

**AGENDA**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 18, 2021**  
**6:00 PM, City Hall**

**\*\*\*Those attending in-person will be required to wear facemasks regardless of vaccination status and practice 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/UC4k9bA0IEvsF6PSoDwjJvA/>

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.

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**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) \* 11/17 changes include:

- Revised minutes format, not content (item 3d)
- Addition of noise ordinance staff memo and ordinance (item 5a)
- Addition of property tax resolution 2021-384 (item 5c)
- Addition of sewer rate staff memo (item 5d)
- Addition of budget revisions, budget document, and budget ordinance (item 5e)
- Removal of COVID-19 Update from Situation Updates (formerly item 7a)
- Revision of sewer plant update memo (revised item 7a)
- Removal of Downtown Parking presentation (formerly item 7c)
- Addition of Park Plaza contract (item 8a)
- Addition of DOE Integrated Planning Grant agreement (item 9c)
- Addition of Maul Foster and Alongi contract (item 9d)
- Removal of revised purchasing policy (formerly item 9g)
- Addition of awarding equipment procurement bids for the WWTP upgrades (revised item 9g)
- Addition of approval of WWTP construction engineering services contract with Wallis Engineering (item 9h)
- Addition of Public Works Director staff report (item 11b)
- Addition of voucher information (item 12)

**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) Approve Back-billing Waiver Request** - City Administrator Leana Kinley presents the request from Thomas McCloskey & Elise Skora to waive the back-billing charges of \$3,231.12 for the difference between a single unit and three units residential base billing for 17 months. Guidance from the Attorney General regarding assistance during COVID-19 is attached.
- b) Approve 2022 Tourism Funding Awards** - City Administrator Leana Kinley presents the Tourism Advisory Committee's 2021 funding recommendations for council approval in the total amount of \$393,500.
- c) Approve 2022 EDC Contract** - City Administrator Leana Kinley presents the contract with Skamania County Economic Development Council for 2022 services in the amount of \$25,617.50.
- d) \*Minutes** of October 21, 2021 Council Meeting and November 8, 2021 Special Council Meeting.

MOTION: To approve consent agenda items a -d.

**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.]*

#### **5. PUBLIC HEARINGS:**

- a) \*Noise Ordinance - Third Reading** - City Administrator Leana Kinley presents ordinance 2021-1176 amending SMC 8.08 regarding noise control with updates based on the October 21st public hearing for public comment and council consideration. The only change to the ordinance based on the hearing was the addition of the following language in section 8.08.050 (F) "...between the hours of 10 pm and 8 am."

MOTION: To approve ordinance 2021-1176 amending SMC 8.08 regarding noise control [as presented/with changes as discussed].

- b) Community Development Block Grant (CDBG) Project Review** - City Administrator Leana Kinley presents the staff memo with information on the performance of the Housing Rehabilitation program with Columbia Cascade Housing Corporation funded by CDBG. Mario Heredia, Housing Associate with Columbia Cascade Housing Corporation, will be present to provide more information on the program and translation services if needed.
- c) \*Public Hearing 2022 Proposed Property Tax Levy** - City Administrator Leana Kinley presents resolution 2021-384 and ordinance 2021-1177 proposing the maximum 1%

property tax increase for public comment and council consideration. These are both time sensitive and must be approved by November 30th to take effect in 2022.

MOTION: To approve resolution 2021-384 authorizing an increase in property taxes for fiscal year 2022.

MOTION: To approve ordinance 2021-1177 fixing the amount to be raised by ad valorem taxes and levied for fiscal year 2022.

- d) \*2022 Sewer Rates (1)** - City Administrator Leana Kinley presents the staff memo and ordinance 2021-1178 for public comment and council consideration. The rates proposed include a 12.5% increase to all fees for 2022 as discussed during the 2022 budget process and included in the 2022 budget.

MOTION: To approve ordinance 2021-1178 revising the sewer rates. Or no motion and the item will move to a second reading at the December council meeting.

- e) \*Final Hearing 2022 Proposed Budget** - City Administrator Leana Kinley presents a revised 2022 budget, ordinance 2021-1179 and associated documents based on items discussed at the October 21, 2021 public hearing and the November 8, 2021 special meeting.

MOTION: To approve ordinance 2021-1179 adopting the 2022 budget as presented/with changes as discussed. Or no motion and the item will move to a second reading at the December council meeting.

## 7. SITUATION/PROJECT UPDATES:

- a) \*Sewer Plant Update (1)** - City Administrator Leana Kinley will present the update from Public Works Director Karl Russell on the Stevenson Wastewater System and the Compliance Schedule.

## 8. UNFINISHED BUSINESS:

- a) \*Discuss Park Plaza Contract** - City Administrator Leana Kinley presents a revised draft of the Park Plaza Interlocal Agreement with Skamania County for council review and discussion.
- b) Discuss American Recovery Plan Act Fund Distribution** - City Administrator Leana Kinley will present a matrix on projects available for funding and outreach plan on how to obligate the ARPA funding ahead of the deadline.

## 9. COUNCIL BUSINESS:

- a) Approve Cost Allocation Policy** - City Administrator Leana Kinley presents the staff memo and resolution 2021-385 revising the cost allocation within the financial policy.

MOTION: To approve resolution 2020-385 revising the financial policy [as presented/with changes as discussed].

- b) Discuss Pesticide Spray Ban** - City Administrator Leana Kinley presents information from MRSC regarding a ban on pesticide spraying with city limits as mentioned at the October 21st council meeting based on recent complaints for council discussion.
- c) \*Approve Integrated Planning Grant** - Community Development Director Ben Shumaker presents the draft agreement between the City of Stevenson and the Department of Ecology for the \$200,000 Integrated Planning Grant for studying the feasibility of realigning Columbia Avenue.

MOTION: Approve the grant Toxics Cleanup Integrated Planning Grant agreement with Department of Ecology for the Columbia Avenue Redevelopment Project in the amount of \$200,000 as presented.

- d) \*Approve Contract with Maul Foster Alongi** - Community Development Director Ben Shumaker will present a contract with Maul Foster Alongi for services related to the Integrated Planning Grant for the realignment of Columbia Ave. The contract is fully reimbursable as part of the grant.

MOTION: To approve the contract with Maul Foster Alongi for services in the amount of \$200,000 as presented with the notice to proceed authorized after execution of the Department of Ecology Integrated Planning Grant contract.

- e) Discuss Standby Pay** - City Administrator Leana Kinley presents the staff memo regarding standby pay for public works employees for council discussion and staff direction.
- f) Discuss Fire Hall Property** - City Administrator Leana Kinley will present a memo regarding the fire hall property and the current status of the project.
- g) \*Award WWTP Improvements Phase I Major Equipment Procurement (1)** - City Administrator Leana Kinley presents the bid tabulation and 7 procurement memos from the project engineer recommending the awarding of equipment procurement. The equipment is being purchased ahead of bidding the contract to save time waiting on equipment with long lead-times and to save on overhead costs.

MOTION: To award the equipment procurement for the wastewater treatment plant phase 1 as follows: Section 43 11 33 Rotary Lobe Blowers to Aerzen in the amount of \$189,857.87; Section 43 25 00 Submersible Screw Centrifugal Pumps to APSCO/Trillium in the amount of \$85,522.42; Section 46 21 33 In-Channel Rotary Drum Screen to Lakeside in the amount of \$188,382.38; Section 46 23 00 Grit Removal Equipment to Smith & Loveless in the amount of \$184,592.42; Section 46 41 34 Vertical Turbine Mixers to Enviropax in the amount of \$40,872.15; Section 46 51 33 Fine Bubble

Diffusers-Paragraph 1.05.B New Aeration Basin and Alternate 1: Section 46.51.33 Fine Bubble Diffusers - Paragraph 1.05.C Oxidation Ditch to Aquarius in the amount of \$90,037.20; and Section 46 66 56 Ultraviolet Disinfection System to Trojan in the amount of \$209,476.50.

- h) \*Approve Contract with Wallis Engineering (1)-** City Administrator Leana Kinley presents the contract with Wallis Engineering for Wastewater Treatment Plant Upgrade Project construction phase services for an amount not to exceed \$1,057,606 for council review and consideration.

MOTION: To approve the contract with Wallis Engineering for Wastewater Treatment Plant Upgrade Project construction phase services in the amount not to exceed \$1,057,606.

#### **10. INFORMATION ITEMS:**

- a) Chamber of Commerce Activities** - The report presented describes some of the activities conducted by Skamania County Chamber of Commerce in October 2021.
- b) Financial Report** - City Administrator Leana Kinley presents the Treasurer's Report and year-to-date revenues and expenses through October 2021.
- c) Project Status Updates** - City Administrator Leana Kinley and city staff present updates on city projects through the city website <https://www.ci.stevenson.wa.us/projects>.
- d) Sheriff's Report** - The Skamania County Sheriff's report for activity within Stevenson city limits for October, 2021 is presented for council review.
- e) Housing Programs Report** - The October report on housing services provided by Washington Gorge Action Programs in Skamania County is enclosed for council information.

#### **11. CITY ADMINISTRATOR AND STAFF REPORTS:**

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

#### **12. VOUCHER APPROVAL:**

- a) \*October 2021 payroll & November 2021 AP checks** have been audited and are presented for approval. October payroll checks 15524 thru 15528 total \$95,695.06 which includes EFT payments. November 2021 AP checks 15529 thru 15579 total

\$127,567.72 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.

**13. MAYOR AND COUNCIL REPORTS:**

**14. 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.]*

**16. ADJOURNMENT** - Mayor will adjourn the meeting.

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**UPCOMING MEETINGS AND EVENTS:**

- November 25th, Thanksgiving Holiday, City Closed
- November 26th, City Closed
- December 13, 2021 6pm Planning Commission Meeting
- December 16, 2021 6pm Regular City Council Meeting

RECEIVED

NOV 09 2021

BY: \_\_\_\_\_

November 5 2021

Mary

We received your letter of October 26 2021 regarding the error on the part of the city to correctly calculate our water/sewer bill and the request that we pay \$3231.12 to cover that error. Due to Covid Elise lost her job early this summer and her unemployment benefits have run out. We are now a single income household and the backdated billing will be a significant hardship. We would also point out that we calculated the rent needed to charge our tenants based on the rate quoted by the city. As such we are now going to have to increase the rent but it is not reasonable to expect our tenants to pay a backdated increase in the rent to cover a mistake the city made. We don't feel it is any more appropriate for the city to expect us to pay than it is for us to expect our tenants to pay.

Please bring before the council our request that we not be made liable for a mistake on the part of the city.

Thank You

Thomas McCloskey & Elise Skora

SW Russell ave



**Bob Ferguson**  
**ATTORNEY GENERAL OF WASHINGTON**

**MEMORANDUM**

DATE: April 6, 2020

TO: Local Governments in Washington

FROM: The Attorney General's Office

SUBJECT: **Legality of Options for Supporting Small Businesses and Low-Income Individuals During a Public Health Crisis**

**I. INTRODUCTION**

Washington State and the nation are in the midst of a public health and economic crisis related to COVID-19. The Governor recently ordered all non-essential businesses generally to cease operations. The Governor also ordered all people in Washington State to stay home, with limited exceptions. In the midst of this unprecedented crisis, our office has heard from many local governments looking for ways to help the residents and businesses in their communities.

Several local governments have contacted our office to seek guidance about their aid efforts. Our office recently published general guidance that constitutional restrictions on use of public funds should not be an impediment to local efforts to combat COVID-19, as local government expenditures made in furtherance of the effort to combat the virus further fundamental public purposes, such as protecting public health and welfare.

This memorandum follows up on that general guidance by evaluating two potential initiatives some are considering to assist low-income residents and small businesses affected by the crisis. The first initiative would provide cash assistance to low-income individuals who lost their jobs due to COVID-19, or who are struggling financially as a result. The second initiative would provide grants or loans to small businesses struggling to survive the closure of their businesses. The stated goal of the initiatives is to ensure compliance with public health guidelines and to prevent economic hardship in the region.

We conclude that cash grants can be provided to low-income individuals consistent with our state constitution's restriction on gifts of public funds. We also conclude that grants or loans can likely be provided to impacted small businesses, so long as reasonable safeguards are in place to prevent fraud or abuse.



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## II. ISSUES

1. Under article VIII, section 7 of the state constitution, may a local government provide cash assistance to low-income individuals who have lost their jobs or are struggling financially due to COVID-19?
2. Under article VIII, section 7 of the state constitution, may a local government provide grants or loans to small businesses struggling with the State-ordered closure of their businesses?

## III. SHORT ANSWERS

1. Yes. Article VIII, section 7 of the state constitution allows local governments to give money to provide necessary support for the “poor.” Temporary cash assistance to low-income individuals who have lost their jobs or are struggling financially would fit in this category. More broadly, when government carries out its fundamental purposes with public funds, it does not violate article VIII, section 7. Preserving public health and promoting public welfare are fundamental purposes of government. Temporary financial assistance for low-income residents during a public health crisis advances public welfare, so a court would likely not consider it to be an unconstitutional gift.
2. Probably, with sufficient safeguards in place. Given the unprecedented health crisis that Washington faces, loans or grants are likely permissible if a local government can establish a clear nexus between such programs and either protecting the local economy or promoting compliance with public health guidelines.

## IV. FACTUAL BACKGROUND

### A. The Governor Ordered People to Stay Home and Non-Essential Businesses to Close to Limit the Spread of COVID-19

Washington State faces an unprecedented public health and economic crisis related to COVID-19. On January 21, 2020, the Centers for Disease Control and Prevention (CDC) and the Washington State Department of Health announced the first case of COVID-19 in the State. *See* 2019 Novel Coronavirus Outbreak (COVID-19), <https://www.doh.wa.gov/Emergencies/Coronavirus> (last visited April 6, 2020). Since then, the virus has spread rapidly throughout the State. As of April 4, 2020, the State Department of Health has documented 7,984 cases and 338 deaths. *Id.*

The Governor has acted to limit the spread of COVID-19. Most relevant here, on March 23, 2020, the Governor issued the Stay Home – Stay Healthy Proclamation 20-25. *See* Proclamation

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by the Governor Amending Proclamation 20-05. The proclamation described the virus's impact on public health and the economy: "the worldwide COVID-19 pandemic and its progression in Washington State continues to threaten the life and health of our people as well as the economy of Washington State, and remains a public disaster affecting life, health, property or the public peace." *Id.* at 1. The proclamation also described the challenges faced by the state's health care system: "models predict that many hospitals in Washington State will reach capacity or become overwhelmed with COVID-19 patients within the next several weeks unless we substantially slow down the spread of COVID-19 throughout the state." *Id.*

To slow the spread of COVID-19, the Governor ordered people to stop leaving their homes, with limited exceptions, and he ordered non-essential businesses to close:

**All people in Washington State shall immediately cease leaving their home or place of residence except: (1) to conduct or participate in essential activities, and/or (2) for employment in essential business services.** This prohibition shall remain in effect until midnight on April 6, 2020, unless extended beyond that date.

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**Effective midnight on March 25, 2020, all non-essential businesses in Washington State shall cease operations except for performing basic minimum operations. All essential businesses are encouraged to remain open and maintain operations, but must establish and implement social distancing and sanitation measures established by the United States Department of Labor or the Washington State Department of Health Guidelines.** This prohibition shall remain in effect until midnight on April 8, 2020, unless extended beyond that date.

Proclamation by the Governor Amending Proclamation 20-05 at 3, 4. The Governor has since extended all provisions in this order through May 4, 2020. Proclamation by the Governor Amending Proclamations 20-05 and 20-25 at 2.

COVID-19 is also causing devastating economic effects in Washington and nationwide. During the two weeks from March 15 to March 28, Washingtonians filed 310,937 new claims for unemployment benefits. <https://www.esd.wa.gov/newsroom/news-releases?ReleaseYear=All> (last visited April 6, 2020). Across the nation, workers filed nearly ten million initial unemployment claims from March 15 to March 28. See <https://www.dol.gov/ui/data.pdf> (last visited April 6, 2020) Many small businesses in Washington have already announced plans to close permanently.

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**B. State and Local Governments Are Looking for Ways to Combat the COVID-19 Pandemic**

In recent weeks, our office has received a number of inquiries related to steps state agencies and local governments can take to combat the COVID-19 pandemic and its economic consequences. Our office recently published general guidance on these inquiries. *See* Guidance on Analyzing Issues Related to Gifts of Public Funds During the COVID-19 Pandemic (March 17, 2020), available at [http://mrsc.org/getmedia/37fa7cc7-fb7f-4dc4-88d4-4ad6a8887318/w3agcorona\\_gopf.pdf.aspx](http://mrsc.org/getmedia/37fa7cc7-fb7f-4dc4-88d4-4ad6a8887318/w3agcorona_gopf.pdf.aspx). This memo analyzes two specific ideas some local governments are considering to further ameliorate the effects of the crisis: (i) providing cash assistance to low-income individuals who have become unemployed or are otherwise struggling financially due to COVID-19, and (ii) providing government grants to small businesses that are struggling with government-ordered shut downs.

**V. ANALYSIS**

**A. Background Principles Related to Gifts of Public Funds Under Washington’s Constitution**

Before addressing the specific policies at issue, this memorandum briefly summarizes the constitutional limits on local governments’ ability to give or loan money to individuals or companies. Article VIII, section 7 of the state constitution reads:

No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.<sup>1</sup>

Const. art. VIII, § 7.

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<sup>1</sup> The state constitution places similar limits on the State’s use of its “credit.” *See* Const. art. VIII, § 5. “The credit of the state shall not, in any manner be given or loaned to, or in aid of, any individual, association, company or corporation.” *Id.* Because the present inquiry is from a local government, article VIII, section 7 applies, although courts interpret the two provisions “identically.” *See Citizens for Clean Air v. City of Spokane*, 114 Wn.2d 20, 39 n. 8, 785 P.2d 447 (1990).

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Our Supreme Court has recognized that when the constitutional convention adopted article VIII, section 5, the related provision that limits the state's lending of credit, it did not intend to hinder state government from carrying out its "essential function to secure the health and welfare of the state's citizens." *See Wash. State Hous. Fin. Comm'n v. O'Brien*, 100 Wn.2d 491, 495, 671 P.2d 247 (1983). The purpose of article VIII, sections 5 and 7 is "to prevent state funds from being used to benefit private interests where the public interest is not primarily served." *Wash. Pub. Ports Ass'n v. Dep't of Revenue*, 148 Wn.2d 637, 653, 62 P.3d 462 (2003) (quoting *Japan Line, Ltd. v. McCaffree*, 88 Wn.2d 93, 98, 558 P.2d 211 (1977)). A government's use of public funds is presumed constitutional, and the burden of overcoming that presumption lies with the individual making the challenge. *City of Tacoma v. Taxpayers of Tacoma*, 108 Wn.2d 679, 702, 743 P.2d 793 (1987).

Washington courts "use a two-pronged analysis to determine whether a gift of public funds has occurred." *In re Recall of Burnham*, 194 Wn.2d 68, 77, 448 P.3d 747 (2019). First, the court asks whether the funds were expended "to carry out a fundamental purpose of the government." *Id.* If the answer to that question is yes, the analysis ends, and there is no gift of public funds. *Id.*; *CLEAN v. State*, 130 Wn.2d 782, 797-98, 928 P.2d 1054 (1996). If the answer to that question is no, the court asks whether the funds were given with donative intent, and what the public received in exchange (also called "consideration"). *CLEAN*, 130 Wn.2d at 797-98. The consideration that the public receives is the "key factor." *City of Tacoma*, 108 Wn.2d at 703 (quoting *Adams v. Univ. of Wash.*, 106 Wn.2d 312, 327, 722 P.2d 74 (1986)). Unless there is a proof of donative intent or a grossly inadequate return, courts do not inquire into the adequacy of consideration. *City of Tacoma*, 108 Wn.2d at 703.

State courts have not offered a complete list or definition of what constitutes a "fundamental purpose" of government. However, case law applying article VIII, sections 5 and 7 of the state constitution provides several examples. Fundamental purposes of government include collecting taxes, furthering higher education, acquiring real property, controlling floods, enforcing child support obligations, disposing of solid waste, providing and administering workers' compensation, and obtaining and defending guardians ad litem.<sup>2</sup> In contrast, building baseball

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<sup>2</sup> *In re Burnham*, 194 Wn.2d at 77 (acquire real property); *Washington Pub. Ports Ass'n*, 148 Wn.2d at 653 (tax collection for use of public property); *Hadley v. Dep't of Labor & Indus.*, 116 Wn.2d 897, 907, 810 P.2d 500 (1991) (administer industrial insurance); *Citizens for Clean Air*, 114 Wn.2d at 39; *Johnson v. Johnson*, 96 Wn.2d 255, 263-64, 634 P.2d 877 (1981) (enforcing child support obligations); *Citizens Protecting Res. v. Yakima Cnty.*, 152 Wn. App. 914, 922, 219 P.3d 730 (2009) (flood control); *West v. Osborne*, 108 Wn. App. 764, 771, 34 P.3d 816 (2001) (obtaining guardians ad litem); *Major Prods. Co. v. Nw. Harvest Products, Inc.*, 96 Wn. App. 405, 410, 979 P.2d 905 (1999) (furthering higher education); *Dep't of Labor and Indus. v. Wendt*, 47 Wn. App. 427, 435, 735 P.2d 1334 (1987) (providing industrial insurance).

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stadiums, constructing parking garages, and allowing a railroad to use tracks rent free are not fundamental purposes of government.<sup>3</sup>

Entitlement payments are an acceptable means to accomplish a fundamental government purpose. “No unconstitutional gift of public property occurs when funds are expended as entitlement payments, made by the government in carrying out its fundamental purposes.” *City of Tacoma*, 108 Wn.2d at 702. The Court defines “entitlements” as “a form of assistance provided to the public, or a segment of the public, as cash or services, in carrying out a program to further an overriding public purpose or satisfy a moral obligation.” *Id.* at 702 n.15 (quoting *City of Seattle v. State*, 100 Wn.2d 232, 241, 668 P.2d 1266 (1983)). Examples of entitlement payments include payments for day-care services, vaccinations, fare-free bus zones, crime victim compensation, and relocation assistance payments to people or businesses displaced by condemnation. *Id.*

Article VIII, section 7 also allows local governments to give or loan money for the “necessary support of the poor and infirm.” The phrase “poor and infirm” in article VIII, section 7 is read in the disjunctive, meaning the benefitted individual must be “poor” or “infirm,” but does not need to be both. *Wash. Health Care Facilities v. Ray*, 93 Wn.2d 108, 116, 605 P.2d 1260 (1980). State courts generally do not assess who “belongs in the benefitted class” of the “poor and infirm.” *O’Brien*, 100 Wn.2d at 497. Instead, they defer to the legislative determination of what constitutes need, and they assess the reasonableness of that determination. *Id.*

Finally, courts will likely consider a local government’s motive when it gives or loans money, property, or credit to individuals or companies. When analyzing the Legislature’s actions under article VIII, section 5, our Supreme Court has stated that it gives great weight to the government’s stated declaration of purpose. *Id.* at 495–96. The Court does not accept the government’s declaration as conclusive, but it will accept it unless it is arbitrary or unreasonable. *Id.* at 496.

Summarizing these principles, when a local government gives or loans money, property, or credit to an individual or company, the courts are most likely to uphold the local government’s action if one of the following is true: (1) the action is necessary to accomplish a fundamental governmental purpose, (2) the public is receiving something in exchange, (3) the action is necessary to support the poor, or (4) the action is necessary to support the infirm. Additionally, it

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<sup>3</sup> *CLEAN v. City of Spokane*, 133 Wn.2d 455, 469, 947 P.2d 1169 (1997) (parking garage); *CLEAN*, 130 Wn.2d at 797-98 (baseball stadium); *Peterson v. Dep’t of Revenue*, 9 Wn. App. 2d 220, 228, 443 P.3d 818 (2019), review granted *sub nom. Peterson v. Port of Benton*, 194 Wn.2d 1001, 451 P.3d 326 (2019) (rent free use of railroad tracks).

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is advisable for the local government to state why it is taking the action, explain what it expects to accomplish, and describe the benefit the public will receive.

**B. Cash Assistance to Low-Income Individuals Who Have Lost Their Jobs or Are Struggling Financially Due to COVID-19 Comply with Washington’s Constitutional Limitations on Gifts of Public Funds**

Local governments do not violate Washington’s constitutional prohibition on gifts of public funds by providing cash assistance to low-income individuals who have lost their jobs or are struggling financially because of the COVID-19 crisis. This is clear for two independent reasons.

First, Washington’s Constitution does not prohibit local governments from expending resources for “the necessary support of the poor.” Const. art. VIII, § 7. If the local government’s program uses reasonable means to assess who is “poor” when providing cash assistance, a court would almost certainly conclude that such assistance is “the necessary support of the poor” and so not barred by article VIII, section 7. The courts have not clearly defined what “poor” means for purposes of article VIII, section 7, but they generally defer to governmental determinations on this point. *O’Brien*, 100 Wn.2d at 497.

Even if financial assistance to low-income individuals affected by the COVID-19 pandemic would not qualify as “the necessary support of the poor,” it would still not be a gift of public funds because it furthers a fundamental purpose of government. State courts have stated that a core purpose of government is ensuring public health and promoting public welfare. *See, e.g., O’Brien*, 100 Wn.2d at 495 (securing the health and welfare of the state’s citizens is an essential government function); *Hudson v. City of Wenatchee*, 94 Wn. App. 990, 995-96, 974 P.2d 342 (1999) (describing “the preservation of the public health” and “promotion of the public welfare” as fundamental purposes of government).

Temporary cash assistance to the jobless can help to promote public welfare by lessening the financial impact caused by sudden job loss and preventing potentially more intractable problems like long-term unemployment, hunger, and homelessness. Our Supreme Court has concluded that cash assistance can accomplish a fundamental purpose of government when it “further[s] an overriding public purpose or satisf[ies] a moral obligation.” *City of Tacoma*, 108 Wn.2d at 702 n.15 (quoting *City of Seattle*, 100 Wn.2d at 241). The overriding public purpose of temporary cash assistance in this context would be to ameliorate the economic hardship caused by the COVID-19 pandemic and the closure of non-essential businesses, which left many people

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without work, at least temporarily.<sup>4</sup> This in turn could help address local governments' concerns about the economic collapse of the region.

**C. Grants or Loans to Small Businesses That Are Struggling with Government Shutdowns Can Also Likely Be Provided in a Way that Complies With Washington's Constitution**

This question is a closer call than the first one, but we believe there are ways that grants or loans to small businesses affected by the COVID-19 crisis could be provided that would likely comply with Washington's constitutional prohibition on gifts of state funds.

The reason this question is a closer call than the first one is that our state constitution explicitly recognizes the importance of government support for "the poor," but also expresses concern about improper gifts to private businesses. For example, our Supreme Court found a violation of article VIII, section 7 when a county gave money directly to a private corporation for an agricultural fair and maintained "no direct control over how the money was . . . spent." *CLEAN*, 130 Wn.2d at 798 (discussing *Johns v. Wadsworth*, 80 Wash. 352, 355, 141 P. 892 (1914)).

That said, context matters. The context for local governments' proposed programs of small business loans and grants here is not "to enhance the private sector's profit at the taxpayer's expense"—which is clearly impermissible under the state constitution—but to prevent small businesses from having to close permanently due to the hardship associated with government-mandated closure of their businesses. *O'Brien*, 100 Wn.2d at 495. "[T]he health of the state's economy [has] traditionally been [a] concern[] of state government." *Id.* at 496. "The range of remedies available to meet these state problems must necessarily be wide. We leave the wisdom of a chosen remedy in the legislative arena." *Id.*

Local governments' stated purposes for providing grants and loans to small businesses are to prevent the region's economic collapse from the unprecedented COVID-19 crisis and to ensure compliance with public health guidelines. A local government would need to provide a clear nexus between any proposed grants and loans to small businesses and public health and welfare to help explain to a reviewing court why these local efforts accomplish a fundamental government purpose. It seems reasonable to conclude that helping small businesses survive temporary closure will help reduce the economic hardship caused by this crisis and encourage small businesses to comply fully with public health guidelines, but including statements to that effect in authorizing legislation would be helpful. Because there is no case law directly on point,

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<sup>4</sup> This analysis is limited to the context of the COVID-19 crisis. A different analysis might apply if a local government wanted to provide cash assistance at another time.

ATTORNEY GENERAL OF WASHINGTON

April 3, 2020

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this conclusion is somewhat uncertain, but courts would likely recognize the unique circumstances here and the need for strong action.

If the court does not see small business grants and loans as accomplishing a fundamental government purpose, the court would next ask whether the funds were given with donative intent, and what the public received in exchange. *CLEAN*, 130 Wn.2d at 797-98.

A court would analyze the issue of donative intent by asking whether the local government intended to give money to small businesses without receiving anything in return for the public. A gift is a voluntary transfer of property without consideration. *City of Bellevue v. State*, 92 Wn.2d 717, 720, 600 P.2d 1268 (1979). “If intent to give a gift is lacking the elements of a gift are not present, and article 8, section 7 does not apply.” See *CLEAN*, 130 Wn.2d at 798 (quoting *Scott Paper Co. v. City of Anacortes*, 90 Wn.2d 19, 33, 578 P.2d 1292 (1978)). If the court found that the local government intended to receive something in return for the public, it would then ask whether what the public received was “grossly inadequate.” *CLEAN*, 133 Wn.2d at 469.

For the courts to analyze these questions, it would be helpful if local governments identified the specific economic benefits that the public would receive from the grants or loans. Local governments would be wise to ask any small business seeking funds for evidence of public benefit. This could include information like the number of jobs created or saved, the amount of tax revenue created or maintained, whether the business would pay wages or benefits to workers during the government shutdown, whether temporary funding would avoid risks like bankruptcy or permanent closure, or any other relevant information to assess public benefit. If a local government could document benefits to the public along these lines, a court could certainly find that state aid to this circumscribed class of the public (small businesses), in furtherance of legitimate state objectives, provided the necessary “consideration” for the aid. *Id.*



2022 Tourism Funding Summary  
 Summary of Amounts Requested, Recommended, and Approved by City Council  
 Revised 11-4-21

Entity	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2022	2022
	Apprv'd	Apprv'd	Apprv'd	Apprv'd	Apprv'd	Apprv'd	Apprv'd	Apprv'd	Apprv'd	Regst'd	Recom'd	Apprv'd
SC Chamber of Commerce	80,000	80,000	85,000	85,000	85,000	90,000	90,000	90,000	90,000	110,000	110,000	
SC Chamber - Events										14,000	14,000	
SC Chamber - Promotional Programs (SBA)	98,000	88,000	88,000	85,000	85,000	85,000	85,000	85,000	80,000	85,000	85,000	
Skamania County-Fair & Timber Carnival	4,000	4,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Skamania Co-Col. Gorge Bluegrass Festival	9,000	9,000	10,000	10,000	10,000	10,000	10,000	7,000	10,000	10,000	10,000	
Skamania Co-Fourth of July									7,500	7,500	7,500	
Columbia Gorge Interpretive Center	45,000	50,000	55,000	65,000	55,000	55,000	55,000	55,000	55,000	65,000	60,000	
Gorge Outgr Races & Wildside Relay	SBA	4,500	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
BOTG Kiteboarding Festival	SBA	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
Stevenson Farmers Market	-	-	1,765	not apply for	1,765	2,000	2,000	2,000	3,000	10,000	-	
SDA - Stevenson Main Street Program	-	-	-	10,000	30,000	25,000	40,000	55,000	65,000	65,000	65,000	
Stevenson Waterfront Music Festival	-	-	-	3,400	3,400	2,000	2,000	3,000	3,000	4,500	4,500	
Skamania County Fair Board-GorgeGrass						8,000	8,000	6,000	4,000	4,000	4,000	
CGTA-RARE Funding						2,500	2,500	2,500	5,000	5,000	5,000	
Xfest	1,000	2,000	N/A	2,000	-	1,000		-	-	7,500	1,000	
Stevenson Plein Air										3,150	1,500	
Gorge Olympic Windsurfing Cup										3,000	3,000	
Gorge Downwind Champs										10,000	10,000	
<b>Total</b>	<b>468,370</b>	<b>283,420</b>	<b>495,085</b>	<b>335,700</b>	<b>358,615</b>	<b>348,617</b>	<b>647,517</b>	<b>558,250</b>	<b>351,100</b>	<b>416,650</b>	<b>393,500</b>	<b>-</b>



**S K A M A N I A   C O U N T Y**

**PO Box 436 - Stevenson, WA 98648 - 509-427-5110**

September 16, 2021

Leana Kinley, Administrator  
City of Stevenson  
P.O. Box 371  
Stevenson, WA 98648

**RE: 2022 Contract for Services**

Dear Leana,

Thank you for the City's continued support of the Skamania Economic Development Council (SEDC) over the years. Your partnership has been important to our success.

Enclosed please find two copies of the proposed 2021 Scope of Work (Attachment A) between the City of Stevenson and the SEDC. The SEDC's 2020 funding request is for \$25,617.50 (\$6.50 per capita, 1,655 population based on Washington State's 2020 OFM (\$10,757.50), plus \$2,360 for the Skamania County SBDC Position, plus \$12,500 for CFM Advocates).

SEDC looks forward to continuing our partnership in promoting economic development within the City of Stevenson through the 2022 contract period.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin Waters", is written over a white background.

Kevin Waters  
Executive Director, Skamania EDC

Attachment

Cc: SEDC Board of Directors

## SERVICE CONTRACT

This agreement made and entered into this 1<sup>st</sup> day of January, 2022 between the **CITY OF STEVENSON**, a municipal corporation of the State of Washington, hereinafter referred to as “City,” and the **SKAMANIA ECONOMIC DEVELOPMENT COUNCIL**, a non-profit corporation, hereinafter referred to as “EDC.”

### Recitals

The City of Stevenson needs to establish and update a list of economic development projects to maintain eligibility for federal and state grant assistance.

The City wishes to increase dissemination of information regarding business opportunities and industrial expansion within the City; and improve efficiency of existing businesses by acting as an educational resource to business owners.

Among other things, the EDC is formed to promote economic development and encourage business expansion in the local area.

It is in the City’s interest to contract with the EDC to perform certain services relating to the general economic development of the City, and to provide technical assistance to new and existing businesses.

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

1. **Services Rendered**: The EDC will perform the work set forth on the Scope of Work attached hereto as “Attachment A,” which is incorporated herein by reference.
2. **Completion**: The term of this agreement shall be for twelve (12) months, the EDC shall complete the services to be performed under this agreement on or before December 31, 2022.
3. **Payment**: In consideration of the work to be performed as described in “Attachment A,” City will pay EDC the total sum of **Twenty-Five Thousand, Six Hundred and Seventeen Dollars and Fifty Cents (\$25,617.50)**. Not later than June and December the EDC will submit a request for payment and a report of work completed. Upon receipt of each satisfactory work report, City will pay EDC one-half of the total consideration, or **Twelve Thousand Eight Hundred and Eight Dollars and Seventy Five Cents (\$12,808.75)** on a net 30-day term. After written notice to EDC, City may withhold payment if EDC cannot demonstrate substantial compliance with the terms of “Attachment A” hereto. Failure to submit satisfactory work reports demonstrating substantial compliance with the Scope of Work statement shall be considered a breach of this agreement and City will be excused from further performance hereunder.

4. **Termination and Waiver:** Upon default by either party of one of the terms of this agreement, the non-defaulting party may terminate the agreement after written notice to the defaulting party. 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. Upon termination of this agreement, all property created under this agreement still in the possession of EDC shall be returned to the City within ten (10) days.
5. **Financial Records:** EDC shall maintain financial records of all transactions related to this agreement for six (6) years after contract completion. The financial records shall be made available at all times for auditing by City, State of Washington or federal auditors.
6. **Status of EDC:** a) It is hereby understood, agreed and declared that EDC 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. b) The EDC covenants that all licenses, tax I.D. Numbers., bonds, industrial insurance accounts or other matters required of the EDC by federal, state or local governments in order to enable the EDC to do business, have been acquired by the EDC and is in full force and effect.
7. **Insurance and Indemnification:** EDC agrees to indemnify and hold harmless the City from any and all liability arising hereunder, including costs, damages, expenses and legal fees incurred by the 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.  
  
EDC further agrees, and has specifically negotiated, to waive its immunity under the State Industrial Insurance Act (RCW Title 51) and to indemnify and hold the City harmless from any claims made against the City by EDC employees, agents, contractors, subcontractors or other representatives.
8. **Assignment:** This agreement shall not be transferred, assigned or sublet by either party without prior written consent of the other party.
9. **Ownership of Work Product:** All brochures, pamphlets, displays and any other product or idea created or produced by EDC under the terms of this agreement shall be and remain the property of City.
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:** EDC shall not discriminate against any employee employed under this agreement because of race, color, religion, age, sex or national origin. Further, EDC 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 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 and 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.
  
14. **Certification of Authority:** The parties hereby certify that the persons executing this agreement on behalf of City and EDC have legal authority to enter into this agreement on behalf of City and EDC and are able to bind City and EDC in a valid agreement on the terms herein.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals the day and year first above written.

**CITY OF STEVENSON**

**SKAMANIA ECONOMIC  
DEVELOPMENT COUNCIL**

By \_\_\_\_\_  
Scott Anderson, Mayor

By  \_\_\_\_\_  
Executive Director

ATTEST:

\_\_\_\_\_  
Leana Kinley, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenneth B. Woodrich, City Attorney

**CITY OF STEVENSON**  
**SCOPE OF WORK FOR ECONOMIC DEVELOPMENT SERVICES**  
**2022**  
**ATTACHMENT “A”**

The Skamania Economic Development Council will perform the following economic development services for the City of Stevenson during the 2022 contract period:

1. Coordinate with the City on priority projects for inclusion in the Comprehensive Economic Development Strategy (CEDDS) submitted to the Mid-Columbia Economic Development District (MCEDD), which establishes eligibility for federal grant dollars. Coordinate with MCEDD to ensure efficient implementation of economic development activities.
2. Provide biannual progress reports to the City outlining economic development activities. When requested, attend Stevenson City Council to discuss the status of economic development projects affecting the City of Stevenson. Report on progress made on City deliverables.
3. Provide business retention and expansion services to businesses located within the City of Stevenson through one-on-one counseling through the EDC, SCORE, or referrals.
4. Provide access to training opportunities to Stevenson businesses through workshops or training events available through the EDC and its economic development partners.
5. Market and operate the EDC’s revolving loan fund programs to assist existing downtown businesses and start-up businesses.
6. Promote business workshops, business resource information, and training opportunities through the Economic Development Council or its partners via the EDC’s website, e-mail, or social media.
7. Provide technical assistance for grant and loan applications to the City on a project specific basis.
8. Serve on the Washington Economic Development Association to provide input for legislation pertinent to the economic success of rural communities especially the City of Stevenson.
9. Visit Stevenson businesses on a regular basis to determine the needs for the local city business owners.

10. Continue to contract with the State of Washington's Department of Commerce as the Associate Development Organization (ADO) for Skamania County. Performance measures for the ADO contract include specific economic development targets for recruitment and marketing activities, business retention and expansion services, readiness and capacity engagements, and community activities.
11. Develop and maintain new SBDC Contract, Position and Services shared with Skamania and Klickitat County.
12. Manage and maintain CFM Advocates and their contract between the SEDC and CFM. Give quarterly updates with City on CFM's progress and projects.

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**October 21, 2021**  
**6:00 PM, City Hall and remote**

Information in parentheses after the agenda item references the 2021-2022 council goals 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 Anderson called the meeting to order at 6:01pm, led participating Councilmembers in reciting the pledge of allegiance, and conducted roll call.

Attending: Mayor Scott Anderson; Councilmembers Dave Cox, Amy Weissfeld, Annie McHale, Paul Hendricks. Staff in attendance: City Administrator Leana Kinley, Community Development Director Ben Shumaker. Others attending included City Attorney Ken Woodrich. Public attendees: Mary Repar, Rick May, Mathew Joy, John Mobley and others unidentified.

**MOTION** to excuse **Councilmember Robert Muth** from the evening's meeting was made by **Councilmember Cox**, seconded by **Councilmember McHale**.

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

2. **CHANGES TO THE AGENDA:** Revised Payment Plan Policy Resolution, addition of last three paragraphs to the second page of the policy (item 9b) - Addition of Shell Engineering and Consulting Contract (item 9d) - Addition of Hearing Examiner Services (item 9e) - Addition of Insta-Pipe Small Works Contract (item 9f) - Addition of Voucher information (item 12)
3. **CONSENT AGENDA:** The following items are presented for Council approval.
  - a) **Water Adjustment** - Peggy Lowry (meter no. 300100) requested a water adjustment of \$88.28 for a water leak which they have since repaired.
  - b) **Liquor License Renewal** - Red Bluff Brewing.
  - c) **Minutes** of September 16, 2021 City Council Meeting.

**MOTION** to approve consent agenda items a-c was made by **Councilmember Cox**, seconded by **Councilmember McHale**.

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

4. **PUBLIC COMMENTS:**

>Mary Repar spoke about the fire danger as the woods are still dry. She expressed concern about burning slash piles. She also stated some municipalities are putting ballot measures before voters regarding limiting the number of vacation rental homes in an area in order to increase workforce housing options, and would be sending the information to **Community Development Director Ben Shumaker** and members of the Planning Commission. **Councilmember McHale** asked Ms. Repar to include her on the email regarding the vacation homes issue.



>Rick May provided comments on land use appeals and the cost of the process for those appealing. He noted a plan to make those appealing pay the hearing officer would make it even more costly, and asked the Council where the authority was in the code regarding who pays the hearing officer's costs. May urged the Council to review the issue and allow public input prior to initiating any code changes creating that authority.

## 5. PRESENTATIONS FROM OUTSIDE AGENCIES:

a) **Veterans' Flags** - Mathew Joy of the Veteran Advisory Board provided information and answered questions from the City Council regarding a Hometown Hero's program through the American Legion to install banners throughout the county representing the service history of local residents. The banners and accompanying American flags would measure 18" wide by 42" long and be installed on city light poles during certain holidays. The banners are sponsored by families or other interested parties.

Potential conflicts with local event advertising were addressed. Ken Woodrich, City Attorney, advised that since the city Right-of-Way was to be used a no-fee permit would be required.

The Council approved the program via consensus.

>Mary Repar then spoke on the positive aspects of having a Veterans Service Officer in place locally. The American Legion is attempting to get one for Skamania County. There are approximately 1,200 vets in Skamania County. VSO's help veteran's obtain benefits by working with the Veterans Administration.

## 6. PUBLIC HEARINGS:

a) **Noise Ordinance - Second Reading - City Administrator Leana Kinley** presented an attached staff memo and ordinance **2021-1176** amending SMC 8.08 regarding noise control for public comment and council consideration. Several talking points were added from the last meeting.

**City Administrator Kinley** noted the Municipal Research and Service Center (MRSC) was unsure if a private right of action would allow private residents to sue each other over noise concerns. There is an ability already to do that for nuisance code violations.

Councilmembers discussed daily cutoff times for noise abatement at public and private events. Under the current code, private events are not allowed to generate any noise. Public and/or city sponsored events need to end music or other amplified sounds by 10:00 p.m. Standards regarding what is considered 'unreasonable' noise levels are subjective and hard to define.

Ken Woodrich, City Attorney suggested language to address amplified sounds rather than using decibels as a measure. Using decibels becomes complicated, as calibrated decibel meters need to be used by a trained expert to establish noise levels. Using time limits for noise succession was considered a possible alternative.

**City Administrator Kinley** then directed Council attention to Judith Morrison’s concern about mechanical noise from fans located in the local grocery store. The proposed ordinance does not address commercial noise generation and Judith would like it to contain the WAC from the current city code pertaining to commercial sites as it is more specific. The current city code regarding maximum environmental noise levels (SMC 8.08.020(B)(3)) is 57 dBA. At any hour of the day or night, the noise limitations may be exceeded depending on the length of time. *(A decibel (dB) is a unit of measurement for sound. A-weighted decibels, abbreviated dBA, are an expression of the relative loudness of sounds in air as perceived by our ears.)*

**6:34 - Mayor Anderson opened the public hearing**

- John Mobley, owner of A&J Grocery, spoke on the fan noise issue. He noted there are 14 fans and 28 compressors used at the store and their location cannot be changed. He described the steps he has taken to reduce noise. He pointed out that with increasing development behind the store trees and bushes which provided some buffering to the noise have been removed. Water cooling is an option, but water rates are prohibitively expensive. John stated building a 17’ wall might reduce some noise, but it would also block resident’s views, as well as being highly impractical.

>Rick May shared 57dBA is the equivalent of a percolating coffee maker, and 60 dBA is the typical human voice. **Councilmember Hendricks** noted the decibel measure is logarithmic, so even small increases in decibels represents a significant increase in volume.

**6:49 - Mayor Anderson closed the public hearing**

Additional council discussion included examples of other noise sources, including trains, continual droning sounds, animals, power equipment and loud music played by neighbors during the day. All agreed attempting to address issues by first approaching neighbors with concerns is better than the city having to impose rules and restrictions.

**Mayor Anderson** requested a further hearing be scheduled for November 2021 due to additional questions. **City Administrator Kinley** advised any ordinance changes would need to be approved by the Department of Ecology, so the timeline for implementation would be extended.

**NO MOTION** was put forward.

- b) **Proposed 2022 Budget Hearing - City Administrator Leana Kinley** presented and highlighted details on the 2022 proposed budget for public comment and council discussion.

**6:57 - Mayor Anderson opened the public hearing**

**City Administrator Kinley** provided information on items to be considered for the 2022 city budget. A Cost of Living Allowance (COLA) of 5.1% for city employees; projects and priorities under smart goals, hiring a temporary Public Works position, new computers for city hall, a

strategic plan development for the Fire Department, street projects and more were reviewed. An increase of 1% for property tax is included on the revenue side, as are increases to utility rates. She pointed to the memo included in the meeting packet for more complete details on the budget items.

**Councilmember Cox** received an explanation on standards update as they relate to materials, engineering requirements and zoning regulations regarding construction projects. **Community Development Director Shumaker** is working to ensure engineers and developers from the private and public sector are included in the standards update process.

>No public comments were received.

### **7:07 - Mayor Anderson closed the public hearing**

Councilmembers held a discussion on the budget information presented. **Councilmember Weissfeld** asked for a discussion over raising staff wages while increasing sewer rates. **Councilmember Hendricks** observed not giving a COLA is equivalent to a salary decrease, noting many items have increased in cost over the past year. **Councilmember McHale** stated having the data to support the wage increases would be helpful.

**City Administrator Kinley** responded to questions on the rise in sewer rates by sharing information on a potential federal grant for \$2.5M funding. If approved, it would mean a lower increase of sewer fees.

**City Administrator Kinley** observed many other municipalities have union contracts that require COLA increases, and Stevenson does not. She reviews other salary schedules frequently to ensure Stevenson is keeping pace. She shared it can be a challenge to keep and or hire employees if wages do not keep pace with inflation. The City of Stevenson has relied on the Consumer Price Index (CPI) to ensure the wages are competitive.

>Rick May commented that you have to pay good people to keep them on staff.

**Councilmember Cox** asked a number of questions about the budget and was invited to meet with **City Administrator Kinley** to learn more. Questions can also be asked at a special meeting scheduled for the budget on November 8<sup>th</sup>, 2021 at 6:00 p.m.

## **7. SITUATION UPDATES:**

- a. **COVID-19 Update - Mayor Scott Anderson** provided an update on the city's response to the COVID-19 pandemic. He reported there was nothing to be addressed.
- b. **Sewer Plant Update (1) - City Administrator Leana Kinley** presented the update from **Public Works Director Karl Russell** on the Stevenson Wastewater System and the Compliance Schedule.

- The Department of Health is having problems with getting supplies and equipment for rapid response Covid tests.
- The potential \$2.5M federal grant for the WWTP was discussed during the budget presentation.
- Ian Lofberg, the Public Works current Group 1 wastewater treatment operator will be going for Group 2 operator certification in November/December of this year.
- Continuing inflow and Infiltration (I&I) mitigation on the School Street sewer line is scheduled for completion by the end of this year.
- Final design of the WWTP has been completed.
- Crestline Construction is still anticipating starting the Rock Creek Lift Station and Storm Outfall in April of 2022.
- The city's application for \$9.9M in construction funding through the Department of Ecology for the wastewater treatment plant and extension of the sewer line was approved. It is for a \$931,946 grant, \$9,004,054 loan at 1.5% interest for 30 years (approx. \$375k annual payment). A contract will be in place in 2-3 months and costs can be incurred against the project for reimbursement.
- **Karl Russell's** final day as Public Works Director will be towards the end of November/ beginning of December 2021. An interim director will be hired while a replacement search takes place.

## 8. UNFINISHED BUSINESS:

- a) **Discuss American Recovery Plan Act Fund Distribution** - Kelly O'Malley-McKee, Executive Director for the Stevenson Downtown Association, presented background information and answered questions as a follow-up to the July 15th discussion on the topic. ~\$450,000 is available. The city has until 2024 to allocate, with spending completed by 2026.

She provided a number of options regarding using the funds available through ARPA, and highlighted successful projects the SDA participated in that helped local businesses stay open during the COVID-19 restrictions. Bricks and Clicks, Stevenson Strong and the Streatery were among those.

Kelly suggested a number of possible ideas additional ARPA funds could be used, including tourism and hospitality grants, hiring incentives to staff local food establishments, blade signs for outdoor advertising, larger grants to improve external facades, preservation grants for historical locales, or an entrepreneur hub in partnership with the Chamber of Commerce. She singled out improving broadband as the most requested support from both businesses and their customers. She would like to develop a survey to gather data on what options community members would like to see.

- b) **Community Development Director Shumaker** suggested that ARPA funds may not be subject to restrictions on gifting public funds, so their usage for facade upgrades or blade signs would be a good strategy. **Mayor Anderson** recalled blade signs were incorporated into Stevenson's sign ordinance several years ago.

**City Administrator Kinley** asked the City Council for guidance on where to direct the funds. She commented that using the funds for items that otherwise have no other funding options could be beneficial. A number of options were discussed regarding equipment purchases, capital projects and business support. It was agreed to engage the public in decision making via different modes.

**City Administrator Kinley** suggested further discussion at the November City Council meeting.

>John Mobley pointed out not one downtown business closed during the Covid-19 lockdown and thanked Kelly and the SDA for their work.

## 9. COUNCIL BUSINESS:

- a) **Water Adjustment** - Matthew White (account no. 25169) requested a water adjustment of \$773.04. An attached staff memo provided further clarification and information. City Administrator Kinley explained there had been a mix-up when the new meters were installed. She explained there was no billing history associated with the new meter so it was not something the homeowner was aware of.

City Attorney Woodrich advised the city contributed to the problem via the meter mix-up, and the adjustment was not a gift of public funds.

**MOTION** to approve the water adjustment in the amount of \$773.04 for Matthew White was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

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

- b) **Approve Resolution 2021-383 Adopting a Payment Plan Policy** - **City Administrator Leana Kinley** presented resolution **2021-383** adopting a utility payment plan and setting a service fee as required by the state constitution for council discussion and consideration. Washington state law requires the city to charge a fee for a payment plan, otherwise it is seen as lending credit or gifting public funds. The policy establishes the fee and rules around when the fee is charged. The fee is \$3.00 or 1% of the outstanding bill (whichever is greater.)

**MOTION** to approve resolution **2021-383** adopting a utility payment plan as presented was made by **Councilmember Cox** seconded by **Councilmember Weissfeld**.

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

- c) **Utility Rate Restructuring Discussion** - **City Administrator Leana Kinley** presented and explained the attached staff memo regarding restructuring utility rates for council discussion.

The current rate structure for mixed use properties is different than it is for multi-family properties with mixed-use properties paying less for services. A number of buildings in the downtown core are mixed-use with commercial and residential units.

The current code and practice classify mixed-use properties solely as commercial. Sewer flow is billed on commercial properties based on water usage. In the past it was assumed the differences would even out in the end due to this factor. With base fees increasing to pay for the plant upgrades, this is no longer the case. She asked if the rate structure should be changed or remain as is.

Councilmembers held an extensive discussion on the issue. A key point was determining if a base fee should be charged with some water (400 cu ft) included; do away with the base fee and charge for all water used, or charge a base fee even if there is no water usage. Responses to hardship cases were considered. **Councilmember Hendricks** suggested exploring a tiered rate system. City Attorney Woodrich advised developing a fee structure that provided for ongoing support and maintenance of infrastructure.

**City Administrator Kinley** also asked about changing the way sewer system development charges for businesses wanting to expand are assessed. It was agreed additional information regarding budget impacts was needed prior to making any decisions on either item, and the issue would be re-visited.

- d) **\*Approve Insta-Pipe Contract - City Administrator Leana Kinley** presented the attached small works contract with Insta-Pipe for sewer lining and repair services for the amount of \$95,985.15. This amount is budgeted, the repairs are an extension of work completed in 2020, and they are part the city's overall maintenance plan to reduce infiltration and inflow throughout the city's sewer collection system.

**MOTION** to approve the contract with Insta-Pipe for sewer repairs for an amount not to exceed \$95,985.15 was made by **Councilmember Cox**, seconded by **Councilmember Weissfeld**.

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

- e) **\*Extend Contract for Hearing Examiner Services - City Administrator Leana Kinley** presented the contract with Joe Turner, P.C., Municipal Hearings Official, for hearing examiner services. This agreement is the same as the 2015 agreement and is needed for an appeal in process. Costs are split 50/50 with the appellant.

