impact Fees	3458500	Growth Management Act (GMA) Impact Fees	\$489
0254	115	Transportation Impact Fees	3083100	Restricted Cash and Investments - Beginning	\$181,985
0254	115	Transportation Impact Fees	3458500	Growth Management Act (GMA) Impact Fees	\$574
0254	119	School Impact Fees	3083100	Restricted Cash and Investments - Beginning	\$14
0254	403	Storm Water	3083100	Restricted Cash and Investments - Beginning	\$122,649
0254	403	Storm Water	3431000	Storm Drainage Sales and Services	\$50,390
0254	001	General Fund	5113040	Official Publication Services	\$3,085
0254	001	General Fund	5116010	Legislative Activities	\$10,900
0254	001	General Fund	5116020	Legislative Activities	\$1,114
0254	001	General Fund	5117040	Lobbying Activities	\$39,858
0254	001	General Fund	5131010	Executive Office	\$12,000
0254	001	General Fund	5131020	Executive Office	\$1,172
0254	001	General Fund	5131040	Executive Office	\$1,046
0254	001	General Fund	5142310	Financial Services	\$77,524
0254	001	General Fund	5142310	Financial Services	\$36,559

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0254	001	General Fund	5142310	Financial Services	\$22,286
0254	001	General Fund	5142320	Financial Services	\$25,074
0254	001	General Fund	5142320	Financial Services	\$4,399
0254	001	General Fund	5142320	Financial Services	\$4,133
0254	001	General Fund	5142330	Financial Services	\$2,422
0254	001	General Fund	5142330	Financial Services	\$894
0254	001	General Fund	5142330	Financial Services	\$360
0254	001	General Fund	5142330	Financial Services	\$552
0254	001	General Fund	5142340	Financial Services	\$17,033
0254	001	General Fund	5142340	Financial Services	\$2,255
0254	001	General Fund	5142340	Financial Services	\$273
0254	001	General Fund	5142340	Financial Services	\$1,933
0254	001	General Fund	5142340	Financial Services	\$1,278
0254	001	General Fund	5142340	Financial Services	\$42
0254	001	General Fund	5142340	Financial Services	\$597
0254	001	General Fund	5142340	Financial Services	\$225
0254	001	General Fund	5142340	Financial Services	\$151
0254	001	General Fund	5142340	Financial Services	\$65
0254	001	General Fund	5144040	Election Services	\$1,428
0254	001	General Fund	5148140	Licensing	\$113
0254	001	General Fund	5148940	Other Financial and Recording Services	\$75
0254	001	General Fund	5148940	Other Financial and Recording Services	\$685
0254	001	General Fund	5153140	Internal Legal Services - Advice	\$45,975
0254	001	General Fund	5153140	Internal Legal Services - Advice	\$249,874
0254	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$60,967
0254	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$20,043
0254	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$18,356

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0254	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$2,948
0254	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$8,169
0254	001	General Fund	5186140	Judgments and Settlements	\$120
0254	001	General Fund	5188030	Information Technology Services	\$585
0254	001	General Fund	5188040	Information Technology Services	\$6,618
0254	001	General Fund	5188040	Information Technology Services	\$4,965
0254	001	General Fund	5188040	Information Technology Services	\$169
0254	001	General Fund	5188040	Information Technology Services	\$1,035
0254	001	General Fund	5188040	Information Technology Services	\$130
0254	001	General Fund	5188040	Information Technology Services	\$995
0254	001	General Fund	5212040	Police Operations	\$44,251
0254	001	General Fund	5442040	Engineering	\$18,674
0254	001	General Fund	5442040	Engineering	\$20,995
0254	001	General Fund	5585040	Building Permits and Plan Reviews	\$10,062
0254	001	General Fund	5586040	Planning	\$19,680
0254	001	General Fund	5739030	Other Cultural and Community Events	\$6,111
0254	001	General Fund	5739030	Other Cultural and Community Events	\$4,643
0254	001	General Fund	5739030	Other Cultural and Community Events	\$3,938
0254	001	General Fund	5739030	Other Cultural and Community Events	\$3,352
0254	001	General Fund	5739030	Other Cultural and Community Events	\$1,316
0254	001	General Fund	5739030	Other Cultural and Community Events	\$608
0254	001	General Fund	5739030	Other Cultural and Community Events	\$1,573

