

File Attachments for Item:

B. Approval of Parklet Plan

1. Presentation and Discussion

2. Action



Department Head: TR
 Clerk/Treasurer: SMP
 City Administrator: TR
 Mayor: *JK*

COUNCIL REPORT

Business Item

Consent Agenda

Needs Legal Review: Yes, completed
 Meeting Date: April 19, 2023
 Agenda Item: City of White Salmon 2023 Parklet Program in Conjunction with Washington State Department of Transportation
 Presented By: Troy Rayburn, City Administrator

Action Required:

Approve City of White Salmon 2023 Parklet Program in Conjunction with Washington State Department of Transportation. See attached Agreement and Exhibits A and B.

Motion for Business Item / Proposed Motion for Consent Agenda:

Motion to approve Washington State Department of Transportation’s Agreement and corresponding Exhibits A and B -- relating to Use of City Regulated Parklets Adjacent to Certain Businesses and Required Parklet Clearance on SR 141 -- for 2023 Parklet Program in the City of White Salmon’s downtown core on E. Jewett Boulevard from N. Main Avenue to SE 2nd Avenue.

Explanation of Issue:

Small business owners on E. Jewett Boulevard approach the city about continuing the parklet program.

City reached out to and engaged many of the small businesses on both sides of E. Jewett Boulevard from N. Main Avenue to SE 2nd Avenue. Consensus was overwhelmingly supportive.

City worked with Washington State Department of Transportation Special Events Division to draft City of White Salmon’s 2023 parklet program, including requirements and standards and limitations contained in Exhibit A.

According to WSDOT, no map depicting locations of parklets is required. Number of markets and spaces occupied must correspond with Agreement, Page 1, second paragraph.

City Public Works Department will drop off and assemble parklets. Adjacent business who use parklet is responsible for parklet from set up to take down per criteria listed in Exhibit A and Exhibit B.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.
4. Other action as desired by the council.

Fiscal Analysis:

City is responsible for all costs inquired as it pertains to the Washington State Department of Transportation. See standard clause under Section A on Page 2 of Agreement.

Recommendation of Staff/Committee:

Staff recommends approval of the attached Agreement and corresponding Exhibits A and B regarding to Use of City regulated Parklets Adjacent to Certain Businesses and Required Parklet Clearance on SR 141.

Follow Up Action:

No specific follow up at this time.

Troy Rayburn, City Administrator
City of White Salmon
100 N. Main Street
White Salmon, WA 98672

Re: City of White Salmon
COVID 19 Temporary Roadway
Reallocation
SR 141, MP 1.47 vicinity

This agreement, made and entered into on this 11th day of April, 2023, by and between the Washington State Department of Transportation, hereinafter referred individually to as “WSDOT” or “Party”, and the City of White Salmon, hereinafter referred to individually as the “PERMITTEE” or “Party”, and collectively referred to as “Parties” for the purpose of implementing a **Temporary Roadway Reallocation** on state highway right of way.

Whereas, the PERMITTEE intends temporarily reallocate a roadway as follows: four parklets consisting of parking spaces located on Jewett Blvd (State Route 141), hereinafter referred to as the “Temporary Roadway Reallocation”. Two of the parklets take four parking spaces; one parklet takes two; and the last parklet takes one space.

Whereas, WSDOT conditionally approves your Temporary Roadway Reallocation on the highway and dates listed below, subject to the terms and conditions in this Agreement and any attached Exhibits (See Exhibit A and B).

SR: 141
Begin Milepost: 1.44
Begin Date: May 1, 2023

Travel Direction: Both
End Milepost: 1.49
End Date: July 30, 2023
(90 days maximum, renewal extension upon request.)

NOW, THEREFORE, in consideration of the terms, conditions, performances and covenants herein set forth WSDOT and the PERMITTEE agree as follows:

I. Administration and Procedures

The purpose of this Agreement is to define WSDOT’s requirements and the Parties’ responsibilities concerning operation of the Temporary Roadway Reallocation on state highway right of way. This Agreement is not effective unless or until signed by WSDOT and by the PERMITTEE prior to the implementation of the roadway reallocation. The Parties understand that no guarantees, representations, promises, or statements expressed

or implied have been made by WSDOT except to the extent that the same are expressed in this Agreement signed by both Parties.

Any modification to the Agreement will be in writing and agreed to by both Parties.

