

AGENDA
CITY OF STEVENSON COUNCIL MEETING
May 20, 2021
6:00 PM, City Hall

Those attending in-person will be required to follow current state guidelines for facemasks and distancing.

Call-in numbers 253-215-8782, 669-900-6833, 346-248-7799, 312-626-6799, 929-205-6099 or 301-715-8592, Meeting ID 889 7550 7011, Zoom link <https://us02web.zoom.us/j/88975507011> or via YouTube at <https://www.youtube.com/channel/UC4k9bA0IEvsF6PSoDwjvA/>

Information in parentheses after the agenda item reference the 2021-2022 council goal the item relates to.
Items with an asterisk (*) have been added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER/PRESENTATION TO THE FLAG: Mayor to call the meeting to order, lead the group in reciting the pledge of allegiance and conduct roll call.

2. CHANGES TO THE AGENDA: *[The Mayor may add agenda items or take agenda items out of order with the concurrence of the majority of the Council].*

- a) * 5/19 changes include:
- Updated TIP public hearing with comments received (item 5a)
 - Addition of copier contract with Ricoh (item 7i)
 - Addition of Fire Department Report (item 8h)
 - Addition of Voucher information (item 10a)

- b) ** 5/20 changes include:
- Addition of public comment (item 4)
 - Addition of public comment (item 5a)

3. CONSENT AGENDA: The following items are presented for Council approval. *[Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]*

- a) **Special Occasion Liquor License Application** - American Legion Auxiliary Post 137 at the Skamania Fairgrounds on August 18th from 12-10pm, 19th from 12-11pm, 20th from 10-12am, and 21st from 10-12am for the Skamania County Fair.
- b) **Liquor License Renewals** - Clark and Lewie's and Big T's Grill
- c) **Water Adjustment** - Kenneth Hinzman (meter No. 610200) requests a water adjustment of \$110.32 for a water leak which they have since repaired.

d) **Water Adjustment** - City Staff requests an additional adjustment to last month's request of \$199.05 for La Casa de Sabor to include updated water usage for the full leak period for an additional \$335.78 and a total leak adjustment of \$534.83.

e) **Minutes** of April 15, 2021 Council Meeting.

MOTION: To approve consent agenda items a-e.

4. PUBLIC COMMENTS: *[This is an opportunity for members of the audience to address the Council. If you wish to address the Council, please sign in to be recognized by the Mayor. Comments are limited to three minutes per speaker. The Mayor may extend or further limit these time periods at his discretion. The Mayor may allow citizens to comment on individual agenda items outside of the public comment period at his discretion.]*

a) ****Public Comments Received.**

5. PUBLIC HEARINGS:

a) ****Transportation Improvement Program (5a)** - Public Works Director Karl Russell presents the six-year Transportation Improvement Program (TIP) for public input and council review. This is the first of two scheduled public hearings for the annual TIP update.

6. SITUATION UPDATES:

a) **COVID-19 Update** - Mayor Scott Anderson will provide an update on the city's response to the COVID-19 pandemic.

b) **Sewer Plant Update (1)** - Public Works Director Karl Russell will provide an update on the Stevenson Wastewater System and the Compliance Schedule.

7. COUNCIL BUSINESS:

a) **Approve Proclamation Recognizing May 2021 as National Wildfire Protection Month** - Mayor Scott Anderson presents Proclamation 2021-02 recognizing May 2021 as National Wildfire Protection Month for council consideration.

MOTION: To approve proclamation 2021-02 recognizing May 2021 as National Wildfire Protection Month as presented.

b) **Approve Contract for Community Garden** - City Administrator Leana Kinley presents the attached contract with the Musicians of Stevenson and Skamania County (MOSS) for improvements to the Stevenson Community Garden funded through the Tourism Fund in the amount of \$2,500. The Tourism Advisory Committee met on April 26th and approved the project and the amount.

MOTION: To approve the tourism funded contract with MOSS for improvements to the Stevenson Community Garden as presented in the amount of \$2,500.

c) Approve Fairground Well Agreement - City Administrator Leana Kinley presents the attached agreement with Skamania County for the construction of a well at the fairgrounds for irrigation use.

MOTION: To approve the fairground irrigation well agreement with Skamania County as presented.

d) Approve Gorge Homes, LLC Agreement (7) - City Administrator Leana Kinley presents the agreement with Gorge Homes, LLC to waive system development charges for low-income housing units. The current maximum amount would be \$83,324.31 for water connections and \$104,856 for sewer connections if the maximum number of 17 units are developed and managed as low-income properties.

MOTION: To approve the agreement with Gorge Homes, LLC waiving system development charges for low-income housing units as presented.

e) Approve CDBG Contract Amendment (7)- City Administrator Leana Kinley presents amendment A to the Community Development Block Grant for housing rehabilitation extending the end date to December 31, 2021 due to COVID-19 delays.

MOTION: To approve CDBG contract 18-62210-037 amendment A as presented.

f) Approve Amendment to Residential Building Capacity Grant - Community Development Director Ben Shumaker presents the amendment with the Department of Commerce for the Growth Management Services Increasing Residential Capacity Grant revising the deliverables for council consideration.

MOTION: To approve amendment number 1 to contract number 20-63210-003 with Department of Commerce as presented.

g) Approve Contract with Exigy LLC - City Administrator Leana Kinley presents the contract with Exigy LLC to facilitate a community workshop on diversity, equity and inclusion for council review and consideration. Council will also need to discuss availability for dates and times to hold the workshop.

MOTION: To approve the contract with Exigy LLC for facilitating a community workshop on diversity, equity and inclusion in the amount of \$4,500 as presented.

h) Approve Contract with Lancaster Mobley (5) - City Administrator Leana Kinley presents the contract with Lancaster Mobley for a city-wide traffic study for council review and consideration.

MOTION: To approve the contract with Lancaster Mobley for a traffic study in the amount of \$51,277 as presented.

- i) *Approve Copier Purchase** - City Administrator Leana Kinley presents the contract and copier specifications to replace the city's current copier for council review and consideration. This was originally planned to be approved in March 2020 and was put on hold due to the pandemic. Parts are becoming harder to find and there is a \$1,200 rebate offer if installed before June.

MOTION: To approve the copier purchase contract with Ricoh in the amount of \$7,570 and the 60 month service rates as proposed.

8. INFORMATION ITEMS:

- a) Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for April, 2021 is presented for council review.
- b) Port of Cascade Locks Update** - Executive Director Olga Kaganova emailed an update on Port projects.
- c) Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in April 2021.
- d) Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through April 2021.
- e) Planning Commission Minutes** - Minutes from the 3/8/21, 3/15/21 and 4/12/21 Planning Commission meetings are presented.
- f) Project Status Updates (18)** - City Administrator Leana Kinley and city staff present updates on city projects in process.
- g) Candidate Filing Week May 17-21** - There are four city positions, the Mayor and three council positions, on the November ballot. Information about running for elected office is enclosed in the packet.
- h) *Fire Department Report** - The Stevenson Fire Department's report for April, 2021 is presented for council review.

9. CITY ADMINISTRATOR AND STAFF REPORTS:

- a)** Karl Russell, Public Works Director
- b)** Ben Shumaker, Community Development Director
- c)** Leana Kinley, City Administrator

10. VOUCHER APPROVAL:

- a)** *April 2021 payroll & May 2021 AP checks have been audited and are presented for approval. April payroll checks 15126 thru 15130 total \$96,523.30 which includes EFT

payments. May 2021 AP checks 15110 thru 15125 and 15131 thru 15175 total \$276,920.08 and includes EFT payments and checks. The AP check register with fund transaction summary is attached for review.

MOTION: To approve the vouchers as presented.

11. MAYOR AND COUNCIL REPORTS:

12. ISSUES FOR THE NEXT MEETING: *[This provides Council Members an opportunity to focus the Mayor and Staff's attention on issues they would like to have addressed at the next council meeting.]*

13. ADJOURNMENT - Mayor will adjourn the meeting.

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UPCOMING MEETINGS AND EVENTS:

- May 31, 2021 (Monday) - Memorial Day - City Offices Closed
- June 14, 2021 (Monday) 6pm - Planning Commission Meeting
- June 17, 2021 (Thursday) 6pm - City Council Meeting
 - Second Public Hearing on the 6-year Transportation Improvement Program

MINUTES
CITY OF STEVENSON COUNCIL MEETING
April 15, 2021
6:00 PM, City Hall and Remote

Those attending in-person were required to wear facemasks and comply with current state guidelines for distancing. Others attended via virtual platforms.

Items with an asterisk (*) were added or modified after the initial draft publication of the Agenda.

1. CALL TO ORDER: Mayor Anderson called the meeting to order at 6:00 p.m. and conducted roll call. He led attendees in the Pledge of Allegiance.

In attendance were Mayor Scott Anderson; Councilmembers Robert Muth, Annie McHale, Amy Weissfeld, Dave Cox, Paul Hendricks; City Administrator Leana Kinley, Community Development Director Ben Shumaker, Public Works Director Karl Russell; City Attorney Ken Woodrich, Fire Chief Rob Farris.

There were no public attendees.

2. CHANGES TO THE AGENDA:

- a) * 4/13 changes included-Addition of Walking Man Liquor License Renewal (item 3b), addition of Water Adjustment-La Casa de Sabor (item 3c), addition of Monda Rd. Right of Way Acceptance (item 8d), addition of Fire Department Report (item 9e), addition of Voucher information (item 11)
- b) ** 4/14 changes included-Updated parking agenda item with staff memo (item 7a), corrected amount of back-billing waiver request (item 8b), addition of Emergency Declaration Resolution (item 8e), update of Project Status Update presentation (item 9b), addition of Executive Session (item 14a)

3. CONSENT AGENDA: The following items were presented for Council approval. [Consent agenda items are intended to be passed by a single motion to approve all listed actions. If discussion of an individual item is requested by a Council member, that item should be removed from the consent agenda and considered separately after approval of the remaining consent agenda items.]

- a) **Liquor License Application**-420 Evergreen -change in ownership from North Bonneville PDA to Southern Star Holdings, LLC.
- b) ***Liquor License Renewal** - Walking Man Brewing, LLC
- c) ***Water Adjustment** - La Casa de Sabor (meter No. 100300) requests a water adjustment of \$199.05 for a water leak which they have since repaired.
- d) **Minutes** of March 18, 2021 Council Meeting and March 27, 2021 Strategic Planning Retreat.

MOTION to approve consent agenda items a-d made by **Councilmember Hendricks**, seconded by **Councilmember Muth**.

- Voting aye: **Councilmember Hendricks, Muth, Cox, Weissfeld.**

4. PUBLIC COMMENTS:

>No public attendees were present.

5. PRESENTATIONS FROM OUTSIDE AGENCIES:

- a) **Skamania County Public Works**-Public Works Director/County Engineer Tim Elsea updated council on building inspection services as per the interlocal agreement. He complimented the city staff for their help in creating a smooth and positive process and answered questions from the Council on permits issued. It has been a busy time, with a lot of permits issued. Director Elsea noted Arnold Bell, the Residential Building Inspector has been doing well. No complaints have been received regarding the new process. **City Administrator Kinley** noted there is a 6-8 week building permit turnaround time.

6. SITUATION UPDATES:

- a) **COVID-19 Update-Mayor Scott Anderson** provided an update on the city's response to the COVID-19 pandemic. Stevenson City Hall is open, with a gate in place to limit walk-in visits. He is looking forward to changes in phases and noted restaurants can now have 50% of regular occupancy. The 6' social distance requirement is reduced if there are barriers in place.
- b) **Sewer Plant Update-Public Works Director Karl Russell** provided an update on the Stevenson Wastewater System and the Compliance Schedule. **PW Director Russell** informed the Council the final design for the WWTP has been 90% approved by DOE as of a few months ago. The project bid will be announced December 2021, with the Rock Creek lift station bid set to be announced in late April 2021. Still battling filamentous bacteria, which inhibits settling, solids fall-out is more frequent. Back down to normal limits for Biological Oxygen Demand. **Councilmember Muth** thanked **PW Director Russell** and his staff for their work at problem solving.

7. UNFINISHED BUSINESS:

- a) ****Third Reading Ordinance 2021-1172 Regarding Parking Requirements-Community Development Director Ben Shumaker** presented a staff memo and ordinance 2021-1172 amending the Stevenson zoning code (SMC 17); incentivizing mixed use development in the C1 District; reducing parking requirements, especially in the C1 commercial district; incorporating past parking-related zoning interpretations; and allowing greater opportunities for off-site parking for council discussion and consideration. He provided background information on the proposed changes. He shared a brief update on other issues: recruiting a UW intern for help with the parking analysis and finalizing the contract for the traffic consultant.

MOTION to approve Ordinance 2021-1172 regarding parking requirements as presented made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

- Voting aye: **Councilmember Hendricks, Muth, Cox, Weissfeld**.

- b) **Discuss Security Camera Use Policy**-Council continued the discussion from the March 27th retreat on whether or not to have security cameras on city property. Questions regarding where the cameras should be placed, access to footage and retention periods, privacy concerns, public records requests, storage of footage and potential links with the Sheriff's Office were considered.
- c) **Discuss Extension of Services Past City Limits**-**City Administrator Leana Kinley** presented the staff memo from the March 27th retreat regarding the extension of city services (water and sewer) past city limits for discussion. The issue presented addressed focusing on existing infrastructure or extend it to accommodate development. Lack of water is a deterrent to growth. **Public Works Director Karl Russell** noted it was important to balance growth with maintenance of aging infrastructure. He pointed out the water system in place has varying sizes of mains. Growth is expanding more in higher elevation areas and water pressure is insufficient. **City Administrator Kinley** advised the city is collecting funds for future expansion of the sewer and water systems.
Community Development Director Shumaker summarized options the City could take: Make no changes; allow connections to existing lines outside city limits; extend beyond existing lines subject to annexation; or extend system anywhere without annexation. Annexation was determined to be the appropriate approach. City Attorney Woodrich provided information on annexation agreements and limits to impact fees.
- d) **Review Updated Strategic Plan**-Council discussed and considered the revised goals on the Strategic Plan. A short review of infrastructure projects planned and completed was conducted.

MOTION to approve the Strategic Plan for 2022-2023 as presented was made by **Councilmember Weissfeld**, seconded by **Councilmember Cox**.

- Voting aye: **Councilmember Hendricks, Muth, Cox, Weissfeld, McHale**.

8. COUNCIL BUSINESS:

- a) **Approve Interlocal Agreement with Clark County**-**Public Works Director Karl Russell** presented the Interlocal agreement between Clark County and the City of Stevenson for administrative or engineering, construction, and maintenance services not to exceed \$50,000 per calendar year. This contract is used for annual road striping. He reported the prior year's striping work went well, with multiple signs preventing tire tracks on the wet paint.
MOTION to approve the interlocal agreement with Clark County not to exceed \$50,000 per calendar year as presented made by **Councilmember Hendricks** seconded by **Councilmember McHale**.
• Voting aye: **Councilmember Hendricks, Muth, Cox, Weissfeld, McHale**.
- b) ****Waiver Back-billing Request**-**City Administrator Leana Kinley** presented the request from Michael Johnson to waive the back-billing charges for the difference between the senior rate and residential base billing for 15 months. Guidance from the Attorney General regarding

assistance during COVID-19 was attached. A short discussion took place regarding utility payments and connecting low-income residents with programs that assist with utility bills.

MOTION to waive the back-billing charges for Michael Johnson in the amount of \$822.83 made by **Councilmember McHale**, seconded by **Councilmember Hendricks**.

- **Voting aye: Councilmember Hendricks, Muth, Cox, Weissfeld, McHale.**

- c) **Approve Resolution 2021-378 Revising Light Shade Fees-City Administrator Leana Kinley** presented resolution 2021-378 revising the street light shade fees for council discussion and consideration. All streetlights were changed in 2018 and the policy was never updated to reflect the change in fixture types nor cost.

MOTION to approve resolution 2021-378 revising the street light shade fees as discussed made by **Councilmember Cox** seconded by **Councilmember McHale**.

- **Voting aye: Councilmember Hendricks, Muth, Cox, Weissfeld, McHale.**

- d) ***Acceptance of Right of Way-Community Development Director Ben Shumaker** presented the staff memo regarding the Monda Road right of way for council discussion and consideration. He provided background information on the issue. Acceptance of the Monda Road Right-of-Way will help to move forward approval of a short plat application before the Planning Commission.

MOTION to accept the Monda Road right of way as presented was made by **Councilmember Hendricks**, seconded by **Councilmember Cox**.

- **Voting aye: Councilmember Hendricks, Muth, Cox, Weissfeld, McHale.**

- e) ****Approve Emergency Resolution-Mayor Scott Anderson** presented resolution 2021-379 responding to the COVID-19 pandemic and conditionally suspending parking requirements for outdoor food service areas for council review and consideration.

MOTION to approve resolution 2021-379 responding to the COVID-19 pandemic and conditionally suspending parking requirements for outdoor food service areas was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

- **Voting aye: Councilmember Hendricks, Muth, Cox, Weissfeld, McHale.**

9. INFORMATION ITEMS: The following items and reports were presented for council review:

- a) **Skamania County Chamber of Commerce** Activities conducted in March, 2021.
- b) ****Project Status Updates-City Administrator Leana Kinley** and city staff presented updates on city projects in process.
- c) The **Skamania County Sheriff's** activity report within Stevenson city limits for March, 2021.
- d) **Financial Report -City Administrator Leana Kinley** presented the first quarter 2021 Financial Report, Treasurer's Report and year-to-date revenues and expenses through March 2021.
- e) **Stevenson Fire Department Report** for March 2021.

10. CITY ADMINISTRATOR AND STAFF REPORTS:

- a) **Karl Russell, Public Works Director** reported on the Hegewald Well project. Treatments for pH and iron will have to take place in order to change the well from seasonal to permanent. There have been five new water connections so far this year. An energy audit will take place with Evergreen Rural Water assessing the water system's pumps to see if electricity usage can be reduced. The water main on the lower west end of Vancouver Avenue is being extended. Bids will be announced. An employee has become a certified water treatment operator. **Councilmember Cox** asked about the location of water lines near a development taking place on Vancouver Avenue.
- b) **Ben Shumaker, Community Development Director** related the water quality tests on Rock Creek are being re-run. Underwood Conservation District is helping. There are no follow-up plans yet, the intent is to establish facts regarding the findings of the water analysis and then have the City Council provide further guidance if needed. Residential re-zoning proposals will be revisited with the Planning Commission. The current public outreach process will be increased with the help of neighborhood volunteers. **City Administrator Kinley** asked if the City Council wanted to bring in a consultant to support community outreach efforts. A short discussion followed regarding consultant costs. Benefits noted were increased trust by public and reduced staff time and effort. **Shumaker** reported the comments received from the public at the April 2021 Planning Commission meeting reflected a change from asking for more flexibility with zoning to keeping more control on changes that occur.
- c) **Leana Kinley, City Administrator** provided information on the Safe Routes to Schools grant program. She is seeking quotes and bids on a security system for the fire department.
- Chief Rob Farris** announced a temporary fire ban. It is in effect until April 23rd. He shared photos of a new fire truck just recently received, and thanked the grant writing efforts of **Ben Shumaker, Leana Kinley, and Karl Russell**, noting it took 3 or 4 attempts for the grant to be awarded. The new truck is replacing a 1969 truck, which will be surplus.
- Kinley** reminded everyone the candidate filing period is the week of May 17th, 2021. The Mayor and three Councilmembers are up for election.
- Kinley** shared additional information on recently passed legislation that requires long term care insurance is provided for employees. The statute takes effect January 2022.

11. VOUCHER APPROVAL:

- a) *March 2021 payroll & April 2021 AP checks have been audited and are presented for approval. March payroll checks 15059 thru 15063 total \$101,678.37 which includes EFT payments. April 2021 AP checks 15064 thru 15109 total \$202,065.05 and includes EFT payments and checks. The AP check register with fund transaction summary was attached for review.

MOTION to approve vouchers as presented was made by **Councilmember Hendricks**, seconded by **Councilmember McHale**.

- Voting aye: **Councilmember Hendricks, Muth, Cox, Weissfeld, McHale**.

12. MAYOR AND COUNCIL REPORTS: None.

13. ISSUES FOR THE NEXT MEETING:

Councilmember McHale inquired about anti-racism training. **City Administrator Kinley** replied she had not the chance to find any information.

Councilmember Cox asked **PW Director Russell** and **Community Development Director Shumaker** what the outcome was regarding Iman Cemetery Road. **PW Director Russell** reported a meeting between Public Works, the Cemetery District and the Doblies went well. He reported there was give and take on both sides, with agreements arrived at regarding vegetation removal, retaining walls and other items. **Councilmember Cox** asked for and received clarification on the boundaries and the ROW on Iman Cemetery Road. Discussion on the Holly Street side followed, the right-of-way will need a survey to determine. Once the lines are established the PUD poles will need to be pulled back to that line, allowing the cemetery to use the space for parking. The city will add gravel where needed.

14. EXECUTIVE SESSION:

- a) **Council convened in Executive Session at 8:21 p.m under RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate for 15 minutes. At 8:36 p.m. the time was extended for a further 10 minutes. Council reconvened at 8:46 p.m. No decision was made.

15. ADJOURNMENT-Mayor Anderson adjourned the meeting at 8:47p.m.

Scott Anderson, Mayor

Date



Leana Kinley <leana@ci.stevenson.wa.us>

Vancouver Avenue apts.

Jay Larsen <jaylarsen@hotmail.com>
To: "info@ci.stevenson.wa.us" <info@ci.stevenson.wa.us>

Thu, May 20, 2021 at 8:16 AM

To whom it may concern:

Brian McKenzie's proposal for development of the west end of Vancouver Ave is for 17 apartments, accommodating 17 families, and up to 34 vehicles. Vancouver Avenue is a collector road for over a half-dozen neighborhoods, two apartment complexes, the middle school/high school and elementary school. School bus traffic and drop-off traffic is high in the morning and again in mid-afternoon. With no sidewalk on the south side of the street, it is hazardous for the kids that walk to and from the school and have to cross the street to arrive at their destination. During a non-pandemic year, traffic is bad during the day, and worse at night when there are events happening at the schools. It is also a main artery to the court house and county shops. Parking along Vancouver Avenue is already a problem, made worse by the apartments Brian McKenzie build mid-area a couple of years ago. In the event of a major fire or other evacuation necessity, traffic would be totally gridlocked (already a problem during the County Fair). Since Stevenson does not have a form of public transportation, this is not going to improve anytime in the near future.

Brian McKenzie purchased this lot at a bargain price. Stevenson residents will pay for the sewer and water installation costs for these 17 apartments. It appears to be no cost or risk with McKenzie's take to be \$285,600 profit per year. This is a scam on public housing programs and a gift from the city, and Mid-Columbia Housing to McKenzie.

Supporting this project to go forward is not in the interest of the existing neighborhood, health of the community, or fairness of current property owners.

Jay Larsen
[370 SW Vancouver Ave.](#)



Leana Kinley <leana@ci.stevenson.wa.us>

Public comment letter for Council and Commission packets

Brian McNamara <bmcsurfs@yahoo.com>

Thu, May 20, 2021 at 9:47 AM

To: Ben Shumaker <ben@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>

Hello Ben and Leana,

Please enter this letter in the packet for tonight's City Council meeting and the next Planning Commission packet. I am out of town and will not be able to attend.

Thank you,

Brian

 **Comment Letter Commission_Council 5.20.2021.pdf**
92K

5-19-2021

Hello City Council, Planning Commission and members of the public,

Please add these comments to the packets for the May 20, 2021 City Council and June 14, 2021 Planning Commission meetings. I had submitted this for inclusion in the City Council Meeting packet for the April 15th meeting. While not printed, Leana Kinley kindly read the original in the meeting. Unfortunately, the numbers associated with the complex issue of “affordable housing” included are better understood when read. Since then, I have added some further thoughts on the realities of “affordable housing” and what it means for the City of Stevenson.

I am writing to address the definition and use of the buzz words “affordable housing” and “workforce housing” as it pertains to the stated desire of Stevenson City Government to increase affordable housing and business density in the Stevenson downtown core. As described by Ben Schumaker, the generally accepted standard measure of “affordable housing” is considered to be 30% of a person’s gross monthly income, including utilities. Stevenson’s downtown economic vitality is based largely on tourism. The Covid-19 pandemic has shown how fickle relying on that can be. Service industry workers are at the bottom end of the wage scale. Often these are seasonal minimum wage jobs without health care benefits and offering less than full time employment.

WA just increased the minimum wage to \$13.69/hour. Let’s look at an example of what “affordable housing” might be for a local worker making \$15/hour. A cook, cashier, housekeeper, factory worker, etc. working 40 hours per week at \$15/hour will earn \$600/week, or \$2400 gross income per month. “Affordable housing” at 30% of \$2400 = \$760/month including utilities (utilities can easily reach \$150/month). Currently, 1-bedroom residences in downtown Stevenson run between \$900 and \$1200/month. However, rents are paid in net wages. Doing the math, \$1000/month rent (including utilities) will leave about \$1000 for food, auto, insurance, health care, etc. What if this was a single earner with a family or a single parent?

If hotels, restaurants, and industry (i.e., port factory workers) cannot find low wage help, they should be encouraged to find their own solutions beyond expecting City, County or State tax and housing subsidies while paying low wages without the benefit of health care (aka, a living wage). Not everyone wants to be a service industry or factory worker, even if they are receiving subsidized rent. At current wages a minimum wage worker would likely not be eligible for subsidized housing benefits.

“Affordable housing” is a great goal. But what it really means is “subsidized housing” in the form of direct rental assistance from government agencies. Other hidden subsidizes are those provided by local governments to promote development. Service industry jobs are not likely to offer “living wages” anytime soon. Without calling on current property owners to forego charging market rates reflecting rising property taxes, local levies and increased repair costs (and some are!), rents will continue to rise with demand. However, as will be seen below, perhaps current rents are actually affordable.

“Subsidies” include HUD Section 8 assistance and other government financial assistance to those in need. It also includes potential City “subsidies” to developers in the form of zoning changes such as reduced off-street parking requirements and increasing the allowed number of buildings on C1, R1, R2, and R3 lots to encourage further development. If I were a developer I would wait for these City “subsidies” to increase the potential return on investment. In depth public input should be gathered before the City moves to

give developers big breaks on City system development charges, especially extending services beyond City limits.

Let's face the facts here, building and owning "affordable (aka subsidized) housing" is not a popular investment for most developers or the small-scale investor. These are often built by a developer and then sold to a corporate entity or REIT (real estate investment trust) who employ administrators to handle the multiple issues that make subsidized housing less attractive to own (Google search "pros and cons of owning Section 8 housing"). Commissioner Breckel aptly noted that funding for such projects are largely matters for banks and developers to pursue. However, the Stevenson City Council seems hyper interested in providing concessions to get high density housing development moving, especially in the C1 downtown area.

One factor that could benefit developers who might want to build low-income housing, but may be stymied by zoning ordinances and skyrocketing building costs, should be considered. Stevenson is included in the HUD Fair Market Rent Rate formula for Portland, OR and Vancouver, WA. Stevenson has long been a bedroom community to Portland and Vancouver. Rents are still slightly lower here and make moving here attractive. The high subsidized rental rates below should be incentive enough for developers.

HUD Final FY 2021 Fair Market Rents By Unit Bedrooms

Efficiency One-Bedroom Two-Bedroom Three-Bedroom Four-Bedroom

\$1,245 \$1,331 \$1,536 \$2,193 \$2,657

As demand for housing increases a developer could expect a reasonable rate of return on investment if they build "subsidized housing" targeting low-income renters/workers. If the City feels that this type of housing is necessary and appropriate a thorough study of the parking issues for mixed-use, multifamily residences and businesses in the downtown core should be fully completed first. Stevenson's is currently highly "livable" and therefore very attractive. Adding density while reducing parking for residents will negatively affect the downtown core. There is a lot of work to be done to create the infrastructure (parking, new fire hall, new home for EMS, sewers, Columbia Ave project, etc.) necessary for the growth anticipated in the Johnson Economics Report for Stevenson, Stevenson Downtown Plan and the Plan for "SUCCESS". The "word on the street" is that many residents and stakeholders do not value a "high density" future without infrastructure keeping pace.

I encourage the Mayor and City Council members to carefully read the minutes of the Planning Commission meetings and public comments between March 8, 2021 and May 10, 2021. There you will see that the Commission members and public request more intensive public input (not Facebook, short notices in the Pioneer or corner of the post office bulletin board) and improved liaison between City Council and Planning Commission.

We are slowly crawling out of a horrible pandemic and the resulting devastation to the world economy. There is no reason to rush into hasty decisions that may not reflect the future "SUCCESS" of Stevenson!

Thank You,

Brian McNamara

Stevenson resident



City of Stevenson

Public Works Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: Stevenson City Council

FROM: Karl Russell, Public Works Director and Leana Kinley, City Administrator

DATE: 5/20/21

SUBJECT: Transportation Improvement Program (TIP)

All Cities, Towns, and Counties are required to adopt a 6-year Transportation Improvement Program. Elements of the program should contain fiscally constrained projects for the first four years, and projects of regional significance shall be submitted to the Regional Transportation Planning Organization (RTPO) for inclusion in their respective TIP's, where applicable. The RTPO then submits their regional TIP to Washington State Department of Transportation (WSDOT) for inclusion into the Statewide Transportation Improvement Program (STIP).

Programs are required to be adopted by July 1st of each year and requires at least one public hearing (RCW 35.77.010). Copies shall be submitted to WSDOT within 30 days of adoption.

All projects receiving Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funds must be in the regional TIP and STIP in order to authorize the funds. In addition, all regionally significant projects in the state (whether state or federally funded), including WSDOT projects, that have committed or reasonably available funding and are expected to begin within the next four years from STIP adoption are required to be in the regional TIP and STIP.

The transportation projects that are listed in TIP go through a process in which the City of Stevenson uses a prioritization system to determine which road systems will be upgraded/rebuilt and in what order. Road projects may not always take place in order of prioritization due to funding eligibility and grant program criteria. The City Council has the ultimate say in which projects are approved and the order in which these projects will be completed.

The initial plan for this revision was for inclusion in the Capital Improvement Program project, which has been delayed. The projects reflected are a continuation from last year's approved TIP, with date changes. The transportation study, which has been on the TIP since as early as 2008, is expected to be completed by the end of 2021 for a comprehensive picture on the condition of the infrastructure and to inform project prioritization.

The following documents include:

- A summary and overview of all projects on the TIP and with changes highlighted in red.
- A brief overview of the projects including a map and associated improvements.
- The formal TIP worksheet for submittal to WSDOT.
- A worksheet for descriptions of acronyms used in the TIP worksheet.

2022-2027 TIP Summary Overview

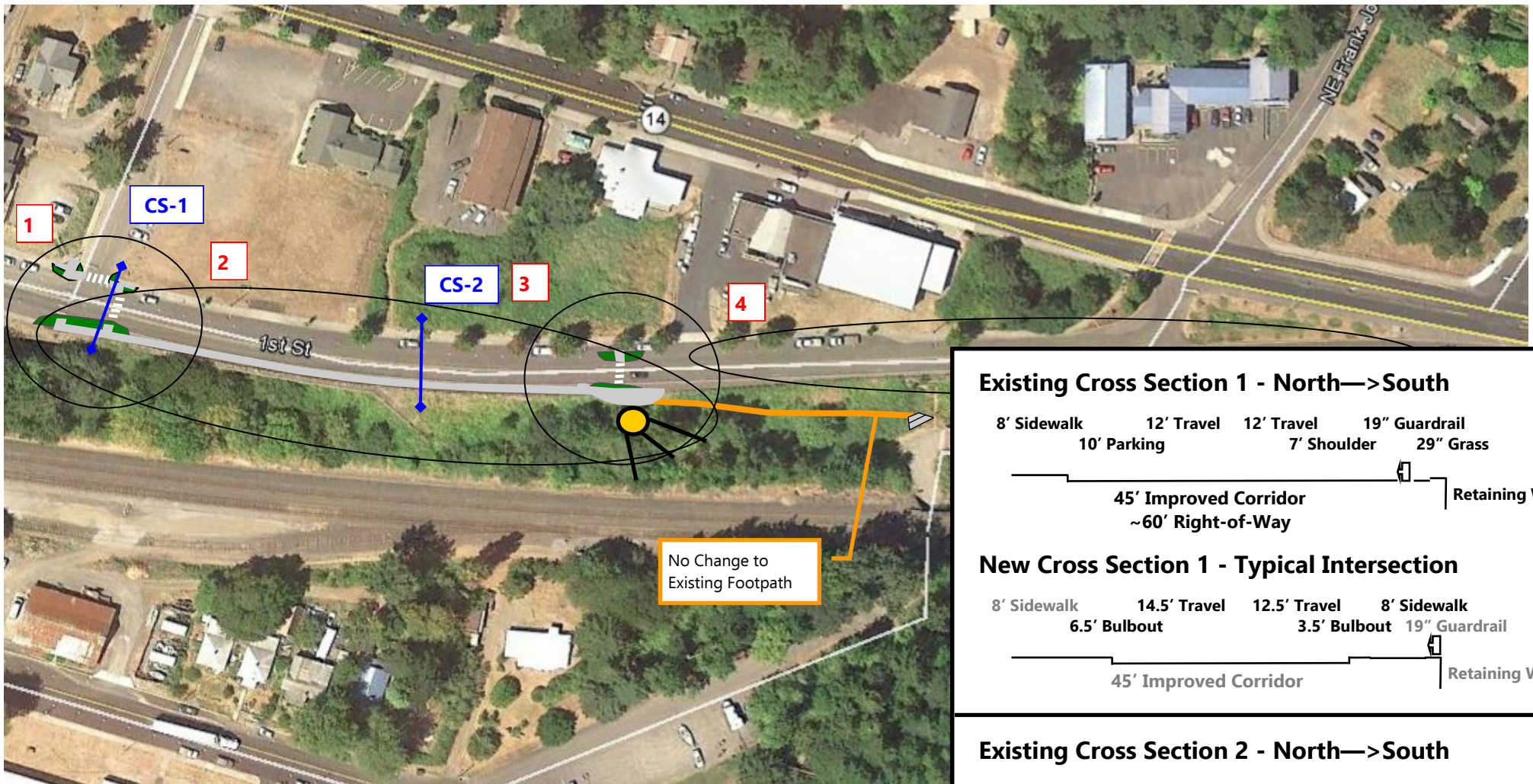
Date changes highlighted in red with the initial dates indicated by the arrows.

6-year Street TIP 2022-2027	2020	2021	2022	2023	2024	2025	2026	2027	2020-2027	Initial TIP*
First Street	186,000	659,000							845,000	2018
Loop Road Grind and Inlay		--->		390,000					390,000	2020
School Street Grind and Inlay			440,000						440,000	2020
Kanaka Underpass-Phase 1			88,000						88,000	1998
Kanaka Underpass-Phase 2			--->		320,000				320,000	1998
Roosevelt St. Overlay			--->					670,000	670,000	1998
Leavens Overlay			225,000						225,000	2005
Iman Loop-Iman Cemetery Sidewalk			--->					75,000	75,000	2008
Stormwater System Repair & Upgrade			500,000						500,000	2012
Lakeview St			--->					74,000	74,000	2008
Foster Creek Rd (acquire additional ROW)				-					-	2014
Chipseal McEvoy, Wisteria, Ridgecrest				36,000					36,000	2008
Loop Rd. Sidewalk				--->				200,000	200,000	1998
Chipseal Vancouver				45,000					45,000	1998
Frank Johns Sidewalk (Loop-Second)				75,000	374,000				449,000	2019
Monda Rd (straighten out intersection)				--->				80,000	80,000	2008
Vancouver Sidewalk-East End					--->			125,000	125,000	2005
Rock Creek Bridge Replacement					--->		1,301,000	6,899,000	8,200,000	2008
Chipseal (Major, Hillcrest, E. Loop Rd.)						--->		35,000	35,000	2008
Chipseal (Lasher, Roselawn)						23,000			23,000	2013
Roselawn Ave Overlay						165,000			165,000	2005
Del Ray Ave							--->	400,000	400,000	2016
Columbia Ave Realignment						625,000	1,200,000		1,825,000	2021
Russell Phase 2 (Vancouver-Second)								400,000	400,000	2005
Total Street CIP by Year	186,000	659,000	1,253,000	546,000	694,000	813,000	2,501,000	8,958,000	15,610,000	

*The initial TIP date is the TIP year the project (or part of the project) was found to be placed on the TIP. This was a quick search and did not include records prior to 1998 and from 1999-2004, 2006-2007 and 2010. The year listed is the TIP reporting year, which means the schedule was adopted in the summer prior (the 2018 TIP was adopted by July of 2017).

1st Street Pedestrian Amenities & Overlook

2019 Transportation Alternatives Program



#1 Intersection Improvements

- Vegetated Curb Extensions
- Crosswalk Improvement

#2 Sidewalk Addition and Amenities

- Sidewalk Addition
- Decorative Pedestrian Amenities (landscape features, wayfinding stones, interpretive sign)
- Guardrail as necessary

#3 Crosswalk & Overlook

- Vegetated Curb Extensions
- Gorge Overlook
- Decorative Pedestrian Amenities

#4 Guardrail Replacement

- As necessary.

Existing Cross Section 1 - North—>South

8' Sidewalk 12' Travel 12' Travel 19" Guardrail
 10' Parking 7' Shoulder 29" Grass

45' Improved Corridor Retaining Wall
 ~60' Right-of-Way

New Cross Section 1 - Typical Intersection

8' Sidewalk 14.5' Travel 12.5' Travel 8' Sidewalk
 6.5' Bulbout 3.5' Bulbout 19" Guardrail

45' Improved Corridor Retaining Wall

Existing Cross Section 2 - North—>South

8' Sidewalk 12' Travel 12' Travel 19" Guardrail
 10' Parking 8.5' Shoulder 25' Grass

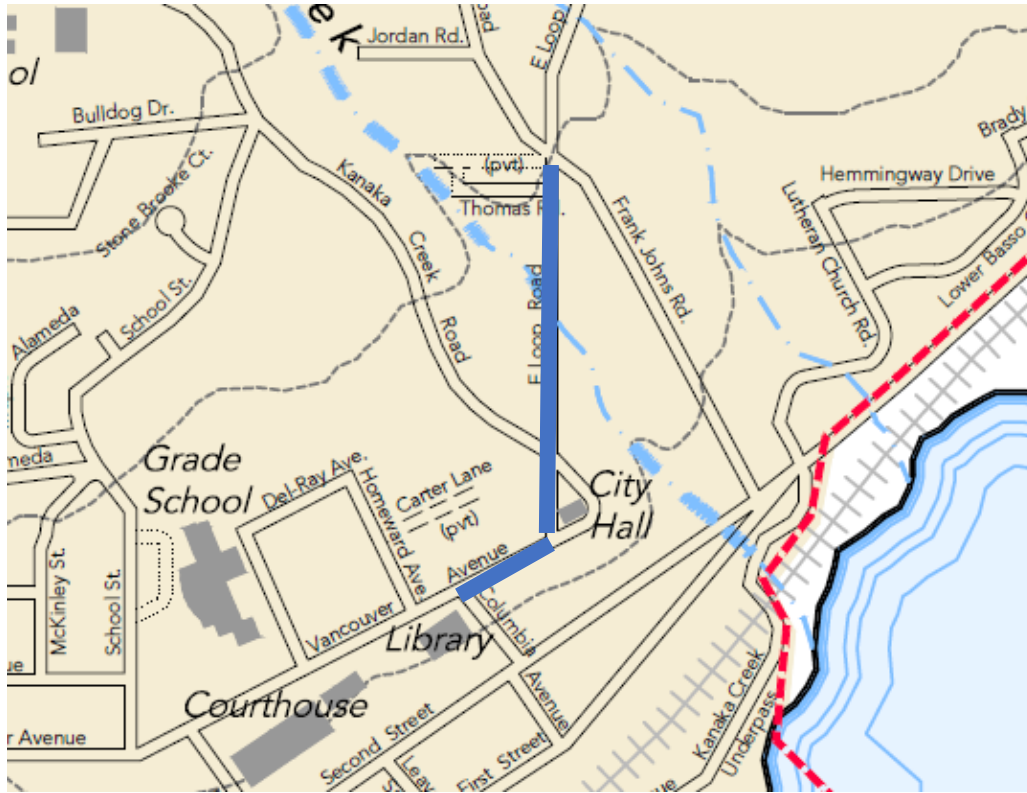
52' Improved Corridor ~50% Slope
 ~90' Right-of-Way

New Cross Section 2 - Typical Sidewalk

8' Sidewalk 12' Travel 14' Travel 8' Sidewalk
 9' Parking 19" Guardrail

52.5' Improved Corridor

2022 6-year TIP Update Project Maps



#27 Loop Road Grind and Inlay-
 Repair stormwater, replace water lines, underground utilities, extend sewer, grind and inlay.
 \$390k
 June 2023

#26 School Street Grind and Inlay-Repair stormwater, replace waterlines, grind and inlay.
 \$440k
 June 2022



#10 Kanaka Creek Underpass Phase 1-Rebase, surface road, modify drainage, prime and chipseal.
 \$88k
 Jan 2022

2022 6-year TIP Update Project Maps

#11 Kanaka Creek Underpass Phase 2-Improve underpass bridge.

\$320k

Jan 2024



#5 Roosevelt Street Overlay – Sidewalks, storm drain, overlay.

\$670k

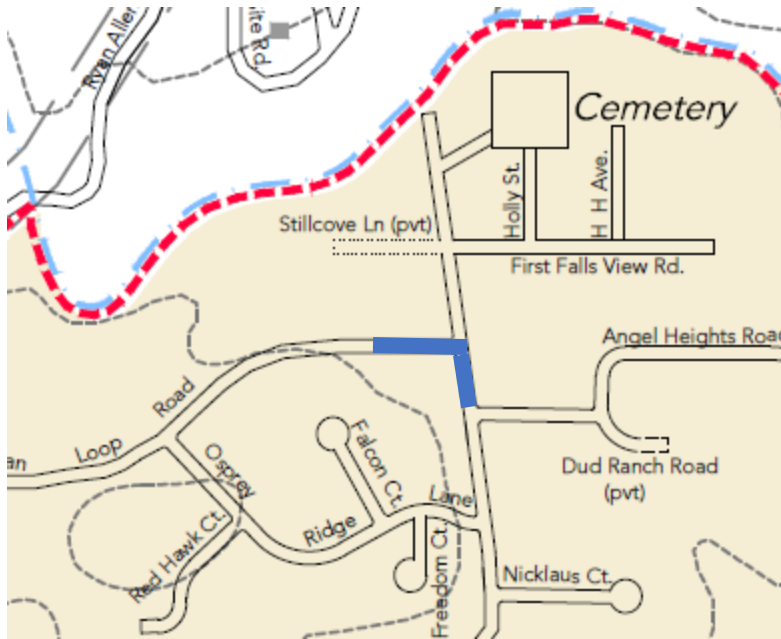
Jan 2027

#4 Leavens Overlay – Remove/grind deteriorated sections of asphalt, add sidewalk on west side.

\$225k

Aug 2022





#14 Iman Loop-Iman Cemetery Sidewalk – Continue sidewalk and curbing
 \$75k
 Sept 2027

#21 City wide stormwater system repair and upgrade
 \$500k
 July 2022

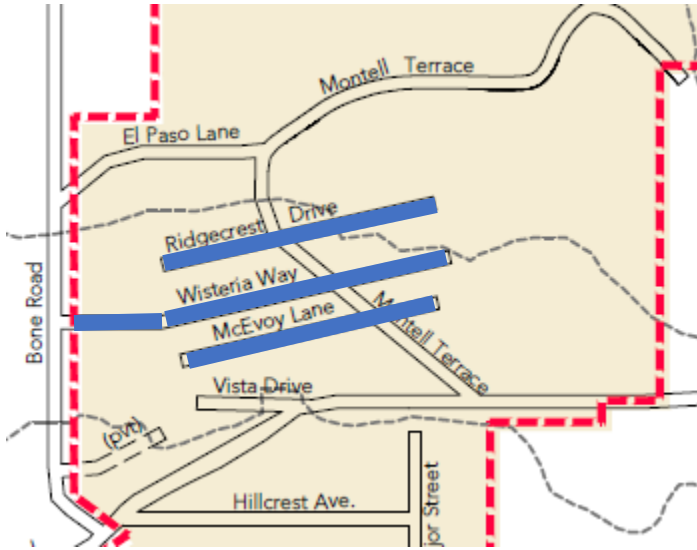
#6 Lakeview Street – rebuild and pave Lakeview, improve storm drainage
 \$74k
 July 2027



#7 Foster Creek Road – Acquire additional Right of Way
 Jan 2023



2022 6-year TIP Update Project Maps



#8 Chipseal Program – McEvoy Lane, Wisteria Way, Ridgecrest Dr.

\$36k

July 2023

#15 Loop Road Sidewalk –Construct sidewalk between McEvoy Lane to Bone Road.