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0254	001	General Fund	5739030	Other Cultural and Community Events	\$89
0254	001	General Fund	5768010	General Parks	\$9,884
0254	001	General Fund	5768020	General Parks	\$2,062
0254	001	General Fund	5768020	General Parks	\$6
0254	001	General Fund	5768030	General Parks	\$535
0254	001	General Fund	5768040	General Parks	\$6,699
0254	001	General Fund	5768040	General Parks	\$2,253
0254	001	General Fund	5768040	General Parks	\$801
0254	001	General Fund	5085100	Assigned Cash and Investments - Ending	\$236,070
0254	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$969,191
0254	101	Streets	5423010	Roadway	\$26,694
0254	101	Streets	5423010	Roadway	\$45,305
0254	101	Streets	5423020	Roadway	\$7,569
0254	101	Streets	5423020	Roadway	\$14,648
0254	101	Streets	5423030	Roadway	\$257
0254	101	Streets	5423030	Roadway	\$3,064
0254	101	Streets	5423030	Roadway	\$1,493
0254	101	Streets	5423030	Roadway	\$3,579
0254	101	Streets	5423040	Roadway	\$170
0254	101	Streets	5423040	Roadway	\$287
0254	101	Streets	5423040	Roadway	\$593
0254	101	Streets	5426440	Traffic Control Devices	\$1,882
0254	101	Streets	5427010	Roadside	\$25,049
0254	101	Streets	5427010	Roadside	\$41,998
0254	101	Streets	5427020	Roadside	\$7,029
0254	101	Streets	5427020	Roadside	\$13,599
0254	101	Streets	5427030	Roadside	\$591
0254	101	Streets	5431010	Management	\$16,852
0254	101	Streets	5431020	Management	\$4,671
0254	101	Streets	5433030	General Services	\$1,573
0254	101	Streets	5433030	General Services	\$84
0254	101	Streets	5433030	General Services	\$300

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0254	101	Streets	5433030	General Services	\$1,671
0254	101	Streets	5433040	General Services	\$125
0254	101	Streets	5435040	Facilities	\$17,628
0254	101	Streets	5435040	Facilities	\$4,751
0254	101	Streets	5084100	Committed Cash and Investments - Ending	\$174,100
0254	103	Cemetery	5362010	Cemetery	\$2,588
0254	103	Cemetery	5362010	Cemetery	\$3,307
0254	103	Cemetery	5362020	Cemetery	\$981
0254	103	Cemetery	5362020	Cemetery	\$968
0254	103	Cemetery	5362030	Cemetery	\$812
0254	103	Cemetery	5362030	Cemetery	\$590
0254	103	Cemetery	5362040	Cemetery	\$108
0254	103	Cemetery	5083100	Restricted Cash and Investments - Ending	\$23,568
0254	105	REET/Real Estate Excise Tax	5083100	Restricted Cash and Investments - Ending	\$337,771
0254	114	Park Impact Fees	5083100	Restricted Cash and Investments - Ending	\$125,721
0254	115	Transportation Impact Fees	5083100	Restricted Cash and Investments - Ending	\$260,591
0254	119	School Impact Fees	5083100	Restricted Cash and Investments - Ending	\$1,082
0254	403	Storm Water	5313810	Storm Drainage Utilities	\$17,796
0254	403	Storm Water	5313810	Storm Drainage Utilities	\$22,652
0254	403	Storm Water	5313820	Storm Drainage Utilities	\$6,706
0254	403	Storm Water	5313820	Storm Drainage Utilities	\$5,336
0254	403	Storm Water	5313840	Storm Drainage Utilities	\$226
0254	403	Storm Water	5083100	Restricted Cash and Investments - Ending	\$120,323
0254	001	General Fund	3821000	Refundable Deposits	\$135
0254	101	Streets	3970000	Transfers-In	\$200,000
0254	115	Transportation Impact Fees	3970000	Transfers-In	\$375,000
0254	119	School Impact Fees	3823000	Non-Fiduciary Collections for Others	\$1,068
0254	001	General Fund	5821000	Refund of Deposits	\$74,321

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0254	001	General Fund	5899000	Holding and Clearing Account Transactions	(\$12,168)
0254	001	General Fund	5911470	Debt Repayment - Financial, Recording, and Election Services	\$1,295
0254	001	General Fund	5941860	Capital Expenditures/Expenses - Centralized/General Services	\$116,952
0254	001	General Fund	5970000	Transfers-Out	\$200,000
0254	001	General Fund	5970000	Transfers-Out	\$375,000
0254	101	Streets	5944460	Capital Expenditures/Expenses - Roads/Streets Operations	\$6,870
0254	101	Streets	5953060	Capital Expenditures/Expenses - Roadway	\$4,578
0254	105	REET/Real Estate Excise Tax	5953060	Capital Expenditures/Expenses - Roadway	\$199
0254	114	Park Impact Fees	5947660	Capital Expenditures/Expenses - Park Facilities	\$44,840
0254	114	Park Impact Fees	5947660	Capital Expenditures/Expenses - Park Facilities	\$882
0254	115	Transportation Impact Fees	5953060	Capital Expenditures/Expenses - Roadway	\$296,967

SCHEDULE SUMMARY OF BANK RECONCILIATION
For the Fiscal Year ended December 31, {2025}

[CASH BARS Schedule 06 Instructions Link](#)