- A. PERMITTEE is responsible for all costs, including cost incurred by WSDOT. Costs may include, but not limited to, labor costs, equipment related costs, and indirect costs for services, such as: traffic control, maintenance operations and work zone safety or other highway operations activities.
- B. PERMITTEE is responsible for clean up after the Temporary Roadway Reallocation is reopened, returning any and all state highway facilities to the state or condition that existed prior to the reallocation. This work is to be done at PERMITTEE'S expense and to the satisfaction of WSDOT.
- C. The PERMITTEE is required to comply with all laws and regulations concerning its use of state highway right of way.

II. Indemnity

To the extent allowed under Washington law, PERMITTEE, its successors, and assigns, shall protect, save, and hold harmless WSDOT, its authorized agents and employees, from all claims, actions, costs, damages (both to persons and/or property) or expenses of any nature whatsoever by reason of the acts or omissions of PERMITTEE, its assigns, agents, contractors, licensees, invitees, or employees, arising out of or in connection with any acts or activities related to this Agreement, whether those claims, actions, costs, damages, or expenses result from acts or activities occurring on or off the Premises. PERMITTEE further agrees to defend WSDOT, its agents and employees in any litigation, including payment of any costs and reasonable attorney's fees, for any claims or actions commenced, arising out of, or in connection with acts or activities related to this Agreement, whether those claims, actions, costs, damages, or expenses result from acts or activities occurring on or off the Premises. This obligation shall not include such claims, actions, costs, damages, or expenses which may be caused by the sole negligence of WSDOT or its authorized agents or employees, provided that, if the claims or damages are caused by or result from the concurrent negligence of (1) WSDOT, its agents or employees; and (2) PERMITTEE, its assigns, agents, contractors, licensees, invitees, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of PERMITTEE or its assigns, agents, contractors, licensees, invitees, and employees.

The indemnification provisions contained in this Section shall survive the termination or expiration of this Agreement.

III. Plan for Positive Pedestrian Protection and Traffic Control Plan

WSDOT has determined that a plan, as shown in Exhibit B, is necessary for **Positive Pedestrian Protection** related to the temporary roadway reallocation. The purpose of Positive Pedestrian Protection is to ensure pedestrians utilizing the roadway reallocation space do not inadvertently enter the highway. The PERMITTEE is responsible for the maintenance and application of these devices to prevent pedestrians from entering the highway.

When WSDOT has determined that Exhibit B shall conform to the traffic control standards of the Manual on Uniform Traffic Control Devices (MUTCD), the PERMITTEE shall provide a plan that was previously reviewed by WSDOT and are hereto attached as Exhibit B, and by this reference incorporated into this Agreement.

In addition, the following requirements apply:

- a. PERMITTEE is responsible for acquiring all traffic control devices, and shall have all traffic control devices installed per the traffic control plan prior to commencement of the roadway reallocation.
- b. PERMITTEE shall ensure that traffic control operations and positive pedestrian protection are maintained by actively monitoring the temporary reallocation zone to ensure the operations for all users remain acceptable.
- c. PERMITTEE shall submit weekly reports to WSDOT on operations and effectiveness of the temporarily reallocated section.

In the event of a full highway closures, the following requirements shall be met:

- a. The EVENT PERMITTEE is required to provide notification of a road closure, at least 72 hours in advance, to all fire and law enforcement departments, ambulance companies, and transit agencies that would be affected by the closure. The EVENT PERMITTEE is required to comply with [RCW 47.48.020](#) and with any subsequent amendments thereto. Notice of closure signs that EVENT PERMITTEE shall post under purview of this statute shall state at a minimum, ‘SR ___ TO BE CLOSED *day, date, time* AT *location*.’, provided that EVENT PERMITTEE shall insert the day, date, time and post at each end of the state highway, county road, or city street or portion thereof to be closed or restricted. The signs shall have 6-inch minimum size capital black letters on a white background with a black border and shall be fabricated so the sign will not be affected by weather conditions.

PERMITTEE and WSDOT agree that operational decisions and/or emergency situations may require roadway reallocations to be opened or ceased immediately. As a condition of the

Temporary Roadway Reallocation, local agencies will work with emergency fire and medical to develop an emergency response plan to reopen the roadway. WSDOT shall not be liable for any damages, or loss arising from the decision to reopen the roadway.