City Attorney Woodrich noted a clarification for the record. The contract in question needs only to be extended for existing services through December 31, 2022. There are no changes to the funds already in place through the existing contract.

**MOTION** to extend the existing contract with Joe Turner, P.C., Municipal Hearings Official through December 31<sup>st</sup>, 2022, for hearing examiner services as presented was made by **Councilmember Cox**.

Prior to the second and the vote, City Attorney Woodrich responded to **Councilmember Weissfeld's** asking if the contract should reflect Rick May's earlier comments on hearing

examiner cost sharing. Attorney Woodrich explained the contract is between the City of Stevenson and Joe Turner, the hearing examiner. Including an unidentified third party to split costs was not in the current contract and could lead to potential liability for the city. He stated the cost sharing issue is a separate issue.

>Rick May asked where in the code it was written the fees would be split. **Community Development Director Shumaker** noted the fee structure had been adopted by a council resolution.

**Councilmember Hendricks** seconded the motion on the table. **Councilmember Weissfeld** asked for clarification of the indemnification issue requested by May. Attorney Woodrich provided further details, noting the costs to the appellant were to help pay for the service requested.

- Rick May spoke of his records requests pertaining to billing history, stating costs have not been shared in the past and citizens should have the same rights as the city. He was reminded of the motion on the table.

**City Administrator Kinley** provided an example of other situations where costs are passed on to the applicants. **Councilmember Cox** confirmed the city would pay the contractor, then bill the appellant for half the fee.

**Mayor Anderson** called for the vote.

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

In response to further comments and questions by May regarding billing information, **Community Development Director Shumaker** shared current practices include an agreement to pay those services, how the billings occur and what information is released.

- f) **\*Approve Shell Engineering and Consulting Contract - City Administrator Leana Kinley** presented the contract with Shell Engineering and Consulting, LLC for on-call services as needed, billed at time and materials basis for an amount not to exceed \$20,000. This is to cover Public Works Director duties on an interim basis until a new Public Works Director is hired. The contract runs through June 2022.

**MOTION** to approve the contract with Shell Engineering and Consulting LLC as presented not to exceed \$20,000 was made by **Councilmember Cox**, seconded by **Councilmember Hendricks**.

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

**10. INFORMATION ITEMS: The following items were presented for Council review:**

- a) **BPA North Bonneville-Midway No. 1 Transmission Line** maintenance update.
- b) **Financial Report** - City Administrator Leana Kinley presented the Quarterly Report, Treasurer's Report and year-to-date revenues and expenses through September 2021.

- c) **The Skamania County Sheriff's** report for activities within Stevenson city limits for September 2021.
- d) **The Skamania County Chamber of Commerce** activities in September 2021.
- e) **Project Status Updates** - City Administrator Leana Kinley and city staff presented updates on city projects through the city website <https://www.ci.stevenson.wa.us/projects>.
- f) **Planning Commission Minutes** from the September 2021 Planning Commission meeting.
- g) **Skamania County Housing Services Programs Report** for September 2021 by Washington Gorge Action Programs.
- h) **The 2021 Columbia Gorge Annual Economic Symposium** and the 2021 Annual Report.

#### 11. CITY ADMINISTRATOR AND STAFF REPORTS:

##### a) **Ben Shumaker, Community Development Director**

Department of Ecology grant-has been submitted to address shoreline access and trails identified in the draft Shoreline Management Program, which is still under review. If awarded, it would help the city develop a plan to provide for future site acquisition outside a permitting process to increase pedestrian and viewpoint access.

Downtown Parking Study-Alex Ralston, UW intern, is helping to finalize the various aspects of the study. The report will contain ~five chapters analyzing existing parking conditions in Stevenson. There are plans to review seasonal parking inventories to get a more complete picture. Once finished the report will be turned over to transportation consultants for using in determining future parking policy. Mike Beck with the County Planning Department is helping to organize the next volunteer group to conduct a parking inventory.

##### b) **Karl Russell, Public Works Director**

A transition plan to cover the Director duties is being worked on.

Bids for the equipment needed for the WWTP Project are under review. The project bid is scheduled for December 2021. Having equipment before the WWTP bid is expected to reduce the bid.

Training for city tree trimming is taking place as part of the overall tree maintenance program. Crosswalk painting, road striping, reservoir cleaning and repairs to sewer collection points on School Street are underway.

##### c) **Leana Kinley, City Administrator**

First Street Overlook – Staff continues to work with WSDOT regarding the right of way issue. On Thursday, October 7th staff was notified the City has 10 years to move to the next phase of the project or the grant funds would need to be repaid. The issue over ROW ownership is complicated, with some evidence showing WSDOT determined in 1998 the city owned the ROW. Another meeting is scheduled for October 27<sup>th</sup> with the Assistant Regional Manager. An issue statement was sent to the City's WSDOT Local Programs representative and uploaded to the project website, <https://www.ci.stevenson.wa.us/publicworks/project/first-street-overlook>. The city notified WSDOT they may contact state legislators regarding the matter.

Homeless Housing – Increasing homeless shelter options were discussed with Leslie Naramore from WAGAP and County Commissioner Hamlin. To change the current temporary shelter set-



up and increase capacity, the maximum ongoing increased staffing cost for an additional FTE would be \$80k. Ideally, the temporary shelter would have 7 self-contained units, pallet housing and space to accommodate short-term camping and pets. It could potentially be relocated. Other options are possible. ARPA funds could pay costs. **City Administrator Kinley** asked for direction from Council.

Dog Mountain-A safety survey for Dog Mountain trail congestion is ongoing. Funding for the Dog Mountain shuttle was not received from the Forest Service for 2022. TAC (Tourism Advisory Council) funds may possibly be used.

Other-Complaints regarding pesticide spraying were received, with a request for a ban. It is a second request for a spraying ban. This was regarding a neighbor using herbicides.

Work on the city website is still taking place. Planning Commission meetings are being converted from Zoom files to YouTube.

Trick or Treating will take place downtown on Halloween from 6-7:30 p.m.

Oct. 23<sup>rd</sup> is scheduled for a Drug Take Back event from 10-2 at the Sheriff's Office.

The Chamber of Commerce will no longer have public officials on board to avoid issues with public records requests.

Software updates issues are occurring, with two-sided checks being produced. **City Administrator Kinley** pointed out the last check number is 15523, not 15512. The amounts are the same.

## 12. VOUCHER APPROVAL:

\*September 2021 payroll & October 2021 AP checks were audited and presented for approval. September payroll checks 15445 thru 15449 total \$101,890.88 which includes EFT payments. October 2021 AP checks 15433 thru 15444, and 15451 thru 15523 total \$209,743.63 and includes EFT payments and checks. The AP check register with fund transaction summary was attached for review.

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

- Voting aye: **Councilmembers Weissfeld, McHale, Hendricks, Cox**.

## 13. MAYOR AND COUNCIL REPORTS:

Elected official essential training will take place Saturday, December 4<sup>th</sup>, 2021.

## 14. ISSUES FOR THE NEXT MEETING: None presented.

## 15. ADJOURNMENT - Mayor Anderson adjourned the meeting at 9:19 pm.

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Scott Anderson, Mayor

Date

**MINUTES**  
**CITY OF STEVENSON COUNCIL MEETING**  
**November 08, 2021**  
**6:00 PM, City Hall and remote**

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**1. CALL TO ORDER/PRESENTATION TO THE FLAG:** Mayor **Scott Anderson** called the meeting to order at 6:00 pm. Attending: Mayor Scott Anderson; Councilmembers Dave Cox, Amy Weissfeld, Annie McHale, Paul Hendricks, Robert Muth. Staff in attendance: City Administrator Leana Kinley, Community Development Director Ben Shumaker. Public attendees: Rick May and 2 other unidentified members of the public.

**2. COUNCIL BUSINESS:**

a) **Approve Hearings Examiner Use** - Community Development Director **Ben Shumaker** requests the City Council to consider use of a hearing examiner under SMC 2.15.030. On October 20, 2021, the City conditionally approved BLA2021-07 involving the adjustment of boundaries between 5 lots. The approval has been appealed by the applicant. Under SMC 16.40.010, appeals to boundary line adjustment decisions are heard by the Planning Commission. The appellant understands and does not object to the optional use of the hearing examiner.

**MOTION** to approve use of a hearing examiner for appeal of the conditional approval of BLA2021-07 was made by **Councilmember Muth**, seconded by **Councilmember Henderson**.

- Voting aye: **Councilmembers Cox, McHale, Muth and Henderson**

b) **2022 Proposed Budget Discussion** - City Administrator **Leana Kinley** presented the 2022 draft budget document for council review and discussion. Additional information regarding the budget process, revenue resources and trends can be found in the enclosed 2022 budget suggestions published by MRSC. The Tourism Funding Application for the Farmers Market is enclosed for discussion on funding through the General Fund as it is not eligible for Lodging Tax funds.

Budget will be revised per Council suggestions and presented for approval at the November 18<sup>th</sup> Council Meeting.

**3. ADJOURNMENT** - Mayor **Scott Anderson** adjourned the meeting at 7:25 pm.

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Scott Anderson, Mayor

Date

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE 2021-1176**

**AN ORDINANCE OF THE CITY OF STEVENSON, WA AMENDING CHAPTER 8.08  
NOISE CONTROL; REPEALING ORDINANCES 664 AND 902; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, City Council has received complaints from citizens regarding noise disturbances;  
and

**WHEREAS**, the current Stevenson Municipal Code regarding noise control requires specific  
equipment calibrated frequently, which is difficult to obtain and enforce; and

**WHEREAS**, the City Council desires to amend SMC 8.08 to minimize the citizens' exposure to  
the physiological and psychological dangers of excessive noise and to protect and preserve  
public health, safety and welfare.

**NOW, THEREFORE**, the City Council of the City of Stevenson do hereby ordain as follows:

**Section 1. Chapter 8.08 of the Stevenson Municipal Code Amended.** The chapter of the  
Stevenson Municipal Code entitled "Noise Control," codified as Stevenson Municipal Code  
(SMC) Chapter 8.08, is hereby amended to read as set forth on Exhibit "A" attached hereto and  
by this reference incorporated herein:

**Section 2. Repeal.** Ordinances 664 and 902 are repealed in their entirety.

**Section 3. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this  
ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the  
validity of the remaining portions of this ordinance.

**Section 4. Effective Date.** This ordinance shall become effective following passage and  
publication as provided by law.

PASSED by the City Council of the City of Stevenson and approved by the Mayor this \_\_\_\_ day  
of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor of the City of Stevenson

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Clerk of the City of Stevenson

\_\_\_\_\_  
Attorney for the City of Stevenson

## Chapter 8.08

### NOISE CONTROL

#### Sections:

- 8.08.010 Statutory Authority
- 8.08.020 Purpose and findings
- 8.08.030 Policy
- 8.08.040 Definitions.
- 8.08.050 Public disturbance noises.
- 8.08.060 Daytime exemptions.
- 8.08.070 Nonresidential exemptions.
- 8.08.080 Variance and implementation schedules.
- 8.08.090 Enforcement – Authority.
- 8.08.100 Violation – Penalty.

#### **8.08.010 Statutory authority.**

The State Legislature has by way of RCW 35A.11.020 authorized cities to adopt noise control regulations designed to promote the public health, safety and general welfare of their citizenry.

#### **8.08.020 Purpose and findings.**

A. Purpose. The purpose of this chapter is to minimize the citizens' exposure to the physiological and psychological dangers of excessive noise and to protect, promote and preserve the public health, safety, and welfare. The city intends for this chapter to control the level of noise in a manner which promotes the use, value, and enjoyment of property to include sleep and repose, quiet enjoyment, commerce, and the quality of the environment. The council also appreciates the fact many people wish or need to engage in various activities that will, even when all due caution is exercised, produce disturbing noises.

B. Findings. The city council, having received multiple complaints throughout the city, have learned that a problem of excessive and disturbing noises exists within the city limits and that the city needs to generally implement the State Noise Control Ordinance. The city has also learned that there are some unique circumstances within the city which require the city to adopt some variations from, and additions to, state law. The city intends to pass a regulation which will balance the rights of those citizens who only wish to enjoy the quiet repose of their home or property with those who wish to engage in those activities that may result in the production of some noise.

C. Findings. The city council also finds that noise disputes should first be addressed between neighbors, and that anyone who believes their neighbor is violating this chapter should, when possible, inform that neighbor of any ongoing concerns regarding offensive noise as described in this chapter, and ask them to remedy the concern prior to requesting enforcement from the sheriff's office. A failure to first address concerns with a neighbor does not preclude making a complaint to law enforcement but may factor into whether any alleged violation results in the sheriff's deputy exercising discretion on whether to issue a warning, an infraction, or a criminal citation.

D. Findings. Any person complaining of a violation of this chapter should be prepared to document any alleged violations through the use of audio and/or video recordings. The nature of noise violations as described herein are such that law enforcement will have a difficult time independently documenting violations because such violations often occur over an extended period of time.

#### **8.08.030 Policy.**

It is the policy of the city to prevent noise which may jeopardize the health or welfare of its citizenry or degrade the quality of life.

#### **8.08.040 Definitions.**

Unless specifically defined in this section, words or phrases used in this chapter shall be interpreted so as to give them the meaning they have in common usage and to give this chapter its most reasonable application.

“Motor vehicle” means any vehicle which is self-propelled, used primarily for transporting persons or property upon public highways and required to be licensed under RCW 46.16.010, and includes but is not limited to cars, trucks, motorcycles, jeeps and dune buggies.

“Motorcycle” means any motor vehicle having a saddle and designed to travel with three or less wheels on the ground, except such vehicles powered by engines not to exceed five horsepower.

“Noise” means the intensity, duration and character of sounds from any and all sources.

“Off-highway vehicle” means any self-propelled vehicle not used primarily for transporting persons or property upon public highways nor required to be licensed under RCW 46.16.010.

“Person” means any individual, corporation, partnership, association, government or state agency or other entity whatsoever.

“Property boundary” means the surveyed line at ground surface which separates the real property owned, rented or leased by one or more persons from that owned, rented or leased by one or more other persons, and its vertical extension.

“Public highway” means the entire width between the boundary lines of every way publicly maintained by the Department of Transportation or any county or city when any part thereof is generally open to the use of the public for purposes of vehicular travel as a matter of right.

“Residential area” is an area used for single-family housing, multifamily residential, or mobile homes, primarily for private residences.

**8.08.050 Public disturbance noises.**

It is unlawful for any person to cause, or for any person in possession of real or personal property to allow to originate from the property, sound that is a public disturbance noise. The following sounds are hereby determined to be public disturbance noises:

- A. Frequent, repetitive, or continuous howling, barking, squawking or other noises made by any animal which unreasonably disturbs or interferes with the peace, comfort, and repose of receiving property owners or possessors; except that such sounds made by livestock, whether from commercial or noncommercial activities, and such sounds made in commercial kennels, veterinary hospitals, pet shops, or grooming parlors licensed under and in compliance with Section 5.04, shall be exempt under this subsection. Livestock on properties within the City of Stevenson are also exempt under this chapter.

It shall be deemed a public disturbance noise under this subsection for a dog to bark, bay, cry, howl or make any other noise continuously and/or incessantly for a period of twenty minutes or bark intermittently for one hour or more, within an eight-hour period, to the disturbance of any person at any time of day or night regardless of whether the dog is physically situated in or upon private property; provided, however, that a dog shall not be deemed a “barking dog” for purposes of this section if, at the time the dog is barking or making any other noise, a person is trespassing or threatening to trespass upon private property in or upon which the dog is situated or for any other legitimate cause the dog was teased or provoked to bark or make any other noise.

- B. The frequent, repetitive or continuous sounding of any horn or siren attached to a motor vehicle, except as a warning of danger or as specifically permitted or required by law.
- C. The creation of frequent, repetitive or continuous sounds in connection with the starting, operation, repair, rebuilding or testing of any motor vehicle, motorcycle, off-highway vehicle, or internal combustion engine, within a residential area, so as to unreasonably disturb or interfere with the peace, comfort and repose of owners or possessors of neighboring real property; provided, that this subsection shall not apply to the operation of lawn mowers, garden tools, chain saws, other power equipment used for building repair or ground maintenance, and approved forest product harvesting/processing between the hours of seven a.m. and ten p.m.

- D. The use of a sound amplifier or other device capable of producing or reproducing amplified sound upon public streets for the purpose of commercial advertising or sales or for attracting the attention of the public to any vehicle, structure, or property or the contents therein between the hours of eight p.m. of one day and seven a.m. of the next day, except for emergency vehicles.
- E. The making of any loud and raucous sound within one thousand feet of any school, hospital, nursing, or convalescent facility which unreasonably interferes with the use of such facility, or with the peace, comfort, or repose of persons therein.
- F. The use of a musical instrument, sound amplifier, or other device incorporating electrical signal volume control that produces or reproduces loud and/or raucous sounds which emanate frequently, repetitively, or continuously from any building, structure, or property so as to unreasonably disturb or interfere with the peace, tranquility, comfort or repose of owners or possessors of neighboring real property between the hours of 10 pm and 8 am.
- G. Except as otherwise authorized by this chapter, the use, in a vehicle upon a public street or roadway, of a sound amplifier or other device capable of producing or reproducing amplified sound, which causes the sound to be heard from fifty feet away; provided, this provision shall not apply to emergency, fire or police vehicles.

**8.08.060 Daytime exemptions.**

The following shall be exempt from the provisions of Section 8.08.020 between the hours of seven a.m. and ten p.m., except for subsection (B) of this section, sounds created by the discharge of firearms, which is exempt from seven a.m. until the official hour of darkness:

- A. Sounds originating from residential property relating to temporary projects for the maintenance or repair of homes, grounds and appurtenances;
- B. Sounds created by the discharge of firearms (seven a.m. until the official hour of darkness);
- C. Sounds created by the installation or repair of essential utility services;
- D. Sounds created by blasting and/or mining operations.

**8.08.070 Nonresidential exemptions.**

The following vehicles and situations shall be exempt from the provisions of this chapter, except Section 8.08.020:

- A. Any public emergency vehicles, or any vehicles operating in a public emergency;
- B. Any law enforcement vehicles;
- C. Any vehicle operating for the purpose of public road building or maintenance, or for on-site construction of structures between the hours of seven a.m. and ten p.m.;
- D. Any airplanes or railroads;
- E. Sounds created by motor vehicles when regulated by Chapter 173-62 WAC;
- F. Sounds created by warning devices not operating continuously for more than five minutes, or bells, chimes and carillons;
- G. Sounds created by safety and protective devices where noise suppression would defeat the intent of the device or is not economically feasible;
- H. Sounds originating from officially sanctioned parades and other public events;
- I. Sounds created by watercraft;
- J. Sounds caused by natural phenomena and unamplified human voices;
- K. Sounds originating from existing natural gas transmission and distribution facilities.

**8.08.080 Variance and implementation schedules.**

- A. Variances may be granted to any person from any particular requirement of this chapter, if findings are made that immediate compliance with such requirement cannot be achieved because of special circumstances rendering immediate compliance unreasonable in light of economic or physical factors, encroachment upon an existing noise source, or because of unavailability of feasible technology or control methods. Any such variance or renewal thereof shall be granted only for the minimum time period found to

be necessary under the facts and circumstances. No variance shall be issued for a period of more than thirty days unless the city council grants a permanent variance as provided herein.

- B. If applicable, an implementation schedule for achieving compliance with this chapter shall be incorporated into any variance issued.
- C. Anyone wishing for a variance must submit an application to the city council. The city council shall then, as soon as practical, conduct a public hearing to determine whether, and under what conditions, the variance should be granted. After conducting a public hearing, the city council may grant a variance if the request substantially complies with the standards of the ordinance codified in this chapter and protects the general health, safety and welfare of the public.
- D. Sources of noise, subject to this chapter, upon which construction begins after the effective date hereof shall immediately comply with the requirements of this chapter, except in extraordinary circumstances, where overriding considerations of public interest dictate the issuance of a variance.

**8.08.090 Enforcement – Authority.**

- A. Law Enforcement. The Skamania County sheriff is authorized and directed to administer and enforce the provisions of this chapter. Upon request by the sheriff or his deputies, all other city or county departments and divisions, including Southwest Washington Health District, are authorized to assist in the enforcement of this chapter.
- B. Court Jurisdiction. Any person who violates this chapter or of the State Noise Control Statute (Chapter 70.107 RCW) may be cited into the Stevenson Municipal court. The municipal court shall have jurisdiction over all violations of this chapter to include conducting hearings in contested or mitigated infraction cases and imposing fines, incarceration, or any other conditions generally allowed by law for infractions or misdemeanors as provided in Section 8.08.080.
- C. Cumulative and Alternative Remedies. The provisions of this chapter shall be cumulative and nonexclusive and shall not affect any other claim, cause of action or remedy; nor, unless specifically provided, shall it be deemed to repeal, amend, or modify any law, ordinance or regulation relating to noise, but shall be deemed additional to existing legislation and common law on noise.

**8.08.100 Violation – Penalty.**

It shall be a misdemeanor punishable by a fine of two hundred fifty dollars and/or ninety days incarceration in the county jail for any person to violate any provisions of Section 8.08.020. Any individual who has not otherwise been found to have previously committed a violation of Section 8.08.020 may be cited or charged with an infraction for violation of this chapter. Any violation of this chapter that is an infraction shall be punished by a fine of no less than two hundred fifty dollars and no more than five hundred dollars.



# 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: Community Development Block Grant Project Close-Out Public Hearing  
Meeting Date: November 18, 2021

## **Executive Summary:**

The City received a Community Development Block Grant for housing rehabilitation for residents in Klickitat and Skamania Counties. The funding provides low-interest loans to those who qualify for repairs to their homes, allowing them to safely remain in their homes. The project ends on December 31<sup>st</sup> and part of the close-out process is to hold a public hearing to review the final project performance.

## **Analysis:**

The Community Development Block Grant provided the funding for the needed repairs to:

- 15 houses total
- Helped 29 people
- We received additional funding through a repayment of one loan for just over \$24,091.83, but we were able to use that money as well.
- We worked on homes in 11 different communities in two counties.
- Klickitat PUD does not have any funding at the moment. But for the last program we helped 3 homes with approximately \$20,000.00 dollars being used from these other sources, specifically for free ductless wall heaters.
- 2 homes had new windows replaced with another 4 floor repairs.
- 7 homes had new roofs installed some with skylights. 4 homes with repaired siding
- We had one septic and one well repaired
- Other jobs completed: foundation repairs, heating, decks, and drywall

As mentioned before, a total of 29 people were helped: 13% were Hispanic; 17% were American Indian/Alaskan Native.

- 25% had incomes less than 30% AMI. For a family of 2 in Stevenson, this is less than \$23,200.
- 30% had incomes between 30% and 50% Area Median Income. This would be less than \$38,700 for 2 people.
- 45% earned between 50% and 80% AMI. For a family of 2 in Stevenson, this was a maximum of \$61,900 for a couple.

## **Conclusion:**

This has been a successful program for our area residents and the City of White Salmon will be managing the next round of funding for this program.



**CITY OF STEVENSON, WASHINGTON  
RESOLUTION NO. 2021-384**

**A RESOLUTION AUTHORIZING AN INCREASE IN PROPERTY TAXES  
FOR FISCAL YEAR 2022**

**WHEREAS**, the City of Stevenson has given proper notice of a public hearing held Thursday, November 18, 2021 to consider the City’s General Fund budget for the 2022 fiscal year pursuant to RCW 84.55; and

**WHEREAS**, the City of Stevenson, after said public hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Stevenson requires an increase in property tax revenue from the previous year, in addition to any increase resulting from the addition of new construction and improvements to property, any increases in the value of state assessed property, and any increases resulting from the addition of newly annexed parcels, for meeting the expected expenses and obligations for the provision of ongoing services;

**NOW, THEREFORE**, the City Council of the City of Stevenson hereby resolves that an increase in the regular property tax levy is authorized for the 2022 levy for a levy amount of \$505,873.34 which is a **1%** increase from the 2021 levy or an absolute increase of \$5,008.65, plus the value of new construction as provided by RCW 84.55.010 of \$17,097.56, newly annexed parcels as provided by RCW 84.55.030 (if any, amount TBD), and the increase in State assessments of \$33.11.

**Passed by the City Council** of the City of Stevenson this 18<sup>th</sup> day of November 2021.

\_\_\_\_\_  
Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Leana Kinley, City Clerk

\_\_\_\_\_  
Kenneth B Woodrich, PC  
City Attorney

**CITY OF STEVENSON, WASHINGTON  
ORDINANCE NO. 2021-1177**

**AN ORDINANCE FIXING THE AMOUNT TO BE RAISED BY  
AD VALOREM TAXES AND LEVIED FOR FISCAL YEAR 2022**

**WHEREAS**, the City Council has given proper notice of a public hearing held Thursday, November 18, 2021, to consider the City’s Budget for fiscal year 2022,

**WHEREAS**, the provisions of RCW 35A.33.135, RCW 84.55.010, and WAC 458-19-005 require the City of Stevenson’s legislative body to consider the City’s total anticipated financial requirements for the ensuing fiscal year and determine and fix by ordinance the amount to be raised by Ad Valorem taxes,

**WHEREAS**, the Washington State legislature determined that upon the finding of substantial need, the City may increase property taxes by no more than 1% of the amount of regular property taxes lawfully levied for the highest of the past three most recent years, plus any increases due to new construction, annexation, and increases in the assessed value of state-assessed property,

**WHEREAS**, the City Council has determined that the City needs an estimated one percent (1%) increase in regular property tax revenue over the current year in addition to the increases resulting from new construction, annexation, and any increase in the value of state assessed utilities, and is reserving its rights to all remaining reserves based on any remaining banked capacity.

**WHEREAS**, the estimated amount to be raised by Ad Valorem taxes to be levied by the City of Stevenson is **\$505,873.34** which is a percentage increase of **1%** over the preceding year (an absolute increase of **\$5,008.65**) plus the increases due to new construction, annexation, and increases in the amount of State Assessments (if any). Resolution 2021-384 specifically states the dollar increase and percentage change in the levy from the previous year as prescribed by RCW 84.55.120.

**NOW, THEREFORE**, the City Council of the City of Stevenson do ordain that the Clerk of the City of Stevenson is directed to certify to the Board of County Commissioners of Skamania County, pursuant to the provisions of RCW 84.52.020, that the amount of property taxes to be levied by the City of Stevenson for the fiscal year 2022 is **\$505,873.34**, plus the increases due to new construction, annexation, and increases in the amount of State Assessments (if any).

**Passed by the City Council** this 18<sup>th</sup> day of November 2021.

\_\_\_\_\_  
Scott Anderson, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Leana Kinley, City Clerk

\_\_\_\_\_  
Kenneth B Woodrich, PC  
City Attorney



# 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: City Council  
From: Leana Kinley, City Administrator  
RE: 2022 Sewer Rates  
Meeting Date: November 18, 2021

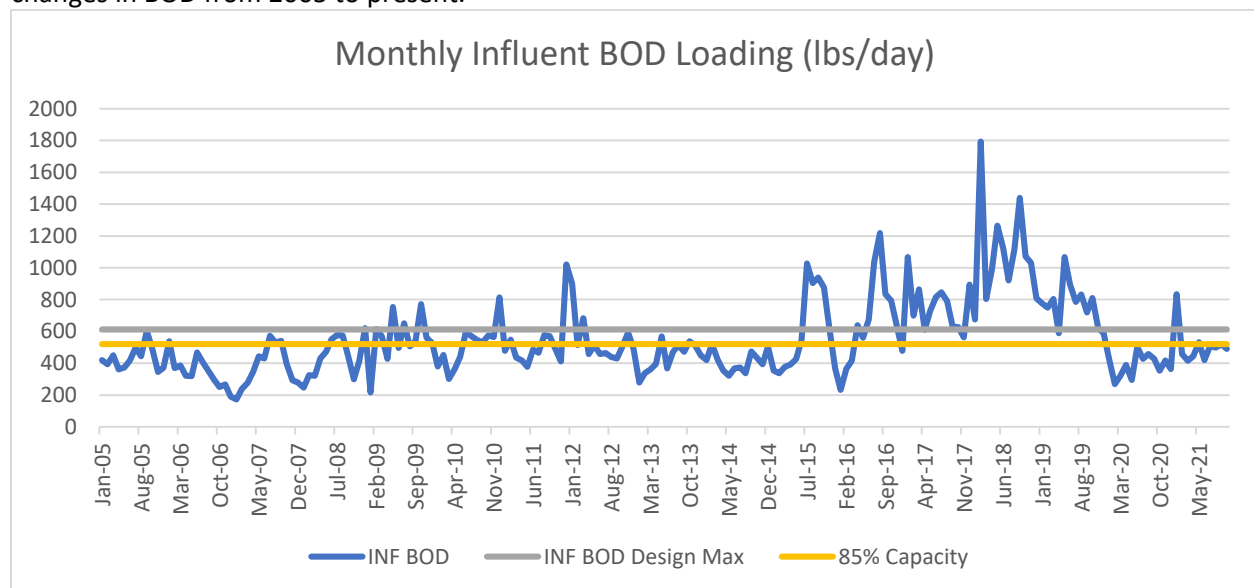
### Executive Summary:

The city received an Administrative Order from the Department of Ecology in 2017 requiring upgrades to its Wastewater Treatment Plant. Over the past four years there have been continuous rate analysis to balance the impact of rate increases on residents and the needs of the utility. Staff has worked diligently to increase efficiencies at the wastewater treatment plant, partner with customers to decrease loadings at the plant, and work with funders to maximize grants and long-term low interest loans. These efforts translate into a \$40 per month savings on the base residential sewer bill by the end of 2026. The result is a recommended increase of 12.5% for 2022, or \$11.25 per month.

### Overview:

#### *Background*

The City has been working on compliance challenges relating to high Biochemical Oxygen Demand (BOD) coming into the plant (influent) since 2009. To address the issues the City made changes to operating procedures, minor upgrades to the plant, and worked with all users to reduce their impact on the plant. These efforts reduced the influent BOD, however it remained close to the 85% limit of the plant's design. Anytime the plant reaches 85% capacity for three months, or 95% capacity for one month, the City needs to submit a plan to Ecology addressing how it will maintain capacity while it implements actions to take to meet the conditions of its National Pollutant Discharge Elimination System (NPDES) permit. A copy of the most recent NPDES permit from 2013 is attached. The chart below shows the changes in BOD from 2005 to present.



Beginning in 2015 the city continually violated its NPDES permit for influent BOD capacity of 612 lbs/day on average per month. This continual violation, combined with effluent violations and not submitting a Plan to Maintain Adequate Capacity as required resulted in the city receiving an Administrative Order on June 30, 2017 from the Department of Ecology. The requirements outlined in the Order and the status of each item is listed below:

- Limit New Industrial Connections-
  - There remains a moratorium on new commercial connections where the effluent exceeds 300 mg/L.
- Promote Source Control-
  - The City adopted updates to its municipal code to Ecology standards on April 19, 2018, in time for the April 30, 2018 deadline.
  - The City completed an Industrial User Survey by June 30, 2018. Significant Industrial Users were identified and are currently under contract with the City to comply with discharge standards, or are working directly with Ecology through an NPDES permit.
- Explore Funding Opportunities-
  - The City has received the following funding packages to support the upgrades required of the Order. Details on these projects can be found online at <https://www.ci.stevenson.wa.us/projects>

	Budget	Loan	Forgivable Principal	Grant
WW Upgrades Design	2,000,000	960,000	400,000	
WW Collection System Upgrades	5,100,000	873,000		4,125,000
WW Treatment Plant Construction	9,600,000	8,700,000	900,000	2,500,000*
Main D Extension	300,000	270,000	30,000	
<b>Totals:</b>	<b>17,000,000</b>	<b>10,803,000</b>	<b>1,330,000</b>	<b>6,625,000</b>
Amount of Funding:	42% Grant and Forgivable Principal			
*\$2.5M direct federal grant from the recently approved Infrastructure Package to reduce the \$8.7M loan				
Loan terms:	DOE Loan 1: 2.0% interest, 20-years, \$61k est. annual payment DOE Loan 2: 1.5% interest, 30-years, \$375k est. annual payment USDA Loan: 1.375% interest, 40-years, \$29k est. annual payment			

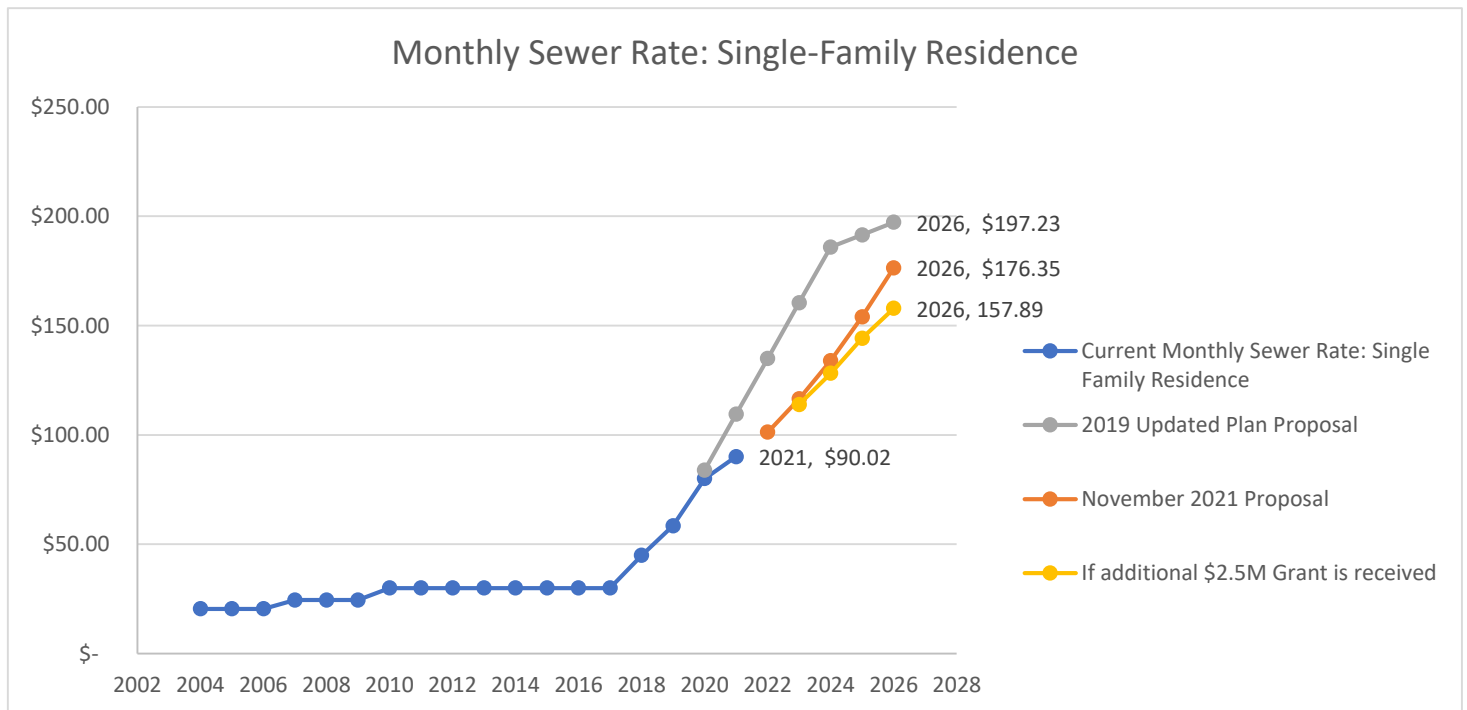
- Require Industrial Pretreatment-
  - The City’s ordinance has been updated and all new commercial connections are reviewed against the updated standards.
- Modify Wastewater Treatment Plant Operations-
  - The City added a Wastewater Treatment Plant Operator in 2018 to supplement the work of the contract operator Jacobs. The City and Jacobs did not renew the operating contract and in 2020 the City took over operations of the Plant.
  - Minor improvements have been made to assist with compliance while the larger upgrade project is being designed and constructed.
- Update Wastewater Rates-
  - Beginning in 2018, the City has steadily raised rates to fund the improvements required for the wastewater system. More information on this effort and background is in the next section of the memo.
- Complete General Sewer Plan Update –

- The City council approved the General Sewer Plan and Facility Plan on January 18, 2018 after it was approved by DOE on December 1, 2017.
- An update to the Plan, to incorporate a feasibility study on the outcome of value planning efforts, was approved by DOE on July 15, 2019.
- Design Wastewater Treatment Plant Improvements-
  - Design for the upgrades needed began in 2019 and were completed as of June 30, 2021.
- Construct Wastewater Treatment Plant Improvements-
  - Equipment with long lead times is in the process of being procured. The construction phase is expected to go to bid this winter with active construction beginning by next summer (2022). The estimated completion date is the summer/fall of 2023.

*Rate Increases*

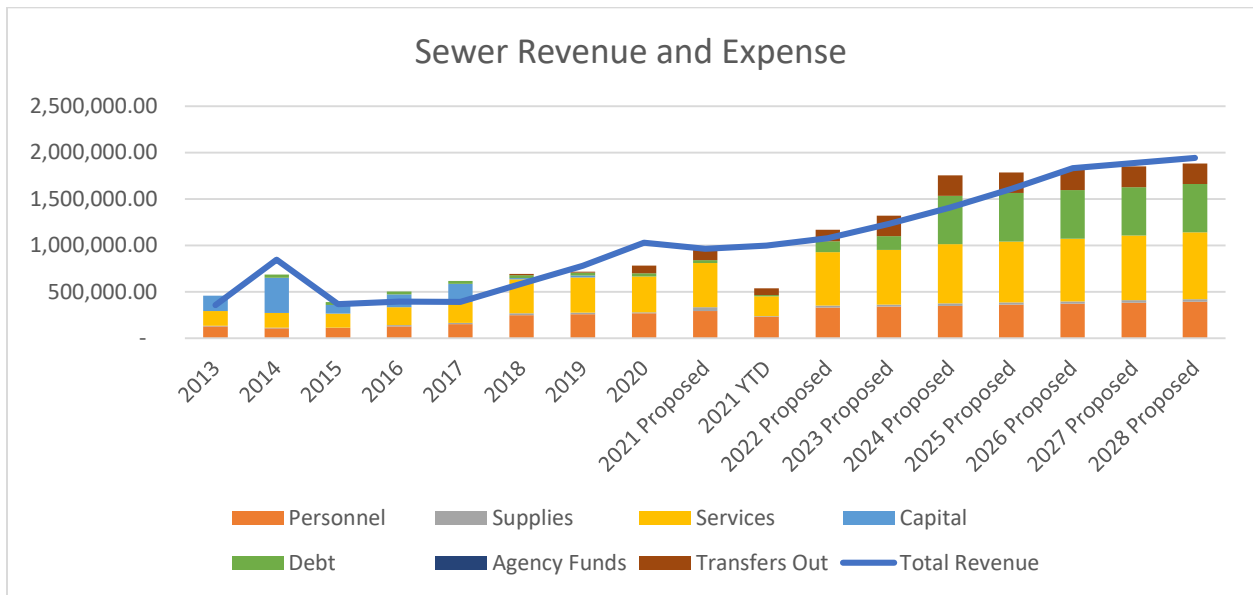
In 2017, as part of the General Sewer Plan and Wastewater Facilities Plan, the city conducted a rate study. It was updated in February 2019 based on changed assumptions. Since then, the city has taken over operations of the wastewater treatment plant where it was previously operated under a service contract. There have also been additional grants and financing secured. The designs for the wastewater treatment plant are 100% complete and other projects are between 50%-100% complete with more refined estimates. The result is a clearer picture of the future operations and maintenance needs and the rates necessary to ensure the financial viability of the utility.

A chart of the historic rates and projected rates from the recent rate study are below.



Overall, the estimated annual debt service has been reduced by almost \$560k through grants received, reduced design costs and design changes. This reduction translates to \$40 per month in savings on a residential sewer bill by the end of 2026.

The 2022 proposed revenue and expenses for the sewer department are below. The current 12.5% rate increase proposed will bring in enough revenue to replenish reserves and cover the expenses and ensure future increases will not be as high as initially estimated.



The city will continue to work on refining the operations costs, secure a finance package for construction of the wastewater treatment plant, and determine an adequate level of capital reserves. These will be incorporated into next year’s rate study where we hope to have a longer-term forecast for future rates.

**Action Needed:**

Motion to approve ordinance 2021-1178 revising the sewer rates. Or no motion and the item will move to a second reading at the December council meeting.



Issuance Date: October 6, 2008  
Effective Date: November 1, 2008  
Expiration Date: October 31, 2013

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM  
WASTE DISCHARGE PERMIT NO. WA0020672

State of Washington  
DEPARTMENT OF ECOLOGY  
Olympia, Washington 98504-7775

In compliance with the provisions of  
The State of Washington Water Pollution Control Law  
Chapter 90.48 Revised Code of Washington  
and  
The Federal Water Pollution Control Act  
(The Clean Water Act)  
Title 33 United States Code, Section 1251 et seq.

**City of Stevenson**  
**P.O. Box 371**  
**Stevenson, Washington 98648**

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Plant Location:  
686 Southwest Rock Creek Drive  
Stevenson, WA 98648

Receiving Water: Columbia River  
Bonneville Pool

Water Body I.D. No.: WA-CR-1010

Discharge Location:  
Latitude: 45° 41' 16" N  
Longitude: 121° 53' 07" W

Plant Type: Oxidation Ditch

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is authorized to discharge in accordance with the special and general conditions which follow.

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Garin Schrieve, P.E.  
Southwest Region Manager  
Water Quality Program  
Washington State Department of Ecology

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**SUMMARY OF SUBMITTALS**

<b>Permit Section</b>	<b>Submittal</b>	<b>Frequency</b>	<b>First Submittal Date</b>
S3.	Discharge Monitoring Report	Monthly	December 15, 2008
S4.B.	Plan for Maintaining Adequate Capacity	As Necessary	
S4.C.	Notification of New or Altered Sources	As Necessary	
S4.D.	Infiltration and Inflow Evaluation	Annual	February 15, 2009
S4.E.	Wasteload Assessment	Annual	February 15, 2009
S5.B.	Operation and Maintenance Manual Update	As Necessary	
S5.G.	Contract Operators Hours	Monthly	With Discharge Monitoring Report
S8.	Pretreatment Industrial Waste Survey	As Necessary	
S9.	General Sewer Plan Update	As Necessary	
G1.	Signature Authorization	As Necessary	
G4.	Reporting a Cause for Permit Modification	As Necessary	
G7.	Application for Permit Renewal	1/Permit Cycle	May 1, 2013

**SPECIAL CONDITIONS**

**S1. DISCHARGE LIMITATIONS**

A. Final Effluent Limitations

Beginning on the effective date of this permit and lasting through the expiration date, the Permittee is authorized to discharge municipal wastewater at the permitted location subject to the following limitations:

<b>EFFLUENT LIMITATIONS</b>		
<b>Parameter</b>	<b>Monthly Average<sup>a</sup></b>	<b>Weekly Average<sup>a</sup></b>
Biochemical Oxygen Demand* (5-Day)	30 mg/l, 92 lbs/day 85% Removal	45 mg/l, 138 lbs/day
Total Suspended Solids <sup>b</sup>	30 mg/l, 92 lbs/day 85% Removal	45 mg/l, 138 lbs/day
Fecal Coliform Bacteria	200/100 ml	400/100 ml
pH	Shall not be outside the range 6.0 to 9.0	
<sup>a</sup> The monthly and weekly average for BOD <sub>5</sub> and Total Suspended Solids are based on the arithmetic mean of the samples taken. The averages for fecal coliform are based on the geometric mean of the samples taken.		
<sup>b</sup> The monthly average effluent concentration limitations for BOD <sub>5</sub> and Total Suspended Solids shall not exceed 30 mg/l or 15 percent of the respective influent concentrations, whichever is more stringent.		

B. Mixing Zone Description

The boundaries of the mixing zone is defined as follows:

CHRONIC: Extend 315 feet downstream and 100 feet upstream. The width shall be 25 percent of the width of the Columbia River at Stevenson/RM 150.

ACUTE: Extend 31.5 feet downstream and 10 feet upstream. The width shall be 25 percent of the Columbia River at Stevenson.

**S2. FINAL TESTING SCHEDULE**

The Permittee shall monitor the wastewater and sludge according to the following final schedule:

<b>TESTS</b>	<b>SAMPLE POINT</b>	<b>SAMPLING FREQUENCY</b>	<b>SAMPLE TYPE</b>
Flow	Influent or Final Effluent	Continuous (Report daily totals)	On Line

TESTS	SAMPLE POINT	SAMPLING FREQUENCY	SAMPLE TYPE
pH	Influent Final Effluent	Daily	Grab
BOD <sub>5</sub>	Influent Final Effluent	2/Week	24 hour composite refrigerated
TSS	Influent Final Effluent	2/Week	24 hour composite refrigerated
Fecal Coliform	Final Effluent	2/Week	Grab
Sludge Production	Digested Sludge (volume hauled)	Monthly	Measured
Temperature	Final Effluent	Daily	Grab

### S3. MONITORING AND REPORTING

The Permittee shall monitor the operations and efficiency of all treatment and control facilities and the quantity and quality of the waste discharged. A record of all such data shall be maintained. The Permittee shall monitor the parameters as specified in Conditions S1 and S2 of this permit.

#### A. Reporting

Monitoring results obtained during the previous month shall be summarized and reported on a form provided, or otherwise approved, by the Department of Ecology (Ecology), to be submitted no later than the 15<sup>th</sup> day of the month following the completed reporting period. The report shall be sent to the Department of Ecology, Southwest Regional Office, P.O. Box 47775, Olympia, Washington 98504-7775. Monitoring shall be started on the effective date of the permit and the first report is due on the 15<sup>th</sup> day of the following month.

Unauthorized discharges such as collection system overflows, plant bypasses, or failure of the disinfection system, shall be reported immediately. Notify Ecology (see General Condition G4), Southwest Regional Office Water Quality compliance Inspector, at 360-586-0363, or Ecology's 24-hour emergency spill response number at 360-407-6300.

#### B. Records Retention

The Permittee shall retain for a minimum of three years all records of monitoring activities and results, including all reports of recordings from continuous monitoring instrumentation. This period of retention shall be extended during the course of any unresolved litigation regarding the discharge of pollutants by the Permittee or when requested by the Director. The Permittee shall retain for a minimum of five years all records pertaining to the monitoring of sludge.

#### C. Recording of Results

For each measurement or sample taken, the Permittee shall record the following information: (1) the date, exact place and time of sampling; (2) the dates the analyses were

performed; (3) who performed the analyses; (4) the analytical techniques or methods used; and (5) the results of all analyses.

D. Representative Sampling

Samples and measurements taken to meet the requirements of this condition shall be representative of the volume and nature of the monitored discharge, including representative sampling of any unusual discharge or discharge condition, including bypasses, upsets, and maintenance-related conditions affecting effluent quality.

E. Test Procedures

All sampling and analytical methods used to meet the monitoring requirements specified in this permit shall, unless approved otherwise in writing by Ecology, conform to the Guidelines Establishing Test Procedures for the Analysis of Pollutants, contained in 40 Code of Federal Regulations (CFR) Part 136.

F. Accredited Laboratory

All compliance monitoring data, except for flow and temperature, submitted to Ecology as required by this permit, shall be prepared by a laboratory accredited under the provisions of Chapter 173.50 Washington Administrative Code (WAC).

G. Flow Measurement

Appropriate flow measurement devices and methods consistent with accepted scientific practices shall be selected and used to ensure the accuracy and reliability of measurements of the volume of monitored discharges. The devices shall be installed, calibrated, and maintained to ensure that the accuracy of the measurements are consistent with the accepted industry standard for that type of device. Frequency of calibration shall be in conformance with manufacturer's recommendations or at a minimum frequency of at least one calibration per year.

**S4. PREVENTION OF FACILITY OVERLOADING**

A. Design Criteria

Flows or waste loadings of the following design criteria for the permitted treatment facility shall not be exceeded.

Average flow for the maximum month:	0.45 MGD
Influent BOD <sub>5</sub> loading for maximum month:	612 lbs/day
Influent TSS loading for maximum month:	612 lbs/day
Design population equivalent:	1455

B. Plans for Maintaining Adequate Capacity

When the actual flow or wasteload reaches 85 percent of the design capacity (paragraph A above) for three consecutive months, 95 percent capacity for any single month, or when the projected increases would reach design capacity within five years, whichever occurs first, the Permittee shall submit to Ecology, a plan and a schedule for continuing to maintain capacity at the facility sufficient to achieve the effluent limitations and other conditions of this permit. This plan shall address any of the following actions or any others necessary to meet this objective.

1. Analysis of the present design including the introduction of any process modifications that would establish the ability of the existing facility to achieve the effluent limits and other requirements of this permit at specific levels in excess of the existing design criteria specified in paragraph A above.
2. Reduction or elimination of excessive infiltration and inflow of uncontaminated ground and surface water into the sewer system.
3. Limitation on future sewer extensions or connections or additional wasteloads.
4. Modification or expansion of facilities necessary to accommodate increased flow or wasteload.
5. Reduction of industrial or commercial flows or wasteloads to allow for increasing sanitary flow or wasteload.

The plan must meet the requirements of WAC 173-240-060, "Engineering Report," and be approved by Ecology prior to any construction. The plan shall specify any contracts, ordinances, methods for financing, or other arrangements necessary to achieve this objective.

C. Notification of New or Altered Sources

The Permittee shall submit written notice to Ecology whenever any new discharge or increase in volume or change in character of an existing discharge into the sewer is proposed which: (1) would interfere with the operation of, or exceed the design capacity of, any portion of the collection or treatment system; (2) would increase the total system flow or influent waste loading by more than ten percent; (3) is not part of an approved general sewer plan or approved plans and specifications; or would be subject to pretreatment standards under 40 CFR Part 403 and Section 307(b) of the Clean Water Act. This notice shall include an evaluation of the system's ability to adequately transport and treat the added flow and/or wasteload.

D. Infiltration and Inflow Evaluation

1. The Permittee shall conduct an infiltration and inflow evaluation. Plant monitoring records may be used to assess measurable infiltration and inflow.
2. A report shall be prepared which summarizes any measurable infiltration and inflow. If infiltration and inflow have increased by more than 15 percent from that found in the first report based on equivalent rainfall, the report shall contain a plan

and a schedule for: (1) locating the sources of infiltration and inflow; and (2) correcting the problem.

3. The report shall be submitted by **February 15, 2009**, and **annually** thereafter.

E. Wasteload Assessment

The Permittee shall conduct an annual assessment of their flow and wasteload and submit a report to Ecology by **February 15, 2009**, and **annually** thereafter. The report shall contain the following: an indication of compliance or noncompliance with the permit effluent limitations; a comparison between the existing and design monthly average dry weather and wet weather flows, peak flows, BOD, and total suspended solids loadings; and the percentage increase in these parameters since the last annual report. The report shall also state the present and design population or population equivalent, projected population growth rate, and the estimated date upon which the design capacity is projected to be reached, according to the most restrictive of the parameters above.

**S5. OPERATION AND MAINTENANCE OF MUNICIPAL FACILITIES**

A. Certified Operator

In accordance with Chapter 173-230 WAC, the Permittee shall provide an adequate operating staff which is qualified to carry out the operation, maintenance, and testing activities required to ensure compliance with the conditions of this permit. An operator certified for a Class II plant by the state of Washington shall be in responsible charge of the day-to-day operation of the wastewater treatment plant. A Class I operator shall be present at the facility during all shifts when operational changes are made to the treatment process.

B. Operation and Maintenance (O&M) Manual

An approved O&M Manual shall be kept available at the treatment plant. The O&M Manual shall contain the plant process control monitoring schedule. All operators are responsible for being familiar with, and using, this manual. Submit updates to Ecology when changes are made.

C. O&M Program

The Permittee shall institute an adequate O&M program for their entire sewage system. Maintenance records shall be maintained on all major electrical and mechanical components of the treatment plant, as well as the sewage system and pumping stations. Such records shall clearly specify the frequency and type of maintenance recommended by the manufacturer and shall show the frequency and type of maintenance performed. These maintenance records shall be available for inspection at all times.

D. Short-Term Reduction

If a Permittee contemplates a reduction in the level of treatment that would cause an exceedance of permit effluent limitations on a short-term basis for any reason, and such reduction cannot be avoided, the Permittee shall give written notification to Ecology, if possible, 30 days prior to such activities, detailing the reasons for, length of time of and the

potential effects of the reduced level of treatment. If such a reduction involves a bypass, the requirements of Conditions G5 and S6 will apply.

E. Electrical Power Failure

The Permittee is responsible for maintaining adequate safeguards to prevent the discharge of untreated wastes or wastes not treated in accordance with the requirements of this permit during electrical power failure at the treatment plant and/or sewage lift stations either by means of alternate power sources, standby generator, or retention of inadequately treated wastes.

F. Prevent Connection of Inflow

The Permittee shall strictly enforce their sewer ordinances and not allow the connection of inflow (roof drains, foundation drains, etc.) to the sanitary sewer system.

G. Contract Operators Hours

Contract operators shall be required to provide adequate maintenance of treatment components, necessary process control, and general housekeeping of buildings and grounds. To ensure adequate attention is allotted to this facility, the contract operator shall maintain a daily log of hours spent on O&M at the plant, and shall report total hours for each month on the Discharge Monitoring Reports submitted to Ecology.

**S6. CONSTRUCTION OR MAINTENANCE-RELATED OVERFLOW OR BYPASS**

Bypasses of untreated or partially treated sewage during construction or maintenance shall be avoided if at all feasible.