\$200k

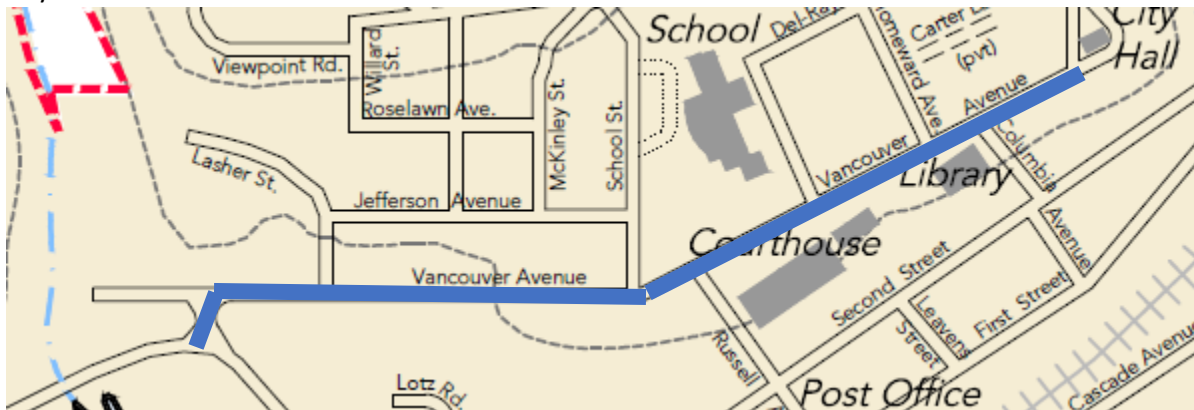
July 2027



#16 Chipseal – Vancouver Ave

\$45k

July 2023



2022 6-year TIP Update Project Maps



#17 Frank Johns Sidewalk – Construct new sidewalk along east side.

\$449k

Preliminary Engineering-Sept 2023

Construction - June 2024

#19 Monda Road – Straighten out the intersection where Monda and Iman Cemetery Road meet.

\$80k

Aug 2027



#12 Vancouver Sidewalk East End – Install sidewalks and curbs.

\$125k

July 2027

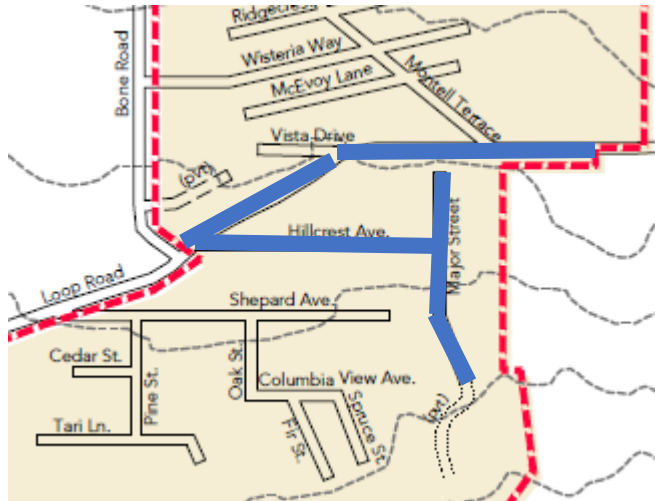
#13 Rock Creek Bridge Replacement

\$8.2M

Preliminary Engineering-May 2026

Right of Way Acquisition-June 2026

Construction-March 2027



#18 Chipseal – Major St, Hillcrest and E. Loop Rd.

\$35

July 2027

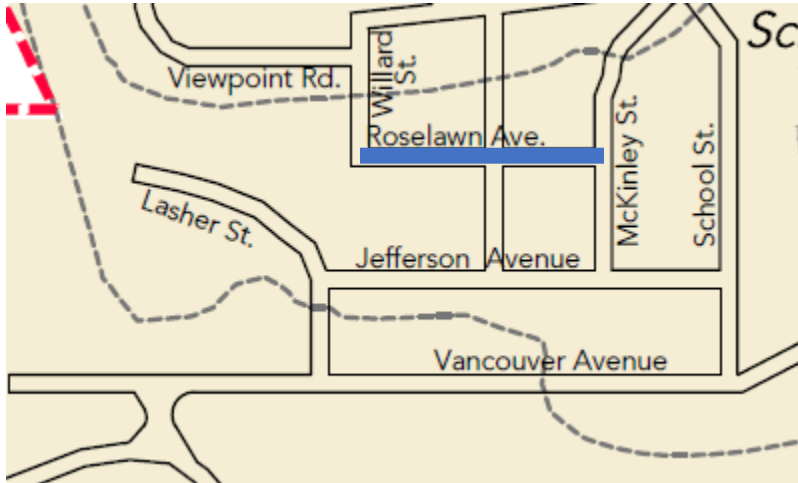
#20 Chipseal – Lasher, Roselawn

\$23k

July 2025



2022 6-year TIP Update Project Maps



#24 Roselawn Avenue Overlay – From Willard to McKinley, sidewalks, storm drains and ramps, overlay of entire street.

\$165k

July 2025

#29 Russell Avenue Rebuild-Phase 2 – From Vancouver to Second St, new streetlights, sidewalks, storm drains and ramps, reconstruction of entire street.

\$400k

July 2027

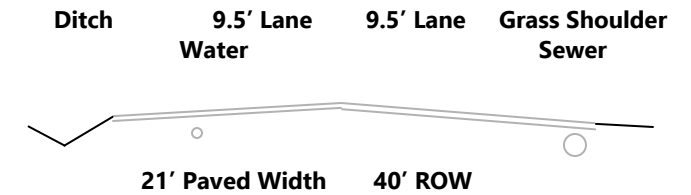


Del Ray Avenue Improvement Project

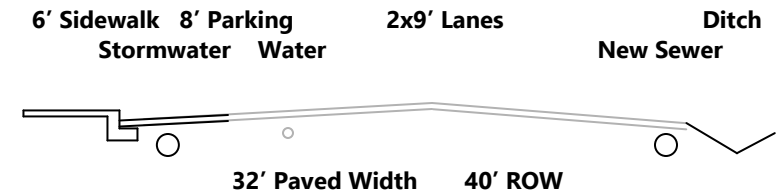
Planning Department Proposal-2017



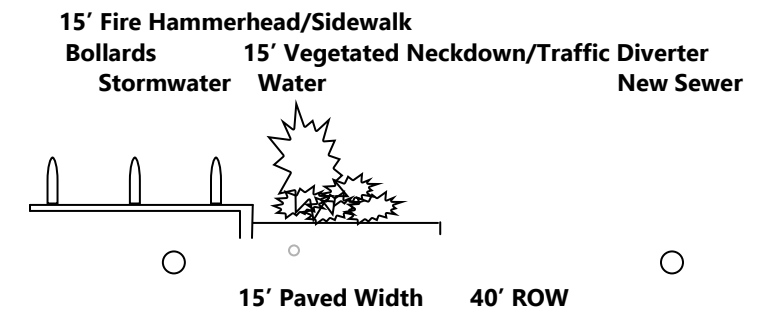
Current Cross Section A—Western Del Ray



Proposed Cross Section A & B— Del Ray



Proposed Cross Section C— Del Ray Street End



Overall Project Benefits

- Current walking distance (red) is 1,900'
- Proposed walking distance (green) is 875'
- Provides safer walking route to school (eliminates 1 crosswalk)
- Improves school facilities

#Project Benefits, cont.

- Fills 350' gap in existing road network
- Extends sewer system (pink) by 450'
- Facilitates development of 19 existing lots
- Facilitates development of an unknown # of future lots

#1 Pedestrian Path/Sidewalk

- Add new sidewalk, lighting, Curb along full length of Del Ray and sidewalk & landscaping/fencing on school property
- Fund through Safe Routes to School or TIB sidewalk program

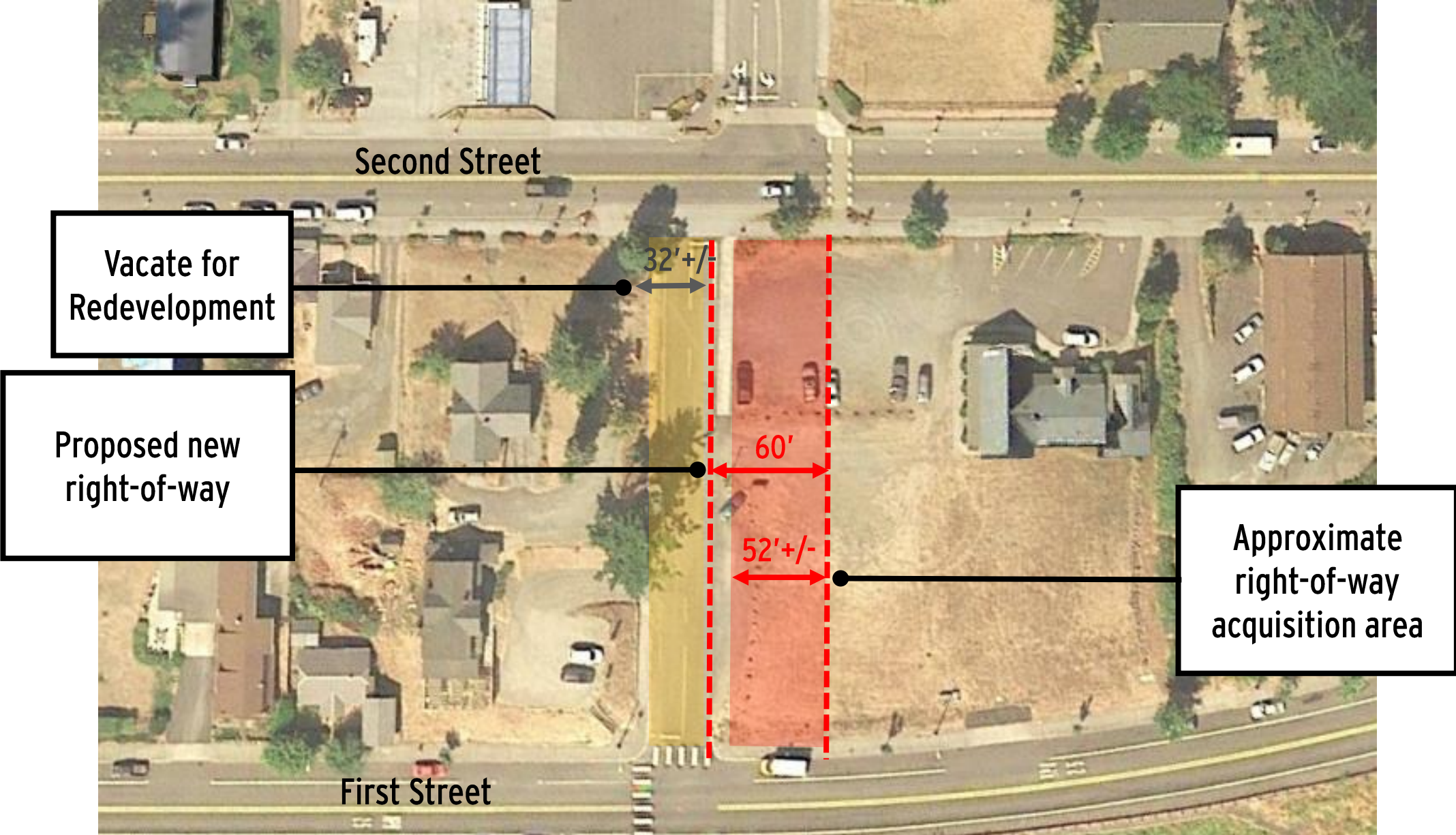
#2 Road Improvement

- Add new roadway from Homeward east to new right-of-way
- Add hammerhead turnaround, vegetated neck-down or traffic diverter, and bollards to block through traffic to Kanaka Creek Road

#2 Road Improvement, cont.

- Install sewer main extension from Homeward east to new right-of-way
- Fund through LID, Latecomers, or developer funding

Acquire road right-of-way (option 1)



Functional Class	Index Number	2022-2027 TIP										Expenditure Schedule				Environmental Type	R/W Required?	
		Project Identification										1st	2nd	3rd	4th-6th			
		Improvement Types	Status	Total Length	Utility Codes	Phase	Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds					
		Hearing Dates: 5/20/21 & 6/17/21		*The city intends to communicate with residents and stakeholders before any funding applications move forward on the projects listed below.														
		Adopted on																
02	9	First Street	06	P	0.68	C,P,W,T	PE	Jan 2020	TAP	133		53	186	186		186	CE	NO
		From Columbia Street to mid-way to Frank Johns Rd.	07				CN	Jan 2021	TAP	575		44	619	619		619		
		Construct traffic calming, sidewalks, and new surfacing	12															
		Totals								708		97	805	805		805		
07	27	Loop Road Grind and Inlay	03	P	0.29	T,W,P,	All	June 2023			TIB	360	30	390		390	CE	No
		From: Columbia to Frank Johns	07			C,G,S												
		Engineering, grind & inlay, stormwater	06															
		Totals										360	30	390				
08	26	School Street Grind and Inlay	03	P	0.24	T,W,P,	All	June 2022			TIB	400	40	440		440	CE	No
		From: Hot Springs to Kanaka Creek Avenue	07			C,G,S												
		Engineering, grind & inlay, stormwater	06															
		Totals										400	40	440				
09	10	Kanaka Creek Underpass Phase 1	03	P	0.2	S	All	Jan 2022				88	88		88	CE	Yes	
		From SR 14 to Cascade Ave	06															
		Rebase, surface road, modify drainage, prime and chipseal	07															
		Totals								0		88	88		88			
09	11	Kanaka Creek Underpass Phase 2	09	P	0.01	S	All	Jan 2024				320	320		320	EA	No	
		From SR 14 to Cascade Ave																
		Improve Underpass bridge																
		Totals								0		320	320		320			
07	5	Roosevelt Street Overlay	07	P	0.13	C, P, T	All	Jan 2027				80	20	100		100	CE	No
		From Hot Springs to High School	06			G, S, W						500	70	570		570		
		Engineering, sidewalks, stormdrain, overlay	03															
		Totals								0		580	90	670		670		
09	4	Leavens Overlay	06	P	0.05	C, P, T	ALL	Aug 2022				200	20	225		225	CE	No
		From First Street to Second Street	07			G, S, W												
		Remove/grind deteriorated sections of asphalt																
		Add sidewalk on West side																
		Totals								0		200	20	225		225		

Functional Class	Index Number	2022-2027 TIP Project Identification	Improvement Types	Status	Total Length	Utility Codes	Phase	Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	Expenditure Schedule				Environmental Type	R/W Required?
															1st	2nd	3rd	4th-6th		
08	14	Iman Loop-Iman Cemetery Sidewalk	06	P	0.1	W, C, S	All	Sept 2027					75	75				75	No	
		Continue sidewalk and curbing	32			T														
		Totals							0				75	75				75		
07	21	Storm water System Repair and Upgrade	06	P	0		PE	July 2022					500	500				500	CE	No
09		Repair and upgrade failing storm water																		
08		system in the City																		
		Totals							0				500	500				500		
09	6	Lakeview Street	07	P	0.05	W, P	All	July 2027					74	74					CE	No
		Rebuild and pave Lakeview, improve				C, T														
		Storm drainage													0	0				
		Totals							0				74	74						
07	7	Foster Creek Road	31	P	0.38		RW	Jan 2023											CE	Yes
		From Rock Creek Dr. to Ryan Allen Rd																		
		Acquire additional Right Of Way																		
		Totals							0				0	0				0		
09	8	Chipseal Program	07	P	0.55	S, P, T	All	July 2023					18	18				18	CE	No
		McEvoy Lane, Wisteria Way, Ridgecrest Dr				G, W							18	18				18		
		Totals							0				36	36				36		
07	15	Loop Road Sidewalk	06	P	0.2	S, W	All	July 2027				160	40	200		200			CE	No
		From McEvoy Lane to Bone Road	32																	
		Construct Sidewalk between McEvoy & Bone Road																		
		Totals							0			160	40	200				0		
09	16	Chipseal	07	P	0.95	S, W	All	July 2023					45	45				45	CE	No
		Vancouver Ave																		
		Totals							0				45	45				45		
09	17	Frank Johns Sidewalk	06	P	0.24	C,G,P,	PE	Sep 2023				68	7	75	10	30	20	15	CE	No
		From Loop Rd to Second Street				S,T,W	CN	June 2024				340	34	374				374		
		Construct new sidewalk along east side																		
		Totals							0		408	41	449	10	30	20	389			
09	19	Monda Road	01	P	0.01	P, T	All	Aug 2027					80	80				80	CE	No
		Straighten out the intersection where	12																	
		Monda and Iman Cemetery Road meet																		
		Totals							0				80	80				80		

Functional Class	Index Number	2022-2027 TIP Project Identification											Expenditure Schedule				Environmental Type	R/W Required?		
		Improvement Types	Status	Total Length	Utility Codes	Phase	Phase Start	Federal Fund Code	Federal Cost by Phase	State Fund Code	State Funds	Local Funds	Total Funds	1st	2nd	3rd			4th-6th	
07	12	Vancouver Sidewalk East End	06	P	0.1		All	July 2027					125	125				25	CE	Yes
		From Columbia Ave to City Hall	32																	
		Install sidewalks and curbs																		
		Totals							0				125	125				25		
07	13	Rock Creek Bridge Replacement	08	P	0.01	S,W,P,	PE	May 2026	BR	931			145	1,076				1,076	EIS	Yes
		Bridge Replacement					RW	June 2026		195			30	225				225		
			09			C,T,G	CN	March 2027		5,968			931	6,899				6899		
		Totals								7,094			1,106	8,200				8,200		
09	18	Chipseal	07	P	1.08	W, T, S	All	July 2027					35	35				35	CE	No
		Major St, Hillcrest and E Loop Road				P, G														
		Totals								0			35	35				35		
09	20	Chipseal	07	P	0.71	W,S,P	ALL	July 2025					23	23	23				CE	No
		Lasher, Roselawn				G,T														
		Totals								0			23	23				0		
09	24	Roselawn Avenue Overlay	03	P	0.09	W, S, G	All	July 2025					165	165				65	CE	No
		From: Willard to McKinley	06																	
		Engineering, sidewalks, storm drain and ramps.	07																	
		Overlay entire street	Totals							0			165	165				65		
09	23	Del Ray Avenue	01	P	0.13	C,G,P,	ALL	Jan 2027		400				400				400	CE	No
		From Kanaka Creek Road to School	06			S,T,W														
		Construct new road, sidewalks, street lights and storm drains	07																	
		Totals								400				400				400		
06	28	Columbia Avenue	01	P	0.05	C,G,P,	PE	May 2025		400				400				400	CE	Yes
		From Second Street to First Street	06			S,T,W	RW	June 2025		195			30	225				225		
		Construct new road, sidewalks, street lights and storm drains, relocating water and sewer lines	12				CN	March 2026		1080			120	1200				1200		
		Totals								1675				1825				1825		
07	29	Russell Avenue Rebuild Phase 2	03	P	0.09	T,W,P,	PE	Feb 2027		75			8	75				75	CE	Yes
		From: Vancouver to Second Street	06			C,G,S	CN	May 2027		325			33	325				325		
		New Street lights, sidewalk & reconstruction	07																	
		Totals								400			41	400	0	0	0	400		

Six Year Transportation Improvement Program Instructions for Completing the Form

Include all projects regardless of location or source of funds.

Complete the form for the six year program in accordance with the following instructions.

Heading

Agency	Enter name of the sponsoring agency.
County Number	Enter the OFM assigned number (see LAG Appendix 21.44).
City Number	Enter the OFM assigned number (see LAG Appendix 21.45).
MPO/RTPO	Enter the name of the MPO (if located within urbanized area) or RTPO (if in the rural area).
Hearing Date	Enter the date of the public hearing.
Adoption Date	Enter the date this program was adopted by council or commission.
Resolution Number	Enter Legislative Authority resolution number if applicable.
Amendment Date	Enter the date this program was amended by council or commission.

Column Number

1. Functional Classification. Enter the appropriate 2-digit code denoting the Federal Functional Classification. (Note: The Federal Functional Classification must be approved by FHWA.)

Description

00 - No Classification

Rural (under 5,000 population)	Urban (over 5,000 population)
01 - Interstate	11 - Interstate
02 - Principal Arterial	12 - Freeways & Expressways
06 - Minor Arterials	14 - Other Principal Arterials
07 - Major Collector	16 - Minor Arterial
08 - Minor Collector	17 - Collector
09 - Local Access	19 - Local Access

2. Priority Numbers. Enter local agency number identifying agency project priority (optional).

3. Project Identification. Enter (a) Federal Aid Number if previously assigned; (b) Bridge Number; (c) Project Title; (d) Street/Road Name or Number/Federal Route Number; (e) Beginning and Ending Termini (Mile Post or Street/Road Names); and (f) Describe the Work to be Completed.

4. Improvement Type Codes. Enter the appropriate federal code number(s).

Description

01 - New construction on new alignment	07 - Resurfacing	14 - Bridge Program Special
02 - Relocation	08 - New Bridge Construction	21 - Transit Capital Project
03 - Reconstruction	09 - Bridge Replacement	22 - Transit Operational Project
04 - Major Widening	10 - Bridge Rehabilitation	23 - Transit Planning
05 - Minor Widening	11 - Minor Bridge Rehabilitation	24 - Transit Training/Admin
06 - Other Enhancements	12 - Safety/Traffic.Operation/TSM	31 - Non Capital Improvement
	13 - Environmentally Related	32 - Non Motor Vehicle Project

5. Funding Status. Enter the funding status for the entire project which describes the current status.

S - Project is **selected** by the appropriate selection body & **funding is secured.**

P - Project is subject to selection by an agency other than the lead and is listed for planning purposes and **funding has not been determined.**

6. Total Length. Enter project length to the nearest hundredth mile (or code "00" if not applicable).

7. Utility Code(s). Enter the appropriate code letter(s) for the utilities that would need to be relocated or are impacted by the construction project.

C - Cable TV	S - Sewer (other than agency-owned)
G - Gas	T - Telephone
O - Other	W - Water
P - Power	

Six Year Transportation Improvement Program Instructions for Completing the Form

8. **Project Phase.** Select the appropriate phase code of the project.

- PE - Preliminary Engineering, including Design (or Planning)
- RW - Right of Way or land acquisition
- CN - Construction only (or transit planning or equipment purchase)
- ALL - All Phases from Preliminary Engineering through Construction
(Use only in Years 4, 5, & 6)

9. **Phase Start Date.** Enter the month/day/year (in MM/DD/YY format) that the selected phase of the project is actually expected to start.

10. **Federal Fund Sources.** Enter the Federal Fund Source code from the table below.

			FTA Discretionary for Capital Expenditures
BIA	- Bureau of Indian Affairs	5307	- FTA Urban Areas
BR	- Bridge Replacement or Rehab.	5309(Bus)	- Bus
CBDG	- Community Development Block Grant (HUD)	5309(FG)	- Fixed Guideways
		5309(NS)	- New Starts
CMAQ	- Congestion Mitigation Air Quality	5310	- FTA Elderly/Disabled
DEMO	- TEA-21 Demo Projects (Selected)	5311	- FTA Rural Areas
Discretionary	- Ferry Boat Discretionary, Public Lands Highway, Scenic Byways, etc.	REV	- Rural Economic Vitality Program
DOD	- Department of Defense	STP(C)	- STP Statewide Competitive Program
IC	- Interstate Construction	STP(E)	- STP Transportation Enhancements
IM	- Interstate Maintenance	STP(S)	- STP Safety Including Hazard and RR
NHS	- National Highway System	STP(R)	- STP Rural Regionally Selected
3037	- FTA Job Access/Reverse Commute	STP(U)	- STP Urban Regionally Selected
		STP	- STP (WSDOT Use Only)

11. **Federal Cost.** Enter the total federal cost (in thousands) of the phase regardless of when the funds will be spent.

12. **State Fund Code.** Enter the appropriate code for any of the listed funds to be used on this project.

CAPP	- County Arterial Preservation Program	PWTF	- Public Works Trust Fund
CHAP	- City Hardship Assistance Program	RAP	- Rural Arterial Program
TPP	- Transportation Partnerships Program	SCP	- Small City Program
AIP	- Arterial Improvement Program	WSDOT	- WSDOT funds
PSMP	- Pedestrian Safety & Mobility Program	OTHER	- Any other <u>unlisted</u> state fund codes
PTSP	- Public Transportation Systems Program		

13. **State Funds.** Enter all funds from the State Agencies (in thousands) of the phase regardless of when the funds will be spent.

14. **Local Funds.** Enter all the funds from Local Agencies (in thousands) of the phase regardless of when the funds will be spent.

15. **Total Funds.** Enter the sum of columns 10, 12, and 14.

16-19. **Expenditure Schedule - (1st, 2nd, 3rd, 4th thru 6th years).** Enter the estimated expenditures (in thousands) of dollars by year. (*For Local Agency use.*)

20. **Environmental Data Type.** Enter the type of environmental assessment that will be required for this project. (This is required for *Federally funded* projects.)

- EIS - Environmental Impact Statement
- EA - Environmental Assessment
- CE - Categorical Exclusion

21. **R/W Certification.** If Right of Way acquisition is required, enter R/W Certification Date if known. (This is required for *Federally funded* projects.)



Leana Kinley <leana@ci.stevenson.wa.us>

Del Ray Avenue

1 message

Terry Smith <tesmith729@gmail.com>

Sat, May 15, 2021 at 9:44 AM

To: citycouncil@ci.stevenson.wa.us

Cc: Pat Rice <easylivingpat@gmail.com>, Curt & Sherry Esch <csesch@embarqmail.com>

City Council Members,

Please consider delaying any action on Del Ray Avenue until a private traffic study is completed.

Thank you for your consideration,

Terry and Kay Smith, Goldendale, WA

Del Ray Property owners



Leana Kinley <leana@ci.stevenson.wa.us>

Your Transportation Improvement Plan (TIP) including Del Ray

1 message

Pat Rice <easylivingpat@gmail.com>

Sat, May 15, 2021 at 7:11 AM

To: Karl Russell <Karl@ci.stevenson.wa.us>, Leana Kinley <leana@ci.stevenson.wa.us>

Cc: Hann Lee <hlee@hleeassociates.com>, Curt & Sherry Esch <cseesch@embarqmail.com>, tesmith729 <tesmith729@gmail.com>, Linda Hunter <linda@gorge.net>, Karen Rutledge <BakerKrn@gmail.com>, Rick May <Rick@mayandassociates.net>, City Council <citycouncil@ci.stevenson.wa.us>

Hi Karl and Leana,

On the upcoming May 20th City Council agenda there is this item on the agenda:

5. PUBLIC HEARINGS: a) Transportation Improvement Program (5a) - Public Works Director Karl Russell presents the six-year Transportation Improvement Program (TIP) for public input and council review. This is the first of two scheduled public hearings for the annual TIP update.

I see from your packet that you have the Del Ray right of way on your TIP list (see *attached*). As you know, we have hired H. Lee & Associates to do a comprehensive traffic study that includes **(1)** finding the safest and most efficient access points for the property owners along the Del Ray right of way, and **(2)** to evaluate whether or not the Del Ray right of way should ever be a city street.

I anticipate our traffic study to be complete by June 1 or so. I therefore ask you to delay any public hearing that keeps the Del Ray right of way on the city's TIP list. Keep in mind that the city has admitted that it had no traffic or other data that supported the Del Ray right of way having been put on the list to begin with in 2016.

Thank you for your consideration of this request.

Pat Rice

City of Stevenson TIP list with Del Ray right of way on it.pdf
110K



Leana Kinley <leana@ci.stevenson.wa.us>

Del Ray and TIP Listing

1 message

Curtis Esch <cseesch@embarqmail.com>

Sat, May 15, 2021 at 2:52 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>, Ben Shumaker <ben@ci.stevenson.wa.us>, Karl Russell

<Karl@ci.stevenson.wa.us>, citycouncil Stevenson <citycouncil@ci.stevenson.wa.us>

Cc: Pat Rice <easylivingpat@gmail.com>, Karen Rutledge <bakerkrn@gmail.com>, tesmith729 <tesmith729@gmail.com>

Leana, Ben, Karl and Stevenson City Council Members,

We own a house located on Del Ray in Stevenson and thus pay taxes, along with City utilities. Some time ago we, along with Pat and Karen, Terry & Kay; met with City employees Leana, Ben and Karl regarding the status of Del Ray. It was obvious to everyone present that we, as property owners along Del Ray, were going to engage an Engineer to address our concerns and to make a presentation to the City. Because of that we are concerned and surprised to see that the City is going to address putting Del Ray on the TIP as early as this Thursday's Council Meeting, 5/20/21. Our engineering presentation should be ready by June so it appears strange that the Council would move before they even have an opportunity to hear our presentation.

We have doctor appointments in town and don't know if we will be able to make it back in time to attend 5/20 so wish to have this concern shared with the Council as soon as possible. Historically Del Ray has been ignored by the City; even commenting that the City would never address Del Ray. But lately various Council Members and the Mayor have spoken out about their personal plans for Del Ray and the possible expansion. Out of professional courtesy we ask that the Council table any Del Ray consideration until the various property owners have the opportunity to make their presentation.

Thank you,

Curt & Sherry Esch



Leana Kinley <leana@ci.stevenson.wa.us>

Del Ray

1 message

Mike <4mike@gorge.net>
To: citycouncil@ci.stevenson.wa.us

Wed, May 19, 2021 at 8:27 PM

I would like to take this opportunity to request the city council to take Del Ray Ave, an undeveloped city street adjoining my property (160 Homeward Ave) off of the TIP list.
Having lived at this location and previously 150 Homeward Ave. since 1990 has given me and my wife a long term viewpoint and appreciation of the correctness in keeping it undeveloped and maintained as a pedestrian and bicycle only avenue.
Michael McHugh

Sent from bat wing base!



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Karl Russell, Public Works Director and Leana Kinley, City Administrator
RE: Sewer Plant Update
Meeting Date: May 20th, 2021

Executive Summary:

This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

Overview of Items:

Plant Operations: It is business as usual at the WWTP. The plant continues to see marked improvement with the side streaming efforts of Backwoods Brewing, Walking Man and LDB, Inc.

The average monthly Influent BOD load has been:

2018

- January 675 lbs/day – No Effluent Violations
- February 1,793 lbs/day – No Effluent Violations
- March 1,099 lbs/day – BOD and TSS Effluent Violations
- April 991 lbs/day – BOD and TSS Effluent Violations
- May 1,265 lbs/day – BOD and TSS Effluent Violations
- June 1,124 lbs/day – No Effluent Violations
- July 920 lbs/day – Low pH Violation (one day)
- August 1,113 lbs/day – No Effluent Violations
- September 1,439 lbs/day – Low pH Violation (one day)
- October 1,072 lbs/day – No Effluent Violations
- November 1,032 lbs/day – No Effluent Violations
- December 807 lbs/day – No Effluent Violations

2019

- January 776 lbs/day – Solids washout from clarifiers on 29th and 30th, TSS and BOD Effluent Violations
- February 749 lbs/day – Solids washout from clarifiers on the 18th.
- March 803 lbs/day – Solids washout from clarifiers on March 13th, TSS Effluent Violation
- April 589 lbs/day – Solids washout from clarifiers on April 1st
- May 1,067 lbs/day – No Effluent Violations
- June 897 lbs/day – No Effluent Violations
- July 785 lbs/day – No Effluent Violations
- August 833 lbs/day – No Effluent Violations
- September 720 lbs/day – No Effluent Violations
- October 810 lbs/day – No Effluent Violations
- November 620 lbs/day – No Effluent Violations

- December 588 lbs/day- No Effluent Violations

2020

- January 417 lbs/day- No Effluent Violations
- February 270 lbs/day- No Influent/Effluent Violations, Inf Flow Total 7.532 Mil/Gal.
- March 324 Lbs/day No Influent/Effluent Violations, Inf Flow Total 4.223 Mil/Gal.
- April 389 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.852 Mil/Gal.
- May 295 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.315 Mil/Gal.
- June 502 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.788 Mil/Gal.
- July 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.048 Mil/Gal.
- August 458 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.941 Mil/Gal.
- September 427 lbs/day No Influent/Effluent Violations, Inf Flow Total 3.786 Mil/Gal.
- October 353 lbs/day No Influent/Effluent Violations, Inf Flow Total 4.786 Mil/Gal.
- November 417 lbs/day No Influent/Effluent Violations, Inf Flow Total 8.018 Mil/Gal.
- December 363 lbs/day No Influent/Effluent Violations, Inf Flow Total 9.252 Mil/Gal.

2021

- January 834 lbs/day Influent Violation, no effluent violations, Inf Flow Total 8.988 Mil/Gal.
- February 459 lbs/day No Influent/Effluent Violations, Inf Flow Total 8.618 Mil/Gal.
- March 415 lbs/day No Influent/Effluent Violations Inf Flow Total 4.68 Mil/Gal.
- April 444 lbs/day No Influent/Effluent Violations Inf Flow Total 3.977 Mil/Gal.

The current permit limit for Influent is 612 lbs/day and the current upgrades in the adopted General Sewer Plan call for a design max monthly BOD loading of 1,611 lbs/day.

WWTP Design:

Final design of the WWTP is scheduled to be done by June 2021. Bids for WWTP equipment are scheduled to go out in August 2021 and the project bid is scheduled for December 2021. Rock Creek Lift Station upgrade has been delayed due to lack of bidders. Bid opening has been delayed until May 28th 2021.

Funding:

The City received a grant from the US Economic Development Administration (EDA) in the amount of \$4,054,400 for the Wastewater Collection System Capacity Upgrade Project (lift stations and a section of force sewer main). The total project amount is \$5,068,000 with the remaining 20% covered by a USDA loan in the amount of \$873,000 loan and \$70,600 grant.

Staff submitted an application for \$9.9M in construction funding through the Department of Ecology for the wastewater treatment plant and extension of the sewer line. The initial offer is for a \$931,946 grant, \$9,004,054 loan at 1.5% interest for 30 years (approx. \$375k annual payment). Staff is applying for a USDA RD loan for the same project to see if we can get a better payment (lower interest, longer term and possibly more grant).

Compliance:

The draft amendment to the Administrative Order is still in process. When it is finalized, it will require additional testing.

Action Needed:

None



City of Stevenson, Washington Mayoral Proclamation 2021-02

National Wildfire Protection Month May 2021

WHEREAS uncontrolled wildfire can have significant impacts on the City of Stevenson’s environmental, economic, and social well-being; and

WHEREAS, a large percentage of wildfire is caused by people, therefore, the community plays a critical role in preventing wildfires; and

WHEREAS, residents of the City of Stevenson need to take action now and become “Firewise” to reduce the wildfire threat and prepare their homes, families and community for wildfire; and

WHEREAS, residents must know what to do before, during and after a wildfire (Ready, Set Go!) by having Wildfire Evacuation and Family Communication Plans in place.

NOW THEREFORE BE IT RESOLVED, to promote fire safe practices within the City of Stevenson, I, Scott Anderson, mayor of the city of Stevenson, Washington, on behalf of the City Council, staff, and residents do hereby declare the month of May 2021 as Wildfire Awareness Month throughout the city and I urge all residents and visitors to take measures to prevent the occurrence and spread of wildfire.

Date this 20th day of May 2021.

**Scott Anderson
Mayor**

AGREEMENT
Upgrades to Stevenson Community Gardens

This agreement made and entered into this 20th day of May, 2021 between the **City of Stevenson**, a municipal corporation of the State of Washington, hereinafter referred to as “City”, and **the MOSS - Musicians of Stevenson and Skamania County**, a non-profit organization, hereinafter referred to as “MOSS”,

Recitals

1. The City of Stevenson desires to increase the distribution of information about the City to attract visitors to the City and to increase tourism.
2. MOSS has volunteered to provide labor to upgrade the Stevenson Community Gardens.
3. The General Manager of Skamania Lodge has stated he believes the Stevenson Community Gardens are a great asset for Agro-Tourism in Stevenson and that Skamania Lodge would promote attendance to Lodge guests.
4. The City of Stevenson does not have qualified staff to provide upgrades to the Stevenson Community Gardens.
5. MOSS is qualified to provide upgrades to the Stevenson Community Gardens, to meet the requirements specified herein, and to provide such services with the degree of reasonable skill and diligence normally required to manage such events.
6. It is in the City’s interest to contract with MOSS to perform improvements to be made to the Stevenson Community Gardens that will encourage increased tourism, promote interest in the City and the local region and to act on the City’s behalf in disseminating information about the City.

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Performance. MOSS will perform the work set forth below and submit requests for reimbursement within forty-five days of each accepted task:
 - a. MOSS will rebuild and/or expand the Stevenson Community Gardens as described on Exhibit A, incorporated herein by reference.
 - b. MOSS will complete the tourism funding expenditure report(s) required by the Washington State Legislature. All required reports are to be submitted before final payment under this contract is made.
2. Completion. MOSS will complete the work and provide the services to be performed under this agreement on or before December 31, 2021.

3. Payment.
 - a. The City will reimburse MOSS up to \$2,500 for services performed under this agreement. Payments will be made on a reimbursement basis only, following submittal of detailed invoices with back up documentation to the City.
 - b. Final invoice for this agreement must be received by the City on or before January 12, 2022. **INVOICES RECEIVED AFTER THIS DATE WILL NOT BE PAID.**
 - c. The Tourism Funding Expenditure Report required by section 1 above shall be submitted before final payment under this contract is made.
4. Default. Upon default by either party of any of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party identifying the default. Failure by the non-defaulting party to exercise the right to terminate or take any action upon default shall not constitute a waiver of any rights of the non-defaulting party hereunder and shall not excuse any such default. However, upon default and termination, the non-defaulting party is excused from further performance hereunder.
5. Termination. This agreement may be terminated by either party giving the other party written notice of its intent to terminate at least thirty (30) days prior to the effective date of termination. Reimbursement for work completed prior to the effective date of termination shall be made in accordance with the terms of this agreement.
6. Financial Records. MOSS shall maintain financial records of all transactions related to this agreement for six years after contract completion. The financial records shall be made available at all times for auditing by any City, State of Washington or federal auditors.
7. Status of "MOSS". It is hereby understood, agreed and declared that MOSS is an independent contractor and not the agent or employee of City and that no liability shall attach to City by reason of entering into this agreement, except as may be provided herein.
8. Insurance and Liability. MOSS shall indemnify and save harmless City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by City in connection therewith, for injury (including death) to persons or damage to or loss of property (including equipment) caused by or arising out of the work performed under this agreement.
9. Assignment. This agreement shall not be transferred, assigned, or sublet by either party without prior written consent of the other party.
10. Completeness of Agreement and Modification. This document contains all of the terms and conditions of this agreement, and any alterations or variation of the terms of this agreement shall be invalid unless made in writing and signed by both of the parties hereto. There are no other understandings, representations, or agreements, written or

oral, not incorporated herein.

- 11. Equal Opportunity and Compliance With Laws. MOSS shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, MOSS shall comply with all local, state and federal laws and regulations in all aspects of fulfilling this agreement.
- 12. Governing Law and Venue. The laws of the State of Washington shall govern the construction of this agreement and any dispute arising hereunder. The parties agree that the Superior Court of Skamania County shall be the venue for any litigation brought in relation to this agreement.
- 13. Costs and Attorney Fees. If either party shall be in default under this contract, the non-defaulting party shall have the right, at the defaulting party's expense, to retain an attorney to make any demand, enforce any remedy, or otherwise protect or enforce its rights under this contract. The defaulting party hereby promises to pay all costs and expenses so incurred by the non-defaulting party, including, without limitation, reasonable attorneys' costs and fees. The failure of the defaulting party to promptly pay the same shall constitute a further and additional default. In the event either party hereto institutes, defends, or is involved with any action to enforce the provisions of this contract, the prevailing party in such action shall be entitled to reimbursement by the losing party for its court costs and reasonable attorney costs and fees at trial and on appeal.
- 14. Certification of Authority. The undersigned certify that the persons executing this agreement on behalf of City and MOSS have legal authority to enter into this agreement on behalf of City and MOSS respectively and have full authority to bind City and MOSS in a valid Agreement on the terms herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

CITY OF STEVENSON

MOSS – Musicians of Stevenson & Skamania

Scott Anderson, Mayor

Name & Title _____

ATTEST

Leana Kinley, City Clerk

APPROVED AS TO FORM:

Kenneth B Woodrich, PC
City Attorney



**City of Stevenson
TOURISM FUNDING APPLICATION FORM**

Organization/Agency Information

Stevenson Community Garden N/A
Organization/Agency Federal Tax ID Number

Karen Rutledge
Contact Name

189 NW Del Ray Ave Stevenson, Wa 98648
Mailing Address

360 771 1726 bakerkrn@gmail.com
Phone Email

Stevenson Community Garden
Name of Proposed Event/Activity/Facility

- Tourism Promotion Activities
- Tourism-Related Facility
- Events/Festivals

Amount Requested: \$ 2500

Supplemental Questions

You may type your answers in Word below or attach a separate sheet. If you attach a separate sheet, please answer all of the below questions and number your answers to correspond to the below question numbers.

1. Describe your Tourism-Related Activities, Event or Facility:
 The Community Garden is located at Rock Creek park near the foot path connecting Skamania Lodge to City Center. Many tourists use this area for water activities including fishing, kayaking, biking and walking.

2. Describe your proposal to attract visitors to the City, including dates and expected costs. Please see the *Call for Tourism Promotion Proposals* for criteria and items to be prioritized by the Tourism Advisory Committee.
 The garden is a natural focal point for visitors. During the garden season (spring through fall) we offer tours of the garden. We plan to do a garden open house in September.

3. Identify your top 5 sources of Revenue:

- | | |
|----------------------------|----|
| 1. Stevenson Tourism Funds | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |
| 5. | \$ |

4. Do you plan to become self-funded? If yes, please describe your plan and progress to date.

N/A

5. Describe your plans for advertising and promoting your proposed activity or facility.

All gardeners will offer tours and info to visitors. We are planning a garden tour/demonstration for September. Chamber has agreed to publicize and support this event.

6. Explain how your activity or facility will result in increased tourism and overnight stays.

The garden provides a beautiful focal point to an area frequented by tourists. We interact with tourists staying overnight in Stevenson as well as tourists here for the day.

7. List the number of tourists expected to attend your activity or facility in each of these categories:

- 12/day Staying overnight in paid accommodations.
- _____ Staying overnight in unpaid accommodations (with friends or family) and traveling 50 miles or more from their place of residence or business.
- _____ Staying for the day only and traveling 50 miles or more from their place of residence or business.
- _____ Attend but are not included in any one of the categories above.
- _____ Estimated number of participants in any of the above categories that attend from another state or country.

8. Explain how you will coordinate with the Skamania County Chamber of Commerce and/or the Stevenson Business Association for promotion of your proposed activity or facility. Describe any other partnerships you plan to develop to help ensure the success of your project.

We have discussed our garden event with Skamania County Chamber of Commerce. They have agreed to publicize our event and to support us with logistics.

9. If your proposal is for construction of a tourism-related facility, explain your plans for operation and maintenance of the facility.

Funds requested are for continued maintenance of current garden space. This year we plan to paint the shed and add to the pollinator beds.

10. Describe how you will encourage support of Stevenson businesses, restaurants, retail and lodging?

Our volunteers are often asked for directions, restaurant recommendations and directions to sights of interest.

11. Submit an itemized revenue and expense budget. What percentage of your revenue budget does this request for funding represent? List any other expected revenue sources and amounts.

12. Sign and date your proposal.

Signature: Karen Rutledge Printed Name: Karen E Rutledge Date: April 19, 2021

You may attach additional information to help the Tourism Advisory Committee evaluate your proposal.

If multiple activities are planned, please submit a separate application for each activity.

Compost/Soil amendments	500 ⁻	new entry gate frame	100 ⁻
broad fork	150 ⁻	mural project	200 ⁻
2 shovels	60 ⁻	garden open house	50 ⁻
2 rakes	40 ⁻		<u>\$ 2,500⁻</u>
1 wheel barrow	120 ⁻		
paint/repair shed	200 ⁻		
fencing	200 ⁻		
pollinator plants	100 ⁻		
irrigation	200 ⁻		
shelving /shed	170 ⁻		
hoses	90 ⁻		
nozzles	30 ⁻		
2 locks	40 ⁻		
new signage	250 ⁻		

FAIRGROUNDS WELL AGREEMENT

THIS AGREEMENT, by and between the **COUNTY OF SKAMANIA**, a legal subdivision of the State of Washington, hereinafter referred to as "**COUNTY**," and the **CITY OF STEVENSON**, a legal subdivision of the State of Washington, hereinafter referred to as "**CITY**,"

WITNESSETH:

WHEREAS, in 2000, Skamania County received permission from the Washington State Department of Ecology (DOE) to drill a well for the purposes of irrigation on the fairground property owned by the **COUNTY**; and

WHEREAS, the **COUNTY** has been unable to secure funding for the project until 2021; and

WHEREAS, in 2019 the **CITY** adopted ordinance 2019-1137 establishing SMC 13.16.010 requiring connection to the city water system to protect the **CITY**'s water table; and

WHEREAS, the **CITY** endorses the idea of irrigating the fairgrounds property as evidenced by the approval of Tourism grant contracts to fund the seeding of the midway, which were not implemented due to lack of irrigation; and

WHEREAS, the **COUNTY** is able to curtail the irrigation water as necessary during water shortage emergencies outlined in SMC 13.17, and

WHEREAS, the **CITY** and **COUNTY** believe that cooperating on this project is in the interests of the community; and

NOW, THEREFORE, the **COUNTY** and **CITY**, having considered the matters set forth above, and for and in consideration of the mutual benefits to be derived by them, agree as follows:

A. COUNTY OBLIGATIONS

The **COUNTY** agrees that for the duration of this agreement, it will comply with SMC 13.17 Water Shortage Emergency Regulations, and any amendments thereto. **COUNTY** will also comply with any State water laws, regulations and emergency orders.