PERMITTEE shall indicate concurrence by signing and returning the enclosed copy of this Agreement to WSDOT. Failure to do so, or any alteration of this document, will render this Agreement invalid. If PERMITTEE has any questions, please contact Gary Weiss at (360) 949-6461.

The undersigned acknowledges that they are authorized to execute this Agreement and bind their respective entities to the obligations set forth herein.

LOCAL AGENCY

WSDOT

SIGNATURE

SIGNATURE

PRINTED NAME

PRINTED NAME

____ Region Administrator
Washington State Department of
Transportation

OFFICE

____ Region Traffic Office Division
PO Box 47344
Olympia, Washington
Fax:
Email:weissg@wsdot.wa.gov

DATE

DATE

Exhibit A

City of White Salmon Use of City Regulated Parklets Adjacent to Certain City Businesses

Purpose:

The reason for this Administrative Policy relating to the use of regulated parklets adjacent to certain private businesses is to implement standards and requirements for efficient use of existing right-of-way, public safety and protection of adjacent businesses operations and ability to provide service.

Definition:

For purposes of this Policy, “parklet(s)” means street parking spaces directly in front of business that allows temporary use and occupancy to expand operations and provide service at the same level as those services provided inside the establishment.

Requirements & Standards:

The use of parklets will be subject to and in accordance with the following requirements and standards:

1. Per Washington State Department of Transportation, parklet is available on for 90 days. Agreement may be extended by one month by request.
2. The parklet shall not be used as waiting area. The business shall provide the same level of service at and on the parklet as services provide inside the establishment.
3. The business will establish a uniform boundary using street parking spaces directly in front of business and shall not encroach into street parking spaces in front of adjacent or neighboring businesses.
4. Each business is responsible for ensuring that the parklet will not impede (a) access to American with Disabilities Act (ADA) parking or ADA assistance ramps, and/or (b) sidewalk access or pedestrian travel.
5. It is the responsibility of the business to monitor and assess the parklet for safety of use and ensure customer’s welfare is not compromised. Business will take action to correct safety issues without altering parklets’ design and function.
6. City shall not be held responsible for crime, damage or theft of business property used in parklet. Without otherwise limiting the immediately preceding sentence, each business using a parklet assumes full risk for any crime, damage or theft of customer or business property in parklet.
7. All landscaping bulb-outs and/or area will remain clear of signs or other aspects associated parklet.
8. No parklet (an/or use thereof) will impede access to, signage, or storefront window display of neighboring business.
9. No signage shall be adhered or placed on parklet that could be a distraction or create a line-of-site issue for passing vehicle drivers.

Exhibit A

10. Each business will take down and put away merchandise, supplies, etc. at the end of each business day.
11. Each business is responsible for keeping parklet clean and clear of waste, garbage, and/or debris of any type.
12. Parklets hours of operation will correspond with businesses' applicable business hours of operation.
13. Each business that uses a parklet (and any parklet use) shall comply with all applicable federal, state, and local laws, rules, and regulations, including, without limitation, the American with Disabilities Act of 1990, and any regulations of any administrative agency thereof, and applicable direction or guidance provided by Klickitat County Public Health.
14. Each business shall fully comply with all Washington State Department of Transportation (WADOT) standards and agreements. See Exhibit B attached.

Limitations:

Notwithstanding anything contained in these requirements and standards to the contrary, the temporary use of a parklet or parklets is subject to the conditions, restrictions, and/or limitations the city determines necessary and appropriate from time to time, including without limitation, the following:

1. City may, in city's sole discretion, immediately revoke any permission to use a parklet at any time or any reason. Notwithstanding anything contained in this Policy to the contrary, the use of parklet will not convey any right, title, and/or interest in the public right-of-way, but will be deemed revocable permission to use the public right-of-way for limited purposes contained in this Policy.
2. City expressly reserves the right to (a) terminate and/or modify this Policy from time to time, (b) immediately revoke the use of a parklet at any time and for any reason, (c) impose such conditions, limitations, and/or restrictions on the use of a parklet as city deems necessary, and (d) regulate the right to use the right-of-way for similar or different purposes.

Acknowledgement:

I attest by my signature that I have read and understand the requirements and standards associated with the Use of City Regulated Parklets Adjacent to Certain City Businesses.