If a construction or maintenance-related overflow or bypass is contemplated, the Permittee shall submit to Ecology, not less than 90 days prior to the contemplated overflow or bypass, a report which describes in detail any construction work which will result in overflow or bypass of wastewater. The report shall contain: (1) an analysis of all known alternatives which would eliminate, reduce, or mitigate the need for bypassing; (2) a cost-effective analysis of alternatives including comparative resource damage assessment; (3) the minimum and maximum duration of bypass under each alternative; (4) a recommendation as to the preferred alternative for conducting the bypass; (5) the project date of bypass initiation; (6) a statement of compliance with State Environmental Policy Act (SEPA); and (7) a request for a water quality modification, as provided for in WAC 173-201-100(2).

For probable construction bypasses, the need to bypass is to be identified as early in the planning process as possible. The analysis required above shall be considered during preparation of the engineering report or facilities plan and plans and specifications, and shall be included to the extent practical. In cases where the probable need to bypass is determined early, continued analysis is necessary up to and including the construction period in an effort to minimize or eliminate the bypass.

Final authorization to bypass may be granted after review of the above information, in accordance with General Condition G5. Authorization to bypass will be by administrative order.



**S7. RESIDUAL SOLIDS**

Residual solids include screenings, grit, scum primary sludge, waste activated sludge, and other solid waste. The Permittee shall store and handle all residual solids in such a manner so as to prevent their entry into state ground or surface waters. The Permittee shall not discharge leachate from residual solids to state surface or ground waters.

**S8. PRETREATMENT**

1. The Permittee shall work cooperatively with Ecology to ensure that all industrial users of the wastewater treatment system are in compliance with the pretreatment regulations promulgated in 40 CFR Part 403 and any additional pretreatment regulations that may be promulgated under Section 307(b) and reporting requirements under Section 308 of the Federal Clean Water Act.
2. The Permittee shall perform an industrial user survey, reporting, or other activities (industrial user ordinance and local limits development) as specified by Ecology which are necessary for the proper administration of a state pretreatment program.
3. Significant commercial and industrial operations shall not be allowed to discharge wastes to the Permittee's sewerage system until they have received prior authorization from Ecology in accordance with Chapter 90.48 Revised Code of Washington (RCW) and Chapter 173-216 WAC, as amended.
4. General Prohibitions - In accordance with 40 CFR 403.5(a), non-domestic discharges, which would pass through the treatment works or interfere with their operation or performance, shall not be discharged into the sewerage system.
5. Specific Prohibitions - In accordance with 40 CFR 403.5(b), the following non-domestic discharges shall not be discharged into the system.
  - a. Pollutants that create a fire or explosion hazard in the publicly owned treatment works (POTW) (including, but not limited to waste streams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees Centigrade using the test methods specified in 40 CFR 261.21).
  - b. Pollutants that will cause corrosive structural damage to the POTW, but in no case discharges with pH lower than 5.0 standard units, unless the works are specifically designed to accommodate such discharges.
  - c. Solid or viscous pollutants in amounts that could cause obstruction to the flow in sewers or otherwise interfere with the operation of the POTW.
  - d. Any pollutant, including oxygen demanding pollutants, (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which will cause interference with the POTW.
  - e. Heat in amounts that will inhibit biological activity in the POTW resulting in interference, but in no case heat in such quantities such that the temperature at the POTW exceeds 40°C (104°F) unless Ecology, upon request of the Permittee, approves, in writing, alternate temperature limits.

- f. Petroleum oil, nonbiodegradable cutting oil, or products of mineral origin in amounts that will cause interference or pass through.
- g. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity which may cause acute worker health and safety problems.
- h. Any trucked or hauled pollutants, except at discharge points designated by the Permittee.

**S9. GENERAL SEWER PLAN UPDATE**

For the purpose of authorizing sewer system extensions, the Permittee shall reference an approved General Sewer Plan [see Section 173-240-030 (5) WAC]. Any new or updated plan shall be consistent with Chapter 173-240 WAC "Submission of Plans and Reports for Construction of Wastewater Facilities" (Section -050 General Sewer Plan). The Permittee shall review the General Sewer Plan and Facility Plan and update these plans as necessary to be consistent with any proposed sewer extensions or improvements prior to submission of plans for such project.

If the approved collection system improvements are modified or new projects are proposed prior to the expiration date of this permit, the general sewer plan shall be updated and submitted to Ecology for approval. However, if the plan is not updated, the Permittee shall submit an engineering report for each modified or new sewer project prior to design and construction.

## GENERAL CONDITIONS

### G1. SIGNATORY REQUIREMENTS

All applications, reports, or information submitted to Ecology shall be signed and certified.

- A. All permit applications shall be signed by either a responsible corporate officer of at least the level of vice president of a corporation, a general partner of a partnership, or the proprietor of a sole proprietorship.
- B. All reports required by this permit and other information requested by Ecology shall be signed by a person described above or by a duly authorized representative of that person. A person is a duly authorized representative only if:
  - 1. The authorization is made in writing by a person described above and submitted to Ecology, and
  - 2. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility, such as the position of plant manager, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)
- C. Changes to authorization. If an authorization under paragraph B.2 above is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of B.2 must be submitted to Ecology prior to or together with any reports, information, or applications to be signed by an authorized representative.
- D. Certification. Any person signing a document under this section shall make the following certification:

“I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

### G2. RIGHT OF ENTRY

The Permittee shall allow an authorized representative of Ecology, upon the presentation of credentials and such other documents as may be required by law:

- A. To enter upon the premises where a discharge is located or where any records must be kept under the terms and conditions of this permit;

- B. To have access to and copy at reasonable times any records that must be kept under the terms of the permit;
- C. To inspect at reasonable times any monitoring equipment or method of monitoring required in the permit;
- D. To inspect at reasonable times any collection, treatment, pollution management, or discharge facilities; and
- E. To sample at reasonable times any discharge of pollutants.

**G3. PERMIT ACTIONS**

This permit shall be subject to modification, suspension, or termination, in whole or in part by Ecology for any of the following causes:

- A. Violation of any permit term or condition;
- B. Obtaining a permit by misrepresentation or failure to disclose all relevant facts;
- C. A material change in quantity or type of waste disposal;
- D. A material change in the condition of the waters of the state; or
- E. Nonpayment of fees assessed pursuant to RCW 90.48.465.

Ecology may also modify this permit, including the schedule of compliance or other conditions, if it determines good and valid cause exists, including promulgation or revisions of regulations or new information.

**G4. REPORTING A CAUSE FOR MODIFICATION**

The Permittee shall submit a new application, or a supplement to the previous application, along with required engineering plans and reports, whenever a material change in the quantity or type of discharge is anticipated which is not specifically authorized by this permit. This application shall be submitted at least 60 days prior to any proposed changes. Submission of this application does not relieve the Permittee of the duty to comply with the existing permit until it is modified or reissued.

**G5. PLAN REVIEW REQUIRED**

Prior to constructing or modifying any wastewater control facilities, an engineering report and detailed plans and specifications shall be submitted to Ecology for approval in accordance with Chapter 173-240 WAC. Engineering reports, plans, and specifications should be submitted at least 180 days prior to the planned start of construction. Facilities shall be constructed and operated in accordance with the approved plans.

**G6. COMPLIANCE WITH OTHER LAWS AND STATUTES**

Nothing in the permit shall be construed as excusing the Permittee from compliance with any applicable federal, state, or local statutes, ordinances, or regulations.

**G7. DUTY TO REAPPLY**

The Permittee must apply for permit renewal by **May 1, 2013**.

**G8. PERMIT TRANSFER**

This permit is automatically transferred to a new owner or operator if:

- A. A written agreement between the old and new owner or operator containing a specific date for transfer of permit responsibility, coverage, and liability is submitted to Ecology;
- B. A copy of the permit is provided to the new owner and;
- C. Ecology does not notify the Permittee of the need to modify the permit.

Unless this permit is automatically transferred according to section A. above, this permit may be transferred only if it is modified to identify the new Permittee and to incorporate such other requirements as determined necessary by Ecology.

**G9. REDUCED PRODUCTION FOR COMPLIANCE**

The Permittee, in order to maintain compliance with its permit, shall control production and/or all discharges upon reduction, loss, failure, or bypass of the treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

**G10. REMOVED SUBSTANCES**

Collected screenings, grit, solids, sludges, filter backwash, or other pollutants removed in the course of treatment or control of wastewaters shall not be resuspended or reintroduced to the final effluent stream for discharge to state waters.

**G11. TOXIC POLLUTANTS**

If any applicable toxic effluent standard or prohibition (including any schedule of compliance specified in such effluent standard or prohibition) is established under Section 307(a) of the Clean Water Act for a toxic pollutant and that standard or prohibition is more stringent than any limitation upon such pollutant in the permit, Ecology shall institute proceedings to modify or revoke and reissue the permit to conform to the new toxic effluent standard or prohibition.

**G12. OTHER REQUIREMENTS OF 40 CFR**

All other requirements of 40 CFR 122.41 and 122.42 are incorporated in this permit by reference.

**G13. ADDITIONAL MONITORING**

Ecology may establish specific monitoring requirements in addition to those contained in this permit by administrative order or permit modification.

**G14. PAYMENT OF FEES**

The Permittee shall submit payment of fees associated with this permit as assessed by Ecology. Ecology may revoke this permit if the permit fees established under Chapter 173-224 WAC are not paid.

**G15. PENALTIES FOR VIOLATING PERMIT CONDITIONS**

Any person who is found guilty of willfully violating the terms and conditions of this permit shall be deemed guilty of a crime, and upon conviction thereof shall be punished by a fine of up to \$10,000 and costs of prosecution, or by imprisonment in the discretion of the court. Each day upon which a willful violation occurs may be deemed a separate and additional violation.

Any person who violates the terms and conditions of a waste discharge permit shall incur, in addition to any other penalty as provided by law, a civil penalty in the amount of up to \$10,000 for every such violation. Each and every such violation shall be a separate and distinct offense, and in case of a continuing violation, every day's continuance shall be and be deemed to be a separate and distinct violation.

RECEIVED  
JUL 6 2017

STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

BY: \_\_\_\_\_  
*[Signature]*

IN THE MATTER OF AN )  
ADMINISTRATIVE ORDER ) ADMINISTRATIVE ORDER  
AGAINST ) DOCKET #14221  
City of Stevenson )  
The Honorable Frank Cox )

To: The Honorable Frank Cox  
Mayor of Stevenson  
P.O. Box 371  
Stevenson, WA 98648

<b>Order Docket #</b>	14221
<b>Site Location</b>	City of Stevenson Wastewater Treatment Plant 686 Southwest Rock Creek Drive Stevenson, WA 98648

The Department of Ecology (Ecology) has issued this Administrative Order (Order) requiring the city of Stevenson to comply with:

- Chapter 90.48 Revised Code of Washington (RCW) – Water Pollution Control
- National Pollutant Discharge Elimination System (NPDES) Permit Number WA002062

Ecology has the authority to issue this Order under RCW 90.48.120(1).

**FACTS**

The city of Stevenson (City) owns a wastewater treatment plant that discharges treated wastewater to the Columbia River under NPDES Permit No. WA002062 issued by Ecology. Since January 2012, influent wastewater at the wastewater treatment plant has at times exceeded the Plant’s design capacity. In 2015, influent wastewater exceeded the Plant’s design capacity every month over a five (5)-month period (July through November). The City again exceeded its design capacity in 2016, over a six (6)-month period (June through November). Permit effluent violations occurred several times during this period and are likely the result of facility overloading.

On April 2, 2017, Ecology issued the city of Stevenson a Notice of Violation #14032 (NOV) for the following permit violations:

1. Between January 2012 and December 2016, the City exceeded its design criteria for five (5)-Day Biochemical Oxygen Demand (BOD5) or Total Suspended Solids (TSS) on twenty-one (21) occasions.
2. Between September 2015 and September 2016, the City exceeded effluent limits for TSS or Fecal Coliform on five (5) occasions.
3. The City has not submitted a Plan for Maintaining Adequate Capacity, a requirement given exceedances of the design capacity.

On April 25, 2017, the City responded to the NOV, submitting a one (1) page schedule of actions the City will take to achieve compliance with its NPDES permit, including:

- Limit New Industrial Connections
- Promote Source Control
- Explore Funding Opportunities
- Require Industrial Pretreatment
- Modify Wastewater Treatment Plant Operations
- Update Wastewater Rates
- Complete General Sewer Plan Update
- Design Wastewater Treatment Plant Improvements
- Construct Wastewater Treatment Plant Improvements

#### ORDER TO COMPLY

For these reasons, and in accordance with RCW 90.48.120(1), it is ordered that the city of Stevenson take the following actions.

Immediately upon receipt of this Order, the city of Stevenson must:

1. Implement the actions described in the City's April 25, 2017, response to Notice of Violation #14032.
2. Develop a Plan for Maintaining Wastewater Treatment Capacity.
  - a. By July 31, 2017, the City must submit to Ecology a Draft Plan for Maintaining Capacity at its wastewater treatment plant, per NPDES Permit Section S4.b. If the City submits a Draft General Sewer Plan to meet this requirement, the Plan



must be prepared under the direction of a qualified engineer licensed in the state of Washington; and the Plan must contain the elements outlined in Washington Administrative Code (WAC) 173-240-050 and -060, unless Ecology approves a more limited submittal.

- b. By November 31, 2017, or within 60 days of receiving the Ecology's comments on the Draft Plan, whichever date is later, the City must submit to Ecology, a Final Plan for Maintaining Capacity at its wastewater treatment plant.
  - c. Within ninety (90) days of Ecology's approval of the City's Plan, the City must adopt it by resolution or ordinance as appropriate.
3. Update the City's Municipal Code as needed to implement Source Control.
- a. By December 31, 2017, the City must submit to Ecology any proposed changes to its Municipal Code needed to implement the City's Plan for Maintaining Capacity or to Implement NPDES Permit Section S8.
  - b. By April 30, 2018, the City must adopt updates to the City's Municipal Code needed to implement the City's Plan for Maintaining Capacity or to implement NPDES Permit Section S8.
  - c. By June 30, 2018, the City must submit to Ecology an updated Industrial User Survey per NPDES Permit Section S8.2.
4. Continue to operate the plant based upon the existing Operations and Maintenance Manual, unless Ecology approves changes to that Manual. The City will submit any proposed changes to Operation and Maintenance practices to Ecology for review and approval as an Operations and Maintenance Plan Amendment, as required by the City's NPDES permit, sixty (60) days prior to proposed implementation.
5. Monitor final wastewater effluent for Ammonia weekly [twenty-four (24)-Hour Composite Sample] and submit sampling results to Ecology with the City's monthly Discharge Monitoring Report (DMR).
6. Submit to Ecology quarterly progress reports regarding the implementation of this Order on the following schedule:

<u>Implementation Period</u>	<u>Report Due</u>
January 1st to March 31st	April 15th
April 1st to June 30th	July 15th
July 1st to September 30th	October 15th
October 1st to December 31st	January 15th

The first progress report is due on July 15, 2017, for the period of April 1, to June 30, 2017.

### **ELIGIBILITY FOR PAPERWORK VIOLATION WAIVER AND OPPORTUNITY TO CORRECT**

Under RCW 34.05.110, small businesses are eligible for a waiver of a first-time paperwork violation and an opportunity to correct other violations. We have made no determination as to whether you meet the definition of a “small business” under this section. However, we have determined that the requirements of RCW 34.05.110 do not apply to the violation(s) due to a conflict with federal law or program requirements, including federal requirements that are a prescribed condition to the allocation of federal funds to the state.

### **FAILURE TO COMPLY WITH THIS ORDER**

Failure to comply with this Order may result in the issuance of civil penalties or other actions, whether administrative or judicial, to enforce the terms of this Order.

### **YOUR RIGHT TO APPEAL**

You have a right to appeal this Order to the Pollution Control Hearing Board (PCHB) within thirty (30) days of the date of receipt of this Order. The appeal process is governed by Chapter 43.21B RCW and Chapter 371-08 WAC. “Date of receipt” is defined in RCW 43.21B.001(2).

To appeal you must do both of the following within thirty (30) days of the date of receipt of this Order:

- File your appeal and a copy of this Order with the PCHB (see addresses below). Filing means actual receipt by the PCHB during regular business hours.
- Serve a copy of your appeal and this Order on Ecology in paper form - by mail or in person. (See addresses below.) E-mail is not accepted.

You must also comply with other applicable requirements in Chapter 43.21B RCW and Chapter 371-08 WAC.

Your appeal alone will not stay the effectiveness of this Order. Stay requests must be submitted in accordance with RCW 43.21B.320.

**ADDRESS AND LOCATION INFORMATION**

Street Addresses	Mailing Addresses
<p><b>Department of Ecology</b>                      Attn: Appeals Processing Desk                      300 Desmond Drive Southeast                      Lacey, Washington 98503</p> <p><b>Pollution Control Hearings Board</b>                      1111 Israel Road Southwest, Suite 301                      Tumwater, Washington 98501</p>	<p><b>Department of Ecology</b>                      Attn: Appeals Processing Desk                      P.O. Box 47608                      Olympia, Washington 98504-7608</p> <p><b>Pollution Control Hearings Board</b>                      P.O. Box 40903                      Olympia, Washington 98504-0903</p>

**CONTACT INFORMATION**

Please direct all questions about this Order to:

Patricia Bailey  
 Department of Ecology  
 Southwest Regional Office  
 Water Quality Program  
 P.O. Box 47775  
 Olympia, WA 98504-7775

Phone: 360-407-6281  
 Email: [patricia.bailey@ecy.wa.gov](mailto:patricia.bailey@ecy.wa.gov)

**MORE INFORMATION**

- **Pollution Control Hearings Board Website**  
[www.eho.wa.gov/Boards\\_PCHB.aspx](http://www.eho.wa.gov/Boards_PCHB.aspx)
- **Chapter 43.21B RCW - Environmental and Land Use Hearings Office – Pollution Control Hearings Board**  
<http://app.leg.wa.gov/RCW/default.aspx?cite=43.21B>
- **Chapter 371-08 WAC – Practice And Procedure**  
<http://app.leg.wa.gov/WAC/default.aspx?cite=371-08>
- **Chapter 34.05 RCW – Administrative Procedure Act**  
<http://app.leg.wa.gov/RCW/default.aspx?cite=34.05>
- **Laws:** [www.ecy.wa.gov/laws-rules/ecyrcw.html](http://www.ecy.wa.gov/laws-rules/ecyrcw.html)
- **Rules:** [www.ecy.wa.gov/laws-rules/ecywac.html](http://www.ecy.wa.gov/laws-rules/ecywac.html)

**SIGNATURE**



Richard Doenges  
Southwest Regional Manager  
Water Quality Program

6/30/17

Date

**CITY OF STEVENSON, WASHINGTON**

**ORDINANCE NO. 2021-1178**

**AN ORDINANCE ESTABLISHING CHARGES FOR THE USE OF THE SEWER SYSTEM  
FURNISHED BY THE CITY OF STEVENSON**

**AND REPEALING ORDINANCE NO. 2020-1168**

**WHEREAS**, it is necessary to revise the user charge system in the City of Stevenson to provide funds sufficient to meet all expenses associated with the City’s wastewater treatment system; and

**WHEREAS**, the City must pay all expenses associated with said treatment works/collection system and charge users of said system accordingly; and

**WHEREAS**, the City of Stevenson Wastewater Treatment Plant is in need of major construction to meet new Department of Ecology standards and increased loading on the plant; and

**WHEREAS**, the Department of Ecology has identified several capital facilities improvements that will need to be completed in the next five years and the City will need to accrue sufficient funds to address these improvements; and

**WHEREAS**, the City conducted a rate study in the fall of 2020 to evaluate recent operational changes, asset needs and secured funding packages on the future rate needs; and

**WHEREAS**, the City held a Public Hearing on November 18<sup>th</sup>, 2021 regarding these rate changes.

**NOW, THEREFORE**, the city council of the city of Stevenson do ordain as follows:

**SECTION I**

It is determined and declared to be necessary and conducive to the protection of the public health, safety, welfare, and convenience of the City to collect charges from all users who contribute wastewater to the City’s treatment works. The proceeds of such charges so derived will be used for the purpose of operating, maintaining, and retiring the debt for such public wastewater treatment works.

**SECTION II**

Unless the context specifically indicates otherwise, the meaning of terms used in this ordinance shall be as follows:

**BOD**: (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter (mg/l).

**“Residential”** shall mean any contributor to the City’s treatment works whose real estate or building is used for domestic dwelling purposes only.

**“SS”** (denoting suspended solids) shall mean the solids that either float on the surface of or are in suspension in water, sewage, or other liquids and which are removable by laboratory filtering.

**SECTION III**

1. The user charge system shall generate adequate annual revenues to pay the costs of annual operation and maintenance including replacement and cost associated with debt retirement of bonded capital associated with financing the treatment works which the City may by ordinance designate to be paid by the user charge system.
2. The total user charge collected shall be deposited to the water/sewer fund and will be kept in two primary accounts:
  - a. User charges shall be collected and deposited in the water/sewer operating cash account; and,
  - b. The City may designate deposits to the Replacement Account/ Sewer from the water/sewer operating cash account to ensure replacement needs over the life of the treatment plant at the direction of the City Council.

**SECTION IV**

1. Each user shall pay for the services provided by the City based on their use of the treatment works as determined by water meter(s) acceptable to the City as outlined in Exhibit A.

**SECTION V**

The City shall review the user charge system annually and revise user charge rates as necessary to ensure that the system generates adequate revenues to pay the costs of operation and maintenance including

replacement and that the system continues to provide for the proportional distribution of operation and maintenance including replacement costs among users and user classes.

**BE IT FURTHER ORDAINED** that Ordinance 2020-1168 and all other Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

The effective date of this Ordinance shall be the January 2022 billing cycle.

Passed by the City Council of the City of Stevenson at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor of the City of Stevenson

ATTEST:

\_\_\_\_\_  
Leana Kinley, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenneth Woodrich, City Attorney

Exhibit A

Rates Effective for 2022

Class of Service	Base Fee
<b>Residential</b>	
Single ¾" Residential	\$101.27
Multifamily-per dwelling unit	\$101.27
<b>Non-Residential</b>	
Transient quarters	\$50.64
Other Commercial	
¾" water service	\$101.27
1" water service	\$210.48
1.5" water service	\$313.61
2" water service	\$474.38
3" water service	\$680.63
4" water service	\$886.87
6" water service	\$1,464.37
<b>Mobile Home Sites</b>	
With or without individual connections-per dwelling unit/space	\$101.27
<b>Special Services-Public and Private</b>	
Meeting halls and churches	Same as applicable commercial rate
Schools	Same as applicable commercial rate
Convalescent homes, nursing homes and detention facilities	Same as applicable commercial rate
Hospitals and clinics	Same as applicable commercial rate
<b>Industrial</b>	
Dry industrial	Same as applicable commercial rate
Wet industrial	Same as applicable commercial rate
<b>Downspout/Sump Pump Connection<sup>1</sup></b>	\$10.00

Usage <sup>2</sup> Rates for Non-Residential/Commercial	
Flow Surcharge	\$0.051
<b>BOD Surcharge<sup>3</sup></b>	
Low	\$0.000
Medium	\$0.020
High	\$0.041
Very High	\$0.080

- 1- The charge for connections to downspouts or sump pumps will be removed upon city verification that the rain catchment system, or any rain or groundwater collected in the structure, is not transferred to the sewer system.
- 2- Flow based on water consumption charged per cubic foot over 400 cu/ft. Industrial users will be charged based on a consumption factor as determined by the City.
- 3- BOD Surcharge applies to commercial customers based on the following classification:

Strength Category	BOD Strength	Types of Typical Users
Low	<300mg/L	Public Facilities, Hotel/Motel w/o Restaurant, General Retail, Office Space, Industrial w/o Process Discharge
Medium	301-600 mg/L	Hotel/Motel w/Restaurant, School w/Cafeteria, Laundromat, Nursing Home, Hospital
High	600-2,000 mg/L	Grocery Store, Bakery, Restaurant, Coffee Shop
Very High	>2,000 mg/L	Food Production, Brewery, Distillery, Cider Production, Dairy, Industrial w/Process Discharge

Additional fees for BOD<sub>5</sub> testing at the request of the customer will be billed at actual rates for staff time, materials and testing services used plus 17% overhead.

Rates for 2023 and beyond shall increase 5% per year.

## 2022 PROPOSED BUDGET CHANGES

City Of Stevenson

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	Original	Proposed	Difference		
313 11 00 0000	Sales Tax	230,000.00	280,000.00	50,000.00	121.7% Revised based on 2021 actual revenues
336 06 26 0000	Criminal Justice - Special Program	2,108.00	1,891.00	(217.00)	89.7% Reduced based on 2020 census
336 06 42 0000	Marijuana Excise Tax	2,533.00	2,272.25	(260.75)	89.7% Reduced based on 2020 census
336 06 94 0000	Liquor Excise Tax	10,965.00	9,836.25	(1,128.75)	89.7% Reduced based on 2020 census
341 43 00 0000	General Admin Services	126,000.00	215,797.62	89,797.62	171.3% Revised cost allocation plan and estimate
511 60 43 0000	Travel/Lodging Council	2,000.00	500.00	(1,500.00)	25.0% Reduced based on history
511 60 49 0000	Tuition Council	1,000.00	250.00	(750.00)	25.0% Reduced based on history
512 52 51 0000	Sheriff Warrant Service Charge	500.00	250.00	(250.00)	50.0% Reduced based on history
514 20 43 0000	Travel Financial/Records	3,000.00	1,000.00	(2,000.00)	33.3% Reduced based on history
515 41 41 0000	Advisory Board Services	30,000.00	15,000.00	(15,000.00)	50.0% Reduced-costs invoiced allocated to funds as necessary
518 30 31 0000	Household Supplies/Repairs	2,000.00	1,000.00	(1,000.00)	50.0% Reduced based on history
518 30 44 0000	HR-Advertisement	0.00	1,000.00	1,000.00	0.0% Added based on open position estimate
518 30 48 0000	Building Repair Supplies	1,000.00	500.00	(500.00)	50.0% Reduced based on history
522 20 41 0000	Fire-Contractual Services	50,000.00	20,000.00	(30,000.00)	40.0% Revised estimate.
522 30 10 0000	Fire Support Salary	8,500.00	5,000.00	(3,500.00)	58.8% Reduced based on history
522 30 20 0000	Fire Support Benefits	5,000.00	2,500.00	(2,500.00)	50.0% Reduced based on history
522 50 48 0000	Fire Hall Repair	5,000.00	1,000.00	(4,000.00)	20.0% Reduced based on history.
558 60 41 0000	Planning & Professional Assist	20,000.00	10,000.00	(10,000.00)	50.0% Revised estimate
558 60 41 0001	Planning Publication	1,750.00	1,000.00	(750.00)	57.1% Revised estimate
562 10 41 0000	Farmers Market Support	0.00	10,000.00	10,000.00	0.0% Services as discussed at 11/8 council meeting.
508 91 00 0001	CE-Unreserved Ending Cash	579,939.81	778,880.93	198,941.12	134.3% Updated based on change in revenues and expenses
313 11 00 0100	Additional .5% Sales Tax	230,000.00	280,000.00	50,000.00	121.7% Revised estimate based on 2021 actual trends.
336 00 71 0000	Multimodal Transportation - Citi	2,244.00	2,013.00	(231.00)	89.7% Revised population estimate based on 2020 census.
336 00 87 0000	Street Fuel Tax-MVFT	32,827.00	29,447.75	(3,379.25)	89.7% Revised population estimate based on 2020 census.
336 06 95 0000	Liquor Profit Tax	13,243.00	11,879.75	(1,363.25)	89.7% Revised population estimate based on 2020 census.
542 39 41 0000	General Admin Fees	31,000.00	42,738.31	11,738.31	137.9% Revised cost allocation plan.
543 31 41 0001	Contracted Services	0.00	25,000.00	25,000.00	0.0% Standards Update
508 51 00 0100	Streets-Unreserved Ending Cash	41,507.84	49,796.03	8,288.19	120.0% Updated based on revised revenues and expenses.
573 30 41 0010	General Admin Fees	4,000.00	5,075.93	1,075.93	126.9% Updated based on revised plan.
508 31 01 0103	Tourism-Ending Cash	238,000.17	236,924.24	(1,075.93)	99.5% Updated based on revised expenses.
343 50 00 0000	Sewer Service Income	1,041,785.00	1,019,137.50	(22,647.50)	97.8% Revised estimate based on proposed rates.
534 10 41 0001	General Admin Fee	47,000.00	74,034.47	27,034.47	157.5% Revised allocation plan and budget
535 10 41 0001	WW-General Admin Fee	48,400.00	83,584.36	35,184.36	172.7% Revised allocation plan and budget.
535 51 31 0000	WW-Maintenance Supplies	30,000.00	10,000.00	(20,000.00)	33.3% Reduced based on cost history.
508 51 00 0400	WS-Ending Cash	225,228.66	160,362.33	(64,866.33)	71.2% Updated for revised revenues and expenses.
548 65 41 0001	General Gov. Admin	0.00	10,364.55	10,364.55	0.0% Allocation policy revised.
508 51 00 0500	ES-Ending Cash	155,947.57	145,583.02	(10,364.55)	93.4% Updated to include additional expense from general fund cost allocation.



2022 PROPOSED BUDGET CHANGES

City Of Stevenson

Fund Totals

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Fund	Revenues				Expenditures			
	Original	Proposed	Difference		Original	Proposed	Difference	
001 General Expense Fund	371,606.00	509,797.12	138,191.12	137.2%	709,689.81	847,880.93	138,191.12	119.5%
010 General Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
020 Fire Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
030 ARPA	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
100 Street Fund	278,314.00	323,340.50	45,026.50	116.2%	72,507.84	117,534.34	45,026.50	162.1%
103 Tourism Promo & Develop Fund	0.00	0.00	0.00	0.0%	242,000.17	242,000.17	0.00	100.0%
105 Affordable Housing Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
300 Capital Improvement Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
311 First Street	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
312 Columbia Ave	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
400 Water/Sewer Fund	1,041,785.00	1,019,137.50	(22,647.50)	97.8%	350,628.66	327,981.16	(22,647.50)	93.5%
406 Wastewater Short Lived Asset Reserv	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
408 Wastewater Debt Reserve Fund	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
410 Wastewater System Upgrades	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
500 Equipment Service Fund	0.00	0.00	0.00	0.0%	155,947.57	155,947.57	0.00	100.0%
630 Stevenson Municipal Court	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
<b>Excess/(Deficit):</b>	<b>1,691,705.00</b>	<b>1,852,275.12</b>	<b>160,570.12</b>	<b>109.5%</b>	<b>1,530,774.05</b>	<b>1,691,344.17</b>	<b>160,570.12</b>	<b>110.5%</b>



City of Stevenson  
2022 Budget



## 2022 PROPOSED BUDGET Table of Contents

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# READER'S GUIDE TO THE BUDGET

The City of Stevenson must adopt a balanced budget each year. Annual City expenditures must not exceed annual City revenues. Also, to be prudent a City may decide to place some of its resources each year into reserves to cover future emergencies or unanticipated opportunities. Beyond these basic guidelines, budgets for cities are quite complex. Much of this complexity is created to allow for proper accounting and tracking techniques as required by State law and governmental accounting practices. Cities draw their revenues from a wide variety of sources, divide their expenditures into separate funds and allocate their program expenditures in ways that serve the special needs of municipal services. This Reader's Guide is being provided to make the City's budget more understandable and useable for the reader.

## **Organization of this Document**

This budget document contains legally required budget information, descriptive background information and various illustrative graphs and tables that will be helpful to the readers' understanding. It is organized into four sections to facilitate the reader's understanding of the City's 2022 budget and to help the reader to find information regarding the City and its budget.

Those four sections are: Introduction, Budget Memo, Budget by Fund, and Appendix.

**Introduction** – This section is designed to introduce the reader to the City of Stevenson and its budget process. It includes the following:

- Table of Contents
- Reader's Guide
- City Organization Chart
- Budget Calendar
- Budget Ordinance
- City Vision, Mission & Strategic Plan

**Budget Memo** – This section provides a high-level view of the 2022 budget, an in-depth look at the City's revenue sources, and projected fund balances. It includes the following:

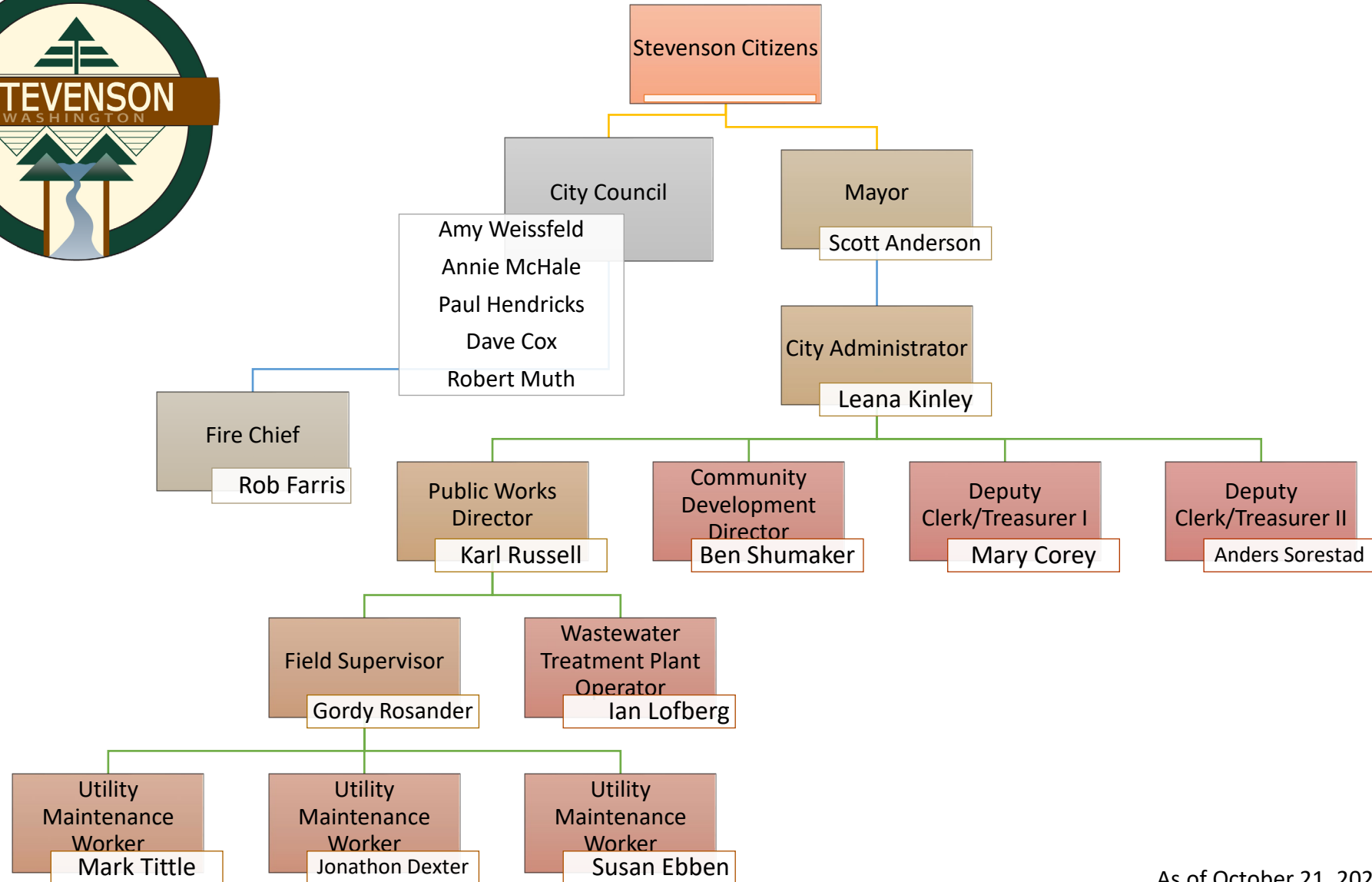
- Percentage of City Resources and Expenditures by Category
- Highlight of Capital Projects and Changes
- 2022 Revenue Sources
- Description of Funds

**Budget by Fund** – This section illustrates the financial condition and provides a historical comparison of each of the City's funds. It includes:

- All Funds Historical Revenue/Expenditure Summary
- Revenue and Expenditure Report for All Funds

**Appendix** – This section includes:

- Financial Policies
- 2022 Salary Table
- 2022 Fee Schedules



As of October 21, 2021

## City of Stevenson 2022 Budget Calendar

<b>September 16, 2021</b> Regular Council Meeting	<b>Preliminary Budget Presented to Council and updated current year</b> Council direction on cost of living increase for City staff and confirm council priorities. <i>(Prior to October 1-No later than the first Monday in October)</i>
October 6, 2021	Publish notice of Public Hearing on Proposed Budget (1 <sup>st</sup> Budget Meeting).
October 13, 2021	Publish second notice of Public Hearing on Proposed Budget (1 <sup>st</sup> Budget Meeting).
<b>October 21, 2021</b> Regular Council Meeting	<b>Public Hearings (two):</b> <b>1<sup>st</sup> Budget Meeting / Public Hearing</b> on Proposed Budget. <i>(Prior to the Final Hearing)</i> <ul style="list-style-type: none"> <li>➤ Receive Budget Message <i>(Prior to November 2-At least 60 days prior to the beginning of the next fiscal year)</i></li> <li>➤ Presentation of Proposed Budget</li> <li>➤ Public Comment</li> <li>➤ City Council Deliberations &amp; Questions</li> </ul>
November 3, 2021	Publish first notice of Final Hearing on Proposed Budget <i>(for two consecutive weeks)</i> and Public Hearing on Proposed Property Tax Levy.
November 10, 2021	Publish second notice of Final Hearing on Proposed Budget <i>(for two consecutive weeks)</i> and Public Hearing on Proposed Property Tax Levy.
<b>November 8, 2021</b>	<b>Special Council Meeting on 2022 Budget</b>
<b>November 18, 2021</b> Regular Council Meeting	<b>Final Hearing on Budget:</b> <i>(On or before December 3-prior to the first Monday in December)</i> Public Comment <ul style="list-style-type: none"> <li>➤ Continue City Council budget deliberations &amp; questions</li> <li>➤ Approve Budget or schedule additional meetings</li> </ul> <b>Property Tax Levy Public Hearing:</b> <i>(Prior to November 30)</i> <ul style="list-style-type: none"> <li>➤ Public Comment</li> <li>➤ Set Property Tax Levy, approve Resolution and Ordinance</li> </ul>
November 30, 2021	File Property Tax Levy Certification with County Tax Assessor
<b>December 16, 2021</b> Regular Council meeting	<b>Budget Adoption</b> <i>(Prior to December 31)</i>
January 31, 2022	Submit Copies of Final Budget to State Auditor’s Office and MRSC. <i>(After Adoption)</i>

## Stevenson City Council Goals for 2022-2023

### Vision

Those citizens have now spoken, and their vision for the future is to proudly look out their window, walk down their street, or return for a visit in 2030 and honestly say:

“Stevenson is a friendly, welcoming community that values excellent schools and a small-town atmosphere. The natural beauty is enjoyed by residents and visitors through a network of recreational opportunities. The strength of Stevenson’s economy is built upon high quality infrastructure and a vibrant downtown that provides for residents’ daily needs. Stevenson takes advantage of our unique location on the Columbia River by balancing jobs, commerce, housing, and recreation along the waterfront.”

### Mission

Stevenson is committed to investing in improved infrastructure, stewardship, community & human development. We will adapt, evolve, and progress to maintain our resilient and inviting small-town feel in an agile/nimble and fiscally responsible way.

### Goals

The goals below are a list of priorities from council. Interwoven throughout these priorities is improved communication and engagement with the community, supporting community efforts for human development, maintaining and improving current infrastructure and assets, and incorporating additional goals such as aggressive undergrounding of utilities and broadband within capital projects where possible.

1. **Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable, and affordable wastewater system upgrades with added BOD capacity by the spring of 2023.
  - a. Bid and begin construction on the WWTP by the end of 2021 with construction extending through spring of 2023.
  - b. Bid and construct Phase 2 of the Lift Station and collection system construction project by spring of 2022.
2. **Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
  - a. **Aesthetic Improvements** -Vacant/derelict/unkempt property ordinances will be in place by the end of 2022, a list of nuisance properties will be created in coordination with the Stevenson Downtown Association by the end of 2022 and nuisance properties will be enforced for a reduction of nuisances by 75% by 2024.

- b. **East-side Downtown Improvements** will be made to encourage development with an increase of developed or utilized properties of 25% by 2024.
      - i. First Street Overlook will be constructed in 2021.
      - ii. Columbia Street Realignment will move forward with conceptualization and planning for a complete path forward with funding partners by the end of 2022.
- 3. **Fire Hall:** The city will partner with Skamania County Fire District 2 and the Skamania County Department of Emergency Management to build a new fire hall that meets the needs of the agencies, is affordable to the community and is a valued asset of Rock Creek Drive.
  - a. **Design Completion**
  - b. Apply for and secure **Construction Funding**
  - c. Enter into interlocal agreements between various agencies for the funding and/or maintenance of the property.
  - d. Bid and construct new fire hall.
- 4. **Water System Continued Maintenance**
  - a. **Replace** most of the failing **AC Pipes**, about 30% of the city waterlines, by 2030. Projects outlined in the next few years include:
    - i. School Street
    - ii. Loop Rd
    - iii. Upper Russell (in conjunction with Park Plaza construction)
    - iv. Frank Johns
  - b. Water Treatment Plant Maintenance includes painting interior.
  - c. Establish Hegewald Well as a permanent water source.
- 5. **Develop Deliberate Growth Strategy** by the end of 2021.
  - a. Complete Capital Improvement Program
  - b. Complete a Strategic Plan for the Fire Department
  - c. **Explore Industrial Sites:** Apply for a CERB grant to evaluate the feasibility of additional industrial sites away from the Waterfront by the end of 2019.

**Remaining Uncompleted Goals from 2019-2024 Strategic Plan**

- 6. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
- 7. **Russell Ave Rebuild-Phase 2 from Second St. to Vancouver Ave** and tie in with the Courthouse Plaza project if funding allows.
- 8. **Broadband** - complete the Broadband Strategic Plan by the end of 2019 and collaborate with community partners to facilitate the completion and implementation of the Strategic Broadband Plan starting in 2020.
- 9. **Waterfront Development-**The City will work with the Port of Skamania to develop a waterfront development plan by the end of 2021.
- 10. **Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
- 11. **Partner with School District on Workforce Education Development and Develop Youth Leadership Process** to include honorary student councilmembers by the end of 2020.



### Completed Goals from 2019-2024 Strategic Plan

1. **Road Diet** – Study, review and revised road standards to reduce required rights of way for street development by the end of 2020. **Completed April, 2019.**
2. **Remodel City Hall** – remove surplussed items by the end of 2019, reduce and organize city records by the end of 2022 to optimize the usable space for a remodel of city hall by the end of 2024. **Surplussed items removed, building permits relocated and records being organized.**
3. **Improve Financial Software System** Research new software options and ways to maximize current software with a recommendation to council on whether or not to change systems by the end of 2019. **Contracted with BIAS Software and implementation completed in 2019. Permitting module implementation in process.**
4. **Water System Continued Maintenance**
  - a. **SMART Meter Completion** – Select and install smart meters and begin monthly excess water usage charging by the end of 2019. **Commerce Grant signed and project substantially complete.**
  - b. Water Treatment Plant Maintenance includes reroof. **Reroof completed in 2021.**
5. **City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
  - a. Fill hole in front of high school and vegetate with trample-resistant, maroon and/or blue plantings that can survive without water by November 30, 2018. **Completed.**
  - b. Trim/Remove damage to all remaining city trees caused by the 2017 ice storms by March, 2019. **Completed.**
  - c. Replace dead plants from the Lodge Trail, Cascade Avenue and Kanaka Creek Road projects by March, 2020. **Completed.**
6. **Russell Ave Rebuild:** Russell Avenue will be rebuilt from the Waterfront to Vancouver Ave to underground utility lines, improve pedestrian safety and enhance the experience by installing landscaping with **irrigation** to include **trees and planter boxes, benches and wayfinding signs** and have a completed **maintenance plan** by the end of 2024.
  - a. Phase I of the project, Waterfront to Second Street will be completed by the end of 2019 with minimal impact to the downtown during the peak summer months, pending the acquisition of required easements. **Project substantially complete as of July 3, 2020!**
7. **Housing Affordability:** The city will work with private and public partners to increase the availability of attainable housing by 20 units, reduce the unhoused population by 20% and increase temporary shelter availability by 75% by the end of 2024.
  - a. **Homeless/Temporary Housing** funding initiatives will be explored to in 2019 to obtain resources to help fund the goal with funds being collected in 2020 and utilized by 2022. **Completed. Sales Tax measure on the November ballot, 2019 failed and HB 1406 funds implemented and will take effect 8/1/20.**
  - b. The city will partner with the EDC to complete a **Buildable Lands Inventory** by the end of 2019. **Project completed.**
  - c. The city will partner with other agencies to complete a **Housing Needs Assessment** by the end of 2020. **Project completed.**
  - d. Reconsider zoning standards for configuration of ADUs (attached vs unattached) by March, 2019. **Completed May, 2019.**

- 8. Wastewater Upgrades:** The city will continue working toward lifting the commercial sewer connection moratorium, building efficient, sustainable and affordable wastewater system upgrades with added BOD capacity by the end of 2021.
- a. **Complete CERB Feasibility Study** on the Alternatives Analysis by the end of Feb, 2019 and implementation of proposed alternatives by August, 2019. **Final CERB Report completed Dec. 2020.**
  - b. Contract with DOE for design funding by Jan 31, 2019. **Completed February, 2019**
  - c. Advertise for Design Engineer immediately upon contract with DOE. Phase Design Engineering contract as necessary to address collection system (including pump stations and geotechnical study) prior to performance on WWTP design. **Contract signed April, 2019**
  - d. **Complete Design** of the project to apply to DOE for construction funding by Oct, 2019. **Delayed until 2020 due to delay in DOE loan contract and CERB Study.**
  - e. **Update Facilities Plan** with the CERB Study and design work by Oct, 2019. **CERB Study included in revised facilities plan update, submitted for DOE approval February, 2019. Design work will be completed and submitted to DOE end of June, 2020.**
  - f. Plan for the relocation of Public Works equipment with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2021. **Alternatives sites researched and some relocation implemented.**
  - g. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. Contract for Geotech report as identified in GSP before repairs are made in Montell neighborhood. **Ongoing. The final report on Geotech for Montell neighborhood stated it is more cost effective to treat Infiltration and Inflow at the plant than to fix the sewer lines and install French drains.**
  - h. Enter into agreements with all Significant Industrial Users for individual discharge limits and rates by the end of the second quarter 2019. **Signed agreement with Backwoods Brewing, draft with LDB remains in process.**
  - i. Update FOG program to improve compliance by 90% by the end of 2019 and 100% by 2020. Updates shall include clear instructions of how the proposed escalating fees/fines will be imposed. **FOG Ordinance updated March, 2019.**
  - j. Continue with minor improvements in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **Ongoing. Coordinating with SIUs and Dirt Huggers for side stream material removal. Installed interim measures to improve plant performance and guide design.**
  - k. Complete funding package requirements for collection system and sign contracts by the end of 2020. **Completed.**
  - l. Continue with the **Sewer Lining** project to reduce Infiltration and Inflow at the wastewater treatment plant during rain events by inspecting 10% of the wastewater collection system each year and repairing as needed and as budget allows. **Completed in 2020 and scheduled for 2021.**

- m. Implement **updated rate structure** after completion of rate study by the end of 2020. **Rate study completed and the model will be updated in 2021 after funding streams are secured.**
  - n. **Relocate Public Works** equipment and materials with the expansion of the WWTP to be implemented with construction of the upgrades by the end of 2022. **Completed in 2021.**
  - o. **Continue with minor improvements** in both collection system and plant and encouraging BOD reduction to reach a goal of 0 NPDES effluent violations. **In process**
  - p. **Apply** for construction funding with DOE, USDA and others to maximize grants and leverage low-interest loans to reduce cost impact to residents. **In process**
  - q. Complete and sign finding contracts for WWTP funding by the fall of 2021. **In process**
  - r. Complete permitting requirements for construction by the fall of 2021. **In process.**
  - s. Bid Lift Station and collection system construction project by the summer of 2021. **In process and on track.**
  - t. Begin construction on the lift stations and collection system by fall of 2021. **In process.**
- 9. City Property Security** - The city will evaluate security needs at all city facilities and begin implementing security enhancements in 2019. **An interior security door has been installed to prevent visitors from coming behind the counter without authorization. Plexiglass has been installed as well. Security cameras being discussed and researched for 2021 install.**
- 10. Parks Plan** Develop a park plan to include maintenance of current parks and standards by the end of 2020.
- a. **Parks and Rec District** – Develop committee to research and evaluate interest for a park and recreation district by the end of 2020. Determine a way forward go/no go by 2021. **Pool district created in 2021 by voters.**
- 11. Downtown Planning:** The downtown corridor will be thoughtfully planned to encourage utilization of the entire downtown, allow for safe and easy flow of traffic, and support mixed-use development by the end of 2024.
- a. A city-wide **Traffic Study** will be completed by the end of 2021. **In process.**
    - i. **Unimproved Street Plan:** The city will develop an unimproved street plan to include funding mechanisms and opportunities by the end of 2019 and begin construction on at least one project by the end of 2021. **Project may be incorporated into the city-wide traffic study.**
      - 1. **Del Ray** - The city will work property owners to determine development opportunities for public and private uses by the end of 2020.
      - 2. **Lotz Road Improvements** will be included in the unimproved street plan.
  - b. **Design Standards** outlined in the Downtown Plan will be reviewed and updated by the end of 2021. **In process.**
  - c. **Mixed-Use** – The city will reduce barriers to mixed use to encourage increase mixed use development by the end of 2024. **In process.**
- 12. City Owned Facilities, ROW, Roads and Streets Continued Maintenance/Improvements:** the city will **be a leader in aesthetic improvements** and maintain facilities, property and Rights of Way.
- a. **Landscaping** – The city will create a plan for landscaping and maintenance for city property and rights of way, which may include agreements with adjacent property owners, by the end of 2020. **Tree management plan being created in 2021.**



# City of Stevenson

(509) 427-5970

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

To: Stevenson City Council and Residents

Date: November 18, 2021

Re: **2022 PROPOSED BUDGET - REVISED**

I am pleased to submit the City of Stevenson's revised 2022 proposed budget for your review and consideration.

## OVERVIEW:

The budget development process is guided by Washington State Law and by the *Budgeting, Accounting & Reporting System* (BARS) manual published by the Washington State Auditor's Office. We prepare the annual budget for two main reasons:

1. It sets the legal limits on expenditures for the City.
2. It is our financial plan for next year. In its simplest form, it is an estimate of the revenues we expect to receive and how we plan to spend them.

When the budget is appropriated by ordinance, that ordinance provides the legal right to spend money as well as limit the amount we can spend.

Budget priorities are determined by reviewing the goals set at the strategic planning retreat in October of 2019 and were reviewed and confirmed at the March 27, 2021 special council meeting. More specific budget priorities for 2022 are included in the proposed budget.