B. CITY OBLIGATIONS

The **CITY** shall allow the **COUNTY** to install a well for the purposes of irrigating the fairground property.

C. TERM

The Term of this agreement shall be for the life of the well, or for a period of fifty (50) years, whichever first occurs, unless amended by mutual agreement, starting from the date signed below. In the event the well is no longer permitted by DOE, this agreement shall terminate and County agrees to decommission the well at County's sole expense. In the event the well

fails or becomes unproductive during the term of this agreement, this agreement will terminate unless modified by mutual agreement of the parties.

D. INTERLOCAL AGREEMENT REPRESENTATIONS

This is an interlocal agreement pursuant to RCW Ch 39.34 and the parties make the following representations:

- a. Duration. The duration shall be as set forth in Section C above, or as otherwise agreed to by the parties pursuant to this Agreement.
- b. Organization. No new entity will be created to administer this agreement.
- c. Purpose. The purpose is to enable the County to drill and maintain a water well for irrigation purposes at the County fairgrounds site.
- d. Manner of Financing. The parties intend to finance this agreement in cash as part of their general funds budgets.
- e. Termination of Agreement. The parties shall have the right to terminate this agreement only by mutual agreement as provided in Section C, above.
- f. Other. All terms are covered by this Agreement. No additional terms are contemplated.
- g. Selection of Administrator. The Stevenson City Administrator shall be the Administrator for this Interlocal Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement as of the following date.

DATED: _____, 2021

CITY OF STEVENSON

**BOARD OF COMMISSIONERS
SKAMANIA COUNTY, WASHINGTON**

Scott Anderson, Mayor

Chairman

Commissioner

Commissioner

City Clerk

Clerk of the Board

APPROVED AS TO FORM ONLY:

Skamania County Prosecuting Attorney

Stevenson City Attorney

VANCOUVER APARTMENTS AGREEMENT

THIS AGREEMENT, by and between the **CITY OF STEVENSON**, a legal subdivision of the State of Washington, hereinafter referred to as "**CITY**," and **GORGE HOMES, LLC**, a business licensed in the State of Washington, hereinafter referred to as "**OWNER**,"

WITNESSETH:

WHEREAS, GORGE HOMES, LLC owns property at 440 SW Vancouver Avenue and is interested in incorporating low-income housing into their project; and

WHEREAS, there is the potential for a total number of 17 units maximum to be built on the property, and not all of them may be marketed as low-income housing; and

WHEREAS, the **OWNER** is in discussions with Mid-Columbia Housing Authority to manage low-income (meaning less than 80% of Area Median Income) housing at the property for a period of twenty years; and

WHEREAS, the **CITY** has set a goal to "...work with private and public partners to increase the availability of attainable housing by 20 units..."; and

WHEREAS, article 8, section 7 of the Washington State Constitution allows for the gifting of public funds to provide "necessary support for the poor and infirm"; and

WHEREAS, the **CITY** and **OWNER** believe that cooperating on the low-income portion of this project is in the interests of the community.

NOW, THEREFORE, the **CITY and OWNER**, having considered the matters set forth above, and for and in consideration of the mutual benefits to be derived by them, agree as follows:

A. OWNER OBLIGATIONS

The **OWNER** shall enter into an agreement with Mid-Columbia Housing Authority to manage the low-income housing portion of the property for a period of at least 20 years. If any low-income housing unit is converted to a market-rate rental prior to the end of the 20-year term, the **OWNER** shall pay a depreciated amount of the system development charge rate as of the date of building permit application.

B. CITY OBLIGATIONS

The **CITY** shall provide water and sewer connections for the number of low-income housing units managed by Mid-Columbia Housing Authority at no cost to the **OWNER**.

C. TERM

The Term of this agreement shall be for twenty years after completion of construction, starting from the date signed below.

IN WITNESS WHEREOF, the parties have executed this agreement as of the following date.

DATED: _____, 2021

CITY OF STEVENSON

GORGE HOMES, LLC

Scott Anderson, Mayor

Brian McKenzie

ATTEST:

City Clerk

APPROVED AS TO FORM ONLY:

Stevenson City Attorney

Amendment Face Sheet

Contract Number: 18-62210-037
Amendment Number: A

**Washington State Department of Commerce
Local Government Division
Community Development Block Grant Program
General Purpose Grant**

1. Grantee City of Stevenson PO Box 371 Stevenson, WA 98648		2. Grantee Doing Business As (optional) N/A		
3. Grantee Representative (only if updated) Leana Kinley, City Administrator Phone: (509) 427-5970 Email: leana@ci.stevenson.wa.us		4. COMMERCE Representative (only if updated) Genny Matteson, Project Manager Phone: (360) 725-3093 genny.matteson@commerce.wa.gov PO Box 42525 1011 Plum St SE Olympia, WA 98504-2525		
5. Original Grant Amount (and any previous amendments) \$400,000	6. Amendment Amount \$ 0	7. New Grant Amount \$400,000		
8. Amendment Funding Source Federal: <input checked="" type="checkbox"/> State: <input type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		9. Amendment Start Date Date of Execution	10. Amendment End Date December 31, 2021	
11. Federal Funds (as applicable): \$400,000	Federal Agency: U.S. Department of Housing and Urban Development		CFDA Number: 14.228	
12. Amendment Purpose: The purpose of Amendment A is to extend the Contract End Date from June 30, 2021 to December 31, 2021. This extension is needed because the COVID-19 virus placed all housing rehabilitation construction on hold for a significant period of time, thus pushing back most project's timelines.				
COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant Amendment and attachments and have executed this Grant Amendment on the date below to start as of the date and year referenced above. A copy of this Grant Amendment shall be attached to and made a part of the original Grant between COMMERCE and the Grantee.				
FOR GRANTEE _____ The Honorable Scott Anderson, Mayor City of Stevenson _____ Date		FOR COMMERCE _____ Mark K. Barkley, Assistant Director Local Government Division _____ Date APPROVED AS TO FORM ONLY _____ Sandra Adix Assistant Attorney General _____ 3/20/2014 Date		

Amendment

Contract Number: 20-63210-003
Amendment Number: 1

**Washington State Department of Commerce
Local Government Division
Growth Management Services
Increasing Residential Building Capacity Grant**

1. Contractor City of Stevenson 7121 East Loop Road, PO Box 371 Stevenson, WA 98648		2. Contractor Doing Business As (optional) N/A	
3. Contractor Representative (only if updated) Ben Shumaker Community Development Director (509) 427-5970 ben@ci.stevenson.wa.us		4. COMMERCE Representative (only if updated) Scott Kuhta Senior Planner (509) 795-6884 scott.kuhta@commerce.wa.gov PO Box 42525 1011 Plum St SE Olympia, WA 98504-2525	
5. Original Contract Amount (and any previous amendments) \$25,000	6. Amendment Amount \$0	7. New Contract Amount \$25,000	
8. Amendment Funding Source Federal: State: X Other: N/A:		9. Amendment Start Date Date of Execution	10. Amendment End Date June 30, 2021
11. Federal Funds (as applicable):	Federal Agency:	CFDA Number:	
12. Amendment Purpose: This amendment substitutes a schedule for adoption for the final deliverables of Actions 3 and 4, revises the eligible grant options for Action 1, and amends contract dates to address delays due to COVID-19.			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

<p>FOR CONTRACTOR</p> <p>_____</p> <p>Scott Anderson, Mayor City of Stevenson</p> <p>_____</p> <p>Date</p>	<p>FOR COMMERCE</p> <p>_____</p> <p>Mark K. Barkley, Assistant Director Local Government Division</p> <p>_____</p> <p>Date</p> <p>APPROVED AS TO FORM ONLY</p> <p>_____</p> <p>Sandra Adix Assistant Attorney General</p> <p>_____</p> <p>3/20/2014 Date</p>
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Amendment

This Contract is **amended** as follows:

Special Terms and Conditions Section 3 (Compensation) is hereby replaced in its entirety with the following:

3. COMPENSATION

COMMERCE shall pay an amount not to exceed **twenty-five thousand dollars (\$25,000)** for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work (Attachment A).

The final due date for deliverables must be no later than June 15, 2021.

Attachment A: Scope of Work is hereby revised to address project delays caused by COVID-19. The Scope of Work is revised as follows:

1. Revised end dates for deliverables 1B, 2B, 3A, 3B, 4A, and 4B to 6/15/21
2. Within Action 1 (revisions to SMC 17.15), revised sub action option 2 from *“Consolidate, synchronize, and/or rename the R3 and R2 zones”* to *“Increase maximum density in R-3 zone”*
3. Revised Deliverable 3B from *“Adopted Zoning Map”* to *“Schedule for adoption of Amended Zoning Map by October 15, 2021”*
4. Revised description of Deliverable 4B from *“Adopted Ordinance on Utility Extension”* to *“Schedule for adoption of Ordinance on Utility Extension by October 15, 2021”*

See attached revised Scope of Work (Attachment A), which shows new text with underline and removed text with ~~striketrough~~.

Attachment B: Budget is hereby revised as follows:

1. Separated Deliverable 3A from line item that was previously “Deliverable 1A, 2A, 3A” to match status of ongoing work. Budget amounts were also divided
2. Revised description for Deliverable 3B from *“Adopted Zoning Map (residential zone changes)”* to *“Schedule for adoption of amended Zoning Map (residential zone change) by October 15, 2021”*
3. Revised description for Deliverable 4B from *“Adopted ordinance on utility extension”* to *“Schedule for adoption of ordinance on utility extension by October 15, 2021”*
4. Revised the note to remove the requirement that final payment is contingent on a submittal of an adopted, final ordinance

See attached revised Budget (Attachment B), which shows new text with underline and removed text with ~~striketrough~~.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

Scope of Work

Selected actions to increase residential building capacity:

- (i) *Other actions that can be adopted to increase residential capacity, streamline development, or remove barriers to development. See below scope of work table for more details.*

Commerce will be monitoring the contracts in May and November of 2020 to review progress in meeting milestones, deliverables and invoicing.

Action: 1. Amend SMC 17.15 – Residential Districts. Sub-actions include:			
<ul style="list-style-type: none"> • Decrease minimum lot size, • <u>Increase maximum density in R3 zone</u> Consolidate, synchronize, and/or rename the R3 and R2 Zones, and/or • Add minimum densities 			
Steps/ Deliverables	Description	Start Date	End Date
Action 1	The City will update regulations for its residential zoning districts. The primary focus will be on the districts permitting multi-family residential construction, where minimum lot sizes and minimum densities would be considered.		
Step 1.1	Gather relevant data and review existing code language	6/1/20	7/8/20
Step 1.2	Establish a public involvement plan	7/13/20	7/13/20
Step 1.3	Develop recommendations to present to Planning Commission	6/1/20	9/9/20
Step 1.4	Present recommended amendments to Planning Commission	9/14/20	10/12/20
Step 1.5	Prepare notices, distribute information, and conduct public hearings	7/14/20	6/30/21
Step 1.6	Make changes to amendment package per Planning Commission recommendations	10/13/20	11/13/20
Step 1.7	Present to City Council	11/19/20	12/17/20
Step 1.8	Perform necessary iterative reviews	12/18/20	6/15/21
Deliverable 1A	Planning Commission version of Draft modification to SMC 17.15 with staff report		10/12/20
Deliverable 1B	Adopted modification to SMC 17.15		<u>6/15/21</u> 6/30/21

Action: 2. Amend SMC 17.25 – Trade Districts. Sub-actions include:			
<ul style="list-style-type: none"> • Add minimum densities and/or • Reduce on-site parking requirements 			
Steps/ Deliverables	Description	Start Date	End Date
Action 2	The City will update regulations for its trade zoning districts, with a specific focus on the downtown C1 Commercial district. Anticipated updates include the addition of minimum densities and reduced on-site parking requirements for residential uses.		
Step 2.1	Gather relevant data and review existing code language	6/1/20	7/8/20
Step 2.2	Establish a public involvement plan	7/13/20	7/13/20
Step 2.3	Develop recommendations to present to Planning Commission	6/1/20	9/9/20
Step 2.4	Present recommended amendments to Planning Commission	9/14/20	10/12/20
Step 2.5	Prepare notices, distribute information, and conduct public hearings	7/14/20	6/30/21
Step 2.6	Make changes to amendment package per Planning Commission recommendations	10/13/20	11/13/20
Step 2.7	Present to City Council	11/19/20	12/17/20
Step 2.8	Perform necessary iterative reviews	12/18/20	6/15/21
Deliverable 2A	Planning Commission version of Draft modification to SMC 17.25 with staff report		10/12/20
Deliverable 2B	Adopted modification to SMC 17.25		6/30/21 6/15/21

Action: 3. Amend Zoning Map. Sub-actions include:			
<ul style="list-style-type: none"> • Change based on Planning Commission preference on R2/R3 Consolidation and • Additional R1 areas for designation as R3 			
Steps/ Deliverables	Description	Start Date	End Date
Action 3	The City will amend the Zoning Map to provide additional areas suitable for residential growth		
Step 3.1	Gather relevant data and review existing code language	6/1/20	7/8/20

Step 3.2	Establish a public involvement plan	7/13/20	7/13/20
Step 3.3	Develop recommendations to present to Planning Commission	6/1/20	9/9/20
Step 3.4	Present recommended amendments to Planning Commission	9/14/20	10/12/20
Step 3.5	Prepare notices, distribute information, and conduct public hearings	7/14/20	6/30/21
Step 3.6	Make changes to amendment package per Planning Commission recommendations	10/13/20	11/13/20
Step 3.7	Present to City Council	11/19/20	12/17/20
Step 3.8	Perform necessary iterative reviews	12/18/20	6/15/21
Deliverable 3A	Planning Commission version of Draft Zoning Map Update		6/15/21 10/12/20
Deliverable 3B	<u>Schedule for adoption of Amended Adopted Zoning Map by October 15, 2021</u>		6/15/21 6/30/21

Action: 4. Adopt utility policies allowing extension of services beyond city limits, thereby allowing higher density residential development:

- Consider regulations, template pre-annexation agreements, and pre-existing water connections outside city limits.

Steps/ Deliverables	Description	Start Date	End Date
Action 4	The City will amend water/sewer utility service policies to permit extension outside city limits		
Step 4.1	Gather relevant data and review existing code language	6/1/20	10/7/20
Step 4.2	Establish a public involvement plan	10/12/20	10/12/20
Step 4.3	Develop recommendations to present to Planning Commission	6/1/20	12/9/20
Step 4.4	Present recommended amendments to Planning Commission	12/14/20	12/14/20
Step 4.5	Prepare notices, distribute information, and conduct public hearings	10/13/20	6/30/21
Step 4.6	Make changes to amendment package per Planning Commission recommendations	12/15/20	1/13/21
Step 4.7	Present to City Council	1/21/21	2/18/21
Step 4.8	Perform necessary iterative reviews	2/19/21	6/15/21
Deliverable 4A	Planning Commission version of Draft Ordinance on Utility Extension		06/15/21 12/14/20

Deliverable 4B	<u>Schedule for adoption of Adopted</u> Ordinance on Utility Extension <u>by October</u> <u>15, 2021</u>		<u>6/15/21</u> 6/30/21
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Budget

Action / Deliverables	Commerce Funds	Other Funds [If applicable]
<i>Deliverables 1A, 2A, 3A. Draft modifications to code</i>	<u>\$4,700</u> \$7,000	\$500
<i>Deliverable 1B. Adopted modification to SMC 17.15 (Residential Districts)</i>	\$750	\$100
<i>Deliverable 2B. Adopted modification to SMC 17.25 (Trade Districts)</i>	\$ 1,500	\$200
<u><i>Deliverable 3A: Draft modifications to Zoning Map and code</i></u>	<u>\$2,300</u>	<u>\$0</u>
<i>Deliverable 3B. <u>Schedule for adoption of Amended</u> Adopted Zoning Map (residential zone changes) <u>by October 15, 2021</u></i>	\$750	\$100
<i>Deliverable 4A. Draft ordinance on utility extension</i>	\$10,500	\$1,000
<i>Deliverable 4B. <u>Schedule for adoption of</u> Adopted ordinance on utility extension <u>by October 15, 2021</u></i>	\$4,500	\$600
Total:	\$25,000	\$2,500

NOTE: The final deliverable for this grant represents thirty percent (30%) of the total grant award and payment is contingent upon submittal of a copy of the final, adopted local action (ordinance).

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this ____ day of _____, 2021, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and EXIGY LLC, a Washington Limited Liability Company, hereinafter referred to as the "Contractor."

IN CONSIDERATION of the mutual promises, agreements, and covenants contained herein, it is hereby agreed, by and between the parties, as follows:

SECTION I Nature and Scope of Work

Contractor will perform services as set forth in the attached Exhibit "A." Contractor shall make oral reports, and prepare and submit written reports, in such form and frequency as required by CITY.

SECTION II Payment for Services & Expense Reimbursement

A. PAYMENT

Contractor shall be paid by CITY, for the work to be performed hereunder, as set forth in the attached Exhibit "A." Any payment made to Contractor, however, shall not constitute acceptance of the work, or any portion thereof, which is not in accordance with this contract.

B. TRAVEL

Contractor shall be reimbursed for actual transportation costs that are necessary for the performance of this contract, and which are pre-approved by the City Administrator. Any approved air travel by Contractor shall be limited to coach class (restricted fare). Travel by private auto shall be reimbursable at a rate not to exceed the Internal Revenue Service's current mileage reimbursement rate for business related travel. **If the Contractor is based outside Skamania County, any travel to and from the area shall require the prior approval of CITY's Clerk/Treasurer.**

C. TRAVEL EXPENSES

Contractor shall be reimbursed for the actual reasonable subsistence costs incurred, by Contractor, while traveling in performance of the services hereunder, not to exceed State per diem rates.

SECTION III
General Terms & Conditions

A. DURATION

This contract shall commence as of the date indicated below, and shall continue **July 31, 2021** or until terminated by either party giving the other party thirty (30) days written notice of such termination. Notice shall be deemed to have been given at the end of three (3) working days, after the deposit of the same in the United States mail, addressed to the other party, postage prepaid, at the address of the parties as hereinafter stated. In the event of cancellation by either party, the notice may specify the services that are to be performed after receipt of the notice until the date of termination. Unless stated otherwise, Contractor shall perform no further services upon receipt of notice of the termination. On or before termination or expiration of the thirty (30) day period, Contractor agrees to deliver to CITY all records, notebooks, files, materials, reports, data, and other information pertaining to the services performed for CITY. In the event of termination, CITY shall pay Contractor for all contract costs incurred prior to termination. Contractor shall not be entitled to compensation for lost profits or expectations of profit due to CITY's early termination of this contract.

B. RELATIONSHIP OF THE PARTIES

Contractor is an independent contractor of CITY. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent. Unless specifically restricted by this agreement, Contractor may hold itself out to the general public for the provision of similar services. Upon CITY's request, Contractor shall advise CITY of the approximate workload of its existing and new clients and the possibility of any conflicts of interest that may arise.

C. ASSIGNMENT

Contractor shall not assign any interest in this contract, and shall not transfer any such interest to any third party, without CITY's prior written consent. Any subcontract entered into by Contractor, for work covered by this agreement, shall require prior approval by CITY.

D. DISCLOSURE

Contractor agrees to keep confidential any information obtained by Contractor, or its employees, or any person under its control in the course of the services performed under this contract, and to refrain from publishing or revealing any information acquired by Contractor in the course of these services, without the written consent of CITY.

Any knowledge or information acquired or provided by the Contractor to CITY related to services performed under this contract shall not be considered confidential or

proprietary unless such designation is approved, in writing, by CITY's City Administrator. However, regardless of the designation of information provided by the Contractor, CITY does not waive attorney-client privilege or similar protections afforded by law.

E. DISPUTES

Except as otherwise provided or agreed, any dispute relating to this contract which is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction upon the filing of a legal action by the aggrieved party. During the pendency of any dispute, Contractor shall proceed diligently with the performance of this contract. It is further agreed by Contractor that litigation shall be limited and confined exclusively to the appropriate state court located within the State of Washington. **Venue shall be in Skamania County unless otherwise agreed to by CITY.** This contract shall be governed in accordance with the laws of the State of Washington.

F. NONWAIVER

The failure of CITY to insist upon or enforce strict performance of any provision of this contract shall not be construed as a waiver or relinquishment to any future enforcement of such contractual term.

G. AUDIT RIGHTS/PUBLIC RECORD RETENTION

During this contract, and for six (6) years thereafter, CITY shall have the right to inspect Contractor's records pertaining to this contract and to perform an audit in accordance with generally accepted audit standards. The Contractor shall make these records available without charge to CITY. Contractor agrees to either provide CITY with a copy of all records relating to the contract, or to retain such records for the applicable public records retention period and promptly provide them to CITY in order to fulfill any public records requests submitted during the retention period. Failure to promptly provide said records shall constitute a default of this agreement and entitle CITY to attorney fees and costs to recover the records, plus require Contractor to indemnify CITY against any statutory penalties for failure to promptly comply with a lawful public records request.

H. WORK PRODUCT

All "Work Product," which shall contain, without limitation, all documentation, data, studies, surveys, drawings, maps, photographs, and any object or source code for any software developed pursuant to or in connection with this contract, as well as any copyrights, patents, trade secrets, trademarks, or other intellectual property developed for or in connection with this contract, shall be work for hire and shall be the property of CITY. Contractor does hereby transfer and assign any rights that it has in the Work Product, or that may arise out of or in connection with this contract, to CITY. CITY's rights to the Work Product shall survive termination of this contract. In the event the CITY uses the "Work Product" in the future without Contractor's involvement, CITY agrees to hold harmless, defend, and indemnify Contractor for any claims or liabilities resulting from such use.

I. INSURANCE - HOLD HARMLESS

Contractor shall procure and maintain, during the life of this contract, the insurance policies and associated limits listed below to protect it, and any subcontractor performing work under this contract, from claims for damages from personal injury, including death resulting therefrom, as well as from claims for property damage which may arise under this contract, whether such work is performed by Contractor or by any subcontractor, or by anyone directly or indirectly employed by either of them. Upon demand, Contractor shall provide CITY with copies of all applicable insurance policies.

General Liability	\$1,000,000 per claim/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Worker’s Compensation	\$1,000,000
Professional Liability	\$1,000,000 per claim/\$2,000,000 aggregate

CITY and Contractor (“Party” or ”Parties”) hereby agree to indemnify and hold harmless the other Party, its appointed and elective officers, and its employees, from and against any and all suits, claims, actions, losses, costs, penalties, fines, and damages of whatever kind and nature, including attorney fees and costs, by reason of any and all claims and demands on it, its officers and employees, as may be caused by the negligence or willful misconduct of the indemnitee, its agents or employees, (or anyone directly or indirectly employed or engaged by the indemnitee, including subcontractors) to perform or observe any term or condition of this contract, or for any act or inaction of the indemnitee in connection with or incident to the work covered by this contract. It is the intent of the Parties hereto that, where negligence is determined to have been contributory, principles of comparative negligence will be followed and each Party shall bear the proportionate costs of any loss, damage, expense and liability attributable to that Party’s negligence.

In any and all claims against CITY by any employee of Contractor, the indemnification and hold-harmless obligation herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor under workers’ compensation acts, disability acts, or other employee benefits acts, AND THE CONTRACTOR SPECIFICALLY AND EXPRESSLY WAIVES ANY IMMUNITY UNDER SUCH ACTS.

J. WARRANTY

Contractor agrees that services performed as specified in Exhibit "A" shall be performed in a manner consistent with the professional standards and industry practices acceptable in the trade.

K. SEVERABILITY

The invalidity or unenforceability of any provision of this contract shall not affect the other provisions hereof, and this contract shall be construed, in all respects, as if such invalid or

unenforceable provisions were omitted.

L. HEADINGS

The headings used in sections of this contract are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of such sections of this contract.

M. CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this contract, and to the fullest extent permitted by law, neither CITY nor Contractor, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this contract in excess of insurance limits required hereunder.

N. ENTIRE AGREEMENT

Contractor and CITY understand and agree that this document constitutes the entire understanding between the parties regarding the work or services described herein, and that this contract supersedes all other prior agreements and understandings, whether oral or written. This contract shall not be modified or amended, except in writing, signed by both parties.

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this _____ day of _____, 20_____.

CITY OF STEVENSON

CONTRACTOR

By: _____
_____, its Mayor

By: _____

Jeffrey R. Swanson
Principal, Managing Director
Name & Title

PO Box 5678
Vancouver, WA 98668

Mailing Address

(360) 975-9466
Telephone Number

84-4477958
Federal Tax ID Number

604458582
UBI#

Approved as to form

Kenneth B Woodrich,
City Attorney

EXHIBIT A

Scope:

Contractor to provide a two-hour public workshop on diversity, equity, and inclusion for City at venue provided by City on a date and at a time mutually agreeable by all parties. City to provide audio/visual equipment necessary for presentation materials.

Fee:

Fee for workshop, presentation, and facilitation is \$4,500.00. Fee includes contractor's expenses for all time, travel, and materials.

Facilitators:

Jeff Swanson (Statement of Qualifications attached)

Rekah Strong (Statement of Qualifications attached)



JEFF SWANSON

EXIGY

Phone (360) 975-9466

E-mail jeff@exigyconsulting.com

LinkedIn www.linkedin.com/in/jeffrey-swanson-162b0818

Summary of Skills and Competencies

- Over 20 years of professional experience in Government Administration, Utilities, Consulting, Non-Profit Management, Manufacturing, Logistics, Supply Chain Management, and Industrial Transportation (Marine, Rail, Truck, and Intermodal Facility Operations)
- Experience serving on, working with, and working directly for boards and commissions
- Facilitation, change and conflict management, leadership training and development
- Board/council goal setting, visioning, and strategy development; elected officials training
- Communication strategy, public involvement, and crisis management
- Local/regional government administration, strategy, budgeting, and forecasting
- Federal, state, and local/regional government affairs; grant writing and administration
- Organizational effectiveness and process improvement leadership
- Community vision and place-making, stakeholder engagement, collaboration, inclusion, and working with underserved communities
- Economic Development, planning, land use, site selection
- Academic research and analysis, graduate and undergraduate instruction
- Capital program and project management/delivery, financial and budget strategy

Examples of Projects and Services

Studies and Policy/Technical Leadership on Projects:

- City of Vancouver Community Task Force on Council Representation (see <https://www.cityofvancouver.us/ctfcm>)
- Workforce Southwest Washington, The Business Case for Childcare (see <https://workforcesw.org/childcare-crisis-hits-businesses-in-cowlitz-county>)
- Port of Portland/Portland Business Alliance/Brookings Institution Westside Freight Access and Logistics Study with DKS Associates
https://popcdn.azureedge.net/pdfs/Trade_Trans_Studies_Westside_Freight_Access.pdf)
- Economic Linkages from Marine Industrial Businesses for Portland Business Alliance Value of Jobs Initiative (see https://workingwaterfrontportland.org/report_pba_1/ and https://portlandalliance.com/assets/cta_items/pdf/2013-Trade-Harbor-study-FINAL-web.pdf)
- Intercept Studies and Analysis for Portland Harbor Fish Consumption Study with The Brattle Group

(https://brattlefiles.blob.core.windows.net/files/6377_fish_consumption_in_portland_harbor_sunding_buck_oct_23_2012.pdf)

- Policy and Technical Leadership for Portland Harbor Cleanup Cost Benefit Analysis with The Brattle Group (<https://www.bizjournals.com/portland/news/2012/02/07/study-superfund-costs-could-reach-2b.html>)
- Policy and Technical Leadership for Employment Land Studies:
 - Portland Metro Region Value of Jobs Employment Land Readiness Study (<https://portlandalliance.com/2012landreport/>; see also https://portlandalliance.com/assets/cta_items/pdf/Phase2-VOJ-version-summary.pdf)
 - Clark County Land for Jobs Studies (<http://www.credc.org/land-for-jobs>)

Major Public Project/Policy Work:

- City of Portland Economic Opportunities Analysis and Comprehensive Plan representing private sector industries in the Portland Harbor
- Portland Harbor Superfund Project representing private sector industries in the Portland Harbor
- Sellwood Bridge Replacement Project representing the Portland Business Alliance
- Columbia River Crossing Project representing Portland Freight Committee and Schnitzer Steel
- Brezee Creek culvert replacement/East 4th Street widening project Washington State Department of Commerce appropriation for design/preconstruction work (\$1.5 million) on behalf of City of La Center, WA
- Assessment of childcare capacity in South Kelso area on behalf of Workforce SW Washington
- Task Force on Council Representation facilitation on behalf of City of Vancouver, WA
- Law enforcement level of service policy and appropriation assessment on behalf of City of La Center, WA

Management Services:

- City of La Center, WA Contract Community and Economic Development Director (2018-present)
- Executive Director, Portland Working Waterfront Coalition (2012-2013)

Professional Experience

Managing Director, EXIGY LLC, 2018 – Present

City Manager, City of Battle Ground, Washington, 2016 – 2018

Director of Economic Development, Clark County, Washington, 2013 – 2016

Consultant/Contractor (Self-Employed), 2012 – 2014

Adjunct Faculty, Portland State University, 2011 – 2012

Regional Logistics Manager, Schnitzer Steel Industries, Portland, Oregon, 2006 – 2012

General Manager, Sherman Bros. Trucking, Harrisburg, Oregon, 1998 – 2006

Education

Ph.D (ABD status), Systems Science, Portland State University, Portland, OR

- Dissertation topic: “Predictive Factors of Us Median Income Change – Using Reconstructability Analysis to Examine US Census Data”
- Doctoral Fields:
 - Macroeconomics and Forecasting
 - Microeconomics, Behavioral Economics, and Microeconometrics
 - Development Economics, Urban and Regional Economics
 - Systems and Complexity Theory

MS, Systems Science, Portland State University, Portland, OR

MS, Economics, Portland State University, Portland, OR

Graduate Cert., Computer Modeling and Simulation, Portland State University, Portland, OR

Graduate Cert., Environmental/Resource Economics, Portland State University, Portland, OR

BS, Economics, Portland State University, Portland, OR

Rekah Strong M.S.W.
18002 NE 37th Street
Vancouver WA 98682
rekahstrong@hotmail.com

Education

Portland State University	PhD. Social Work Research	est.2017
course work completed	pre-comprehensive exams and dissertation in progress	
Portland State University	Master's of Social Work/Administration	2002
Portland State University	B.S. Criminal Justice	1997

Work History

Chemistry Development LLC

Principal/ Owner

6/2007-current

Vancouver, WA

Organizational Development and Training Consultation Firm

- Provide Leadership Executive Coaching
- Provide work environment assessments
- Provide Training in the following areas
 - Managing for Excellence
 - Servant Leadership
 - Diversity and Inclusion
 - Customer Service
 - Performance Management
 - Organizational Culture Change Management

Chief of Operations and Equity

United Way of the Columbia Willamette

7/2013-Current

- Member of the leadership team/provide strategic direction for organization
- Oversee all internal organizational operations. (IT, HR, Finance Facilities)

Finance

- Manage VP of Finance and Finance department for oversight and cross-sectionalism with operations of 32 million dollar budget.

HR

- Create organizational standard for, recruitment, hiring, retention, staff development.
- Identify maintain and negotiate benefit contracts. Ensure employment total packages are market competitive.
- Implement organizational training strategy
 - Leadership, management, customer service, diversity/equity, Lean, Emotional Intelligence, Anemogram
- Implement a staff centered engagement strategy that supports inclusion and elevates UWCW culture standard
- Over See HRIS and Time force conversion
- Develop and implement United Way Equity Strategy and implementation. Internal and external

IT

- Oversee and implement adaptive, innovative, client focused IT strategies that meet the changing needs of the organization.

Facilities

- Negotiate contracts and oversee process of 5.1 million dollar building sale.
- Overs see 3.8 million dollar renovation and staff move

Chief Diversity and Inclusion Officer

Clark County

Vancouver, WA

1/2007-7/2013

Position is housed in HR and reports to the HR Director, Advises Clark County Administrator, and Board of County Commissioners and other elected officials.

- Development, implementation and completion of Diversity and Inclusion program for Clark County.
- Oversee 6 member recruitment team.
- Develop recruitment technique's that increase diversity, and support equity and inclusion goals.
- Complete EEO Plan
- Complete investigations
- Work with Unions to include inclusive language in contracts.
- Develop and complete work force analysis assessment tool.
- Develop strategies and tools for management and workforce planning.
- Utilize organizational development techniques regarding personal, and professional growth of staff.
- Develop tools and strategies for recruitment and hiring practices, promotion, and succession planning.
- Complete development and implementation of county wide Diversity Strategic Plan.
- Coach department Directors and Elected Officials with the implementation of their departmental Diversity Strategic Plan.
- Act as a liaison to establish relationships within various culturally diverse outside communities.
- Coach human resource department representatives, managers, and directors through culturally sensitive resolutions and succession planning.
- Development, implementation, and completion of Clark County's Diversity and Inclusion Assessment Survey.
- Train service providers in cultural competent service delivery.
- Continued development of metric system to track progress relative to the Diversity Strategic Plan and Organizational Development techniques. .
- Continued development and implementation of training regarding equity in purchasing and procurement services.
- Analyze county policy, ordinances, proclamations, and procedures for potential disparate impacts on marginalized communities.
- Chair of County Diversity Advisory Committee.
- Manage department budget.

State of Oregon Department of Human Services (DHS)

Recruitment Relations Manager (Multnomah, Clackamas, Washington County Region)

Portland, OR

August 2005 – January 2007

Position was distributed 50% in HR and 50% in Direct Human Service.

- Manage 3 person recruitment and training team.

- Advise Tri-County Leadership regarding Diversity, Cultural Competency, Recruitment, and Inclusion. As it relates to work force and customer service.
- Identify culturally competent service providers.
- Development and implementation of a Diversity Strategic Plan for the tri-county area of Multnomah, Clackamas, and Washington counties.
- Development and implementation of diversity training for over 10,000 DHS staff.
- Development of cultural competency training for staff and its inclusion during service delivery to clients.
- Assessment and evaluation of systems that limit diversity and inclusiveness within DHS.
- Increased outreach efforts to underrepresented groups, with an increased applicant pool as a direct result of these outreach efforts.
- Increased hiring of under-represented groups at all level within DHS.
- Development and Chair of tri-county Diversity Advising Committee within DHS.
- Continued evaluation and improvement of systems, policies, and practices that may limit diversity and inclusion in the workplace.
- Partner with community organizations, educational systems, and other community partners in order to assist them in increasing diversity within its applicant pools.

Oregon Department of Human Services, Child Welfare Division

Consultant Education Trainer

Portland, Oregon

December 2004 – August 2005

- Supervised training staff of 9 staff.
- Developed best practices regarding cultural competence in order attain improvement of client outcomes.
- Identify culturally competent service providers.
- Partnered with community organizations to provide culturally appropriate services for clients.
- Train employees regarding on implementation of DHS policies and procedures, forms, and best practices of navigating the family court system.
- Provided leadership, consultation and quality assurance in case specific, general DHS branch/unit operations.

Oregon Department of Human Services, Child Welfare Division

Interim Child Welfare Manager

Portland, Oregon

January 2004 – December 2004

- Supervised Case Worker staff of 9, with responsibilities that included training, work assignments, coaching, and all personnel related matters.
- Trained staff in presentations and public speaking in preparation for Family Court hearings.
- Participated in staffing and Family Court presentations in “high risk” cases.
- Presentations to DHS Directors and HR staff regarding the need for a culturally competent workforce.
- Evaluated and recommended system improvement for the betterment of client services.

Oregon Department of Human Services, Child Welfare Division

Case Worker

Portland, Oregon

March 1999 – December 2003

- Managed a case load ranging from 25-40clients
- Experience ranged from protective services as initial point of contact to permanent planning and child placement.

Memberships and Affiliations

SHRM – Society for Human Resource Management
NWEEEO – Affirmative Action Association
ASTD – American Society for Training and Development

Awards and Recognition

- 2007 NAACP Val Joshua Award, 2008 YWCA Social Justice Award
- 2009 Delta Social Justice Award
- 2009 National Association of Counties Innovative Program Award
- 2010 Accomplished and under 40 Award
- 2011 Urban Entrepreneurs Diversity Award
- 2013 WSU Woman of Distinction Nominee
- 2014 Top 50 employers Oregonian
- 2015 Healthiest Work Place Portland Business Journal
- 2018 IRIS Award
- 2018 SHERO Award

Volunteer Organizations

- Clark College- Board of Trustees (Appointed by Governor Gregoir 2012)
- We Rein Foundation-Board member 2011
- Northwest Public Employees Diversity Conference- Past Chair
- Leadership Clark County Diversity-Trainer since 2008
- Public Employees Diversity Conference-Past Chair

Past volunteer work includes:

Public Employees Diversity Conference-Chair

American Society for Training and Development

Cultural Competency Team- Member/Advisor

South West Washington Chapter Red Cross-Board Member and Diversity Team Chair

Southwest Washington YWCA Personnel Committee –Member

Southwest Washington and Portland Big Brothers Big Sister African American Advisory Committee- Member

City of Battle Ground Diversity Task Force- Participant

Greater Portland Vancouver Indicators Equity Team- Member

Portland State University School of Social Work Social Justice Committee-Member

Training-Client list

- **City of Beaverton-** Training for all staff, baseline application of diversity and inclusion. Culturally competent service provision
- **Clark County Juvenile courts-** Training for all staff, baseline application of diversity and inclusion. Culturally competent service provision
- **Oregon Public Safety Division-**Training for all staff, baseline application of diversity and inclusion. Culturally competent service provision
- **Evergreen School District (Image)-** In service for All staff, Application of Diversity, Equity Inclusion, working with families and students.
- **Clark County Sheriff department-** Training for all staff, baseline application of diversity and inclusion. Culturally competent service provision.
- **McMenamins-**Completed training for all HR staff, Owners, CEO, CFO's and property managers. Building diversity in the workplace and expanding customer base.
- **NW Public Employees Diversity Conference-** Building the business case for diversity in public service organizations.
- **SWHRMA (Southwest Washington Human Resources Association)-**Building the business case for diversity and how to effectively hire for diversity.
- **International Association of Administrative Professionals-**Building the business case for diversity and excellent customer service.
- **ODOT (Oregon Department of Transportation)-**Building and implementation of a diversity program through Diversity Advisory Committee Framework.
- **Leadership Clark County-**2 day intensive training. Moving past the socialization of racism in the Pacific North West, and building the business case for diversity, creating inclusive communities and organizations.
- **Cowlitz County Drug Court-**Building the business case for Diversity and culturally competent service delivery.
- **American Contractor Compliance Association-**Diversity and inclusion in the delivery of procurement processes.
- **Evergreen School District Counselors-**Culturally competent service delivery.
- **South West Washington Red Cross-**Establishing culturally competent community outreach, service delivery, and building the business case for diversity.
- **Washington State University (Social and Environmental Justice)-**White privilege and anti oppressive social justice movements.

Training time ranges from 2-16 hours. Additional examples of past client trainings are available upon request.

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this ____ day of _____, 2021, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **Lancaster Mobley**, hereinafter referred to as the "Contractor."

IN CONSIDERATION of the mutual promises, agreements, and covenants contained herein, it is hereby agreed, by and between the parties, as follows:

SECTION I Nature and Scope of Work

Contractor will perform services as set forth in the attached Exhibit "A." Contractor shall make oral reports, and prepare and submit written reports, in such form and frequency as required by CITY.

SECTION II Payment for Services & Expense Reimbursement

A. PAYMENT

Contractor shall be paid by CITY, for the work to be performed hereunder, as set forth in the attached Exhibit "A." Any payment made to Contractor, however, shall not constitute acceptance of the work, or any portion thereof, which is not in accordance with this contract.

B. TRAVEL

Contractor shall be reimbursed for actual transportation costs that are necessary for the performance of this contract, and which are pre-approved by the City Administrator. Any approved air travel by Contractor shall be limited to coach class (restricted fare). Travel by private auto shall be reimbursable at a rate not to exceed the Internal Revenue Service's current mileage reimbursement rate for business related travel. **If the Contractor is based outside Skamania County, any travel to and from the area shall require the prior approval of CITY's Clerk/Treasurer.**

C. TRAVEL EXPENSES

Contractor shall be reimbursed for the actual reasonable subsistence costs incurred, by Contractor, while traveling in performance of the services hereunder, not to exceed State per diem rates.

SECTION III General Terms & Conditions

A. DURATION

This contract shall commence as of the date indicated below and shall continue **until December 31, 2021** or until terminated by either party giving the other party thirty (30) days written notice of such termination. Notice shall be deemed to have been given at the end of three (3) working days, after the deposit of the same in the United States mail, addressed to the other party, postage prepaid, at the address of the parties as hereinafter stated. In the event of cancellation by either party, the notice may specify the services that are to be performed after receipt of the notice until the date of termination. Unless stated otherwise, Contractor shall perform no further services upon receipt of notice of the termination. On or before termination or expiration of the thirty (30) day period, Contractor agrees to deliver to CITY all records, notebooks, files, materials, reports, data, and other information pertaining to the services performed for CITY. In the event of termination, CITY shall pay Contractor for all contract costs incurred prior to termination. Contractor shall not be entitled to compensation for lost profits or expectations of profit due to CITY's early termination of this contract.

B. RELATIONSHIP OF THE PARTIES

Contractor is an independent contractor of CITY. Nothing contained herein shall be deemed to create a relationship of employer and employee or of principal and agent. Unless specifically restricted by this agreement, Contractor may hold itself out to the general public for the provision of similar services. Upon CITY's request, Contractor shall advise CITY of the approximate workload of its existing and new clients and the possibility of any conflicts of interest that may arise.

C. ASSIGNMENT

Contractor shall not assign any interest in this contract and shall not transfer any such interest to any third party, without CITY's prior written consent. Any subcontract entered into by Contractor, for work covered by this agreement, shall require prior approval by CITY.

D. DISCLOSURE

Contractor agrees to keep confidential any information obtained by Contractor, or its employees, or any person under its control in the course of the services performed under this contract, and to refrain from publishing or revealing any information acquired by Contractor in the course of these services, without the written consent of CITY.

Any knowledge or information acquired or provided by the Contractor to CITY related to services performed under this contract shall not be considered confidential or proprietary unless such designation is approved, in writing, by CITY's City Administrator.

However, regardless of the designation of information provided by the Contractor, CITY does not waive attorney-client privilege or similar protections afforded by law.

E. DISPUTES

Except as otherwise provided or agreed, any dispute relating to this contract which is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction upon the filing of a legal action by the aggrieved party. During the pendency of any dispute, Contractor shall proceed diligently with the performance of this contract. It is further agreed by Contractor that litigation shall be limited and confined exclusively to the appropriate state court located within the State of Washington. **Venue shall be in Skamania County unless otherwise agreed to by CITY.** This contract shall be governed in accordance with the laws of the State of Washington.

F. NONWAIVER

The failure of CITY to insist upon or enforce strict performance of any provision of this contract shall not be construed as a waiver or relinquishment to any future enforcement of such contractual term.

G. AUDIT RIGHTS/PUBLIC RECORD RETENTION

During this contract, and for six (6) years thereafter, CITY shall have the right to inspect Contractor's records pertaining to this contract and to perform an audit in accordance with generally accepted audit standards. The Contractor shall make these records available without charge to CITY. Contractor agrees to either provide CITY with a copy of all records relating to the contract, or to retain such records for the applicable public records retention period and promptly provide them to CITY in order to fulfill any public records requests submitted during the retention period. Failure to promptly provide said records shall constitute a default of this agreement and entitle CITY to attorney fees and costs to recover the records, plus require Contractor to indemnify CITY against any statutory penalties for failure to promptly comply with a lawful public records request.

H. WORK PRODUCT

All "Work Product," which shall contain, without limitation, all documentation, data, studies, surveys, drawings, maps, photographs, and any object or source code for any software developed pursuant to or in connection with this contract, as well as any copyrights, patents, trade secrets, trademarks, or other intellectual property developed for or in connection with this contract, shall be work for hire and shall be the property of CITY. Contractor does hereby transfer and assign any rights that it has in the Work Product, or that may arise out of or in connection with this contract, to CITY. CITY's rights to the Work Product shall survive termination of this contract. In the event the CITY uses the "Work Product" in the future without Contractor's involvement, CITY agrees to hold harmless, defend, and indemnify Contractor for any claims or liabilities resulting from such use.

I. INSURANCE - HOLD HARMLESS

Contractor shall procure and maintain, during the life of this contract, the insurance policies and associated limits listed below to protect it, and any subcontractor performing work under this contract, from claims for damages from personal injury, including death resulting therefrom, as well as from claims for property damage which may arise under this contract, whether such work is performed by Contractor or by any subcontractor, or by anyone directly or indirectly employed by either of them. Upon demand, Contractor shall provide CITY with copies of all applicable insurance policies.

