



**CITY OF WHITE SALMON**  
**City Council Regular Meeting – Wednesday, April 1, 2020**  
**Via Zoom Teleconference**

**Council and Administrative Personnel Present**

**Council Members:**

Jason Hartmann  
David Lindley  
Amy Martin  
Ashley Post  
Joe Turkiewicz

**Staff Present:**

Marla Keethler, Mayor  
Jan Brending, Clerk Treasurer  
Ken Woodrich, City Attorney  
Pat Munyan, City Administrator  
Russ Avery, Public Works Operations Mgr.  
Mike Hepner, Police Chief  
Bill Hunsaker, Building Official/Fire Chief

**1. Call to Order**

Marla Keethler, Mayor called the meeting to order. There were approximately 7 people in the audience (by video or telephone).

**2. Roll Call**

All council members were present.

**3. Presentations – Mayor’s Remarks Regarding COVID-19**

Mayor Marla Keethler made a statement regarding the unusual times the city and the nation is facing during the COVID-19 pandemic. She reviewed the directives that she has issued to date.

**4. Changes to the Agenda**

Jan Brending said she is asking the city council to table the 2020 Budget Amendment item to the next city council meeting.

*Moved by Jason Hartmann. Seconded by Amy Martin.*

*Motion to table agenda item regarding 2020 Budget Amendments to the next city council meeting. CARRIED 5-0.*

**5. Resolution 2020-04-501 Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to COVID-19**

Mayor Keethler and Clerk Treasurer Brending said the resolution ratifies the mayor’s emergency proclamation and temporary procedures put in place to respond to the COVID-19 pandemic.

Ashley Post asked what happens if the stay at home order extends beyond April 24.

Jan Brending said the city council will need to amend the resolution at that time.

**Moved by Jason Hartmann. Seconded by Amy Martin.**

**Motion to adopt Resolution 2020-04-501 Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the Covid-19 Pandemic. CARRIED 5-0.**

**6. Authorization of Crestline Payment No. 2 and USDA Reimbursement Request No. 2 – Jewett Water Main Improvements Project**

Jan Brending, Clerk Treasurer said she is requesting authorization to submit the UDA Reimbursement Request No. 2 in the amount of \$301,601.14 and to pay Crestline Construction Payment No. in the amount of \$268,450.97.

Pat Munyan, City Administrator noted that the project has shut down until the Stay Home order is lifted.

**Moved by Jason Hartmann. Seconded by Ashley Post.**

**Motion to approve Crestline Construction Payment No. 2 in the amount of \$268,450.97 and USDA Reimbursement Request No. 2 in the amount of \$301,601.14. CARRIED 5-0.**

**7-10. Personal Services Contracts – Engineering Services (Gray & Osborne – Transportation Engineering, Aspect Consulting – Hydrogeological Engineering Services, Bell Design Company – General Civil Engineering and Surveying, Anderson Perry & Associates – Water and Wastewater Engineering)**

Jan Brending, Clerk Treasurer said the city issued a Request for Qualifications for engineering services. She said staff reviewed and evaluated all Statements of Qualifications. Brending said staff is recommending signing master contracts with the following firms for engineering services finding the firms are highly qualified to provide the services identified. She said as services are needed, the consultant will prepare a task order including scope of work and cost estimate to be approved by the City Administrator and confirmed by the City Council at a future council meeting. Brending noted there are two transportation projects that will have separate contracts with Pioneer Engineering that will be presented to the city council at a future date.

Gray & Osborne Inc. – Transportation Engineering  
Aspect Consulting – Hydrogeological Engineering  
Bell Design Company – General Civil Engineering and Surveying Services  
Anderson Perry & Associates – Water and Wastewater Engineering

**Moved by Amy Martin. Seconded by Jason Hartmann.**

**Motion to approve master contracts for engineering services for 2020-2021 for Gray & Osborne Inc. – Transportation Engineering, Aspect Consulting – Hydrogeological Engineering, Bell Design Company – General Civil Engineering and Surveying Services, and Anderson Perry & Associates – Water and Wastewater Engineering. CARRIED 5-0.**

**11. Personal Services Contract – Anderson Perry & Associates – 14-Inch Main Line Replacement Project**

Jan Brending, Clerk Treasurer said the personal services contract for engineering services for the 14-inch main line replacement project was handled separately from the master contracts due to the size of the contract. She said the project is funded by a Public Works Trust Fund loan.

Brending said a separate Request for Qualifications was issued for the project. Brending said all Statements of Qualifications were reviewed and evaluated. She said staff is recommending signing a contract with Anderson Perry & Associates in the amount of \$750,000 for engineering services for the 14-inch Main Line Replacement Project finding the firm to be a highly qualified firm to provide the services identified.

**Moved by Jason Hartmann. Seconded by Joe Turkiewicz.**

**Motion to approve contract with Anderson Perry & Associates in the amount of \$750,000 for engineering services for the 14-inch main line replacement project. CARRIED 5-0.**

**12. Consent Agenda**

- a. Approval of Meeting Minutes – March 4, and March 11, 2020
- b. Approval of Vouchers

Type	Date	From	To	Amount
<b>Claims</b>	3/18/2020	35947	35974	37,363.06
	3/18/2020	EFT	EFT	8,900.16
	4/1/2020			424,033.98
	4/1/2020	EFT	EFT	6,060.00
			<b>Claims Total</b>	<b>476,357.20</b>
<b>Payroll</b>	3/20/2020	EFT	EFT	63,335.19
			<b>Payroll Total</b>	<b>63,335.19</b>
<b>Manual Claims</b>	3/6/2020	EFT	EFT	1,596.79
	3/12/2020	35945	35946	288,007.09
	3/20/2020	35975	35975	1,326.68
			<b>Manual Total</b>	<b>290,930.56</b>
			<b>Total All Vouchers</b>	<b>830,622.95</b>

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 1<sup>st</sup> day of April, 2020.

**Moved by Jason Hartmann. Seconded by Ashley Post.**

**Motion to approve consent agenda as presented. CARRIED 5-0.**

**13. Department Head and Council Reports**

**Mike Hepner, Police Chief** said these are scary times for everyone. He said he has changed procedures for how officers respond to emergency calls.

**Bill Hunsaker, Building Official/Fire Chief**

Bill Hunsaker said the fire department is responding to fires but is not responding to emergency medical calls. He said if necessary firefighters will use full fire gear if personal protection equipment is determined to be required in a response.

Hunsaker said he has handled phone calls from contractor requesting help. He noted that the work being done at the school is considered essential. Hunsaker said he did do several inspections for property owners who were ready to move into their homes.

**Russ Avery, Public Works Operations Manager** said the public works employees are split into two crews and are doing essential duties only but are available for emergencies such as water shutoffs for leaks.

**Pat Munyan, City Administrator** said it was good to see everyone even it was by video. He said there are projects that are continuing to move forward – mainly on the engineering side. Munyan said he continues to work on ordinance amendments including the mobile home ordinance.

**Ken Woodrich, City Attorney** said he is trying to stay on top of issues and make sure the city is following appropriate laws.

**14. Adjournment**

The meeting adjourned at 6:47 p.m.

  
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Marla Keethler, Mayor

  
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Jan Brending, Clerk Treasurer