The 2022 proposed budget continues all existing programs and staff. Revenue projections have been conservative with the following assumptions:

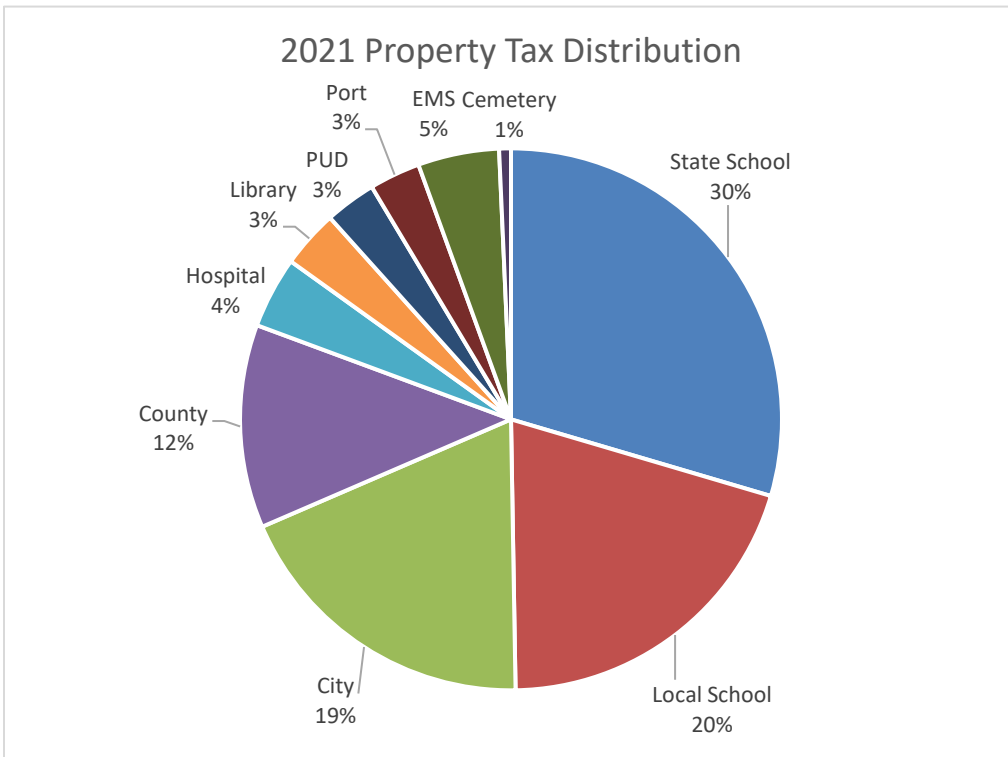
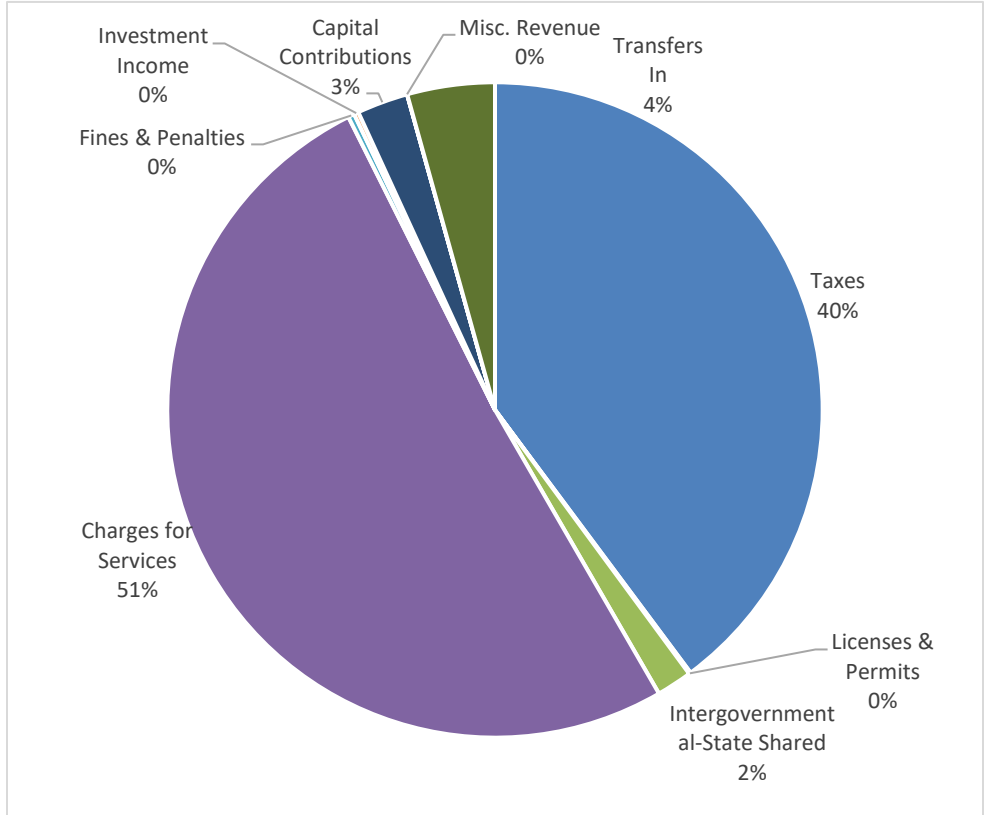
- Population estimate of 1,525, a 7.9% decrease over last year as a result of the 2020 census. This translates into a reduction of over \$13k in revenues for the Street and General Funds.
- 1% increase in the property tax levy, plus new construction.
- A sales tax estimate based on current and projected revenue received in 2021.
- Increase in water utility base rate of 5% for 2022.
- Increase in wastewater utility rates of 12.5% for 2022.
- Estimated amount of secured grants, loans, and other revenue sources to fund capital improvement projects.
- 5.1% increase to the Sheriff's contract for services based on negotiated rates.
- \$40,000 for pool support as anticipated, although not yet requested.

Revenue sources include:

- **Taxes** – property tax, sales tax, and taxes on utilities (natural gas, electricity, cable, garbage, telephone, etc).
- **Licenses and Permits** – business licenses, building permits, etc.
- **Intergovernmental-Grants** – Transportation Improvement Board (TIB), etc. for capital projects
- **Intergovernmental-State Shared** – liquor revenues, fuel tax, criminal justice funds, etc.
- **Charges for Services** – planning fees, building inspector reimbursements, utility rates, etc.
- **Fines and Penalties** – mostly traffic infractions and criminal fines and penalties

- **Investment Income** – interest income from city investments
- **Capital Contributions** – connection charges for water and sewer hook-ups
- **Miscellaneous Revenue** – sale of scrap, cash drawer overage/shortage, other revenues
- **Nonrevenues** – agency pass-through funds, unclaimed property
- **Other Financing Sources** – loan proceeds for capital projects
- **Transfers In** – internal transfer between funds

The chart to the right shows 2022 revenues associated with general operations and maintenance, excluding grants and financing for capital projects.



The breakdown of 2021 property tax revenue as a portion of a resident's overall tax bill is in the chart to the left.

These resources will be used to maintain existing service levels and execute planned capital projects. A highlight of the 2022 expenses include:

Capital Projects:

- Construct Main D Sewer extension \$300k
- Construct Phase 1 wastewater collection system upgrades \$1.7M
- Design Phase 2 wastewater collection system upgrades \$455k
- Construct Wastewater Treatment Plant Upgrades \$8.5M

Current Expense:

- Fire Department Strategic Plan \$20k
- New computers and monitors \$10k

Streets:

- Engineering Standards Update \$25k
- Overlay-Iman Cemetery to Osprey \$65k
- Rock Creek Stormwater \$134k

Water/Sewer:

- System upgrades along Vancouver to the Rock Creek intersection \$62k.
- Foster Creek Waterline \$40k
- System upgrades along Loop to the Columbia intersection \$100k

Equipment Services:

- Replace service truck \$45k. Purchase delayed the past three years.

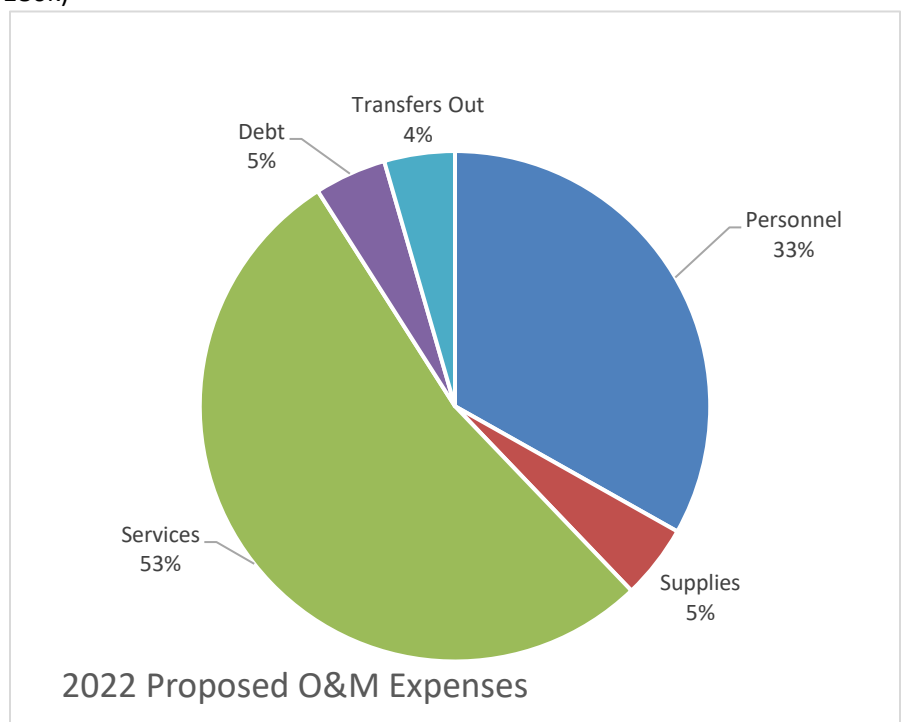
Personnel: \$1.3M

- Personnel costs account for approximately 33% of all operating expenditures.
- Staff salaries in the proposed budget were increased by a Cost-of-Living Adjustment (COLA) of 5.1% based on the June 2021 West B/C CPI-U, plus steps for all employees not already at top-step. The COLA equates to almost \$40k increased expenses city-wide.
- The cost of the medical plan offered by the City of Stevenson will be increasing by 5.8% and the dental plan will increase by 2% in 2022. There will be no increase in the vision plan.

Services: \$2.1M

- Police Services account for 9% (\$186k)
- 18% of services are for Lodging Tax funds (\$357k)
- Wastewater services of sewer lining, hauling and disposal of biosolids account for 12% (\$240k)

The chart to the right lists expenses associated with general operations and maintenance, excluding capital projects.



## FUND OVERVIEWS:

**General Fund** – The General Fund is the primary operating fund for the City. The General Fund accounts for all revenues and expenditures not required to be accounted for in a separate fund. General Fund expenditures include all general government functions such as legislative, legal, municipal court, law enforcement, fire protection, building inspector services, planning services, parks maintenance, finance and accounting, and general administrative services.

The Unemployment Reserve in the General Fund (formerly Fund 622) has a current balance of \$33,414, which is enough to cover estimated unemployment claims. The City is self-insured for unemployment. The 2022 proposed budget does not include an increase to the unemployment reserve.

Primary revenues sources for the General Fund are property taxes and sales taxes with smaller amounts generated from utility taxes, permits, fines & other user charges, and state shared revenues. The primary revenue source, property taxes, is limited by Washington State law to a 1% annual increase.

**General Fund Reserve** – This fund is restricted by SMC 3.30.010 for urgent or emergency purposes as determined and approved by council. It may also be used as a source of short-term (less than three years) interfund loans.

**Fire Reserve** – This fund is for buildings, equipment and other capital items associated and used in the fire department restricted by SMC 3.30.020.

**ARPA Fund** – This fund is for projects related to the American Rescue Plan Act and is restricted for use by guidance set by the Department of Commerce. The funds must be obligated by 2024 and spent by 2026.

**Street Fund** -The Street Fund is used to account for proceeds of specific taxes and other revenue sources dedicated to fund city streets, storm drains, sidewalks, and associated activities.

The primary state-dedicated revenue source is State gas tax. City Council has also dedicated the PUD Excise Tax, Liquor Profit Tax and a second half-percent sales tax (enacted by City Council in 2012) as additional revenue sources to the Street Fund.

Street Fund revenues have been supplemented in the past by the Federal Surface Transportation Program (STP) and the State Transportation Improvement Board (TIB) which can be used only for transportation purposes. Major street projects are accounted for in separate project funds in the 300 series with State and Federal revenues and transfers from the Street Fund and/or the General Fund when needed.

**Tourism Promotion** – The Tourism Fund (Hotel / Motel tax fund) was established by City Council to fund activities designed to increase tourism. Lodging taxes were authorized by the State Legislature for tourism marketing, special events and festivals designed to attract tourists, and the support of tourism-related facilities.

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson. In the past, this tax has generated over \$400,000 per year, which is awarded to applicants by City Council following recommendations from the Tourism Advisory Committee (TAC) in November. COVID-19 has reduced the projected revenues and will be monitored as the tourism economy recovers.

**Affordable Housing Fund** – This fund, established in late 2020, is for the collection and use of the sales tax credit for affordable housing authorized by SMC 3.10 and RCW 82.14. The rate inside city limits is .73% and can be used for acquiring, rehabilitating or constructing affordable housing, providing the

operations and maintenance costs of new units of affordable or supportive housing, and providing rental assistance to tenants.

**Capital Improvement Fund** – The Capital Improvement Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. The primary dedicated revenue source is the real estate excise tax imposed on the sale of real estate. These funds are restricted by the State Legislature for capital purposes identified in a capital improvements plan and local capital improvements including those listed in RCW 35.43.040.

Capital Improvement projects are normally accounted for in separate project funds in the 300 series with funding from various State and Federal sources and transfers from the Capital Improvement Fund and/or other City funds as applicable. In recent years the Capital Improvement Fund has been used to help fund the Kanaka Creek and Gropper Sidewalk project, the Russell Avenue project, and the Joint Emergency Facilities project.

**Water & Sewer Fund** – The Water & Sewer Fund is operated as an enterprise fund to account for the operations of the City’s water and sewer systems on a self-supporting basis. In addition to generating enough revenue to meet current expenses, the fund must generate enough revenue to build a reserve for equipment repair and eventual capital replacements. An annual water rate increase of 5% beginning in 2020 was adopted by council to ensure adequate funds for capital projects and debt repayment. The sewer rates are proposed to increase 12.5% for 2021. This rate increase of \$11.25 to the residential base fees is the same as last year’s increase and will allow the city to meet the needs of the department for 2022 and future loan repayments. Staff continues to pursue additional grant funding for the project to reduce the final rate impact. Rate increases for 2023 and beyond will be determined after the finance package for construction of the Wastewater Treatment Plant upgrades is concluded.

**Wastewater Short Lived Asset Reserve Fund** – This fund is required as part of the city’s USDA loan. Annual deposits of at least \$21,779 are required for the 40-year life of the 2020 wastewater project loan. This fund operates like a line of credit for repairing and/or replacing major system assets with a life span less than 15 years.

**Wastewater Debt Reserve Fund** – This fund is required as part of two loans the city has through USDA. The balance is equal to one annual loan installment. Prior written concurrence from USDA must be obtained before funds may be withdrawn from this fund during the life of the loan. When funds are withdrawn during the life of the loan, deposits will be made at the rate of 10% of one annual payment until the balance is equal to one annual loan payment.

**Wastewater System Upgrades** – This fund is for the planning, design, and construction of upgrades to the water system as identified in the water system plan and required as part of the Administrative Order. Most of the revenues are grants or loans with some internal match funding. The revenues and expenditures are updated when funding is received, project timelines determined, and contracts secured.

**Equipment Service Fund** – The Equipment Service Fund is used to account for labor charges and equipment usage by other funds, and to save funds for eventual equipment replacements. Revenues are derived from charges made against other funds for using the equipment. Charges are based on the number of hours worked and miles driven by field staff in each fund and are intended to cover operating costs, equipment maintenance, staff salaries, insurance, and replacement costs. Current rates are \$4.10 per mile for driven equipment and \$20 per hour for stationary equipment and are being evaluated to ensure projected financial needs are being met.



The Public Works Director maintains an equipment replacement schedule and attempts to replace at least one major piece of equipment every year, as funding allows. A copy of the equipment replacement schedule is included with the budget for this fund.

Respectfully submitted,

*Leana Kinley*

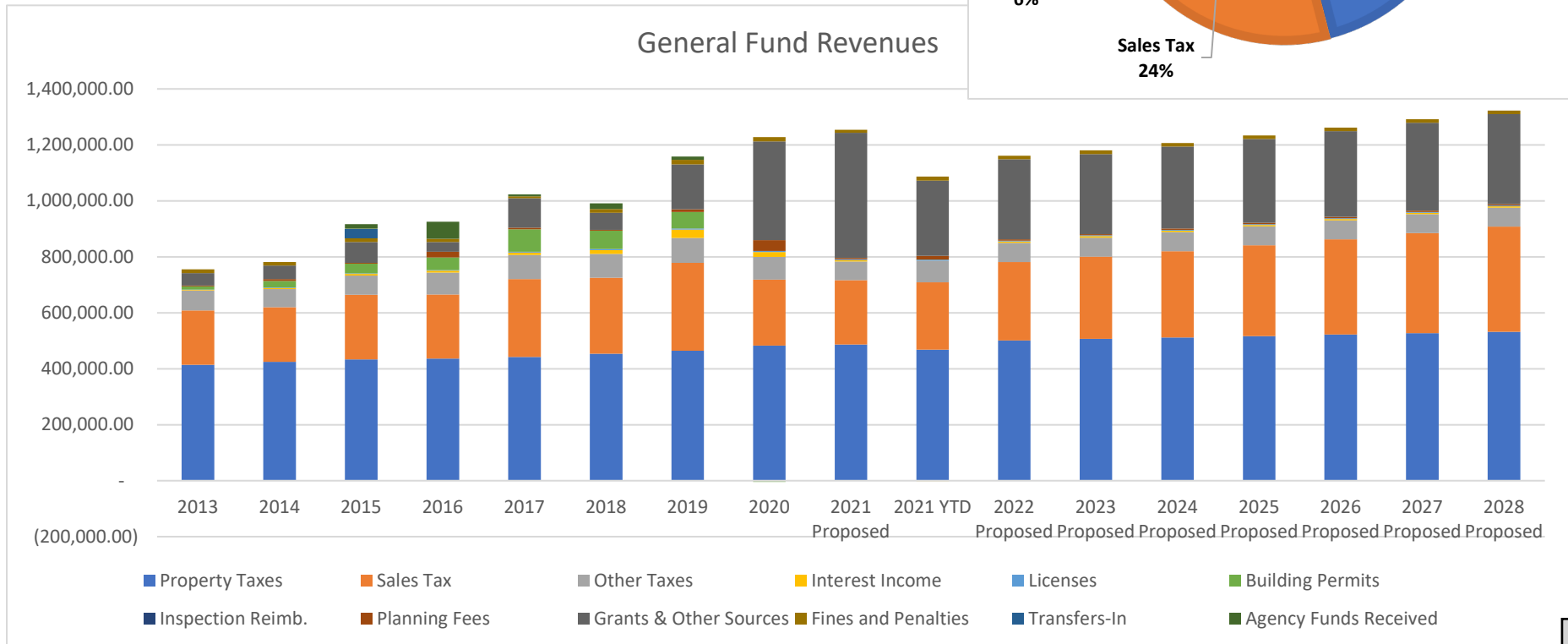
City Administrator

# General Fund

The General Fund is the primary operating fund for the City. The General Fund accounts for all revenues and expenditures not required to be accounted for in a separate fund.

Primary revenue sources for the General Fund are property and sales taxes. Property taxes are levied on 100% of assessed valuation as determined by the Skamania County Assessor's Office and are limited by Washington State law to a 1% annual increase plus the addition of any new construction and annexations. Other sources of revenue include:

- **Other taxes** – natural gas, electricity, cable, garbage, telephone, etc.
- **Interest Income** – interest income from city investments
- **Licenses** – business and vacation rental licenses
- **Planning fees** – fees for short plats, critical areas permits, shorelines permits, etc.
- **Grants and other sources** – grants, general administrative cost allocation, printing, and probation fees
- **Fines and Penalties** – mostly traffic infractions and criminal fines and penalties



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 91 00 0001 Unreserved Cash & Investments	1,021,846.80	927,975.68	680,398.49	770,783.69	785,783.69	734,277.12	
100 Unreserved	1,021,846.80	927,975.68	680,398.49	770,783.69	785,783.69	734,277.12	
308 51 01 0001 Reserved Cash - Unemployment	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	
102 Unemployment Reserve	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	33,413.82	
308 31 02 0001 Reserved Cash - Custodial	0.00	0.00	51,135.13	51,135.13	51,135.13	51,135.13	
308 51 02 0001 Reserved Cash - Custodial	54,546.82	59,695.22	0.00	0.00	0.00	0.00	
104 Custodial Reserve	54,546.82	59,695.22	51,135.13	51,135.13	51,135.13	51,135.13	
308 10 00 0001 Reserved Cash - Fire Truck	325,000.00	350,000.00	0.00	0.00	0.00	0.00	
308 10 03 0001 Reserved Cash - Fire Equip	7,298.40	70,000.00	0.00	0.00	0.00	0.00	
202 Fire Department	332,298.40	420,000.00	0.00	0.00			
308 Beginning Balances	1,442,105.84	1,441,084.72	764,947.44	855,332.64	870,332.64	818,826.07	
311 10 00 0000 General Property Tax	454,081.49	464,024.40	482,751.63	468,683.04	486,702.34	501,569.36	
311 Property Tax	454,081.49	464,024.40	482,751.63	468,683.04	486,702.34	501,569.36	
313 11 00 0000 Sales Tax	271,394.67	314,505.70	236,100.77	239,942.26	230,000.00	280,000.00	Revised based on 2021 actual revenues
313 71 00 0000 Local Criminal Justice Tax	20,509.66	23,902.04	23,453.30	20,840.33	15,000.00	20,000.00	
313 Sales Tax	291,904.33	338,407.74	259,554.07	260,782.59	245,000.00	300,000.00	
316 43 00 0000 Natural Gas Utility Tax	17,141.46	14,088.35	14,311.30	13,814.19	15,000.00	13,500.00	
316 45 00 0000 Garbage Utility Tax	8,597.12	9,407.19	9,215.10	10,092.43	7,500.00	7,500.00	
316 46 00 0000 Cable TV Utility Tax	2,876.17	4,006.81	2,920.30	3,135.65	3,000.00	3,000.00	
316 47 00 0000 Telephone Utility Tax	15,953.51	12,461.68	9,163.17	9,719.46	10,000.00	8,000.00	
316 Utility Tax	44,568.26	39,964.03	35,609.87	36,761.73	35,500.00	32,000.00	
317 20 00 0000 Leasehold Tax	18,548.54	23,684.42	21,785.44	19,570.47	16,000.00	16,000.00	
317 21 00 0000 Rock Cove ALF In-Lieu Tax	1,652.75	1,681.29	0.00	3,504.01	0.00	0.00	
317 Other Tax	20,201.29	25,365.71	21,785.44	23,074.48	16,000.00	16,000.00	

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

## 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
310 Taxes	810,755.37	867,761.88	799,701.01	789,301.84	783,202.34	849,569.36	
321 99 01 0000 Business Licenses	1,920.00	2,130.00	2,720.00	1,166.66	1,400.00	1,400.00	
321 99 02 0000 Peddlers & Solicitors Permit	15.00	0.00	0.00	0.00	0.00	0.00	
321 99 03 0000 Vacation Rental Licenses	1,800.00	2,000.00	1,100.00	2,622.50	1,500.00	1,500.00	
321 Licenses	3,735.00	4,130.00	3,820.00	3,789.16	2,900.00	2,900.00	
322 10 00 0000 Building Permits	65,371.11	59,321.24	-3,979.44	80.00	0.00	0.00	
322 Permits	65,371.11	59,321.24	-3,979.44	80.00			
320 Licenses & Permits	69,106.11	63,451.24	-159.44	3,869.16	2,900.00	2,900.00	
333 11 00 0000 DOC-CARES Act Grant	0.00	0.00	68,860.29	0.00	0.00	0.00	
333 14 51 0001 CDBG Housing Rehab Grant	0.00	27,081.57	96,880.01	183,280.22	250,000.00	0.00	
334 01 20 0000 AOC LFO Judicial agency grant	0.00	4.33	0.00	0.00	0.00	0.00	
334 03 10 0000 DOE-Shoreline Master Plan Grant	0.00	0.00	0.00	1,980.73	11,000.00	0.00	
334 03 10 0001 DOE-Spills Grant	0.00	79,307.18	0.00	0.00	0.00	0.00	
334 04 20 0001 Dept. of Commerce GMA Grant	0.00	0.00	0.00	25,000.00	0.00	0.00	
330 Grants	0.00	106,393.08	96,880.01	210,260.95	261,000.00		
335 00 91 0000 PUD Privilege Tax (in Lieu)	12,434.06	12,320.85	12,999.58	0.00	11,000.00	11,000.00	
335 04 01 0000 LE & CJ Leg One-Time Cost	0.00	0.00	0.00	6,714.00	0.00	0.00	
335 State Shared	12,434.06	12,320.85	12,999.58	6,714.00	11,000.00	11,000.00	
336 06 21 0000 Criminal Justice - Low Population	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	
336 06 25 0000 Criminal Justice - Contracted Services	2,790.68	2,910.06	3,117.77	3,229.62	2,500.00	2,500.00	
336 06 26 0000 Criminal Justice - Special Programs	1,634.99	1,698.61	1,816.32	1,883.97	1,936.35	1,891.00	Reduced based on 2020 census
336 06 42 0000 Marijuana Excise Tax	2,398.56	2,569.22	3,554.07	2,995.33	1,853.60	2,272.25	Reduced based on 2020 census
336 06 51 0000 DUI/Other Crim Justice Assist	230.62	219.46	235.45	263.28	0.00	0.00	
336 06 94 0000 Liquor Excise Tax	7,886.23	8,611.28	10,210.97	11,243.93	9,367.30	9,836.25	Reduced based on 2020 census
337 40 00 0000 Private Harvest Tax	15.61	17.96	7.35	7.49	0.00	0.00	
336 State Entitlements, Impact Payments &	15,956.69	17,026.59	19,941.93	20,623.62	16,657.25	17,499.50	
330 Intergovernmental Revenues	28,390.75	135,740.52	198,681.81	237,598.57	288,657.25	28,499.50	

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

## 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
341 43 00 0000 General Admin Services	0.00	0.00	124,944.97	0.00	126,000.00	215,797.62	Revised cost allocation plan and estimate
341 81 00 0000 Printing/Photocopy Services	14.00	66.18	13.85	10.18	0.00	0.00	
342 33 05 0000 Active Probation Fee	0.00	0.00	5,169.42	7,484.62	0.00	7,000.00	
341 Admin, Printing & Probation Fees	14.00	66.18	130,128.24	7,494.80	126,000.00	222,797.62	
342 21 00 0000 Fire District II Fire Control	29,650.57	21,348.22	19,048.36	24,951.46	32,700.00	32,700.00	
342 Fire District 2	29,650.57	21,348.22	19,048.36	24,951.46	32,700.00	32,700.00	
345 83 00 0000 Planning Fees	3,175.00	9,250.00	38,887.00	13,165.00	4,500.00	4,500.00	
345 Planning	3,175.00	9,250.00	38,887.00	13,165.00	4,500.00	4,500.00	
345 83 01 0000 N Bonn Bldg Inspect Reimburse	5,741.20	1,973.20	29.00	0.00	0.00	0.00	
345 83 02 0000 Skamania County Reimbursement	1,205.89	2,659.88	395.15	0.00	0.00	0.00	
346 Building	6,947.09	4,633.08	424.15	0.00			
340 Charges For Goods & Services	39,786.66	35,297.48	188,487.75	45,611.26	163,200.00	259,997.62	
353 10 00 0000 Traffic Infractions/Parking	4,327.90	5,622.09	6,494.07	5,043.75	3,000.00	5,000.00	
353 70 00 0000 Non-Traffic Infractions	29.27	139.78	244.49	100.98	100.00	100.00	
355 20 00 0000 DUI Fines	1,220.06	298.41	297.28	555.76	1,000.00	1,000.00	
355 80 00 0000 Criminal Traffic Fines	1,238.81	580.49	2,453.39	4,132.44	1,000.00	1,000.00	
356 90 00 0000 Criminal Non-Traffic Fines	767.98	340.53	409.26	999.55	600.00	600.00	
357 37 00 0000 Court Cost Recoupments	5,833.20	9,300.65	5,192.57	3,804.79	5,000.00	5,000.00	
350 Fines & Penalties	13,417.22	16,281.95	15,091.06	14,637.27	10,700.00	12,700.00	
361 11 00 0000 Interest Income/General Fund	12,805.97	28,231.67	16,662.45	-1,496.16	5,000.00	5,000.00	
361 40 00 0000 Sales Tax Interest	742.54	1,117.41	618.36	275.72	200.00	200.00	
362 00 00 0000 Park Rentals	0.00	2,500.00	1,500.00	3,500.00	0.00	2,500.00	
367 10 00 0000 Fire Department Donations	1,000.00	0.00	0.00	0.00	0.00	0.00	
369 91 00 0000 Miscellaneous Income	393.99	604.88	665.98	322.64	300.00	300.00	
360 Interest & Other Earnings	14,942.50	32,453.96	19,446.79	2,602.20	5,500.00	8,000.00	
361 40 00 0631 CATV-Interest	0.00	0.00	1.43	0.00	0.00	0.00	
369 91 00 0001 Agency Collections - State Bldg Code	441.50	340.00	13.00	0.00	0.00	0.00	
386 90 00 0000 Agency Deposit - Court Remittances	10,567.78	11,255.01	0.00	0.00	0.00	0.00	
388 10 00 0000 CE-Prior Period Adjustment	2,220.37	0.00	3,098.81	0.00	0.00	0.00	

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
389 40 00 0000 Agency Deposit - Court Trust	9,700.34	0.00	0.00	0.00	0.00	0.00	
380 Non Revenues	22,929.99	11,595.01	3,113.24	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>2,441,434.44</b>	<b>2,603,666.76</b>	<b>1,989,309.66</b>	<b>1,948,952.94</b>	<b>2,124,492.23</b>	<b>1,980,492.55</b>	

# General Fund

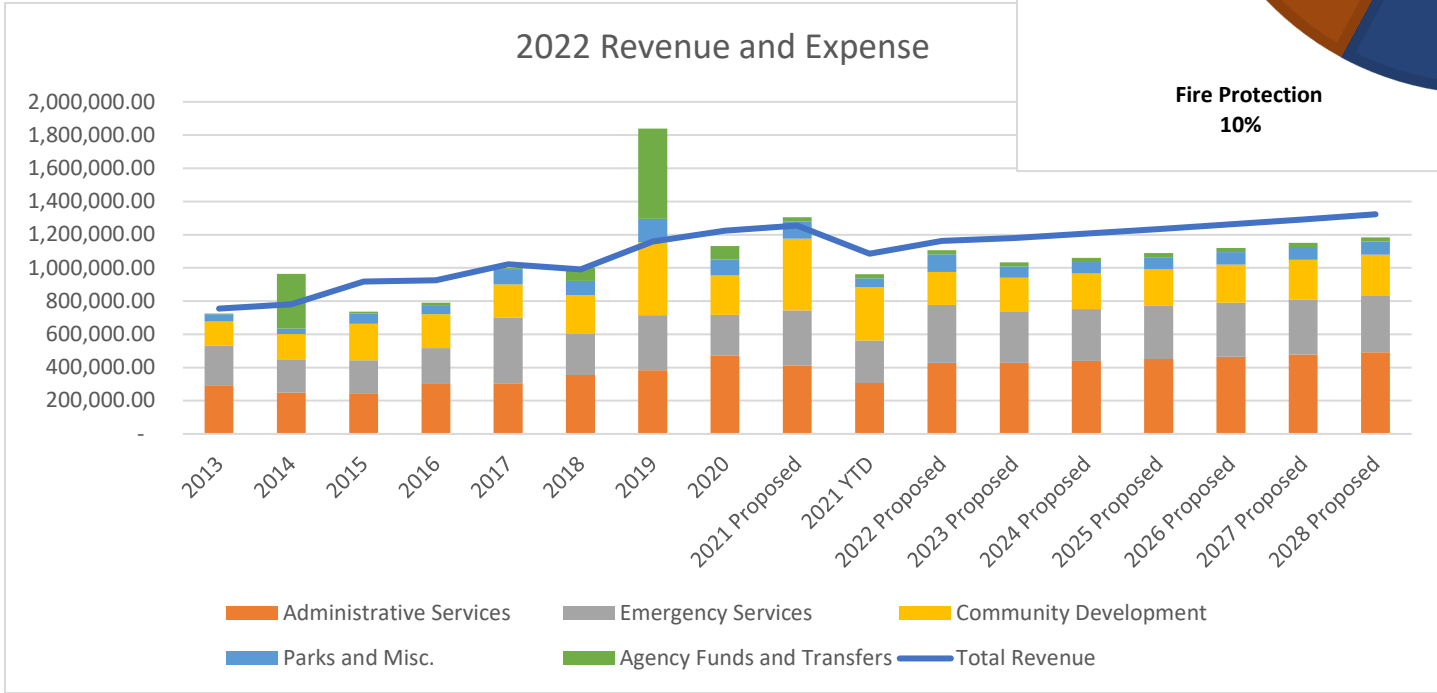
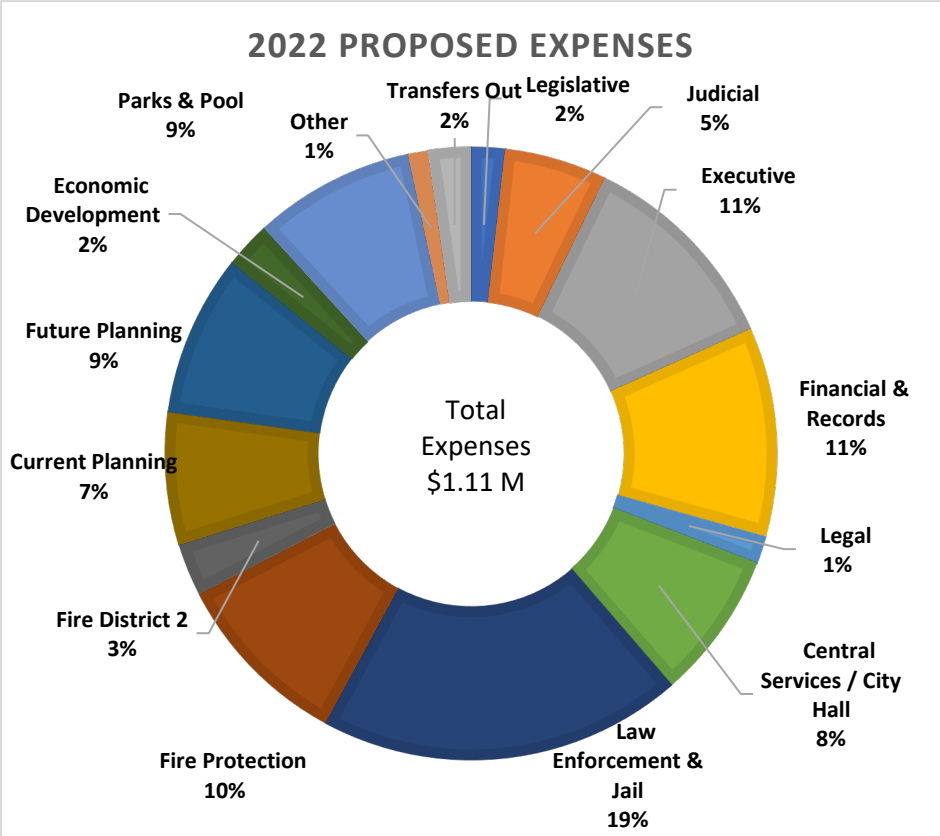
General Fund expenditures include all general government functions such as legislative, legal, municipal court, law enforcement, fire protection, building inspector services, planning services, parks maintenance, finance and accounting, and general administrative services.

The City is self-insured for unemployment and has a current reserve balance of \$33,414, which is enough to cover estimated unemployment claims. The 2022 proposed budget does not include an increase to the unemployment reserve.

The Fire District 2 expenses are reimbursable and are listed under Other Sources for revenue and the Transfer Out expense is \$25k to the Fire Reserve.

2022 projects include a Fire Department Strategic Plan for \$20k and replacing computers and monitors for \$10k.

2019 transfers included transferring reserve balances from General Fund to the newly created Fire Reserve Fund.



**Administrative Services** include Legislative, Judicial, Executive, Financial, Records, Legal, Central Services/City Hall, and Capital & Equipment.

**Emergency Services** include Law Enforcement & Jail, Fire Protection, Fire District 2, and Disaster Recovery Services.

**Community Development** includes Public Housing, Building, Planning, and Economic Development.

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

## 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
511 30 41 0000 Ordinance Codification	5,293.50	2,374.74	1,974.50	1,042.50	2,500.00	2,500.00	
511 30 44 0000 Legislative Publishing	7,922.64	4,787.44	4,791.60	4,658.71	3,500.00	3,500.00	
511 60 10 0000 Council Salary	10,777.04	11,399.99	10,500.00	7,050.00	12,000.00	12,000.00	
511 60 20 0000 Council Benefits	845.30	895.86	818.76	524.20	1,000.00	1,000.00	
511 60 43 0000 Travel/Lodging Council	1,130.84	52.43	0.00	0.00	2,000.00	500.00	Reduced based on history
511 60 49 0000 Tuition Council	0.00	225.00	0.00	40.00	1,000.00	250.00	Reduced based on history
<b>511 Legislative</b>	<b>25,969.32</b>	<b>19,735.46</b>	<b>18,084.86</b>	<b>13,315.41</b>	<b>22,000.00</b>	<b>19,750.00</b>	
512 50 41 0001 Jury Management/Courtroom Use	747.48	694.19	0.00	0.00	0.00	0.00	
512 50 41 0003 Municipal Court Contract	20,000.00	0.00	0.00	0.00	0.00	0.00	
512 52 10 0001 Court Clerk Salary	4,208.27	3,817.08	3,683.35	3,353.03	5,000.00	5,000.00	
512 52 20 0001 Court Clerk Benefits	944.15	1,456.06	738.69	652.23	3,000.00	2,000.00	
512 52 31 0000 Court Supplies	118.47	0.00	118.42	0.00	0.00	0.00	
512 52 41 0001 Jury Management/Courtroom Use	1,644.30	0.00	817.53	419.27	1,200.00	1,200.00	
512 52 41 0002 Interpreter Fees	0.00	0.00	0.00	0.00	500.00	500.00	
512 52 41 0003 Municipal Court Contract	0.00	20,000.00	20,000.00	18,333.00	20,000.00	20,000.00	
512 52 51 0000 Sheriff Warrant Service Charge	240.00	0.00	0.00	0.00	500.00	250.00	Reduced based on history
515 35 41 0000 Prosecuting Attorney County Contract	16,000.00	16,000.00	16,000.00	14,667.00	16,000.00	16,000.00	
515 93 41 0000 Indigent Defense	10,738.50	12,503.44	13,436.25	11,868.75	15,000.00	15,000.00	
<b>512 Judicial</b>	<b>54,641.17</b>	<b>54,470.77</b>	<b>54,794.24</b>	<b>49,293.28</b>	<b>61,200.00</b>	<b>59,950.00</b>	
513 10 10 0000 Mayor Salary	7,200.00	7,200.00	7,200.00	6,000.00	7,200.00	7,200.00	
513 10 10 0001 City Administrator Salary	64,583.59	70,682.33	78,795.93	73,998.39	75,000.00	81,750.00	
513 10 20 0000 Mayor Benefits	556.30	550.80	561.29	448.51	625.00	625.00	
513 10 20 0001 City Administrator Benefits	30,629.88	30,945.66	16,133.64	14,612.43	28,000.00	30,520.00	
513 10 43 0000 Travel/Lodging Mayor/Administrator	0.00	2,336.70	0.00	20.00	2,000.00	2,000.00	
513 10 49 0000 Tuition Mayor/Administrator	0.00	256.95	703.10	542.95	1,000.00	1,000.00	
<b>513 Executive</b>	<b>102,969.77</b>	<b>111,972.44</b>	<b>103,393.96</b>	<b>95,622.28</b>	<b>113,825.00</b>	<b>123,095.00</b>	
514 20 10 0001 Budgeting/Accounting Salary	67,431.97	58,290.69	71,687.60	57,057.19	66,000.00	71,940.00	
514 20 20 0001 Budgeting/Accounting Benefits	23,007.60	22,796.54	20,933.09	14,303.00	21,000.00	22,890.00	
514 20 41 0001 EBPP Fees General Fund	75.65	542.41	369.85	210.71	600.00	600.00	
514 20 41 0022 Audit Fee	4,883.96	0.00	5,493.43	5,704.74	7,000.00	7,000.00	
514 20 43 0000 Travel Financial/Records	1,422.24	1,452.39	753.87	348.96	3,000.00	1,000.00	Reduced based on history
514 20 46 0000 Clerk Bond Premiums	3,822.21	8.00	99.00	102.00	200.00	200.00	
514 20 49 0000 Training/Tuition - Financial/Records	2,212.70	4,130.14	1,080.00	160.00	3,000.00	3,000.00	
514 20 49 0001 Dues & Membership - Financial	245.00	910.00	1,136.70	1,169.00	1,200.00	1,200.00	



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
514 20 49 0002 Fiduciary Fees/VISA	559.50	1,494.41	3,900.80	3,468.47	2,500.00	4,000.00	
514 20 49 0003 Miscellaneous Charges	0.00	14.29	838.27	149.89	500.00	500.00	
514 30 10 0000 Minutes - Recording Fee Sal	1,510.00	2,341.25	1,826.67	1,516.29	2,250.00	2,452.50	
514 30 20 0000 Minutes - Recording Fee Ben	130.50	224.21	159.46	125.73	200.00	218.00	
514 41 41 0000 Elections	0.00	877.78	0.00	0.00	1,000.00	1,000.00	
514 91 51 0000 Voter Registration Services	0.00	0.00	0.00	0.00	6,000.00	6,000.00	
<b>514 Financial, Recording &amp; Elections</b>	<b>105,301.33</b>	<b>93,082.11</b>	<b>108,278.74</b>	<b>84,315.98</b>	<b>114,450.00</b>	<b>122,000.50</b>	
515 41 41 0000 Advisory Board Services	19,495.15	24,494.20	25,710.00	12,580.39	30,000.00	15,000.00	Reduced-costs invoiced allocated to funds as necessary
515 41 43 0000 Travel - Legal	0.00	158.24	0.00	0.00	750.00	750.00	
515 41 49 0000 Training & Tuition - Legal	0.00	42.00	0.00	0.00	750.00	750.00	
<b>515 Legal Services</b>	<b>19,495.15</b>	<b>24,694.44</b>	<b>25,710.00</b>	<b>12,580.39</b>	<b>31,500.00</b>	<b>16,500.00</b>	
517 70 22 0000 Unemployment Claims	891.60	10,359.16	10,596.00	-9,693.90	0.00	0.00	
517 70 25 0000 Old Age Survivor Insurance	0.00	25.00	25.00	25.00	25.00	25.00	
517 70 41 0000 Old Age Survivor Insurance	25.00	0.00	0.00	0.00	0.00	0.00	
517 90 26 0000 Staff Wellness	0.00	0.00	0.00	0.00	500.00	500.00	
<b>517 Employee Benefit Programs</b>	<b>916.60</b>	<b>10,384.16</b>	<b>10,621.00</b>	<b>-9,668.90</b>	<b>525.00</b>	<b>525.00</b>	
518 20 44 0000 DNR Fire Control Assessment	0.50	17.90	17.90	17.90	0.00	0.00	
518 30 10 0000 Building Repair Salary	1,630.94	1,738.91	2,485.77	2,555.84	3,000.00	4,000.00	
518 30 20 0000 Building Repair Benefits	891.95	1,162.12	1,393.15	1,169.36	1,500.00	2,000.00	
518 30 31 0000 Household Supplies/Repairs	1,173.65	409.26	707.55	828.26	2,000.00	1,000.00	Reduced based on history
518 30 41 0000 Custodial Services	3,850.00	4,029.00	966.14	1,170.10	1,000.00	1,000.00	
518 30 41 0001 Contractual Services	3,262.50	6,709.80	2,848.73	2,094.65	2,500.00	2,500.00	
518 30 44 0000 HR-Advertisement	0.00	946.73	691.56	537.00	0.00	1,000.00	Added based on open position estimate
518 30 45 0099 Eq Rental-Bldg Repair	952.48	578.11	1,139.19	695.30	1,000.00	1,000.00	
518 30 46 0000 Insurance - Liability	13,311.88	1,120.60	10,428.42	11,655.78	14,000.00	15,260.00	
518 30 47 0000 Heat & Lights	2,477.97	2,505.12	3,095.82	2,487.58	3,000.00	3,500.00	
518 30 47 0001 City Hall Water/Sewer	762.41	1,047.10	1,120.20	1,134.01	1,330.29	1,463.32	
518 30 48 0000 Building Repair Supplies	250.12	1,075.91	48.21	1,694.56	1,000.00	500.00	Reduced based on history
518 40 31 0000 Office Supplies	5,146.58	3,817.17	4,951.70	4,474.24	6,000.00	16,000.00	
518 40 41 0000 Office Equip Repair & Maintenance	5,357.77	14,094.97	20,459.05	25,739.46	16,000.00	26,000.00	
518 40 42 0000 Central Services Telephone	3,600.94	4,112.50	4,580.57	2,879.08	4,000.00	4,000.00	
518 40 42 0001 Miscellaneous - Postage	798.81	545.61	362.40	40.36	500.00	500.00	
518 63 41 0000 COVID-19 Outsourced Services	0.00	0.00	9,999.16	0.00	0.00	0.00	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
518 80 41 0023 Website - General Fund	260.00	1,290.00	240.00	200.00	8,000.00	3,200.00	
518 90 10 0000 COVID-19 - Salaries	0.00	0.00	18,802.66	2,505.64	0.00	0.00	
518 90 20 0000 COVID-19 - Benefits	0.00	0.00	5,646.24	944.71	0.00	0.00	
518 90 31 0000 COVID-19 Supplies	0.00	0.00	40,498.55	0.00	0.00	0.00	
518 90 41 0000 COVID-19 Services	0.00	0.00	6,569.07	0.00	0.00	0.00	
518 90 49 0001 Dues And Membership - General Govt	3,561.80	3,313.14	1,883.00	1,361.00	3,000.00	3,000.00	
594 18 62 0000 City Hall Improvements	0.00	0.00	10,353.48	719.04	0.00	0.00	
594 18 64 0000 Office Furniture/Equipment	0.00	1,053.80	0.00	7,215.44	0.00	0.00	
594 18 64 0001 Computer Equipment	1,216.26	19,497.53	1,111.80	0.00	0.00	0.00	
518 Centralized Services	48,506.56	69,065.28	150,400.32	72,119.31	67,830.29	85,923.32	
521 20 41 0000 Police Services	166,360.00	169,731.00	174,823.00	169,397.97	176,905.87	185,928.07	
521 20 41 0001 CR Jus #4 Basic Law Enforcemnt	2,495.80	2,910.06	3,117.77	3,229.62	2,700.00	2,700.00	
521 30 41 0000 CR Jus #1 Drug/Alcohol ED	1,929.87	1,698.61	1,816.32	1,438.84	1,600.00	1,600.00	
523 30 41 0000 Probation And Parole Services	0.00	0.00	4,908.74	7,484.62	0.00	10,000.00	
523 60 41 0000 Jail Services	13,325.00	11,012.60	11,926.00	10,920.00	13,000.00	13,000.00	
521 Law Enforcement	184,110.67	185,352.27	196,591.83	192,471.05	194,205.87	213,228.07	
522 10 10 0000 Fire Chief/Administration - Salaries	1,200.00	1,480.80	1,873.92	1,336.96	1,900.00	1,900.00	
522 10 20 0000 Fire Chief/Administration - Benefits	91.80	91.80	93.59	74.71	100.00	100.00	
522 20 10 0000 Fire Contract Volunteer Reimb	15,280.00	11,434.00	8,930.00	0.00	16,000.00	16,000.00	
522 20 20 0000 Firefighter Benefits	1,168.96	874.71	689.34	0.00	1,000.00	1,000.00	
522 20 24 0000 Firefighter Pension/Disability	2,130.00	1,920.00	2,190.00	2,160.00	2,500.00	2,500.00	
522 20 31 0000 Fire Supplies	7,981.94	8,578.63	3,043.62	17,309.50	10,000.00	15,000.00	
522 20 31 0119 Fire Supplies-COVID-19	0.00	0.00	2,589.35	51.63	0.00	0.00	
522 20 32 0000 Fire Truck Fuel	448.94	604.58	256.83	403.55	1,000.00	1,000.00	
522 20 41 0000 Fire-Contractual Services	0.00	0.00	0.00	1,451.40	25,000.00	20,000.00	Revised estimate.
522 20 42 0000 Fire Telephone	1,235.64	1,226.18	1,033.66	1,156.20	1,400.00	1,400.00	
522 20 46 0000 Fire Truck Insurance	3,146.35	759.07	1,302.27	1,860.98	1,500.00	1,545.00	
522 20 48 0000 Fire Hydrant Repair/Supplies	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
522 20 49 0001 Dues & Memb./Sub. City Fire	245.19	240.00	242.50	152.50	250.00	250.00	
522 30 10 0000 Fire Support Salary	6,434.03	4,996.81	2,826.30	3,725.95	8,500.00	5,000.00	Reduced based on history
522 30 20 0000 Fire Support Benefits	3,743.95	3,003.37	1,157.56	1,621.63	7,000.00	2,500.00	Reduced based on history
522 30 31 0001 Fire Prevention Supplies City	81.70	0.00	0.00	0.00	500.00	500.00	
522 30 41 0000 Fire Investigations	0.00	0.00	0.00	0.00	1,000.00	1,000.00	
522 30 45 0099 Eq Rental - Fire Support	3,528.70	2,212.72	770.28	1,050.34	5,500.00	5,500.00	
522 45 43 0000 Travel - Fire Department	65.30	0.00	0.00	0.00	1,000.00	1,000.00	

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

## 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
522 45 49 0000 Fire Department Training	676.48	351.46	33.03	0.00	3,000.00	3,000.00	
522 50 47 0000 Fire Hall Heat And Lights	2,598.75	2,499.56	2,813.12	1,958.73	3,000.00	3,000.00	
522 50 47 0001 Fire Hall Water-Sewer	0.00	0.00	1,946.82	3,466.90	5,000.00	5,250.00	
522 50 47 0099 Water on Demand For Hydrants	4,000.00	4,000.00	0.00	8,000.00	4,000.00	4,000.00	
522 50 48 0000 Fire Hall Repair	134.89	0.00	4,523.40	1,029.07	5,000.00	1,000.00	Reduced based on history.
522 60 48 0000 Fire Equipment Repair	2,264.04	6,809.23	3,155.56	4,356.90	6,000.00	6,000.00	
594 22 64 0001 Fire Equip Purchase - City	0.00	79,529.85	0.00	0.00	0.00	0.00	
597 12 00 0000 Transfer Out To 303 Joint Emerg. Fac.	0.00	34,316.57	0.00	0.00	0.00	0.00	
<b>202 Fire Department</b>	<b>56,456.66</b>	<b>164,929.34</b>	<b>39,471.15</b>	<b>51,166.95</b>	<b>111,150.00</b>	<b>99,445.00</b>	
522 20 31 0002 Fire Supplies FD II	4,788.10	8,852.82	2,587.26	27,858.43	10,000.00	20,000.00	
522 20 31 0219 Fire Supplies FD II-COVID-19	0.00	0.00	2,589.37	51.63	0.00	0.00	
522 20 32 0002 Fire Truck Fuel FDII	1,102.81	948.05	834.46	849.86	1,000.00	1,000.00	
522 20 49 0002 Dues & Membership/Subscriptions FD II	245.19	405.00	242.50	152.50	250.00	250.00	
522 30 31 0020 Fire Prevention Supplies FDII	110.77	0.00	0.00	0.00	500.00	500.00	
522 45 43 0002 Travel-FD II	65.29	0.00	0.00	0.00	0.00	0.00	
522 45 49 0002 Fire Training FD II	676.51	351.45	33.03	0.00	3,000.00	3,000.00	
522 60 48 0002 Fire Equipment Repair FDII	179.03	196.55	149.94	430.32	6,000.00	6,000.00	
<b>203 Fire District 2</b>	<b>7,167.70</b>	<b>10,753.87</b>	<b>6,436.56</b>	<b>29,342.74</b>	<b>20,750.00</b>	<b>30,750.00</b>	
<b>522 Fire Control</b>	<b>63,624.36</b>	<b>175,683.21</b>	<b>45,907.71</b>	<b>80,509.69</b>	<b>131,900.00</b>	<b>130,195.00</b>	
528 60 41 0000 Dispatch Fees - City	1,794.40	2,301.39	0.00	2,831.16	2,500.00	2,500.00	
528 60 42 0000 Radio Contract	2,870.85	2,870.84	3,229.75	3,171.09	3,500.00	3,500.00	
<b>528 Dispatch Services</b>	<b>4,665.25</b>	<b>5,172.23</b>	<b>3,229.75</b>	<b>6,002.25</b>	<b>6,000.00</b>	<b>6,000.00</b>	
551 00 41 0000 CDBG Housing Rehab Cont. Svc.	0.00	89,117.85	34,843.73	183,280.22	250,000.00	0.00	
<b>551 Public Housing Services</b>	<b>0.00</b>	<b>89,117.85</b>	<b>34,843.73</b>	<b>183,280.22</b>	<b>250,000.00</b>	<b>0.00</b>	
553 70 41 0000 Air Pollution Authority	215.40	276.80	434.75	458.60	300.00	500.00	
553 70 41 0001 Water Runoff Testing	0.00	0.00	0.00	1,274.50	0.00	0.00	
<b>553 Conservation</b>	<b>215.40</b>	<b>276.80</b>	<b>434.75</b>	<b>1,733.10</b>	<b>300.00</b>	<b>500.00</b>	
554 90 40 0000 Waterfront Mitigation Support	0.00	7,332.55	0.00	0.00	0.00	0.00	