General Liability	\$1,000,000 per claim/\$2,000,000 aggregate
Automobile Liability	\$1,000,000
Worker’s Compensation	\$1,000,000
Professional Liability	\$1,000,000 per claim/\$2,000,000 aggregate

CITY and Contractor (“Party” or ”Parties”) hereby agree to indemnify and hold harmless the other Party, its appointed and elective officers, and its employees, from and against any and all suits, claims, actions, losses, costs, penalties, fines, and damages of whatever kind and nature, including attorney fees and costs, by reason of any and all claims and demands on it, its officers and employees, as may be caused by the negligence or willful misconduct of the indemnitee, its agents or employees, (or anyone directly or indirectly employed or engaged by the indemnitee, including subcontractors) to perform or observe any term or condition of this contract, or for any act or inaction of the indemnitee in connection with or incident to the work covered by this contract. It is the intent of the Parties hereto that, where negligence is determined to have been contributory, principles of comparative negligence will be followed, and each Party shall bear the proportionate costs of any loss, damage, expense and liability attributable to that Party’s negligence.

In any and all claims against CITY by any employee of Contractor, the indemnification and hold-harmless obligation herein shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor under workers’ compensation acts, disability acts, or other employee benefits acts, AND THE CONTRACTOR SPECIFICALLY AND EXPRESSLY WAIVES ANY IMMUNITY UNDER SUCH ACTS.

J. WARRANTY

Contractor agrees that services performed as specified in Exhibit "A" shall be performed in a manner consistent with the professional standards and industry practices acceptable in the trade.

K. SEVERABILITY

The invalidity or unenforceability of any provision of this contract shall not affect the other provisions hereof, and this contract shall be construed, in all respects, as if such invalid or unenforceable provisions were omitted.

L. HEADINGS

The headings used in sections of this contract are for convenience of reference only and are not intended to restrict, affect, or be of any weight in the interpretation or construction of the provisions of such sections of this contract.

M. CONSEQUENTIAL DAMAGES

Notwithstanding any other provision of this contract, and to the fullest extent permitted by law, neither CITY nor Contractor, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this contract in excess of insurance limits required hereunder.

N. ENTIRE AGREEMENT

Contractor and CITY understand and agree that this document constitutes the entire understanding between the parties regarding the work or services described herein, and that this contract supersedes all other prior agreements and understandings, whether oral or written. This contract shall not be modified or amended, except in writing, signed by both parties.

[Signatures appear on next page]

IN WITNESS WHEREOF, the parties have executed this contract at Stevenson, Washington, this _____ day of _____, 20_____.

CITY OF STEVENSON

CONTRACTOR

By: _____
Scott Anderson, its Mayor

By: _____

Todd Mobley
Principal
Name & Title

321 SW Fourth Avenue
Suite 400
Portland, OR 97204
Mailing Address

Approved as to form

503-248-0313
Telephone Number

Kenneth B Woodrich,
City Attorney

Federal Tax ID Number

UBI#

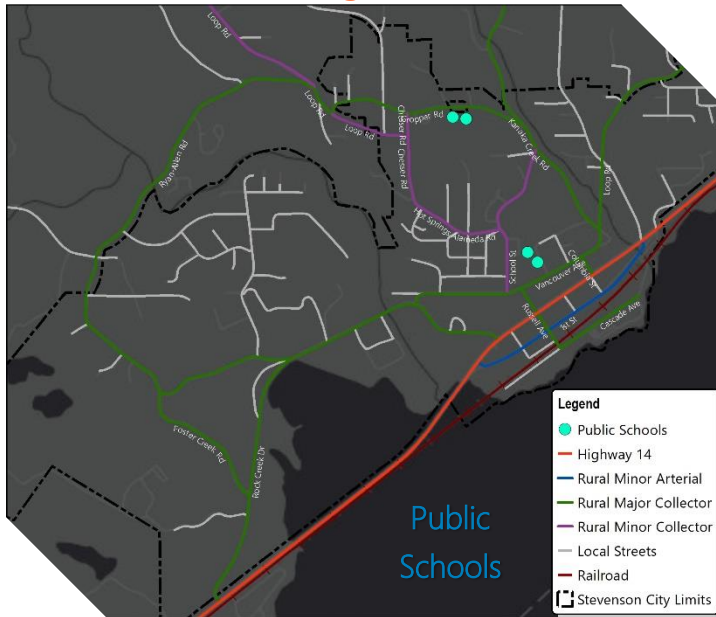


Stevenson's Distinct Study Area Regions

Lancaster Mobley's qualifications include our skills at defining and delineating work to efficiently analyze problems and produce reports. Instead of taking a shotgun approach to the study area, Lancaster Mobley will focus on the distinct regions within Stevenson's study area. We understand that each area has its own factors impacting our study and considerations. After taking this tailored approach, Lancaster Mobley will tap into our experience with similar projects to make our recommendations to you.

We have organized the study into two primary regions: up the hill and down to the river. The impact of school activities and events in one area are different than the effect of tourists in the southern area. We have included success stories to illustrate how our recommendations helped school districts and cities facing challenges similar to yours.

Schools & Residential Neighborhoods

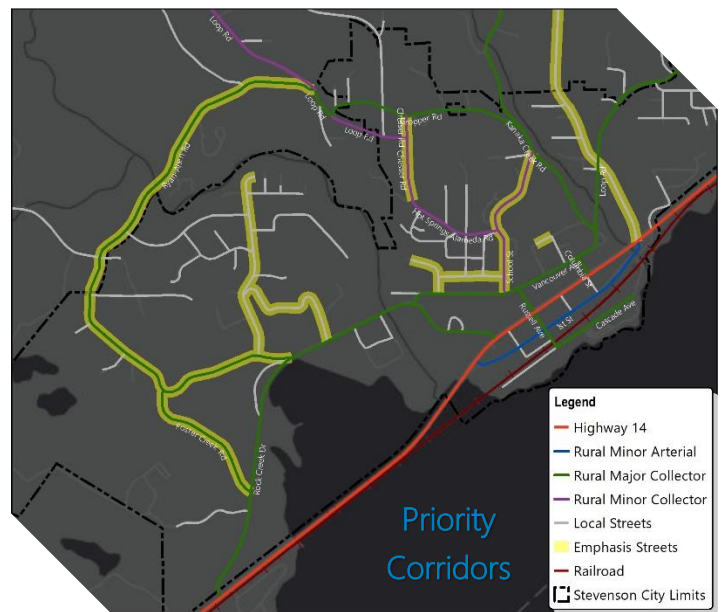


The primary features up the hill are the municipal and school buildings. Schools are the heart of a family's daily life in Stevenson. Lancaster Mobley has tackled issues such as congestion at school, the flux in traffic for high school events, and how signage impacts the traffic flow.

Events at Stevenson-Carson High School increases traffic and parking. Lancaster Mobley tackled similar issues at Milwaukie High School. As part of North Clackamas School District's recent

bond program, Lancaster Mobley conducted Transportation Impact Analyses and detailed Transportation Demand Management Plans for major school projects including a new facilities and renovations to existing buildings. This includes Milwaukie High School and their nearby athletic fields on Lake Road, conversion of Rock Creek Middle School to a new high school, new and renovated elementary schools, and a new bus barn and transportation facility. These projects required extensive coordination with the project team and local agencies, as well as attendance at neighborhood meetings and Planning Commission hearings.

The highlighted corridors represent facilities that are anticipated to experience high growth over the next few decades as Stevenson expands and grows. These corridors will require sufficient capacity to sustain traffic growth for all modes of transportation.

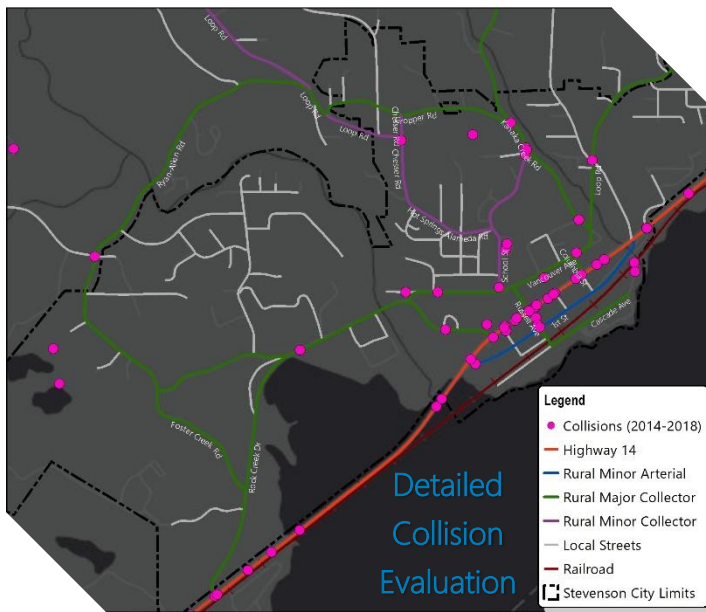


Safety at school drop off and pick up is important. Improvements to traffic flow and circulation, bus access, and signage are impacted. In the Oregon City School District, Lancaster Mobley reviewed the proposed design of a school crosswalk including the logistics and placement of the subsequent school speed zone signs near Ogden Middle School. We also facilitated the school's plans to use an offsite parking lot to accommodate morning and afternoon pick-up and drop-off traffic on regular school days. To improve safety of the proposed crosswalk, establishing a low-speed school zone around the crosswalk was necessary.

Downtown Stevenson & The Riverfront

Stevenson is known for the beautiful places to see, various ways to wander, and signature experiences. Tourism impacts Stevenson’s traffic seasonally, particularly during the summer months, with significant congestion relating to the number of cultural festivals, such as the Gorge Blues and Brews Festival and the Columbia Gorge Bluegrass Festival. The high summertime tourism brings commerce to the City, but also effects congestion, safety, and pedestrian traffic comfort, particularly to the most vulnerable populations, such as seniors and children.

Intersection capacity and delay analyses will have additional focus at the higher congestion, higher walking environment of the downtown Stevenson area. Additional scrutiny toward traffic safety will be analyzed at a corridor-scale around Route 14 to address the significant collision history along the state highway.



The work has been divided into the five separate tasks outlined in your RFP.

- Task 1 – Project Start Up
- Task 2 – Data Collection
- Task 3 – Analysis
- Task 4 – Transportation Infrastructure Evaluation
- Task 5 – Recommendations

Task 1 – Project Start Up

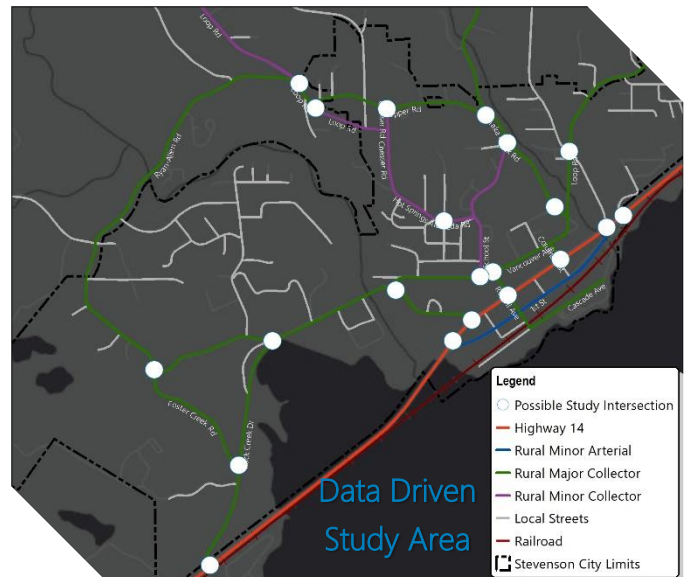
The project team will conduct an on-site meeting and tour with City staff & any identified key stakeholders. Before any data is collected, this is an important step to understand in detail the issues. Given pandemic-related concerns, meetings can also be conducted via the City’s preferred virtual meeting platform, but the Lancaster Mobley team will spend sufficient time in Stevenson to observe and understand the City’s facilities.

An optional task that can be supported by the Lancaster Mobley team is to assist in a public outreach event with web-based ability to comment on specific concerns and locations of needed improvement.

Task 2 – Data Collection

Traffic Data

We propose to study 21 priority intersections and surrounding roadway segments that are anticipated to have the greatest level of safety concern and congestion. Traffic counts will be conducted using traditional count methods with our partners at ATD. *Streetlight Insight* will be used to make various data adjustments, such as seasonality, COVID-19 influence, school-related demand, seasonal tourism traffic, and the difference between operation along SR14/waterfront with local traffic and school influence up the hill to the north.





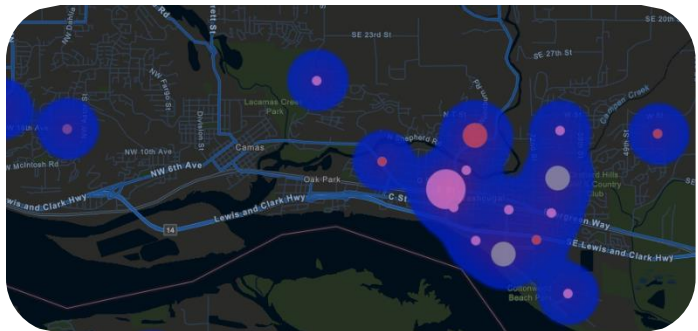
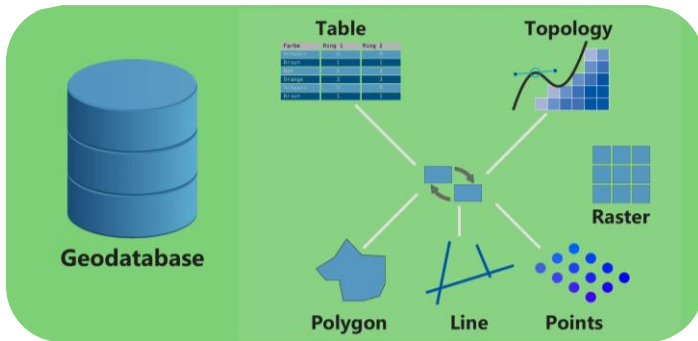
Walk Audits

This activity gathers parents and other interested community members together to observe the school drop-off or pickup period, evaluating traffic circulation, student loading, and travel behaviors along with transportation facilities near schools and the downtown area. The audit identifies potential solutions to citizens’ concerns about active transportation and provides information for experts to create Existing Conditions maps, which depict both unsafe behaviors and surroundings. These observations can be translated into an Infrastructure Improvement Plan, which prioritizes recommendations.

Optional Task: Lancaster Mobley can prepare a web-based app with the ability to be hosted on the City of Stevenson website. This app can allow citizens to identify directly from a smartphone where and why they find certain areas of the city to be characterized as preferred areas for walking or biking, or uncomfortable for walking and biking.

GIS Layers Deliverable

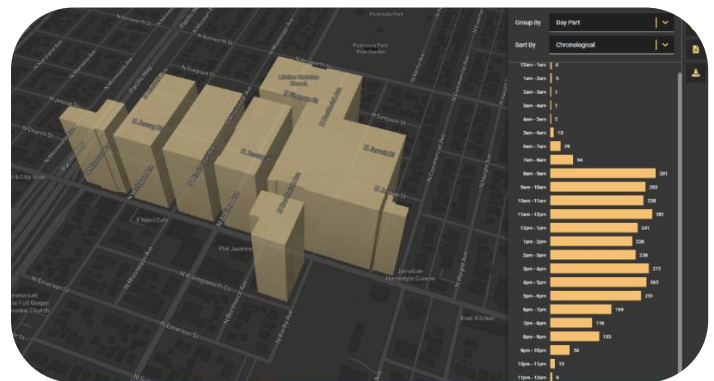
Collected traffic data, alongside other field-collected roadside inventory that will be collected via an app-based GIS service, will be given to the City of Stevenson in a geodatabase format. This data collection effort will include locations of ped/bike facilities as well as other infrastructure deficiencies, such as poor sight distance, substandard pavement conditions, gravel roads, etc. Empowering City staff to be owners of their data can save vital time and resources for years to come.



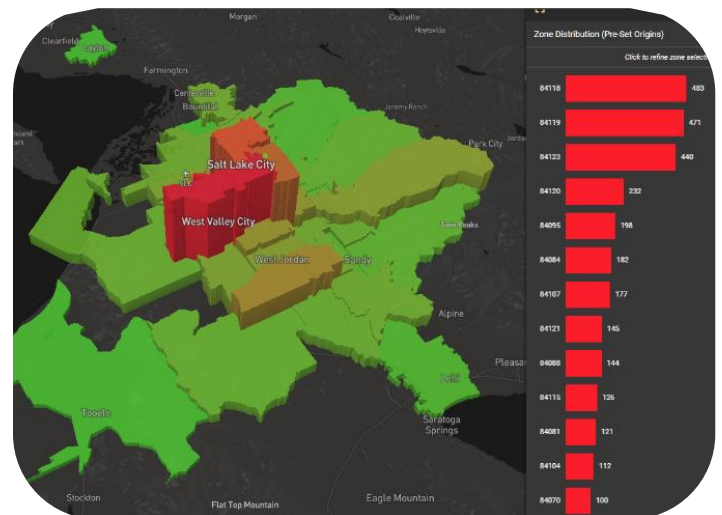
Streetlight “Big Data”

Using *Streetlight Insight*, we can get an in-depth look at citywide circulation patterns, identify hourly, daily, monthly, and seasonal traffic demand patterns, and generate deep insights into Stevenson’s travel needs.

The example below demonstrates a business district travel demand activity throughout the day. As shown in this example, peak activity occurs during the morning hours, with a second peak in the afternoon. Similar to Stevenson, a greater understanding of traffic needs during certain timeframes can better guide decisions around traffic control needs, parking requirements, and ambient growth. This leads to to-scale infrastructure improvements, easy communication of information to the general public, and the ability to anticipate future needs.



An example of origin and destination data in and around Stevenson can be conducted to better understand the macro-scale travel patterns of Stevenson, more than just at a singular intersection level.



Task 3 – Analysis

Operational and safety analysis will be conducted at each of the study intersections and roadway segments. This analysis will build on the myriad of data sources, field observations, city staff and stakeholder input, and best practices analysis procedures to identify existing deficiencies and 20-year planning horizon needs.

Existing traffic volumes will be seasonally adjusted for base-year conditions and balanced to remove extraneous data. *Streetlight Insight* data will be an integral piece in validating data and developing a seasonally adjusted traffic network. The differing needs for SR-14/Waterfront area and the uses to the north up the hill will be considered for developing baseline analysis conditions.

Operational analyses will be conducted using the traffic data and field observations in the traffic analysis software program Synchro (version 10.3.122.0). Based on regional standards, an intersection capacity performance shall be determined for the morning and evening peak hour periods at all study intersections using the HCM 6th edition. A summary showing the results of the capacity and delay analysis under each morning and evening peak hour analysis scenario for the peak 15-minute conditions will be provided to the City via a technical memorandum.

In order to determine the expected queuing which may form at critical study area movements, a queuing analysis will be conducted based on the results of a Synchro/SimTraffic simulation (version 10.3.122.0), with the reported values representing 95th percentile queue lengths. The 95th percentile queue is a statistical measurement which indicates there is a 5 percent chance that the queue may exceed this length during the analysis period.

Respective to the 20-year planning horizon analysis, existing traffic volumes will be developed into future year traffic volumes. In coordination with City and WSDOT staff, we will develop future year growth and traffic volume increase to analyze future conditions. This will allow for the City of Stevenson to anticipate future infrastructure needs, allocate funding, and implement a proportional fee collection program to maintain an efficient transportation network.

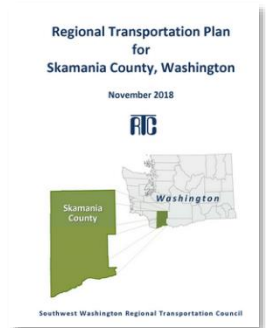
Traffic signal warrants and turn lane warrant analysis will be conducted at intersections of concern to determine whether signalization or intersection geometry improvements are warranted.

Using data obtained from the Washington Department of Transportation (WSDOT) Crash Data and Reporting Branch, a review of the most recent available five years of crash history (January 2015 to December 2019) at the study intersections will be performed. The crash data will be evaluated based on the number of crashes, the type of collisions, the severity of the collisions, and the resulting crash rate for the intersection and roadway segment. Crash rates provide the ability to compare safety risks at different intersections by accounting for both the number of crashes that have occurred during the study period and the number of vehicles that typically travel through the intersection or segment. Crash rates will be calculated using peak hour entering traffic volumes at intersections or average daily traffic (ADT) volumes along roadway segments. Crash rates in excess of 1.0 crashes per million entering vehicles (CMEV) or 1.0 crashes per million vehicle-miles travelled (CMVMT) may be indicative of design deficiencies and therefore require a need for further investigation and possible mitigation.

With regard to crash severity, WSDOT classifies crashes in the following categories:

- No Apparent Injury (NA);
- Possible Injury (P);
- Suspected Minor Injury (SM);
- Suspected Serious Injury (SS); and
- Fatality or Fatal Injury.

Stevenson and Skamania County are served by the Southwest Washington Regional Transportation Council (RTC), who last published the Regional Transportation Plan for Skamania County in 2018. Lancaster Mobley will refer to this document for guidance in developing traffic volumes for the 20-year planning horizon. However, we'll also work closely with staff to examine developable lands in the City and consider the zoning and likely intensity of anticipated growth in and around the City.



LM has conducted extensive work in examining the correlation between transportation system demands and surrounding land uses by time of day. Below is a figure that illustrates the cumulative effect of parking demand throughout the day and the camel-shaped curves that repeatedly emerge. We have seen the same trendlines from projects in Portland, Grants Pass, Cannon Beach, Newport, and Charlotte, NC.



Task 4 – Transportation Infrastructure Evaluation

As a result of our analysis, several evaluation metrics will be employed to determine whether the existing or 20-year planning horizon infrastructure will require mitigation or safety countermeasure implementation. In coordination with the City, we can develop a number of resources that best fit the needs of Stevenson staff. All of these documents will be provided to the City via a technical report. These options include:

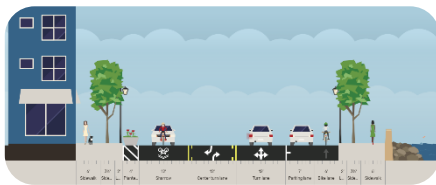
Intersection Operational Improvements

Lancaster Mobley will study intersections will existing and 20-year planning horizon needs based on intersection capacity and delay metrics.

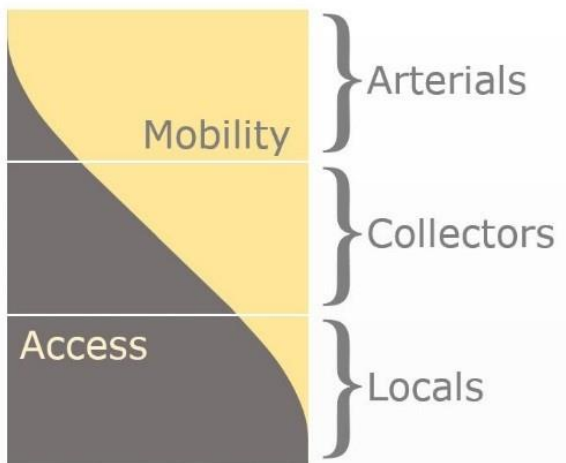


Roadway Functional Classification Upgrades

Lancaster Mobley will establish standard roadway segment functional classification criteria and recommendations to meet the demands of all travel modes within Stevenson.

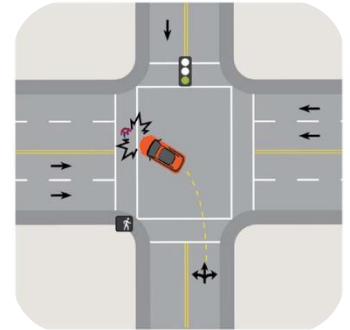


Lancaster Mobley will evaluate whether study roadway segments meet functional classification criteria under the existing and 20-year planning horizon needs based the capacity analyses conducted.



Safety Countermeasures

Lancaster Mobley will evaluate collision history at the study intersections and roadway segments to determine commonalities to collisions. This will best inform recommendations on systemic or site specific countermeasures.



This will include a special focus for active transportation collisions, pedestrians and bicyclists.

Sight Distance Deficiencies

Field observations made by Lancaster Mobley staff will identify and evaluate sight distance deficiencies at intersections to inform recommendations on removing these threats to roadway users.



Limited Sight Distance, Iman Cemetery Road at Monda Road

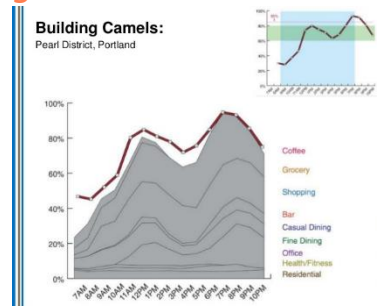
Optional: Safe Routes to Schools

Lancaster Mobley can develop safe routes to schools maps for each Stevenson campus, with quarter-mile walksheds and suggested routes for safer travel. This information can recommend where operational and safety deficiencies most greatly effect Stevenson’s most vulnerable roadway users, children walking to and from school.



Optional: Downtown Parking

Drawing on our experience from conducting parking studies at numerous cities in the region, we can provide recommendations to the City on how to best allocate parking and manage parking fee collection programs where appropriate.



Task 5 – Recommendations

Cost Estimation & Benefit

With our partners at Olson Engineering, we will develop cost estimates of the identified infrastructure improvements and preliminary feasibility considerations. Each improvement has a relative benefit to the transportation network that will be quantified as well. Olson Engineering is an expert in southwestern Washington civil design, engineering, and construction. Their experience in delivering many public projects to local agencies will be beneficial in developing realistic and accurate cost estimates for infrastructure improvements. This experience will provide transparency and confidence in infrastructure improvement costs.

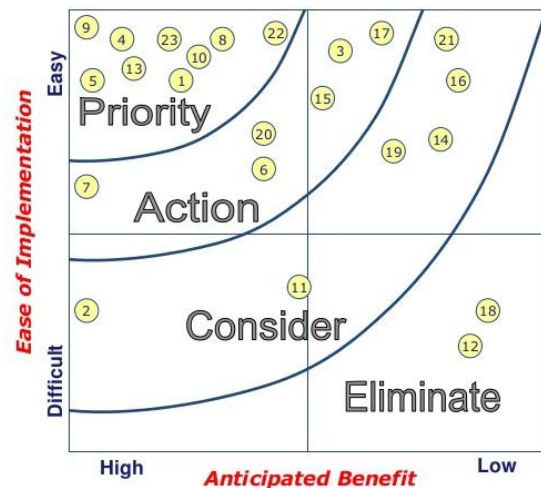
Rules-Based Project Prioritization

In determining the highest-priority projects, several factors will be considered. Based on City staff direction, the list of projects will continue to be implemented on a rolling basis dependent on funding availability and staff direction. Potential prioritization considerations include:

- Safety improvement needs
- Infrastructure gap closures
- Access needs
- Community and stakeholder input
- Complexity of project
- Sustainability
- Equity
- Proximity to schools and local parks

Implementation Schedule

Based on existing deficiencies and anticipated traffic growth in the City of Stevenson, Lancaster Mobley will be able to provide recommendations on when infrastructure improvements should be made. Whether there is an existing need that needs to be addressed, or improvements are 5, 10, or 20 years away, we intend to provide the City of Stevenson an actionable work plan that will best inform capital improvements for the future of Stevenson.



Additions or Modification to Work Scope

One likely recommendation will be updated to Stevenson's Municipal Code to incorporate sections on Concurrency and requirements for Transportation Impact Analysis (TIA) as part of new development in the City. Washington Administrative Code 365-196-840 gives local jurisdictions the ability to implement concurrency standards, to ensure that transportation facilities are adequate concurrent with new development. In addition, clear and objective standards for the preparation of TIAs will ensure that ongoing development in the City will adequately address impacts and help fund mitigation where appropriate.

Lancaster Mobley was the primary author of the concurrency section of Washougal's code over a decade ago. As Washougal has grown and traffic has increased, it has become clear that some changes to the code will assist the City in managing growth and we are currently working with City staff on refinements to their concurrency code.

It is recommended that the City of Stevenson include a provision for Washington State Concurrency in their development code to meet state guidelines and enforce future participation in the funding of City infrastructure projects.

April 12, 2021

Leana Kinley
City of Stevenson
7121 E Loop Road
Stevenson, WA 98648-0371

Dear Leana,

Regarding the contract for the City-Wide Traffic Study, and at your request, we have prepared scope of work and fee information for two optional tasks, as well as a draft project schedule.

Optional Tasks

Below is a brief description of the scope of work for each of the two optional tasks, along with information regarding the fee breakdown. An updated overall project fee schedule that includes the optional tasks is attached for your reference.

Safe Routes to School Maps

Lancaster Mobley can develop Safe Routes to School maps for each Stevenson campus, with quarter-mile walksheds and suggested routes for safer travel. This information can recommend where operational and safety deficiencies most greatly affect Stevenson's most vulnerable roadway users, children walking to and from school. This work can be combined with the roadside inventory, safety analysis, and recommended improvements in Tasks 2, 4, and 5.

Subtasks:

1. Prepare complete walkshed inventory.
2. Lancaster Mobley will conduct interviews with school Principals or other administration to discuss typical problem issues and areas of concern. This is particularly important if in-person school is not in session or if typical impacts are reduced with a hybrid instructional model.
3. Preparation of maps and accompanying narrative.

Fee:

The additional fee for this task will be \$3,830 as detailed on the attached project fee summary.

Downtown Parking Support

We understand that the City of Stevenson has already done a significant amount of work related to parking in and around Downtown, and that the City will have a graduate-level intern this summer to further that effort. Lancaster Mobley will support the City in these efforts through the following items.

Subtasks:

1. Assistance as needed with staff regarding setting up and collecting data for parking inventory as well as demand observations.
2. Forecast future parking demand in Downtown Stevenson. This work will be coordinated with the land use and zone assessments and development of 20-year planning horizon traffic volumes in Task 3. While parking and traffic volumes are separate considerations, they are related and there are economies of scale in estimating future conditions for both.
3. Coordinate with staff regarding needed parking-related infrastructure and the “gap analysis” being conducted by staff, which will identify and compile missing elements. Prepare cost estimates for identified parking-related improvements.
4. Provide the technical framework for a fee-in-lieu system based on the anticipated growth in parking demand and the cost of the infrastructure necessary to support the demand. This will be used to derive a cost per parking space that developments and businesses could pay as a fee in lieu of providing additional parking spaces that would be required by the code.

Fee:

The additional fee for this task will be \$7,498 as detailed on the attached project fee summary.

Updated Project Fee & Schedule

An updated overall project fee breakdown that includes the two optional tasks above is attached to this letter. In addition, a draft schedule is also attached that shows an approximate duration and sequence for each of the subtasks. Where possible, tasks run concurrently. We invite your comments on the overall schedule as well as any details of the task breakdown.

If you have any questions or would like any additional information, please do not hesitate to call.

Sincerely,



Todd E. Mobley, PE
Principal





Date: 4/12/2021

Project Budget Estimate
City of Stevenson City-Wide Traffic Study

	LANCASTER MOBLEY					OLSON ENGINEERING		ALL TRAFFIC DATA	ESTIMATED TOTAL COST
	Todd E. Mobley, PE Principal In Charge/ QA/QC	Jennifer Danziger, PE Project Manager	Daniel Stumpf, PE Transportation Engineer	Nick Mesler, EIT Transportation Analyst	StreetLight Insight Data Subscription	Charles E. McMurry, PE Supervising Engineer	Staff Engineer /Designer	Turning Movement Counts	
	\$225.00	\$180.00	\$165.00	\$110.00	\$125.00	\$163.00	\$135.00	\$450.00	
Project Tasks & Estimated Personnel Hours									
TASK 1: Project Start Up									
Project Kick Off Meeting and Site Visit	4	4		10					\$2,720
Project Team Coordination		6							\$1,080
TASK 2: Data Collection									
Intersection Turning Movement Counts								21	\$9,450
StreetLight Insight Data					21				\$2,625
Traffic Volume Compilation & Validation	1	2	2	4					\$1,355
Roadside Inventory	1	1	2	8					\$1,615
TASK 3: Transportation Analysis									
Existing Conditions Analysis		2	6	6					\$2,010
Land Use & Zoning Assessment, Growth Estimates	2	4	4	6					\$2,490
20-Year Planning Horizon Conditions		2	4	6					\$1,680
TASK 4: Infrastructure Evaluation									
Intersection & Roadway Capacity	1	1	4	12					\$2,385
Transportation Safety Analysis	1	4	4	12					\$2,925
TASK 5: Recommendations									
Recommended Improvements	2	2	6	6		2	8		\$3,866
Cost Estimates	1	2	4	4		6	12		\$4,283
Funding Mechanisms	1	2	4	2					\$1,465
TASK 6 (Optional): Safe Routes to School									
Prepare complete walkshed inventory				6					\$660
School observations & administration interviews	1	3		2					\$985
Preparation of maps and narrative	1	6		8					\$2,185
TASK 7 (Optional): Downtown Parking Support									
Support for parking inventory and demand data collection	1	2		2					\$805
Forecast future parking demand		2		4					\$800
Coordinate with staffs' gap analysis and provide cost estimates	1	2		4		6	12		\$3,623
Technical framework for fee-in-lieu system	2	4		10					\$2,270
Hours Subtotal	20	51	40	112	21	14	32	21	
Cost Subtotal	\$4,500	\$9,180	\$6,600	\$12,320	\$2,625	\$2,282	\$4,320	\$9,450	\$51,277
TOTAL COST ESTIMATE					\$35,225	\$6,602	\$9,450		\$51,277

City of Stevenson - City Wide Traffic Study

Project Schedule

Project Task & Deliverables	May 2021	June 2021	July 2021	August 2021	September 2021
Finalize Contract - Final Scoping	█				
Task 1 - Project Start Up		█			
1. Project Kick Off Meeting and Site Visit		█			
2. Project Team Coordination		█			
Task 2 - Data Collection		█	█		
1. Intersection Turning Movement Counts		█	█		
2. StreetLight Insight Data			█	█	
3. Traffic Volume Compilation & Validation			█		
4. Roadside Inventory			█		
Task 3 - Transportation Analysis			█	█	
1. Existing Conditions Analysis			█	█	
2. Land Use & Zoning Assessment, Growth Estimates			█	█	
3. 20-Year Planning Horizon Conditions			█	█	
Task 4 - Infrastructure Evaluation			█	█	
1. Intersection & Roadway Capacity			█	█	
2. Transportation Safety Analysis			█	█	
Task 5 - Recommendations & Report				█	█
1. Recommended Improvements				█	█
2. Cost Estimates				█	█
3. Funding Mechanisms				█	█
4. Report submittal & Agency Review				█	█
Task 6 (Optional) - Safe Routes to School			█	█	
Task 7 (Optional) - Downtown Parking Support			█	█	

RICOH USA, INC.
 George Trano
 Account Manager-Government/K12
 9020 SW Washington Square RD Suite 120
 Tigard, Oregon 97223
 360 213 6105 cell

April 29, 2021

**Proposal
 For
 City of Stevenson WA**

	Purchase	60Mo. FMV Lease	60 Mo. CPC
Current Ricoh MPC4501 Serial #V9515600326 Pick up			
Ricoh IMC4500 Color MFP	\$7570.00	\$164.62	.0062BW-.03CLR
Internal Finisher			Includes all parts, labor,
Paper Feed Unit (2 Trays 550 Sheets ea.)			supplies and staples.
RSI Essentials (OCR Scanning) \$13.85/Mo. or 600.00 off of price.			
HD Erase/Return			
Training			

This machine qualifies for the Ricoh Rebate Program and comes with a \$1200.00 Rebate after installation through myricohrebate.com. Must be installed by June 30th, 2021. I will provide all details and codes needed to receive the rebate.

NASPO WA State Purchase

PO Subject to NASPO Valuepoint Master Agreement Contract Resulting from Contract #140602 and the Washington Contract number #06619.

Ricoh Address:

PO BOX 100345
 Pasadena, CA 91189-0345

NASPO PO Language Lease

“PO is subject to NASPO ValuePoint Master Agreement Contract resulting from Contract # 140602 and this Washington Contract number #06619”

Ricoh Address:

PO BOX 650073
 Dallas, TX 75256-0073



Your Configured Ricoh IM C4500



*Note: The image is a photo realistic illustration of your selected configuration.

DIMENSIONS

WIDTH	DEPTH	HEIGHT
23.10in	27.00in	47.60in
(587mm)	(686mm)	(1,209mm)

Actual dimensions may vary. These are approximate only.

POWER CONSUMPTION (MAIN UNIT)

120V-127V, 60Hz

Additional power requirements may apply.

Please read each option's description copy to see if additional power sources are needed.

Your Chosen Options

- IM C4500
- Paper Feed Unit PB3280
- Internal Finisher SR3250
- ESP XG-PCS-15D
- Print Cartridge Black IM C6000
- Print Cartridge Yellow IM C6000
- Print Cartridge Magenta IM C6000
- Print Cartridge Cyan IM C6000
- Staple Refill Type T for SR3260/SR3280/SR3290/SR3250
- Waste Toner Bottle IM C6000



Main Unit

Main Unit

Item/Description	Item #	Power Requirements
IM C4500	418227	120V-127V, 60Hz

Paper Tray & Optional Accessories

Item/Description	Item #	Power Requirements
Paper Feed Unit PB3280	418349	N/A

Output & Finishing Options

Internal

Item/Description	Item #	Power Requirements
Internal Finisher SR3250	418378	N/A

Security & Miscellaneous Accessories

Item/Description	Item #	Power Requirements
ESP XG-PCS-15D	006428MIU	N/A


Supplies

Item/Description	Item #	Power Requirements
Print Cartridge Black IM C6000	842279	N/A
Print Cartridge Yellow IM C6000	842280	N/A
Print Cartridge Magenta IM C6000	842281	N/A
Print Cartridge Cyan IM C6000	842282	N/A
Staple Refill Type T for SR3260/SR3280/SR3290/SR3250	415010	N/A
Waste Toner Bottle IM C6000	418425	N/A




Main Unit

Main Unit

Item/Description	Item #	Thumbnail
<p>IM C4500</p> <ul style="list-style-type: none"> • Output Speed (Letter): 45-ppm • Average Monthly Volume: 10,000 impressions/month • Maximum Monthly Volume: 50,000 impressions/month • Power Requirements: 120V-127V, 60Hz • Weight: 223.5 lbs. (101.4 kg) • W x D x H (inches): 23.1 x 27 x 37.9 • W x D x H (mm): 586.74 x 685.8 x 962.66 <p>Note: The DOSS does not overwrite the HDD for the Color Controller E-25C.</p>	418227	

Paper Tray & Optional Accessories

Item/Description	Item #	Thumbnail
<p>Paper Feed Unit PB3280</p> <p>Provides an additional 1,100 sheets.</p> <p>Paper sizes up to 12" x 18".</p> <p>Paper weights up to 80 lb. Bond/166 lb. Index (300 g/m²).</p> <p>Weight: 50.7 lbs. (23 kg)</p> <p>W x D x H (inches): 23.1 x 27 x 9.7</p> <p>W x D x H (mm): 586.74 x 685.8 x 246.38</p> <p>Note: Paper Feed Unit PB3280 cannot be installed with Paper Feed Unit PB3270, Caster Table Type M3, Paper Feed LCIT PB3290, Cabinet Type F or any related options.</p>	418349	

Output & Finishing Options

Internal

Item/Description	Item #	Thumbnail
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Internal Finisher SR3250

418378



500-sheet Internal Finisher provides multi-position stapling and optional hole punching.

Recommended for offices with limited floor space.

Supports paper sizes up to 12" x 18".

Weight: 28.2 lbs. (12.8 kg)

W x D x H (inches): 21.5 x 20.6 x 6.7

W x D x H (mm): 546.1 x 523.24 x 170.18

Note:

Internal Finisher SR3250 cannot be installed with IM C6000, Internal Shift Tray SH3080, Internal Multi-Fold Unit, Finisher SR3260 Finisher SR3280, Booklet Finisher SR3270, Booklet Finisher SR3290 or any related options.

Security & Miscellaneous Accessories





Item/Description	Item #	Thumbnail
ESP XG-PCS-15D Designed to provide a higher level of noise filtering and surge protection for devices that employ more sensitive and complex electronic components. Our Advanced Technical Support (ATS) recommends the use of power protection products to minimize potential electrical interference with products.	006428MIU	



Supplies

Print Cartridge Black IM C6000 Unit Packaging: 1 Bottle (544 g) Yield (CTN): 33,000 pages Based on printing on letter paper with 5% coverage.	842279	
Print Cartridge Yellow IM C6000 Unit Packaging: 1 Bottle (437 g) Yield (CTN): 22,500 pages Based on printing on letter paper with 5% coverage.	842280	



<p>Print Cartridge Magenta IM C6000</p> <p>Unit Packaging: 1 Bottle (455 g)</p> <p>Yield (CTN): 22,500 pages</p> <p>Based on printing on letter paper with 5% coverage.</p>	842281	
<p>Print Cartridge Cyan IM C6000</p> <p>Unit Packaging: 1 Bottle (400 g)</p> <p>Yield (CTN): 22,500 pages</p> <p>Based on printing on letter paper with 5% coverage.</p>	842282	
<p>Staple Refill Type T for SR3260/SR3280/SR3290/SR3250</p> <p>Unit Packaging: 5,000 per Crtg. (2 Crtg/Ctn)</p> <p>Yield (CTN): 10,000</p> <p>Note: Internal Finisher SR3250, Finisher SR3260, Finisher SR3280 or Booklet Finisher SR3290 must be selected to add this supply.</p>	415010	
<p>Waste Toner Bottle IM C6000</p> <p>Unit Packaging: 1 - Each</p> <p>Yield (CTN): 100,000 pages</p>	418425	

Ricoh is committed to creating value for our customers through the production of top quality products, services and solutions that directly meet the needs of today's communication intensive business environments. As a result, we offer a range of Multifunction products with advanced scanning and printing software options that help boost productivity and improve workflow by enhancing the user experience. Visit Ricoh-USA.com for more information.

We offer a variety of services and solutions to meet diverse and challenging business needs. To find out more information, visit solutions.ricoh-usa.com

The content on this site, and the appearance, features and specifications of Ricoh products and services are subject to change from time to time without notice. Products are shown with optional features. While care has been taken to ensure the accuracy of this information, Ricoh makes no representation or warranties about the accuracy, completeness or adequacy of the information contained herein, and shall not be liable for any errors or omissions in these materials. Actual results will vary depending upon use of the products and services, and the conditions and factors affecting performance. The only warranties for Ricoh products and services are as set forth in the express warranty statements accompanying them.

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RICOH
imagine. change.

MASTER MAINTENANCE & SALE AGREEMENT
NASPO ValuePoint

CUSTOMER INFORMATION					
Full Legal Name	CITY OF STEVENSON				
Address	PO BOX 371				
City	STEVENSON	State	WA	Zip Code	98648-0371

This Master Maintenance & Sale Agreement (“Agreement”) sets forth the specific terms and conditions under which Ricoh USA, Inc. (“Ricoh”) agrees to sell the specific equipment, software, and/or hardware (“Products”) and/or provide the services (“Services”) identified on an Order (defined below). In order to obtain Products and/or Services from Ricoh hereunder, Customer will either: (i) execute an order form (in a form to be provided and executed by Ricoh) referencing this Agreement; or (ii) issue a purchase order to Ricoh (each, an “Order”). Either party may terminate this Agreement at any time upon prior written notice to the other. Termination of this Agreement shall not, however, alter or otherwise modify the rights or obligations of the parties with respect to any Order placed and accepted prior to such termination. Each Order is separately enforceable as a complete and independent binding agreement, independent of all other Orders, if any.

Terms applicable to Service transactions only:

1. **Services.** (a) Each Order for Services must identify the specific Services to be performed, including, if applicable, the equipment to be serviced (the “Serviced Products”), the Term (defined in Section 3) of the Service engagement, the location at which Services shall be performed and the applicable Service Charges (defined in Section 4) for such Order. Ricoh will not be responsible to provide Services for Serviced Products in the event the Term and location(s) are not identified on the Order accepted by Ricoh.

(b) For maintenance and repair Services, Ricoh will repair or replace in accordance with the terms and conditions of this Agreement and the manufacturer’s specifications, any part of the Serviced Products that becomes unserviceable due to normal usage (other than consumable supplies). Replacement parts will be furnished on an exchange basis and will be new, reconditioned or used. All parts removed due to replacement will become the property of Ricoh.

(c) The maintenance and repair Services provided by Ricoh under an Order will not include the following: (i) repairs resulting from misuse (including without limitation improper voltage or the use of supplies that do not conform to the manufacturer’s specifications) or the failure to provide, or the failure of, adequate electrical power, air conditioning or humidity control; (ii) repairs made necessary by service performed by persons other than Ricoh representatives; (iii) unless covered under an extended hour service contract, service calls or work which Customer requests to be performed outside of Normal Business Hours (defined below) and Service calls or work which Customer requests to be performed on Ricoh Holidays (defined below); (iv) removable cassette, copy cabinet, exit trays, or any item not related to the mechanical or electrical operation of the Serviced Products; (v) consumable supplies such as paper, staples, clear toner and white toner, unless expressly provided for in the applicable Order; (vi) repairs, service calls and/or connectivity of attachments not purchased from Ricoh; (vii) any software, system support or related connectivity unless specified in writing by Ricoh; (viii) parts no longer available from the applicable manufacturer; (ix) electrical work external to the Serviced Products, including problems resulting from overloaded or improper circuits; (x) installation or de-installation and/or movement of the Serviced Products from one location to another unless specified in writing by Ricoh; (xi) repairs of damage or increase in service time caused by force majeure events; (xii) reconditioning and similar major overhauls of Serviced Products; (xiii) any obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by or resident in any Serviced Products, whether through a digital storage device, hard drive or other electronic medium (“Data Management Services”), unless Customer engages Ricoh to perform such Data Management Services at then-prevailing rates pursuant to an Order for such purpose; and (xiv) engineering changes which provide additional capabilities to the Ricoh Equipment (defined in Section 13) covered herein unless made at Customer’s request and paid at Ricoh’s applicable time and material rates then in effect. Damage to Serviced Products or parts arising from causes beyond the control of Ricoh are not covered by this Agreement. Ricoh may terminate its Service obligations under any Order for Serviced Products that have been modified, damaged, altered or serviced by personnel other than those employed by Ricoh.