FROM BANK STATEMENTS						
Bank & Investment Account name (1)	Beginning Bank Balance (2)	Deposits		Withdrawals		Ending Bank Balance (7)
		Receipts (3)	Inter-bank transfers In (4)	Disbursements (5)	Inter-bank transfers out (6)	
General Acct.	\$ 1,931,064	\$ 1,518,681		\$ 1,709,241		\$ 1,740,503
SIF Acct.	\$ 177,107	\$ 7		\$ 175,006		\$ 2,108
LGIP Acct.	\$ 549,775	\$ 24,114		\$ 33		\$ 573,856
[account 4]						
[account 5]						
[account 6]						
Bank Totals	\$ 2,657,946	\$ 1,542,801	\$ -	\$ 1,884,281	\$ -	\$ 2,316,467

RECONCILING ITEMS						
Beginning Deposits in Transit (8)	\$ 170,302	\$ (170,302)				
Year-end Deposits in Transit (9)		\$ -				\$ -
Beginning Outstanding & Open Period Items (10)	\$ (280,576)			\$ (280,576)		
Year-end Outstanding & Open Period Items (11)				\$ 68,050		\$ (68,050)
NSF Checks (12)		\$ -		-		
Cancellation of unredeemed checks/warrants (13)		\$ -				
Interfund transactions (14)		\$ -		\$ -		
Netted Transactions (15)		-		-		
Authorized balance of revolving, petty cash and change funds (16)						
Other Reconciling Items, net (17)	+ / -	+ / -		+ / -		+ / -
Reconciling Items Totals	\$ (110,274)	\$ (170,302)		\$ (212,526)		\$ (68,050)

FROM GENERAL LEDGER					
	Beginning Cash & Investment Balance (19)	Revenues & Other Increases (20)		Expenditures & Other Decreases (21)	Ending Cash & Investment Balance (22)
C4/C5 or Trial Balance Totals (18)	\$ 2,547,673	\$ 1,962,027		\$ 2,261,283	\$ 2,248,417
Unreconciled Variance (23)	\$ (1)	\$ (589,528)		\$ (589,529)	\$ -

**Town of Yacolt
Schedule of Liabilities
For the Year Ended December 31, 2025**

ID. No.	Debt ID Title	Description	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
263.56	Leases, SBITA, and PPPs	Konica Minolta Printer Lease	6,272	-	1,258	5,014
Total General Obligation Debt/Liabilities:			6,272	-	1,258	5,014
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences	Compensated Absence - Comp	24,179	6,568	15,796	14,951
259.12	Compensated Absences	Compensated Absence - Vacation	14,356	15,720	13,701	16,375
259.12	Compensated Absences	Compensated Absence - Sick	27,675	19,653	10,344	36,984
264.30	Pension Liabilities	Pension Liability	17,093	-	2,804	14,289
Total Revenue and Other (non G.O.) Debt/Liabilities:			83,303	41,941	42,645	82,599
Total Liabilities:			89,575	41,941	43,903	87,613

**Town of Yacolt
 Schedule of Expenditures of State Financial Assistance
 For the Year Ended December 31, 2025**

<u>State Agency Name</u>	<u>Program Title</u>	<u>Identification Number</u>	<u>Total</u>
State Award from Department of Commerce	GMA Periodic Update Grant	24-63335-012	50,000
State Award from Department of Commerce	Climate Planning Grant	24-63610-181	65,000
		Sub-Total:	115,000
State Award from Transportation Improvement Board (TIB)	TIB Small City Arterial Program	6-W-951(001)-1	274,595
		Sub-Total:	274,595
		Total State Grants Expended:	389,595

Town of Yacolt
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2025

Federal Agency (Pass-Through Agency)	Federal Program	ALN Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
DEPARTMENTAL OFFICES, TREASURY, DEPARTMENT OF THE (via WA Dept. of Financial Mgmt.)	COVID 19 - CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS	21.027	WA1480	89,913	-	89,913	-	123
Total Federal Awards Expended:				89,913	-	89,913	-	

The accompanying notes are an integral part of this schedule.

Town of Yacolt

Notes to the Schedule of Expenditures of Federal Awards

for the Year Ended December 31, 2025

Note 1 - Basis of Accounting

This Schedule is prepared on the same cash basis of accounting as the Town of Yacolt's financial statements and in accordance with requirements contained in Uniform Guidance.

Note 2 - Federal Indirect Cost Rate

The Town of Yacolt has elected to use the 15-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Note 3 - Program Costs

The amounts shown as current year expenditures represent only the federal award portion of the program costs. Entire program costs, including the Town of Yacolt's portion, are more than shown. Such expenditures are recognized following the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Town of Yacolt
Schedule 21 Questions 1-6 (unaudited)
For Fiscal Year Ended: 2025

Property and Liability Insurance	Health and Welfare Insurance	Unemployment Compensation Obligations	Workers Compensation Obligations Other Risks or Obligations
Belong to a public entity risk pool	Belong to a public entity risk pool	Pay taxes to the Department of Employment Security ("Taxable")	Pay premiums to the Department of Labor and Industries

Washington PFML Program	Entity	Government Type
Pay premiums to the State's program for both benefits	Town of Yacolt	City/Town