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

## 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
554 Environmental Services	0.00	7,332.55	0.00	0.00	0.00	0.00	
558 50 10 0000 Building Inspector Salary	46,411.36	45,281.71	2,686.63	293.24	0.00	0.00	
558 50 20 0000 Building Inspector Benefits	26,701.02	26,554.65	1,492.97	155.34	0.00	0.00	
558 50 31 0000 Building Department Supplies	41.33	189.77	5.37	0.00	0.00	0.00	
558 50 41 0000 Current Planning/ Building Consulting Services	0.00	90.00	0.00	1,926.00	0.00	5,000.00	
558 50 42 0000 Building Department Telephone	674.01	590.19	0.00	0.00	0.00	0.00	
558 50 43 0000 Travel - Building Inspector	0.00	1,088.98	0.00	0.00	0.00	0.00	
558 50 45 0099 Eq Rental - Building Dept	18,506.00	17,053.40	709.80	86.96	0.00	0.00	
558 50 49 0000 Training & Tuition - Building Dept	45.00	1,187.73	0.00	80.00	0.00	0.00	
558 50 49 0001 Dues & Membership - Bldg Dept	210.00	95.00	0.00	0.00	0.00	0.00	
550 Building	92,588.72	92,131.43	4,894.77	2,541.54		5,000.00	
558 50 10 0001 Current Planning Salary	0.00	0.00	0.00	0.00	0.00	50,000.00	
558 50 20 0001 Current Planning Benefits	0.00	0.00	0.00	0.00	0.00	22,500.00	
558 60 10 0000 Planning Salary	78,116.46	83,163.00	85,597.02	79,683.80	90,000.00	50,000.00	
558 60 10 0001 Planning Recorder - Salaries	760.00	1,038.78	1,300.17	912.47	1,800.00	1,800.00	
558 60 10 0002 Planning Commission Salaries	3,900.00	3,077.68	4,050.00	3,450.00	4,500.00	4,500.00	
558 60 10 0003 Planning Intern Salary	6,506.25	0.00	0.00	0.00	0.00	0.00	
558 60 20 0000 Planning Benefits	35,714.78	37,331.50	41,095.47	36,973.09	45,000.00	22,500.00	
558 60 20 0001 Planning Recorder - Benefits	65.71	66.87	113.44	75.60	180.00	180.00	
558 60 20 0002 Planning Commission Benefits	314.08	242.32	315.85	258.15	500.00	500.00	
558 60 20 0003 Planning Intern Benefits	583.82	0.00	0.00	0.00	0.00	0.00	
558 60 31 0000 Planning Supplies	74.27	0.00	0.00	21.86	200.00	200.00	
558 60 41 0000 Planning & Professional Assist	1,410.00	119,807.30	52,651.76	9,821.75	20,000.00	10,000.00	Revised estimate
558 60 41 0001 Planning Publication	898.56	819.00	1,241.06	280.54	1,750.00	1,000.00	Revised estimate
558 60 43 0000 Travel - Planning/Prof Assistance	20.00	898.88	0.00	0.00	1,500.00	1,500.00	
558 60 49 0000 Training & Tuition - Planning	230.00	451.69	0.00	27.00	1,500.00	1,500.00	
558 60 49 0001 Dues & Membership - Planning	394.00	0.00	0.00	445.00	600.00	600.00	
558 60 49 0002 Planning Filing Fees/Misc	113.00	570.00	27.65	75.90	200.00	200.00	
560 Planning	129,100.93	247,467.02	186,392.42	132,025.16	167,730.00	166,980.00	
558 70 49 0001 EDC Assessment	9,945.00	10,237.50	10,530.00	6,445.00	12,890.00	25,905.60	
558 70 49 0002 MCEDD Services	806.00	894.00	982.00	1,103.00	1,000.00	1,200.00	
570 Economic Development	10,751.00	11,131.50	11,512.00	7,548.00	13,890.00	27,105.60	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
558 Planning & Community Devel	232,440.65	350,729.95	202,799.19	142,114.70	181,620.00	199,085.60	
562 10 41 0000 Farmers Market Support	0.00	0.00	0.00	0.00	0.00	10,000.00	Services as discussed at 11/8 council meeting.
562 Public Health	0.00	0.00	0.00	0.00	0.00	10,000.00	
565 10 49 0000 Food Bank Support	6,000.00	10,000.00	10,000.00	6,667.00	10,000.00	10,000.00	
565 Welfare	6,000.00	10,000.00	10,000.00	6,667.00	10,000.00	10,000.00	
566 72 42 0000 Substance Abuse/Liquor Excise	157.73	211.16	204.23	224.87	150.00	150.00	
566 Substance Abuse	157.73	211.16	204.23	224.87	150.00	150.00	
573 20 41 0000 Trail Of The Gods Mural	0.00	0.00	0.00	0.00	6,000.00	0.00	
573 90 49 0000 Hosting of Meetings/Events	1,194.49	1,022.13	319.08	55.56	500.00	500.00	
573 Cultural & Community Activities	1,194.49	1,022.13	319.08	55.56	6,500.00	500.00	
594 75 63 0000 Exhibit Hall Re-roof	0.00	0.00	15,000.00	0.00	0.00	0.00	
575 Cultural & Recreational Facilities	0.00	0.00	15,000.00	0.00	0.00	0.00	
576 20 41 0000 Community Pool Support	20,000.04	32,500.00	37,500.00	20,000.00	40,000.00	40,000.00	
576 80 10 0000 Park Maintenance Salary	18,654.56	38,961.16	13,913.10	10,493.55	20,000.00	25,000.00	
576 80 20 0000 Park Maintenance Benefits	7,260.87	17,010.55	8,310.70	5,704.15	12,000.00	13,000.00	
576 80 31 0000 Parks Supplies	10,433.21	10,288.24	1,613.39	883.43	2,000.00	2,000.00	
576 80 45 0099 Eq Rental - Parks	14,092.05	11,315.73	6,543.78	4,184.58	12,360.00	12,360.00	
576 80 47 0000 Parks Electricity	320.79	454.36	651.50	613.15	500.00	500.00	
576 80 47 0001 Parks Water	0.00	0.00	587.81	1,859.03	1,800.00	1,800.00	
576 80 48 0000 Parks - Contracted	6,311.18	11,332.00	0.00	0.00	0.00	0.00	
576 Park Facilities	77,072.70	121,862.04	69,120.28	43,737.89	88,660.00	94,660.00	
558 50 49 0002 Agency Remittances - State Bldg Code	416.50	207.50	132.50	0.00	0.00	0.00	
582 10 00 0000 Refund Deposits - CATV Trust	0.00	0.00	3,100.24	0.00	0.00	0.00	
586 90 00 0000 Agency Disbursement - Court	10,796.22	11,090.82	0.00	0.00	0.00	0.00	
586 91 00 0000 Agency Disbursement - Court Trust	5,657.50	856.79	0.00	0.00	0.00	0.00	
589 99 00 0000 Payroll Clearing	0.00	2,275.71	-12.59	-174.51	0.00	0.00	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:32:29 Date: 11/17/2021

### 001 General Expense Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
580 Non Expenditures	16,870.22	14,430.82	3,220.15	-174.51	0.00	0.00	
597 00 01 0020 Transfers-Out - Fire Reserve	0.00	480,000.00	81,023.20	25,000.00	25,000.00	25,000.00	
597 00 01 0100 Transfers-Out - To 100 Street Fund	0.00	5,565.12	0.00	0.00	0.00	0.00	
597 00 01 0630 Transfers-Out -Municipal Court	0.00	5,443.28	0.00	0.00	0.00	0.00	
597 00 01 0631 Transfers-Out - CATV	0.00	3,115.25	0.00	0.00	0.00	0.00	
597 12 00 0000 Transfer Out To Joint Emergency Facilities	63,198.11	0.00	0.00	0.00	0.00	0.00	
597 Interfund Transfers	63,198.11	494,123.65	81,023.20	25,000.00	25,000.00	25,000.00	
508 91 00 0001 CE-Unreserved Ending Cash	0.00	0.00	0.00	0.00	734,276.94	778,880.93	Updated based on change in revenues and expenses
100 Unreserved	0.00	0.00	0.00	0.00	734,276.94	778,880.93	
508 51 01 0001 CE-Unemployment Reserve	0.00	0.00	0.00	0.00	33,414.00	33,414.00	
102 Unemployment Reserve	0.00	0.00	0.00	0.00	33,414.00	33,414.00	
508 31 02 0001 CE-Custodial	0.00	0.00	0.00	0.00	51,135.13	51,135.13	
104 Custodial Reserve	0.00	0.00	0.00	0.00	51,135.13	51,135.13	
202 Fire Department	0.00	0.00	0.00	0.00			
999 Ending Balance	0.00	0.00	0.00	0.00	818,826.07	863,430.06	
<b>TOTAL EXPENDITURES:</b>	<b>1,007,349.48</b>	<b>1,838,719.32</b>	<b>1,133,977.02</b>	<b>999,199.57</b>	<b>2,124,492.23</b>	<b>1,980,492.55</b>	
<b>FUND GAIN/LOSS:</b>	<b>1,434,084.96</b>	<b>764,947.44</b>	<b>855,332.64</b>	<b>949,753.37</b>	<b>0.00</b>	<b>0.00</b>	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:34:49 Date: 11/17/2021

### 010 General Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0010 General Reserve-Beginning Cash	0.00	0.00	326,705.62	326,705.62	326,705.62	326,705.62	
308 Beginning Balances	0.00	0.00	326,705.62	326,705.62	326,705.62	326,705.62	
361 11 00 0010 General Res-Interest	0.00	1,112.20	0.00	5,595.54	0.00	0.00	
360 Interest & Other Earnings	0.00	1,112.20	0.00	5,595.54	0.00	0.00	
397 01 00 0301 Gen. Res.-Transfer In From Timber Harvest	0.00	325,593.42	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	325,593.42	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	0.00	326,705.62	326,705.62	332,301.16	326,705.62	326,705.62	
508 51 00 0010 General Res-Ending Cash	0.00	0.00	0.00	0.00	326,705.62	326,705.62	
999 Ending Balance	0.00	0.00	0.00	0.00	326,705.62	326,705.62	
<b>TOTAL EXPENDITURES:</b>	0.00	0.00	0.00	0.00	326,705.62	326,705.62	
<b>FUND GAIN/LOSS:</b>	0.00	326,705.62	326,705.62	332,301.16	0.00	0.00	

The General Reserve Fund is restricted by SMC 3.30.010 for urgent or emergency purposes as determined and approved by council. It may also be used as a source of short-term (less than three years) interfund loans.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:34:49 Date: 11/17/2021

### 020 Fire Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0020 Fire Res-Beginning Cash	0.00	0.00	1,483,593.47	1,564,616.67	1,564,616.67	1,589,616.67	
308 Beginning Balances	0.00	0.00	1,483,593.47	1,564,616.67	1,564,616.67	1,589,616.67	
361 11 00 0020 Fire Res-Interest	0.00	3,593.47	0.00	18,035.75	0.00	0.00	
360 Interest & Other Earnings	0.00	3,593.47	0.00	18,035.75	0.00	0.00	
397 02 00 0001 Fire Res-Transfer In From General Fund	0.00	480,000.00	81,023.20	25,000.00	25,000.00	25,000.00	
397 02 00 0301 Fire Res-Transfer In From Timber Harvest	0.00	1,000,000.00	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	1,480,000.00	81,023.20	25,000.00	25,000.00	25,000.00	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>1,483,593.47</b>	<b>1,564,616.67</b>	<b>1,607,652.42</b>	<b>1,589,616.67</b>	<b>1,614,616.67</b>	
508 51 00 0020 Fire Res-Ending Cash	0.00	0.00	0.00	0.00	1,589,616.67	1,614,616.67	
999 Ending Balance	0.00	0.00	0.00	0.00	1,589,616.67	1,614,616.67	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,589,616.67</b>	<b>1,614,616.67</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>1,483,593.47</b>	<b>1,564,616.67</b>	<b>1,607,652.42</b>	<b>0.00</b>	<b>0.00</b>	

The Fire Reserve Fund is for buildings, equipment and other capital items associated and used in the fire department restricted by SMC 3.30.020.



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:34:49 Date: 11/17/2021

### 030 ARPA

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0030 ARPA-Beginning Balance	0.00	0.00	0.00	0.00	0.00	223,677.00	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.00	223,677.00	
332 92 10 0000 DOC-ARPA Distribution	0.00	0.00	0.00	223,677.00	0.00	223,677.00	
330 Grants	0.00	0.00	0.00	223,677.00		223,677.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	223,677.00	0.00	223,677.00	
<b>TOTAL REVENUES:</b>	0.00	0.00	0.00	223,677.00	0.00	447,354.00	
508 51 00 0030 ARPA-Ending Balance	0.00	0.00	0.00	0.00	0.00	447,354.00	
999 Ending Balance	0.00	0.00	0.00	0.00	0.00	447,354.00	
<b>TOTAL EXPENDITURES:</b>	0.00	0.00	0.00	0.00	0.00	447,354.00	
<b>FUND GAIN/LOSS:</b>	0.00	0.00	0.00	223,677.00	0.00	0.00	

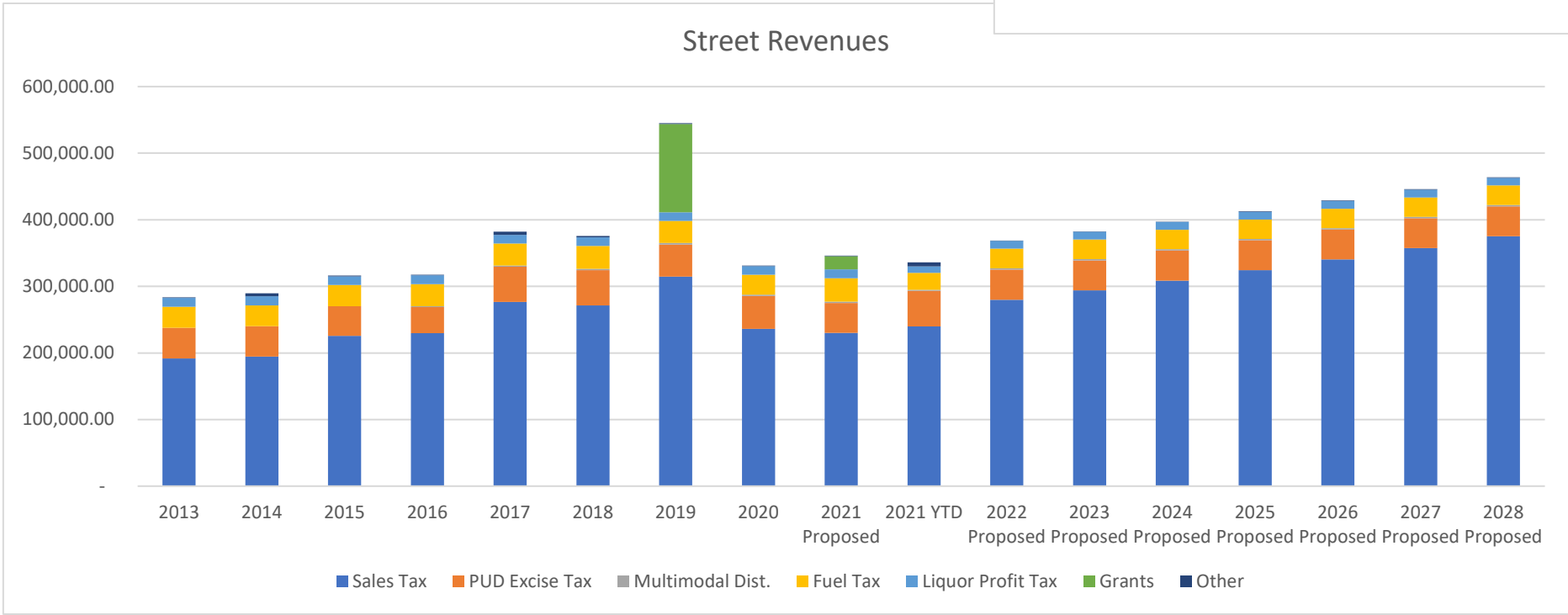
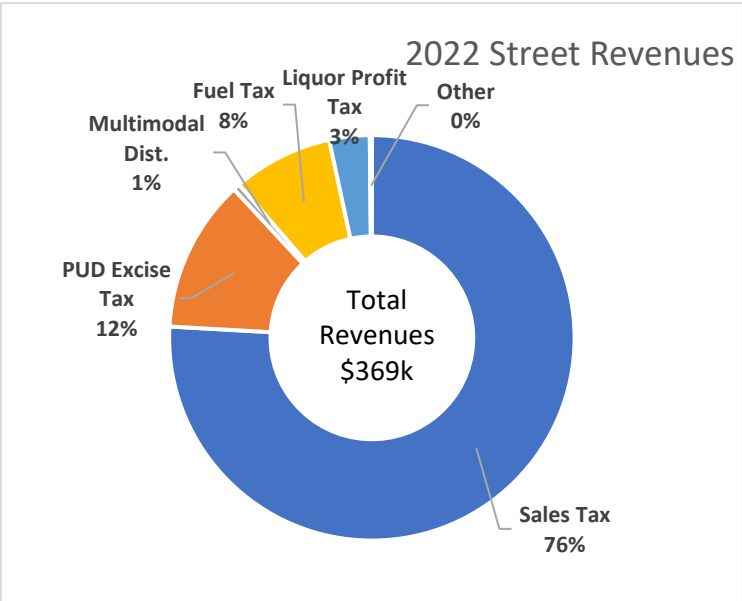
The ARPA Fund is for projects and programs as obligated by City Council and restricted for use in accordance with the American Rescue Plan Act and guidance set by the Department of Commerce. Council is in the process of determining how to use these funds, which will include community engagement. These funds have to be obligated by 2024 and spent by 2026.

# Street Fund

The Street Fund is used to account for proceeds of specific taxes and other revenue sources dedicated to fund city streets, storm drains, sidewalks and associated activities.

The primary state-dedicated revenue source is State gas tax. City Council has also dedicated the PUD Excise Tax, Liquor Profit Tax and a second half-percent sales tax (enacted by City Council in 2012) as additional revenue sources to the Street Fund.

Street Fund revenues have been supplemented in the past by the Federal Surface Transportation Program (STP) and the State Transportation Improvement Board (TIB) which can be used only for transportation purposes. Major street projects are accounted for in separate project funds in the 300 series with State and Federal revenues and transfers from the Street Fund and/or the General Fund when needed.



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

### 100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0100 ST Unreserved Begin CA & Invest	132,413.00	177,995.51	296,289.98	300,691.94	300,691.94	201,186.34	
308 51 01 0100 ST Unreserved Begin C&I Snow Reserve	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	
308 Beginning Balances	142,413.00	187,995.51	306,289.98	310,691.94	310,691.94	211,186.34	
313 11 00 0100 Additional .5% Sales Tax	271,330.89	314,506.02	236,100.73	239,942.21	230,000.00	280,000.00	Revised estimate based on 2021 actual trends.
316 42 00 0000 PUD Excise Tax	52,930.75	48,335.28	49,358.50	53,137.34	45,000.00	45,000.00	
310 Taxes	324,261.64	362,841.30	285,459.23	293,079.55	275,000.00	325,000.00	
322 40 00 0000 Street ROW Applications & Permits	1,175.00	525.00	325.00	400.00	600.00	600.00	
322 40 01 0000 Right of Way Permit Repairs	0.00	50.00	0.00	0.00	0.00	0.00	
320 Licenses & Permits	1,175.00	575.00	325.00	400.00	600.00	600.00	
334 02 30 0000 DNR Community Forestry Assistance Grant	0.00	0.00	0.00	0.00	20,000.00	0.00	
334 03 80 0000 TIB Relight WA Grant	0.00	109,077.00	0.00	0.00	0.00	0.00	
334 03 80 0002 TIB Chipseal Grant	0.00	23,763.00	0.00	0.00	0.00	0.00	
336 00 71 0000 Multimodal Transportation - Cities	2,195.16	2,180.38	2,208.35	1,665.69	2,217.70	2,013.00	Revised population estimate based on 2020 census.
336 00 87 0000 Street Fuel Tax-MVFT	34,153.07	33,205.19	29,841.31	25,556.46	35,152.20	29,447.75	Revised population estimate based on 2020 census.
336 06 95 0000 Liquor Profit Tax	12,926.04	12,838.99	13,003.67	9,808.28	13,074.50	11,879.75	Revised population estimate based on 2020 census.
330 Intergovernmental Revenues	49,274.27	181,064.56	45,053.33	37,030.43	70,444.40	43,340.50	
361 11 00 0100 Interest Income - Streets	456.86	726.97	241.78	-51.23	0.00	0.00	
369 10 00 0000 Sale of Scrap Streets	585.55	0.00	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	1,042.41	726.97	241.78	-51.23	0.00	0.00	
395 20 00 0000 Insurance/Private Claims Reimbursement	0.00	0.00	0.00	5,392.43	0.00	0.00	
390 Other Financing Sources	0.00	0.00	0.00	5,392.43	0.00	0.00	
397 00 00 0001 Transfer In From General Fund	0.00	5,565.12	0.00	0.00	0.00	0.00	
397 01 00 0300 Transfer In From CIP	0.00	0.00	0.00	0.00	30,000.00	30,000.00	
397 02 00 0306 Transfer In From Kanaka	29,864.14	9,024.37	0.00	0.00	0.00	0.00	
397 18 00 0309 Transfer In From Russel Ave	0.00	0.00	0.00	66,995.41	0.00	0.00	

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

100 Street Fund

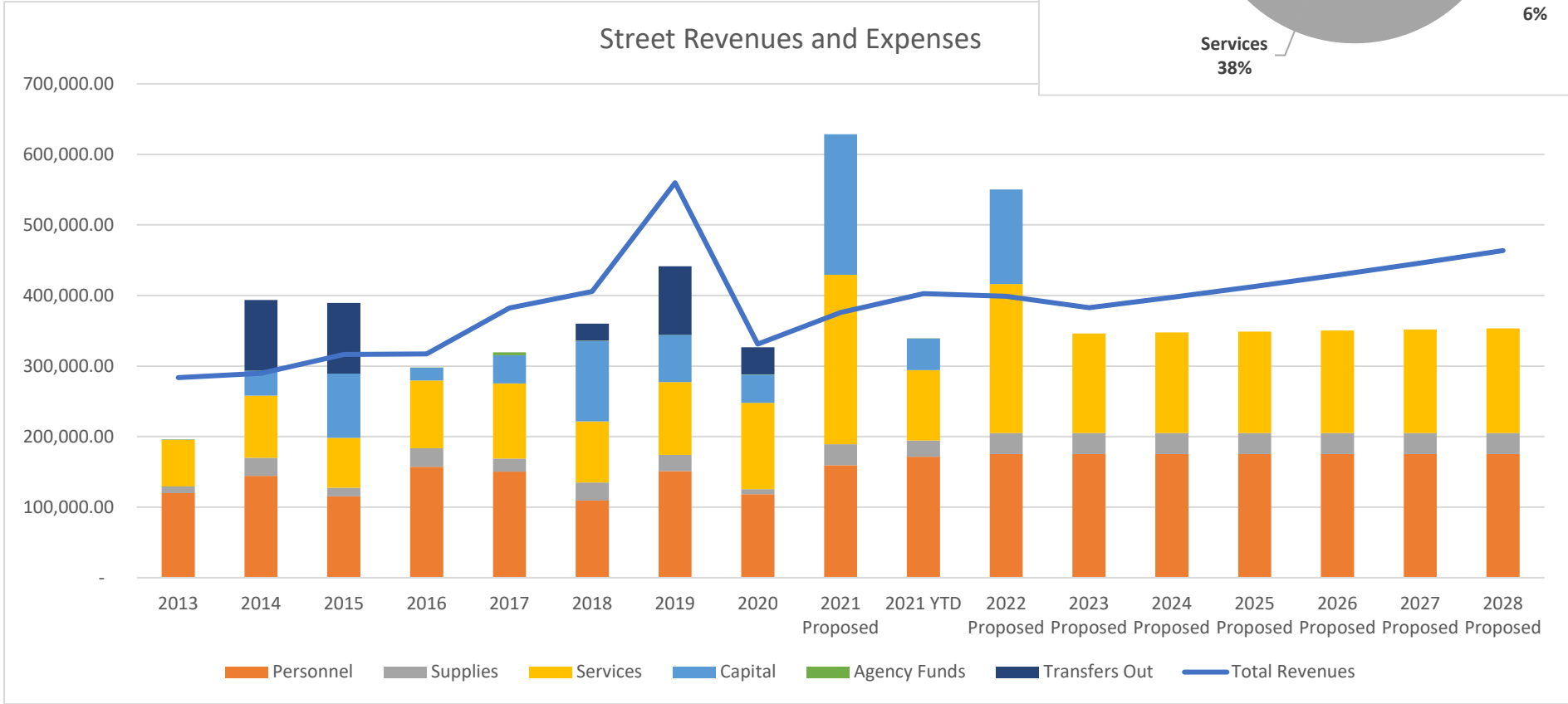
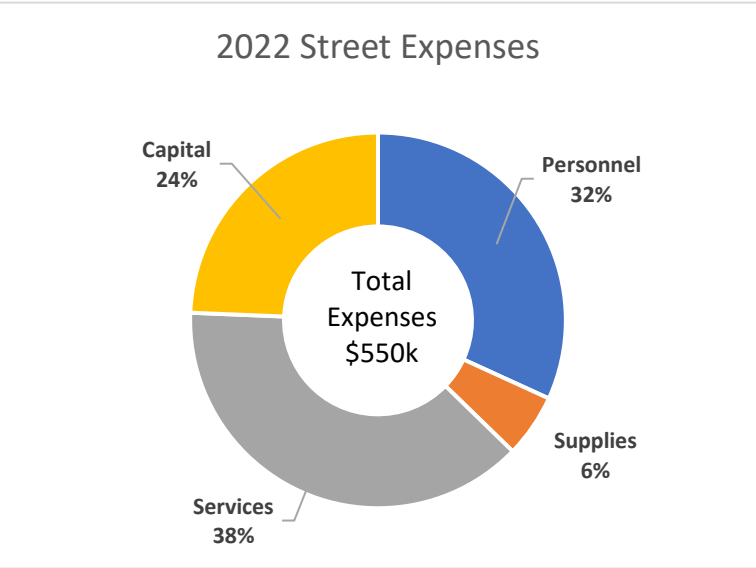
Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
397 Interfund Transfers	29,864.14	14,589.49	0.00	66,995.41	30,000.00	30,000.00	
<b>TOTAL REVENUES:</b>	<b>548,030.46</b>	<b>747,792.83</b>	<b>637,369.32</b>	<b>713,538.53</b>	<b>686,736.34</b>	<b>610,126.84</b>	

# Street Fund

Capital Projects in 2022 include \$134k for repairs to the Rock Creek stormwater outfall which must be completed in conjunction with the Rock Creek Lift Station Upgrades. Other projects for 2022 coded as a service are \$25k for updating the City Engineering Standards and \$65k for an overlay along Iman Cemetery Rd from Ryan Allen to Osprey Ridge.

The 2021 proposed budget includes the Rock Creek stormwater project, which is delayed until 2022 and the current trends of the 2021 YTD are projected to hold true.

Years where the revenue is less than expenses mean reserves are being used to balance the budget. Revenues are budgeted conservatively due to the unknown impacts of COVID and the economy.



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

### 100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
542 39 10 0000 Road Maintenance - Salaries	62,531.20	72,908.80	59,453.55	88,157.42	73,000.00	79,570.00	
542 39 20 0000 Road Maintenance - Benefits	32,113.19	35,027.19	33,230.54	44,380.80	35,000.00	38,150.00	
542 39 31 0000 Supplies	14,555.26	13,637.51	2,966.67	13,096.31	15,000.00	15,000.00	
542 39 41 0000 General Admin Fees	0.00	0.00	25,071.58	0.00	31,000.00	42,738.31	Revised cost allocation plan.
542 39 42 0000 Telephone	0.00	0.00	184.26	107.01	200.00	200.00	
542 39 45 0099 Eq Rental - Road Maintenance	27,700.42	26,144.30	21,653.39	27,135.49	25,000.00	25,000.00	
542 39 48 0000 Contracted Labor	20,932.45	32,815.97	6,747.41	8,030.11	20,000.00	65,000.00	
542 39 51 0000 Environmental Permits	25.00	0.00	0.00	0.00	0.00	0.00	
542 40 10 0000 Storm Drain Maint - Salaries	5,233.41	9,315.73	11,233.40	11,317.52	10,000.00	12,000.00	
542 40 20 0000 Storm Drain Maint - Benefits	2,939.08	5,675.35	5,617.68	5,692.92	6,000.00	7,000.00	
542 40 31 0000 Storm Drain Maint - Supplies	0.00	1,390.47	899.94	95.98	2,000.00	2,000.00	
542 40 45 0099 Eq Rental - Storm Drain Maint	2,462.13	2,507.17	3,672.68	2,554.40	3,000.00	3,000.00	
542 40 47 0000 Dewatering Electricity Chesser	469.72	611.75	1,146.41	977.59	800.00	1,300.00	
542 40 48 0000 Storm Drain Maint - Contrlabor	546.58	0.00	12,108.53	0.00	700.00	700.00	
542 62 41 0000 Path Maintenance-Contract Svcs	0.00	4,741.83	0.00	0.00	0.00	0.00	
542 63 47 0000 Electricy - Street Lights	17,151.97	11,303.92	13,685.80	11,869.49	14,000.00	16,000.00	
542 63 47 0001 Street Water	0.00	0.00	2,005.53	2,693.55	0.00	3,000.00	
542 63 48 0000 Repair/maintenance - ST Lights	3,206.13	4,142.04	16,649.76	859.48	3,000.00	3,000.00	
542 64 31 0000 Traffic Devices	11,055.41	8,049.90	3,057.95	9,599.41	12,000.00	12,000.00	
542 64 48 0000 Road Striping	0.00	2,328.22	5,508.40	0.00	6,000.00	6,000.00	
542 66 10 0000 Snow Removal - Salary	616.96	15,710.18	2,124.67	9,539.64	18,000.00	19,620.00	
542 66 20 0000 Snow Removal - Benefits	183.21	7,299.55	940.56	4,292.28	8,000.00	8,720.00	
542 66 31 0000 Snow Removal - Supplies	0.00	0.00	480.85	239.88	1,000.00	1,000.00	
542 66 45 0099 Eq Rental - Snow Removal	206.92	11,486.28	913.56	2,778.28	4,000.00	4,000.00	
542 67 47 0000 Litter Clean-Up	2,657.92	3,263.22	2,801.70	2,201.11	2,000.00	3,500.00	
542 Streets - Maintenance	204,586.96	268,359.38	232,154.82	245,618.67	289,700.00	368,498.31	
543 10 10 0000 General Administration Salaries	921.66	492.19	1,570.22	4,175.98	2,000.00	2,180.00	
543 10 20 0000 General Administration Benefits	436.85	137.66	333.51	833.39	750.00	817.50	
543 31 10 0000 General Services Salaries	3,197.15	3,331.63	3,003.38	2,566.47	5,000.00	5,450.00	
543 31 20 0000 General Services Benefits	1,010.39	1,231.28	762.90	630.93	1,500.00	1,635.00	
543 31 41 0000 Computer Services	135.56	909.78	293.29	239.44	600.00	600.00	
543 31 41 0001 Contracted Servcies	0.00	1,350.00	0.00	19,224.75	80,000.00	25,000.00	Standards Update
543 31 41 0022 Audit Fee	1,220.98	0.00	2,746.71	4,170.57	2,000.00	3,000.00	
543 31 43 0000 Travel - Streets	0.00	0.00	0.00	0.00	500.00	500.00	
543 31 46 0000 Insurance	6,822.94	506.40	6,076.40	6,421.00	6,500.00	7,150.00	
543 31 49 0000 Training - Streets	115.00	128.33	0.00	80.00	500.00	500.00	
543 31 49 0001 Misc/Recording Fees/Dues	800.00	800.00	821.07	832.25	1,000.00	1,000.00	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

### 100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
543 Streets Admin & Overhead	14,660.53	8,887.27	15,607.48	39,174.78	100,350.00	47,832.50	
544 20 41 0100 #14 ST Planning Professional Services	2,522.05	0.00	247.50	9,306.30	39,500.00	0.00	
544 Road & Street Operations	2,522.05	0.00	247.50	9,306.30	39,500.00	0.00	
566 72 42 0100 Substance Abuse/Liquor Profits	258.52	256.78	260.08	130.77	0.00	0.00	
566 Substance Abuse	258.52	256.78	260.08	130.77	0.00	0.00	
594 42 41 0000 Relight WA-Contract Services	109,077.00	0.00	0.00	0.00	0.00	0.00	
595 32 10 0000 #71 Kanaka (Restor/Rehab) - Sal	881.41	0.00	0.00	0.00	0.00	0.00	
595 32 20 0000 #71 Kanaka (Restor/Rehab) - Ben	403.92	0.00	0.00	0.00	0.00	0.00	
595 32 45 0099 Eq Rental-Restor/Rehab (#71 Kanaka)	299.16	0.00	0.00	0.00	0.00	0.00	
595 33 10 0000 Russell Avenue (Restor/Rehab) - Sal	1,542.86	28,529.72	16,417.62	146.13	0.00	0.00	
595 33 20 0000 Russell Avenue (Restor/Rehab) - Ben	699.55	12,260.28	9,008.25	58.37	0.00	0.00	
595 33 31 0000 Russell Avenue (Restor/Rehab)-Supp	0.00	11,531.98	0.00	0.00	0.00	0.00	
595 33 41 0000 Russell Avenue (Restor/Rehab)-Svcs	0.00	1,176.44	9,497.61	0.00	0.00	0.00	
595 33 45 0099 Eq Rental - Restor/Rehab (Russell Ave)	651.06	13,470.17	4,849.69	33.15	0.00	0.00	
595 40 41 0000 Rock Creek Stormwater and Outfall	0.00	0.00	0.00	44,622.00	179,000.00	134,000.00	
595 50 41 0000 Kanaka Bridge Rebuild	0.00	0.00	0.00	0.00	20,000.00	0.00	
595 61 10 0000 Gropper Sidewalk - Salaries	212.53	0.00	0.00	0.00	0.00	0.00	
595 61 20 0000 Gropper Sidewalk - Benefits	97.45	0.00	0.00	0.00	0.00	0.00	
595 61 45 0099 Eq Rental-Gropper Sidewalk	70.40	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	113,935.34	66,968.59	39,773.17	44,859.65	199,000.00	134,000.00	
597 17 00 0000 Transfer Out To Gropper Sidewalk	24,174.42	0.00	0.00	0.00	0.00	0.00	
597 18 00 0000 Transfer Out to 309 Russell Ave	0.00	97,030.83	38,634.33	0.00	0.00	0.00	
597 Interfund Transfers	24,174.42	97,030.83	38,634.33	0.00	0.00	0.00	
508 51 00 0100 Streets-Unreserved Ending Cash	0.00	0.00	0.00	0.00	48,186.34	49,796.03	Updated based on revised revenues and expenses.
508 51 01 0100 Streets-Snow Reserve	0.00	0.00	0.00	0.00	10,000.00	10,000.00	
999 Ending Balance	0.00	0.00	0.00	0.00	58,186.34	59,796.03	
<b>TOTAL EXPENDITURES:</b>	<b>360,137.82</b>	<b>441,502.85</b>	<b>326,677.38</b>	<b>339,090.17</b>	<b>686,736.34</b>	<b>610,126.84</b>	

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

100 Street Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
FUND GAIN/LOSS:	187,892.64	306,289.98	310,691.94	374,448.36	0.00	0.00	



The Tourism Fund (Hotel / Motel tax fund) was established by City Council to fund activities designed to increase tourism. Lodging taxes were authorized by the State Legislature for tourism marketing, special events and festivals designed to attract tourists, and the support of tourism-related facilities.

The primary revenue source is a Lodging Tax of 4% charged on lodging within the City of Stevenson. Most of the revenue goes to support ongoing tourism services and events listed below.

Tourism Services:

- Chamber of Commerce
- Stevenson Downtown Association
- Columbia Gorge Tourism Alliance
- Columbia River Gorge Interpretive Center

Events:

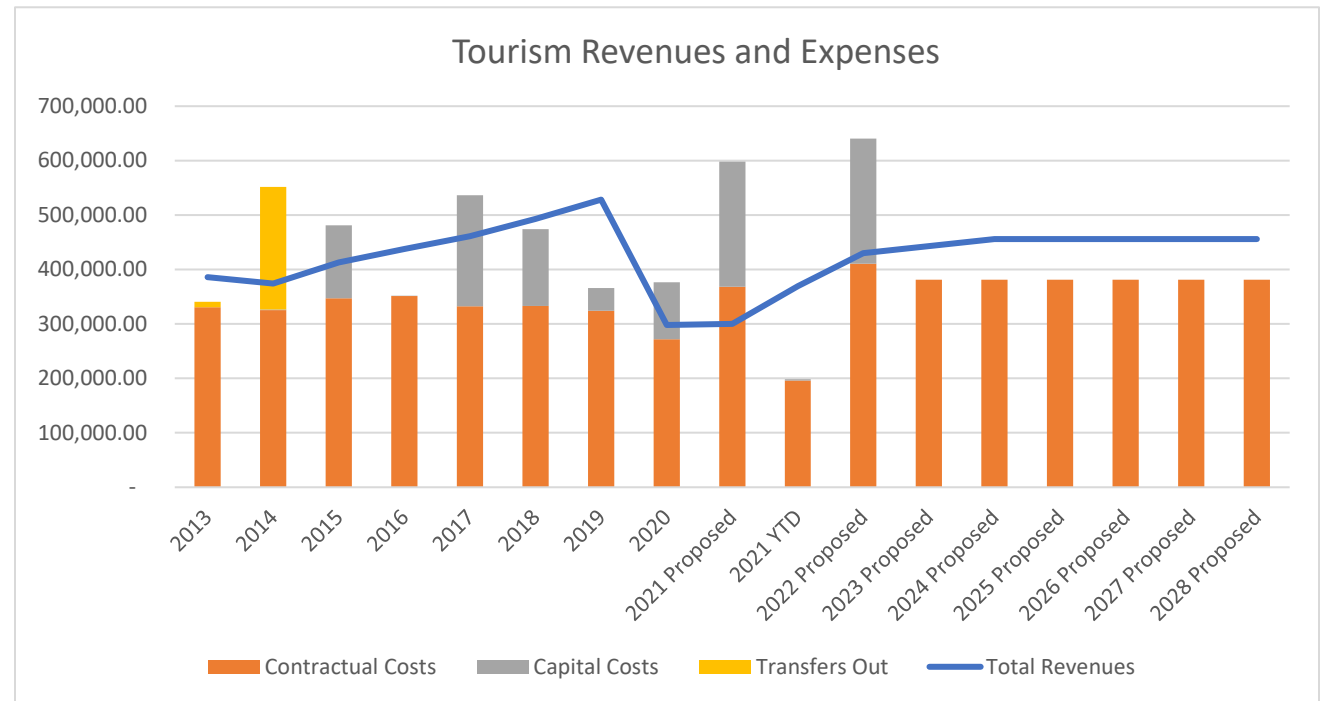
- Blues and Brews
- 4<sup>th</sup> of July Fireworks
- County Fair and Timber Carnival
- GorgeGrass
- Waterfront Festival
- X-Fest
- Gorge Outrigger Races
- Bridge of the Gods Kitefest

New events funded in 2022:

- Stevenson Plein Air (Sept. 8<sup>th</sup>)
- Gorge Olympic Windsurfing Cup (July 25-29<sup>th</sup> and Aug. 2-4<sup>th</sup>)
- Gorge Downwind Championships (July 11-16<sup>th</sup>)

Tourism related Capital projects:

- Courthouse Park Plaza



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

### 103 Tourism Promo & Develop Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0103 Tourism Reserved C&I - Capital	300,000.00	300,000.00	300,000.00	180,226.71	180,226.71	100,000.00	
308 31 01 0103 Tourism Reserved C&I - Rev. Shortfall	228,999.54	247,672.30	410,294.51	451,373.46	436,373.46	448,500.17	
308 Beginning Balances	528,999.54	547,672.30	710,294.51	631,600.17	616,600.17	548,500.17	
313 31 00 0000 Stadium (Motel/Hotel) Tax	488,077.57	519,403.95	286,330.38	370,622.38	300,000.00	430,000.00	
310 Taxes	488,077.57	519,403.95	286,330.38	370,622.38	300,000.00	430,000.00	
361 11 00 0103 Interest Income/Tourism	4,740.36	8,951.51	11,759.60	-1,278.78	0.00	0.00	
360 Interest & Other Earnings	4,740.36	8,951.51	11,759.60	-1,278.78	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>1,021,817.47</b>	<b>1,076,027.76</b>	<b>1,008,384.49</b>	<b>1,000,943.77</b>	<b>916,600.17</b>	<b>978,500.17</b>	

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

## 103 Tourism Promo & Develop Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
571 00 41 0000 Community Garden/AgroTourism	0.00	0.00	0.00	1,598.26	0.00	0.00	
571 Education & Recreation	0.00	0.00	0.00	1,598.26	0.00	0.00	
573 30 41 0000 Consultant Services, Chamber	90,000.00	90,000.00	92,047.09	67,500.00	90,000.00	110,000.00	
573 30 41 0001 SBA Consultant Services	90,730.64	70,852.71	64,504.95	37,064.07	80,000.00	85,000.00	
573 30 41 0002 Chamber Events	0.00	0.00	0.00	0.00	0.00	14,000.00	
573 30 41 0004 County - Fair & Timber Carnival	6,000.00	6,000.00	0.00	0.00	5,000.00	5,000.00	
573 30 41 0005 County - Bluegrass Festival	9,000.00	9,000.00	0.00	0.00	10,000.00	10,000.00	
573 30 41 0008 County-Fireworks	0.00	0.00	0.00	7,330.00	7,500.00	7,500.00	
573 30 41 0010 General Admin Fees	0.00	0.00	3,767.44	0.00	4,000.00	5,075.93	Updated based on revised plan.
573 90 10 0000 Promotion Salaries	1,843.21	2,019.44	1,863.64	1,349.84	5,000.00	5,000.00	
573 90 10 0003 Promotion Field Salaries	1,760.21	2,188.51	2,489.33	976.97	3,300.00	3,300.00	
573 90 20 0000 Promotion Benefits	873.62	884.00	394.23	259.23	1,000.00	1,000.00	
573 90 20 0003 Promotion Field Benefits	1,075.84	1,182.29	1,212.38	508.60	1,700.00	1,700.00	
573 90 31 0000 Promotion Supplies	516.59	232.00	0.00	0.00	0.00	0.00	
573 90 41 0001 Discover Your Northwest	20,656.09	17,250.00	6,986.88	-1,257.22	0.00	0.00	
573 90 41 0002 CRGIC Consultant Services	53,625.96	55,000.00	36,167.97	27,541.15	55,000.00	60,000.00	
573 90 41 0003 X-Fest Event	1,000.00	0.00	0.00	0.00	0.00	1,000.00	
573 90 41 0004 Skamania Senior Services - Hiker Bus	2,500.00	1,250.00	0.00	0.00	2,000.00	0.00	
573 90 41 0008 Gorge Outrigger Races	5,000.00	5,000.00	0.00	0.00	5,000.00	5,000.00	
573 90 41 0009 BOTG Kiteboarding Festival	3,000.00	3,000.00	0.00	0.00	3,000.00	3,000.00	
573 90 41 0011 Stevenson Farmers Market	2,000.00	2,000.00	2,000.00	0.00	3,000.00	0.00	
573 90 41 0013 Main St Program Coordinator (SDA)	25,000.00	40,000.00	55,000.00	48,750.00	65,000.00	65,000.00	
573 90 41 0014 Stevenson Waterfront Music Festival	2,000.00	2,000.00	0.00	0.00	3,000.00	4,500.00	
573 90 41 0015 Walking Man	1,335.69	2,000.00	0.00	0.00	5,200.00	0.00	
573 90 41 0016 Pirate Festival	0.00	0.00	0.00	0.00	8,400.00	0.00	
573 90 41 0017 Stevenson Municipal Pool Marketing	2,728.94	2,500.00	0.00	0.00	0.00	0.00	
573 90 41 0018 SC Fair Board-GorgeGrass	8,000.00	8,000.00	0.00	0.00	4,000.00	4,000.00	
573 90 41 0019 CGTA Services	2,500.00	2,500.00	2,500.00	0.00	5,000.00	5,000.00	
573 90 41 0021 Computer Services	112.95	727.89	244.23	199.45	0.00	0.00	
573 90 41 0022 Audit Fee	1,220.98	0.00	1,831.14	4,170.57	2,000.00	2,000.00	
573 90 41 0023 Stevenson Plein Air	0.00	0.00	0.00	0.00	0.00	1,500.00	
573 90 41 0024 Gorge Olympic Windsurfing Cup	0.00	0.00	0.00	0.00	0.00	3,000.00	
573 90 41 0025 Gorge Downwind Champs	0.00	0.00	0.00	0.00	0.00	10,000.00	
573 90 41 0100 TAC - Professional Services	0.00	0.00	0.00	54.00	0.00	0.00	
573 90 44 0000 TAC-Publishing	0.00	0.00	0.00	118.80	0.00	0.00	
573 90 45 0099 Eq Rental - Promotion Field	901.58	687.72	1,001.75	182.98	0.00	0.00	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:36:09 Date: 11/17/2021

### 103 Tourism Promo & Develop Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
573 Cultural & Community Activities	333,382.30	324,274.56	272,011.03	194,748.44	368,100.00	411,575.93	
594 75 63 0001 Leavens Point Beach	111,400.00	0.00	0.00	0.00	0.00	0.00	
594 75 63 0006 Waterfront Wayfinding Signage (Port)	29,582.00	0.00	0.00	0.00	0.00	0.00	
594 75 63 0007 Waterfront Park Amenities (Port)	0.00	30,867.00	0.00	0.00	0.00	0.00	
594 75 63 0008 Waterfront Park Enhancements	0.00	0.00	79,221.51	0.00	0.00	0.00	
594 76 63 0001 Courthouse Park Plaza (SDA)	0.00	10,591.69	25,551.78	2,030.56	230,000.00	230,000.00	
594 Capital Expenditures	140,982.00	41,458.69	104,773.29	2,030.56	230,000.00	230,000.00	
508 31 00 0103 Tourism-Cap. Facility Reserve	0.00	0.00	0.00	0.00	100,000.00	100,000.00	
508 31 01 0103 Tourism-Ending Cash	0.00	0.00	0.00	0.00	218,500.17	236,924.24	Updated based on revised expenses.
999 Ending Balance	0.00	0.00	0.00	0.00	318,500.17	336,924.24	
<b>TOTAL EXPENDITURES:</b>	<b>474,364.30</b>	<b>365,733.25</b>	<b>376,784.32</b>	<b>198,377.26</b>	<b>916,600.17</b>	<b>978,500.17</b>	
<b>FUND GAIN/LOSS:</b>	<b>547,453.17</b>	<b>710,294.51</b>	<b>631,600.17</b>	<b>802,566.51</b>	<b>0.00</b>	<b>0.00</b>	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

### 105 Affordable Housing Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0105 Affordable Housing-Beg Balance	0.00	0.00	0.00	1,215.61	1,215.61	6,215.61	
308 Beginning Balances	0.00	0.00	0.00	1,215.61	1,215.61	6,215.61	
313 27 00 0000 Affordable And Supportive Housing Sales And Use Tax	0.00	0.00	1,215.61	4,115.65	15,000.00	5,000.00	
310 Taxes	0.00	0.00	1,215.61	4,115.65	15,000.00	5,000.00	
<b>TOTAL REVENUES:</b>	0.00	0.00	1,215.61	5,331.26	16,215.61	11,215.61	
508 31 00 0105 Affordable Housing-Ending Balance	0.00	0.00	0.00	0.00	16,215.61	11,215.61	
999 Ending Balance	0.00	0.00	0.00	0.00	16,215.61	11,215.61	
<b>TOTAL EXPENDITURES:</b>	0.00	0.00	0.00	0.00	16,215.61	11,215.61	
<b>FUND GAIN/LOSS:</b>	0.00	0.00	1,215.61	5,331.26	0.00	0.00	

The Affordable Housing Fund, established in late 2020, is for the collection and use of the sales tax credit for affordable housing authorized by SMC 3.10 and RCW 82.14. The rate inside city limits is .73% and can be used for acquiring, rehabilitating or constructing affordable housing, providing the operations and maintenance costs of new units of affordable or supportive housing, and providing rental assistance to tenants.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

### 300 Capital Improvement Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0300 Cap Imp Reserved Begin C&I	0.00	0.00	124,399.77	96,016.92	96,016.92	96,016.92	
308 31 01 0300 Cap Imp Res Begin C&I Waterfront Imp	0.00	0.00	11,256.65	11,256.65	11,256.65	11,256.65	
308 51 00 0300 Cap Imp Reserved Begin C&I	59,345.13	97,368.97	0.00	0.00	0.00	0.00	
308 51 01 0300 Cap Imp Res Begin C&I Waterfront Imp	11,256.65	11,256.65	0.00	0.00	0.00	0.00	
308 Beginning Balances	70,601.78	108,625.62	135,656.42	107,273.57	107,273.57	107,273.57	
318 34 00 0000 Real Estate Excise Tax	37,586.59	26,296.78	46,539.85	53,950.28	20,000.00	20,000.00	
310 Taxes	37,586.59	26,296.78	46,539.85	53,950.28	20,000.00	20,000.00	
361 11 00 0300 Interest on Investments-Cap Imp	437.25	734.02	714.08	-77.98	0.00	0.00	
360 Interest & Other Earnings	437.25	734.02	714.08	-77.98	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>108,625.62</b>	<b>135,656.42</b>	<b>182,910.35</b>	<b>161,145.87</b>	<b>127,273.57</b>	<b>127,273.57</b>	
597 01 00 0100 Transfer Out to Streets	0.00	0.00	0.00	0.00	30,000.00	30,000.00	
597 18 00 0309 Transfer Out To Russell	0.00	0.00	58,263.84	0.00	0.00	0.00	
597 18 00 0311 Transfer Out To First Street	0.00	0.00	17,372.94	0.00	43,700.00	0.00	
597 Interfund Transfers	0.00	0.00	75,636.78	0.00	73,700.00	30,000.00	
508 31 00 0300 Cap. Imp.-Ending Cash	0.00	0.00	0.00	0.00	42,316.92	86,016.92	
508 31 01 0300 Cap. Imp.-Waterfront Imp Res	0.00	0.00	0.00	0.00	11,256.65	11,256.65	
999 Ending Balance	0.00	0.00	0.00	0.00	53,573.57	97,273.57	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>75,636.78</b>	<b>0.00</b>	<b>127,273.57</b>	<b>127,273.57</b>	
<b>FUND GAIN/LOSS:</b>	<b>108,625.62</b>	<b>135,656.42</b>	<b>107,273.57</b>	<b>161,145.87</b>	<b>0.00</b>	<b>0.00</b>	

The Capital Improvement Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. The primary dedicated revenue source is the real estate excise tax imposed on the sale of real estate. These funds are restricted by the State Legislature for capital purposes identified in a capital improvements plan and local capital improvements including those listed in RCW 35.43.040.

Capital Improvement projects are normally accounted for in separate project funds in the 300 series with funding from various State and Federal sources and transfers from the Capital Improvement Fund and/or other City funds as applicable.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

### 301 Timber Harvest Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 80 00 0301 Timber Harvest Unres Beg Cash	1,052,034.82	1,311,537.00	0.00	0.00	0.00	0.00	
308 Beginning Balances	1,052,034.82	1,311,537.00	0.00	0.00	0.00	0.00	
361 11 00 0301 Interest on Investments - Timber Harvest	4,571.91	17,362.42	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	4,571.91	17,362.42	0.00	0.00	0.00	0.00	
395 10 00 0301 Timber Harvest Proceeds	396,657.27	0.00	0.00	0.00	0.00	0.00	
390 Other Financing Sources	396,657.27	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>1,453,264.00</b>	<b>1,328,899.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
554 90 41 0301 Timber Sale Management Consulting	34,791.58	0.00	0.00	0.00	0.00	0.00	
554 90 48 0301 Timber Sale Contracted Sevices	137,224.38	3,306.00	0.00	0.00	0.00	0.00	
554 90 51 0000 Timber Sale Permitting	100.00	0.00	0.00	0.00	0.00	0.00	
554 Environmental Services	172,115.96	3,306.00	0.00	0.00	0.00	0.00	
597 01 00 0010 Transfers-Out - General Reserve	0.00	325,593.42	0.00	0.00	0.00	0.00	
597 01 00 0020 Transfers-Out - Fire Reserve	0.00	1,000,000.00	0.00	0.00	0.00	0.00	
597 Interfund Transfers	0.00	1,325,593.42	0.00	0.00	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>172,115.96</b>	<b>1,328,899.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>1,281,148.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

The Timber Harvest Fund was used to track the revenues and expenses with harvesting the timber in the city's watershed. In 2019 the balance of the fund was transferred to the Fire Reserve and General Reserve funds. It is no longer an active fund.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

### 303 Joint Emergency Facilities Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
397 01 00 0303 Transfer In from CE	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
397 Interfund Transfers	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>63,198.11</b>	<b>34,316.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
594 22 41 0000 Consulting Engineering	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
594 Capital Expenditures	63,198.11	34,316.57	0.00	0.00	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>63,198.11</b>	<b>34,316.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

The Joint Emergency Facilities Fund is used to track the revenues and expenses associated with the planning and construction of the new fire hall. It is used as needed. No costs were incurred in 2020-2021 and none are projected for 2022.