2. **Service Calls.** Unless otherwise specified in an Order, service calls will be made during 9:00am – 5:00pm local service time, Monday through Friday (“Normal Business Hours”) at the installation address shown on the applicable Order. Service does not include coverage on Ricoh holidays, which include New Year’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day (collectively, “Ricoh Holidays”). Travel and labor-time for the service calls after Normal Business Hours, on weekends and on Ricoh Holidays, if and when available and only in the event and to the extent that Ricoh agrees to provide such non-standard coverage, will be charged at overtime rates in effect at the time the service call is made. While on-site at any Customer location, Ricoh personnel shall comply with Customer’s reasonable policies pertaining to access, security and use of Customer sites and systems, provided that such policies are provided to Ricoh in advance and in writing and do not conflict with the terms and conditions of this Agreement.

3. **Term; Early Termination.** Each Order shall become effective on the date that Ricoh accepts the Order, and shall continue for the term identified in the Order. At the expiration of the term identified in the Order, it will automatically renew for successive twelve (12) month periods unless notice of termination as specified below is given. The duration of the initial term and any extension or renewal thereto are collectively referred to as the “Term.” Customer may terminate any Order under this Agreement for convenience prior to expiration of its Term so long as Customer is not then in default and provides Ricoh at least thirty (30) days prior written notice. Ricoh may terminate any Order under this Agreement for convenience prior to expiration of its Term so long as Ricoh is not then in default and provides Customer at least sixty (60) days prior written notice. Should Customer elect to terminate an Order for convenience that has a Term of at least thirty-six (36) months, Customer shall pay to Ricoh, as liquidated damages and not as a penalty, an early termination fee in accordance with the following (“Termination Fee”): (i) if the termination occurs in months one (1) through twelve (12) of the Term, an amount equal to twelve (12) times the Monthly Service Charge (as defined below); (ii) if the termination occurs in months thirteen (13) through twenty-four (24) of the Term, an amount equal to nine (9) times the Monthly Service Charge; and (iii) if the termination occurs anytime after the twenty-fourth (24th) month of the Term, an amount equal to the lesser of six (6) times the Monthly Service Charge or the number of months remaining under the then current Term of such Order. For an Order having a Term of less than thirty-six (36) months, the Termination Fee shall be equal to the lesser of six (6) times the Monthly Service Charge or the number of months remaining under the Term of such Order. For the purposes herein, the “Monthly Service Charge” shall equal (i) the base monthly Service Charge set forth in the Order; or (ii) in the event the Order does not contain a base monthly Service Charge, the average monthly Order charges for the six (6) month period prior to the date



of Customer's termination. If such termination date occurs less than six (6) months after the effective date of the Order, the Monthly Service Charge will be equal to the average monthly Order charges for the number of months the Order was in effect.

4. **Service Charges.** (a) Service charges ("Service Charges") will be set forth on an Order. Service Charges will not include any charges for repairs or Service that are otherwise covered by the applicable manufacturer's limited warranty during the period covered by any such warranty, to the extent Ricoh has agreed with such manufacturer not to charge a customer for any such charges. Customer acknowledges and agrees that: (i) alterations, attachments, specification changes, or use by Customer of sub-standard supplies that cause excessive service calls may require an increase in Service Charges; (ii) the transfer of the Serviced Products from the location indicated on the applicable Order may result in an increase of Service Charges or the termination of the Order; and (iii) to the extent that Customer requests that Ricoh registers with a third-party vendor prequalification service and Ricoh agrees to register, Customer will be charged for Ricoh's registration and any other related fees for registering with such service and this Agreement shall be the only terms and conditions to govern such registration and service. Customer shall be responsible for any costs related to freight (including fuel surcharges, which may be imposed from time to time), postage/mailling expense (meter rentals) and/or administrative and processing fees and, to the extent Ricoh pays such costs, Customer shall immediately reimburse Ricoh.

(b) Unless otherwise specified in an Order, Service Charges are based on standard 8.5x11 images. Ricoh reserves the right to assess additional images charges for non-standard images, including 11x17 images. Customer acknowledges that pricing is based on the prevailing rates at the time of the Order.

5. **Use of Recommended Supplies; Meter Readings.** (a) It is not a condition of this Agreement that Customer use only Ricoh-provided supplies. If Customer uses other than manufacturer-recommended supplies, including paper, developer, toner, and fuser oil, and if such supplies are defective or not acceptable for use on the Serviced Products or cause abnormally frequent service calls or service problems, then Ricoh may, at its option, assess a surcharge or terminate the applicable Order with respect to such Serviced Products. If so terminated, Customer will be offered Service on a "per call" basis at Ricoh's then-prevailing time and material rates. If Ricoh determines that Customer has used more Ricoh-provided supplies than the manufacturer's recommended specifications, then Customer will pay reasonable charges for those excess supplies and/or Ricoh may refuse Customer additional supply shipments.

(b) Customer is required to provide Ricoh actual and accurate meter readings in accordance with the billing schedule set forth on an Order. Ricoh may, at its discretion and dependent upon Serviced Product capabilities, collect remote meter readings and utilize equipment monitoring services using automatic meter reading solutions ("AMR"). This may allow for automated meter reading and submission, automatic placement of low toner alerts, automatic placement of service calls in the event of a critical Serviced Product failure and may enable firmware upgrades. The meter count and other information collected by AMR ("Data") is sent via the internet to remote servers some of which may be located outside the U.S. **AMR cannot and does not collect Customer document content.** Ricoh uses reasonably available technology to maintain the security of the Data; however, Customer acknowledges that no one can guaranty security of information maintained on computers and on the internet. Ricoh retains full rights to the Data (but not Customer documents or information), which it or its authorized third parties may use to service the Serviced Products. Ricoh may also use the Data for its normal business purposes including product development and marketing research, however, the Data will not be provided to any non-Ricoh third party in a form that personally identifies the Customer. Ricoh may dispose of the Data at any time and without notice. AMR technology is the confidential and proprietary information of Ricoh and/or its licensors protected by copyright, trade secret and other laws and treaties. Ricoh retains full title, ownership and all intellectual property rights in and to AMR.

(c) If an actual and accurate meter reading is not supplied to Ricoh in accordance with the billing schedule set forth on an Order, Ricoh may calculate an estimated meter reading from previous meter readings and Customer agrees to pay Service Charges based on such calculated estimate. Appropriate adjustments will be made by Ricoh in a subsequent billing cycle following Customer providing actual and accurate meter readings. If Ricoh contacts Customer to obtain a meter reading, then Ricoh may assess an administrative fee in an amount equal to fifteen dollars (\$15.00) per meter reading collected per billing period for the time and expense associated with meter collection activity in addition to the Service Charges. If Ricoh visits Customer location to obtain a meter reading, Ricoh may assess a fee according to the hourly service charge rate.

6. **Connectivity and Professional Services.** Customer may acquire connectivity, IT and professional services from Ricoh ("Professional Services") by executing and delivering to Ricoh an Order setting forth the specific services to be provided. Ricoh shall provide the Professional Services at Customer's location(s) or on a remote basis as set forth in the Order. Customer shall provide Ricoh with such access to its facilities, networks and systems as may be reasonably necessary for Ricoh to perform the Professional Services. Customer acknowledges that Ricoh's performance of the Professional Services is dependent upon Customer's timely and effective performance of its responsibilities as set forth in the Order. Estimated delivery and/or service schedules contained in any Order are non-binding estimates. Intellectual property rights, if any, arising from the Professional Services provided under any Order shall remain the property of Ricoh. Unless connectivity Services are specifically identified in the Order as part of the Services to be performed by Ricoh, Ricoh shall have no obligation to perform and no responsibility for the connection of any hardware or software to any Customer network or system.

7. **Customer Obligations.** Customer agrees to provide a proper place for the use of the Serviced Products, including but not limited to, electric service, as specified by the manufacturer. Customer will provide adequate facilities (at no charge) for use by Ricoh representatives in connection with the Service of the Serviced Products hereunder within a reasonable distance of the Serviced Products. Customer agrees to provide such access to its facilities, networks and systems as may be reasonably necessary for Ricoh to perform its Services, including but not limited to "360 degree" service access to the Serviced Products. Customer will provide a key operator for the Serviced Products and will make operators available for instruction in use and care of the Serviced Products. Unless otherwise agreed upon by Ricoh in writing or designated in the applicable Order, all supplies for use with the Serviced Products will be provided by Customer and will be available "on site" for servicing. Customer agrees that (i) any equipment not serviced by Ricoh which utilizes identical supplies to the Serviced Products must be covered under a separate inclusive non-Ricoh service program; and (ii) any Serviced Products under one Ricoh Service Level may not utilize any supplies provided to other Serviced Products with a different Ricoh Service Level (i.e., no sharing of supplies across different Ricoh Service Levels).

8. **Insurance.** Each party certifies that it maintains, through self-insurance or otherwise, reasonable amounts of general liability, auto and personal property insurance, and workers' compensation insurance in the amount required by law, and that such insurance will remain in effect during the Term of an Order. Such insurance shall be primary and non-contributory. Limits provided may not be construed to limit liability. General liability insurance shall include the other party as an additional insured and contain no exclusions for cross liability between insureds. Upon request, each party agrees to deliver the other party evidence of such insurance coverage. Failure to maintain adequate insurance does not relieve liability under this Agreement.

9. **Indemnification.** To the extent not prohibited by applicable law, each party ("Indemnifying Party") shall indemnify, defend and hold harmless the other ("Indemnified Party") from all third-party claims incurred by the Indemnified Party arising out of the death or bodily injury of any agent, employee, or business invitee of the Indemnified Party, or the damage, loss, or destruction of any tangible property of the Indemnified Party to the extent proximately caused by the negligent acts or omissions or willful misconduct of the Indemnifying Party, its employees, or agents. Without intending to create any limitation relating to the survival of any other provisions of this Agreement, Ricoh and Customer agree that the terms of this paragraph shall survive the expiration or earlier



termination of this Agreement. Each party shall promptly notify the other in the event of the threat or initiation of any claim, demand, action or proceeding to which the indemnification obligations set forth in this Section may apply.

Terms applicable to Product sale transactions only:

10. **Order; Delivery and Acceptance.** Each Order for Products must identify the Products, the Product delivery location and the applicable Product charges. Ricoh will not be obligated to sell or deliver Products where such information is not provided in the applicable Order. Customer agrees to confirm delivery of all Products covered by each Order when the same is delivered by signing a delivery and acceptance certificate or written delivery acknowledgement. Payment for accepted purchased Products will be due and payable in accordance with this Agreement and shall not be contingent on installation of software or performance of Professional Services. Orders shall not be cancelable by Customer following acceptance by Ricoh. Ricoh reserves the right to make Product deliveries in installments. All such installments shall be separately invoiced and paid for when due, without regard to subsequent deliveries. Delay in delivery of any installment shall not relieve Customer of its obligation to accept remaining installments and remit payments as invoiced by Ricoh. Ricoh reserves the right at any time to revoke any credit extended to Customer because of Customer's failure to pay for any Products when due or for any other credit reason.

11. **Title; Risk of Loss.** Unless otherwise agreed upon by both parties in writing, Products are deemed delivered and title passes to Customer upon delivery by Ricoh to Customer shipping point. Upon delivery in either case, Customer assumes all risk of theft, loss or damage to the Products, no matter how occasioned.

12. **Returns; Damaged Products.** No Products may be returned without Ricoh's prior written consent. Only consumable goods invoiced within sixty (60) days will be considered for return. On authorized returns, Customer agrees to pay a restocking charge equivalent to the lesser of ten percent (10%) of the purchase price or \$200.00. Products returned without written authorization from Ricoh may not be accepted by Ricoh and is the sole responsibility of Customer. All nonsaleable merchandise (that has been opened or partially used) will be deducted from any credit due to Customer. All claims for damaged Products or delay in delivery shall be deemed waived unless made in writing and delivered to Ricoh within five (5) days after receipt of Products.

Terms applicable to all transactions:

13. **Warranty.** Ricoh agrees to perform its Services in a professional manner, consistent with applicable industry standards. Ricoh will re-perform any Services not in compliance with this warranty and brought to Ricoh's attention in writing within a reasonable time, but in no event more than thirty (30) days after such Services are performed, which shall be an exclusive remedy for such non-compliance. For any Products manufactured by Ricoh ("Ricoh Equipment"), Ricoh further warrants that, at the time of delivery and for a period of ninety (90) days thereafter the Ricoh Equipment will be in good working order and will be free from any defects in material and workmanship, and fit for the ordinary purposes they are intended to serve. Ricoh's obligations under this warranty are limited solely to the repair or replacement (at Ricoh's option) of parts proven to be defective upon inspection. The foregoing warranty shall not apply if (a) the Ricoh Equipment is installed, wired, modified, altered, moved or serviced by anyone other than Ricoh, (b) the Ricoh Equipment is installed, stored and utilized and/or maintained in a manner not consistent with Ricoh specifications, (c) a defective or improper non-Ricoh accessory or supply or part is attached to or used in the Ricoh Equipment, or (d) the Ricoh Equipment is relocated to any place where Ricoh services are not available. CUSTOMER ACKNOWLEDGES THAT THE LIMITED WARRANTY CONTAINED HEREIN DOES NOT ASSURE UNINTERRUPTED OPERATION AND USE OF THE RICOH EQUIPMENT. In connection with any other Product sale, Ricoh shall transfer to Customer any Product warranties made by the applicable Product manufacturer, to the extent transferable and without recourse, and Ricoh makes no additional warranty or guaranty with respect to any such third-party Products. Physical or electronic copies of any applicable Product warranty will be delivered by Ricoh to Customer only upon Customer's specific written request. Customer agrees to comply with any applicable license agreement or license terms relating to intangible property or associated services included in any Serviced Products or Products, such as software licenses and/or prepaid data base subscription rights ("Software License"), whether pursuant to written, click-through, shrink-wrap or other agreements for such purpose, with the licensor of the software ("Software Supplier"). Ricoh has no right, title or interest in any third-party software. Customer is solely responsible for entering into Software Licenses with the applicable Software Supplier and acknowledges that its rights and obligations with respect to such software as well as those of the Software Supplier are solely as set forth in such Software Licenses. EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, RICOH DISCLAIMS ALL WARRANTIES AND REPRESENTATIONS, EXPRESS OR IMPLIED, OF ANY NATURE WHATSOEVER, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE, OR FITNESS FOR A PARTICULAR PURPOSE.

14. **Limitations.** IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE OR INDIRECT DAMAGES, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT FOR CUSTOMER'S PAYMENT OBLIGATIONS HEREIN AND ANY LIABILITY RESULTING FROM THE INDEMNIFICATION OBLIGATIONS SET FORTH IN SECTION 9 HEREIN, THE AMOUNT OF ANY DIRECT LIABILITY OF A PARTY TO THE OTHER OR ANY THIRD-PARTY, FOR ONE OR MORE CLAIMS ARISING FROM OR RELATING TO THIS AGREEMENT, SHALL NOT EXCEED, IN THE AGGREGATE, THE AMOUNT PAID TO RICOH FOR THE PERFORMANCE OF SERVICES UNDER THIS AGREEMENT DURING THE SIX-MONTH PERIOD PRECEDING THE DATE ON WHICH THE CLAIM AROSE. IN NO EVENT SHALL RICOH BE LIABLE TO CUSTOMER FOR ANY DAMAGES RESULTING FROM OR RELATED TO ANY FAILURE OF ANY SOFTWARE PROVIDED HEREUNDER, INCLUDING, BUT NOT LIMITED TO, LOSS OF DATA, OR DELAY OF DELIVERY OF SERVICES UNDER THIS AGREEMENT. RICOH ASSUMES NO OBLIGATION TO PROVIDE OR INSTALL ANY ANTI-VIRUS OR SIMILAR SOFTWARE AND THE SCOPE OF SERVICES CONTEMPLATED HEREBY DOES NOT INCLUDE ANY SUCH SERVICES.

15. **Payment; Taxes.** Payment terms are net thirty (30) days. If invoices are unpaid and overdue for forty-five (45) days, Customer agrees to pay Ricoh a late charge of one percent (1.0%) per month on any unpaid amounts or the maximum allowed by law, whichever is less, and in addition shall pay Ricoh all costs and expenses of collection, or in the enforcement of Ricoh's rights hereunder, including, but not limited to, reasonable internal and external legal costs, whether or not suit is brought. Ricoh has no obligation to use Customer's invoicing or billing portals, processes, methods or invoicing formats specific to Customer billing requirements. All remedies hereunder or at law are cumulative. Except to the extent of any applicable and validated exemption, Customer agrees to pay any applicable taxes that are levied on or payable as a result of the use, sale, possession or ownership of the Products and/or Services covered hereunder, other than income taxes of Ricoh.

16. **Default.** In addition to any other rights or remedies which either party may have under this Agreement or at law or equity, either party shall have the right to cancel the applicable Services specified in an Order made pursuant to this Agreement immediately: (i) if the other party fails to pay any fees or charges or any other payments required under the Order when due and payable, and such failure continues for a period of ten (10) days after being notified in writing of



such failure; or (ii) if the other party fails to perform or observe any other material covenant or condition of this Agreement as incorporated into the Order, and such failure or breach shall continue un-remedied for a period of thirty (30) days after such party is notified in writing of such failure or breach; or (iii) if the other party becomes insolvent, dissolves, or assigns its assets for the benefit of its creditors, or files or has filed against it any bankruptcy or reorganization proceeding. Failure to permit Ricoh to repair or replace the Serviced Products shall constitute a material breach of this Agreement and excuse Ricoh from any and all future performance hereunder. Except as expressly permitted by this Agreement, no refund or credit will be given for any early termination of this Agreement or any Order. If Customer defaults in its obligations hereunder, Ricoh may, in addition to any other remedies available at law or equity, require Customer to immediately pay to Ricoh all past due payments under all Orders, and the Termination Fee.

17. **Non-Solicitation; Independent Contractors.** Customer agrees that during the Term of any Order and for a period of one (1) year after termination or expiration of the last Order to be executed hereunder, it shall not directly or indirectly solicit, hire, or otherwise retain as an employee or independent contractor any employee of Ricoh that is or was involved with or part of the Services. The relationship of the parties is that of independent contractors.

18. **Assignment; Force Majeure.** Customer shall neither assign any right or interest arising under this Agreement nor delegate any obligations hereunder, whether voluntarily or by process of law, without the prior written consent of Ricoh. Any such attempted assignment or delegation shall be void. Ricoh shall not be liable for failure to deliver or delays in delivery of Products or Services occasioned by causes beyond Ricoh's control, including without limitation, strikes, lockout, fires, embargoes, war or other outbreak of hostilities, inability to obtain materials or shipping space, receipt of orders in excess of Ricoh's or its supplier's then-scheduled production capacity, machinery breakdowns, delays of carrier or suppliers, governmental acts and regulations, unavailability of Services, personnel or materials or other causes beyond Ricoh's control.

19. **Electronic Signatures.** Each party agrees that electronic signatures of the parties on this Agreement and any Order will have the same force and effect as manual signatures.

20. **Governing Law; Entire Agreement.** This Agreement shall be governed by and construed and interpreted in accordance with the laws of the state in which the applicable participating addendum designates without regard to its conflict of laws principles. The parties hereto also agree to submit to the non-exclusive jurisdiction of the courts of the Commonwealth of Pennsylvania to resolve any action under this Agreement. The Uniform Computer Information Transactions Act shall not apply to this Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained in this Agreement, supersedes all proposals, oral and written, and all other communications between the parties relating to the Products and Services and may not be amended except in writing and signed by an officer or authorized representative of both parties. Customer agrees and acknowledges that it has not relied on any representation, warranty or provision not explicitly contained in this Agreement, whether in writing, electronically communicated or in oral form. Any and all representations, promises, warranties, or statements by any Ricoh agent, employee or representative, including but not limited to, statements or representations made in sales presentations or sales proposals that differ in any way from the terms of this Agreement shall be given no force or effect. In the event of any conflict or inconsistency between the terms and conditions set forth in this Agreement and those contained in any Order, the terms and conditions of the Order shall control; provided, however, purchase orders issued to Ricoh for Products and/or Services, even if they do not expressly reference or incorporate this Agreement, shall: (i) be subject to this Agreement; (ii) serve only to identify the Products and/or Services (along with pricing and quantities) ordered; and (iii) not be deemed to alter or otherwise modify the terms and conditions of this Agreement. The delay or failure of either party to enforce at any time any of the provisions of this Agreement shall in no way be construed to be a waiver of such provision or affect the right of such party thereafter to enforce each and every provision of this Agreement. If any provision of this Agreement is held to be invalid or unenforceable, this Agreement shall be construed as though it did not contain the particular provision held to be invalid or unenforceable. Ricoh may accept any Order under this Agreement by either its signature or by commencing performance (e.g. Product delivery, initiating Services, etc.). Ricoh may accept or reject any order in the exercise of its discretion and may rely upon each order submitted by Customer as a binding commitment. No local, general or trade custom or usage or course of prior dealings between the parties shall be relevant to supplement or explain any term used herein. Ricoh shall comply with all applicable laws in its performance under this Agreement in delivering Products and Services. This Agreement may be executed in one or more counterparts which, taken together, shall constitute one and the same original document. Any notices required under this Agreement should be sent to: Ricoh USA, Inc., 3920 Arkwright Road Macon, GA 31210 Attn: Quality Assurance.

Initials

CUSTOMER

RICOH USA, INC.

By: _____
Name: Leana Kinley
Title: Leana Kinley, City Administrator
Date: _____

By: _____
Name: _____
Title: _____
Date: _____





ORDER AGREEMENT

Sales Type: CASH

ORDER AGREEMENT CONSISTS OF THIS PAGE AND THE TERMS AND CONDITIONS ATTACHED

EQUIPMENT BILL TO INFORMATION			
Customer Legal Name: CITY OF STEVENSON			
Address Line 1: PO BOX 371		Contact: Leana Kinley	
Address Line 2:		Phone: (509)427-5970	
City: STEVENSON		E-mail: leana@ci.stevenson.wa.us	
ST/Zip: WA/98648-0371	County: SKAMANIA	Fax:	

Check all that apply:

- | | |
|---|--|
| <input type="checkbox"/> PO Included PO#
<input type="checkbox"/> TS PO# (if applicable)
<input type="checkbox"/> Sales Tax Exempt (Attach Valid Exemption Certificate)
<input type="checkbox"/> Syndication
<input type="checkbox"/> Add to Existing Service Contract #: | <input type="checkbox"/> PS Service (Subject to and governed by additional Terms and Conditions)
<input type="checkbox"/> IT Service (Subject to and governed by additional Terms and Conditions)
<input checked="" type="checkbox"/> Fixed Rate Service Term <u>60 Months</u> |
|---|--|

SERVICE INFORMATION			
SERVICE BILL TO INFORMATION			
Customer Legal Name: CITY OF STEVENSON			
Address Line 1: PO BOX 371		Contact: Leana Kinley	
Address Line 2:		Phone: (509)427-5970	
City: STEVENSON		E-mail: leana@ci.stevenson.wa.us	
ST/Zip: WA/98648-0371	County: SKAMANIA	Fax:	
Service Term (Months)	Base Billing Frequency	Overage Billing Frequency	Service Type
60 Months	MONTHLY	MONTHLY	GOLD

SHIP TO INFORMATION				
Customer Name	Address Line 1 Address Line 2	City ST/Zip County	Contact	Phone E-mail Fax
CITY OF STEVENSON	7121 E LOOP RD	STEVENSON WA/98648-4030 SKAMANIA	Leana Kinley	(509)427-5970 leana@ci.stevenson.wa.us

PRODUCT INFORMATION									
Product Description	QTY	Service Level	Total B/W Allowance MONTHLY	B/W Ovg	Total Color Allowance MONTHLY	Color Ovg	Service Base MONTHLY	Sell Price	Extended Sell Price
RICOH IMC4500 CONFIGURABLE PTO MODEL	1	GOLD	0	0.0062	0	0.03	\$0.00	\$6,700.00	\$6,700.00

BASIC CONNECTIVITY / PS / IT Services Description	Quantity	Sell Price	Extended Sell Price
TS NETWORK & SCAN - SEG BC4	1	\$0.00	\$0.00
RETURN CHARGE - SEGMENT 2 OR GREATER DEVICES	1	\$0.00	\$0.00



[OA][OOD]SMART INTEGRATION ESSENTIALS BUNDLE - ONE TIME CHARGE BILLED UPFRONT	1	\$500.00	\$500.00
TS-NO CHARGE BASIC INITIAL TRAINING CONTRACTED PRICE LIST	1	\$0.00	\$0.00
DATA ERASE WITH HD SURRENDER V9515600326	1	\$250.00	\$250.00
CASH OWNED CUSTOMER REBATE CHECK	1	\$0.00	\$0.00
[OA] REMOTE TS INSTALL AND TRAINING - RICOH SMART INTEGRATION ESSENTIALS	1	\$120.00	\$120.00

ORDER TOTALS		
Service Type Offerings:	Product Total:	\$6,700.00
Gold: Includes all supplies and staples. Excludes paper.	BASIC CONNECTIVITY / PS / IT Services :	\$870.00
Silver: Includes all supplies. Excludes paper and staples.	BuyOut After Promotions:	\$0.00
Bronze: Parts and labor only. Excludes paper, staples and supplies.	Grand Total: (Excludes Tax)	\$7,570.00
Additional Provisions: <i>Insert ANY additional provisions here</i>		
Order is subject to NASPO Contract #140602 & State of Washington Contract PA 06619		

Accepted by Customer	Accepted: Ricoh USA, Inc.
Authorized Signature:	Authorized Signature:
Printed Name: Leana Kinley	Printed Name:
Title: Leana Kinley, City Administrator	Title:
Date:	Date:

Initials





EQUIPMENT REMOVAL/BUYOUT AUTHORIZATION

Customer Name:	CITY OF STEVENSON			Phone:	(509)427-5970
Contact Name:	Leana Kinley			City:	STEVENSON
Address:	7121 E LOOP RD			Fax/Email:	leana@ci.stevenson.wa.us
State:	WA	Zip:	98648-4030		

Make	Model	Serial Number
RICOH	MPC4501	V9515600326/

This Authorization applies to the equipment identified above and to the following Removal/Buy Out Option

This Authorization will confirm that Customer desires to engage Ricoh USA, Inc. ("Ricoh") to pick-up and remove certain items of equipment that are currently (i) owned by Customer or (ii) leased from Ricoh or other third party (as specified below), and that you intend to issue written or electronic removal requests (whether such equipment is identified in this Authorization, in a purchase order, in a letter or other written form) to Ricoh from time to time for such purpose. Such removal request will set forth the location, make, model and serial number of the equipment to be removed by Ricoh. By signing below, you confirm that, with respect to every removal request issued by Customer (1) Ricoh may rely on the request, (2) the request shall be governed by this Authorization, and (3) Ricoh may accept this Authorization by either its signature or by commencing performance (e.g. equipment removal, initiating Services, etc.). Each party agrees that electronic signatures of the parties on this Authorization will have the same force and effect as manual signature. Notwithstanding the foregoing, the parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by, in or on any item of equipment serviced by Ricoh, whether through a digital storage device, hard drive or similar electronic medium ("Data Management Services"). If desired, Customer may engage Ricoh to perform such Data Management Services at its then-current rates. Notwithstanding anything in this Authorization to the contrary, (i) Customer is responsible for ensuring its own compliance with legal requirements pertaining to data retention and protection, (ii) it is the Customer's sole responsibility to obtain advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulatory requirements that may affect the customer's business or data retention, and any actions required to comply with such laws, (iii) Ricoh does not provide legal advice or represent or warrant that its services or products will guarantee or ensure compliance with any law, regulation or requirement, and (iv) the selection, use and design of any Data Management Services, and any and all decisions arising with respect to the deletion or storage of any data, as well as any loss of data resulting therefrom, shall be the sole responsibility of Customer, and Customer shall indemnify and hold harmless Ricoh and its subsidiaries, directors, officers, employees and agents from and against any and all costs, expenses, liabilities, claims, damages, losses, judgments or fees (including reasonable attorneys' fees) (collectively, "Losses") arising therefrom or related thereto.

Equipment Removal (Owned by Customer). In addition to the terms and conditions set forth above, the following terms and conditions shall apply for Customer-owned equipment removals: Customer confirms that (1) Customer has good, valid and marketable title to such equipment and has satisfied all payment and other obligations relating to such equipment which may be owing to any third party under applicable lease, financing, sale or other agreements, (2) Customer has obtained any and all necessary consents and approvals required to authorize Ricoh to remove such items of equipment and to take title thereto, and (3) by this Authorization, Customer hereby transfers good and valuable title and ownership to Ricoh to the equipment, free and clear of any and all liens and encumbrances of any nature whatsoever and Customer will cause to be done, executed and delivered all such further instruments of conveyance as may be reasonably requested for the vesting of good title in Ricoh.

CUSTOMER

RICOH USA, INC.

Signature: _____
 Name: Leana Kinley
 Title: Leana Kinley, City Administrator
 Date: _____

Signature: _____
 Name: _____
 Title: _____
 Date: _____

 Initials



Certificate Of Completion

Envelope Id: DE9C6729AE094EDF9ECD2EC0A85F78C4	Status: Delivered
Subject: Ricoh Docs for CITY OF STEVENSON to Review & Sign (Quote 29645284)	
Source Envelope:	
Document Pages: 7	Signatures: 0
Certificate Pages: 3	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Ricoh DocuSign
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	PO Box 6117
	Macon, GA 31208
	RicohDocuSign@Ricoh-usa.com
	IP Address: 205.145.18.4

Record Tracking

Status: Original	Holder: Ricoh DocuSign	Location: DocuSign
5/18/2021 10:33:23 AM	RicohDocuSign@Ricoh-usa.com	

Signer Events

Signature	Timestamp
Leana Kinley leana@ci.stevenson.wa.us Leana Kinley, City Administrator Security Level: Email, Account Authentication (None)	Sent: 5/18/2021 10:33:26 AM Viewed: 5/18/2021 10:37:31 AM
Electronic Record and Signature Disclosure: Accepted: 5/18/2021 10:37:31 AM ID: a7e9b3a4-fd39-4c5b-a911-156955890400	

In Person Signer Events

Signature	Timestamp
-----------	-----------

Editor Delivery Events

Status	Timestamp
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Agent Delivery Events

Status	Timestamp
--------	-----------

Intermediary Delivery Events

Status	Timestamp
--------	-----------

Certified Delivery Events

Status	Timestamp
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Carbon Copy Events

Status	Timestamp
Trano George S George.Trano@ricoh-usa.com Security Level: Email, Account Authentication (None)	Sent: 5/18/2021 10:33:26 AM
Electronic Record and Signature Disclosure: Accepted: 4/30/2020 10:21:21 AM ID: 22835106-e76e-476e-9d85-be49b8acd8a1	



Witness Events

Signature	Timestamp
-----------	-----------

Notary Events

Signature	Timestamp
-----------	-----------

Envelope Summary Events

Status	Timestamps
Envelope Sent	Hashed/Encrypted 5/18/2021 10:33:26 AM
Certified Delivered	Security Checked 5/18/2021 10:37:31 AM

Payment Events

Status	Timestamps
--------	------------

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, RICOH USA Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact RICOH USA Inc.

Please contact your Ricoh Sales Executive directly for any questions or to change your preferred contact method.

To withdraw your consent with RICOH USA Inc.

To inform us that you no longer want to receive future notices and disclosures in electronic format you may decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the ‘I agree’ button below.

By checking the ‘I agree’ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify RICOH USA Inc. as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by RICOH USA Inc. during the course of my relationship with you.



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

<u>Nature of Incident</u>	<u>Total Incidents</u>
Animal - Barking Dog	2
Carprowl Theft from Auto	2
Citizen Assist	2
Citizen Dispute	3
Dead Body	1
Disorderly Conduct	1
Problems with Dogs	2
Domestic Violence	2
Eluding / Attempt to Elude	1
Found Property	5
Fraud	1
Harrass	2
Hospice	1
Incomplete 9-1-1 Calls	2
Information Report	3
Intoxicated Person	1
Juvenile Problem	1
Lost Property	1
Medical Emergency	31
Patrol Request	1
Traffic Accident, w/ Injuries	1
Public Nuisance/County Ordinan	3
Request Traffic Enforcement	4
Residential Alarm	1
Shooting Noise	1
Structure/Building Fire	1
Suspicious Person/Circumstance	5
Theft Other Property	7
Tobacco Law Violation	1
Traffic Hazard	2
Traffic Stop	3
Trespassing	1
Vagrancy	1
VIN Number Inspection	2
Violation Court Orders	3
Wanted Person - Warrant	2
Welfare Check	6
Wild/Brush Fire	1

Total reported: 110

Report Includes:

All dates between `00:00:00 04/01/21` and `00:00:00 05/01/21`, All agencies matching `SCSO`, All natures, All locations matching `21`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

Nature of Incident

Patrol Request

Total Incidents

1

Total reported: 1

Report Includes:

All dates between `00:00:00 04/01/21` and `00:00:00 05/01/21`, All agencies matching `SCSO`, All natures, All locations matching `19`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Law Total Incident Report, by Nature of Incident

Nature of Incident

Suspicious Person/Circumstance

Total Incidents

1

Total reported: 1

Report Includes:

All dates between `00:00:00 04/01/21` and `00:00:00 05/01/21`, All agencies matching `SCSO`, All natures, All locations matching `22`, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Skamania County Sheriff's Office

Total Traffic Citation Report, by Violation

<u>Violation</u>	<u>Description</u>	<u>Total</u>
26.50.110	VIO PROTECT ORDER	2
46.20.342	DR W/LIC PRIV SUSP	1
9A.52.070	1ST DEG CRIM TRESPAS	3

Report Totals		6
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Report Includes:

All dates of issue between `00:00:00 04/01/21` and `00:00:00 05/01/21`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types



Leana Kinley <leana@ci.stevenson.wa.us>

Updates from Port of Cascade Locks

Olga Kaganova <okaganova@portofcascadelocks.org>

Fri, Apr 30, 2021 at 7:08 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>, "scott@i.stevenson.wa.us" <scott@i.stevenson.wa.us>

One more - We are working with the Forest Service to complete the multi-use trail, in development for many years. This effort is actualizing and the trail is slated to be built this summer.

From: Olga Kaganova

Sent: Friday, April 30, 2021 7:06 PM

To: Leana Kinley <leana@ci.stevenson.wa.us>; scott@i.stevenson.wa.us

Subject: Updates from Port of Cascade Locks

Hello,

Here are some updates from the Port of Cascade Locks.

- This month we brought on a security officer to monitor our properties and enforce port ordinances, including parking fees.
- Attached is the bill language that we're proposing be included in the infrastructure package. Here's the website with more information about the issue: <http://isurvivedthewalk.com/>
- We have been encouraged to submit a request for funding for needed for building the crossing, so we are revisiting the old estimates and are sharpening those. The Port expects that a phased approach to development and funding will be a good fit for this project, starting with completing engineering and design.
- We are on track with finishing Flex 6 in the Business Park in June and will have several vacant commercial (light industrial) properties ranging between 2,500sqft and 10,000sqft.
- We are excited to have completed the emergency access into the business park as well.
- The Port will hold the firework show on 4th of July, though possibly in a different format than previously.
- Our businesses are struggling to fill immediate vacancies as they gear up for the season. We believe this is not unique to Cascade Locks.

Let me know if you have any questions or if you believe your board would like us to present on any of these topics. Our commission meetings moved to Wednesdays, so that we are able to attend other meetings at this time.

Olga

**AMENDMENT TO THE AMENDMENT IN THE
NATURE OF A SUBSTITUTE TO H.R. 2
OFFERED BY MR. RODNEY DAVIS OF ILLINOIS**

Page 131, after line 4, insert the following:

1 **SEC. 111___. FEDERAL GRANTS FOR PEDESTRIAN AND**
2 **BIKE SAFETY IMPROVEMENTS.**

3 (a) IN GENERAL.—Notwithstanding any provision of
4 title 23, United States Code, or any regulation issued by
5 the Secretary of Transportation, section 129(a)(3) of such
6 title shall not apply to a covered public authority that re-
7 ceives funding under such title for pedestrian and bike
8 safety improvements.

9 (b) NO TOLL.—A covered public authority may not
10 charge a toll, fee, or other levy for use of such improve-
11 ments.

12 (c) EFFECTIVE DATE.—A covered public authority
13 shall be eligible for the exemption under subsection (a)
14 for 10 years after the date of enactment of this Act. Any
15 such exemption granted shall remain in effect after the
16 effective date described in this section.

17 (d) DEFINITIONS.—In this section, the following defi-
18 nitions apply:

1 (1) COVERED PUBLIC AUTHORITY.—The term
2 “covered public authority” means a public authority
3 with jurisdiction over a toll facility located within
4 both—

5 (A) a National Scenic Area; and

6 (B) the National Trail System.

7 (2) NATIONAL SCENIC AREA.—The term “Na-
8 tional Scenic Area” means an area of the National
9 Forest System federally designated as a National
10 Scenic Area in recognition of the outstanding nat-
11 ural, scenic, and recreational values of the area.

12 (3) NATIONAL TRAIL SYSTEM.—The term “Na-
13 tional Trail System” means an area described in sec-
14 tion 3 of the National Trails System Act (16 U.S.C.
15 1242).

16 (4) PUBLIC AUTHORITY; TOLL FACILITY.—The
17 terms “public authority” and “toll facility” have the
18 meanings such terms would have if such terms were
19 included in chapter 1 of title 23, United States
20 Code.



CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce	
Reporting Period:	April, 2021	
Amount Due:	\$ 7,500.00	Monthly Contract Amount
	280.00	Program Management Time
	<u>2,112.48</u>	Monthly Reimbursables
	\$ 9,892.48	

VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	264
Telephone Calls:	47
E-Mails:	27
Business Referrals:	1,214
Tracked Overnight Stays:	30
Mailings (student, relocation, visitor, letters):	10
Chamber Website Pageviews	5,880
COS Website Pageviews	1,903

CHAMBER BUSINESS

Chamber Board Meeting: We held our monthly board meeting in April with a focus on follow up after our board retreat, updates to strategic plan for 2021 and setting priorities.

Chamber Membership: We had 2 new member join the Chamber and 14 membership renewals in April.

Chamber E-Newsletter: The weekly e-blast, consisting of updates and announcements submitted by Chamber members, is emailed out on Thursday afternoons to over 1,100 recipients. We continued to send out an e-blast specifically for COVID-19 updates as needed.

Facebook Pages: The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Logtoberfest, Wind River Business Association as well as for the Chamber itself. We continue to manage our new Facebook page promoting take-out dining services in Skamania County. This is an effort to help all local restaurants through COVID-19.

Chamber Marketing, Projects, Action Items:

- Continue distributing PPE for businesses
- Updated Chamber website including adding logos for new hotels, uploaded 2021 visitor guide, added to calendar of events, updated Dog Mt Shuttle information and changed out some photos
- Completed follow-up paperwork for Port of Seattle grant
- Placed ads in several publications
- Held workshop on Microsoft 365
- Continue working with Columbia Gorge Tourism Alliance on Mid-Gorge and West-Gorge Food Trails
- Working with CGTA to offer assistance updating online platforms for tourism based chamber members
- Met with Chamber Board Mission and Vision Committee to review and revise our mission and vision
- Met with Washington Small Business Development Center main office
- Attended Columbia Gorge Tourism Alliance monthly board meeting
- Bi-weekly meetings with Washington Chamber Executives

County/Regional/State Meeting and Projects:

Wind River Business Association (WRBA): Continue to serve as treasurer for WRBA – pay monthly bills, reconcile bank statements, attend monthly meetings and manage the WRBA Facebook page. Created Income and Expense spreadsheets for 2018 - present for CEKC. Promoted #ShopWRBA campaign on Facebook.

Stevenson Downtown Association (SDA): Attend monthly SDA board meeting and promotion committee meetings. Attended National Main Street Conference.

(The projects and tasks described below are an example of services provided to the City of Stevenson through an additional contract with the Chamber to administer their promotional programs and deliverables.)

Stevenson/SBA Meetings and Projects:

- Monthly meeting with NB Marketing for progress updates on our marketing plan
- Updated business listings on Stevenson maps
- Provided Stevenson maps and shop local signs for Dog Mountain shuttle busses
- Ordered more Stevenson Strong bags for businesses
- Placed ads
- Continue to promote Stevenson businesses on social media
- Working with Pheonix Technologies to fix webcams
- Purchased new domain name VisitStevensonWA.com and launched new website

2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES

Program 2	Promotional Products and Projects	
P2-D1	Website	\$ 252.14
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-B	Stevenson Maps – printing	\$ 416.80
P2-E	Wind River Publication Ads	\$ 250.00
P3-B	Christmas in the Gorge	<u>\$ 193.54</u>
		\$2,112.48

2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS MANAGEMENT TIME

P2-D2	Marketing (print, social media, press releases)	4 hrs	\$ 140.00
P2-D1	Website updates/web cams	4 hrs	<u>\$ 140.00</u>
		8 hrs	\$ 280.00

	<i>2021 Budget</i>	<i>Current Request</i>	<i>Requested YTD</i>	<i>Remaining</i>
Total Program Promo Expenses	\$80,000.00	\$2,392.48	\$14,767.95	\$65,232.05

TREASURERS REPORT

Fund Totals

City Of Stevenson

Time: 10:06:21 Date: 05/07/2021

04/01/2021 To: 04/30/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	784,198.64	178,373.27	152,103.68	810,468.23	88,814.69	-364.77	-1,080.92	897,837.23
010 General Reserve Fund	326,705.62	0.00		326,705.62	0.00	0.00	0.00	326,705.62
020 Fire Reserve Fund	1,564,616.67	0.00		1,564,616.67	0.00	0.00	0.00	1,564,616.67
100 Street Fund	312,138.75	21,974.77	31,753.35	302,360.17	0.00	782.29	0.00	303,142.46
103 Tourism Promo & Develop Fund	630,893.06	16,679.46	11,251.67	636,320.85	0.00	0.48	0.00	636,321.33
105 Affordable Housing Fund	2,146.75	254.68		2,401.43	0.00	0.00	0.00	2,401.43
300 Capital Improvement Fund	118,477.00	4,811.98		123,288.98	0.00	0.00	0.00	123,288.98
309 Russell Ave	-119.36	0.00		-119.36	0.00	0.00	0.00	-119.36
311 First Street	-51,377.50	49,972.03	22,064.24	-23,469.71	22,064.24	0.00	0.00	-1,405.47
400 Water/Sewer Fund	1,245,754.95	152,445.50	149,542.53	1,248,657.92	0.00	3,594.68	-1,245.47	1,251,007.13
406 Wastewater Short Lived Asset Reserve Fund	21,779.00	0.00		21,779.00	0.00	0.00	0.00	21,779.00
408 Wastewater Debt Reserve Fund	61,191.00	0.00		61,191.00	0.00	0.00	0.00	61,191.00
410 Wastewater System Upgrades	-50,761.53	77,101.38	28,657.07	-2,317.22	0.00	0.00	0.00	-2,317.22
500 Equipment Service Fund	187,865.54	13,221.39	9,004.64	192,082.29	350.00	1,462.28	0.00	193,894.57
630 Stevenson Municipal Court	0.00	1,615.99	1,615.99	0.00	0.00	0.00	0.00	0.00
	5,153,508.59	516,450.45	405,993.17	5,263,965.87	111,228.93	5,474.96	-2,326.39	5,378,343.37

TREASURERS REPORT

Account Totals

City Of Stevenson

04/01/2021 To: 04/30/2021

Time: 10:06:21 Date: 05/07/2021

Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	2,235,662.26	528,674.91	394,417.92	2,369,919.25	-2,059.97	116,703.89	2,484,563.17
10	Xpress Bill Pay	57,672.76	31,126.58	55,000.00	33,799.34	-266.42	0.00	33,532.92
11	Cash Drawer	100.00	0.00	0.00	100.00	0.00	0.00	100.00
12	Petty Cash	400.00	0.00	0.00	400.00	0.00	0.00	400.00
20	Opus	71,946.05	0.59	0.00	71,946.64	0.00	0.00	71,946.64
Total Cash:		2,365,781.07	559,802.08	449,417.92	2,476,165.23	-2,326.39	116,703.89	2,590,542.73
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	872,262.97	73.12	0.00	872,336.09	0.00	0.00	872,336.09
6	US Bank Safekeeping	1,915,464.55	0.00	0.00	1,915,464.55	0.00	0.00	1,915,464.55
Total Investments:		2,787,727.52	73.12	0.00	2,787,800.64	0.00	0.00	2,787,800.64
		5,153,508.59	559,875.20	449,417.92	5,263,965.87	-2,326.39	116,703.89	5,378,343.37

TREASURERS REPORT
Fund Investments By Account

City Of Stevenson

Time: 10:06:21 Date: 05/07/2021
Page: 3

04/01/2021 To: 04/30/2021

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	204,150.94		25.07	25.07		204,176.01
100 000 Street Fund	26,031.70		3.20	3.20		26,034.90
103 000 Tourism Promo & Develop Fund	231,544.09		28.44	28.44		231,572.53
300 000 Capital Improvement Fund	6,280.11		0.77	0.77		6,280.88
400 000 Water/Sewer Fund	108,686.62		13.35	13.35		108,699.97
500 000 Equipment Service Fund	18,658.30		2.29	2.29		18,660.59
5 - LGIP	595,351.76	0.00	73.12	73.12		595,424.88
001 000 General Expense Fund	426,045.00					426,045.00
103 000 Tourism Promo & Develop Fund	320,417.69					320,417.69
300 000 Capital Improvement Fund	25,549.13					25,549.13
400 000 Water/Sewer Fund	285,600.57					285,600.57
500 000 Equipment Service Fund	10,218.68					10,218.68
6 - US Bank Safekeeping	1,067,831.07	0.00	0.00			1,067,831.07
	1,663,182.83	0.00	73.12	73.12		1,663,255.95

TREASURERS REPORT

Fund Investment Totals

City Of Stevenson

04/01/2021 To: 04/30/2021

Time: 10:06:21 Date: 05/07/2021

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	630,195.94		25.07	25.07		630,221.01	180,247.22
010 General Reserve Fund						0.00	326,705.62
020 Fire Reserve Fund						0.00	1,564,616.67
100 Street Fund	26,031.70		3.20	3.20		26,034.90	276,325.27
103 Tourism Promo & Develop Fund	551,961.78		28.44	28.44		551,990.22	84,330.63
105 Affordable Housing Fund						0.00	2,401.43
300 Capital Improvement Fund	31,829.24		0.77	0.77		31,830.01	91,458.97
309 Russell Ave						0.00	-119.36
311 First Street						0.00	-23,469.71
400 Water/Sewer Fund	394,287.19		13.35	13.35		394,300.54	854,357.38
406 Wastewater Short Lived Asset Reserve Fund						0.00	21,779.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-2,317.22
500 Equipment Service Fund	28,876.98		2.29	2.29		28,879.27	163,203.02
	1,663,182.83		73.12	73.12		1,663,255.95	3,600,709.92

Ending fund balance (Page 1) - Investment balance = Available cash.