Business Owner or Representative

Position / Title

Date

EXHIBIT B



12' min

Required parklet clearance on SR 141. Measured from center of double line to concrete blocks.

File Attachments for Item:

C. Approval of Police Union MOU

1. Presentation and Discussion

2. Action



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

COUNCIL REPORT



Business Item



Consent Agenda

Needs Legal Review:

Meeting Date:

April 19, 2023

Agenda Item:

Approval of Memorandum of Agreement 2023 Shift Changes for Police Officers and Sergeants

Presented By:

Troy Rayburn, City Administrator

Action Required: Approval of Memorandum of Agreement 2023 allowing Police Officers and Sergeants to follow the 7(k)FSLA Work Cycle and to allow for shift bidding.

Motion for Business Item: Move to approve the Memorandum of Agreement 2023.

Explanation of Issue: The police officers are requesting approval of the Memorandum of Agreement 2023 allowing them to follow the 7(k) FSLA Work Cycle.

The 7(k) Work Cycle is an alternative work period for overtime purposes for employees engaged in law enforcement activities. MSRC defines the alternative work week as follows: An alternative work period varies from the standard work week by establishing a work period of at least 7 consecutive days up to 28 consecutive days, with the number of hours for triggering overtime prorated as shown in [29 C.F.R. 553.230](#).

The alternative work period varies from the standard work week by establishing a work period of at least 7 consecutive days up to 28 consecutive days, with the number of hours for overtime prorated based on the work period.

The officers shall be allowed to follow either of the three proposed work cycles:

27-day cycle with a 9-day rotation; or

28-day cycle with a 7-day rotation; or

14-day cycle with a 14-day rotation.

The preferred schedule of the BWSPD officers is a 27-day work cycle with a 9 day rotation. Allowing them to work a 5 on 4 off schedule with a regular workday of 10.25 hours per day and an estimated total of 2078 hours per year. This schedule allows more flexibility for the officers and provides rotating workdays throughout the week.

With the three cycles available, the 27-day cycle with a 9-day rotation allows the Chief of Police to adapt the shift cycles to meet the department's needs.

Council Options:

City Council has the following options available at this time:

1. Accept the Staff Recommendation.
2. Revise the Staff Recommendation.
3. Refer this issue back to staff for additional work.
4. Take No Action
5. Other action as desired by council.

Fiscal Analysis:

There is no known budgetary implication at this time.

Per the current Union Contract, all union employees, municipal and police, will be paid according to the outlined bi-monthly pay schedule:

Pay Date 20th of month: 1st – 15th

Pay Date 5th of following month: 16th – last day of month

Recommendation of Staff/Committee:

The Chief of Police has reviewed the proposed schedule changes and recommends the Memorandum of Agreement be approved by the council.

MEMORANDUM OF AGREEMENT 2023
The Washington State Council of County and City Employees
Council 2, and AFSCME, Local 1533W Commissioned Officers

WHEREAS the City of White Salmon and the Washington State Council of County and City Employees, Council 2, AFSCME representing Local 1533W Patrol Officers

THEREFORE, BE IT AGREED the normal workday shall consist of not less than eight (8) but not more than twelve (12) hours with-in a twenty-four (24) hour period. The normal work year shall approximate 2080 hours per year for employees not on a 7k schedule. The shift schedule shall follow the 7(k) FSLA work Cycle. The employees shall be allowed to follow either of the three listed cycles, 27-day cycle with a 9 day rotation, 28 day cycle with a 7 day rotation, or a 14 day cycle with a 14 day rotation. Straight time hours shall be scheduled with consecutive workdays followed by consecutive days off. Each employee shall be granted two (2) fifteen minute rest periods each day, one (1) rest period to be taken during the shift worked prior to lunch, and one (1) rest period to be taken during the shift worked after lunch. Employees working shifts that are more than ten (10) hours shall be granted three (3) fifteen (15) minute rest periods. Rest periods shall be considered time worked.

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

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

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

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

Definitions:

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

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

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

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

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

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

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

All changes in the current January 1, 2023 to December 31, 2025 CBA in regards to overtime shall be superseded with this MOU upon signing of this MOU for the changes of shift work as stated above.