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

### 306 Kanaka Creek Road Improvements

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 10 00 0306 Beg Cash (Reserved)	-71,434.76	0.00	0.00	0.00	0.00	0.00	
308 Beginning Balances	-71,434.76	0.00	0.00	0.00	0.00	0.00	
333 20 20 0306 STP Grant	145,960.43	0.00	0.00	0.00	0.00	0.00	
334 03 80 0001 TIB Grant	18,120.93	9,024.37	0.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	164,081.36	9,024.37	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>92,646.60</b>	<b>9,024.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
595 10 41 0306 Kanaka Creek Rd - Engineering	5,132.93	0.00	0.00	0.00	0.00	0.00	
595 30 63 0000 Kanaka Creek Rd - Contracted Labor	62,782.46	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	67,915.39	0.00	0.00	0.00	0.00	0.00	
597 15 00 0306 Transfer Out to Streets	29,864.14	9,024.37	0.00	0.00	0.00	0.00	
597 Interfund Transfers	29,864.14	9,024.37	0.00	0.00	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>97,779.53</b>	<b>9,024.37</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>-5,132.93</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

The Kanaka Creek Road Improvements Funds was used to track the revenues and expenses for the Kanaka Creek Road Improvement project. It was formally closed out in 2019 and is no longer active.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

### 308 Gropper Sidewalk

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 10 00 0308 Gropper Beginning Cash	-20,497.70	0.00	0.00	0.00	0.00	0.00	
308 Beginning Balances	-20,497.70	0.00	0.00	0.00	0.00	0.00	
334 03 80 0308 TIB Grant	6,889.94	0.00	0.00	0.00	0.00	0.00	
330 Intergovernmental Revenues	6,889.94	0.00	0.00	0.00	0.00	0.00	
397 02 00 0308 Transfer In From Streets	24,174.42	0.00	0.00	0.00	0.00	0.00	
397 Interfund Transfers	24,174.42	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>10,566.66</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
595 10 41 0308 Gropper Sidewalk - Engineering	946.92	0.00	0.00	0.00	0.00	0.00	
595 61 63 0000 Gropper Sidewalk - Construction	10,566.66	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	11,513.58	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>11,513.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>-946.92</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

The Gropper Sidewalk Fund was used to track the revenues and expenses related to the Gropper Sidewalk project. It was closed-out in 2018 and is no longer active.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

### 309 Russell Ave

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0309 Russell Ave Res Beg CA & Invest	0.00	-66,157.50	0.00	0.00	0.00	0.00	
308 91 00 0309 Russell Ave Res Beg CA & Invest	0.00	0.00	0.00	-119.36	-119.36	0.00	
308 Beginning Balances	0.00	-66,157.50	0.00	-119.36	-119.36	0.00	
333 20 20 0001 Russell STP Grant	0.00	123,000.00	546,385.84	67,114.77	0.00	0.00	
334 03 80 0309 Russell Ave-TIB Grant	0.00	0.00	90,134.07	0.00	119.36	0.00	
330 Intergovernmental Revenues	0.00	123,000.00	636,519.91	67,114.77	119.36	0.00	
397 02 00 0309 Transfer In from Streets	0.00	97,030.83	38,634.33	0.00	0.00	0.00	
397 03 00 0309 Transfer In From CI	0.00	0.00	58,263.84	0.00	0.00	0.00	
397 Interfund Transfers	0.00	97,030.83	96,898.17	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>153,873.33</b>	<b>733,418.08</b>	<b>66,995.41</b>	<b>0.00</b>	<b>0.00</b>	
595 10 41 0309 Russell Ave - Engineering	66,157.50	141,739.68	101,332.23	0.00	0.00	0.00	
595 10 41 1309 Russell Ave-Construction	0.00	0.00	632,205.21	0.00	0.00	0.00	
595 20 61 0309 Russell Ave-Right Of Way	0.00	12,133.65	0.00	0.00	0.00	0.00	
594 Capital Expenditures	66,157.50	153,873.33	733,537.44	0.00	0.00	0.00	
597 18 00 0309 Russel Ave Transfers-Out - Streets	0.00	0.00	0.00	66,995.41	0.00	0.00	
597 Interfund Transfers	0.00	0.00	0.00	66,995.41	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>66,157.50</b>	<b>153,873.33</b>	<b>733,537.44</b>	<b>66,995.41</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>-66,157.50</b>	<b>0.00</b>	<b>-119.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

The Russell Avenue Project is for tracking the revenues and expenses related to the Russell Avenue project. The project was closed out in 2021 and is no longer active in 2022.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

### 311 First Street

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 91 00 0311 First St-Res Beg Cash	0.00	0.00	0.00	-40,966.57	-40,966.57	0.00	
308 Beginning Balances	0.00	0.00	0.00	-40,966.57	-40,966.57	0.00	
333 20 20 0002 First St.-TA Grant	0.00	0.00	67,988.30	49,972.03	616,366.57	0.00	
330 Intergovernmental Revenues	0.00	0.00	67,988.30	49,972.03	616,366.57	0.00	
397 00 00 1311 First St-Transfer In From CIP	0.00	0.00	17,372.94	0.00	43,700.00	0.00	
397 Interfund Transfers	0.00	0.00	17,372.94	0.00	43,700.00	0.00	
<b>TOTAL REVENUES:</b>	0.00	0.00	85,361.24	9,005.46	619,100.00	0.00	
595 10 41 0311 First St-Engineering Svc	0.00	0.00	126,327.81	34,435.67	619,100.00	0.00	
594 Capital Expenditures	0.00	0.00	126,327.81	34,435.67	619,100.00	0.00	
<b>TOTAL EXPENDITURES:</b>	0.00	0.00	126,327.81	34,435.67	619,100.00	0.00	
<b>FUND GAIN/LOSS:</b>	0.00	0.00	-40,966.57	-25,430.21	0.00	0.00	

The First Street Fund is for tracking the revenues and expenses related to the First Street Overlook Project. Construction has been delayed due to right of way issues identified at 90% design. The City has 10 years to enter into the Construction Phase from the initial date of the contract, which is January 1, 2030, or the grant funds will need to be returned. Staff is working with WSDOT to resolve the issues and move forward with the project within this time-frame.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:38:05 Date: 11/17/2021

### 312 Columbia Ave

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
334 03 10 0312 Columbia Ave-DOE IPG	0.00	0.00	0.00	0.00	0.00	200,000.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00	200,000.00	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,000.00</b>	
594 10 41 0312 Columbia Ave-Consultant Services	0.00	0.00	0.00	0.00	0.00	200,000.00	
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.00	200,000.00	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200,000.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

The Columbia Avenue Fund is for tracking the revenues and expenses related to the Columbia Avenue Realignment Project. The city received a 100% grant for \$200k to analyze the feasibility and determine costs for the project. Contracts will be presented to council in the coming months to accept the Integrated Planning Grant through the Department of Ecology and to contract with Maul Foster Alongi for the work.

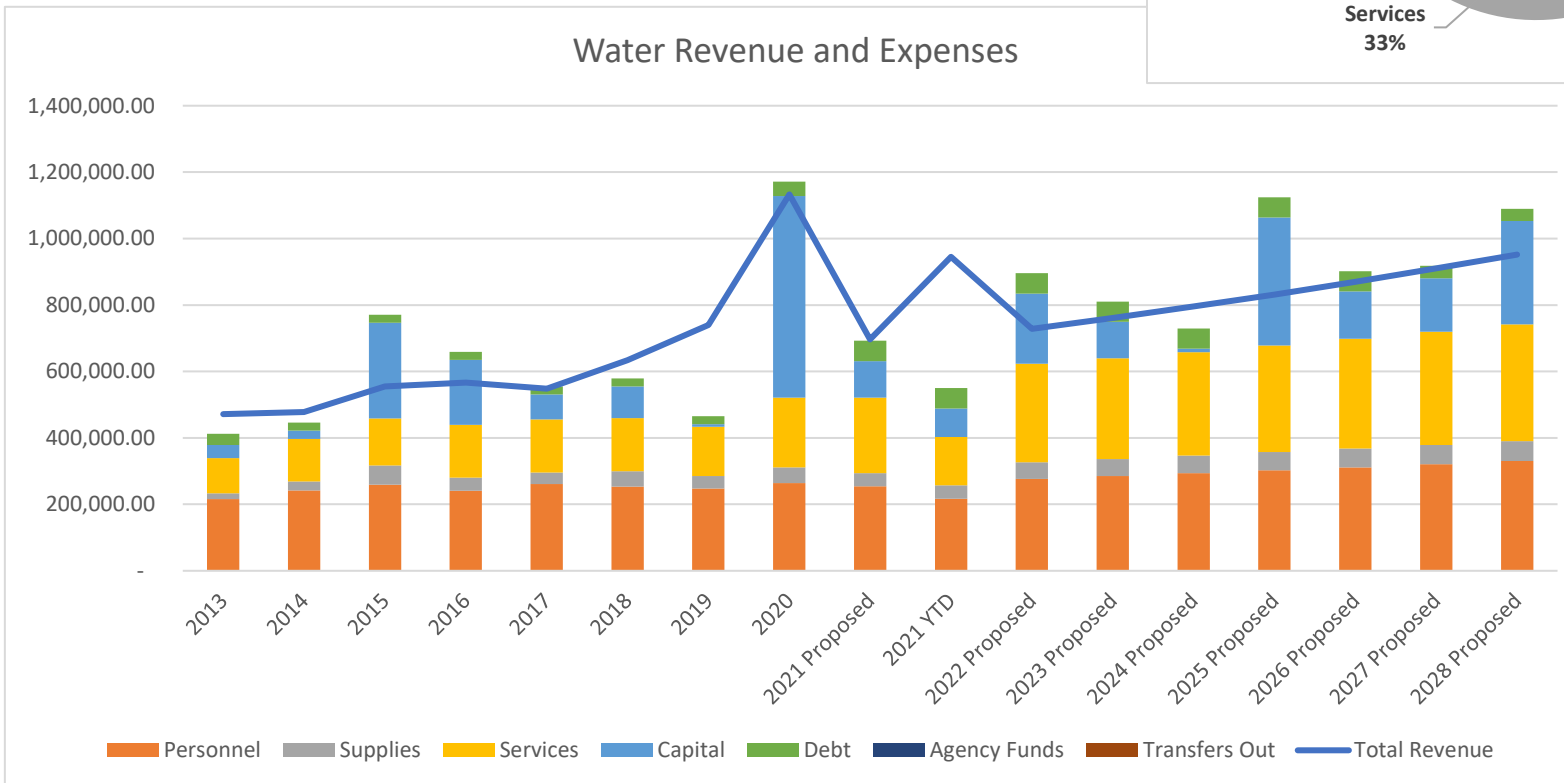
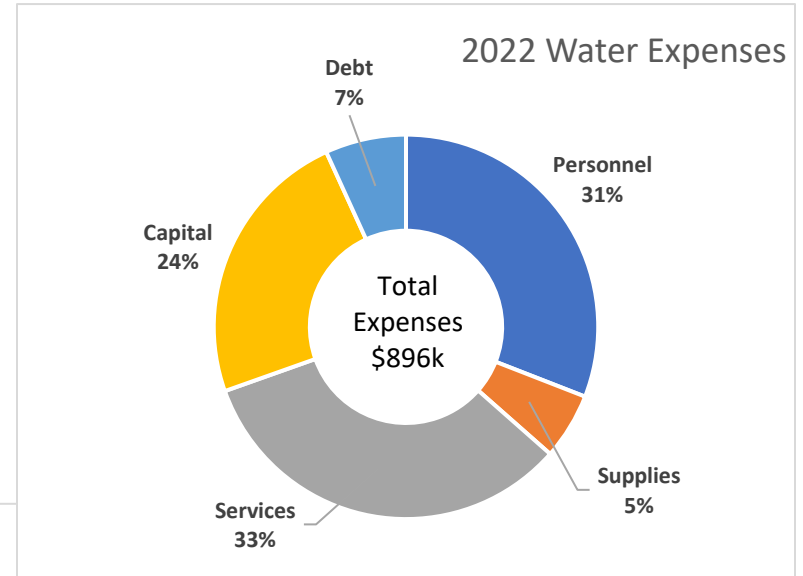
# Water/Sewer Fund

The Water & Sewer Fund is operated as an enterprise fund to account for the operations of the City's water and sewer systems on a self-supporting basis. In addition to generating enough revenue to meet current expenses, the fund must generate enough revenue to build a reserve for equipment repair and eventual capital replacements.

## Water Department

An annual water rate increase of 5% beginning in 2020 was adopted by council to ensure adequate funds for capital projects and debt repayment.

Water debt is for repayment on a loan for the Base Reservoir, which ends in 2026, and the repayment of the loan for the water meters, which ends in 2030.



Water capital costs include:

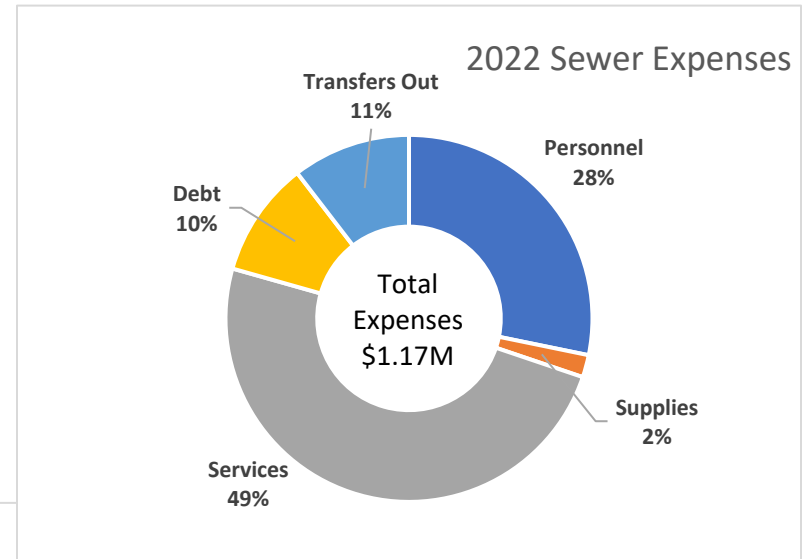
- \$62k in upgrades along Vancouver to the Rock Creek intersection
- \$40k for relocation of a waterline along Foster Creek Road
- \$100k in upgrades along Loop from Kanaka to the Columbia intersection.

# Water/Sewer Fund

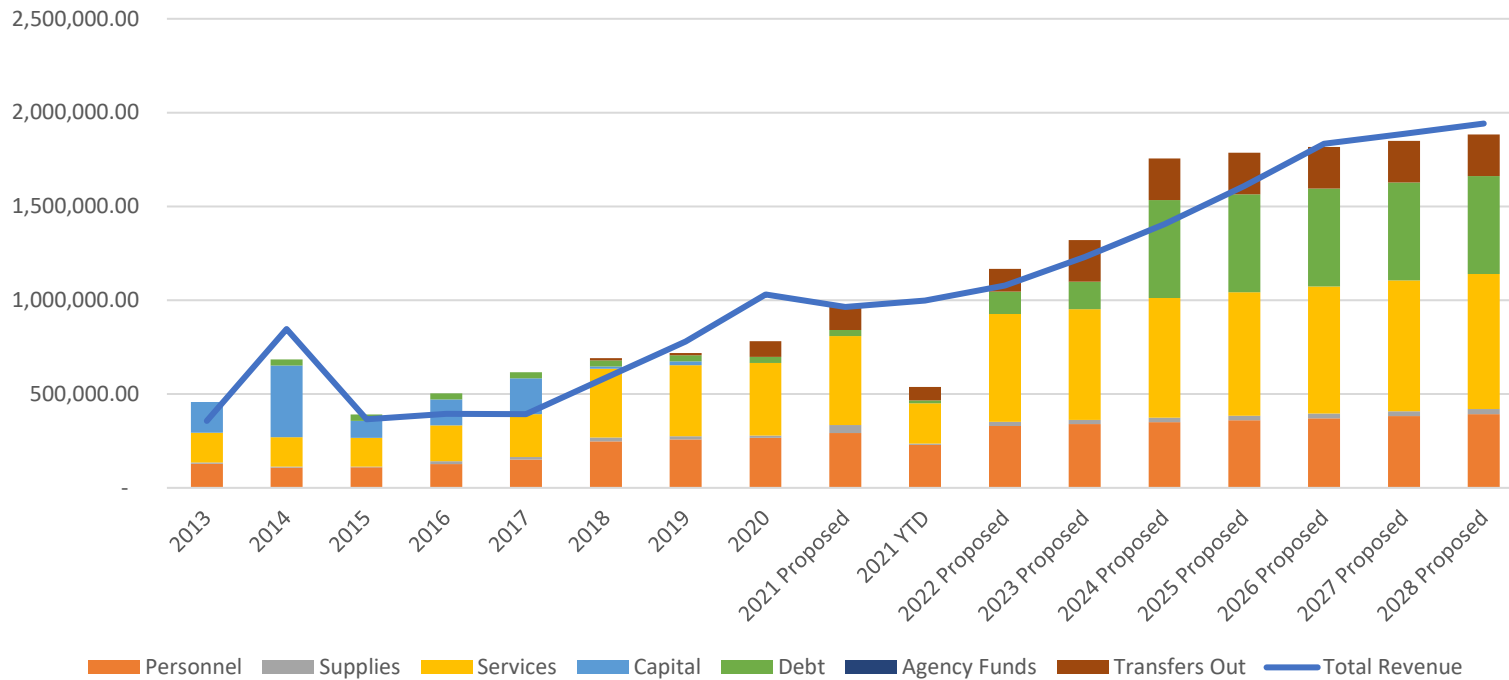
## Sewer Department

The sewer rates are proposed to increase 12.5% for 2022. This rate increase of \$11.25 to the residential base fees is the same as last year's increase and will allow the city to meet the needs of the department for 2022. This may mean higher increases in the following years; however, the city continues to take into consideration the impact of COVID-19 on customers. Rate increases for 2023 and beyond will be determined after the finance package for construction of the Wastewater Treatment Plant upgrades is secured.

Sewer debt is currently only for the outfall, which ends in 2033. Repayment on the loan for the Wastewater Treatment Plant design will begin in 2022. The debt for 2024 and beyond is estimated on our current loan award from the Department of Ecology and USDA for construction of the Treatment Plant and Collection System upgrades.



Sewer Revenue and Expense



Sewer Capital Costs are tracked in the Wastewater System Upgrades Fund (410) and include:

- \$8.2M for WWTP Upgrade Construction
- \$1.7M for Collection System Upgrades
- \$455k for Engineering Services-Design and construction management
- \$300k for Main D sewerline extension

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

### 400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0400 WS Unreserved Begin CA & Invest	94,259.50	97,513.09	251,864.61	215,714.63	215,714.63	218,216.56	
400 Water/Sewer	94,259.50	97,513.09	251,864.61	215,714.63	215,714.63	218,216.56	
308 51 01 0400 WS Res Begin C&I System Dev Water	132,479.17	110,376.85	207,161.66	368,088.95	368,088.95	454,401.46	
401 Water	132,479.17	110,376.85	207,161.66	368,088.95	368,088.95	454,401.46	
308 51 02 0400 WS Res Begin C&I System Dev Sewer	132,380.00	100,730.27	186,003.27	303,770.27	303,770.27	412,368.47	
308 51 03 0400 WS Res Begin C&I Sewer Outfall Debt	32,670.00	32,670.00	32,670.00	0.00	0.00	0.00	
402 Sewer	165,050.00	133,400.27	218,673.27	303,770.27	303,770.27	412,368.47	
308 Beginning Balances	391,788.67	341,290.21	677,699.54	887,573.85	887,573.85	1,084,986.49	
334 04 20 0400 Dept. Of Commerce-Energy Grant	0.00	0.00	0.00	94,923.00	1,000.00	1,000.00	
343 Water	0.00	0.00	0.00	94,923.00	1,000.00	1,000.00	
330 Intergovernmental Revenues	0.00	0.00	0.00	94,923.00	1,000.00	1,000.00	
343 40 00 0000 Water Sales	549,332.99	626,628.54	637,388.37	691,551.92	630,000.00	661,500.00	
343 40 18 0000 Turn on Fees	1,413.81	1,397.12	10.00	350.39	1,500.00	1,500.00	
343 40 19 0000 Disconnect/Nonpayment Fee	1,906.45	0.00	0.00	10.00	1,000.00	1,000.00	
343 40 20 0000 Water Construction Hookup	60.00	45.00	50.00	335.30	0.00	0.00	
343 40 21 0000 Hydrant Rental - External	1,000.00	1,350.00	967.07	379.95	600.00	600.00	
343 40 99 0000 Hydrant Rental-Internal (fire)	4,000.00	4,000.00	0.00	8,000.00	4,000.00	4,000.00	
343 41 00 0000 Installation Water	10,771.51	6,369.86	9,471.74	16,897.98	10,000.00	10,000.00	
343 Water	568,484.76	639,790.52	647,887.18	717,525.54	647,100.00	678,600.00	
343 50 00 0000 Sewer Service Income	495,935.71	652,849.27	862,464.48	911,895.00	905,900.00	1,019,137.50	Revised estimate based on proposed rates.
343 50 01 0000 BOD Surcharge	34,395.72	29,009.02	39,323.82	40,032.83	0.00	0.00	
343 50 02 0000 Downspout-Sump Pump Discharge	12,246.49	9,272.82	6,672.58	5,070.33	0.00	0.00	
343 51 00 0000 Installation Sewer	600.00	450.00	750.00	75.00	300.00	300.00	
344 Sewer	543,177.92	691,581.11	909,210.88	957,073.16	906,200.00	1,019,437.50	
340 Charges For Goods & Services	1,111,662.68	1,331,371.63	1,557,098.06	1,674,598.70	1,553,300.00	1,698,037.50	
367 40 00 0000 Water Capital Contributions	59,895.00	96,784.81	160,927.29	183,674.00	46,674.00	46,674.00	



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

### 400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
369 10 01 0000 Water Miscellaneous Income	1,458.18	0.00	0.00	0.00	0.00	0.00	
343 Water	61,353.18	96,784.81	160,927.29	183,674.00	46,674.00	46,674.00	
367 50 00 0000 Sewer Capital Contributions	42,035.00	85,273.00	117,767.00	106,056.00	56,532.00	56,532.00	
344 Sewer	42,035.00	85,273.00	117,767.00	106,056.00	56,532.00	56,532.00	
361 11 00 0400 Interest on Investments - W/S	3,987.63	6,398.10	6,120.25	-941.54	4,000.00	4,000.00	
369 81 00 0000 Cashier's Overages/Shortages	0.00	20.00	0.00	0.00	0.00	0.00	
369 91 00 0400 Other Miscellaneous/NSF Fee Recovery	207.00	232.00	96.00	281.61	0.00	0.00	
400 Water/Sewer	4,194.63	6,650.10	6,216.25	-659.93	4,000.00	4,000.00	
360 Interest & Other Earnings	107,582.81	188,707.91	284,910.54	289,070.07	107,206.00	107,206.00	
391 70 00 0000 Capital Loan-Water Meters	0.00	0.00	321,000.00	0.00	0.00	0.00	
402 Sewer	0.00	0.00	321,000.00	0.00			
390 Other Financing Sources	0.00	0.00	321,000.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>1,611,034.16</b>	<b>1,861,369.75</b>	<b>2,840,708.14</b>	<b>2,946,165.62</b>	<b>2,549,079.85</b>	<b>2,891,229.99</b>	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

### 400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
534 10 10 0000 WA-Administrative Salary	1,843.21	2,015.59	2,649.62	1,479.07	2,500.00	2,725.00	
534 10 20 0000 WA-Administrative Benefits	873.62	884.12	562.49	302.32	1,000.00	1,090.00	
534 10 41 0001 General Admin Fee	0.00	0.00	46,878.49	0.00	47,000.00	74,034.47	Revised allocation plan and budget
534 10 41 0022 WA-Audit Fee	2,441.97	0.00	4,577.86	5,560.75	6,000.00	6,000.00	
534 10 42 0000 WA-Op. Permit(DOH)/Other Fees	6,746.00	4,991.00	5,101.40	4,653.28	5,000.00	5,150.00	
534 10 49 0001 WA-Dues & Membership/Filing Fees	944.58	587.37	1,591.62	109.15	2,000.00	2,000.00	
534 20 10 0000 WA-Administrative Planning WA - Sal	1,569.50	0.00	0.00	0.00	0.00	0.00	
534 20 20 0000 WA-Administrative Planning WA - Ben	945.10	0.00	0.00	0.00	0.00	0.00	
534 20 41 0000 WA-Admin Planning Water - Consulting	799.31	2,911.60	3,451.05	198.00	2,000.00	27,000.00	Standards Update
534 20 45 0099 Eq Rental-Administrative Planning WA	562.34	0.00	0.00	0.00	0.00	0.00	
534 40 43 0000 WA-Travel	804.47	772.18	0.00	0.00	2,000.00	2,000.00	
534 40 49 0001 WA-Training	890.00	1,722.07	858.90	1,925.09	2,000.00	2,000.00	
534 50 35 0000 WA-Small Tools/Minor Equipment	13,262.67	1,830.06	1,350.75	0.00	2,500.00	2,500.00	
534 50 48 0000 WA-Repair-Contracted Labor	14,936.25	17,971.15	10,761.44	6,919.97	20,000.00	20,000.00	
534 54 10 0000 WA-Maintenance-Trtmnt Plant Salaries	2,604.52	0.00	0.00	0.00	0.00	0.00	
534 54 20 0000 WA-Maintenance-Trtmnt Plant Benefits	1,339.20	0.00	0.00	0.00	0.00	0.00	
534 55 10 0000 WA-Maint.-Trans & Distr. Salary	21,208.34	0.00	0.00	0.00	0.00	0.00	
534 55 20 0000 WA-Maint.-Trans & Distr. Benefits	11,899.98	0.00	0.00	0.00	0.00	0.00	
534 70 10 0000 WA-Customer Services Salary	47,111.53	38,987.88	38,910.48	34,680.07	42,000.00	45,780.00	
534 70 20 0000 WA-Customer Services Benefits	14,965.76	14,981.77	10,957.67	9,330.03	13,500.00	14,715.00	
534 70 31 0000 WA-Office Supplies And Postage	1,261.83	1,889.26	1,371.70	1,121.05	2,250.00	2,250.00	
534 70 41 0000 WA-Computer Services/Repair	2,396.82	6,475.92	6,587.63	3,461.44	4,000.00	6,000.00	
534 70 41 0001 WA-EBPP Fees	1,536.61	1,887.54	2,556.41	2,137.82	2,000.00	3,000.00	
534 80 31 0000 WA-Operating Supplies	23,643.75	23,394.85	34,493.62	29,567.77	25,000.00	35,000.00	
534 80 41 0000 WA-Testing	3,516.63	3,655.00	4,750.00	3,706.25	4,000.00	5,000.00	
534 80 42 0000 WA-Telephone	926.58	1,606.03	1,710.10	1,242.25	1,400.00	2,000.00	
534 80 45 0001 WA-Telemetry/Meter Services	0.00	2,731.21	2,877.00	3,851.20	3,000.00	4,000.00	
534 80 45 0099 WA-Eq Rental - Water	52,981.02	48,768.69	43,168.75	33,640.74	53,000.00	53,000.00	
534 80 46 0000 WA-Insurance	18,248.42	1,039.62	12,476.46	14,075.79	14,000.00	21,000.00	
534 80 47 0000 WA-Electricity	20,788.03	21,523.50	22,833.32	19,982.85	22,000.00	24,000.00	
534 81 41 0000 WA-Prof Services - General	0.00	0.00	5,227.35	13,159.09	0.00	0.00	
534 84 10 0000 WA-Operations Plant Salary	49,054.57	64,004.54	58,594.58	56,377.37	70,000.00	76,300.00	
534 84 20 0000 WA-Operations Plant Benefits	28,164.16	35,591.71	28,299.59	26,374.68	35,000.00	38,150.00	
534 84 31 0000 WA-Chemicals Plant	8,605.60	9,717.77	10,046.09	9,299.34	10,000.00	10,300.00	
534 84 41 0000 WA-Consultant Services - Plant	1,667.00	0.00	0.00	0.00	0.00	0.00	
534 85 10 0000 WA-Operations T & D Salary	44,996.34	60,180.14	82,347.06	59,780.15	60,000.00	65,400.00	
534 85 20 0000 WA-Operations T & D Benefits	25,359.95	31,306.16	41,437.50	28,709.28	30,000.00	32,700.00	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

### 400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
534 90 44 0000 WA-Taxes	28,933.79	32,430.09	34,700.57	31,134.76	38,110.00	40,015.50	
534 Water Utilities	457,829.45	433,856.82	521,129.50	402,779.56	521,260.00	623,109.97	
535 10 10 0000 WW-Administrative Salary	13,824.10	15,142.27	15,367.07	14,485.46	24,000.00	26,160.00	
535 10 20 0000 WW-Administrative Benefits	6,552.30	6,631.19	3,776.35	2,922.05	11,000.00	11,990.00	
535 10 41 0001 WW-General Admin Fee	0.00	0.00	49,227.46	0.00	44,000.00	83,584.36	Revised allocation plan and budget.
535 10 41 0022 WW-Audit Fee	2,441.97	0.00	4,577.86	5,560.75	6,000.00	8,000.00	
535 10 42 0000 WW-Permit Fees/DOE	2,288.52	2,309.04	2,327.40	1,327.16	2,500.00	2,500.00	
535 10 44 0000 WW-Advertising	203.24	320.16	90.48	918.34	0.00	0.00	
535 10 49 0001 WW-Dues & Membership/filing Fees	1,220.37	687.16	714.28	742.33	500.00	1,000.00	
535 20 41 0000 WW-Admin Planning Sewer - Consulting	8,385.04	0.00	0.00	2,072.60	0.00	30,000.00	Standards Update
535 40 43 0000 WW-Travel	1,224.56	1,277.78	0.00	0.00	1,500.00	1,500.00	
535 40 49 0001 WW-Training	2,796.00	2,083.36	0.00	976.63	3,000.00	3,000.00	
535 51 10 0000 WW-Maintenance T&D Salary	22,669.29	0.00	0.00	0.00	0.00	0.00	
535 51 20 0000 WW-Maintenance T&D Benefits	21,758.61	0.00	0.00	0.00	0.00	0.00	
535 51 31 0000 WW-Maintenance Supplies	10,051.58	9,613.80	2,147.06	4,430.64	30,000.00	10,000.00	Reduced based on cost history.
535 51 48 0000 WW-Repair (Contract Serv) T&D	73,573.30	97,798.72	92,900.30	5,892.73	120,000.00	120,000.00	
535 51 48 0001 WW-Solids Hauling & Disposal	42,198.20	42,552.30	74,835.86	84,071.47	120,000.00	120,000.00	
535 54 10 0000 WW-Plant Maintenance Salary	2,531.67	0.00	0.00	0.00	0.00	0.00	
535 54 20 0000 WW-Plant Maintenance Benefits	1,555.51	0.00	0.00	0.00	0.00	0.00	
535 64 41 0000 WW-Plant Services	143,350.04	150,821.01	27,394.82	0.00	10,000.00	0.00	
535 70 10 0000 WW-Customer Service Salary	47,111.53	38,987.88	38,910.48	34,680.07	42,000.00	45,780.00	
535 70 20 0000 WW-Customer Service Benefits	14,965.76	14,981.77	10,957.67	9,333.85	13,500.00	14,715.00	
535 70 31 0000 WW-Office Supplies & Postage	1,224.32	1,935.01	1,300.31	1,128.76	2,500.00	2,500.00	
535 70 41 0000 WW-Computer Services/Repair	606.60	5,719.47	8,221.62	2,783.11	5,000.00	5,000.00	
535 70 41 0001 WW-EBPP Fees Sewer	1,536.54	1,887.54	2,371.41	2,137.81	2,000.00	3,000.00	
535 80 31 0000 WW-Operating Supplies	8,053.47	4,920.88	8,179.88	1,483.67	10,000.00	10,000.00	
535 80 41 0000 Sewer Operations Testing	1,591.31	269.00	12,980.00	10,829.00	21,000.00	21,000.00	
535 80 42 0000 Sewer Telephone	1,474.03	1,470.94	4,482.83	3,684.37	3,600.00	4,600.00	
535 80 45 0099 Eq Rental - Sewer	32,112.04	41,060.69	45,305.42	33,157.01	35,000.00	45,000.00	
535 80 46 0000 Sewer Insurance	11,254.51	527.14	6,327.07	7,542.33	6,500.00	21,125.00	
535 81 10 0000 WW-Operations Coll. Salary	18,757.59	41,874.76	21,528.99	23,465.57	22,000.00	25,300.00	
535 81 20 0000 WW-Operations Coll. Benefits	9,137.48	15,146.02	12,027.90	11,309.92	11,000.00	12,650.00	
535 81 47 0000 WW-Coll Electricity	0.00	0.00	2,462.71	2,437.86	0.00	5,000.00	
535 81 47 0001 WW-Coll. Water	0.00	0.00	160.00	302.40	450.00	450.00	
535 84 10 0000 WW-Operations Plant Salary	43,811.79	82,391.34	100,568.42	82,529.22	100,000.00	115,000.00	
535 84 20 0000 WW-Operations Plant Benefits	23,104.52	42,902.70	62,497.07	49,597.11	62,000.00	71,300.00	

# 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

## 400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
535 84 47 0000 WW-Electricity	0.00	0.00	17,845.63	13,715.47	26,000.00	26,000.00	
535 84 47 0001 WW-Plant Water	0.00	0.00	5,954.88	13,569.58	20,000.00	21,000.00	
535 85 10 0000 WW Sampling Salary	13,220.50	41.51	1,015.68	538.30	4,000.00	4,000.00	
535 85 20 0000 WW Sampling Benefits	7,106.13	18.80	558.85	265.65	2,500.00	2,500.00	
535 85 31 0000 WW Sampling Supplies	866.66	376.29	0.00	0.00	500.00	500.00	
535 85 41 0000 WW Sampling Professional Services	19,828.92	6,628.00	5,290.00	1,869.00	7,000.00	7,000.00	
535 85 41 0002 WW Industrial Pretreatment Services	0.00	4,218.50	0.00	0.00	4,000.00	4,000.00	
535 85 45 0000 WW Sampling Equipment Rental	9,048.35	0.00	424.93	166.24	0.00	0.00	
535 90 44 0000 Sewer Taxes	13,631.62	18,736.46	23,527.53	20,423.23	36,050.00	41,457.50	
<b>535 Sewer</b>	<b>635,067.97</b>	<b>653,331.49</b>	<b>666,258.22</b>	<b>450,349.69</b>	<b>809,100.00</b>	<b>926,611.86</b>	
591 34 70 0000 WA-SMART Meter Lease-Pricipal	0.00	0.00	13,712.88	28,419.46	28,620.52	29,436.22	
591 34 78 0000 Base Res PWTF Loan Principal	23,273.39	23,273.39	23,273.39	23,273.40	23,273.39	23,273.39	
592 34 80 0000 WA-SMART Meter Lease-Interest	0.00	0.00	4,844.95	8,696.22	8,495.16	7,679.46	
592 34 83 0000 Base Reservoir PWTF Loan Interest	1,047.30	930.94	814.57	698.20	1,100.00	581.83	
<b>534 Water</b>	<b>24,320.69</b>	<b>24,204.33</b>	<b>42,645.79</b>	<b>61,087.28</b>	<b>61,489.07</b>	<b>60,970.90</b>	
591 35 72 0000 Sewer Outfall - USDA RDA Principal	22,138.59	22,751.58	23,381.55	11,944.20	24,028.27	24,693.59	
591 35 72 0001 WWTP Design-DOE Principal	0.00	0.00	0.00	0.00	0.00	84,000.00	
592 35 83 0000 Sewer Outfall - USDA RDA Interest	10,531.41	9,918.42	9,288.45	4,390.80	8,641.73	7,976.41	
592 35 83 0001 WWTP Design-DOE Interest	0.00	0.00	0.00	0.00	0.00	2,250.00	
<b>535 Sewer</b>	<b>32,670.00</b>	<b>32,670.00</b>	<b>32,670.00</b>	<b>16,335.00</b>	<b>32,670.00</b>	<b>118,920.00</b>	
<b>591 Debt Service</b>	<b>56,990.69</b>	<b>56,874.33</b>	<b>75,315.79</b>	<b>77,422.28</b>	<b>94,159.07</b>	<b>179,890.90</b>	
594 34 10 4006 Water Connections - Salary	3,909.17	516.32	4,505.74	1,285.22	5,000.00	5,000.00	
594 34 20 4006 Water Connections - Benefits	2,243.32	977.45	2,018.08	580.92	2,500.00	2,500.00	
594 34 31 4009 Water Plant Improvements-Suppl	5,854.69	3,877.20	0.00	0.00	0.00	0.00	
594 34 41 0400 #46 WA System Plan - Engineer	9,218.15	0.00	0.00	0.00	0.00	0.00	
594 34 45 0099 Eq Rental-Water Connections	1,859.00	0.00	0.00	0.00	0.00	0.00	
594 34 45 0400 Eq Rental - Water Connections	0.00	93.00	813.80	417.68	2,000.00	2,000.00	
594 34 48 0400 Base Reservoir Improv.- Contracted Services	49,032.00	0.00	0.00	0.00	0.00	0.00	
594 34 51 0000 #46 WA System Plan - Plan Fees	2,280.00	0.00	0.00	0.00	0.00	0.00	
594 34 62 4009 Water Plant Improvements-Contracted	0.00	0.00	28,353.48	3,494.10	0.00	0.00	
594 34 64 0000 WA-Fixed Assets To Capitalize	25,823.02	2,062.50	571,769.68	80,153.49	100,000.00	202,000.00	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:39:10 Date: 11/17/2021

### 400 Water/Sewer Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
534 Water	100,219.35	7,526.47	607,460.78	85,931.41	109,500.00	211,500.00	
594 35 41 0400 #38 Sewer Plan - Prof Serv	10,771.95	19,191.33	0.00	0.00	0.00	0.00	
594 35 49 0000 #65 Sewer Plant Upgrade-Permitting	150.00	0.00	0.00	0.00	0.00	0.00	
594 35 64 0400 WW-Capitalized Equipment Purchase	0.00	2,062.50	0.00	0.00	0.00	0.00	
535 Sewer	10,921.95	21,253.83	0.00	0.00			
594 Capital Expenditures	111,141.30	28,780.30	607,460.78	85,931.41	109,500.00	211,500.00	
597 10 00 0000 Transfer Out to 410 WW Sys. Upgrades	12,842.22	10,827.27	0.00	49,991.37	100,000.00	100,000.00	
597 10 00 0406 Transfer Out To 406 WW Short Lived Assets	0.00	0.00	21,779.00	21,779.00	21,779.00	21,779.00	
597 10 00 0408 Transfer Out To 408 WW Debt Reserve	0.00	0.00	61,191.00	0.00	0.00	0.00	
535 Sewer	12,842.22	10,827.27	82,970.00	71,770.37	121,779.00	121,779.00	
597 Interfund Transfers	12,842.22	10,827.27	82,970.00	71,770.37	121,779.00	121,779.00	
508 51 00 0400 WS-Ending Cash	0.00	0.00	0.00	0.00	218,216.56	160,362.33	Updated for revised revenues and
400 Water/Sewer	0.00	0.00	0.00	0.00	218,216.56	160,362.33	
508 51 01 0400 WS-Water Reserve	0.00	0.00	0.00	0.00	314,762.95	299,075.46	
401 Water	0.00	0.00	0.00	0.00	314,762.95	299,075.46	
508 51 02 0400 WS-WW Reserve	0.00	0.00	0.00	0.00	360,302.27	368,900.47	
402 Sewer	0.00	0.00	0.00	0.00	360,302.27	368,900.47	
999 Ending Balance	0.00	0.00	0.00	0.00	893,281.78	828,338.26	
<b>TOTAL EXPENDITURES:</b>	<b>1,273,871.63</b>	<b>1,183,670.21</b>	<b>1,953,134.29</b>	<b>1,088,253.31</b>	<b>2,549,079.85</b>	<b>2,891,229.99</b>	
<b>FUND GAIN/LOSS:</b>	<b>337,162.53</b>	<b>677,699.54</b>	<b>887,573.85</b>	<b>1,857,912.31</b>	<b>0.00</b>	<b>0.00</b>	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:40:46 Date: 11/17/2021

### 406 Wastewater Short Lived Asset Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0406 WWSLAR Beginning Cash	0.00	0.00	0.00	21,779.00	21,779.00	43,558.00	
308 Beginning Balances	0.00	0.00	0.00	21,779.00	21,779.00	43,558.00	
397 10 00 0406 WWSLA-Transfers In	0.00	0.00	21,779.00	21,779.00	21,779.00	21,779.00	
397 Interfund Transfers	0.00	0.00	21,779.00	21,779.00	21,779.00	21,779.00	
<b>TOTAL REVENUES:</b>	0.00	0.00	21,779.00	43,558.00	43,558.00	65,337.00	
508 31 00 0406 WWSLAR-Ending Cash	0.00	0.00	0.00	0.00	43,558.00	65,337.00	
999 Ending Balance	0.00	0.00	0.00	0.00	43,558.00	65,337.00	
<b>TOTAL EXPENDITURES:</b>	0.00	0.00	0.00	0.00	43,558.00	65,337.00	
<b>FUND GAIN/LOSS:</b>	0.00	0.00	21,779.00	43,558.00	0.00	0.00	

The Wastewater Short Lived Asset Reserve Fund is required as part of the city’s USDA loan. Annual deposits of at least \$21,779 are required for the 40-year life of the 2020 wastewater project loan. This fund operates like a line of credit for repairing and/or replacing major system assets with a life span less than 15 years.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:40:46 Date: 11/17/2021

### 408 Wastewater Debt Reserve Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0408 WW Debt Reserve Beg. Balance	0.00	0.00	0.00	61,191.00	61,191.00	61,191.00	
308 Beginning Balances	0.00	0.00	0.00	61,191.00	61,191.00	61,191.00	
397 10 00 0408 WW Debt Res-Transfers In	0.00	0.00	61,191.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	0.00	61,191.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	0.00	0.00	61,191.00	61,191.00	61,191.00	61,191.00	
508 31 00 0408 WW Debt Reserve-Ending Balance	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
999 Ending Balance	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
<b>TOTAL EXPENDITURES:</b>	0.00	0.00	0.00	0.00	61,191.00	61,191.00	
<b>FUND GAIN/LOSS:</b>	0.00	0.00	61,191.00	61,191.00	0.00	0.00	

The Wastewater Debt Reserve Fund is required as part of two loans the city has through USDA. The balance is equal to one annual loan installment. Prior written concurrence from USDA must be obtained before funds may be withdrawn from this fund during the life of the loan. When funds are withdrawn during the life of the loan, deposits will be made at the rate of 10% of one annual payment until the balance is equal to one annual loan payment.

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:40:46 Date: 11/17/2021

### 410 Wastewater System Upgrades

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0410 WW Sys Upgrades Beg Cash & Invest.	0.00	-93,407.14	0.00	0.00	0.00	0.00	
308 91 00 0410 WW Sys Upgrades Beg Cash & Invest.	0.00	0.00	-119,857.70	-57,601.53	-57,601.53	0.00	
308 Beginning Balances	0.00	-93,407.14	-119,857.70	-57,601.53	-57,601.53	0.00	
331 11 00 0000 EDA Grant-WW Coll. Sys. Upgrades	0.00	0.00	0.00	0.00	1,733,656.00	1,733,656.00	
334 04 20 0410 CERB Feasibility Study-Alt. Analysis	0.00	44,600.00	0.00	5,400.00	0.00	0.00	
330 Intergovernmental Revenues	0.00	44,600.00	0.00	5,400.00	1,733,656.00	1,733,656.00	
391 20 00 0000 USDA RDA Bond Proceeds-WW Coll. Sys. Upgrades	0.00	0.00	0.00	0.00	333,414.00	333,414.00	
391 90 00 0410 DOE Construction Loan	0.00	297,420.04	826,590.49	228,427.10	500,000.00	8,500,000.00	
390 Other Financing Sources	0.00	297,420.04	826,590.49	228,427.10	833,414.00	8,833,414.00	
397 05 00 0410 Transfer In from Water/Sewer Fund	12,842.22	10,827.27	0.00	49,991.37	100,000.00	100,000.00	
397 Interfund Transfers	12,842.22	10,827.27	0.00	49,991.37	100,000.00	100,000.00	
<b>TOTAL REVENUES:</b>	<b>12,842.22</b>	<b>259,440.17</b>	<b>706,732.79</b>	<b>226,216.94</b>	<b>2,609,468.47</b>	<b>10,667,070.00</b>	
594 35 31 0010 DOE-Imm. Improv. Supplies	0.00	25,371.37	1,184.15	0.00	0.00	0.00	
594 35 41 0010 DOE-Imm. Improv. Svcs	0.00	0.00	25,848.00	0.00	0.00	0.00	
594 35 41 0410 Value Planning Consulting Services	57,460.00	0.00	0.00	0.00	0.00	0.00	
594 35 41 4102 Feasibility Study-Consultant Svcs	47,929.52	19,047.48	0.00	0.00	0.00	0.00	
594 35 41 4103 DOE Design-Consultant Svcs	0.00	329,046.37	737,002.17	176,225.57	442,398.47	0.00	
594 35 41 4104 Coll. Sys. Upgrades Consultant Svcs	0.00	5,832.65	0.00	98,890.16	455,070.00	455,070.00	
594 35 41 4105 Coll. Sys. Upgrades Construction Svcs	0.00	0.00	0.00	0.00	1,712,000.00	1,712,000.00	
594 35 41 4106 Collection Sys. Upgrades-PUD	0.00	0.00	0.00	8,903.67	0.00	0.00	
594 35 41 4110 WWTP-Consultant Services	0.00	0.00	0.00	13,423.64	0.00	0.00	
594 35 41 4111 WWTP-Construction Services	0.00	0.00	0.00	0.00	0.00	8,500,000.00	
594 35 41 4112 WWTP Upgrades-PUD	0.00	0.00	0.00	39,637.70	0.00	0.00	
594 35 49 0000 WW Upgrades-Permitting	0.00	0.00	300.00	1,450.00	0.00	0.00	
594 35 49 0410 Value Planning Hosting Costs	607.48	0.00	0.00	0.00	0.00	0.00	
594 35 49 0411 CERB Meeting Hosting Costs	252.36	0.00	0.00	0.00	0.00	0.00	
594 Capital Expenditures	106,249.36	379,297.87	764,334.32	338,530.74	2,609,468.47	10,667,070.00	
<b>TOTAL EXPENDITURES:</b>	<b>106,249.36</b>	<b>379,297.87</b>	<b>764,334.32</b>	<b>338,530.74</b>	<b>2,609,468.47</b>	<b>10,667,070.00</b>	



## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:40:46 Date: 11/17/2021

### 410 Wastewater System Upgrades

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
FUND GAIN/LOSS:	-93,407.14	-119,857.70	-57,601.53	-112,313.80	0.00	0.00	

The Wastewater System Upgrades Fund is for the planning, design and construction of upgrades to the water system as identified in the water system plan and required as part of the Administrative Order. Most of the revenues are grants or loans with some internal match funding. The revenues and expenditures are updated when funding is received, project timelines determined and contracts secured.

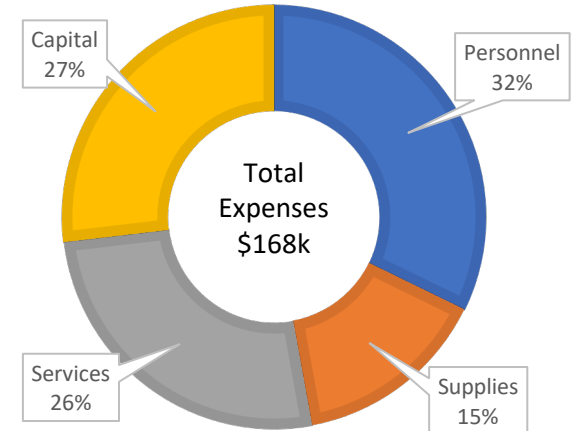
# Equipment Service Fund

The Equipment Service Fund is used to account for labor charges and equipment usage by other funds, and to save funds for eventual equipment replacements.

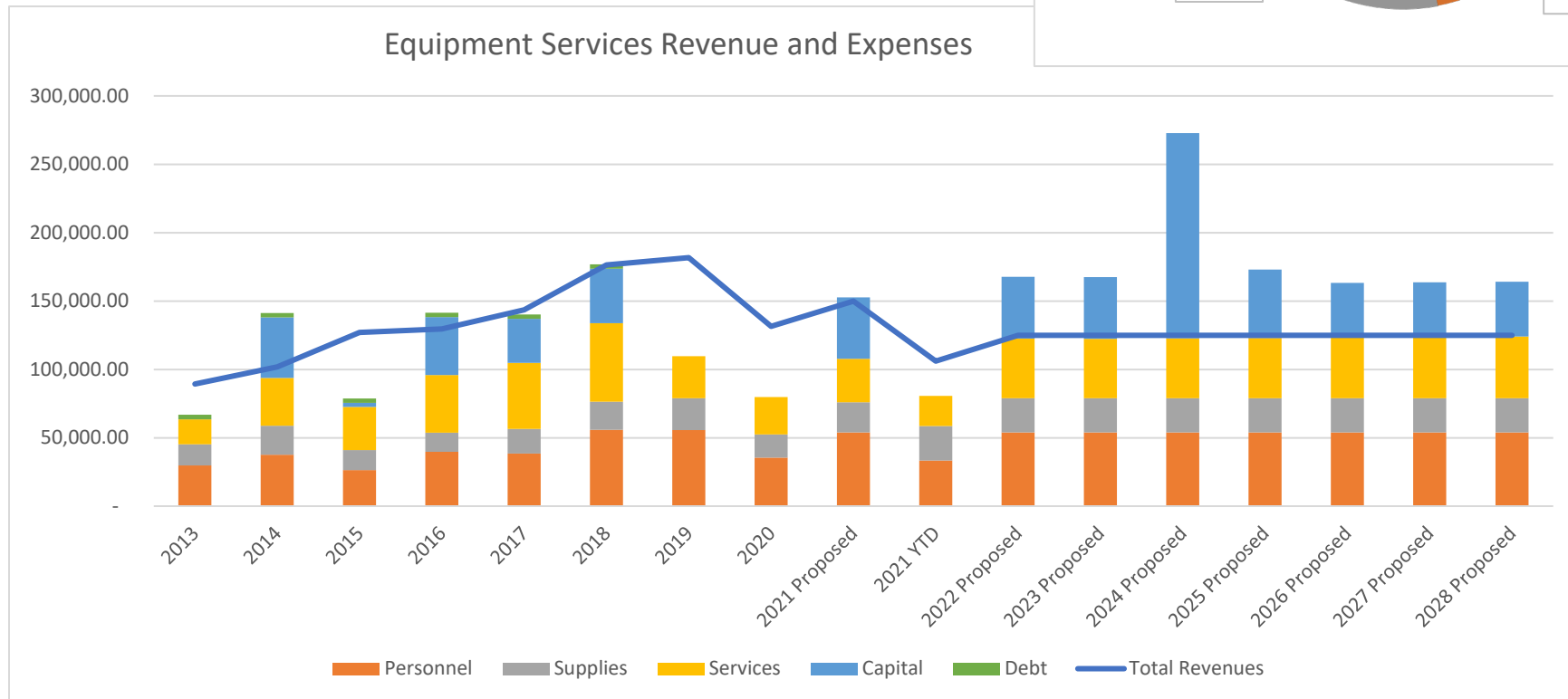
Revenues are derived from charges made against other funds for using the equipment.

Charges are based on the number of hours worked and miles driven by field staff in each fund and are intended to cover operating costs, equipment maintenance, staff salaries, insurance, and replacement costs. Current rates are \$4.10 per mile for driven equipment and \$20 per hour for stationary equipment and will be reviewed in 2022.

## 2022 EQUIPMENT SERVICES EXPENSES



Equipment Services Revenue and Expenses



## Equipment Service Fund

The Public Works Director maintains an equipment replacement schedule and attempts to replace at least one major piece of equipment every year, as funding allows. A copy of the equipment replacement schedule is below.