5,263,965.87

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson

As Of: 04/30/2021 Date: 05/07/2021

Time: 10:06:21 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	1043	04/29/2021	Tr Rec	1		Water Wagon	19.27	Hydrant Water for Water Wagon of Woodland
2021	1045	04/30/2021	Util Pay	1			372.59	
2021	1047	04/30/2021	Util Pay	1		Xpress Billpay	126.11	Xpress Import - CC - 04-29-2021__daily_batch.csv
2021	1048	04/30/2021	Tr Rec	1		Telephone Tax Vendor	1,080.92	Q1 2021 Utility Tax - Wavedivision Holdings, LLC
2021	1049	04/30/2021	Util Pay	1		Xpress Billpay	461.08	Xpress Import - CC - 04-30-2021__daily_batch.csv
Receipts Outstanding:							2,059.97	
2021	1033	04/30/2021	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 04/30/2021 To 04/30/2021 - Disability; Pay Cycle(s) 04/30/2021 To 04/30/2021 - Life Insurance; Pay Cycle(s) 04/30/2021 To 04/30/2021 - Accident
2021	860	04/15/2021	Claims	1	15071	Columbia Cascade Housing Corporation	86,162.18	Home Rehab Loan Program Draw #4
2021	869	04/15/2021	Claims	1	15080	Gregory Scott Cheney	352.50	March 2021 Indigent Defense
2021	896	04/15/2021	Claims	1	15107	Wapiti Aerial Service Inc	350.00	Bucket Truck Inspection
2021	959	04/23/2021	Claims	1	15115	Duane A Sigl DBA Columbia Gorge Fire Eq	140.01	Fire Extinguisher for Engine 26
2021	967	04/23/2021	Claims	1	15123	WSP USA, Inc	22,064.24	First Street Pedestrian Amenities Overlook
2021	1004	04/27/2021	Claims	1	15125	Board For Volunteer Firefighters	2,160.00	2021 Pension Payment
2021	1029	04/30/2021	Payroll	1	15126	Mark W Tittle	4,496.41	PP 04.01.21-04.30.21
2021	1039	04/30/2021	Payroll	1	15128	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 04/30/2021 To 04/30/2021 - HRA VEBA
2021	1040	04/30/2021	Payroll	1	15129	Stevenson Fire Association	69.07	Pay Cycle(s) 04/30/2021 To 04/30/2021 - Fire Association
2021	1041	04/30/2021	Payroll	1	15130	WGAP Washington Gorge Action Program	207.21	Pay Cycle(s) 04/30/2021 To 04/30/2021 - Food Bank
							116,703.89	
2021	1050	04/30/2021	Util Pay	10		Xpress Billpay	266.42	Xpress Import - EFT - 04-30-2021__daily_batch.csv
Receipts Outstanding:							266.42	
							116,703.89	

Fund	Claims	Payroll	Total
001 General Expense Fund	88,814.69	-364.77	88,449.92
100 Street Fund	0.00	782.29	782.29
103 Tourism Promo & Develop Fund	0.00	0.48	0.48
311 First Street	22,064.24	0.00	22,064.24
400 Water/Sewer Fund	0.00	3,594.68	3,594.68
500 Equipment Service Fund	350.00	1,462.28	1,812.28

TREASURERS REPORT

Outstanding Vouchers

City Of Stevenson

As Of: 04/30/2021 Date: 05/07/2021

Time: 10:06:21 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
							Claims	Payroll	Total
							111,228.93	5,474.96	116,703.89

TREASURERS REPORT

Signature Page

City Of Stevenson

04/01/2021 To: 04/30/2021

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We the undersigned officers for the City of Stevenson have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: _____ Signed: _____
City Administrator / Date Deputy Clerk-Treasurer / Date

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

Page: 1

001 General Expense Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	785,783.69	785,783.69	0.00	100.0%
102 Unemployment Reserve	33,413.82	33,413.82	0.00	100.0%
104 Custodial Reserve	51,135.13	51,135.13	0.00	100.0%
308 Beginning Balances	870,332.64	870,332.64	0.00	100.0%
311 Property Tax	486,702.34	71,677.84	415,024.50	14.7%
313 Sales Tax	245,000.00	78,544.09	166,455.91	32.1%
316 Utility Tax	35,500.00	24,801.64	10,698.36	69.9%
317 Other Tax	16,000.00	12,740.07	3,259.93	79.6%
310 Taxes	783,202.34	187,763.64	595,438.70	24.0%
321 Licenses	2,900.00	1,601.68	1,298.32	55.2%
322 Permits	0.00	0.00	0.00	0.0%
320 Licenses & Permits	2,900.00	1,601.68	1,298.32	55.2%
330 Grants	261,000.00	86,162.18	174,837.82	33.0%
335 State Shared	11,000.00	0.00	11,000.00	0.0%
336 State Entitlements, Impact Payments & Tax	16,657.25	9,836.90	6,820.35	59.1%
330 Intergovernmental Revenues	288,657.25	95,999.08	192,658.17	33.3%
341 Other	126,000.00	4,323.90	121,676.10	3.4%
342 Fire District 2	32,700.00	9,262.35	23,437.65	28.3%
345 Planning	4,500.00	5,592.00	(1,092.00)	124.3%
346 Building	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	163,200.00	19,178.25	144,021.75	11.8%
350 Fines & Penalties	10,700.00	5,784.69	4,915.31	54.1%
360 Interest & Other Earnings	5,500.00	5,742.36	(242.36)	104.4%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	2,124,492.23	1,186,402.34	938,089.89	55.8%

Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	22,000.00	5,867.74	16,132.26	26.7%
512 Judicial	61,200.00	16,945.31	44,254.69	27.7%
513 Executive	113,825.00	35,022.20	78,802.80	30.8%
514 Financial, Recording & Elections	114,450.00	31,438.70	83,011.30	27.5%
515 Legal Services	31,500.00	8,106.00	23,394.00	25.7%
517 Employee Benefit Programs	525.00	25.00	500.00	4.8%
518 Centralized Services	67,830.29	38,420.25	29,410.04	56.6%
521 Law Enforcement	194,205.87	65,659.93	128,545.94	33.8%
202 Fire Department	111,150.00	19,664.40	91,485.60	17.7%
203 Fire District 2	20,750.00	8,601.60	12,148.40	41.5%
522 Fire Control	131,900.00	28,266.00	103,634.00	21.4%
528 Dispatch Services	6,000.00	3,171.09	2,828.91	52.9%
551 Public Housing Services	250,000.00	86,162.18	163,837.82	34.5%
553 Conservation	300.00	458.60	(158.60)	152.9%
554 Environmental Services	0.00	0.00	0.00	0.0%
550 Building	0.00	(3.89)	3.89	0.0%

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

Page: 2

001 General Expense Fund Months: 01 To: 04

Expenditures	Amt Budgeted	Expenditures	Remaining	
558 Planning & Community Devel				
560 Planning	167,730.00	50,698.24	117,031.76	30.2%
570 Economic Development	13,890.00	0.00	13,890.00	0.0%
558 Planning & Community Devel	181,620.00	50,694.35	130,925.65	27.9%
565 Welfare	10,000.00	0.00	10,000.00	0.0%
566 Substance Abuse	150.00	53.01	96.99	35.3%
573 Cultural & Community Activities	6,500.00	55.56	6,444.44	0.9%
576 Park Facilities	88,660.00	5,760.01	82,899.99	6.5%
580 Non Expenditures	0.00	(171.82)	171.82	0.0%
597 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%
100 Unreserved	734,276.94	0.00	734,276.94	0.0%
102 Unemployment Reserve	33,414.00	0.00	33,414.00	0.0%
104 Custodial Reserve	51,135.13	0.00	51,135.13	0.0%
999 Ending Balance	818,826.07	0.00	818,826.07	0.0%
Fund Expenditures:	2,124,492.23	375,934.11	1,748,558.12	17.7%
Fund Excess/(Deficit):	0.00	810,468.23		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

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010 General Reserve Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	326,705.62	0.00	100.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%
Fund Revenues:	326,705.62	326,705.62	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
Fund Expenditures:	326,705.62	0.00	326,705.62	0.0%
Fund Excess/(Deficit):	0.00	326,705.62		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

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020 Fire Reserve Fund		Months: 01 To: 04			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	1,564,616.67	1,564,616.67	0.00	100.0%	
360 Interest & Other Earnings	0.00	0.00	0.00	0.0%	
397 Interfund Transfers	25,000.00	0.00	25,000.00	0.0%	
Fund Revenues:	1,589,616.67	1,564,616.67	25,000.00	98.4%	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,589,616.67	0.00	1,589,616.67	0.0%	
Fund Expenditures:	1,589,616.67	0.00	1,589,616.67	0.0%	
Fund Excess/(Deficit):	0.00	1,564,616.67			

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

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100 Street Fund			Months: 01 To: 04	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	310,691.94	310,691.94	0.00	100.0%
310 Taxes	275,000.00	88,944.78	186,055.22	32.3%
320 Licenses & Permits	600.00	100.00	500.00	16.7%
330 Intergovernmental Revenues	70,444.40	12,848.32	57,596.08	18.2%
360 Interest & Other Earnings	0.00	15.35	(15.35)	0.0%
390 Other Financing Sources	0.00	5,392.43	(5,392.43)	0.0%
397 Interfund Transfers	30,000.00	0.00	30,000.00	0.0%
Fund Revenues:	686,736.34	417,992.82	268,743.52	60.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
542 Streets - Maintenance	289,700.00	85,364.56	204,335.44	29.5%
543 Streets Admin & Overhead	100,350.00	11,379.51	88,970.49	11.3%
544 Road & Street Operations	39,500.00	68.80	39,431.20	0.2%
566 Substance Abuse	0.00	0.00	0.00	0.0%
594 Capital Expenditures	199,000.00	18,819.78	180,180.22	9.5%
597 Interfund Transfers	0.00	0.00	0.00	0.0%
999 Ending Balance	58,186.34	0.00	58,186.34	0.0%
Fund Expenditures:	686,736.34	115,632.65	571,103.69	16.8%
Fund Excess/(Deficit):	0.00	302,360.17		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

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103 Tourism Promo & Develop Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	616,600.17	616,600.17	0.00	100.0%
310 Taxes	300,000.00	67,073.63	232,926.37	22.4%
360 Interest & Other Earnings	0.00	4,153.74	(4,153.74)	0.0%
Fund Revenues:	916,600.17	687,827.54	228,772.63	75.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
573 Cultural & Community Activities	368,100.00	51,506.69	316,593.31	14.0%
594 Capital Expenditures	230,000.00	0.00	230,000.00	0.0%
999 Ending Balance	318,500.17	0.00	318,500.17	0.0%
Fund Expenditures:	916,600.17	51,506.69	865,093.48	5.6%
Fund Excess/(Deficit):	0.00	636,320.85		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

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105 Affordable Housing Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,215.61	1,215.61	0.00	100.0%
310 Taxes	15,000.00	1,185.82	13,814.18	7.9%
Fund Revenues:	16,215.61	2,401.43	13,814.18	14.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	16,215.61	0.00	16,215.61	0.0%
Fund Expenditures:	16,215.61	0.00	16,215.61	0.0%
Fund Excess/(Deficit):	0.00	2,401.43		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

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300 Capital Improvement Fund			Months: 01 To: 04	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	107,273.57	107,273.57	0.00	100.0%
310 Taxes	20,000.00	15,691.38	4,308.62	78.5%
360 Interest & Other Earnings	0.00	324.03	(324.03)	0.0%
Fund Revenues:	127,273.57	123,288.98	3,984.59	96.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
597 Interfund Transfers	73,700.00	0.00	73,700.00	0.0%
999 Ending Balance	53,573.57	0.00	53,573.57	0.0%
Fund Expenditures:	127,273.57	0.00	127,273.57	0.0%
Fund Excess/(Deficit):	0.00	123,288.98		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

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309 Russell Ave		Months: 01 To: 04		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(119.36)	(119.36)	0.00	100.0%
330 Intergovernmental Revenues	119.36	0.00	119.36	0.0%
Fund Revenues:	0.00	(119.36)	119.36	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	0.00	0.00	0.0%
Fund Excess/(Deficit):	0.00	(119.36)		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

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311 First Street		Months: 01 To: 04		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(40,966.57)	(40,966.57)	0.00	100.0%
330 Intergovernmental Revenues	616,366.57	49,972.03	566,394.54	8.1%
397 Interfund Transfers	43,700.00	0.00	43,700.00	0.0%
Fund Revenues:	619,100.00	9,005.46	610,094.54	1.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	619,100.00	32,475.17	586,624.83	5.2%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	619,100.00	32,475.17	586,624.83	5.2%
Fund Excess/(Deficit):	0.00	(23,469.71)		

2021 BUDGET POSITION

City Of Stevenson

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400 Water/Sewer Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
400 Water/Sewer	215,714.63	215,714.63	0.00	100.0%
401 Water	368,088.95	368,088.95	0.00	100.0%
402 Sewer	303,770.27	303,770.27	0.00	100.0%
308 Beginning Balances	887,573.85	887,573.85	0.00	100.0%
330 Intergovernmental Revenues	1,000.00	94,923.00	(93,923.00)	9492.3%
343 Water	647,100.00	210,165.68	436,934.32	32.5%
344 Sewer	906,200.00	326,059.17	580,140.83	36.0%
340 Charges For Goods & Services	1,553,300.00	536,224.85	1,017,075.15	34.5%
343 Water	46,674.00	68,827.00	(22,153.00)	147.5%
344 Sewer	56,532.00	49,869.00	6,663.00	88.2%
400 Water/Sewer	4,000.00	3,695.16	304.84	92.4%
360 Interest & Other Earnings	107,206.00	122,391.16	(15,185.16)	114.2%
380 Non Revenues	0.00	0.00	0.00	0.0%
Fund Revenues:	2,549,079.85	1,641,112.86	907,966.99	64.4%
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	521,260.00	168,768.48	352,491.52	32.4%
535 Sewer	809,100.00	166,523.20	642,576.80	20.6%
534 Water	61,489.07	18,557.84	42,931.23	30.2%
535 Sewer	32,670.00	0.00	32,670.00	0.0%
591 Debt Service	94,159.07	18,557.84	75,601.23	19.7%
594 Capital Expenditures	109,500.00	37,155.42	72,344.58	33.9%
597 Interfund Transfers	121,779.00	1,450.00	120,329.00	1.2%
400 Water/Sewer	218,216.56	0.00	218,216.56	0.0%
401 Water	314,762.95	0.00	314,762.95	0.0%
402 Sewer	360,302.27	0.00	360,302.27	0.0%
999 Ending Balance	893,281.78	0.00	893,281.78	0.0%
Fund Expenditures:	2,549,079.85	392,454.94	2,156,624.91	15.4%
Fund Excess/(Deficit):	0.00	1,248,657.92		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

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406 Wastewater Short Lived Asset Reserve Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	21,779.00	21,779.00	0.00	100.0%
397 Interfund Transfers	21,779.00	0.00	21,779.00	0.0%
Fund Revenues:	43,558.00	21,779.00	21,779.00	50.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	43,558.00	0.00	43,558.00	0.0%
Fund Expenditures:	43,558.00	0.00	43,558.00	0.0%
Fund Excess/(Deficit):	0.00	21,779.00		

2021 BUDGET POSITION

City Of Stevenson

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408 Wastewater Debt Reserve Fund Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	61,191.00	61,191.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.0%
Fund Revenues:	61,191.00	61,191.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
Fund Expenditures:	61,191.00	0.00	61,191.00	0.0%
Fund Excess/(Deficit):	0.00	61,191.00		

2021 BUDGET POSITION

City Of Stevenson

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410 Wastewater System Upgrades Months: 01 To: 04

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(57,601.53)	(57,601.53)	0.00	100.0%
330 Intergovernmental Revenues	1,733,656.00	5,400.00	1,728,256.00	0.3%
390 Other Financing Sources	833,414.00	141,109.91	692,304.09	16.9%
397 Interfund Transfers	100,000.00	1,450.00	98,550.00	1.5%
Fund Revenues:	2,609,468.47	90,358.38	2,519,110.09	3.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	2,609,468.47	92,675.60	2,516,792.87	3.6%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	2,609,468.47	92,675.60	2,516,792.87	3.6%
Fund Excess/(Deficit):	0.00	(2,317.22)		

2021 BUDGET POSITION

City Of Stevenson

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500 Equipment Service Fund			Months: 01 To: 04	
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	190,947.57	190,947.57	0.00	100.0%
340 Charges For Goods & Services	150,000.00	42,402.03	107,597.97	28.3%
360 Interest & Other Earnings	0.00	139.13	(139.13)	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
Fund Revenues:	340,947.57	233,488.73	107,458.84	68.5%
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	107,750.00	41,406.44	66,343.56	38.4%
594 Capital Expenditures	45,000.00	0.00	45,000.00	0.0%
999 Ending Balance	188,197.57	0.00	188,197.57	0.0%
Fund Expenditures:	340,947.57	41,406.44	299,541.13	12.1%
Fund Excess/(Deficit):	0.00	192,082.29		

2021 BUDGET POSITION

City Of Stevenson

Time: 10:07:23 Date: 05/07/2021

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630 Stevenson Municipal Court		Months: 01 To: 04		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	3,242.80	(3,242.80)	0.0%
Fund Revenues:	0.00	3,242.80	(3,242.80)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
580 Non Expenditures	0.00	3,242.80	(3,242.80)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
Fund Expenditures:	0.00	3,242.80	(3,242.80)	0.0%
Fund Excess/(Deficit):	0.00	0.00		

2021 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 04

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,124,492.23	1,186,402.34	55.8%	2,124,492.23	375,934.11	18%
010 General Reserve Fund	326,705.62	326,705.62	100.0%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,589,616.67	1,564,616.67	98.4%	1,589,616.67	0.00	0%
100 Street Fund	686,736.34	417,992.82	60.9%	686,736.34	115,632.65	17%
103 Tourism Promo & Develop Fund	916,600.17	687,827.54	75.0%	916,600.17	51,506.69	6%
105 Affordable Housing Fund	16,215.61	2,401.43	14.8%	16,215.61	0.00	0%
300 Capital Improvement Fund	127,273.57	123,288.98	96.9%	127,273.57	0.00	0%
309 Russell Ave	0.00	-119.36	0.0%	0.00	0.00	0%
311 First Street	619,100.00	9,005.46	1.5%	619,100.00	32,475.17	5%
400 Water/Sewer Fund	2,549,079.85	1,641,112.86	64.4%	2,549,079.85	392,454.94	15%
406 Wastewater Short Lived Asset R€	43,558.00	21,779.00	50.0%	43,558.00	0.00	0%
408 Wastewater Debt Reserve Fund	61,191.00	61,191.00	100.0%	61,191.00	0.00	0%
410 Wastewater System Upgrades	2,609,468.47	90,358.38	3.5%	2,609,468.47	92,675.60	4%
500 Equipment Service Fund	340,947.57	233,488.73	68.5%	340,947.57	41,406.44	12%
630 Stevenson Municipal Court	0.00	3,242.80	0.0%	0.00	3,242.80	0%
	<u>12,010,985.10</u>	<u>6,369,294.27</u>	<u>53.0%</u>	<u>12,010,985.10</u>	<u>1,105,328.40</u>	<u>9.2%</u>

MINUTES

Stevenson Planning Commission Meeting Monday, March 08, 2021 at 6:00 PM

Webinar: <https://us02web.zoom.us/j/82001872319>

Conference Call: +1 253 215 8782 or +1 346 248 7799ID #: 820 0187 2319

Attending: Planning Commission Vice-Chair Auguste Zettler, Commissioner Davy Ray, Commissioner Jeff Breckel, Commissioner Mike Beck. Chair Valerie Hoy-Rhodehamel was not present.

City Staff: Community Development Director Ben Shumaker

Public Attendees: Mary Repar, Hannah Joy, Jack Clifton, Kelly McKee, Brian McKenzie, Robert Hume, Jeff Holt, Matthew Rivera, Dawn Neilson, Heena D., Annie McHale, Shawn Van Pelt, Rick May.

The meeting was called to order by Vice-Chair Zettler at 6:04 p.m. A quorum was established.

A. Preliminary Matters

1. Public Comment Expectations: **Vice Chair Zettler** explained the process and tools available to offer public comments: Please raise hand to comment. Individual comments should be limited to 3 minutes. (Tools: *6 to mute/unmute & *9 to raise hand.)

>Mary Repar asked if the Planning Commission was able to provide a definition of affordable housing, or was it the City Council's responsibility. She referred to Washington Gorge Action Program's editorial on affordable housing in the Pioneer the week of March 3rd, 2021. In response to a question by **Commissioner Ray, Community Development Director Ben Shumaker** reported there is a definition (based on percentage of income spent on housing) provided to inform developers of incentives available to encourage inclusion of affordable housing stock. **Commissioner Zettler** pointed out there is no good definition of affordable housing contained within the Comprehensive Plan and suggested it was something to review. He observed ADU's were recently approved in order to help increase affordable housing stock inventory. Lowering the cost of utility hook-ups was also briefly discussed. **Commissioner Breckel** noted policy makers, developers, financial institutions, real estate professionals, and advocates for the homeless needed to come together to problem solve. Further discussion resulted in all Commissioners agreeing it was a complex issue. They requested to have the topic revisited later.

2. Minutes: January 11th, 2021 Meeting Minutes

MOTION to approve January Planning Commission Meeting Minutes as presented was provided by **Commissioner Breckel** with a second provided by **Commissioner Beck**.

- Voting aye: **Commissioner Breckel, Beck, Ray and Zettler**

B. New Business

No new business was presented.

C. Old Business

3. Zoning Amendment: Increasing Residential Building Capacity: C1 Parking Text Amendment: Draft Ordinance & Public Engagement Efforts

Community Development Director Shumaker briefly explained the packet materials for Commission members. He noted there were 8 decision points for guidance. Two written comments were received regarding the proposed changes to parking. The draft ordinance included could be sent on to the City Council for final approval with any additional recommendations made by the Planning Commission during the meeting.

Shumaker highlighted the second staff report that summarized the outreach efforts made by city staff to engage the public in the parking issue.

He pointed to the matrix on page 9 as a way to help understand the parking programs and described a number of the recent changes made as requested by the Planning Commission. One remaining question had to do with allowances made for outdoor seating during COVID-19 restrictions, and if the changes should be permanent or temporary.

Vice-Chair Zettler then asked for public comments. He provided information on how to use the tools to join the remote meeting, and requested any comments be brief. No comments were received at that time.

Commissioner Beck shared his appreciation for having Planning Commission comments included, and **Commissioner Zettler** welcomed the graphics.

Shumaker responded to a comment regarding the new hotel in Stevenson on Russell Street. He explained it was not 'shoehorned in' under current parking exemptions, as there was no change of use.

Commissioners engaged in an extensive discussion regarding the proposed parking changes. All agreed fewer restrictions were preferred in order to help create a more vital and vibrant downtown area. Without parking, visitors are likely to drive on through and not stop.

Commissioner Breckel spoke of balancing the need for commercial development and visitor parking while being more 'resident friendly', and backed a possible fee-in-lieu system. Changes of use were considered in determining parking needs. **Commissioner Zettler** noted offsetting congestion was important, but without a city owned lot it is difficult to get buy in from businesses and residents. Having every business owner provide onsite parking was deemed impractical. Several Commissioners agreed time limits on parking was another way to help address the situation, but acknowledged parking time limits were currently unenforceable. Questions regarding the use of Columbia Street for additional parking after the realignment project were raised. **Commissioner Ray** recalled White Salmon had tried back-in diagonal parking without much success.

>Rick May provided comments to the Planning Commission. He thanked them for their work, and suggested the City purchase a lot to use for parking.

An additional discussion on COVID-19 safeguards and their affect on outdoor seating and subsequent parking needs for restaurants ensued. That discussion and the prior one resulted in the Planning Commission opting to submit several recommendations to the City Council, with a preface indicating they were interim steps as they anticipated further work on the issue. Points agreed to included:

- Have the City Council initiate flexible provisions for businesses and expanding the options to include all emergencies.
- If outdoor service areas put in during emergencies remain in place after the emergency is passed, ensure parking requirements in place prior to the situation will remain.
- Reduce parking requirements by removing administrative offices in professional buildings/clinics to lower net square footage of active usage used to calculate parking spaces (from 150' sq. to 200' sq).

Motion to approve the parking plan with the proposed changes was made by **Commissioner Beck** with a second by **Commissioner Breckel**. Prior to the vote **Commissioner Zettler** reiterated the Planning Commission was sending the proposed changes to the City Council as a draft, and the Council would be the ones to formally adopt.

- Voting aye: **Commissioner Breckel, Beck and Zettler**. **Commissioner Ray** did not vote, stating he preferred to remain neutral.

4. Zoning Amendment: Increasing Residential Building Capacity: Potential Map Change Expanding R3 Area

Community Development Director Shumaker provided background information on the items contained in the meeting packet, and described sections in the draft map. The purpose of the discussion is to begin assessing possible expansion of the R3 zone. No final decisions will be made during tonight's meeting.

He briefly described the 7 points the Planning Commission would be considering, and noted there was not a lot of support from property owners as indicated through survey responses. Their concerns centered on potential negative changes in neighborhood characteristics due to increased housing density.

Commissioners reviewed the proposed revisions within the residential zones. Questions were asked if and/or how increasing density by zoning changes would impact affordable housing. Being responsive to the concerns of existing property owners was seen as essential. Having a logical progression of zoning regulations rather than the mismatches highlighted was also discussed.

Commissioners agreed the recent approval of Accessory Dwelling Units had increased the capacity of Stevenson to add new dwellings. **Commissioner Beck** pointed out even with the expanded capacity few new secondary units were being constructed. He supported removing the need for an owner to occupy one of the homes in the R1 area. He stated he was in favor of simpler zoning rather than adding a new residential zone. **Commissioner Breckel** advised caution in opening up growth in areas that don't have the services, utilities and infrastructure to support, and noted the Planning Commission needed to be careful in offering flexibility.

>Mary Repar asked for more information from the community prior to any decisions. She asked about ADU's and what they were being used for-additional housing or additional income? She stated the rural nature of the community is important.

> Rick May offered comments as well on housing. He suggested additional affordable housing could be encouraged by lowering the cost of development and not by zoning changes. He also addressed the fears of property owners regarding changing the nature of neighborhoods.

>Annie McHale, a Stevenson City Councilor, shared her concerns about affordable housing, and advised the Planning Commission to be extra cautious in zoning changes, as it was misleading to have people think affordable housing will be a result.

Commissioner Beck provided a quick clarification, noting he possibly misspoke about affordable housing and zoning changes. He explained the flexibility would allow more opportunity for property owners. He noted in the R2 zone 58% of the properties have one structure, even though two are permitted. **Shumaker** provided information on the costs of utility connections. Water hook-ups cost ~\$7,000, with multi-family connections reduced to 57% of the initial cost. No reduction is available for sewer installations.

Commissioner Breckel again called for a broader discussion on affordable housing, with all players included. Use the opportunity to learn what is holding development back. He stated he liked the idea of exploring a new zoning definition that may lead to a replacement or modification of R2. **Commissioner Zettler** suggested further exploring the addition of flexible options to R2 similar to those provided in R1, noting criteria was already established.

Shumaker asked for and received permission from the Commissioners to draft possible changes to the R2 zone with their suggestions, and to work on 'rounding out' the odd-shaped boundary lines with input from **Commissioner Breckel**.

All commissioners supported the public outreach methods currently being used by city staff. They agreed using a similar approach and strategy for the Potential Map Change (Expanding R3) could help to maximize public participation and community input. **Commissioner Beck** asked to have any discussion on affordable housing not be included as it is a separate issue.

A brief review of the Iman Cemetery Road and No Name Road vacation petitions was held.

Commissioner Ray asked for and received clarification on the petitions. It was decided to hold further discussion at the March 15th, 2021 Planning Commission meeting, as time would still allow PC recommendations to the City Council for their March 18th, 2021 meeting.

D. Discussion

5. Staff & Commission Reports: Transportation Planning, Hood River Bridge, Dog Mountain Shuttle

Community Development Director Shumaker reported the City is seeking an RFQ for a transportation study and plan. He is hoping the study will be able to cost out off-site/off-street parking areas.

6. Thought of the Month:"Zoom Towns"<https://apautah.org/3730-2/>"The Great Real Estate Reset"<https://www.brookings.edu/essay/the-great-real-estate-reset-a-data-driven-initiative-to-remake-how-and-what-we-build/>

Shumaker explained the essay explores ‘Aspenization’, and the explosive growth of Jackson Hole, Wyoming, expanding on information provided by Mary Repar at a previous meeting. **Commissioner Beck** shared he was working with Kelly O’Malley-O’Keefe on a downtown parking inventory.

E. Adjournment Vice-Chair Zettler adjourned the meeting at 8:30 p.m.

DRAFT

Stevenson Planning Commission
Special Meeting Minutes
Held Remotely
Monday, March 15, 2021 6:00 PM

- Attending: Planning Commission Chair Valerie Hoy-Rhodehamel; Planning Commissioners Auguste Zettler, Mike Beck, Davy Ray, Jeff Breckel
- City Staff: Ben Shumaker, Community Development Director, Leana Kinley, Stevenson City Administrator
- Public attendees: Patricia Doblle, Jeff Van Camp, Eric Eisemann, Jack Wallis, Annie McHale, Brian MacNamara, several unknown callers.

Planning Commission Chair Valerie Hoy-Rhodehamel called the meeting to order at 6:02 p.m.

A. Preliminary Matters

1. Public Comment Expectations:

Public attendees were instructed by **Chair Valerie Hoy-Rhodehamel** on the tools in place to allow them to be recognized in order to provide comments. Please raise hand to comment. Individual comments should be limited to 3 minutes. Tools: Phone: *6 to mute/unmute & *9 to raise hand, or use reactions in Zoom website.

2. Public Comment Period:(For items not located elsewhere on the agenda)
No comments were received.

B. New Business

3. Public Hearing: SHOR2021-01 Rock Creek Pump Station: Reviewing a proposal within Shoreline Jurisdiction from the Stevenson Public Works Department.

Community Development Director Shumaker provided information on the items in the meeting packet. He noted there were eleven conditions of approval, with most procedural, and that city staff was recommending passage. He explained the application was subject to review under the Shoreline Management Plan approved and submitted to the Department of Ecology by the City Council, but not yet approved by DOE, which he noted was unusual. The SMP has not yet been officially adopted. The proposed has gone through a high level of scrutiny because of the federal funds involved.

Shumaker presented questions under an Appearance of Fairness Disclosure to Commission members. He explained the process was to ensure fair and impartial decision making. He asked each Commissioner to disclose any personal or financial interest in the proposal and if they would lose or gain anything financially through the project; if they had had any ex-parte communication about the project with anyone outside the Planning Commission meeting, and if there was anything else that would affect their ability to be fair and impartial.

All Commissioners responded no to each of the questions.
No challenges were raised by the applicants.

Commissioners reviewed the application documents and plans. A number of questions from Commissioners focused on the project's design and ability to withstand potential flood damage from Rock Creek. Project consultant Eric Eisemann from Ecological Land Services and lead engineer Jack Wallis from Wallis Engineering described construction details designed to protect the project against flooding. Other questions clarified map designations of riparian areas. **City Administrator Leana Kinley** advised the Planning Commission that recent heavy rainstorms had created significant problems related to the storm system where improvements are proposed, and the project could not be started soon enough. In response to a question from **Commissioner Beck** about SEPA responses, **Community Development Director Shumaker** noted only one response from a tribal entity.

Public Hearing: SHOR2021-01 Rock Creek Pump Station: Reviewing a proposal within Shoreline Jurisdiction from the Stevenson Public Works Department.

The public hearing was opened at 6:30 p.m. by **Planning Commission Chair Valerie Hoy-Rhodehamel**. No comments were received. **Planning Commission Chair Valerie Hoy-Rhodehamel** closed the public hearing at 6:31.

Following a short discussion, all Commissioners agreed the findings were fair and in line with the Shoreline Management Program and current zoning requirements.

MOTION to approve the **SHOR2021-01 Rock Creek Pump Station** was made by **Commissioner Zettler**, seconded by **Commissioner Ray**.

- Voting aye: Chair Hoy-Rhodehamel, Commissioner Ray, Zettler, Beck, and Breckel

C. Old Business

4. Street Vacation-Potential recommendation to City Council on a petition to vacate a section of Iman Cemetery Road at Rock Creek.

Community Development Director Shumaker asked **Commissioner Beck** to provide information on the road vacation petition for a section of Iman Creek Cemetery Road that has been submitted to the City Council. The Planning Commission has expressed interest in providing a recommendation to the City Council on the matter, and **Commissioner Beck** served on a sub-committee established to address the request. A public hearing on the matter is scheduled for the March 18th, 2021 City Council meeting.

Commissioner Zettler referred to information contained in the meeting packet regarding prior discussions on the issue. Maintaining access to Rock Creek was noted as a concern. **Commissioner Breckel** also highlighted the difficulties adjoining landowners face with trespass,

litter, parking problems, sanitation and property damage. Input from the Skamania County Cemetery District and Public Works was also considered.

Planning Commission Chair Valerie Hoy-Rhodehamel invited public comment, but none was received.

Commission Ray shared information on his site visit and discussions with property owners and wants the City's presence in the area to work out for the property owners.

Following an extensive discussion, the Commissioners arrived at a consensus to recommend against vacation, but called upon the Stevenson City Council to recognize the area has become an attractive nuisance and to accept responsibility for maintaining the city owned property and right-of-way.

D. Discussion

5. Staff & Commission Reports:

Commission members received information on new weight restrictions on Hood River Bridge and the potential increase in truck traffic that may occur through Stevenson along SR 14. The Dalles bridge will also undergo repairs beginning in late summer 2021.

The Dog Mountain Shuttle will resume soon with lower passenger capacities dictated by COVID-19 safeguards. Construction along Rock Creek may affect the weekday routes. Columbia Area Transit in Hood River may be able to provide larger vehicles with more seating.

The Stevenson City Council will hold a strategic planning retreat, March 27, 1-4 p.m. at the Hegewald Center. **Commissioner Ray** agreed to attend as a Planning Commission representative, with **Commissioner Beck** considering attendance as well.

E. Adjournment

Planning Commission Chair Valerie Hoy-Rhodehamel adjourned the meeting at 7:38 p.m.

MINUTES
April 2021 Planning Commission Meeting
Monday, April 12, 2021
6:00 PM

In Person: City Hall was limited to 20 individuals.
Mask Usage was required of all attendees.
Webinar: <https://us02web.zoom.us/j/88265425672>

Attending: Planning Commission Chair Valerie Hoy-Rhodehamel, Commissioners Auguste Zettler, Davy Ray, Jeff Breckel, Mike Beck; Community Development Director Ben Shumaker.

Public attendees: Karen Rutledge, Phil Crawford, Mary Repar, Annie McHale, Rick May, Pat Rice, Kim Salveson, Tracy Grotto, Julie Fitzpatrick-May, Art Yeoman, David Wyatt, Caryl McMains, David Cox, Kim Stafford, Dawn Nielsen, Kent Nielsen, Kelly McKee and several unidentified participants.

Planning Commission Chair Valerie Hoy-Rhodehamel opened the meeting at 6:02 p.m.

A. Preliminary Matters

1. Public Comment Expectations:

PC Chair Valerie Hoy-Rhodehamel explained the public comment process and how to use the online tools to remotely participate. Please raise hand to comment, and limit comments to 3 minutes. Tools: For virtual attendees use *6 to mute/unmute & *9 to raise hand.

2. Public Comment Period: (For items not located elsewhere on the agenda)

>Mary Repar asked how Stevenson wanted to be seen as a community. She spoke about BnB's, summer residences and weekend houses and how much tax was collected from these part-time residences. She noted she has seen increasing numbers of gated housing. She asked the Commission when they were going to address the issue of affordable housing as it relates to the city's work plan. She commented the lack of affordable housing is a concern throughout the U.S.

B. New Business

3. b. Short Plat Review: SP2021-01 McMains Short Plat Planning Commission Optional Review

Community Development Director Ben Shumaker summarized the Short Plat Review. The City of Stevenson Planning Department received a short plat application for a lot along Ryan Allen Road north of Lakeview Street. The tax lot number for the property is 02-07-02-1-0-0300. The property address is 47 SW Ryan Allen Road and is developed with a single-family detached dwelling in the SR Suburban Residential District.

Per the city code, the Planning Commission is to be notified and given the opportunity to review the application. The proposal involves division of one ~1.8 acre property into 2 lots of ~0.81 acres and ~0.95 acres in area.

Shumaker recommended the Planning Commission bypass its review of the short plat and entrust the decision on the application to the Short Plat Administrator. Plans with 4 lots or less can be reviewed through this process.

The Planning Commission agreed through consensus to allow city staff to make the decision on the Short Plat review SP2021-01.

C. Old Business

4. Zoning Amendment: Increasing Residential Building Capacity: Potential Text Change and Map Amendment-New R2 Standards, Expanding R2 & R3 Areas.

Community Development Director Shumaker provided background information on the proposed text amendments and map changes. Changes allowing additional construction on all properties currently zoned R2 and a subset of properties currently zoned R1 are being considered. At its March 2021 regular meeting, the Planning Commission requested modifications to the previous concept of expanding the R3 zone. The draft policy presented in the meeting packet for review was in response to the Commission's and community's concerns. The modifications were presented for the Commission's review. **Shumaker** noted there were no decision points to be reached at the meeting, just more discussion on the proposed text and map amendments.

Shumaker summarized proposed items in the draft which provided greater flexibility for owners of R2 property. These were decreasing the minimum lot size, allowing a greater number of units per acre, eliminating maximum lot coverage limitations, allowing 4-plexes and 3-plexes and decreasing front setbacks. Areas providing greater regulation included prohibiting the use of new septic systems and limitation of structures near driveway.

He described the outreach process used to solicit input. A website (ci.stevenson.wa.us/letsbuild/) provided information and gathered public comments on the proposed amendments; hard copies of letters with maps were mailed to owners of all tax parcels in the R2 District and R1 Core Area; city staff attended a neighborhood meeting to provide background information and hear concerns; and emails related to the April 12th, 2021 Planning Commission meeting were sent to those known by City staff to own property or have an interest in the area.

PC Chair Hoy-Rhodehamel asked about notes from conversations Shumaker had with property owners along Frank Johns Road. He responded that the property owners kept the notes, and the discussion involved explaining the specifics of the draft and listening to the owners' questions and concerns, including potential traffic increases, changes to city neighborhood characteristics, and difficulty in understanding the amendment language and maps.

>Karen Rutledge asked where is this information coming from and explained difficulty finding own property on maps.

Commissioner Breckel stated it was important to go through the current Zoning Map to identify what would be accomplished. He reflected on anomalies in the maps, with odd shaped bits of land, and zoning districts that don't necessarily reflect the use of the land. He noted access to basic services and neighborhood characteristics was essential to provide for a logical and orderly system of growth outside of the city center. He pointed to the layout of the current sewer system as an example of past haphazard planning.

Commissioner Zettler asked for clarification on the difference between the multiple units for R2 described in page 19 and 21 of the packet. He stated it was unclear whether they were Accessory Dwelling Units (ADU's) and asked about the 4 units now provided for in the updated draft, noting that would change the neighborhood feel considerably. He commented that more equitable

usage was what he thought the Planning Commission wanted. **Commissioner Ray** agreed with **Commissioner Breckel** regarding the sewer lines, and asked for clarification regarding a comment made in a letter submitted to the Commission.

>Rick May asked how many units could be put on a site. He pointed out there were no changes proposed to the actual number of buildings and density was not increased. He stated the recent Housing Needs Analysis recommended increases in the number of allowable units.

Commissioner Ray asked about plans for connecting Del Ray, and Shumaker advised it was unknown, as the neighborhood itself would have to make decisions.

Commissioner Beck spoke about the updates to the zoning maps, stating they appeared modest in scope and accommodating for future growth and housing affordability. He appreciated the current revisions as a good compromise, and pointed out some changes in R2 were in line with goals in the city's Comprehensive Plan. Section 3.2.2 spoke to 'ensuring adequate land for development of multi-family housing development.'

Middle density is intended to facilitate a range of residential uses. Any actual changes would be driven by the property owners, with expanded density providing potential economic opportunity. He pointed out that changes could occur already, even without the proposed zoning amendments. The City Council should be a part of determining how expansion of the sewer system should be funded.

A further discussion took place on new use of private septic systems and future sewer line expansion. Questions were raised over the prohibition of new septic systems when sewer lines were not available to connect to, and what takes place if an ADU is constructed. **Shumaker** clarified existing septic systems can be used until they fail. Extension of sewer lines in R1 is the issue.

PC Chair Hoy-Rhodehamel expressed reluctance about 'infill' and Shumaker suggested that was possibly a policy discussion for the Planning Commission to consider later.

Chair Hoy-Rhodehamel then opened the meeting up for public comments.

> Annie McHale stated it was good to have voices heard. She was OK with modest changes, agrees with some, but cannot make certain changes won't happen. She asked about controlling design changes in impacted areas.

>6:56 p.m. Phil Crawford spoke about liking the ability to walk to local stores and services.

Extending services without annexation is bad policy.

>Tracy Grotto. ? Stated she helped organize a neighborhood meeting. She asked for less complex language in letters to homeowners to make it easier to understand and clarification on the public involvement process. She volunteered to help with any additional outreach attempts.

>Rick May commented about the underlying effort to make development easier for affordable housing, calling it a noble goal. Proposed changes look to future and what Stevenson will need for housing. He referred to the recent Housing Needs Assessment and asked why the PC was proposing the changes.

Commissioner Breckel spoke about ensuring a logical growth pattern to avoid erratic service coverage, and noted there was no hurry to make changes.

>Pat Rice asked what is driving this revision? He asked about grant funding and how it defined the deliverables.

Shumaker responded there were housing needs identified and recommendations made in the Housing Needs Assessment. He noted further analysis showed additional housing is needed, or affordability will decrease while rent and utilities will increase.

He described the two main deliverables-the first included the staff report introducing the topic, and the second is the ordinance/regulatory change. He pointed out the community conversation needs to take place prior to any ordinance change and the grant deliverables do not drive the outcome.

>Pat Rice reported people on Del Ray do not want the south side of Del Ray to be R3. He asked why the recent RFP for a traffic study included costing out completion of Del Ray extension. He asked about the community involvement process and the Del Ray neighborhood. He has 5 buildable lots he was ready to build on. He claimed city hall was slowing building by being unresponsive, and related his requests for a habitat biologist were not being met. He suggested some city forms could be resigned to reduce the need to repeat information, and asked for rules regarding utility costs for smaller structures.

>Karen Rutledge thanked the Commission for their work. She stated the documents are hard to understand, and encouraged more public forums. She commented property owners get emotional when their property is seen to be affected by something they don't understand. She suggested additional stakeholders need to be included.

