



**CITY OF WHITE SALMON**  
**City Council Regular Meeting – Wednesday, October 17, 2018**  
**DRAFT**

**Council and Administrative Personnel Present**

**Council Members:**

Jason Hartmann  
Donna Heimke  
Marla Keethler  
Ashley Post  
Amy Whiteman

**Staff Present:**

Dave Poucher, Mayor  
Pat Munyan, City Administrator  
Jan Brending, Clerk Treasurer  
Ken Woodrich, City Attorney  
Mike Hepner, Police Chief  
Kevin English, Public Works Operations Mgr.

**1. Call to Order**

Mayor Poucher called the meeting to order at 6 p.m. There were approximately 5 people present.

**2. Roll Call**

All council members were present.

**3. Comments – Public and Council**

*Ruth Olin, White Salmon* said that the EPA is putting on workshops title “Building Blocks for Sustainable Communities” in the area and suggested the city council might be interested in attending them. Olin provided additional information to the city council about making the city greener by using impervious pavement and plantings in rights-of-way. She said she hopes the council considers low-impact development in the future. Olin thanked the council for listening to her concerns.

*Bill Hoffer, White Salmon* said he is glad the 4<sup>th</sup> Street Improvement Project is coming to an end. He said he was very pleased with the engineer who was onsite and felt he did a really good job.

**4. Changes to the Agenda**

There were no changes to the agenda.

**5. 4th Street Improvement Project – Acceptance of Project as Complete and Approval of Payment**

Dustin Conroy, Pioneer Surveying and Engineering, presented information about the 4<sup>th</sup> Street Improvement Project including that the project has been accepted as complete. Conroy also presented information regarding three changes orders that increased the project from \$169,821.98 to \$187,156.13.

Dustin Conroy recommended the council accept the 4<sup>th</sup> Street Improvement Project as complete and authorize pay application #1.

*Moved by Ashley Post, seconded by Amy Whiteman.*

*Motion to accept the 4<sup>th</sup> Street Improvement Project as complete and to authorize pay application #1 in the amount of \$187,156.13 which includes retainage of \$9,357.81. CARRIED.*

**6. Personal Services Contract – RH2 Engineering, Inc. – SCADA System Master Plan**

Jan Brending, Clerk Treasurer presented information regarding a proposed personal services contract with RH2 Engineering Inc. for developing a SCADA System Master Plan for a contract amount not to exceed \$53,228. Brending said the city's SCADA system that monitors the city's water system and several wastewater components needs to be replaced. She said the first step is for an engineering firm to evaluate the city's needs and develop the specifications that will then be used to hire a contractor for the replacement portion of the project. Brending said the city reviewed Statements of Qualifications from companies listed on the MRSC Professional Services Roster who identified they had experience with SCADA systems. She said based on the evaluations, the city selected the highest-ranking company, RH2 Engineering and negotiated a Scope of Work and cost for the proposed project. Brending said staff recommends the city council authorize signing a Personal Services Contract with RH2 Engineering for developing a SCADA System Master Plan for an amount not to exceed \$53,228.

*Moved by Jason Hartmann, seconded by Marla Keethler.*

*Motion to authorize signing Personal Services Contract with RH2 Engineering, Inc. for developing a SCADA System Master Plan for an amount not to exceed \$53,228. CARRIED.*

**7. 2017 BIAS Software Agreement**

Jan Brending, Clerk Treasurer presented the 2019 BIAS Service Agreement. She said the service agreement for 2019 is \$9,339.62 and is included in the 2019 proposed budget. She said staff recommends the the council authorize signing the BIAS Software Services Order Form for 2019 services in the amount of \$9,339.62.

*Moved by Jason Hartmann, seconded by Donna Heimke.*

*Motion to authorize signing BIAS Software Services Order From for 2019 services in the amount of \$9,339.62. CARRIED.*

**8. Department of Commerce Interagency Agreement – Growth Management Act Update Grant**

Jan Brending, Clerk Treasurer said the Washington Department of Commerce has a grant of \$2,500 available to the City of White Salmon to assist in updating its critical areas ordinance. She said staff recommends the council authorize signing the Interagency Agreement with Department of Commerce for Growth Management Act update grant in the amount of \$2,500.

*Moved by Donna Heimke, seconded by Amy Whiteman.*

*Motion to authorize signing Interagency Agreement with Department of Commerce for Growth Management Act Update Grant in the amount of \$2,500. CARRIED.*

**9. 2019 Preliminary Budget Presentation**

Jan Brending, Clerk Treasurer presented the 2019 preliminary budget. She noted there is funding including in the budget for running the pool in 2019. Brending also provided several charts showing how property taxes are split within the City of White Salmon noting that approximately 61% of the taxes collected on property within White Salmon is dedicated to schools. Brending said the council will hold a public hearing on its 2019 Revenue Sources and proposed property tax levy at the next council meeting.

**10. Consent Agenda**

**a. Approval of Minutes – October 3, 2018**

**b. Approval of Vouchers**

Vouchers audited and certified as required by RCW 42.24.080 and expense reimbursement claims as required by RCW 42.24.090 as of this 17<sup>th</sup> day of October, 2018.

Type	Date	From	To	Amount
Claims	10/17/2018	34299	34330	331,879.29
			EFT	7,389.74
			<b>Claims Total</b>	<b>339,269.03</b>
Payroll				
			<b>Payroll Total</b>	<b>0.00</b>
Manual Claims				
			<b>Manual Total</b>	<b>0.00</b>
			<b>Total All Vouchers</b>	<b>339,269.03</b>

*Donna Heimke moved, Amy Whiteman seconded.  
 Motion to approve consent agenda. CARRIED.*

**11. Department Head and Committee Reports**

**Mike Hepner, Police Chief** said he is completing the background for a new hire which he hopes to have on board by the end of the year.

**Jan Brending, Clerk Treasurer** noted that the second meeting in November is the Wednesday before Thanksgiving. There was a consensus of the council to move the meeting to Monday, November 19.

**Ken Woodrich, City Attorney** said that he attended the WASAMA conference. He said one of the interesting topics that was covered was different taxing authorities that might be available to the city.

**Pat Munyan, City Administrator** said one the things staff is looking at is obtaining a Public Works Trust Fund loan to do the design for replacing the 14” main water line that comes into White Salmon. He said this would create a “shovel-ready project” that could then be eligible for future funding sources.

**Kevin English, Public Works Operations Manager** said the city is continuing to work on finishing up repair potholes. He said the department has used over 30 tons of asphalt this year.

**Donna Heimke, Council Member** said the Finance Department deserves thanks for the work they have done that resulted in a clean audit.

Jan Brending noted that the prior Clerk Treasurer, Leana Johnson, had a big hand in the making sure the city had a clean audit.

**Ashley Post, Council Member** said the Parks and Recreation Committee will be meeting at the park on Thursday at 4:30 p.m. to review the equipment in the park.

**Marla Keethler, Council Member** said the Tree Board is currently reviewing city ordinances where they talk about trees.

**12. Adjournment**

The meeting was adjourned at 7:22 p.m.

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David Poucher, Mayor

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Jan Brending, Clerk-Treasurer