WHEREAS the above referenced Collective Bargaining Agreement will expire on December 31, 2025, and;

THEREFORE, BE IT AGREED that all provisions contained in the 2022-2025 CBA shall remain in effect through December 31, 2025;

BE IT FURTHER AGREED Effective May 1, 2023,

Accepted and approved this _____ day of _____ 2023.

FOR THE EMPLOYER:

FOR THE UNION:

Marla Keethler-Mayor

Dusty Morford-AFSCME/Council 2

Mike Hepner- Chief of Police

Frank Randall Local 1533W PD

File Attachments for Item:

A. Department Heads



DEPARTMENT HEAD REPORT

Department: Police

Meeting Date: April 19, 2023

Presented By: Chief Mike Hepner

For dates of 03/31/2023-04/13/2023

Administration:

- WS Council Meeting
- Bingen Council Meeting
- Klickitat County Behavior Health meeting
- Klickitat Community Link Project (K-LINK) Meeting
A collaboration of community partners working together to better connect their services and better serve the community

Patrol Division:

The Bingen-White Salmon Police Department pride ourselves in reducing the incidence and fear of crime, insuring justice, and safeguarding the rights of all, to provide for a safe and vibrant community.

The Bingen-White Salmon Police Department will accomplish this by working in partnership with the community we serve to enhance our law enforcement effectiveness.

I ask the Officers to prioritize their time by making calls for service as the top priority. Second to be visible in the community which means driving through neighborhoods and being seen by the public and lastly speed enforcement, parking issues, or whatever the community deems important to them.

- 25 of the 31 calls for service in this time frame were in White Salmon
- 1 Motor Vehicle Crash occurred in White Salmon in this time frame.
- Being 2 officers short I continue working the road which takes away from my office duties and missing meetings I usually attend.
- I continue to be looking for a lateral police officer.
- The "Blake fix bill", SB 5536 passed the Senate and the House. The bill Increases the penalty for knowing possession of a controlled substance or counterfeit substance to a gross misdemeanor.
- The "Pursuit policy bill", SB 5352 passed the Senate and the House. The bill lowers the evidentiary threshold required for engaging in a vehicular pursuit by allowing an officer to conduct the vehicular pursuit if the officer has reasonable suspicion that a person in the vehicle has committed or is committing specified criminal offenses.



PLANNING DEPARTMENT UPDATE

Department: Planning Department
Meeting Date: April 19, 2023
Presented By: Jeff Broderick, Planner

Master Plan Updates

- Shoreline Master Plan (SMP): Although a joint Planning Commission-Department of Ecology-State agency meeting was scheduled to discuss this plan on April 12, there was not a quorum, so a joint meeting will need to be held again, likely at the first Planning Commission meeting in May. Although there was not a quorum present, the Watershed Group did give their presentation and no comments were given by any who attended.
- Transportation System Plan (TSP): The survey is closed and about 85 responses were received. At the May 3 City Council meeting, there will be a detailed presentation of TSP progress so far. Jeff B and Nelson/Nygaard (TSP consulting firm) are planning a public meeting/participation event for additional input in late April/early May. Jeff discussed a timeline for finalizing the TSP and having this ready for both Planning Commission and City Council review prior to approval. Late July and into August is the anticipated timeline for reviews and hearings.

Housing Action Plan and Code Updates

- Jeff B is working with the Mayor on developing a survey about housing/housing issues and met with her about this on April 14 to strategize questions and how to distribute and promote this. The survey will be issued for public input later in the spring.
- The Planning Commission will hold a work session on April 26 to go over potential code changes. Each commissioner assigned themselves a section of development code to review. At this meeting, Staff will listen to their proposals as part of Staff efforts to obtain feedback from various stakeholders as they begin to develop proposed code amendments over the next few months. This could be considered the first meeting about revisions of housing/development code with more to come involving many stakeholders over the next few months.
- The Planning department is working on a public walking tour to focus on residential land use and housing types. Once a tour route has been established, announcements will be made for residents to participate. The walking tour will be open to all residents.

Planning Updates

- The Planning department is working with the City attorney, the City Administrator, and Applicant on finalizing a development agreement for the Four Oaks subdivision. Once finalized, this will be considered by the City Council to review and approve. Right now, we anticipate May 3 as the meeting where this will happen.
- Current planning applications are nearly caught up and current. The City continues to receive new development applications, but staff are staying reasonable current on these.
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Short-term Rentals

Thirty eight 2023 renewal letters have been issued. Four renewals are under review. One new STR permit should be issued by the time of the 4/19 meeting.