>Phil Crawford Reinforce Tracy's point regarding other stakeholders. Agrees with business development, but livability and quality of life is not being addressed. Study did not include other stakeholders or advocates for them. Some are willing to help with outreach.

> Rick May encouraged more flexibility, and spoke about a local homeowner facing extreme costs to connect to sewer. He stated it would cost 3X the value of the lot to extend the sewer line, and asked about the HNA recommendation regarding alternatives to sewer systems. It was pointed out that section referred to places without public systems, most notably the Carson area.

Shumaker responded to the comments about public involvement, noting the first task the Planning Commission does is set the public strategy. He reiterated the process used for the current zoning amendments, pointing out the questionnaire had places for property owners to express opinions.

Commissioner Breckel concurred it was hard for folks to sit in a PC meeting to talk about issues unless it has direct impact. Most people don't know what their property is zoned, so when changes are proposed suddenly questions arise. He stated hard decisions about the future will need to be made, and getting people interested means having more conversations about new ideas.

Commissioner Zettler maintained change was often hard to visualize. He noted the Comprehensive Plan was set up to guide work ten years in the future. It needs to be rewritten periodically to reflect new needs and conditions.

Commissioner Ray, stating 'we are in business to do the bestest for the mostest', agreed with staying aligned with the comprehensive plan.

Commissioner Beck reminded everyone Covid restrictions made it remarkably difficult to hold meetings to gather public input. The Planning Commission is trying to accommodate the public's request to be more involved. He noted the proposed changes have guidance from the comprehensive plan and HNA and show the potential to accommodate future growth. He agreed

more conversations are needed, and asserted no drastic changes were planned for tonight. He appreciated the staff's efforts to get public input.

>Julie Fitzpatrick-May spoke in favor of more public input and more open communication. She suggested there were better ways to communicate, and noted she had neighbors that did not receive information.

She stated Tracy's comments and offers to help with outreach are appreciated. She asked about having more information for owner-specific questions regarding what can be done with property.

>Phil Crawford sees opportunity for communication, not finger wagging. Neighborhood is all in. Agreed there were tremendous challenges this year.

Chair Hoy-Rhodehamel briefly reviewed comments and asked if more flexibility was possible. She asked if it would be possible to have more outreach with interactive maps in view of the concerns expressed.

>Rick May, all we want to know is what is your plan?

Community Development Director Shumaker spoke about the different messages he was hearing. He noted some commenters wanted increased flexibility, while others called for more controls and he was struggling to understand how both can occur.

>Rick May offered to give credit where credit is due. He appreciated recent planning work done in the commercial area and parking. Can't make homeowners in areas with no sewers have sewers. Have to answer and deal with concerns rising from change.

>Pat Rice-questions need to be answered before plans are created, who pays for what, when and where. Discussion still is needed regarding changes.

Commissioner Breckel appreciated the honest feedback. He also thanked **Shumaker** for his attempts to involve the public, especially when it's not easy to meet in person. He pointed to the number of people present as an indication of success in reaching people.

Community Development Director Shumaker shared that at the neighborhood meeting organized by Tracy and Phil Crawford it was brought up that public meetings by the city are viewed with suspicion by some, and that some believe decisions are already made. He asked for direction by the Commission in how to move forward.

>Pat Rice asked why not implement a 2020 goal to have city staff meet with neighborhood residents. His neighborhood has ideas on development, but thinks the city doesn't want to meet as the city has its own plan.

Commissioner Zettler agreed questions about why things are being done by the city is a recurring discussion and needs to be kept in mind when presenting changes. There is an expectation to be informed.

Chair Hoy-Rhodehamel asked **Shumaker** what he needed from the Planning Commission, and he responded that a direction to present a draft public engagement policy would be great.

>Rick May stated the issue is we don't know why.

Commissioner Zettler suggesting going back to basics to explain zones and the changes being proposed, as it is awkward for someone who does not understand the language or the terms.

Commissioner Beck recommended having clarity from the City Council regarding plans to expand or extend the sewer system in the city.

Community Development Director Shumaker summarized the discussion points from the meeting. He and **Commissioner Breckel** will work together on a draft public engagement strategy.

He clarified the use of more laymen's terms would be appropriate. He will get an update from other city staff on sewer plans.

D. Discussion

5. Staff & Commission Reports: ICMA Fellowship (Parking Intern)

Shumaker reported the City has posted a temporary position with the University of Washington in hopes of finding a student to work as an intern. The primary focus will be parking issues, with work done on conducting a gap analysis of existing on and off street parking.

6. Thought of the Month: Community Submission: Zoning Opinion Article

<https://www.nytimes.com/2021/03/04/opinion/affordable-housing-california.html?referringSource=articleShare>

Shumaker explained the article about the City of Berkeley ties zoning to overt racism.

E. Adjournment The meeting was declared adjourned at 8:05 p.m.

Minutes prepared by Johanna Roe

Project Status Updates

MAY 20, 2021 STEVENSON CITY COUNCIL MEETING

[COMPLETED](#)

[ONGOING](#)

[ON-HOLD](#)

Completed Projects

[Rock Creek Run-off Testing](#) – Staff collected samples on 4/19/21. Results came back on ____ and a staff report was prepared and is presented to council in the May 20th council packet.

Rock Creek Run-off Testing

Project consists of testing water and soil samples of water run-off from Skamania Lodge property for contaminants related to old landfill site.



Current Project Status:

Planned Completion Date:

May 20, 2021

Testing took place Monday, April 19th. Results are back and a report is in the works for distribution by the May 20th council meeting.



Ongoing Projects

[Tree Preservation Plan](#) (5/10/21)

[Residential Capacity](#) (5/10/21)

[Shoreline Master Program Update](#) (2/18/21)

[First Street Overlook](#) (4/6/21)

[Hegewald Well](#) (4/6/21)

[Rock Creek Stormwater](#) (4/6/21)

[Facility Dude](#) (2/18/21)

[Transportation Study](#) (5/10/21)

[City Hall Security](#) (5/10/21)

[Capital Improvement Program](#) (4/6/21)

[WW Upgrades](#) (5/13/21)

[City Website Redesign](#) (5/3/21)

[Downtown Plan](#) (5/14/21)

[Columbia Realignment](#) (5/10/21)

Tree Preservation Plan (10a)

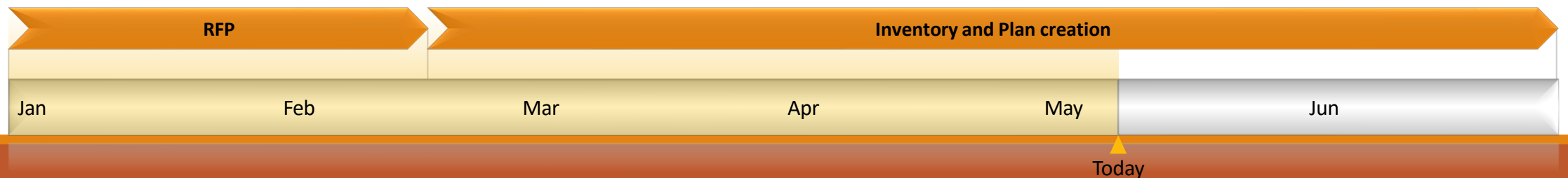
Project consists of creating an inventory of current resources, adoption of a management plan for those resources, staff training, ongoing plan updates and identification of future demonstration projects.



Planned Completion Date:
June 30, 2021

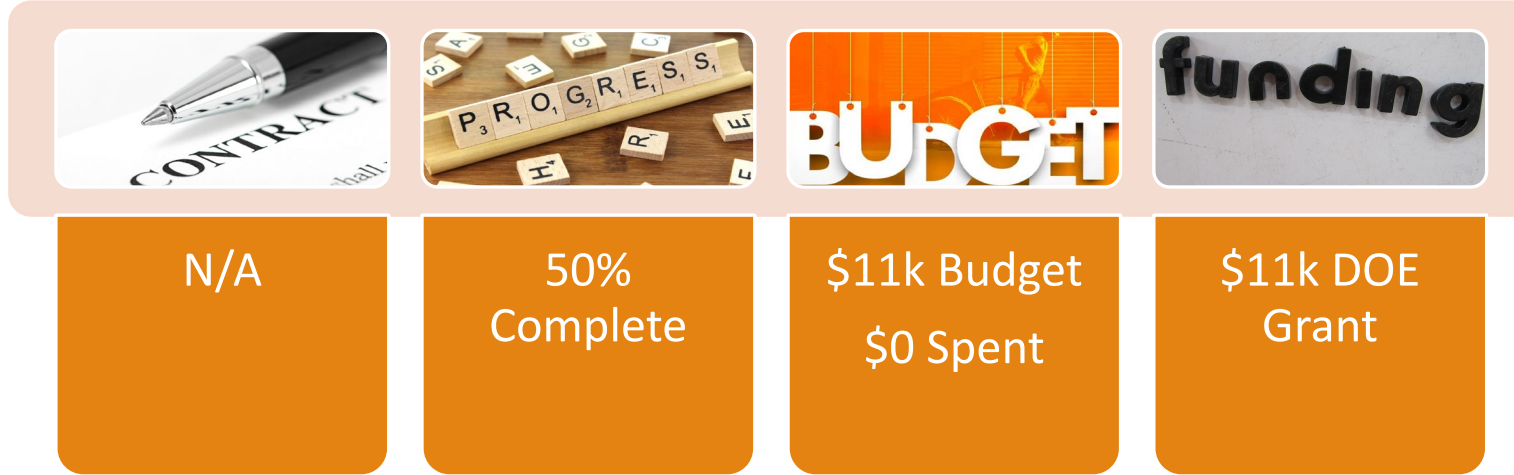
Current Project Status:

Consultant beginning on-site data gathering. City staff converting paper documents from 1986 inventory to excel spreadsheet. Kick-off meeting to be scheduled.



Shoreline Master Program Update

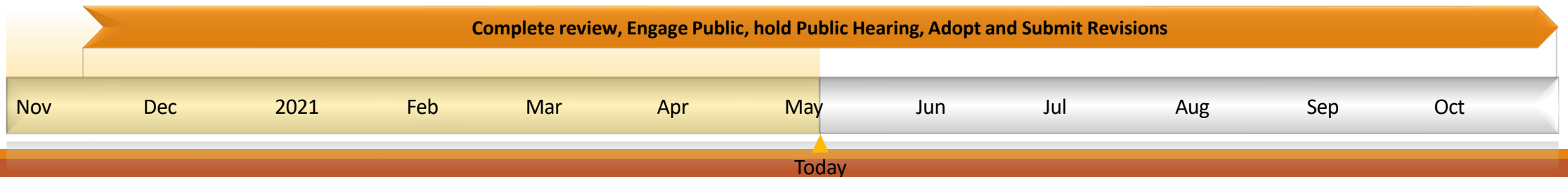
Project consists of conducting the regulatory periodic review of the city’s Shoreline Master Program to assure consistency with laws, regulations and plans and address amendments as needed. More information can be found on the city’s website at <http://ci.stevenson.wa.us/shorelines/>.



Planned Completion Date:
October 31, 2021

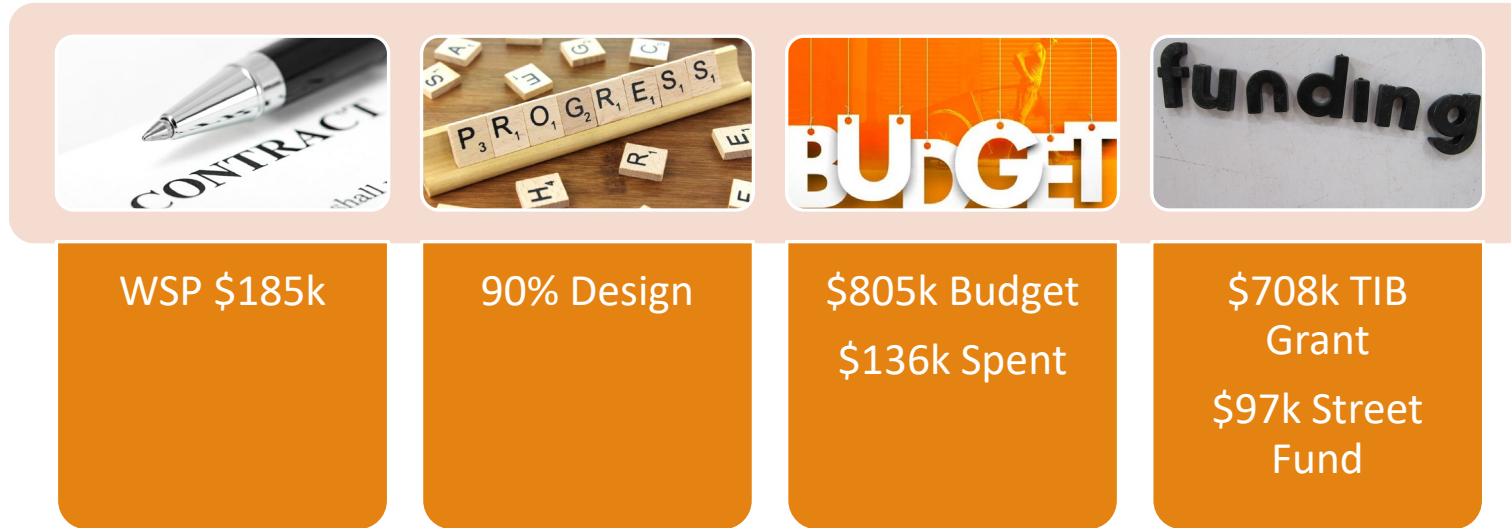
Current Project Status:

Working with Ecology on required and recommended changes. Budget is for staff time and consultants if needed. An extension request is in process.



First Street Overlook (2e)

Project consists of crosswalk striping, vegetated curb extensions, new sidewalk, pedestrian overlook, path connecting to existing waterfront path and streetscaping.



Current Project Status:

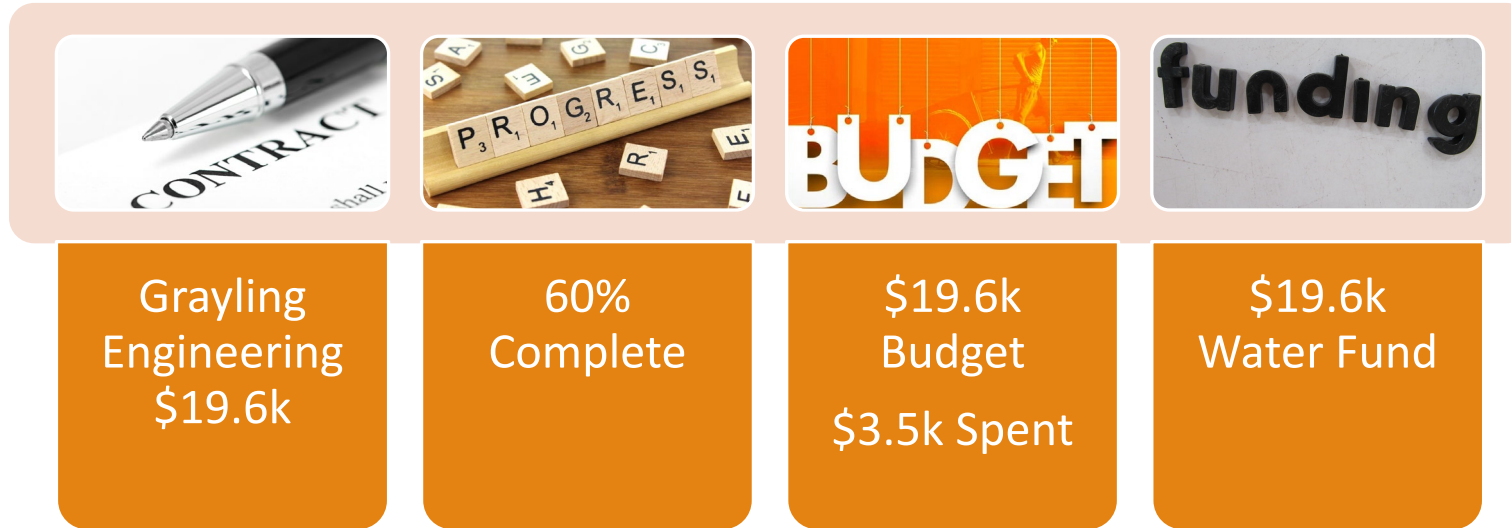
Planned Completion Date:
August 31, 2021

Working out final details with WSDOT prior to bid.



Hegewald Well (4c)

Project, rolled from 2020, consists of analyzing and designing improvements needed at the Hegewald well to convert it from an emergency source to a permanent water source.



Current Project Status:

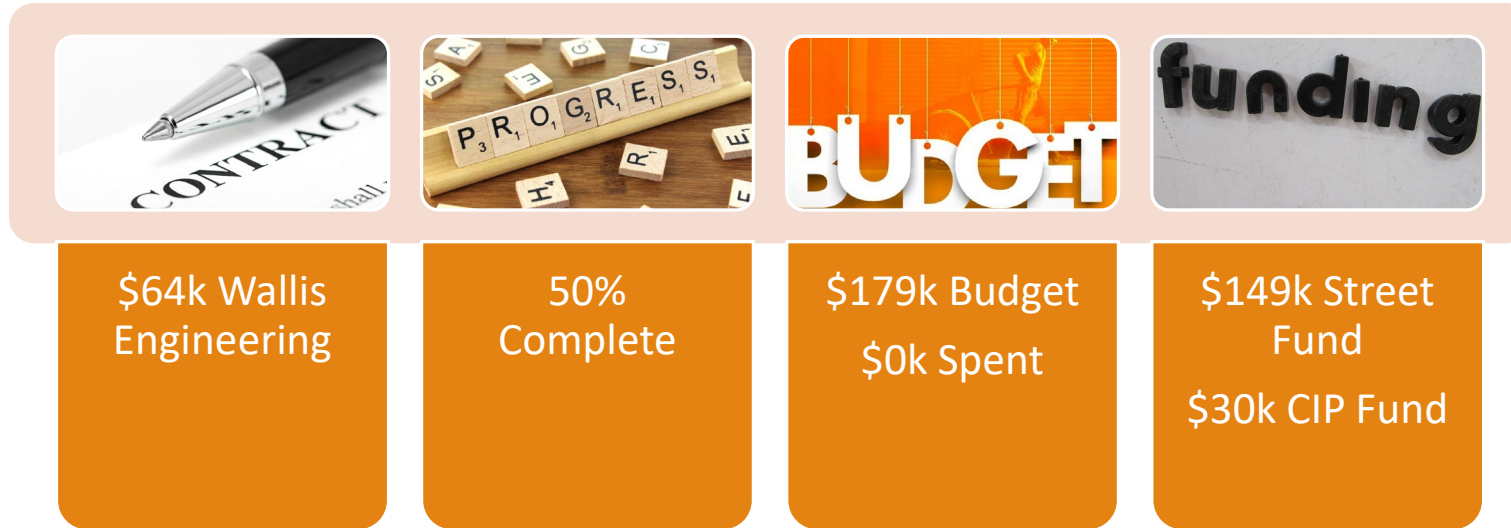
Planned Completion Date:
December 31, 2021

Corrosion report completed. Hegewald Well close to wrapping up. Working on cost-analysis for treatment options.



Rock Creek Stormwater (10)

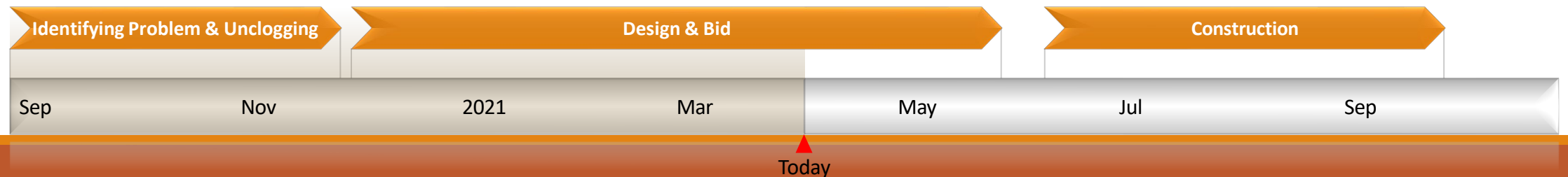
Project consists of unclogging and relocating the outfall for the stormwater collection system from Rock Creek Drive near the west entrance of the fairgrounds parking lot to Rock Creek.



Current Project Status:

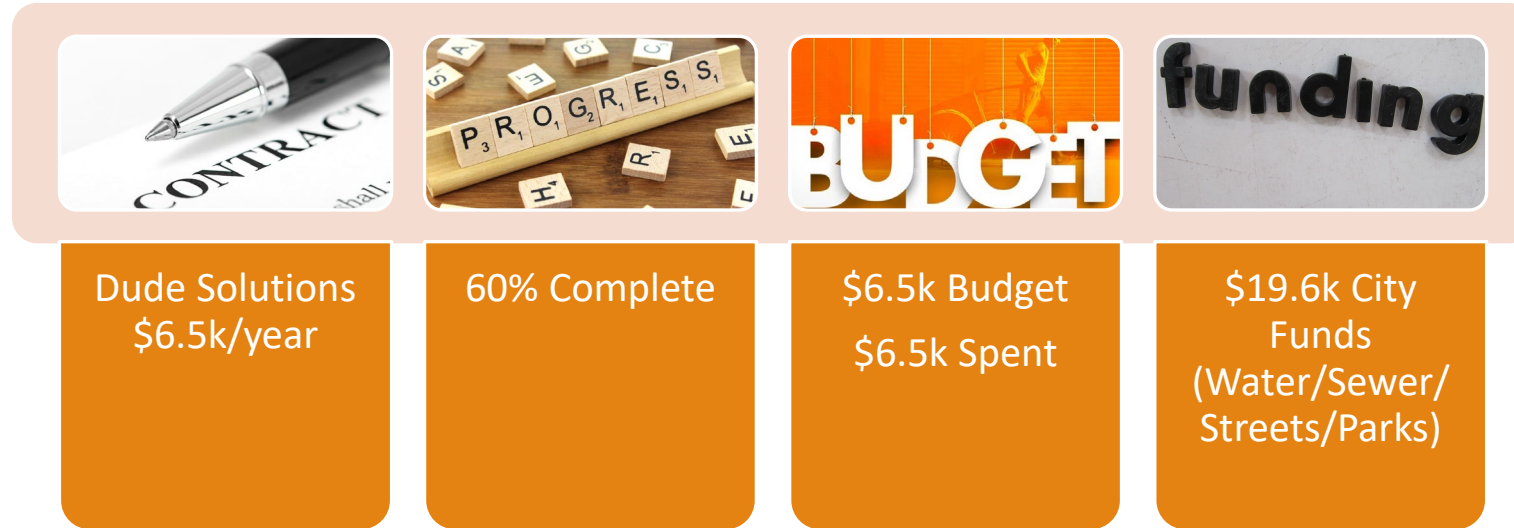
Planned Completion Date:
December 31, 2021

Bids are due May 14th and project will be awarded at the May 20th council meeting. Final estimated construction cost is \$102,229.



Facility Dude (1a & 5a)

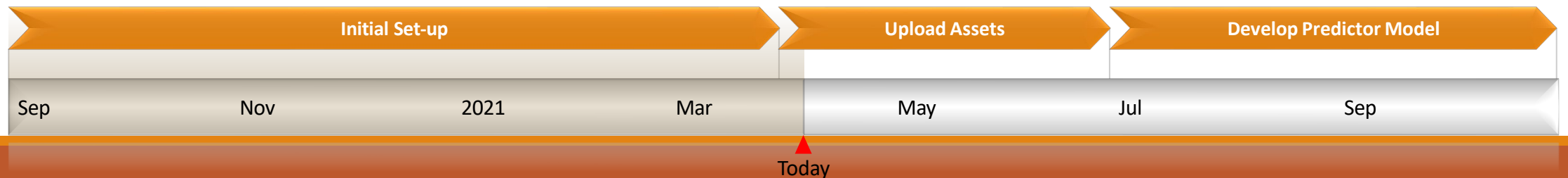
Project, rolled from 2020, consists of implementing a work order and asset management system with a predictor model to determine reserve needs.



Planned Completion Date:
December 31, 2021

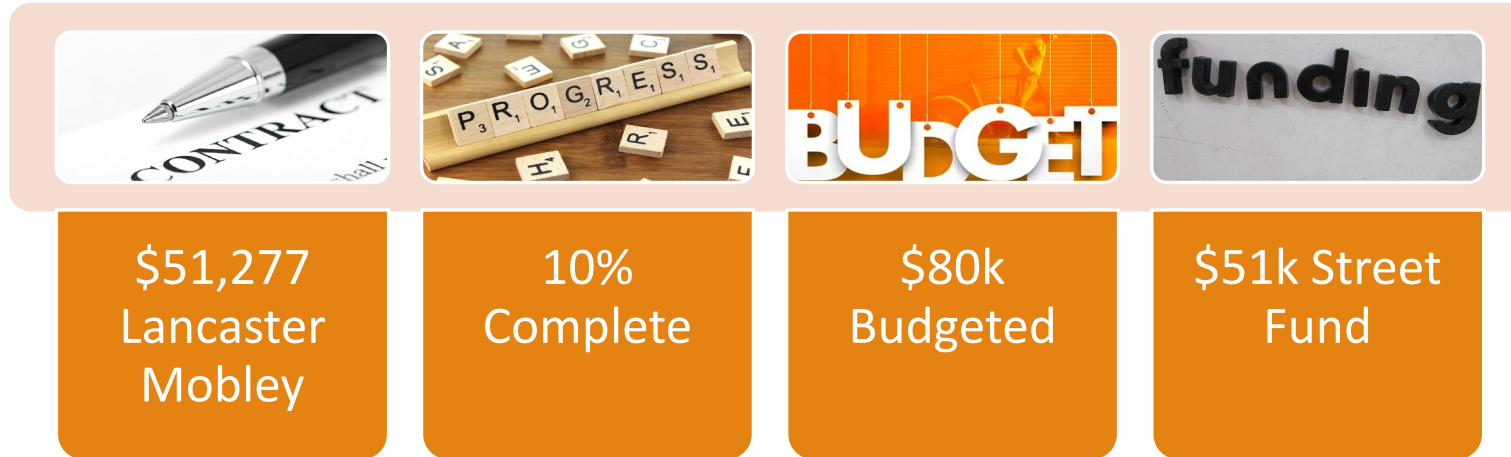
Current Project Status:

Employees are testing out the system, entering work orders and data.



Transportation Study (2a)

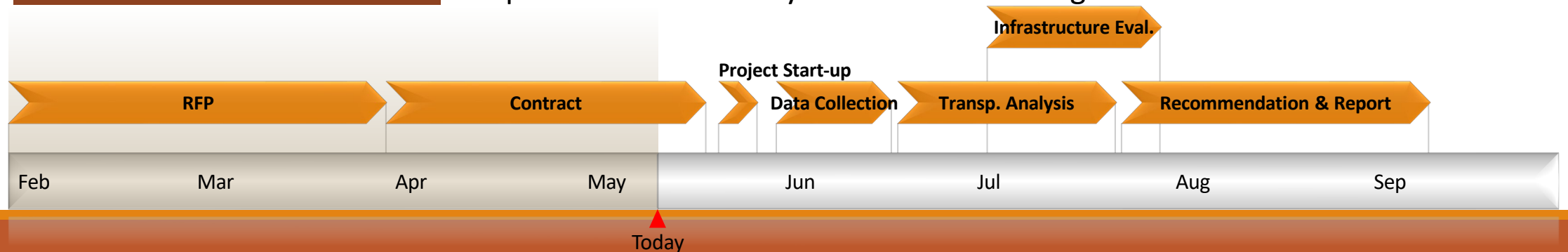
Project consists of conducting a city-wide traffic study to allow for safe and easy flow of traffic and assist with identifying and prioritizing improvements.



Planned Completion Date:
September 30, 2021

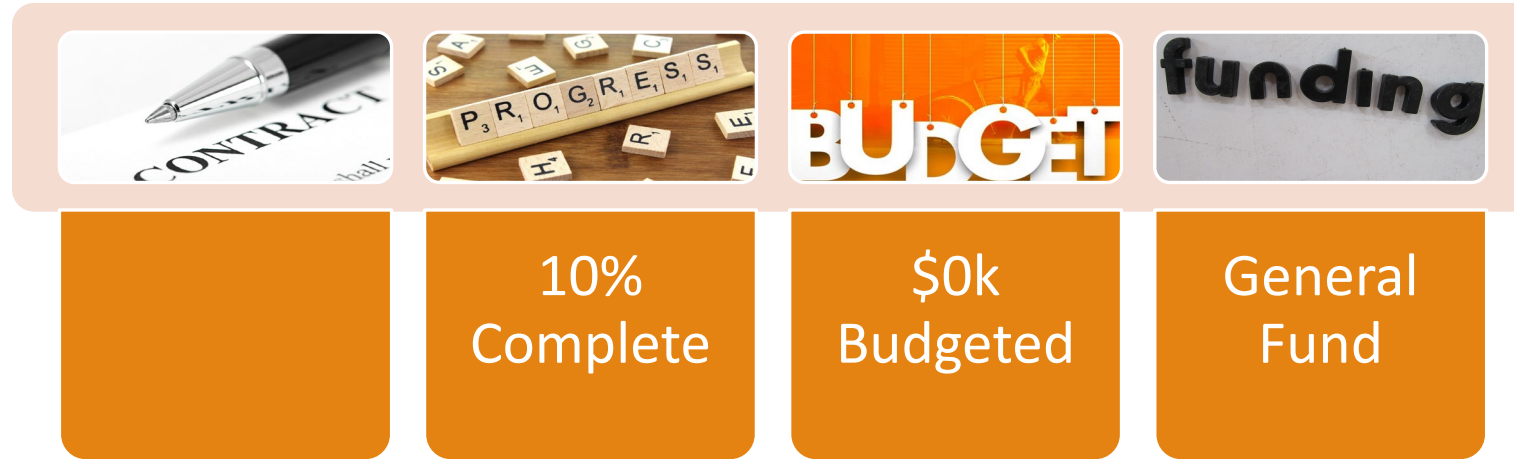
Current Project Status:

The consultant selected is Lancaster Mobley. A statement of work and contract will be presented at the May 20th council meeting.



City Hall Security (15)

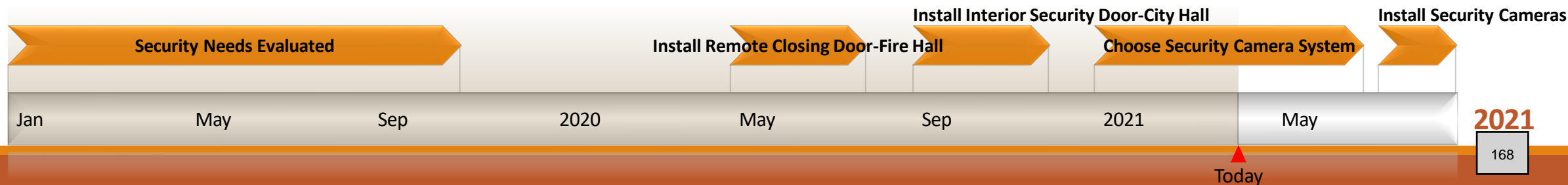
Project consists of evaluating and implementing security enhancements to City Hall and the Fire Hall.



Current Project Status:

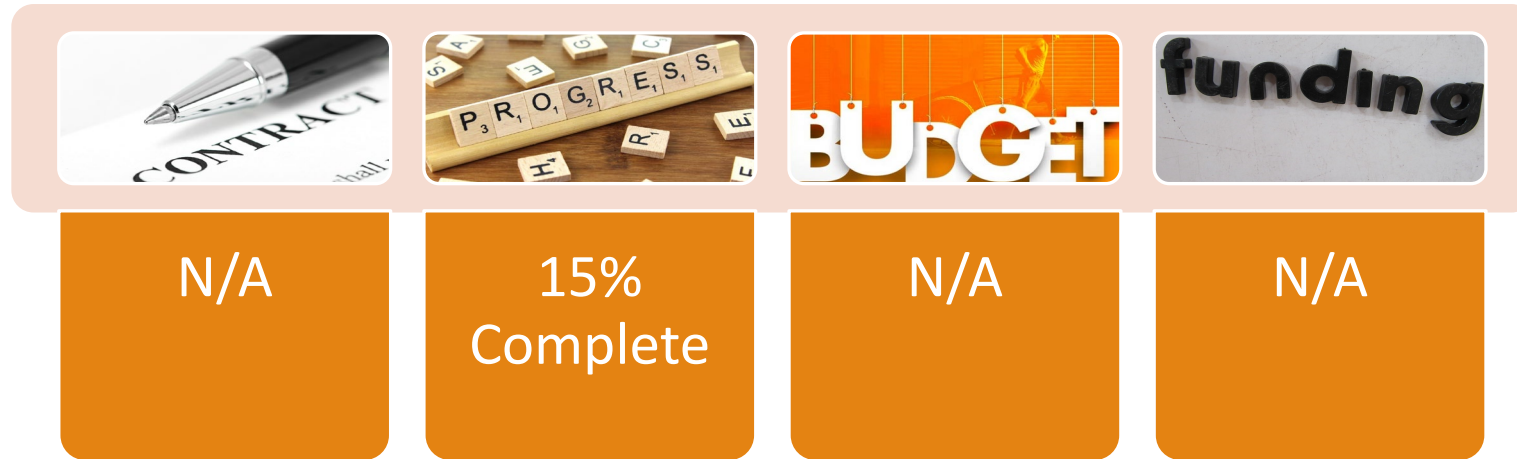
Planned Completion Date:
December 31, 2021

The security system specifications are being refined and providers being narrowed down. The city is also looking into installing panic buttons at City Hall when the county moves forward with the project.



Capital Improvement Program (5a)

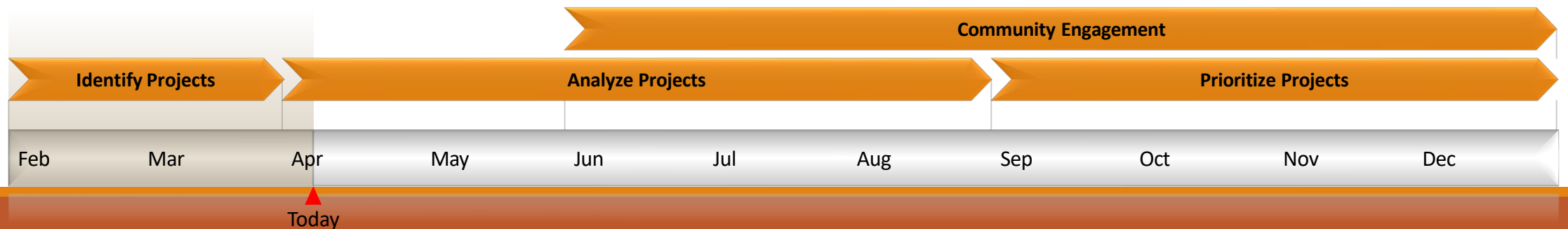
Project consists of developing a Capital Improvement Program (CIP) to incorporate into the city's Comprehensive Plan. It will include street, stormwater, water, sewer and undergrounding of utilities.



Current Project Status:

Planned Completion Date:
December 31, 2022

Staff is meeting weekly to move this forward. More information will come from the Transportation Study and the project timeline may change. Preliminary outcomes will be incorporated into the 6-year TIP update presented in May.



Wastewater Upgrades (1)

Project consists of designing and constructing upgrades to the wastewater treatment plant and collection system. More information can be found online at <http://ci.stevenson.wa.us/cleanwater/>.



Tetra Tech \$423k
CSI \$57k
Wallis Eng. \$2M

WWTP Design 90%
Rock Creek Des. 90%
Cascade Des. 90%
Main D Des. 90%
Remaining LS Des 10%

\$1.7M Spent to Date:

\$350k Sewer Plan
\$50k 2018 Sampling
\$58k Value Planning
\$67k Feas. Study
\$52k Imm. Imp.
\$6k Funding Apps.
\$1.1M Design

\$15.8M Future Budget:

\$800k Design Remaining
\$9.6M WWTP Const
\$300k Main D Exte.
\$5.1M Collection Sys.

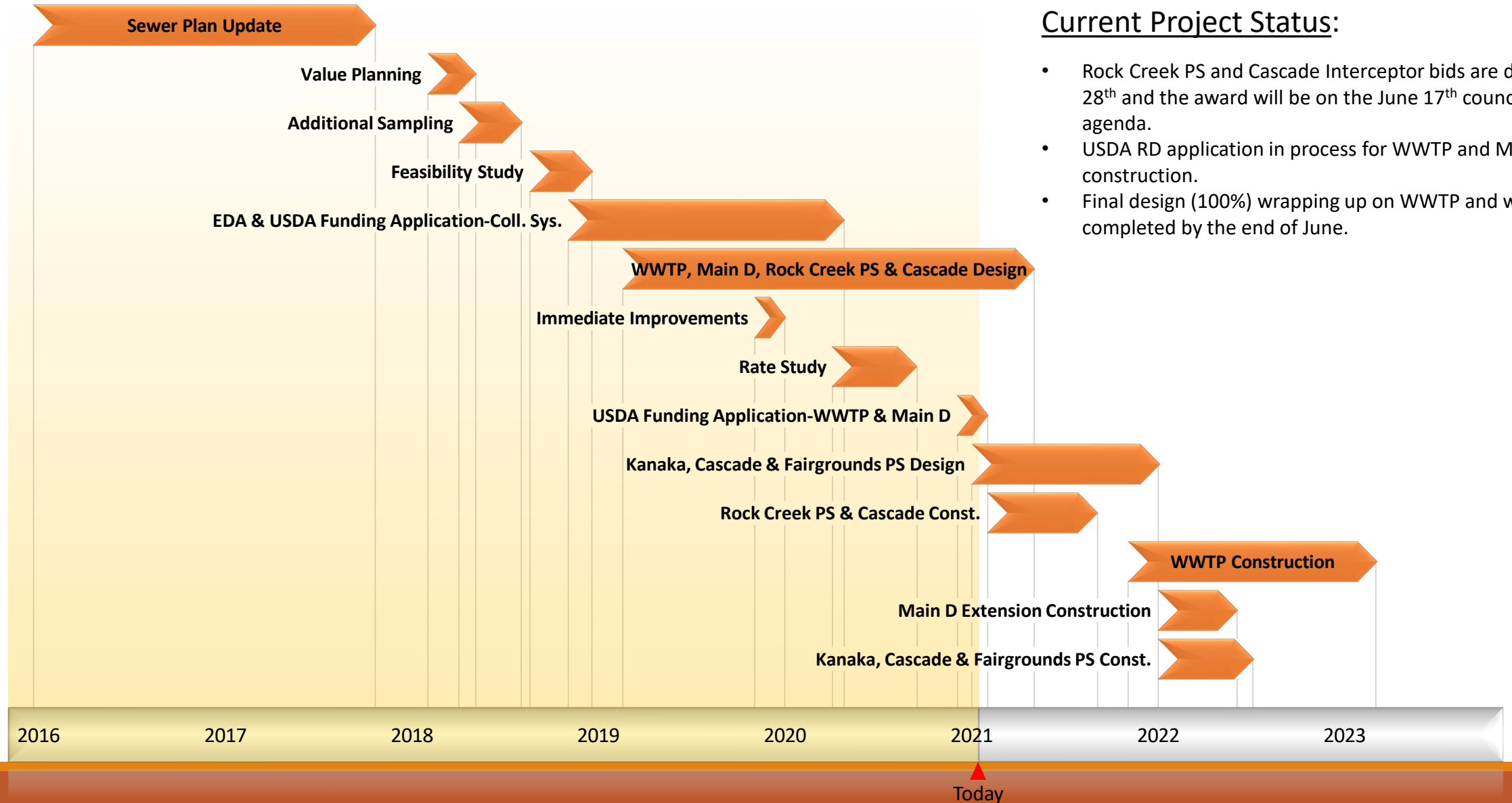
\$17.5M Approx. Total

\$50k CERB Grant
\$1.4M DOE Loan
\$575k DOE Forg. Loan
\$4M EDA Grant
\$873k USDA Loan
\$9.9M Apps in Process
\$660k Sewer Fund

Wastewater Upgrades Timeline (1)

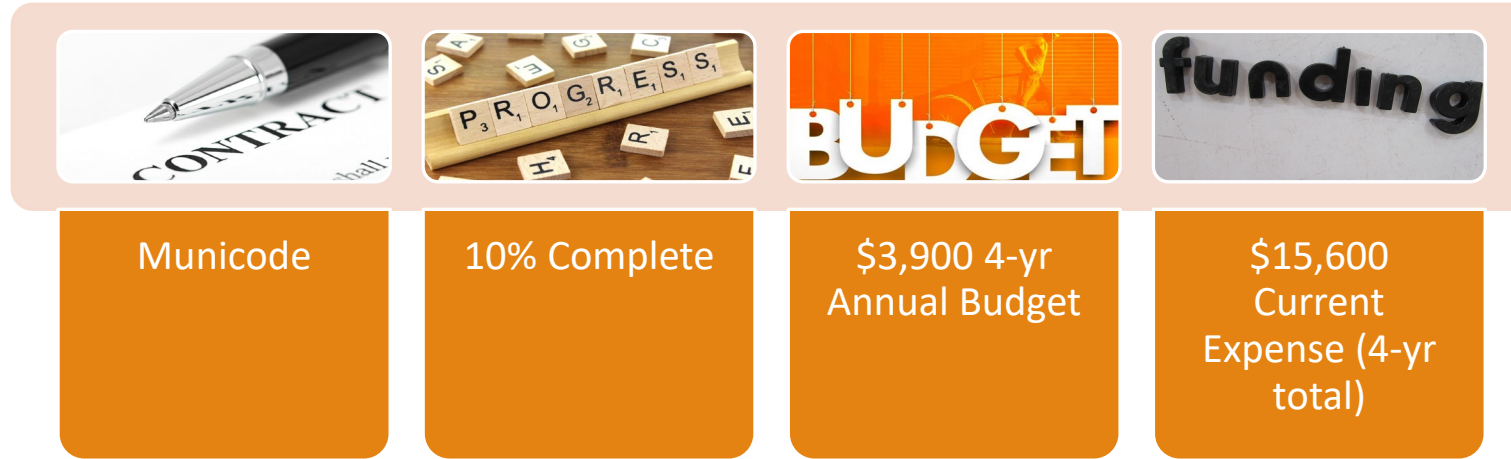
Current Project Status:

- Rock Creek PS and Cascade Interceptor bids are due May 28th and the award will be on the June 17th council agenda.
- USDA RD application in process for WWTP and Main D construction.
- Final design (100%) wrapping up on WWTP and will be completed by the end of June.



City Website Redesign

Project consists of redesigning the city website with Municode to be ADA compliant and more user-friendly.



Planned Completion Date:

August 13, 2021

Current Project Status:

The kick-off meeting took place on April 29th. Staff has provided initial data and photos for the design and build.



2021

Downtown Plan (2)

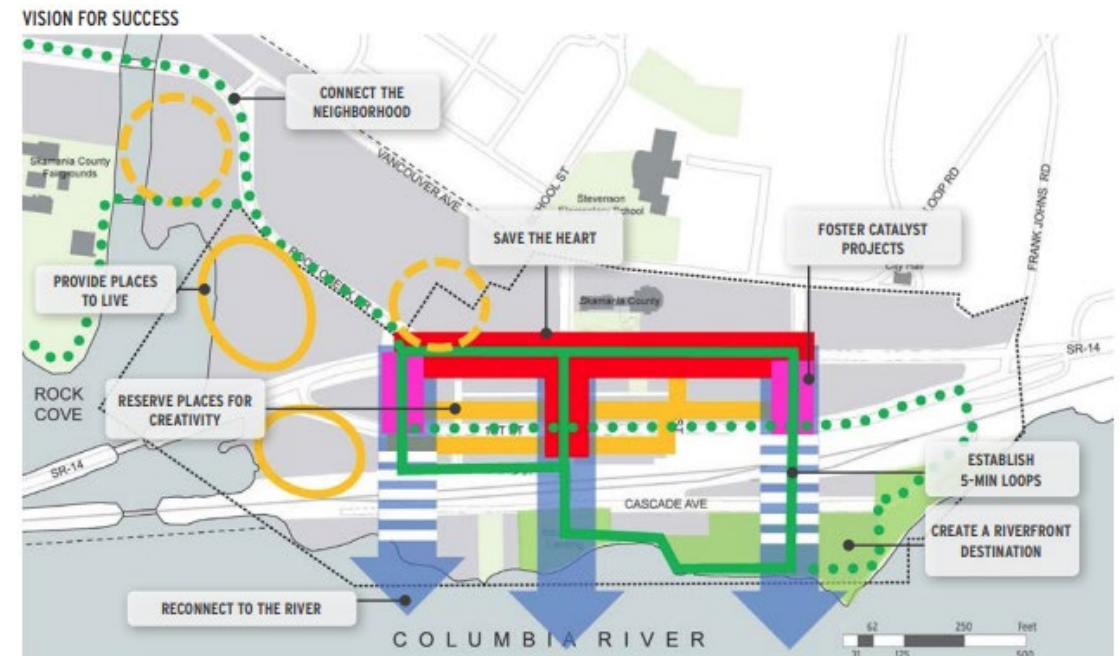
Project consists of final review of the 2019 Downtown Plan for SUCCESS! to identify any revisions or focus areas. This project is comprised of multiple interconnecting pieces listed below. More information can be found on the city's website at <http://ci.stevenson.wa.us/downtown/>.