Vehicle	Date of Purchase	Cost	Life	2022	2023	2024	2025	2026	2027-2032	Est. Replacement Cost	Type
S1- 2017 Ford 250 X-Cab	2016	\$39,665	10						X	\$ 45,000	New
S2-2019 Ford F250 X-cab	2018	\$38,221	10						X	\$ 48,000	New
S3-2011 Ford F250 X-Cab	2010	\$29,871	10		X					\$ 45,000	New
S4-2012 Ford 350 Dump	2012	\$20,656	10						X	\$ 45,000	New
S5-2007 Intl. 5 Yard Dump	2017	\$2,149	20						X	\$ 50,000	Used
S6-2000 Ford Manlift	2005	\$27,415	15				X			\$ 50,000	Used
S7-1997 Tymco Sweeper	2009	\$48,821	15						X	\$ 70,000	Used
S8-1980 Intl. 5 Yard Dump	1997	\$4,652	20						X	\$ 50,000	Used
<a href="#">S9-Case Backhoe[i]</a>	1992	\$27,173	20						X	\$ 45,000	Used
S10-2008 Ford F250 X-cab	2008	\$23,000	10					X		\$ 40,000	New
S11-1996 Brush Mower	2014	\$15,070	10						X	\$ 35,000	Used
<a href="#">S13-1972 Austin Grader[ii]</a>	1998	\$13,928	15						X	\$ 45,000	Used
S14- 2007 Tahkuchi Excvtor	2007	\$37,123	15						X	\$ 55,000	New
S15- 2008 Ford Strd Cab	2008	\$21,000	10	X						\$ 45,000	New
S16- 2014 Chevy 1500	2014	\$29,857	10						X	\$ 35,000	New
Vactor Truck						X				\$ 150,000	Used
<b>TOTALS</b>				<b>45K</b>	<b>45K</b>	<b>150K</b>	<b>50K</b>	<b>40K</b>		<b>\$853,000</b>	

[\[i\] Since purchase of excavator, backhoe has seen little use, delay purchase of new](#)

[\[ii\] Limited use, will delay purchase](#)

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:41:53 Date: 11/17/2021

### 500 Equipment Service Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 51 00 0500 ES Unreserved Begin CA & Invest	67,484.41	67,144.73	139,248.98	190,947.57	190,947.57	188,197.57	
308 Beginning Balances	67,484.41	67,144.73	139,248.98	190,947.57	190,947.57	188,197.57	
348 00 00 0000 Equipment Rental-Internal	162,827.57	175,377.98	130,967.02	106,083.15	150,000.00	125,000.00	
340 Charges For Goods & Services	162,827.57	175,377.98	130,967.02	106,083.15	150,000.00	125,000.00	
361 11 00 0500 Interest Income/ES	457.59	647.75	435.54	-62.98	0.00	0.00	
362 10 00 0000 Equipment Rental - External NB	1,008.00	266.00	14.00	0.00	0.00	0.00	
362 10 02 0000 Equipment Rental - External Ska Co	127.80	37.12	0.00	0.00	0.00	0.00	
369 10 00 0500 Sale of Scrap Equip Service	795.10	5,398.38	0.00	0.00	0.00	0.00	
360 Interest & Other Earnings	2,388.49	6,349.25	449.54	-62.98	0.00	0.00	
395 10 00 0500 Sale of Fixed Assets	11,330.00	0.00	0.00	0.00	0.00	0.00	
395 11 00 0000 Costs to Dispose of Cap Assets	-48.50	0.00	0.00	0.00	0.00	0.00	
390 Other Financing Sources	11,281.50	0.00	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>243,981.97</b>	<b>248,871.96</b>	<b>270,665.54</b>	<b>296,967.74</b>	<b>340,947.57</b>	<b>313,197.57</b>	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 12:41:53 Date: 11/17/2021

### 500 Equipment Service Fund

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
548 65 10 0000 Maintenance Salary	33,830.82	32,695.70	21,993.87	21,613.34	35,000.00	35,000.00	
548 65 20 0000 Maintenance Benefits	20,851.79	19,830.92	11,823.34	10,633.59	17,000.00	17,000.00	
548 65 25 0000 Medical Physicals-Required	1,199.55	3,041.96	1,628.26	1,214.00	2,000.00	2,000.00	
548 65 31 0000 Tires	2,536.87	972.53	1,358.64	5,918.43	2,000.00	2,000.00	
548 65 32 0000 Gas and Oil	19,286.16	20,383.05	13,470.43	15,781.77	20,000.00	20,000.00	
548 65 33 0000 Supplies	0.00	1,936.25	2,104.67	3,481.39	0.00	3,000.00	
548 65 41 0001 General Gov. Admin	0.00	0.00	0.00	0.00	0.00	10,364.55	Allocation policy revised.
548 65 46 0000 Insurance	27,870.61	846.26	8,320.38	10,055.12	10,000.00	10,000.00	
548 65 47 0000 Heat & Lights	1,534.08	2,397.27	3,312.57	2,540.53	1,500.00	3,000.00	
548 65 48 0000 Repairs/Supplies Contracted	28,292.99	27,339.04	15,455.81	9,333.81	20,000.00	20,000.00	
548 65 49 0000 Training	45.00	180.00	250.00	0.00	250.00	250.00	
<b>548 Public Works - Centralized Services</b>	<b>135,447.87</b>	<b>109,622.98</b>	<b>79,717.97</b>	<b>80,571.98</b>	<b>107,750.00</b>	<b>122,614.55</b>	
591 48 78 0000 RDA Facilities (Sweeper) Principal	3,041.13	0.00	0.00	0.00	0.00	0.00	
592 48 83 0000 RDA Facilities (Sweeper) Int	133.05	0.00	0.00	0.00	0.00	0.00	
<b>591 Debt Service</b>	<b>3,174.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
594 48 64 0000 Equipment Purchase	39,878.17	0.00	0.00	0.00	45,000.00	45,000.00	
<b>594 Capital Expenditures</b>	<b>39,878.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45,000.00</b>	<b>45,000.00</b>	
508 51 00 0500 ES-Ending Cash	0.00	0.00	0.00	0.00	188,197.57	145,583.02	Updated to include additional expense from general fund cost allocation.
<b>999 Ending Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>188,197.57</b>	<b>145,583.02</b>	
<b>TOTAL EXPENDITURES:</b>	<b>178,500.22</b>	<b>109,622.98</b>	<b>79,717.97</b>	<b>80,571.98</b>	<b>340,947.57</b>	<b>313,197.57</b>	
<b>FUND GAIN/LOSS:</b>	<b>65,481.75</b>	<b>139,248.98</b>	<b>190,947.57</b>	<b>216,395.76</b>	<b>0.00</b>	<b>0.00</b>	

## 5 YEAR BUDGET COMPARISON

City Of Stevenson

Time: 17:15:44 Date: 11/17/2021

### 630 Stevenson Municipal Court

Account	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Appropriated	2022 Proposed	Comment
308 31 00 0630 Stevenson Municipal Court-Beg Balance	0.00	0.00	9,738.88	0.00	0.00	0.00	
308 Beginning Balances	0.00	0.00	9,738.88	0.00	0.00	0.00	
386 90 00 0000 Agency Deposit - Court Remittances	0.00	0.00	8,698.27	8,240.49	0.00	0.00	
386 90 00 0001 Agency Deposit - CVC	0.00	0.00	181.79	169.01	0.00	0.00	
389 40 00 0000 SMC-Agency Deposits	0.00	41,122.75	0.00	0.00	0.00	0.00	
380 Non Revenues	0.00	41,122.75	8,880.06	8,409.50	0.00	0.00	
397 01 00 0630 Transfer In From CE	0.00	5,443.28	0.00	0.00	0.00	0.00	
397 Interfund Transfers	0.00	5,443.28	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUES:</b>	<b>0.00</b>	<b>46,566.03</b>	<b>18,618.94</b>	<b>8,409.50</b>	<b>0.00</b>	<b>0.00</b>	
586 90 00 0000 Agency Disbursement - Court Remit	0.00	0.00	8,698.27	8,240.49	0.00	0.00	
586 90 00 0001 Agency Disbursement - CVC	0.00	0.00	181.79	169.01	0.00	0.00	
588 10 00 0630 SMC-Prior Period Adjustments	0.00	0.00	9,738.88	0.00	0.00	0.00	
589 40 00 0000 SMC-Agency Disbursements	0.00	36,827.15	0.00	0.00	0.00	0.00	
580 Non Expenditures	0.00	36,827.15	18,618.94	8,409.50	0.00	0.00	
<b>TOTAL EXPENDITURES:</b>	<b>0.00</b>	<b>36,827.15</b>	<b>18,618.94</b>	<b>8,409.50</b>	<b>0.00</b>	<b>0.00</b>	
<b>FUND GAIN/LOSS:</b>	<b>0.00</b>	<b>9,738.88</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

The Stevenson Municipal Court Fund is for revenues and expenses related to court activities. All activity in this fund is managed by the court with revenues attributed to fines, fees and charges, and expenses being for restitution or remitted to the City for final distribution.

**CITY OF STEVENSON, WASHINGTON**

**ORDINANCE NO. 2021-1178**

**AN ORDINANCE ESTABLISHING CHARGES FOR THE USE OF THE SEWER SYSTEM  
FURNISHED BY THE CITY OF STEVENSON**

**AND REPEALING ORDINANCE NO. 2020-1168**

**WHEREAS**, it is necessary to revise the user charge system in the City of Stevenson to provide funds sufficient to meet all expenses associated with the City’s wastewater treatment system; and

**WHEREAS**, the City must pay all expenses associated with said treatment works/collection system and charge users of said system accordingly; and

**WHEREAS**, the City of Stevenson Wastewater Treatment Plant is in need of major construction to meet new Department of Ecology standards and increased loading on the plant; and

**WHEREAS**, the Department of Ecology has identified several capital facilities improvements that will need to be completed in the next five years and the City will need to accrue sufficient funds to address these improvements; and

**WHEREAS**, the City conducted a rate study in the fall of 2020 to evaluate recent operational changes, asset needs and secured funding packages on the future rate needs; and

**WHEREAS**, the City held a Public Hearing on November 18<sup>th</sup>, 2021 regarding these rate changes.

**NOW, THEREFORE**, the city council of the city of Stevenson do ordain as follows:

**SECTION I**

It is determined and declared to be necessary and conducive to the protection of the public health, safety, welfare, and convenience of the City to collect charges from all users who contribute wastewater to the City’s treatment works. The proceeds of such charges so derived will be used for the purpose of operating, maintaining, and retiring the debt for such public wastewater treatment works.

**SECTION II**

Unless the context specifically indicates otherwise, the meaning of terms used in this ordinance shall be as follows:

**BOD**: (denoting Biochemical Oxygen Demand) shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in milligrams per liter (mg/l).

**“Residential”** shall mean any contributor to the City’s treatment works whose real estate or building is used for domestic dwelling purposes only.

**“SS”** (denoting suspended solids) shall mean the solids that either float on the surface of or are in suspension in water, sewage, or other liquids and which are removable by laboratory filtering.

**SECTION III**

1. The user charge system shall generate adequate annual revenues to pay the costs of annual operation and maintenance including replacement and cost associated with debt retirement of bonded capital associated with financing the treatment works which the City may by ordinance designate to be paid by the user charge system.
2. The total user charge collected shall be deposited to the water/sewer fund and will be kept in two primary accounts:
  - a. User charges shall be collected and deposited in the water/sewer operating cash account; and,
  - b. The City may designate deposits to the Replacement Account/ Sewer from the water/sewer operating cash account to ensure replacement needs over the life of the treatment plant at the direction of the City Council.

**SECTION IV**

1. Each user shall pay for the services provided by the City based on their use of the treatment works as determined by water meter(s) acceptable to the City as outlined in Exhibit A.

**SECTION V**

The City shall review the user charge system annually and revise user charge rates as necessary to ensure that the system generates adequate revenues to pay the costs of operation and maintenance including

replacement and that the system continues to provide for the proportional distribution of operation and maintenance including replacement costs among users and user classes.

**BE IT FURTHER ORDAINED** that Ordinance 2020-1168 and all other Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

The effective date of this Ordinance shall be the January 2022 billing cycle.

Passed by the City Council of the City of Stevenson at its regular meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor of the City of Stevenson

ATTEST:

\_\_\_\_\_  
Leana Kinley, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenneth Woodrich, City Attorney



Exhibit A

Rates Effective for 2022

Class of Service	Base Fee
<b>Residential</b>	
Single ¾" Residential	\$101.27
Multifamily-per dwelling unit	\$101.27
<b>Non-Residential</b>	
Transient quarters	\$50.64
Other Commercial	
¾" water service	\$101.27
1" water service	\$210.48
1.5" water service	\$313.61
2" water service	\$474.38
3" water service	\$680.63
4" water service	\$886.87
6" water service	\$1,464.37
<b>Mobile Home Sites</b>	
With or without individual connections-per dwelling unit/space	\$101.27
<b>Special Services-Public and Private</b>	
Meeting halls and churches	Same as applicable commercial rate
Schools	Same as applicable commercial rate
Convalescent homes, nursing homes and detention facilities	Same as applicable commercial rate
Hospitals and clinics	Same as applicable commercial rate
<b>Industrial</b>	
Dry industrial	Same as applicable commercial rate
Wet industrial	Same as applicable commercial rate
<b>Downspout/Sump Pump Connection<sup>1</sup></b>	\$10.00

Usage <sup>2</sup> Rates for Non-Residential/Commercial	
Flow Surcharge	\$0.051
<b>BOD Surcharge<sup>3</sup></b>	
Low	\$0.000
Medium	\$0.020
High	\$0.041
Very High	\$0.080

- 1- The charge for connections to downspouts or sump pumps will be removed upon city verification that the rain catchment system, or any rain or groundwater collected in the structure, is not transferred to the sewer system.
- 2- Flow based on water consumption charged per cubic foot over 400 cu/ft. Industrial users will be charged based on a consumption factor as determined by the City.
- 3- BOD Surcharge applies to commercial customers based on the following classification:

Strength Category	BOD Strength	Types of Typical Users
Low	<300mg/L	Public Facilities, Hotel/Motel w/o Restaurant, General Retail, Office Space, Industrial w/o Process Discharge
Medium	301-600 mg/L	Hotel/Motel w/Restaurant, School w/Cafeteria, Laundromat, Nursing Home, Hospital
High	600-2,000 mg/L	Grocery Store, Bakery, Restaurant, Coffee Shop
Very High	>2,000 mg/L	Food Production, Brewery, Distillery, Cider Production, Dairy, Industrial w/Process Discharge

Additional fees for BOD<sub>5</sub> testing at the request of the customer will be billed at actual rates for staff time, materials and testing services used plus 17% overhead.

Rates for 2023 and beyond shall increase 5% per year.



# 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: November 18, 2021

### Executive Summary:

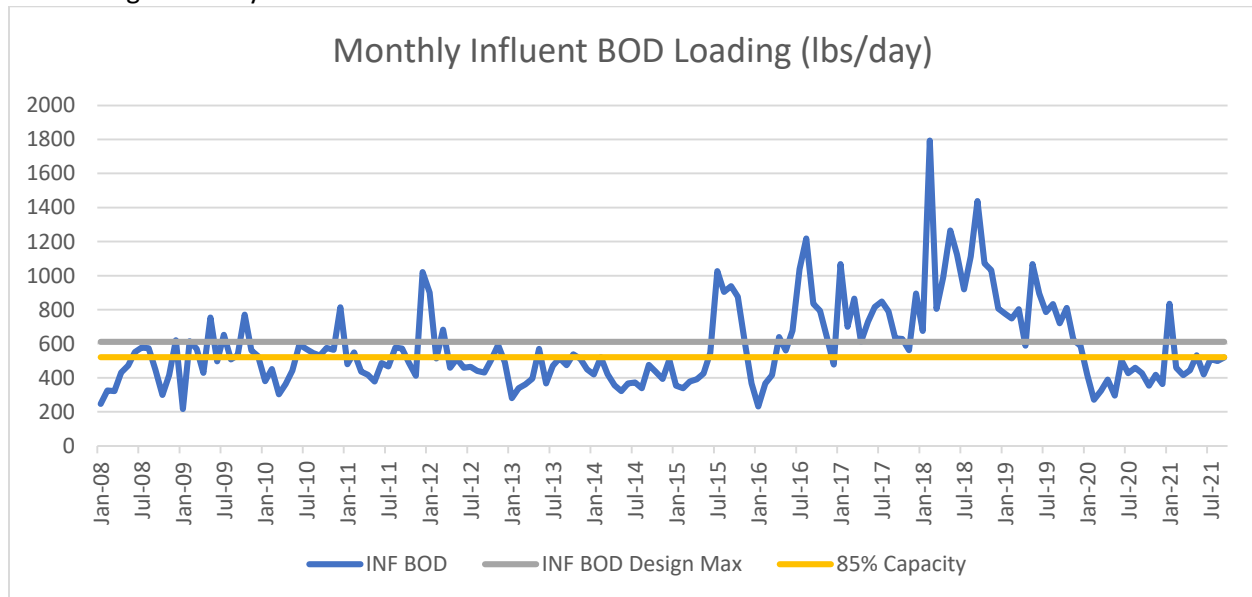
This is an overview of items staff has been working on over the past month in line with the direction council gave to staff.

### Overview of Items:

One of our current Group 1 wastewater treatment operators will be striving for their Group 2 certification in November/December of this year. Continuing inflow and Infiltration (I&I) mitigation on the School Street sewer line is scheduled for completion by the end of this year.

### Plant Operations:

The average monthly Influent BOD load since 2008 is in the chart below.



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 has been completed. Bids for the equipment needed for the WWTP Project were due October 13<sup>th</sup> at 2 P.M. and are currently under review. The construction bid is scheduled for this winter. Crestline Construction is still anticipating starting the Rock Creek Lift Station and Storm Outfall in April of 2022.

**Funding:**

Wastewater Upgrades Design: \$2M Budget

Department of Ecology Loan 1: \$960k (final cost)

Department of Ecology Forgivable Principal 1: \$400k (final cost)

Wastewater Collection System Upgrades: \$5.1M

EDA Grant: \$4.054M

USDA Loan: \$873k

USDA Grant: \$71k

Wastewater Treatment Plant Construction: \$9.6M

Department of Ecology Loan 2: \$8.7M

Department of Ecology Forgivable Principal 2: \$900k

\*\*Requested Federal Direct Funding/Grant: \$2.5M

Main D Extension: \$300k

Department of Ecology Loan 2: \$270k

Department of Ecology Forgivable Principal 2: \$30k

Loan terms:

Department of Ecology Loan 1: 2.0% interest, 20-years, \$61k est. annual payment

Department of Ecology Loan 2: 1.5% interest, 30-years, \$375k est. annual payment

USDA Loan: 1.375% interest, 40-years, \$29k est. annual payment

Total Loan: \$10.8M

Total Grant/Forgivable Principal: \$8M

**Action Needed:**

None.

**MEMORANDUM OF INTERLOCAL AGREEMENT FOR OPERATION AND MAINTENANCE OF SKAMANIA COUNTY COURTHOUSE PLAZA**

THIS MEMORANDUM OF AGREEMENT FOR OPERATION AND MAINTENANCE OF THE SKAMANIA COUNTY COURTHOUSE PLAZA (THIS "MOA"), IS MADE AND ENTERED INTO THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020, BY AND BETWEEN SKAMANIA COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF WASHINGTON (THE "COUNTY"), AND THE CITY OF STEVENSON, A WASHINGTON MUNICIPAL CORPORATION (THE "CITY").

**RECITALS**

**A.** Skamania County and the City of Stevenson have partnered with the Stevenson Downtown Association ("SDA") to develop the Skamania County courthouse lawn into a recreational Plaza ("Project"), for the benefit of the residents and tourists of Skamania County and the City of Stevenson. As part of that partnership, Skamania County and the City of Stevenson desire to enter into this MOA to set expectations and responsibilities to that will facilitate an enduring partnership and that will align ongoing costs and benefits of the Project and ensure the Project's long term success.

**B.** The Board of County Commissioners and the Stevenson City Council have determined that this Project is in the public interest of both County and City residents, and that similar projects in other cities have increased economic growth and civic vitality in the immediate vicinity of those projects.

**C.** The County owns real property commonly known as the courthouse lawn, located within the City and that is contiguous with the County Courthouse. The real property that is proposed as part of this Project is legally described in Exhibit A attached hereto and incorporated herein by this reference.

**D.** Once developed, the parties wish to allow the City to operate and maintain the Project Courthouse Plaza for the benefit of the public, while the County maintains ownership of the real property. Because the primary financial beneficiaries of any economic growth will be the City and its businesses, the City agrees that it should bear the financial responsibility for ongoing maintenance and operation of the Plaza so long as the real property is operated substantially as a recreational park ("Plaza"). Because the Courthouse Plaza is contiguous to the Skamania County Courthouse and is intimately connected to the Courthouse's character and history, the County shall retain final decision making authority with respect to any substantial modifications to the design or branding of the Plaza, as well as retaining the right to utilize the Plaza for County-related events and activities.

**E.** The City and the County understand that the development of the Plaza depends on the City and County having an enforceable agreement regarding operations and maintenance/repairs. For that reason, City and County recognize that the promises in this MOA this agreement are essential for the successful development of this Project, and agree that both parties will sign the MOA agreement and plan for the implementation of the MOA agreement prior to the final development of the Plaza.

## MEMORANDUM OF AGREEMENT

NOW, THEREFORE, the County and the City state their Agreement regarding the operational control and maintenance of the Plaza as follows:

### 1. Purpose of MOA.

The purpose and intent of this MOA is to define the parties' understanding of the intentions of the County and the City as they relate to the operation and maintenance of the Courthouse Plaza. The primary role for the County is to provide the real property constituting the Courthouse Plaza (see Exhibit A) and cooperate with the City in ensuring the County's assistance so that the City will have the ability to operate and maintain the real property and facilities associated with that are closely tied to the County Courthouse real property and facilities. In entering into this MOA, the parties expressly intend to create a binding, legally enforceable contract that obligates the City to commit to pay fully and adequately pay for the maintenance and operation of the Plaza and equally obligates the County to cooperate with the City and to ensure the real property is not encumbered or otherwise made legally unavailable for continued use as a park-like Plaza at least until the expiration of this MOA agreement or for any longer length of time obligated by RCO or other grant awarded to the County which is used to fund the construction and development of the Plaza. Notwithstanding any other provisions of this MOA agreement, any decisions regarding the naming or branding of the Skamania County Courthouse Plaza shall be subject to the consultation and final approval of the County.

**Commented [RM1]:** What is RCO?

**Commented [LJ2R1]:** Recreation and Conservation Office. They have a grant program which carries restrictions on use of the land for a period of time depending on the program the grant is through. Some requirements are in perpetuity.

### 2. Effective Date and Duration.

This MOA shall take effect immediately upon the signature of both parties (the "Effective Date"), but the City's obligation to operate and maintain the Courthouse Plaza will begin upon completion of the construction of the Plaza. This MOA shall remain in effect for thirty (30) years from the effective date, or for such length of time as is required by any grant funding used to complete the project, whichever is longer. PROVIDED, HOWEVER, that the term of this MOA may be extended or renewed as agreed to by the County and City in writing on such terms as are negotiated at the time of extension or renewal, by written agreement between the County and the City.

**Commented [LJ3]:** Matthew's request: This MOA shall remain in effect until such time as the City chooses to discontinue maintenance of the Plaza, or the County proves the City has failed to adequately execute its obligations as so designated within this MOA.

**Commented [AK4R3]:** BOCC doesn't like this language.

County and City recognize that this MOA agreement regarding operation and maintenance obligations is a necessary part of any cooperative effort to secure funding for and for construction of the Plaza. This MOA agreement does not control the relationship of County and City prior to final construction of the Plaza, except as specifically recognized in the MOA. County and City relationships related to cooperative funding and/or construction will be controlled by future other agreements or contracts duly executed by the parties.

### 3. Administrators.

Each party to this MOA shall designate an individual (an "Administrator"), who may be designated by title or position, to oversee and administer such party's participation in this

~~MOA~~this MOA. The parties' initial Administrators shall be the following individuals:

<u>County's Initial Administrator:</u>	<u>City's Initial Administrator:</u>
Tim Elsea Skamania County Public Works Director ____ Vancouver Avenue Stevenson, Washington 98648 (509) 427-3910 phone <a href="mailto:elsea@co.skamania.wa.us">elsea@co.skamania.wa.us</a>	Leana Kinley City of Stevenson City Administrator 7121 E. Loop Road Stevenson, WA 98648 (509)427-5970 phone <a href="mailto:leana@ci.stevenson.wa.us">leana@ci.stevenson.wa.us</a>

Either party may change its designated Administrator at any time by delivering written notice of such party's new Administrator to the other party.

New section:

~~The county shall convey the Plaza land to the city, with the following restrictions:~~

- ~~a) The land be used solely in the manner detailed throughout this MOA.~~
- ~~b) The City may not lease or sell the land.~~
- ~~c) Proof of breach of this section will constitute termination as outlined in section 7.6, and the land shall be returned to County possession.~~

**Commented [LJ5]:** Matthew's request.

**Commented [AK6R5]:** BOCC doesn't want to convey property other than through lease.

#### 4. Understanding of the City

4.1 Maintenance. The City shall maintain in good working order and make any needed repairs to the existing and any future ~~f~~Facilities on the ~~Courthouse~~ Plaza during the term of this MOA. The Plaza shall at all times be maintained such that it is esthetically pleasing, and any damage or significant wear and tear will be fixed or refurbished without unreasonable delay.

4.2 Garbage and Debris. The City shall, at its sole cost and expense, and on a timely basis to ensure a clean and attractive Plaza, collect and dispose of any and all debris located within the Plaza or in the area immediately surrounding the Plaza if it seems likely ~~that~~ the debris came from the Plaza.

4.3 Utilities. The City shall pay all costs, charges and expenses for utility service to the ~~Courthouse~~ Plaza, including but not limited to power, water, sewer, waste water, natural gas, propane, communications and telephone services, if any.

4.4 Assessments. The City shall pay all costs associated with any and all assessments and Local Improvement Districts charges to the Plaza property during the term of this Agreement.

4.5 Signage. The City shall maintain, at its sole cost and expense, informational signs located at the Courthouse Plaza which recognizes the County and the City as partners in the development and operation of the Plaza and which provides contact information for the City as sole operator of the Plaza. Suggested language could include language such as: "This Plaza Developed in cooperation with Skamania County." Any Recreation and Conservation Office ("RCO") required funding signs should be maintained by the City at the Plaza. (Also see Section

1, above, regarding naming or branding.)

4.6 Enforcement. The Plaza is subject to Revised Code Washington, the City of Stevenson Municipal Code, and all other rules and regulations adopted by the State, City or County. The City shall, at its sole cost and expense, enforce the Revised Code of Washington, ~~the~~ Municipal Code of Stevenson, and any applicable Skamania County Code, rules and regulations within the Plaza, and monitor the Plaza for appropriate use. Prior to construction of the Plaza, the City of Stevenson shall adopt an appropriate municipal ordinance that shall ensure that the Plaza will not be used for sleeping or camping or other non-recreational uses, and that there are adequate alternatives for housing any homeless population to ensure such ordinance is enforceable.

**Commented [AK7]:** BOCC just wants to ensure that there is a municipal ordinance in place that will ensure that the plaza can't be used to camp or sleep in, which likely will require at least some other provision for accommodation for homeless individuals elsewhere. BOCC would likely welcome collaboration on homeless accommodation in City/County.

4.7 Operation as Public Park Plaza. The City intends to operate the Plaza as a public park or Plaza and for such ancillary uses or purposes as are commonly associated with a public park or Plaza and for no other purpose or use whatsoever without the prior written consent of the County, which may be granted or withheld in the County's sole discretion. The County may enter the Plaza at any time for purposes of inspecting and ensuring the Plaza usage is consistent with the intentions expressed in this MOA.

4.8 Public Access. The Plaza should be available to the public during the dates and times as specified by the City and as agreed by the County. The City shall have the power to schedule special events and regular uses such as for a weekly community market, but shall confer with Skamania County to ensure ~~that~~ any such special or regular events do not interfere with the needs of or the regular business of the County.

4.9 Usage Fees and Licensing. The City may issue licenses to third parties and collect fees therefrom for all activities in the Plaza, subject to: (a) any RCO guidelines as outlined in RCO Long-Term Obligations Manual 7 (Attachment B) and any other restrictions placed on or associated with the Plaza through this MOA agreement. The authority for granting and/or conveying all other easements, or other grant or conveyance of real property interest shall remain with the County. Any and all fees collected by the City pursuant to this Section should only be expended on Plaza operations, maintenance, repairs and improvements unless otherwise agreed by County.

**Commented [AK8]:** This is just a catch-all in case the City and County want to use proceeds from some event or use for some other public good, charity, etc.

4.10 General Maintenance and Adequate Reserves. Except as where otherwise provided in this MOA, the City shall, at its sole cost and expense, keep and maintain the Plaza and all fixtures and improvements located thereon in good condition and repair, subject to ordinary wear and tear. All such maintenance and repair for which the City is responsible should be performed by the City in a good and workmanlike manner in compliance with all applicable laws.

The City will maintain Adequate reserves for the maintenance of the Plaza ~~will be maintained by the City.~~ The calculation of the reserves shall be based on the useful life of each asset in the ~~Park~~ Plaza and the cost to replace said asset. These reserves shall be set aside on an annual basis, and shall be calculated such as to ensure ~~that~~ adequate funds are available for any needed renovation ~~or and~~ repairs of the Plaza. The reserve funds may be used for capital maintenance or repairs (over \$5000 and over one-year extension of useful life) and for capital improvements.

4.11 Default and/or Restoration Contingency fund. The City shall pay to the County each year \$25,000, which the County shall maintain in a separate, interest-bearing account. This payment and the funds in this account shall be for the sole purpose of Plaza maintenance, renovation and/or other property restoration in the event that the City defaults on their obligations in this MOA or fails to renew this MOA for any reason. If this or a similar MOA is renewed between City and County at the expiration of this agreement, 50% of the payments made plus any accrued interest will be returned to the City to be used for ongoing Plaza maintenance, improvements and upgrades. This contingency fund is not intended to replace any other legal remedies available to County or City for any default prior to the expiration of this MOA. The amount of the annual payment for this fund can be increased every 5 years to account for inflation, at the request of the County.

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Commented [AK9]: BOCC specifically requested this provision out of concern for potential default and ensuring funds for restoration if the City abandons the Plaza after 30 years.

#### 5. Joint Responsibilities.

—The intent of this MOA is to pass all responsibility to the City for day to day ~~m~~Maintenance and ~~O~~Operations of the Plaza. It is the intent of the County to act in an advisory and oversight capacity only in order to ensure compliance with this MOA including assisting the City in pursuing additional grant funding and complying with funding source restrictions and requirements, any third party obligations, and any other legal obligations of the County and City. County shall support the City with grant funding requests as a supportive partner in any grant proposals. The parties understand the City and County will jointly develop and submit any grant funding requests depending on the nature of the funding opportunity. The City shall not apply for any grant funding that encumbers or restricts the use of the Plaza property without the approval of the County.

#### 7. Alterations and Improvements.

7.1 No Conversion. The City should not make additions, changes, alterations, or improvements to the Plaza including but not limited to any electrical, mechanical, utilities, and other systems and facilities serving the Plaza existing at the effective date of this MOA or in the future (collectively, the "Alterations") ~~that are~~ inconsistent with this MOA's conditions and restrictions, or RCO grant contracts associated with the Plaza. Any known conditions and restrictions or RCO grant contracts are attached collectively as Exhibit B and incorporated herein by this reference.

7.2 Consent by the County. The City should not make Alterations from a mutually agreed design without first obtaining the prior written consent of the County. The City should provide the County with detailed plans and specifications detailing any proposed Alterations. Should the County consent to any proposed Alterations, such consent should not be deemed a representation or warranty as to the adequacy of the architectural design or plans for such Alterations, and the County hereby expressly disclaims any responsibility or liability for same. The County shall have no obligation whatsoever to make any Alterations ~~to the Plaza~~ now or at any time in the future, unless such obligations are negotiated by the City and approved made explicitly by the County in writing.



7.3 Alterations by City. All Alterations should be performed: (a) at the City's sole cost and expense unless funding is obtained through a RCO or other grant or donation source; (b) in a good safe environment and performed in a professional workmanlike manner, with all materials used being of a quality at least as good as or better than existing condition those already in use on the Plaza; (c) in accordance with plans and specifications approved by Skamania County and any associated grant/sponsor agencies; and (d) in compliance with all applicable laws, codes and regulations including but not limited to those related to prevailing wages (see RCW 39.12), retainage (see RCW 60.28), bonding (see RCW 39.08), use of licensed contractors (see RCW 39.06), and competitive bidding (see RCW 36.32 and RCW 35.21.278), and all codes and regulations. The County hereby expressly disclaims any responsibility or liability for same.

7.5 Disposition of Alterations at Termination. This agreement does not intend to create a separate legal entity. Upon the expiration or earlier termination of this MOA Agreement, all fixed Alterations should remain in and be surrendered with the Plaza as a part thereof, unless, with respect to any Alteration, the County specifies in its consent to the construction of such Alteration ~~that~~ such Alteration must be removed prior to surrender, in which case the City intends, prior to surrender, to remove the identified Alteration ~~in question~~ and repair any damage, to the extent economically feasible, to the Plaza caused by such removal.

**Commented [KW10]:** See RCW 39.34.030(4)

7.6 Renewal and Disposition of Property upon Termination of Agreement. Upon expiration of this MOA Agreement, the MOA Agreement will automatically renew for an additional 30-year term, unless County notifies City at least twenty-four (24) months in advance of their intent not to renew the MOA Agreement. If County notifies City of its intent not to renew this MOA Agreement, upon termination of the MOA Agreement the County shall will be responsible for all operations and maintenance of the Plaza, and City will have no further maintenance obligations under this MOA Agreement. Any funds City holds in reserve fund for maintenance of Plaza at the time of termination of the MOA shall ~~be~~ remain the property of City, unless County agrees to continue the use of Project property as a Park Plaza, in which case any reserve funds shall be available for capital improvements of the Plaza by County as described in Section 4.10 above. If County plans to discontinue use of Project property as a Plaza and sell or lease property to a third party, City shall have the right to retain any reserve funds. If County chooses to discontinue use of property as a Park Plaza and sells the Plaza real property to third party, County shall reimburse City for any City general fund contributions made by City in actual construction of the Plaza (not to include lodging tax funds expended or any funds expended in maintenance of the Plaza, after construction). So long as the Plaza property remains in public ownership, County will not be required to repay City for any City funds used in Plaza Project construction.

**Commented [LJ11]:** Matthew's request: This MOA shall terminate at such time as the City chooses to discontinue maintenance of the Plaza, or the County proves the City has failed to adequately execute its obligations as so designated within this MOA.

**Commented [AK12R11]:** BOCC doesn't want City to be able to give up obligations after 30 years without penalty.

7.7 Liens. The City intends to keep the Plaza free from any liens arising out of work performed for, materials furnished to, or obligations incurred by, or on behalf of, the City. Any construction liens filed against the real property associated with the Plaza for work claimed to have been furnished to the City will be discharged by the City, by bond or otherwise, within ten (10) days after receipt of the filed the filing of the claim or lien, at the City's sole cost and expense. Should the City fail to discharge any such construction lien, the County may at its election pay the ~~that~~ claim or post a bond or otherwise provide security to release eliminate the lien as an encumbrance or claim against title and the cost to the County should be immediately due and payable by the City. The City should indemnify and hold the County harmless from and against

**Commented [AK13]:** 7.6 is just ugly. The original intent was to make the default be that the agreement will keep renewing. So termination can only come from the County or via City default. With the newly proposed 4.11 contingency fund, it may make more sense to just include a liquidated damages section for City default. The more we can create certainty about what happens with default, the better for everyone, I think.

any liability arising from any such lien.

**8. Independent Contractor.**

The City intends to perform all work associated with the Plaza as an independent contractor and not as an agent, employee, partner, joint venturer or servant of the County. The City intends to be solely responsible for control, supervision, direction and discipline of its personnel and agents, who shall be employees and agents of the City and not the County. The County shall only have the right to ensure quality and performance.

**9. Indemnification/Hold Harmless.**

The parties understand ~~that~~ the City shall assume the risk of, be liable for, and pay all damage, loss, costs, and expense of any party arising out of the operation and maintenance of the Plaza, except any such damage, loss or costs that caused or incurred by the sole negligence and/or willful misconduct of the County, ~~and~~ its employees acting within the scope of their employment and any agents of the County acting within their scope of agency. The City shall hold harmless, indemnify, and defend the County, its officers, elected and appointed officials, employees, and agents from and against all claims, losses, suits, actions, counsel fees, litigation costs, expenses, damages, judgments, or decrees by reason of damage to any property or business, and/or any death, injury, or disability to or of any person or party, including, but not limited to, any employee, contractor, licensee, invitee and/or any other persons who may be in, on, around or upon the Plaza with the express or implied consent of the City or arising out of or suffered, directly or indirectly, by reason of or in connection with the Plaza or this MOA, or any act, error, or omission of the City, the County's employees, agents, and subcontractors, whether by negligence or otherwise. It is specifically and expressly understood ~~that~~ the indemnification provided in this MOA constitutes the City's waiver of immunity under the state industrial insurance laws, Title 51 RCW, solely for the purpose of this indemnification. The City understands ~~that~~ this waiver has been mutually negotiated.

**10. Liability Related to City Ordinances, Policies, Rules and Regulations.**

In signing this MOA, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, rule or regulation is at issue, the parties understand the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

**11. Condition of Plaza.**

The City acknowledges and agrees ~~that~~ it has had an adequate opportunity to inspect the property of the proposed Plaza, the proposed plan for creation/improvement of the Plaza and is accepting the Project entering into this MOA with the Plaza in the condition "as is" or as improved,

subject to all faults and defects, known and unknown. The City further represents and warrants to the County ~~that~~ except for the County's express representations, warranties, covenants and obligations under this MOA and the exhibits hereto, the City has not relied and will not rely on, and the County is not liable for or bound by, any warranties, guaranties, statements, representations or information pertaining to the Plaza and the Plaza Facilities. This provision does not apply to any subsurface conditions associated with the real property. The County remains obligated for any costs or expenses associated with any subsurface conditions, known or unknown.

**Commented [AK14]:** I have some questions about the issue of subsurface conditions. Is this Robert's addition? Can I call him directly on this?

## 12. Insurance.

12.1 City's Insurance Obligation. The parties understand ~~that~~, upon signing this MOA, the City, at its own cost, shall have procured and will maintain for the duration of this MOA, insurance as specified in Section 12.2 below, the Minimum Scope and Limits of Insurance. Each insurance policy shall be written on an "occurrence" form unless otherwise approved by the County. The City's maintenance of insurance through a qualified Risk Pool is acceptable under this MOA. Nothing contained within these insurance requirements shall be deemed to limit the scope, application, and/or limits of the coverage afforded, which coverage will apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained within this Section 12 shall affect and/or alter the application of any other provision contained within this MOA.

12.2 Minimum Scope and Limits of Insurance. The City shall maintain limits no less than:

- (a) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit.
- (b) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (c) Workers' Compensation: Statutory requirements.

By requiring such minimum insurance coverage, the County shall not be deemed or construed to have assessed the risks that may be applicable to the City under this MOA. The City shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

12.3 Other Insurance Provisions and Requirements. The insurance coverage(s) required in this MOA are to contain, or be endorsed to contain the following provisions:

- (a) The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of or in connection with this MOA. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. The Additional Insured Endorsement shall be included with the certificate of insurance.

- (b) The City's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.
- (c) Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the City's liability to the County and shall be the sole responsibility of the City.
- (d) Coverage shall not be suspended, voided, canceled, reduced without prior written permission of the County.

12.4 Documentation of Insurance Requirements. The City shall furnish the County with certificates of insurance and endorsements per this MOA. The County reserves the right to require complete, certified copies of all required insurance policies at any time. If at any time any of the policies described in this Section 12 fail to meet minimum requirements, the City shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

12.5 Insurance Review. In consideration of the duration of this MOA, the parties understand ~~that~~ this Section 12, at the discretion of the County Risk Manager, may be reviewed and adjusted with each amendment and within ninety (90) days of the end of the first five (5) year period of the MOA and the end of each successive five (5) year period thereafter. Any adjustments made as determined by the County Risk Manager, shall be in accordance with reasonably prudent risk management practices and insurance industry standards and shall be effective on the first day of each successive five (5) year period. Adjustment, if any, in insurance premium(s) shall be the responsibility of the City. Any failure by the County to exercise the right to review and adjust at any of the aforementioned timings shall not constitute a waiver of future review and adjustment timings.

**13. Compliance with Laws.**

In the performance of its obligations under this MOA, each party expects to comply with all applicable federal, state, and local laws, rules and regulations.

**14. Default and Remedies.**

If either party defaults in its obligations under this MOA, the non-defaulting party shall have the right to seek specific performance by the defaulting party. An event of default shall occur only upon the obligated party's failure or refusal to perform a material term of this agreement after the party entitled to performance has given written notice to the obligated party of the breached term, and 30 days have elapsed after notice. City acknowledges ~~the that~~ County has entered this MOA with the understanding ~~that~~ the obligations for maintenance, operations, repair, etc. of the ~~Courthouse~~ Plaza will be the sole responsibility of City, and ~~that~~ any default in City's obligations ~~that~~ result~~ing~~s in maintenance, repair or operation costs being borne by the County shall result in

those costs being payable by the City to County ~~upon~~ after written notice and demand.

**15. Early Termination.**

There is no early termination of this MOA Agreement. Any attempt to terminate this MOA Agreement early by either party shall constitute a default of the MOA Agreement.

**16. Dispute Resolution.**

County and City shall make every effort to resolve any dispute regarding this MOA Agreement informally. If informal dispute resolution is unsuccessful, there shall be no further obligation to engage in an alternative dispute resolution process.

**17. Financing.**

Each party will finance their obligations in this MOA through general or restricted funds of each agency as law permits. No joint financing is contemplated.

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**18. Notices.**

All notices required to be given by any party to the other party under this MOA Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator’s designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 3 of this MOA Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

**19. Nondiscrimination.**

It is the policy of the County and the City to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington’s Law against Discrimination, Chapter 49.60 RCW. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and city and county contracts.

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**20. Entire Agreement; Amendments.**

This MOA constitutes the entire MOA between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This MOA may not be modified or amended in any manner except by a written document signed with the same formalities as required for this MOA and signed

by the party against whom such modification is sought.

**219. Conflicts between Attachments and Text.**

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Should any conflicts exist between any attached exhibits or schedule and the text or main body of this MOA, the text or main body of this MOA, or to any modifications or amendments to this MOA shall prevail.

IN WITNESS WHEREOF, the parties have signed this MOA as of the date first above written.

**COUNTY:**

**CITY:**

Skamania County, a political subdivision of the State of Washington

City of Stevenson, a Washington municipal corporation

By \_\_\_\_\_  
Name: Richard Mahar  
Title: Skamania County Board of County Commissioners, Chair

By \_\_\_\_\_ Na  
Name: Scott Anderson  
Title: Mayor, City of Stevenson

**Approved as to Form:**

**Approved as to Form:**

\_\_\_\_\_  
Adam N. Kick, Skamania County  
Prosecuting Attorney

\_\_\_\_\_  
Ken Woodrich, City Attorney

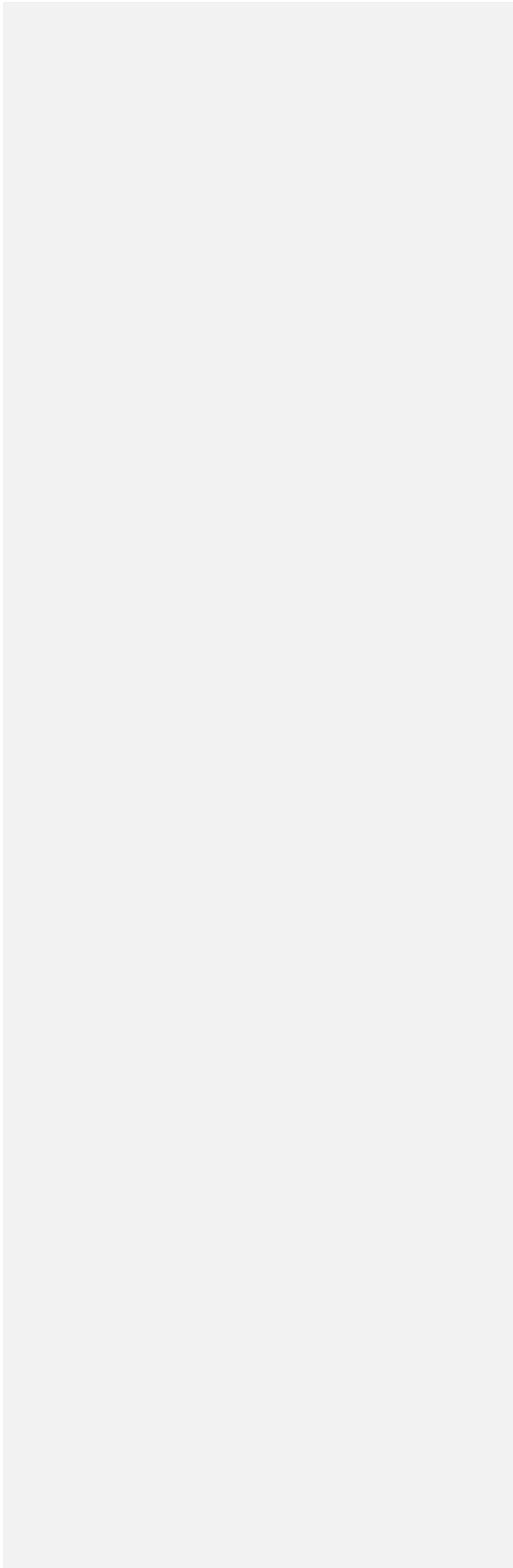
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**Exhibit A**  
**Legal Description of Courthouse Plaza**

A-1

**Exhibit B**  
**RCO grant**



B-1





# 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: City Council  
From: Leana Kinley, City Administrator  
RE: Financial Policy Revision  
Meeting Date: November 18, 2021

## Executive Summary:

Last year the city implemented a cost allocation of two buckets of cost. One allocation is based on agenda items and the other is on financial transactions. In the initial allocation the cost for the Equipment Services Fund were not included, which increased the costs allocated to the other funds. In discussions with the auditors this past year it was recommended we refine the allocation to spread the costs more equitably.

## Overview of Items:

The costs being allocated are:

Department	Example Cost	Allocation basis
Legislative	\$25,000	Agenda Items
Executive	\$100,000	Agenda Items
Legal (non-criminal)	\$25,000	Agenda Items
Finance	\$100,000	Financial Transactions
Central Services	\$100,000	Financial Transactions

These costs are then spread out between the following departments based on the percentage of transactions in the allocation basis indicated above:

Fund/Department	Example Allocation Percentage	
	Agenda	Finance
General Fund	58%	34%
Finance	8%	N/A
Streets	7%	13%
Tourism	2%	2%
Water	13%	23%
Wastewater	12%	25%
Equipment Services	0%	3%

The addition of Equipment Services to the allocation is noticeable and in the example above the 3% allocation adds up to almost \$6k in costs. This represents the cost to manage the fund.

## Action Needed:

Approve resolution 2021-385 revising the financial policy as presented.

**CITY OF STEVENSON  
RESOLUTION NO. 2021-385**

**A RESOLUTION OF THE CITY OF STEVENSON  
REVISING THE FINANCIAL POLICY**

**WHEREAS**, the financial health and welfare of the City of Stevenson is highly dependent upon establishing and maintaining sound, financial-planning objectives and strategies of implementation; and

**WHEREAS**, financial policies assist the decision-making process of the Council and City administration while operating independently of changing services and financial circumstances and conditions; and

**WHEREAS**, these policies also provide guidelines for evaluating both current activities and proposals for future programs and direct the City's financial resources toward meeting the goals and programs of the strategic plan; and

**WHEREAS**, the implementation of wise fiscal policies enables City officials to protect the public interest and ensure public trust and confidence; and

**WHEREAS**, the City Council of the City of Stevenson recognizes the need to revise the Financial Policy.

**NOW, THEREFORE**, be it resolved that the City Council of the City of Stevenson, Washington, hereby adopts the following policies as described in Exhibit A, attached hereto and incorporated by reference.

Key: ~~Strikethrough~~ means repealed. Underlined means new.

**APPROVED AND PASSED** by the City Council of the City of Stevenson, Washington at its regular meeting this 18<sup>th</sup> day of November, 2021.

\_\_\_\_\_  
Mayor of the City of Stevenson

ATTEST:

\_\_\_\_\_  
Clerk of the City of Stevenson

APPROVED AS TO FORM:

\_\_\_\_\_  
Attorney for the City of Stevenson

## **City of Stevenson Financial Policy**

### Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources including: City Council Resolutions and Ordinances; Budget documents; and Capital Improvement Programs. The set of policies within this document implements Comprehensive Plan Objective 8.2 and serves as a central reference point for the policies most critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the basic foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

### Financial Goals

The City of Stevenson's financial goals seek to:

- Ensure the financial integrity of the City
- Manage the financial assets in a sound and prudent manner
- Improve financial information for decision makers at all levels:
  - Policy makers as they contemplate decisions that affect the City on a long-term basis
  - Managers as they implement policy on a day-to-day basis
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens
- Maintain a spirit of openness and transparency while being fully accountable to the public for the City's fiscal activities

### Financial Policies

Stevenson's financial policies address the following major areas:

- |                                    |   |
|------------------------------------|---|
| • <b>General Policies</b>          | • <b>Small and Attractive Item Policy</b> |
| • <b>Revenue Policies</b>          | • <b>Accounting Policy</b>                |
| • <b>Expenditure Policies</b>      | • <b>Debt Policy</b>                      |
| • <b>Operating Budget Policy</b>   | • <b>Cash Mgmt/Investment Policy</b>      |
| • <b>Capital Management Policy</b> | • <b>Reserve Policy</b>                   |
|                                    | • <b>Cost Allocation Policy</b>           |

## I. General Policies

1. The City Council may adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.
2. The Mayor and/or City Administrator shall develop administrative directives and general procedures for implementing the City Council's financial policies.
3. All City Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. To attract and retain employees necessary for providing high quality services, the City shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
6. Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
7. The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

## II. Revenue Policies

*Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.*

### General Revenues

1. Current expenditures will be funded by current revenues. The City will try to maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source.
2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
3. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by City Council or required by law, or generally accepted accounting practices (GAAP). All nonrestricted revenues will be deposited into the General Fund and appropriated by the budget process.
4. If revenues from "one-time" or limited duration sources are used to balance the City's annual operating budget, it is to be fully disclosed and explained at

the time the budget is presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.

5. The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Thereafter, revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
6. The City will follow an aggressive and professional policy of collecting revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

#### Fees and Charges

7. Enterprise and Internal Service operations will be self-supporting.
8. The City will maximize the use of service users' charges in lieu of ad valorem (property) taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
  - a. Charges for providing utility services shall be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency, planned capital improvements, and reserve requirements.
  - b. User charges shall fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
  - c. Park recreation programs shall be funded by a users' charge. User charges shall be comparable to other neighboring cities where practical.
  - d. Other reimbursable work performed by the City (labor, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
  - e. Charges for services shall accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services shall be recalculated periodically, and the fee adjusted accordingly. The City shall maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees, charges, and utility rates will be reviewed every three years at a minimum.
  - f. The City will consider market rates and charges levied by other municipalities for like services in establishing rates, fees, and charges.
  - g. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

### Grants and Gifts

9. Grant funding for programs or items which address the City's current priorities and policy objectives should be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
10. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
11. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the City's Donation Policy and the wishes and instructions of the donor.

### **III. Expenditure Policies**

*Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.*

1. The City will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues.
2. Department Directors are responsible for managing their budgets within the total appropriation for their department.
3. The City will take immediate corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, fee increases, or use of contingencies. The City Council may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
4. Long-term debt or bond financing shall not be used to finance current operating expenditures.
5. The City will assess funds for services provided internally by other funds. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund.
6. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need for such positions has been demonstrated and documented.

7. All compensation planning will focus on the total cost of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the City.
8. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
9. Whenever feasible, government activities will be considered enterprises if doing so will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
10. The City will make every effort to maximize any discounts offered by creditors/vendors. Staff will also use competitive bidding per the Purchasing Policy to attain the best possible price on goods and services.

#### **IV. Operating Budget Policies**

1. The City Council will adopt and maintain a balanced annual operating budget.
2. The City will strive to adopt a budget where current annual operating revenues will be equal to or greater than current operating expenditures.
3. Balanced revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass five years and will be updated annually.
4. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. In the event that a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
5. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or "one-time" only General Fund expenditures.
6. The City will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement will be accomplished through the use of a "rental" rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for the replacement of the vehicles and equipment.
7. The operating budget shall serve as the annual financial plan for the City. It will serve as the policy document of the City Council for implementing Council goals

and objectives. The budget will provide the staff the resources necessary to accomplish City Council determined service levels.

8. As mandated by RCW 35A.33.135, the Mayor shall annually present a proposed operating budget to the City Council on or before the first Monday in October. The City Council must adopt by ordinance a final balanced budget no later than December 31 of each year.
9. Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the City Council.
10. Budget control and accountability is maintained at the departmental level.
11. The Mayor has the authority to approve appropriation transfers between programs or departments within a fund. In no case may total expenditures of a particular fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council.

## **V. Capital Management Policies**

*Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.*

### Capital Facilities Plan

1. The City will develop a Capital Facilities Plan (CFP) as defined and required by RCW 36.70A.070 which is consistent with the City Comprehensive Plan by the end of 2024. The plan shall be for a period of six years.
2. The CFP will include all projects to maintain public capital facilities required to maintain service levels at standards established by the City Council. It may also include for consideration such other projects as requested by the Mayor or City Council.
3. The CFP will provide details on each capital project plan including estimated costs, sources of financing and a full description of the project.
4. The City will finance only those capital improvements that are consistent with the adopted CFP and City priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.
5. A status review of the CFP will be conducted annually and a report will be presented by the Community Development Director or their designee, to the City Council.

### Capital Asset Management

6. The City will maintain its capital assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.



The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.

7. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$5,000 per item with a useful life of over one year.
8. The City will conduct an annual physical count/inspection of all capital assets.
9. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.

## **VI. Small and Attractive Item Policies**

*It is the policy of the city to maintain accountability over all tangible items that may have the likelihood of disappearing without being noticed. The departments shall review and update records to be verified by a physical inventory at least once a year and provide such list to the Treasurer's office for monitoring differences between years.*

1. Small and attractive items are defined as easily moveable, desirable items with a unit cost of \$300.00 to \$4,999.99 and have a life expectancy of more than one year. Those items are either concealable or portable.
2. Concealable items are defined as small enough to fit into one's pocket, bag, briefcase or back pack (examples: electronic devices, radios, weapons; laptops, peripherals such as Personal Data Assistants (PDA) & software packages; etc.).
3. Portable items are defined as medium sized assets that can be easily carried. (examples: televisions, computers, printers, mobile hand or power equipment; rescue equipment; computer monitors, modems, cpu's, projectors, typewriters, lawn mowers, etc.).
4. Each department head or their designee will prepare a list at least annually of their small and attractive items. This list will be provided to the City Administrator by January 31st each year for monitoring.
5. Each department/fund will notify the City Administrator of any additions, deletions, interdepartmental transfers, modifications, or leases of property that is not reflected on the preliminary list. Deletions from the inventory should include items that were scrapped, cannibalized, disappeared mysteriously, or damaged beyond salvage. The City Administrator or their designee will ensure the appropriate changes are made to the departments/funds small and attractive list. After the adjustments are made, the final list will be given to the department head or the Mayor to sign that it is true and correct.
6. A physical inventory will be conducted annually by the department to verify the existence and condition of all items on the Small and Attractive list. Every two years the City Administrator or their designee will help with the physical inventory verification with each department during the summer or fall months.