City of White Salmon Office of Public Works

Weekly report

Week of:	4/6-4/19/2023
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Division:	Public Works
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Administration and Operations

Recent Activities

Working with Loren Steveson that is doing the sewer smoke testing for us he will be sending us a check list of items we need to have on hand to help with this process. He will require a minimum of 2-4 people to help with the smoke testing. Notification to is key, like Fire, police, hospital, city hall, reader board will help paper notification probably the put it on the radio etc. May 11th is the day we have scheduled.

Met with Century link at Buck Creek to discuss them using the 2" conduit that we put in for future linking the monitoring station to the sand plant. What ideally needs to happen is they need to pull out there communications out of our pipe so we can run fiber to the sand plant. So there is ongoing communications happening with Century link and Anderson & Perry.

The entire PW crew had Flagging training and are now certified for the next 3 years.

Did a major road patch on Grandview and Jewett had some left over so we filled some random potholes on Pioneer, Grandview and Columbia.

Finish pouring the concrete for the car charging station mounts and PUD should set the pole April 18th so we could do final backfill and pave and paint out stalls and possibly investigate signage for EV Charging only?

We will be helping at the community clean up Friday and Saturday.

Mather & sons have given us date of April 24th for the install of the new well motor this should take 2-5 days with no issues. Need to inform pubic for extra water conservation during the process. Also received the second quote for replacement of the booster pump repair low 34,885.32 and high 56,527.14. Low would be if it is rebuildable and high is all new. Wouldn't have an accurate number for repair until it is pulled and inspected.

PW Crew will be having CPR First Aid April 27th.

R&W has had 2 site visits gathering information for the SCADA system.

Bid opening on Wednesday for Garfield Street improvements Artistic excavation is currently low bid still need to verify numbers with Dustin @ Pioneer surveying.

Ryan is representing The City at the high school career day explaining PW and what we do daily. Its good to be there not all kids can afford college and we offer on the job training like a lot of business do.

We should have for the next council meeting Matt Marx water line extension to be approved. This has been in the works for 7 years with the past management and the contractor issues we finally have Bell Design and the contractor inline and have a good pressure test and bacteriological samples so just a few loose ends to wrap this up.

Noticed at the baseball field that they are dumping grass, dirt, and other miscellaneous yard debris over by the bike park entrance on Tohomish. Contacted someone there doing ground maintenance and he said he would clean it up. We are going to post some temporary signs until we can order some and be more permanent.

City Hall planter bed should be planted in the coming days there was a delay in the plants from Vanguard Nursery Ethan has been in contact with them and will be planted as soon as they are in.

New Services

- Meter move 567 Waubish

Issues/Needs

- Mapping GIS. **Coming 2023
- Valve maintenance program. ** GIS coming 2023
- Fire hydrant maintenance program. ** GIS coning 2023
- Water main flushing program.
- Manhole and sewer main maintenance program. **We Flush sewer manholes 2x year
- PRV & Air relief maintenance program. **GIS coming 2023
- Storm drain mapping and maintenance program. **Clean catch basins 2x year
- Asphalt and sidewalk maintenance program. **On going pothole maintenance
- Jewett Blvd Manhole repair or replacement. **Coming 2023
- Los Altos tank cleaning and painting. **Coming 2024
- Reservoirs cleaned and inspected. ** Looking for quotes
- Bucket Truck** waiting for funds to purchase



DEPARTMENT REPORT FINANCE / CLERK

Meeting Date: April 19, 2023
Presented By: Stephanie Porter, Clerk Treasurer

Daily Operations / What's Happening:

- **Public Records Request** – 1 request this period
- **Clerk Treasurer Training-**
 - ~~Weekly meetings with Leana Kinley (City of Stevenson)~~ paused until time allows.
 - As needed meeting with Jacque from MCEDD to review current awarded grants and how/where to properly track and report for them.
- **Training Utility Clerk**, Troy Rosenberg, to facilitate council agendas and packets, meeting minutes and to have access to all necessary information related to the Clerk side of my duties.
- **Budget Amendment**
 - First Budget Amendment will be brought to council at the April 19th meeting.
- **Daily Reconciliation**
- **Quarterly Taxes**
- **Multiple Annual Reports – Grants, Financial and Populations**
- **Send Ordinances to Municode for code update.** This is happening each month to hopefully keep our online code up to date.
- **Record Retention** – pulling and scheduling destruction of expired records – working with Troy Rosenberg to schedule a date with Washington State Archives to come review potential State Archive records. **WA State Archive will come to inspect records on April 21.** After state inspection, we can move forward with scheduling record destruction with a certified company.