Connected Projects:

- Columbia Avenue Realignment (next slide)
- First Street Overlook (earlier slide)
- Park Plaza (later slide-project on hold)
- Russell Avenue Rebuild (Phase 1 completed in 2020)
- Parking Development Regulations (Appd. 4/15/21)
- Downtown Parking Analysis Intern (Summer 2021)
- Commercial Zone Changes (approved 8/20/20)

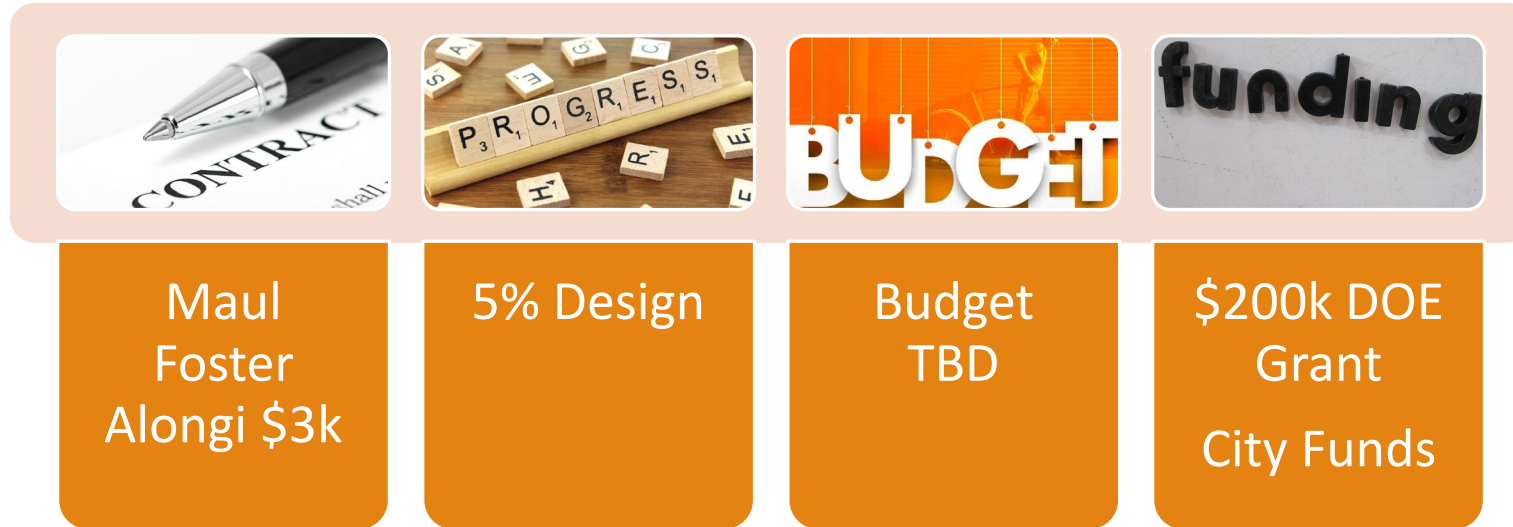
Current Project Status:

The meetings to review the Plan have been on hold since the beginning of COVID. As other projects wrap up and COVID restrictions ease, the review will pick back up again. Once the review is complete, the final Plan will be presented to council for approval.



Columbia Realignment (2b)

Project consists of a 2-lane asphalt roadway flanked by unconnected sections of sidewalk. Improvement of this corridor intended as a catalyst project as outlined in the 2019 Downtown Plan. More information can be found on the city's website at <http://ci.stevenson.wa.us/downtown/>.



Current Project Status:

The city's application for the Department of Ecology's Integrated Planning Grant was approved. DOE recommends obtaining a consultant to establish the SOW for the grant contract. An RFP will be published for soliciting a consultant. Contracts for a consultant and the grant will be in the June or July council meetings.

Projects on Hold

[Park Plaza](#) – Next round for RCO grant funding is 2022.

[Financial Audit](#) – Waiting the scheduling of the audit, possibly in August.

[Lower Kanaka Creek Rd.](#) – Holding off on purchasing of timber until materials are available.

[Foster Creek/Ryan Allen Waterline](#) – Project on hold due to higher priorities.

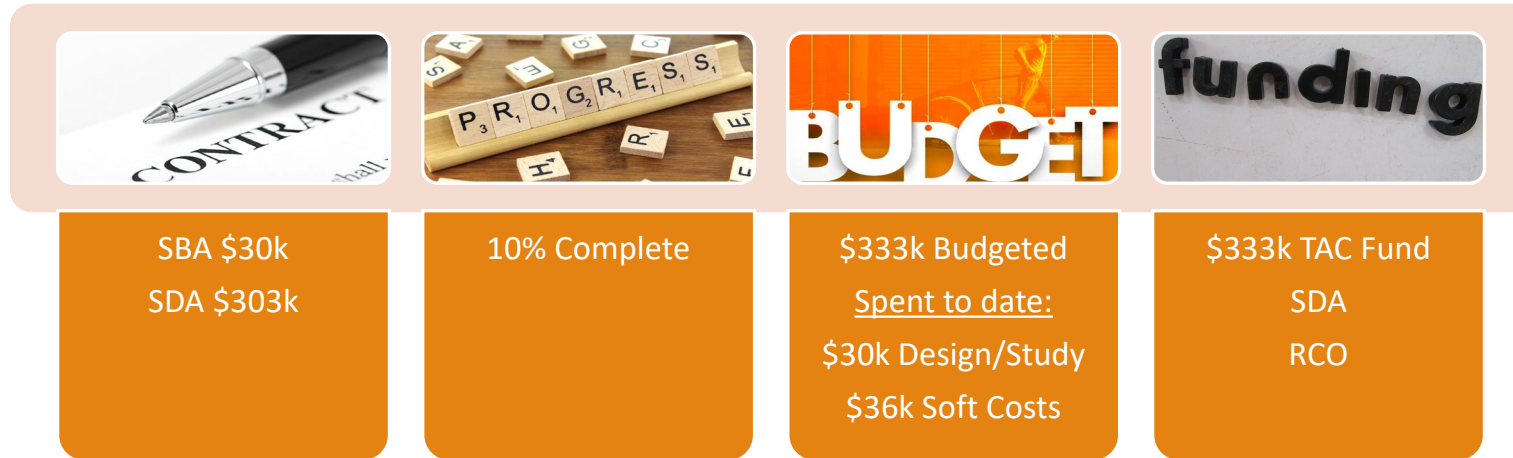
[Fire Department Strategic Plan](#) – Project on hold until needs are determined (strategic plan vs department evaluation).

[Fire Hall](#) – Project on hold until needs are determined.

[West Vancouver Waterline Extension](#) – Project on hold until developer moves forward.

Park Plaza (16c)

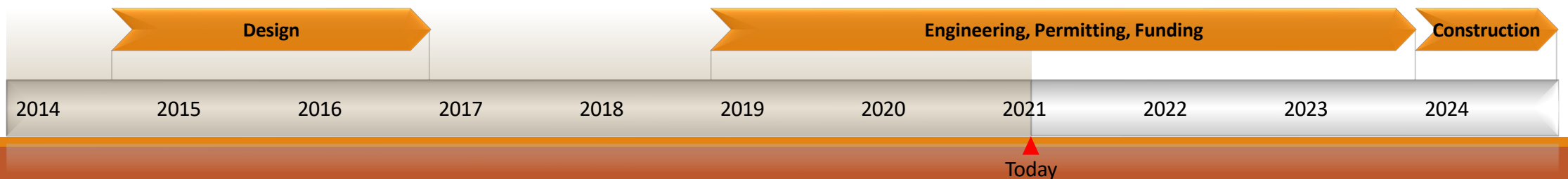
Project consists of working with the Stevenson Downtown Association and Skamania County on constructing a plaza in front of the courthouse and establishing a long-term maintenance agreement. More information can be found on the SDA website at <https://www.stevensonmainstreet.org/park-plaza>.



Planned Completion Date:
TBD

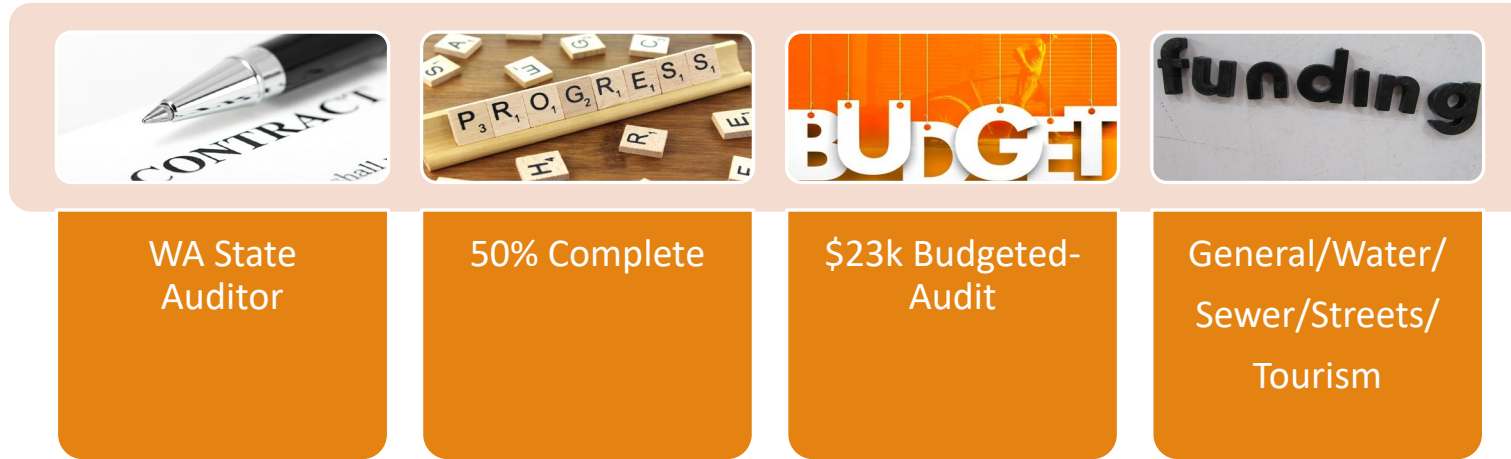
Current Project Status:

Latest RCO grant application not successful. The next application round will be in 2022. Draft agreement for future maintenance with Skamania County in process.



Annual Financial Report and Audit

Project consists of reviewing and adjusting transactions and accounts in 2020 as needed, completing all schedules, reviewing and submitting final report to State Auditor by 120 days after the end of the year.



Current Project Status:

Planned Completion Date:

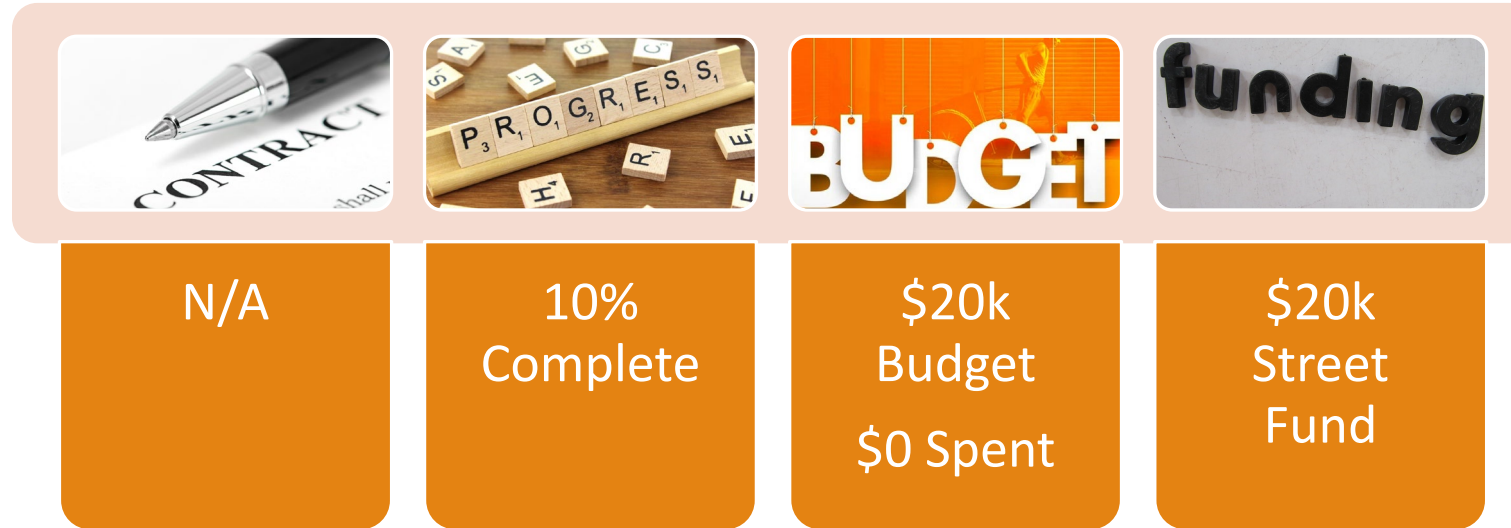
August 31, 2021

Accounting data submitted on April 7th to SAO website after being by council on March 18th. Due to Federal funds received, we need to have the audit completed by the end of August. Project on hold until audit is scheduled.



Lower Kanaka Creek Rd. (10)

Project consists of replacing the timber bridge at the Kanaka Underpass and widening the road as much as possible. There is a weight restriction on the bridge until the repairs can be completed.



Planned Completion Date:
December 31, 2021

Current Project Status:

Timber has been sourced and priced. Holding off on purchase.

Foster Creek/Ryan Allen Waterline (4a)

Project consists of relocating a 6" AC waterline from an easement to the city right of way. The original line will then be filled in place to prevent collapsing.



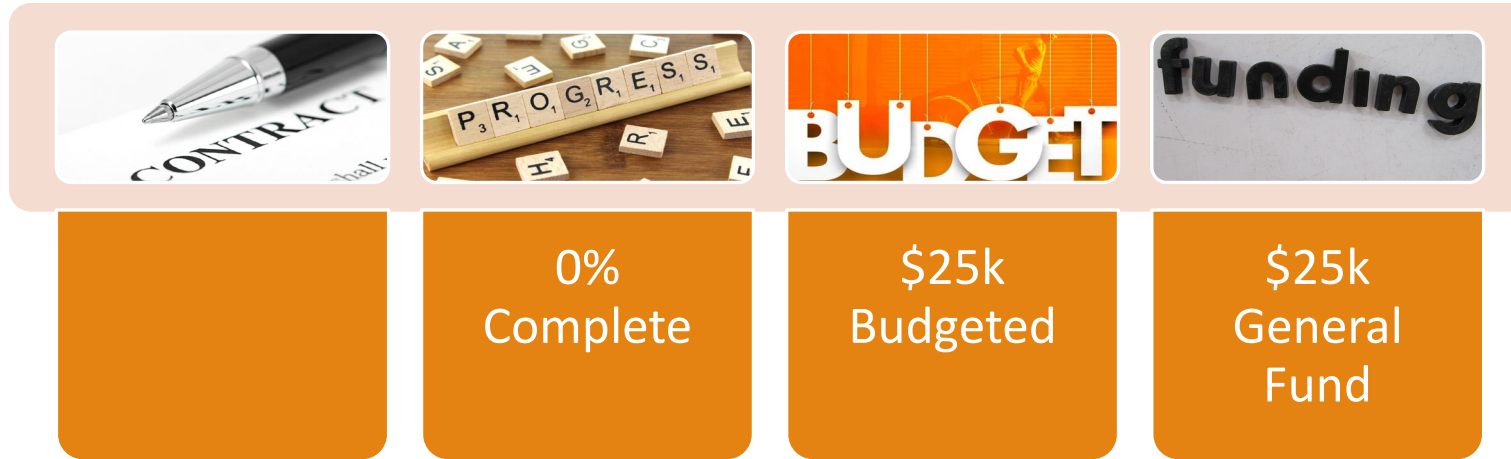
Planned Completion Date:
December 31, 2021

Current Project Status:

The project has been planned. Project on hold as other tasks are taking priority.

Fire Department Strategic Plan (3)

Project consists of creating a strategic plan for the fire department to inform future needs of the department.



Current Project Status:

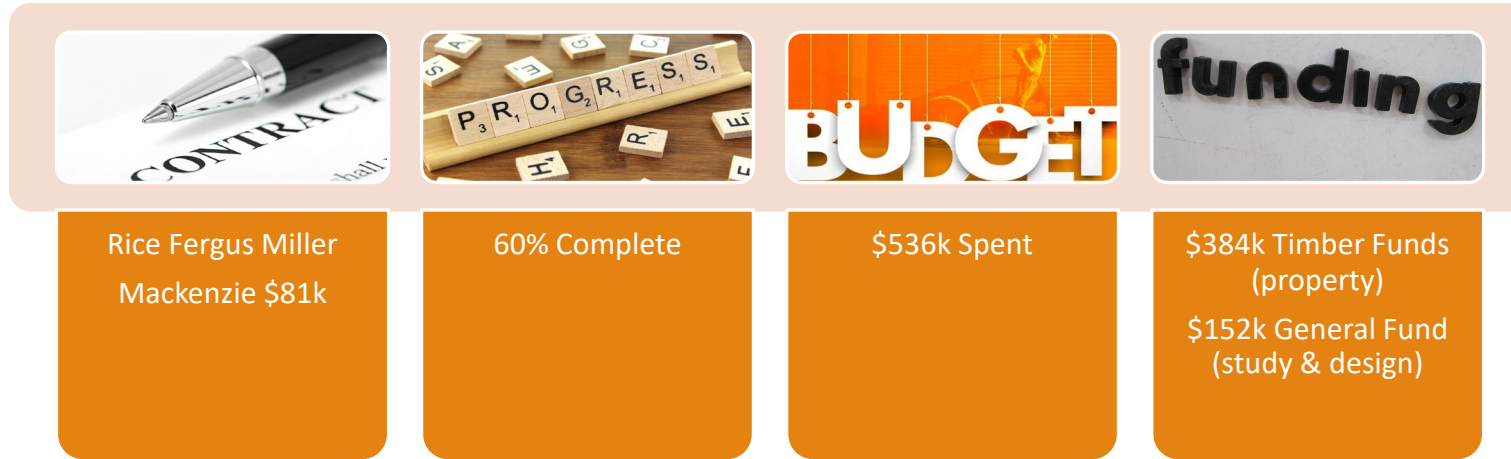
Planned Completion Date:
December 31, 2021

Project on hold until it is determined if a strategic plan is needed or if a department evaluation is needed.



Fire Hall (3)

Project consists of confirming a design and constructing a new fire hall with Skamania Fire District 2. Past reports can be found online at <http://ci.stevenson.wa.us/government/emergency-services/fire/>.

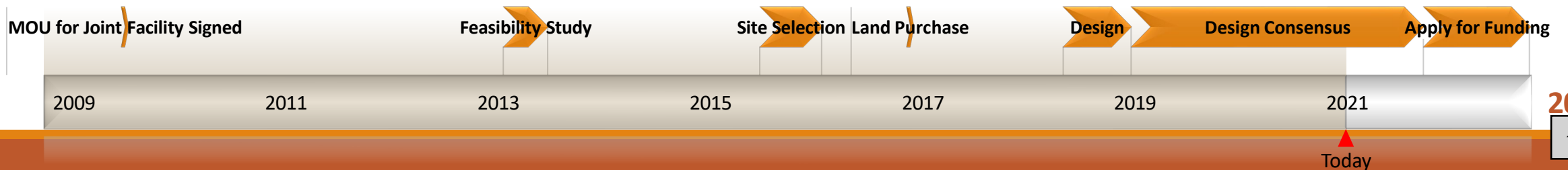


Current Project Status:

Planned Completion Date:

TBD

The project has stalled due to the cost of the initial draft design. Alternative designs have been drafted and the next step is to get a revised cost estimate before moving forward.



West Vancouver Waterline Extension (4a)

Project consists of extending a 6" main from Lasher to Rock Creek, improving fire flow, removing a section of 4" AC line and adding redundancy to the system.



Planned Completion Date:
December 31, 2021

Current Project Status:

The project is being designed and will go out to bid in the spring. Construction will start in the summer and be completed by the end of the year.

So you want to be an elected official...

Practical information for
people running for office in
Washington's cities and towns



Why are you running for election to a local office?

This is a question that every candidate will be asked – and a question that every candidate must carefully consider.

Most often, people run for office because they are deeply committed to their city or town and want to influence the community's direction. At times, people run because they are passionate about a single issue or problem. A single controversy – such as a land use or zoning decision – could dominate an entire election campaign.

But once the election is over, things change. Candidates who have won an election based on their position on a single issue soon discover that they are responsible for a much broader array of challenges. The platform they ran on may not even be on the council's agenda. Getting it placed there will only be possible if they are willing and able to work cooperatively with other members of the council, many of whom will have their own issues to champion.

In order to be effective, elected officials must work as part of a team to establish a shared vision for the future, develop goals and plans that make that future possible, and work with their colleagues and constituents to enact the local policies and laws that will ultimately lead to accomplishment.

Holding a public office is an act of service to the public – that is, service to all the residents of a city or town, not just those who share your views or those who voted for you. It is a challenge that requires every office holder to rise above the fray, to reach beyond comfort zones, and to work with others with whom they may have significant differences.

Rising to that challenge is what makes democracy work. It's what makes shaping our shared future possible. It's what others have done before us. And it's what has made our cities and towns places we can be proud of.

Working as part of a team

Getting elected as a councilmember or mayor brings a special status. It also comes with the obligation to look beyond yourself and cultivate the qualities of collaboration, teamwork, and civility.

Elected officials set the tone for the civic life of their community. When elected officials demonstrate how to differ with one another respectfully, find principled compromises, and focus on the common good, community members often will too. When elected officials get mired in blame, recrimination, or division, civic progress can grind to a halt, and the city's sense of common purpose can fracture.

To govern well, elected leaders must help each other and the public stay focused on the future and on the common good. That can be an uphill struggle when the passions of the moment lead to demands for instant solutions, or when there is a deep division over a single issue that threatens to push longer-term problems aside. There will always be occasions when elected officials differ among themselves. But the mark of leadership is the ability to handle those differences in ways that move the agenda forward, build trust, and create a civic culture of mutual respect that makes progress possible.

When elected officials get mired in blame, recrimination, or division, civic progress can grind to a halt.

Roles and responsibilities

Cities provide services that are vital to community health, safety, and economic activity. While specific city-provided services may vary, most cities provide public safety, land use and planning, parks, and public works such as street maintenance and construction, water, sewer, and/or stormwater management. Understanding the role of elected officials is critical to ensure proper planning, oversight, and delivery.

Policymaking vs. administration

Councils are legislative bodies – that is, they are elected to make major policy decisions and pass budgets. The basic job of councilmembers is to find the balance among themselves that represents the best interests of the majority of residents, while respecting the rights of all.

Councilmembers make policies, but mayors (in mayor-council cities) and city managers (in council-manager cities) are responsible for their implementation and administration. Learning the difference between these two key functions – policymaking and administration – and respecting the boundaries between them is critical to a well-run government.

The separation of powers between legislative and administrative functions serves not only as a check on the exercise of authority between the two branches of local government, but also as a way to promote their efficient day-to-day operation and staff direction.

Understanding your city's form of government and classification

Different cities have different forms of government. The most common form of government is the mayor-council form. This form consists of an elected mayor (elected at-large) who serves as the city's chief executive officer and a council (elected either at-large or from districts) that is responsible for formulating and adopting policies. In mayor-council cities, a professional administrator may assist the mayor with day-to-day operations.

Cities by classification & form

Class	Mayor-council	Council-manager	Total
First	6	4	10
Second	5	0	5
Town	68	0	68
Code	147	50	197
N/A	1	0	1
Total	227	54	281

The second most common form of city government is the council-manager form. The council-manager form consists of an elected council, which is responsible for policymaking, and a professional city manager (appointed by the council) who is responsible for administration. The city manager is accountable to the council and is responsible for implementing the council's policies. Although mayors in council-manager cities have no administrative or executive duties, they do serve as the chair of the council and often play a prominent political leadership role.

It is also important to know your city's classification – first class city, second class city, town, or code city. Many state laws differ depending upon the classification, such as the specific powers and responsibilities of a mayor.

First class and code cities have broad home rule powers granted in both the state constitution and statute. Cities may determine their structure and regulate under their police powers, as long as they do not conflict with the state constitution or laws. In Washington, more than 200 code and first class cities have broad home rule powers and have been granted all powers available to other classes of cities.

The third branch

Cities can choose to run their own municipal courts or contract with the county or another city to provide court services. Approximately one-third of cities run their own courts with elected or appointed judges. Full-time judges are elected. Part-time judges are either appointed by the mayor (mayor-council cities) or the manager (council-manager cities), and may be subject to council confirmation. Although the city council may determine the court's budget, the judge is responsible for running the court, including supervising court staff, and is not subject to council or executive oversight.

Working with other jurisdictions

City elected officials' jobs don't stop at the city limits. The city's streets must connect with county roads and state highways. Similarly, cities must work with other jurisdictions and many levels of government to achieve collective goals. In some cases, this can involve complex, technical inter-jurisdictional agreements for services such as public safety, sewage treatment, or other utilities.

Cities must abide by state and federal laws and regulations, and can benefit from state and federal funding programs. There may also be special purpose districts for fire protection, ports, transit, sewer and water, cemeteries, libraries, and a host of other specific functions that interact with city government. Residents have the right to expect that these relationships are well-managed, efficient, and collaborative—and it's up to elected officials to make this happen.

Celebrating community achievements and promoting civic pride

City elected officials also serve as champions for civic achievement. By appearing at ribbon-cutting ceremonies, participating in charity events, and attending celebrations of student achievement, elected officials bring recognition and attention to the values of civic engagement and individual accomplishment. This might not be in the elected leader's official job description, but it is an important part of how elected leaders can bring out the best in their communities and strengthen the traditions that build civic pride.

Ethics

You may think of yourself as an ethical and law-abiding person, but that may not be enough to keep you on the right side of the law once you are elected. There are specific laws and high ethical standards of conduct for elected officials, and becoming thoroughly informed about them is important.

All city officials must abide by strict laws regarding ethics in government. These laws aim to prevent favoritism and ensure that elected officials are truly serving the public rather than reaping personal benefits from their positions.

State laws that city elected officials must abide by include:

No special privileges – Elected officials must pay the same fees for permits or services as any other resident. They cannot receive or give any special privileges, discounts, or exemptions or use any city resources for private purposes. For example, a city official cannot borrow a city pickup truck for the weekend or arrange for it to be used by a friend or relative.

No gifts or rewards from private sources – Elected officials may not receive gifts that are in any way connected to their public service. For instance, if a councilmember votes for a specific project and a constituent sends a thank you gift of tickets to a concert or game, the tickets must be returned.

No disclosure of confidential information – Elected officials may not disclose confidential information or use it for personal gain. This means that you may not accept a job or engage in a business that might require you to disclose confidential information you gained from your city position.

No conflicts of interest – Elected officials may not have any financial interest in any public contracts made through their office with the city they serve. This includes contracts for employment, sales, leases, and purchases. (There are limited exceptions to this rule in small cities with a population under 10,000.)

In addition, elected officials may not vote on any matter that would have a personal direct financial impact on them. This prohibition does not include matters that have a general impact, such as taxes or utility rates.

Conflicts of interest can also include “remote” interests – interests that would not personally benefit you, but might benefit people or organizations with whom you have a special relationship. For instance, if you are on the governing board of a nonprofit organization seeking a contract with the city, you must disclose your interest and you may not vote on that contract or attempt to influence the votes of others.

Open public meetings

The Open Public Meetings Act (OPMA) requires that all council meetings (and meetings of planning commissions, library boards, and other public bodies) be open to the public, except under special circumstances, such as discussing a lawsuit, a confidential personnel issue, or a real estate transaction.

This also means that elected officials cannot meet informally and make decisions out of the public eye.

Whenever a quorum of the council is present, city business cannot be the topic of discussion unless the public has been notified and the meeting is open to them.

If this act is violated, there may be personal penalties for the elected officials involved. In addition, any final action that is taken in a meeting which did not comply with the Open Public Meetings Act is null and void.

Public access to records

The Public Records Act (PRA) gives any person full access to a wide range of information about how government does business. Most information relating to the conduct of government that is prepared, owned, used, or retained by a city is presumed to be a public record that must be made available to the public for inspection and copying. This includes papers, photos, maps, videos, and electronic records (such as email, text messages, and social networking sites). It also includes reports that are prepared for government by hired contractors.

All cities must make these records available for everyone. There are a limited number of exemptions from disclosure for some personnel records and other confidential matters.

Required OPMA and PRA training

Under the Open Government Trainings Act, every elected local or statewide official that is also a member of a “governing body,” must receive both open public meetings and records trainings. This must occur no later than 90 days after taking the oath of office or assuming duties. “Refresher” training must occur at intervals of no more than four years.

Implementing policy

Adopting a city budget

One of the most challenging tasks for local elected officials is developing and adopting annual city budgets. They can be complex and technical documents that are important expressions of a city's vision, values, priorities, and strategic goals. Budgets are also a tool for evaluating past performance, as elected leaders and staff make note of what was accomplished in the past year and how actual costs compared to estimated projections.

Mastering the budget process can be a steep learning curve for newly-elected leaders. There are guiding state laws about the timing and content of city budgets. Once in office, elected officials soon find that the budget is such an important policy document that they can't be effective unless they fully understand it, and can explain it to their constituents.

Budgets are important expressions of a city's vision, values, priorities, and strategic goals.

Comprehensive planning, growth management, and environmental protection

Every city needs to plan for growth in order to provide a healthy future for its residents. Cities adopt comprehensive plans that spell out a specific vision for how the city will develop, while protecting critical natural resources and open space. Engaging the community in the process of developing a comprehensive plan ensures that everyone works together to create a shared vision for the future, and that everyone takes part in the work of achieving it.

Twenty-nine counties and the cities within them are required to or have chosen to create plans that conform to the state Growth Management Act (GMA). Once adopted, a city's comprehensive plan is used to guide decisions about zoning, subdivisions, and other regulatory matters. Local codes can create incentives for the kind of growth a city wants by providing such things as density bonuses for projects that provide affordable housing or preserve natural areas.

State and federal environmental laws and regulations also affect local comprehensive planning, because they require protection of certain natural resources such as clean drinking water and critical wildlife habitat. Learning about these laws and how they affect your city is an important part of an elected leader's job.

Keeping the comprehensive plan in mind – and keeping it in the public eye – ensures that the city stays focused on creating the future residents want for the next generation and beyond.

Publications and resources

Publications

You can find many materials, publications, and other resources online. Below are a few highlighted publications that may be of value to you even before becoming an elected leader.

Association of Washington Cities, wacities.org

- *Mayor & Councilmember Handbook*
- *Small City Resource Manual: A guide for Washington's small cities and towns*

Municipal Research and Services Center, mrsc.org

- *Getting Into Office: Being Elected or Appointed into Office in Washington Counties, Cities and Towns, and Special Districts*
- *Knowing the Territory: Basic Legal Guidelines for Washington City, County, and Special District Officials*

Training opportunities

After getting elected, there are regional workshops, statewide conferences, and eLearning opportunities to help you learn important laws and hone skills to become a more effective leader.

Highlighted trainings include:

- **OPMA and PRA eLearnings**
AWC and MRSC have two eLearnings available 24/7: Open Public Meetings Act and Public Records Act

Certificate of Municipal Leadership

AWC's Certificate of Municipal Leadership (CML) program recognizes mayors and councilmembers for accomplishing training in four core areas:

- Roles, responsibilities, and legal requirements
- Public sector resource management
- Community planning and development
- Effective local leadership



The Association of Washington Cities (AWC) serves its members through advocacy, education, and services. Founded in 1933, AWC is a private, nonprofit, nonpartisan corporation that represents Washington's 281 cities and towns before the state legislature, the state executive branch, and with regulatory agencies. AWC also provides training, data and publications, and services such as the AWC Employee Benefit Trust, AWC Risk Management Service Agency, AWC Workers' Comp Retro, AWC Drug and Alcohol Consortium, AWC GIS Consortium, and AWC JobNet.

Promoting communication between cities and towns and developing broad public understanding of the important roles of cities and towns is part of our vision.

Association of Washington Cities
wacities.org

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City of Stevenson

Fire Department – Rob Farris, Chief

(509) 427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Rob Farris, Fire Chief
RE: Fire Department Update – April 2021
Meeting Date: May 20th, 2021

Executive Summary:

Our firefighters are continuing to meet in-person for training. The response has been encouraging as we continue to prepare for the upcoming wildfire season.

Rain Gutters have been installed on to the Station. This was in response from a request from the adjacent property owner about rainwater runoff. We were able to find a Gutter Installer to come and complete the project despite limited availability in the Gorge area.

The Fire Department completed hose and ladder testing in April. This is the first time this has been completed in many years. It will become an annual testing process. Over 3000 feet of hose was tested, and we only had one 50FT section fail. This is a direct reflection of how our volunteers take the time and care in maintaining our fire hose after calls and trainings.

The New Pumper/Tender for the Fire District was delivered in April. It is set to go into Service on May 24th after being at an equipment mounting vendor getting final tool mounting completed.

Overview of Items:

- *COVID-19 Response:* Ongoing
- *New Fire Hall:* Ongoing
- *District AFG Grant:* Pumper tender has been delivered – Slated to go into service on May 24th.
- *Gutter project for fire station:* Installed on April 14th

Drills/Training/Calls:

April Drills/Training – 48 hours

April Calls – 3 total

- 1 – Bark Dust Fire – Landscaping – City of Stevenson
- 1 – Structure Fire
- 1 – Mutual Aid – Wildfire – SCFD 5

Action Needed: None



City of Stevenson
Public Works Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: City Council
FROM: Karl Russell, Public Works Director
DATE: May, 2021
SUBJECT: Council Update

Projects in the works are as follows:

- Water/Wastewater Continuing Education Unit classes.
- Repairing Rock Creek Intake Valve
- Rock Creek Lift Station and Interceptor Project
- First Street Outlook
- Rock Creek Storm drain repair
- Rock Creek Drive Planting Strip Revitalizations
- City owned Tree Preservation Plan
- WWTP Upgrades
- Water Reservoir Ground Maintenance
- Utility Relocating for Rock Creek Lift Station Project
- Right of Way Maintenance

Regards,

Karl Russell



City of Stevenson

Leana Kinley, City Administrator

Phone (509)427-5970
FAX (509) 427-8202

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

To: Stevenson City Council
From: Leana Kinley, City Administrator
RE: City Administrator Staff Update
Meeting Date: May 20, 2021

Overview of items staff has been working on over the past month not listed in the project updates:

Community Workshop on Diversity, Equity and Inclusion – I reached out to a facilitator and discussed the workshop and what the council would like to see. A contract is on the agenda for approval as well as selecting available dates for the workshop.

Southwest Clean Air Agency – The SWCAA shared information about the Washington State Department of Health’s Environmental Health Disparities map. The map is broken down by census tract and the overall ranking for the Stevenson tract is 3 (low) with a ranking of 1 for environmental exposures. The website is doh.wa.gov/IBL.

Broadband – The Broadband study conducted by Petrichor Broadband on behalf of the PUD is close to being finished. The current decision is which the agency any program will be managed under or through (PUD, Port, etc.). The goal is to build infrastructure to facilitate change for better broadband access for our communities.

Responding to Public Records Requests and Nuisances

Action Needed:

None.

CHECK REGISTER

City Of Stevenson

Time: 16:48:50 Date: 05/19/2021

04/16/2021 To: 05/20/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
953	04/23/2021	Claims	1	EFT	Kenneth B Woodrich PC	1,644.00	April 2021 Statement
1133	05/11/2021	Claims	1	EFT	Department of Revenue	4,941.47	April 2021 Taxes
954	04/23/2021	Claims	1	15110	Avista Utilities	446.81	April 2021 Statement
955	04/23/2021	Claims	1	15111	Cascade Columbia Distribution	781.50	WTP Chemicals
956	04/23/2021	Claims	1	15112	Consolidated Supply Co.	1,473.83	WTP Parts; Water Meter Parts
957	04/23/2021	Claims	1	15113	Daily Journal of Commerce/Bridge Tower O	295.24	Ad for 2021 Collection System Improvements
958	04/23/2021	Claims	1	15114	DeVaul Publishing	163.93	Legal Ad-Collection System Improvements
959	04/23/2021	Claims	1	15115	Duane A Sigl DBA Columbia Gorge Fire Eq	140.01	Fire Extinguisher for Engine 26
960	04/23/2021	Claims	1	15116	Gorge Networks Inc	95.94	April 2021 WTP Broadband
961	04/23/2021	Claims	1	15117	PUD No 1 of Skamania County	1,646.91	30 SE Cascade Ave-April 2020 Statement; First St Fire Hall-April 2021 Statement; City Hall-April 2021 Statement; Hwy 14 & Frank Johns-April 2021 Statement; Walnut Park-April 2021 Statement; Second St;
962	04/23/2021	Claims	1	15118	Pacific Premier Bank	18,557.84	March 2020 Smart Meter Loan Payment
963	04/23/2021	Claims	1	15119	Skamania County Prosecutor	1,333.00	Replacement check for ck 14848 for December 2020 Prosecuting Attorney Fees
964	04/23/2021	Claims	1	15120	Skamania County Sheriff	900.00	March 2021 Jail Services
965	04/23/2021	Claims	1	15121	Solutions Yes, LLC	38.24	Copy Paper
966	04/23/2021	Claims	1	15122	WEX Bank	65.53	Remainder of March 2021 Statement
967	04/23/2021	Claims	1	15123	WSP USA, Inc	22,064.24	First Street Pedestrian Amenities Overlook
968	04/23/2021	Claims	1	15124	Wallis Engineering, PLLC	43,047.62	General Engineering Services; Rock Creek Stormwater Repair; 2021 WW Collection System Upgrades; WWTP & Collection System Improvements
1004	04/27/2021	Claims	1	15125	Board For Volunteer Firefighters	2,160.00	2021 Pension Payment
1129	05/11/2021	Claims	1	15131	Professional Quality Roofing LLC	20,772.00	Roof for Water Treatment Plant-50% of Contract
1178	05/20/2021	Claims	1	15132	A&J Select	29.20	Water, Paper Towels, Toilet Paper
1179	05/20/2021	Claims	1	15133	ABC Forms LLC	554.75	Water/Sewer Bill Cards
1180	05/20/2021	Claims	1	15134	Aramark Uniform Services	175.15	April 2021 Statement
1181	05/20/2021	Claims	1	15135	Avista Utilities	106.37	May 2021 Statement
1182	05/20/2021	Claims	1	15136	BSK Associates	2,057.75	April 2021 WTP Sampling; April 2021 WWTP Sampling
1183	05/20/2021	Claims	1	15137	Cascade Columbia Distribution	385.40	Chemicals for Water Treatment Plant
1184	05/20/2021	Claims	1	15138	CenturyLink	195.93	May 2021 Fire Station Phone Services; May 2021 WWTP Phone Service; May 2021 Transfer Station Phone Service
1185	05/20/2021	Claims	1	15139	Centurylink Comm Inc	47.79	April 2021 Long Distance
1186	05/20/2021	Claims	1	15140	City of Hood River	1,351.08	January-March 2021 Sludge Hauling
1187	05/20/2021	Claims	1	15141	City of Stevenson	2,599.63	April 2021 City Hall Statement; April 2021 Fire Department Statement; April 2021 Drinking Fountain Statement; April 2021 East End Irrigation Statement; April 2021 Grange Hall Irrigation Statement; Apr
1188	05/20/2021	Claims	1	15142	Class 5	263.04	June 2021 Fax Service; June 2021 Phone Service

CHECK REGISTER

City Of Stevenson

Time: 16:48:50 Date: 05/19/2021

04/16/2021 To: 05/20/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1189	05/20/2021	Claims	1	15143	Clifton Michael Coulter	821.25	20-1028 & XZ0312419 William Konoske
1190	05/20/2021	Claims	1	15144	Columbia Hardware, Inc.	436.36	April 2021 Statement
1191	05/20/2021	Claims	1	15145	Columbia River Disposal	199.24	April 2021 Statement
1192	05/20/2021	Claims	1	15146	Consolidated Supply Co.	2,625.06	Bushings for WTP; Water Meter Parts; Water Meters & Supplies; PVC Pipe Bell Ends; Water Meter Boxes
1193	05/20/2021	Claims	1	15147	Daily Journal of Commerce/Bridge Tower O	295.24	Legal Ad 2021 Collection System Improvements
1194	05/20/2021	Claims	1	15148	DeVaul Publishing	275.47	Legal Ad Ordinance 2021-1172 Adoption C1 Zoning; Ad for 2021 Collection System Improvements Bids; Ad-Transportation Improvement Public Hearing; Ad-Transportation Improvement Public Hearing
1195	05/20/2021	Claims	1	15149	Department of Commerce	23,971.60	2021 Base Res Loan Payment
1196	05/20/2021	Claims	1	15150	Dept of Transportation-SW Region	624.82	Guardrail Repair SR 14 MP 44
1197	05/20/2021	Claims	1	15151	Gorge Networks Inc	95.94	June 2021 Water Plant Broadband
1198	05/20/2021	Claims	1	15152	L.N. Curtis & Sons	1,768.62	Fire Helmets; MSA SCBA Flow Testing
1199	05/20/2021	Claims	1	15153	Mission Communications LLC	2,877.00	Annual Skada Service Contract 6.1.21-5.31.22
1200	05/20/2021	Claims	1	15154	Municipal Code Corp	587.00	April 2021 Electronic Update Pages/Graphs/Images
1201	05/20/2021	Claims	1	15155	NAPA Auto Parts	1,148.71	April 2021 Statement
1202	05/20/2021	Claims	1	15156	Office of State Treasurer - Cash Mgmt Di	1,181.26	May 2021 Remittance
1203	05/20/2021	Claims	1	15157	One Call Concepts, Inc.	35.31	April 2021 Locates
1204	05/20/2021	Claims	1	15158	PUD No 1 of Skamania County	3,890.65	160 SW First Street-April 2021 Statement; Hollstrom Rd County Well-April 2021 Statement; Ruellen Rd WTP-April 2021 Statement; WWTP-April 2021 Statement; Ryan Allen Rd Intake Stn-April 2021 Statement;;
1205	05/20/2021	Claims	1	15159	PacWest Machinery, Inc.	636.69	Liquid Level for Sweeper; Sweeper Brooms
1206	05/20/2021	Claims	1	15160	Petty Cash	157.03	May 2021 Statement
1207	05/20/2021	Claims	1	15161	QCL, Inc.	315.00	Annual Hearing Tests
1208	05/20/2021	Claims	1	15162	RADCOMP Computers Inc	513.69	April 2021 IT Services; April 2021 Additional IT Services
1209	05/20/2021	Claims	1	15163	Skamania County Chamber of Commerce	9,892.48	April 2021 Contract & Reimbursables
1210	05/20/2021	Claims	1	15164	Skamania County Probation	420.00	April 2021 Probation Costs
1211	05/20/2021	Claims	1	15165	Skamania County Prosecutor	1,333.00	May 2021 Remittance
1212	05/20/2021	Claims	1	15166	Skamania County Sheriff	1,140.00	April 2021 Jail Services
1213	05/20/2021	Claims	1	15167	Skamania County Treasurer	17,774.79	May 2021 Remittance; May 2021 Remittance
1214	05/20/2021	Claims	1	15168	Stevenson Downtown Association	16,250.00	LTAC Operations 2nd Qtr 2021
1215	05/20/2021	Claims	1	15169	Tribeca Transport LLC	11,822.29	Transport Sludge to Hood River
1216	05/20/2021	Claims	1	15170	US Bank Safekeeping	30.00	April 2021 Maintenance Fees
1217	05/20/2021	Claims	1	15171	US Bank	1,314.65	April 2021 Card #1 Credit Card Statement; April 2021 Card #2 Credit Card Statement
1218	05/20/2021	Claims	1	15172	Verizon Wireless	80.97	April 2021 Cell Phone charges
1219	05/20/2021	Claims	1	15173	WEX Bank	1,441.11	May 2021 Statement

CHECK REGISTER

City Of Stevenson

Time: 16:48:50 Date: 05/19/2021

04/16/2021 To: 05/20/2021

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1220	05/20/2021	Claims	1	15174	Wallis Engineering, PLLC	44,405.70	2021 WW Collection System Upgrades; Peck Short Plat; WWTP & Collection System Improvements; Rock Creek Stormwater Repair
1221	05/20/2021	Claims	1	15175	Wave Broadband	224.95	May 2021 City Hall Internet; May 2021 WWTP Services
						001 General Expense Fund	33,763.55
						100 Street Fund	31,127.97
						103 Tourism Promo & Develop Fund	26,146.85
						311 First Street	22,064.24
						400 Water/Sewer Fund	99,987.09
						410 Wastewater System Upgrades	58,416.72
						500 Equipment Service Fund	4,206.62
						630 Stevenson Municipal Court	1,207.04
							Claims: 276,920.08
						276,920.08	

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Stevenson, and that I am authorized to authenticate and certify to said claim.

Clerk Treasurer: _____ Date: _____

Claims Vouchers Reviewed By:

Signed: _____

Signed: _____

Signed: _____

Auditing Committee (Councilmembers or Mayor)