New Projects:

- Preparing for the implementation of multiple payroll changes including implementation of the state required Long Term Care Act withholding and potential scheduling changes.
- 2023 Election – working to notify residents of the upcoming election and open elected official seats as well as the open committee seats.
- Working on contracts and policies to implement electronic signatures.

Existing Projects Progress:

- Small Work Roster application renewals – ongoing – looking into transitioning to MRSC Small Works Roster Program to alleviate staff time. – MRSC Small Works Roster Program has been activated – The annual fee paid was \$135. – **Due to multiple Projects going out to bid using the small works roster, the initiation of this transfer has been delayed in order to not interfere with the current timelines for completion of current projects**
- SCADA project funding- Engineering in progress – **No update on the contract side.**
- Manhole Replacement – **Council to approve bid document and draft contract April 19 to go out to bid by end of April.**
- Garfield Project bid – Bid opening was April 12, 2023 with 7 bidders. Engineer Pioneer Surveying will calculate the lowest responsible bidder and bring their recommendations to the council on May 3.



DEPARTMENT REPORT FINANCE / CLERK

- Small Works Roster Bid - Patton St Paving (Training Andrew Dirks on Small Works Process) – Small Work Bid was issued Friday, February 24, 2023 with a due date of April 3, 2023 – Per Public Works, asphalt work will not begin until after the end of April. Contract will be awarded, and work will be required to be completed by August 31, 2023. **Bid opening to be completed on April 3 – contract will be brought forward at the April 19 meeting.**
- SmartGov and Springbrook Software – implementation of the payment transfers from SmartGov to our General Ledger in Springbrook. – Springbrook provided a quote to program the import and export feature to be compatible with SmartGov. The cost is \$4,606 for the programming services. **Looking for funding to complete this file transfer need.**
- Request for Qualifications (RFQ) out for Personal Service Contract – Engineering 2023- **RFQ's will be reviewed, and contracts negotiated early March. Council will ideally see contracts at the April 19 meeting.**
- **2022 Annual Report** – Krista from Bingen has offered to help me with this process. Once the year has been closed and reconciled, I can begin to run numbers for this report. Annual Report will go to the budget committee on May 15 and then to council on May 17 for approval – report must be submitted by May 30, 2023.
- **HR Consultant** – Nichole of It's All a Little Grey has received all necessary policies and procedures – hoping to bring forward a first draft of the revised Personnel Policies in May 2023.

Completed Projects:

- 2nd EV Charging Station – This project has been 100% funded! All donations were received by 02.24.2023 in the amount of \$8,600. **Contract has been completed.**

Department Needs:

Electronic Public Record Retention process

Upcoming Trainings:

- Northwest Clerk Institute – Professional Development III – June 18-23, 2023
- Washington Finance Officer Association Conference – Spokane, WA – September 19-22, 2023

Updates for the Community / Upcoming Events:

- ✓ Bingen/White Salmon Community Clean up – April 21 and 22, 2023
- ✓ CityLab Board Meeting – April 25, 2023 at 6:00pm
- ✓ Underwood Conservation District is resuming Tree of Heaven Project – visit <https://www.ucdwa.org/blog/tree-of-heaven-wears-out-its-welcome> for more information.



City of White Salmon Fire Department/ Building Department

Department Report March 30, 2023

Responses:

The fire department responded to 9 calls from March 31 to April 14, 4 in the city of White Salmon and 5 mutual/automatic aid to other agencies. 7 calls were medical assistance, 1 call was fire related, 1 motor vehicle crash.

Drills:

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

In 2022 I performed 1702 building, mechanical, and plumbing inspections. That is an average of approximately 7 inspections \ per working day.

I met with the maintenance supervisor for White Salmon Valley Schools and performed a fire safety inspection of Whitson Elementary and the Park Center. Several things were identified that they needed to address.

Respectfully submitted.
Bill Hunsaker
Fire Chief/ Building Official

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