## Exhibit A

7. The Small & Attractive list will contain the serial number, model number and other key-identifying characteristics. All inventoried property will be assigned a unique city identification number by the City Administrator's Office if it does not already have one of the identifiers listed above. If an item is assigned a city identification number, that assigned number will follow the asset throughout its life in the city's Small and Attractive system.
8. Whenever feasible, each piece of property will be engraved or marked with the city's name and/or identification number on the upper right-hand corner. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of.
9. The city's property identification numbers are assigned by the City Administrator's Office for uniformity and must be unique to a single property item if there is not a serial number, model number or other key-identifying characteristic. Each department/fund should maintain a register of ID numbers that identify assets under their control if there is no serial or model number. The city will use a 10-character field that has the capability of using alpha or numeric characters for their ID number.
10. The city may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the department/fund purchasing the item will add it to their Small and Attractive data base listing and mark the item with the city's name. Quarterly the City Administrator's office will provide a list with documentation on all small and attractive items purchased. This list will include department, date, serial numbers, model numbers, order numbers, or any other means available for tracking purposes.
11. Items previously acquired will eventually be disposed of and need to be deleted from the departments list. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.).
12. The department head controlling the item is the only one in position to trigger removal from their list. An Asset Disposal Sheet must be submitted in the event of deletion for any reason. Items disappearing mysteriously may require additional reports to the police department, Mayor, and insurance company. Deletions brought about as a result of natural disasters would require reporting to the insurance provider for an eventual reimbursement claim.
13. Occasional transfers of property between departments, individuals within a department or funds will occur. The original controlling department/fund is accountable for all items and for initiating a notice of transfer.
14. Interdepartmental transfers involving a proprietary fund (i.e. Water/Sewer) need to have a transfer of money. The sale price will be fair market value, which may result in a gain or a loss on sale of fixed assets. Interdepartmental transfers or intergovernmental (i.e. city to County or State) do not require the city to declare the item surplus or to do a public notice.

## Exhibit A

15. Whenever an item has mysteriously disappeared and all efforts have failed to recover it, the controlling department/fund shall notify the City Administrator, who will give a copy to the Mayor and the Sheriff's Office. Ninety days after notification, if the item has not been found, the department head will send an Asset Missing Form to the City Administrator's office so they may remove the asset from the asset inventory. Copies of the report will be sent to the Mayor, City Council, and Department Head.

### **VII. Accounting Policies**

*Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA) where applicable.*

1. The City uses the cash basis of accounting which is a departure from generally accepted accounting principles (GAAP).
2. The City will maintain expenditure categories according to state statute and administrative regulation. The City will use the "Budgeting, Accounting & Reporting System" (BARS) prescribed by the State Auditor for its revenue and expenditure classification.
3. Quarterly budget reports showing the current status of revenues and expenditures will be prepared and distributed to appropriate legislative, staff and management personnel in a timely manner and made available for public inspection.
4. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
5. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.
6. The Annual Financial Report will be prepared on the basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles. The report will provide full disclosure of all financial activities and related matters.
7. An annual audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the annual financial statements, along with a report on accountability for public resources and compliance with state laws and regulations and its own policies and procedures.
8. The City's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources. It is the goal of the City Administrator to submit the budget document to the Washington Finance Officers Association (WFOA) or Government Finance Officers Association (GFOA) Distinguished Budget Presentation program.

## **VIII. Debt Policies**

*Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.*

1. The City will not use debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed unless it is for a project funded by USDA Rural Development in which case the term of the loan may not exceed 40 years.
3. General obligation debt will not be used for self-supporting enterprise activity.
4. Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
5. The general policy of the City is to establish debt repayment schedules that use level annual principal and interest payments.
6. Interest earnings on bond proceeds will be limited to 1) funding the improvements specified in the authorizing bond ordinance, or 2) payment of debt service on the bonds.
7. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
8. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease- purchase equipment whose useful life is less than the term of the lease.
9. The City may issue interfund loans as short-term debt, for a period of three years or less, rather than outside debt instruments to meet short-term cash flow needs, such as a delay in receipting tax revenues or issuing long-term debt. Interfund loans will be permitted only if an analysis of the affected funds indicates excess funds are available and the use of these funds will not impact the fund's current operations. All interfund short-term borrowing will be subject to Council approval by resolution as approved for interfund loans.
10. Lease purchase financing may be used when the cost of borrowing or other factors make it in the City's best interest.

## **IX. Cash Management and Investment Policies**

*Manage and invest the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.*

1. Cash and Investment programs will be maintained in accordance with Federal and

## Exhibit A

State law and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.

- a. *Safety*. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the portfolio. Specifically, the City will: (a) seek to avoid realizing any loss through the sale or disposal of an investment; and (b) seek to mitigate the risk of unrealized losses due to a decline in value of investments held in the portfolio.
  - b. *Liquidity*. The investment portfolio will remain sufficiently liquid to meet all cash requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio in the following manner: (a) the City will purchase investments scheduled to mature in accordance with its anticipated cash needs, in order to minimize the need to sell investments prior to maturity; (b) a portion of City funds will be maintained in cash equivalents, including money market fund, investment pools and overnight securities, which may be easily liquidated without a loss of principal should an unexpected need for cash arise; and (c) the portfolio will consist largely of investments with active secondary markets.
  - c. *Yield*. The City's investments will be designed with the objective of maximizing a fair rate of return consistent with the safety and liquidity noted above.
2. The City will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
  3. Monthly reports will be prepared and distributed to all departments and the City Council showing cash position, and year-to-date budgeted and actual expenditures.
  4. The City will conduct annual reviews of its internal controls and cash handling procedures.

### **X. Reserve Policies**

*Maintain the reserves, contingencies, and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.*

1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City.
2. The City will include all fund balances in the annual budget.

#### Strategic Reserve

3. The City's goal shall be to establish and maintain a General Operating Strategic Reserve of at least 10 percent of the General Fund and General-Fund supported operating budgets.
4. The reserve is defined as an emergency or cash flow reserve to fund one-time, emergency, or unanticipated expenditure requirements or offset unanticipated revenues fluctuations

## Exhibit A

occurring in the fiscal year or one-time revenue losses.

5. Annual contributions will be budgeted from the General Fund resources as available to establish and maintain the target reserve level.
6. All expenditures drawn from the reserve account shall require prior Council approval unless previously authorized by the City Council for expenditure in the annual budget.

### General Fund

7. The City's goal shall be to maintain a General Fund ending fund balance of at least 10 percent of the budgeted General Fund operating revenues.

### Unemployment Reserve

8. The City's goal shall be to maintain an unemployment reserve of at least the maximum weekly benefit allowed by state law times the maximum number of weeks allowed, excluding any extension of benefits during times of high unemployment.

### Enterprise Funds

9. The City's Enterprise Funds will maintain reserves equal to at least 10 percent of their adopted operating expenditures.

### Equipment Rental & Replacement Fund

10. Sufficient reserves will be maintained to provide for the scheduled replacement of City vehicles and capital equipment at the end of their useful lives.
11. Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

### Additional Reserves

12. Additional reserve accounts may be created by the City Council to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.

## **XI. Cost Allocation Policies**

*Comply with all laws and recommendations in calculating and receiving full cost recovery for services rendered to other funds.*

1. Under Washington State law and the State Auditor's Office *Budgeting, Accounting, and Reporting System* (BARS) manual, government officials may charge a portion of the costs for central overhead services to restricted funds, such as utility funds or special revenue funds, only to the extent that each fund benefits from those services. Governments may not allocate general government service costs such as public safety, parks, law enforcement, and community and economic development.

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2. BARS manual section 3.9.5 discusses Overhead Cost Allocations. Exhibit 1 of that section lists “Sound practices and requirements for allocating overhead costs”, including developing and maintaining a written plan, describing the allocation factors used, and explaining the rationale behind those decisions. Exhibit 2 of that section lists appropriate allocation factors for common types of overhead costs. The City must maintain appropriate documentation to support the overhead costs that were charged to each fund. (See the BARS manual for a complete discussion).

### City Administrator Salary and Benefits

From review of the normal job duties of the City Administrator – Day to day tasks include many functions that benefit the public at large including working with the Planning Director, the Building Inspector, Court, and the Fire and Police departments. These functions must be charged to the General Fund only.

Day to day tasks that benefit all funds include budget, audit, financial oversight, Human Resources, liability insurance, City Council assistance, grant management & compliance, economic development, and the supervision of Accounts Payable, Purchasing, Payroll, and Bookkeeping.

To allocate City Administrator costs to the benefiting funds, while ensuring that all functions benefiting the public at large are charged solely to the General Fund, the City Administrator shall track their time in relation to the departments and benefiting funds. Salary and benefits will be distributed monthly based on approved timesheet reports for actual time distribution.

### Deputy Clerk Treasurer Salary and Benefits

The normal job duties of the Deputy Clerk Treasurer I and II are routine in nature and may experience changes with implementation of new tools or changes to services provided, such as outsourcing court or building inspection services. The allocation of salary and benefit costs will be based on observations of day-to-day staff activities, interviews with staff, and their periodic tracking of time. When staff is working on project related tasks where an account code is created and their time may be reimbursable, they will track their time for that task and their salary and benefits will be distributed to that effort based on approved timesheet reports for actual time distribution.

### Equipment Services Fund

The City’s Equipment Services Fund was created in 1976 to account for and finance transportation and equipment expenses. Revenues are derived from charges made against the department using the equipment. Charges are allocated based on the number of hours worked and miles driven by field staff in each fund. The established rate is intended to cover general equipment maintenance, salaries, insurance, and replacement costs.

## Exhibit A

### Allocated Costs

The City's General Fund provides a variety of central services including, but not limited to; legal support, human resources, administrative functions, personnel services, processing accounts payable, budget and cash management, payroll and information technology services. The city allocates these indirect costs as follows:

1. Legislative, executive, and legal costs will be distributed based on agenda items.
2. Finance and central services costs will be distributed based on number of financial transactions.
- ~~3. Transactions related to the Equipment Services fund will be excluded as all expenses are charged back to other funds.~~
- 4.3. At year end, the budget allocation will be reconciled to actual costs and percent allocation.

### Other allocated costs include:

1. Audit costs allocated based on areas of audit focus.
2. Insurance costs allocated based on property values insured.
3. Phone costs allocated based on phone lines and departments served.
4. Any other costs will be allocated based on the type of service/goods provided and a fair and equitable allocation to the benefiting departments.





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## Inquiry re: local regulation of pesticides

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Jill Dvorkin <jdvorkin@mrsc.org>  
To: "leana@ci.stevenson.wa.us" <leana@ci.stevenson.wa.us>

Thu, Nov 11, 2021 at 9:44 AM

Hello Leana,

You wrote:

Our council wants to discuss a potential ban on the use of pesticides in city limits. Have other city jurisdictions adopted a similar ban? If so, which cities and how do they enforce the ban?

I asked our Research Librarian, Gabrielle Nicas, to look for examples of local pesticide regulation in Washington State. She provided the following:

I have not found any cities that have banned pesticides outright and I'm not sure there are any. I think most places take an Integrated Pest Management approach because it seems that in certain circumstances pesticides are unavoidable. I didn't find anything on total bans, but I found some information that I think may be of use.

- [Kirkland Pesticide Application Guidelines](#)
- [Kirkland October 2019 City Council Meeting Discussion of Pesticide Reduction Strategies](#) – I think might have a lot of useful information include information on cities and agencies that have significantly reduced pesticide use
- See Chapter 3 Integrated Pest Management in the [Bellevue 2020 Environmental Best Management Practice Manual](#)
- [The Washington State Integrated Pest Management \(IPM\) Extension Implementation Program](#)
- [Seattle Integrated Pest Management Fact Sheet](#)
- [Eastern Washington – County Use Restricted Pesticide Rules](#)
- MRSC Custom Search results for [Integrated Pest Management policies](#)
  
- [Bainbridge Island County Resolution No. 2019-22](#) supporting a countywide ban on aerial spray of glyphosate
- [Metro Parks Tacoma Pesticide-Free Parks Program](#)
- [Eugene, OR Pesticide-Free Parks Program](#)

And I found the following using a custom search of city codes using the term “pesticides” (for example "[surface water](#)" ,[site:codepublishing.com/wa](#) and "[surface water](#)" [site:library.municode.com/wa](#)). There are more results if you want to repeat the searches.

- Bainbridge Island, [Chapter 16.30 PEST MANAGEMENT AND \(codepublishing.com\)](#) (related to use of pesticides on city-owned property).
- Town of Index, [Protection of Water Supply](#) provisions

There are also legal considerations to think about in consultation with your City Attorney. I'm pasting below a research memo written by another legal consultant at MRSC in 2014 regarding local regulation of neonicotinoids—a pesticide linked to harmful impacts on bees. I think a similar analysis would apply to any pesticides or herbicides that fall within the federal and state definitions. See [RCW 15.58.030\(29\)](#) for the state definition of “pest” for all of the relevant state statutes; and see [7 U.S.C. section 136 Definitions \(t\)](#) for the federal definition of “pest” and the relevant federal statutes.

RESEARCH MEMO:

RE: Does a city in Washington State have the authority to ban the use and sale of pesticides and other products containing neonicotinoids within its jurisdiction?

\*\*\*\_\*\*\*

In short, cities have the authority to regulate the sale and use of products containing neonicotinoids.

Neonicotinoids are a class of pesticide—virtually all corn in the United States is treated with them. Carl Zimmer, *2 Studies Point to Common Pesticide as a Culprit in Declining Bee Colonies*, N.Y. TIMES, March 29, 2012, <http://goo.gl/9GYsru>. Opposition to Neonicotinoids is based on increasing evidence that the pesticide adversely affects bee populations, which in turn adversely affects agriculture activity as bees are the chief pollinators of crops for much of the country. *Id.*

[7 U.S.C. § 136v\(a\)](#) gives states the power to regulate the sale or use of any federally registered pesticide. The only limitation to this authority is that a state cannot permit any sale or use prohibited by the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), [7 U.S.C. 136 et seq.](#) Although the text of 7 U.S.C. § 136v(a) only mentions states, the Supreme Court has held that 7 U.S.C. § 136v and FIFRA in general do not preempt local governments from also regulating the sale or use of federally registered pesticides. *Wisconsin Public Intervenor v. Mortier*, 501 U.S. 597, 606 (1991) (holding that a small town in Wisconsin had the authority to regulate the use of pesticides).

Multiple federally registered pesticides include neonicotinoids. See EPA, RESTRICTED USE PRODUCTS (RUP) Report (2013), available at <http://www.epa.gov/opprd001/rup/rupreport.pdf>. (The neonicotinoid family includes acetamiprid, clothianidin, imidacloprid, nitenpyram, nithiazine, thiacloprid, and thiamethoxam). Therefore, FIFRA gives both state and local governments the power to regulate the sale or use of pesticides that contain neonicotinoids.

In addition, Washington law does not appear to preempt local governments from regulating the sale or use of pesticides containing neonicotinoids: Neither the Washington Pesticide Control Act, [Ch. 15.58 RCW](#), The Washington Pesticide Application Act, [Ch. 17.21 RCW](#), nor the provisions of [Ch. 70.104 RCW](#) appear to limit the ability of local governments to regulate the sale and use of such pesticides.

Several Pacific Northwest jurisdictions have already acted to regulate the sale and use of pesticides containing neonicotinoids. The City of Spokane banned its city departments from purchasing or using any products or products in packaging that contain neonicotinoids. [SMC § 07.06.171](#). The City of Eugene, Oregon, banned the sale and use of several types of pesticides within city limits. [EMC § 6.710\(3\)](#). However, the city only banned the use and not the sale of products containing neonicotinoids on city property. [Council Resolution 5xxx](#).

See also *Wisconsin Public Intervenor v. Mortier*, 501 U.S. 597 (1991) on this issue.

END OF RESEARCH MEMO.

There is also an Attorney General's Opinion (AGO) about local authority with regard to licensure of pesticides, written in 1993, that I recommend reviewing with your City Attorney. [AGO 1993 No. 5](#) - Apr 14 1993. The summary statements from the AGO provide:

Chapter 17.21 RCW authorizes the Department of Agriculture to regulate pesticide application and use. This chapter preempts cities and counties from regulating pesticide application and use, except the first class cities and the counties in which they are located can regulate structural pest control operators, exterminators, and fumigators.

Chapter 15.58 RCW authorizes the Department of Agriculture to regulate formulation, distribution, storage, and disposal of pesticides. This chapter does not preempt cities and counties from regulating these activities, so long as the local regulations do not conflict with state law.

You may also be interested in reaching out to someone with the state Department of Agriculture. [Pesticides | Washington State Department of Agriculture](#) to discuss further.

I hope this helps. Please feel free to call if you would like to discuss this further.

Thank you,

Jill

[Jill Dvorkin \(she/her\)](#)

Legal Consultant

206.625.1300 x115

**DISCLAIMER:** MRSC is a statewide resource that provides general legal, policy, and financial guidance to support local government agencies. This email is not legal advice and does not create an attorney-client relationship. It is not confidential or privileged and is subject to Washington's Public Records Act.



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

## Agreement No. TCPIPG-1921-StevPW-00028

### TOXICS CLEANUP INTEGRATED PLANNING GRANT AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF STEVENSON PUBLIC WORKS

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY,” and CITY OF STEVENSON PUBLIC WORKS, hereinafter referred to as the “RECIPIENT,” to carry out with the provided funds activities described herein.

#### GENERAL INFORMATION

Project Title:	Columbia Avenue Redevelopment Project
Total Cost:	\$200,000.00
Total Eligible Cost:	\$200,000.00
Ecology Share:	\$200,000.00
Recipient Share:	\$0.00
The Effective Date of this Agreement is:	11/30/2021
The Expiration Date of this Agreement is no later than:	06/30/2023
Project Type:	Integrated Planning Grant

#### Project Short Description:

The RECIPIENT has identified realignment of Columbia Avenue and redevelopment in the surrounding area as a priority project. The realignment will make the area safer and more walkable. New mixed-use development would strengthen the economic vitality of downtown. IPG funding will support assessment and redevelopment planning to address known contamination related to the Midstate Land Co. (CSID 690, FSID 1384) and Hunsaker Oil Stevenson Station (CSID 8497, FSID 25886634) Sites.

#### Project Long Description:

The RECIPIENT recently completed a new downtown plan that identified priority projects. One high-priority project is the realignment of Columbia Avenue and redevelopment in the surrounding area. The realignment of the right-of-way will contribute to making the downtown safer and more walkable by narrowing the traffic lane, adding decorative crosswalks, street trees, landscaping, and bike racks. New mixed-use storefront development in the area would be a

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Project Title: Columbia Avenue Redevelopment Project  
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draw for both residents and visitors and help strengthen the economic vitality of downtown Stevenson.

The RECIPIENT will use IPG funds to evaluate environmental concerns in the area and create an integrated plan for redevelopment and cleanup. The assessment activities will focus on two known cleanup Sites in Stevenson, WA, the Midstate Land Co. (CSID 690, FSID 1384) located at 70 NW 2nd Street and Hunsaker Oil Stevenson Station (CSID 8497, FSID 25886634) located at 91 2nd St.

The RECIPIENT leveraged Skamania County U.S. Environmental Protection Agency grant funding to conduct initial assessment and planning for the project. A Phase I and Phase II environmental site assessment at the Midstate Land Co. Site and sampling revealed significant environmental concerns that were beyond the scope of funds available. A Phase I environmental site assessment was completed in 2020 on the property to the east of Columbia Avenue. The lot is currently vacant and used for parking for a dentist's office to the east. This property is listed in ECOLOGY's database as the Midstate Land Co. The building that previously occupied that Site was demolished in 1995. It had been occupied by various businesses including an auto service, repair, and paint shop, and a dry-cleaning establishment. When the building was demolished, soil samples revealed gasoline-range petroleum hydrocarbons, xylenes, ethylbenzene, and benzene exceedances. The Midstate Land Co. Site underwent remediation in 1995 that included emergency removal of contaminated soil. A No Further Action letter was issued by ECOLOGY in 1997 under the Independent Remedial Action Program (IRAP), the precursor to the VCP. A restrictive covenant was recorded for the Site on November 3, 1998, because the remedial action had resulted in residual soil concentrations of total petroleum hydrocarbon (gasoline) that exceeded the Model Toxics Control Act (MTCA) Method A residential cleanup level. A Phase II assessment of the Midstate Land Co. Site was completed in 2020. The results from the July 2020 Phase II ESA indicate there is petroleum contamination in groundwater on the Midstate Land Co. Site, particularly along the northern property boundary with Lewis and Clark Highway (aka Washington State Highway 14). The concentrations of benzene; naphthalene; 1-methylnaphthalene; and gasoline-, diesel-, and oil-range hydrocarbons exceed the ECOLOGY MTCA Method A or Method B groundwater cleanup levels and/or the MTCA Method B groundwater vapor intrusion screening level values. Because the contamination is located along the northern property boundary, there is potential that this contamination is related to an off-site source.

A second ECOLOGY listed Site, Hunsaker Oil Stevenson Station, is located directly northwest of the Columbia Avenue project. ECOLOGY records indicate that a leaking underground storage tank at the Site was reported to ECOLOGY in 1998. There is confirmed benzene and gasoline contamination in soil, suspected diesel contamination in soil and groundwater, suspected gasoline contamination in groundwater, and confirmed "other" petroleum contamination in groundwater. Because of its proximity upgradient from the Columbia Avenue realignment area, this Site has the potential to impact the Columbia Avenue realignment area.

In order to improve safety, create a walkable downtown, and promote mixed-use development, the RECIPIENT is planning to relocate the Columbia Avenue right-of-way approximately 40 feet to the west to align with the existing portion of Columbia Avenue to the north. As a part of the realignment process, the RECIPIENT would acquire 40 feet of right-of-way from the property owner to the east (the Midstate Land Co. Site) and dispose of 40 feet of property to the west. Both property owners have been engaged in planning for the project and have expressed interest in either redeveloping their properties or selling to a developer. The area is well served by existing utilities. The downtown plan envisions new mixed-use development with ground level storefront to build on Stevenson's downtown commercial district.

IPG funds will support additional remedial investigation, including sampling on the properties and public right-of-way adjacent to the Hunsaker Oil and Midstate Land Co. Sites to determine the extent of the groundwater impacts. A feasibility study is also planned to assess cleanup alternative to facilitate both the realignment of Columbia Avenue and future redevelopment of the surrounding properties. While the assessment and cleanup tasks are underway, IPG funds

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will support an economic feasibility study to evaluate the likelihood of redevelopment in the surrounding area and model the impact of proposed changes to the RECIPIENT's parking requirements. Finally, the grant funds will be used to revise the existing realignment site plan to integrate the proposed remediation.

Overall Goal:

To promote a vibrant downtown Stevenson by addressing safety concerns, improving access to downtown, creating walkable streets with 5-minute walking loops, and promoting additional development in the downtown commercial core. In addition, several specific project goals will be accomplished:

- Characterize and address known environmental concerns to streamline redevelopment in the area.
- Allow the Columbia Ave right-of-way to be properly aligned to improve vehicular access to downtown and prevent collisions.
- Identify necessary streetscape improvements (ex. street trees, landscaping, decorative crosswalks, lighting) to promote active use of downtown Stevenson.
- Spur redevelopment of the surrounding area that focus on mixed-use ground floor retail and restaurant uses to bring new business and visitors to Stevenson.
- Evaluate economic impacts of Columbia Avenue's redevelopment relative to the project costs and identify catalytic investment strategies.

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 Project Title: Columbia Avenue Redevelopment Project  
 Recipient Name: CITY OF STEVENSON PUBLIC WORKS

**RECIPIENT INFORMATION**

Organization Name: CITY OF STEVENSON PUBLIC WORKS

Federal Tax ID: 91-6001512

DUNS Number: 025644105

Mailing Address: 7121 E Loop Road, PO Box 371  
 Stevenson, WA 98648

Physical Address: 7121 E Loop Road

Organization Fax: (509) 427-8202

**Contacts**

<p><b>Project Manager</b></p>	<p>Ben Shumaker                  Planning Director</p> <p>7121 East Loop Road, PO Box 371                  Stevenson, Washington 98648                  Email: ben@ci.stevenson.wa.us                  Phone: (509) 427-5970</p>
<p><b>Billing Contact</b></p>	<p>Anders Sorestad                  Deputy Clerk/Treasurer II</p> <p>7121 E Loop Road                  Stevenson, Washington 98648                  Email: anders@ci.stevenson.wa.us                  Phone: (509) 427-5970</p>
<p><b>Authorized Signatory</b></p>	<p>Scott Anderson                  Mayor</p> <p>7121 E Loop Road                  Stevenson, Washington 98648                  Email: scott.anderson@ci.stevenson.wa.us                  Phone: (509) 427-5970</p>

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 Project Title: Columbia Avenue Redevelopment Project  
 Recipient Name: CITY OF STEVENSON PUBLIC WORKS

**ECOLOGY INFORMATION**

Mailing Address: Department of Ecology  
 Toxics Cleanup  
 PO BOX 47600  
 Olympia, WA 98504-7600

Physical Address: Toxics Cleanup  
 300 Desmond Drive SE  
 Lacey, WA 98503

**Contacts**

<p><b>Project Manager</b></p>	<p>Margo Thompson</p> <p>PO Box 47600                  Olympia, Washington 98504-7600                  Email: math461@ecy.wa.gov                  Phone: (360) 407-7336</p>
<p><b>Financial Manager</b></p>	<p>Lydia Lindwall</p> <p>PO Box 47600                  Olympia, Washington 98504-7600                  Email: llin461@ecy.wa.gov                  Phone: (360) 407-6210</p>
<p><b>Technical Advisor</b></p>	<p>Tom Middleton</p> <p>PO Box 47775                  Olympia, Washington 98504-7775                  Email: tmid461@ecy.wa.gov                  Phone: (360) 999-9594</p>



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 Project Title: Columbia Avenue Redevelopment Project  
 Recipient Name: CITY OF STEVENSON PUBLIC WORKS

## SCOPE OF WORK

Task Number: 1 **Task Cost:** \$85,800.00

Task Title: ASSESSMENTS AND REMEDIAL INVESTIGATIONS-J003

### Task Description:

This task funds the RECIPIENT's eligible costs ECOLOGY deems reasonable and necessary to plan and perform remedial site investigations consistent with the scope of work in the approved work plan(s) for the Midstate Land Co and Hunsaker Oil, Stevenson Station, Sites. This includes the Phase II study, sampling and analysis costs, identification, and testing of potential sources of contamination, surveying/mapping, data management, reports, and additional cultural resource review or archeological monitoring if required as a result of the ECOLOGY's cultural resource review.

The RECIPIENT must gain property access to complete the work under this task, however the costs of securing access agreements from property owners is not a grant eligible cost.

RECIPIENT shall complete Phase II environmental site assessments and document the results in reports provided to ECOLOGY.

RECIPIENT shall prepare draft sampling and analysis plans and submit to ECOLOGY for approval before implementing any plans. Eligible costs also include activities associated with compliance with archaeological and cultural resource requirements.

### TRAVEL AND PER DIEM

The RECIPIENT may bill costs related to vehicle usage at the state approved mileage rate. ECOLOGY will reimburse travel costs at the state per diem rate in effect when the costs were incurred. To receive travel costs, an individual must be in travel status. Any costs incurred over the state rate are not grant eligible.

### BACKUP DOCUMENTATION

All backup documentation, whether prime contractor or subcontractor, and regardless of the contracting mechanism (lump sum or time and materials) must include the day worked, the hours, the rate of pay, total cost, and the activity being performed unless agreed to in writing by the ECOLOGY grant financial manager. If this level of detail isn't provided in the invoice for RECIPIENT employee costs, then timesheets must be provided that are signed by the individual and their supervisor documenting hours worked on the project activities by task and day. The rate of pay, number of hours by day, and total cost must be itemized.

### EQUIPMENT

Equipment purchases are not allowed under this agreement.

### PAYMENT REQUESTS/PROGRESS REPORTS (PRPRs)

At a minimum, RECIPIENTS must submit PRPRs on a quarterly basis. If costs do not need to be billed during the quarter, then the PRPR identifies no costs billed and the RECIPIENT submits the progress report portion of the PRPR.

### Task Goal Statement:

To compile site information and conduct field investigations that adequately characterize the nature and extent of contamination at the Sites to enable the realignment of the right-of-way, development in the surrounding area and evaluation of alternative

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the cleanup of the site if required. Surrounding property owners will be engaged to participate in assessment activities.

**Task Expected Outcome:**

The results of site investigations are documented in reports that can be used to aid the development and evaluation of any required cleanup alternatives for the Site(s).

Recipient Task Coordinator: Ben Shumaker

**ASSESSMENTS AND REMEDIAL INVESTIGATIONS-J003**

**Deliverables**

Number	Description	Due Date
1.1	Environmental Investigation Work Plans for each Site to be investigated.	
1.2	Environmental Investigation Reports for each Site investigated.	
1.3	Timely grant payment requests/progress reports (PR/PR) with proper documentation	
1.4	Sampling data is uploaded to EIM as required in the General Terms and Conditions of this agreement.	

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Recipient Name: CITY OF STEVENSON PUBLIC WORKS

## SCOPE OF WORK

Task Number: 2 **Task Cost:** \$16,700.00

Task Title: FOCUSED FEASIBILITY STUDY-J004

### Task Description:

This task funds the RECIPIENT's eligible costs ECOLOGY deems reasonable and necessary to plan and perform an analysis of the feasibility of potential cleanup options identified for the Midstate Land Co and Hunsaker Oil, Stevenson Station, Sites during remedial site investigation activities. This work must be consistent with the scope of work approved by the ECOLOGY project manager for the Site(s).

Eligible costs may also include pilot tests, treatability studies, stormwater source control engineering studies, Environmental Impact Statements, data management, public involvement, and RECIPIENT staff costs related to these activities.

Opportunities for cost savings and efficiencies between cleanup and redevelopment may be identified as part of the evaluation of cleanup alternatives.

If adequate funding remains in the agreement at completion of the Focused Feasibility Study, the RECIPIENT may develop a draft cleanup action plan under this task.

### TRAVEL AND PER DIEM

The RECIPIENT may bill costs related to vehicle usage at the state approved mileage rate. ECOLOGY will reimburse travel costs at the state per diem rate in effect when the costs were incurred. To receive travel costs, an individual must be in travel status. Any costs incurred over the state rate are not grant eligible.

### BACKUP DOCUMENTATION

All backup documentation, whether prime contractor or subcontractor, and regardless of the contracting mechanism (lump sum or time and materials) must include the day worked, the hours, the rate of pay, total cost, and the activity being performed unless agreed to in writing by the ECOLOGY grant financial manager. If this level of detail isn't provided in the invoice for RECIPIENT employee costs, then timesheets must be provided that are signed by the individual and their supervisor documenting hours worked on the project activities by task and day. The rate of pay, number of hours by day, and total cost must be itemized.

### EQUIPMENT

Equipment purchases are not allowed under this agreement.

### PAYMENT REQUESTS/PROGRESS REPORTS (PRPRs)

At a minimum, RECIPIENTS must submit PRPRs on a quarterly basis. If costs do not need to be billed during the quarter, then the PRPR identifies no costs billed and the RECIPIENT submits the progress report portion of the PRPR.

### Task Goal Statement:

The results of the Focused Feasibility Studies are documented in a report and adequate information has been provided so a cleanup action can be selected as needed for the Site(s).

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**Task Expected Outcome:**

The results of the Focused Feasibility Studies are documented in a report and adequate information has been provided so necessary cleanup actions can be selected for the Site(s). A draft cleanup action plan may be developed if adequate funding remains in the agreement following the completion of the Focused Feasibility Study.

**Recipient Task Coordinator:** Ben Shumaker

**FOCUSED FEASIBILITY STUDY-J004****Deliverables**

<b>Number</b>	<b>Description</b>	<b>Due Date</b>
2.1	Focused Feasibility Study for each Site evaluated under this task.	
2.2	Draft Cleanup Action Plan(s) (optional deliverable, if funds allow)	
2.3	Timely grant payment requests/progress reports (PR/PR) with proper documentation	

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 Project Title: Columbia Avenue Redevelopment Project  
 Recipient Name: CITY OF STEVENSON PUBLIC WORKS

## SCOPE OF WORK

Task Number: 3 **Task Cost:** \$97,500.00

Task Title: INTEGRATED PLANNING ACTIVITIES-J011

### Task Description:

This task funds RECIPIENT integrated planning activities ECOLOGY deems reasonable and necessary to complete needed economic assessments, planning, and development of implementation strategies for the redevelopment of the Site.

Eligible costs may include:

- Review of reports and technical documents related to the site assessment process
- Technical communications between the RECIPIENT, its contractors, potentially liable parties, and ECOLOGY
- Economic impact research and evaluations
- Conceptual economic impact model
- Right-of-way analysis for site configuration
- Conceptual site plan
- Engineering design
- GIS analysis
- Boundary and topographic survey
- Stakeholder interviews, surveys, and meetings
- Community involvement/outreach such as open house forums to solicit comments about plans and technical documents
- Development and funding strategies
- Regulatory assessment
- Policy recommendations

The RECIPIENT shall:

- Consult and coordinate with the ECOLOGY project manager to develop consultant scopes of work for activities under this task.
- Provide ECOLOGY with copies of all draft and final technical documents, plans, reports, data and analyses, GIS models, communication materials, public information materials, web page content, open house agendas, surveys and the results, and any other deliverables developed or funded under this task.
- Provide ECOLOGY the advanced notice of community events or meetings about the grant funded work.
- Verify the eligibility of costs with the ECOLOGY grant financial manager. Costs not approved by the ECOLOGY grant financial manager are the responsibility of the RECIPIENT.

Costs for technical, advertising, and communications materials not approved by ECOLOGY are not grant eligible.

### TRAVEL AND PER DIEM

The RECIPIENT may bill costs related to vehicle usage at the state approved mileage rate. ECOLOGY will reimburse travel costs at the state per diem rate in effect when the costs were incurred. To receive travel costs, an individual must be in travel status. Any costs incurred over the state rate are not grant eligible.

### BACKUP DOCUMENTATION

All backup documentation, whether prime contractor or subcontractor, and regardless of the contracting mechanism (lump sum or time and materials) must include the day worked, the hours, the rate of pay, total cost, and the activity being performed unless agreed to in writing by the ECOLOGY grant financial manager. If this level of detail isn't provided in the invoice for

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RECIPIENT employee costs, then timesheets must be provided that are signed by the individual and their supervisor documenting hours worked on the project activities by task and day. The rate of pay, number of hours by day, and total cost must be itemized.

#### EQUIPMENT

Equipment purchases are not allowed under this agreement.

#### PAYMENT REQUESTS/PROGRESS REPORTS (PRPRs)

At a minimum, RECIPIENTS must submit PRPRs on a quarterly basis. If costs do not need to be billed during the quarter, then the PRPR identifies no costs billed and the RECIPIENT submits the progress report portion of the PRPR.

#### Task Goal Statement:

To complete an integrated planning study that considers site specific environmental information along with community input on the conceptual design, assessment of economic feasibility of redevelopment in the surrounding area, and the projected economic impacts of redevelopment economic impacts.

#### Task Expected Outcome:

An integrated planning study will be completed that guides the realignment project and surrounding development. The plan will identify key next steps for acquisition of the new right-of-way and funding for the project.

Recipient Task Coordinator: Ben Shumaker

### INTEGRATED PLANNING ACTIVITIES-J011

#### Deliverables

Number	Description	Due Date
3.1	Conceptual plan for right-of-way and surrounding development	
3.2	Development feasibility technical memo	
3.3	Integrated planning implementation strategy report.	
3.4	Timely grant payment requests/progress reports (PR/PR) with proper documentation	



Agreement No: TCPIPG-1921-StevPW-00028  
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<b>Stevenson - Columbia Ave- IPG</b>	<b>Task Total</b>
ASSESSMENTS AND REMEDIAL INVESTIGATIONS-J003	\$ 85,800.00
FOCUSED FEASIBILTY STUDY-J004	\$ 16,700.00
INTEGRATED PLANNING ACTIVITIES-J011	\$ 97,500.00

**Total: \$ 200,000.00**

DRAFT



Agreement No: TCPIPG-1921-StevPW-00028  
 Project Title: Columbia Avenue Redevelopment Project  
 Recipient Name: CITY OF STEVENSON PUBLIC WORKS

### **Funding Distribution Summary**

#### **Recipient / Ecology Share**

<b>Funding Distribution Name</b>	<b>Recipient Match %</b>	<b>Recipient Share</b>	<b>Ecology Share</b>	<b>Total</b>
Stevenson - Columbia Ave- IPG	0.00 %	\$ 0.00	\$ 200,000.00	\$ 200,000.00
<b>Total</b>		<b>\$ 0.00</b>	<b>\$ 200,000.00</b>	<b>\$ 200,000.00</b>

#### **AGREEMENT SPECIFIC TERMS AND CONDITIONS**

Any current or future work included in this Agreement is subject to cultural resource review by ECOLOGY in accordance with any and all applicable cultural resources laws, regulations, and executive orders. Field activities cannot begin until the cultural review has been completed, in situations when the activities were performed prior to ECOLOGY's review the field activities' costs may not be eligible for reimbursement.

#### **SPECIAL TERMS AND CONDITIONS**

#### **GENERAL FEDERAL CONDITIONS**

**If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.**

#### **A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY**

##### **EXCLUSION:**

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

#### B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required DUNS number, at [www.fsrs.gov](http://www.fsrs.gov) <http://www.fsrs.gov> within 30 days of agreement signature. The FFATA information will be available to the public at [www.usaspending.gov](http://www.usaspending.gov) <http://www.usaspending.gov>.

For more details on FFATA requirements, see [www.fsrs.gov](http://www.fsrs.gov) <http://www.fsrs.gov>.

#### C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf) <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems,

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services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\)](https://sam.gov/SAM/) <<https://sam.gov/SAM/>> exclusion list.

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## GENERAL TERMS AND CONDITIONS

### Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

#### GENERAL TERMS AND CONDITIONS

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

06/24/2021 Version

#### 1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

#### 2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

#### 3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

#### 4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
  - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
  - \* For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.
  - For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

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b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
  - Make the IDP readily available to anyone working at the project site.
  - Discuss the IDP with staff, volunteers, and contractors working at the project site.
  - Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

## 5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

## 6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

## 7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov).
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.
- j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, a

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other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

#### 8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

#### 9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

#### 10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

#### 11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such

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decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

## 12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at:

<http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at:

<https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

## 13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

## 14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

## 15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

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#### 16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

#### 17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

#### 18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

#### 19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

#### 20. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports



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ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.

- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

## 21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
- e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
- f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
  - 1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
  - 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
- g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

## 22. RECORDS, AUDITS, AND INSPECTIONS

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RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
  - b) Be kept in a common file to facilitate audits and inspections.
  - c) Clearly indicate total receipts and expenditures related to this Agreement.
  - d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.
- RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

#### 23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

#### 24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

#### 25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

#### 26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

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## 27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

## 28. TERMINATION

### a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**Failure to Commence Work.** ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

**Non-Performance.** The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

### b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**Non-Allocation of Funds.** ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendment

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If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions

## PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this \_\_\_\_\_ day of November 2021, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and Maul Foster & Alongi, Inc., 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 "B." 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 June 30, 2023** 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. *Any reuse or modification of any such documents by City, without Contractor's written permission, shall be at City's sole risk, and City agrees to indemnify and hold Contractor harmless from all claims, damages, and expenses, including attorneys' fees, arising out of such reuse by City or other acting through City.*

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

CITY and Contractor ("Party" or "Parties") hereby agree to indemnify and hold harmless, *but not defend*, 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.

#### 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

By: \_\_\_\_\_  
\_\_\_\_\_, its Mayor

Approved as to form

\_\_\_\_\_  
Kenneth B Woodrich,  
City Attorney

CONTRACTOR

By: Alistaire Clary

Alistaire Clary  
\_\_\_\_\_  
Managing Director  
\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
109 E 13th St.  
\_\_\_\_\_  
Vancouver, WA 98660  
\_\_\_\_\_

Mailing Address

\_\_\_\_\_  
360-694-2691  
\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
91-1730412  
\_\_\_\_\_  
Federal Tax ID Number

\_\_\_\_\_  
601 723 614  
\_\_\_\_\_  
UBI#

**SCOPE OF WORK – EXHIBIT A**

(Describe scope of services or attach proposal)



MFA SCOPE OF WORK

MFA Project No.: 1769.03.02

Work Order No.: 01

Project Name: Columbia Avenue Redevelopment Integrated Planning Grant

SCOPE OF WORK: MFA will perform the Work indicated below in accordance with the grant agreement between the Client and the Washington State Department of Ecology (Ecology).

Task 1—Remedial Investigation:

- A Phase II environmental sites assessment (ESA) focusing on the right-of-way surrounding the Hunsaker Oil and Midstate Land Co. site.
- Additional sampling on the private properties in the surrounding area.
- Prepare cultural resource review materials, inadvertent discovery plan and/or conduct archeological monitoring during ground disturbing activities, if required by Ecology's cultural.

Deliverables:

- Phase II ESA report incorporating both right-of-way and private property sampling results

Assumptions:

- Sampling on private property is contingent upon the willingness of the owner to participate in grant assessment activities and provide an access agreement.

Task 2—Feasibility Study:

- Conduct an analysis of cleanup alternatives, based on the findings of the Phase II ESA, comparing each option's cost, protectiveness, and feasibility to identify a preferred cleanup approach.

Deliverables:

- Focused feasibility study

Assumptions:

- Up to two virtual coordination meetings with the Client are anticipated.

Task 3—Integrated Planning Activities

Subtask 3.1—Community Engagement:

- Create a public involvement plan that outlines touchpoints and methods of communication with the public and project stakeholders, and key messaging covering the purpose and scope of the grant activities.
- Facilitate one community workshop to receive input on the right-of-way design and surrounding development heights and aesthetics.
- Draft up to four update emails or project website updates to inform stakeholders about key project milestones.
- Up to six coordination calls with surrounding homeowners to communicate assessment needs, sampling results, and next steps.
- Up to two presentations to the Client and/or local elected officials.

Deliverables:

- Public involvement plan
- Up to four draft update emails or project website updates

- Community input will be integrated into the right-of-way and site design in Task 3.2

Assumptions:

- Up to two virtual coordination meetings with the Client are anticipated.
- Community workshop is anticipated to take place in person. The Client will be responsible for coordinating the meeting location including marketing the meeting and providing refreshments, if desired. MFA will assist with facilitation of the event.

**Subtask 3.2—Right-of-Way Design:**

- Conceptual Site Design
  - Prepare up to three conceptual site designs for the right-of-way improvements and surrounding development including a 3D massing model showing the scale of future development.
  - Refine one preferred conceptual site plan based on input from the Client and community members.
- Right-of-Way Engineering Design
  - Prepare a revised right-of-way design to 60 percent design.
  - Stormwater analysis. Preliminary analysis and modeling of proposed stormwater elements: collection, conveyance, treatment, and detention.
  - Grading design. Preliminary grading of the proposed improvements to provide for 1-foot finish-grade contours and an estimate of earthwork quantities.
- Revise previous cost estimates based on update design.

Deliverables:

- Up to three conceptual site designs
- One rendered preferred conceptual site plan
- 60 percent design right-of-way design documents including:
  - Preliminary Stormwater Report
  - Updated opinion of probable construction costs for the right-of-way improvements.

Assumptions:

- Up to two virtual coordination meetings with the Client are anticipated.
- These plans are being prepared for Client review only and do not include time for MFA to submit to any other agency.
- The Client will contract separately with others for professional services, which may include but may not be limited to: geotechnical engineering, archaeological surveying, and a title search.
- No off-site traffic mitigation will be required.
- Electrical design for street lighting will be provided by others.
- Assume that all specifications will be per Client or Washington State Department of Transportation standards.

Exclusions:

- Structural, geotechnical, mechanical, or electrical engineering.
- Design of any off-site street, sanitary sewer, or water facilities.
- Design of retaining walls and structural calculations.
- Design of street lighting.
- Design of traffic signals or appurtenances.
- Design of any natural gas, electric, or telecommunication systems and facilities.

- Payment of any agency application, permit, or plan review fees

**Subtask 3.3—Redevelopment Feasibility Study:**

- Identify key market assumptions, including local land acquisition costs, and prepare a proforma analysis modeling the feasibility of the redevelopment to inform the Client's acquisition and disposition plan.
- Model the impact of different parking requirements and a shared parking area using a sensitivity analysis
- Model the local tax revenue impacts as a result of redevelopment in the surrounding area.

Deliverable:

- Redevelopment Feasibility Technical Memo

**Subtask 3.4—Action Plan**

- Prepare an action plan that summarizes the results of the overall planning process as well as next steps for cleanup, realignment, and redevelopment of the surrounding area. This will be the primary reporting deliverable for Ecology.

Deliverable:

- Final action plan.

Assumptions:

- One round of Client review and revisions is anticipated for the final action plan.

**SCHEDULE OF WORK:** The project work is anticipated to continue throughout the Ecology grant performance period.

MFA will begin work within 21 days of receiving authorization to proceed. This proposal is valid for 60 days.

**ESTIMATED COST OF WORK:**

Task	Maul Foster & Alongi, Inc.			Subcontractors	Total
	Hours	Labor	Direct		
1.0 Remedial Investigation	532	\$80,000	\$0	\$5,800	\$85,800
2.0 Feasibility Study	110	\$16,700	\$0	\$0	\$16,700
3.1 Community Engagement	113	\$16,600	\$600	\$0	\$17,200
3.2 Right-of-Way Design	267	\$39,600	\$0	\$9,800	\$49,400
3.3 Redevelopment Feasibility Analysis	96	\$16,800	\$0	\$0	\$16,800
3.4 Action Plan	102	\$14,100	\$0	\$0	\$14,100
<b>Total Estimated Cost</b>					<b>\$200,000</b>

This cost estimate does not represent a lump sum. MFA bills on a time and materials basis. MFA may apply money from one task to another to complete the scope of work.

**PAYMENT FOR SERVICES & EXPENSE REIMBURSEMENT – EXHIBIT B**

(Describe contract amount and terms, or attached proposal. Ensure payment terms are net 30 days or greater)



## SCHEDULE OF CHARGES FOR STATE FUNDED PROJECTS

### PERSONNEL CHARGES

Principal .....	\$200 – 250/hour
Senior .....	\$150 – 210/hour
Project .....	\$140 – 155/hour
Staff .....	\$120 – 135/hour
Analyst .....	\$135 – 145/hour
Technician/Designer .....	\$100 – 125/hour
Administrative Support .....	\$95 – 105/hour

Depositions and expert witness testimony, including preparation time, will be charged at 200 percent of the above rates.

Travel time will be charged in accordance with the above rates.

### SUBCONTRACTORS

Charges for subcontractors will be billed at cost plus 15 percent.

### EXPENSES

Lodging and Meals will be billed at cost, not to exceed the OFM per diem limits. Receipt documentation will be provided for all direct charges.

All other charges for outside services, equipment, and facilities not furnished directly by Maul Foster & Alongi, Inc. will be billed at cost plus 10 percent. Such charges may include, but shall not be limited to the following:

Printing and photographic reproduction	Rented equipment
Rented vehicles	Shipping charges
Special fees, permits, insurance, etc.	Consumable materials

### DIRECT CHARGES

Vehicle per mile will be billed at the current Washington State Office of Financial Management (OFM) Mileage Rate.

Charges for specialized software modeling and equipment are as specified in the scope of work.

Field equipment rates are set forth in the Field Equipment Rate Schedule.

The rates for document production are set forth in the Document Production Rate Schedule.

### RATE CHANGES

Schedule of Charges are subject to change without notice.





# 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: Standby Pay Discussion  
Meeting Date: November 18, 2021

## **Executive Summary:**

Public Works employees currently rotate carry an emergency phone on weekends and holidays during non-working hours. During this time, “the employee must be able to respond to a call within 30 minutes shall not be impaired at any time while on call” (pg. 22 current personnel policy). They are compensated an hourly rate of \$2.24 when they are on-call and are paid overtime for any call-outs or rounds work done during their on-call period. The Public Works Director carries the phone during the week and is not compensated for the on-call phone nor for any call-out. The departure of the Public Works Director necessitates the Public Works employees step up and carry the on-call rotation on a weekly basis. It was requested the city review the standby pay rate to accommodate the additional workload of extending the standby rotation period into the workweek.

## **Analysis:**

Prior to 2018 staff received \$500 per month, or \$6,000 a year, for having water and wastewater certifications and being on-call on weekends and holidays on a rotating basis. In June 2018, after a salary analysis, council approved adding the \$500 pay to the employees’ monthly salary and instituting a \$2.00 per hour on-call pay for hours employees are on standby during non-work hours for weekends and holidays. The Public Works Director carried the on-call phone during the week with no additional pay.

With the departure of the Public Works Director, the on-call rotation will now be for 7 days rather than only on weekends and holidays to cover the gap. The job description only addresses weekend duties for on-call rotation as part of the job conditions. While the immediate need for the change is due to the departing Director, this is an opportunity to improve cross-training within the public works crew. Being in a weekly on-call rotation will allow staff to perform the daily rounds on a regular basis and become more knowledgeable on both the Water and Wastewater Treatment Plants. If council would like to make this change permanent, the job descriptions would need to be changed.

When performing the requested review of the standby pay-rate, it was found that of the 17 cities of similar size surveyed (details in the following table), 7 did not have any standby pay. How the other 10 cities paid varied, with some paying a flat rate while others paid on an hourly basis. Normalizing these rates created a range between \$0.94-\$8.16 per hour. Removing the lowest and highest rates and averaging the rest results in a rate of \$2.67 per hour. The current annual cost of this increase would be about \$2,750.

City	Pop.	Standby-Pay	City	Pop.	Standby Pay
Bingen	735	No Pay	Stevenson	1560	\$2.13/hr
La Conner	925	\$32 a day on weekends	Sumas	1571	No Pay
North Bonneville	1010	No Pay	South Bend	1620	Yes-don't know rate, call back Monday
Coulee Dam	1100	No Pay	Tenino	1785	¼ of hourly wage
Tonasket	1110	\$25 a day on weekends	Cle Elum	1875	\$120 Friday-Mon \$50-Holiday
Cascade Locks	1158	2 hours regular pay on weekends	Carnation	2030	\$2.50-3 hour minimum for call-outs
Entiat	1195	No Pay	Westport	2115	\$1.85/hr
Darrington	1400	No Pay	Friday Harbor	2255	No Pay-4-hour Minimum call-out
Kittitas	1500	\$150/month split between the employees (50/50 if they carry the phone 50/50, etc)	White Salmon	2480	\$6.87

**Conclusion:**

The recommendation is to increase standby pay for employees from \$2.24 per hour in 2022 to \$2.67 per hour. The rate will then increase annually based on the COLA.

Another option is to increase the call-out minimum from 2-hours to 3-hours, like Carnation.

Staff direction is needed on whether to make the change to a weekly standby rotation an emergency status or permanent and update the job descriptions accordingly.

**BID TABULATION**

City of Stevenson

Major Equipment Procurement

Prepared by Wallis Engineering, 10/13

Bid Opening Date: October 13, 2021

	Section 43 11 33 Rotary Lobe Blowers			Section 43 25 00 Submersible Screw Centrifugal Pumps		
	Bid Price	Sales Tax	Total Bid Price	Bid Price	Sales Tax	Total Bid Price
APSCO	\$ 162,375.00	\$ 12,502.88	\$ 174,877.88	\$ 79,408.00	\$ 6,114.42	\$ 85,522.42
APSCO (2)		\$ -	\$ -	\$ 124,076.00	\$ 9,553.85	\$ 133,629.85
Hayward Gordon		\$ -	\$ -	\$ 130,200.00	\$ 10,025.40	\$ 140,225.40
Arezen	\$ 176,294.00	\$ 13,574.64	\$ 189,868.64		\$ -	\$ -
Lakeside		\$ -	\$ -		\$ -	\$ -
Whitney Equip.		\$ -	\$ -		\$ -	\$ -
Smith & Loveless		\$ -	\$ -		\$ -	\$ -
Howden	\$ 307,056.64	\$ 23,643.36	\$ 330,700.00		\$ -	\$ -
Aquarius Technologies		\$ -	\$ -		\$ -	\$ -
Trojan UV		\$ -	\$ -		\$ -	\$ -
Howden	\$ 23,643.36	\$ 1,820.54	\$ 25,463.90		\$ -	\$ -
Aquarius		\$ -	\$ -		\$ -	\$ -
EnviroPax		\$ -	\$ -		\$ -	\$ -

**BID TABULATION**

City of Stevenson

Major Equipment Procurement

Prepared by Wallis Engineering, 10/13

Bid Opening Date: October 13, 2021

	Section 46 21 33 In-Channel Rotary Drum Screen			Section 46 23 00 Grit Removal Equipment		
	Bid Price	Sales Tax	Total Bid Price	Bid Price	Sales Tax	Total Bid Price
APSCO		\$ -	\$ -		\$ -	\$ -
APSCO (2)		\$ -	\$ -		\$ -	\$ -
Hayward Gordon		\$ -	\$ -		\$ -	\$ -
Arezen		\$ -	\$ -		\$ -	\$ -
Lakeside	\$ 174,914.00	\$ 13,468.38	\$ 188,382.38	\$ 149,940.00	\$ 11,545.38	\$ 161,485.38
Whitney Equip.		\$ -	\$ -		\$ -	\$ -
Smith & Loveless		\$ -	\$ -	\$ 171,395.00	\$ 13,197.42	\$ 184,592.42
Howden		\$ -	\$ -		\$ -	\$ -
Aquarius Technologies		\$ -	\$ -		\$ -	\$ -
Trojan UV		\$ -	\$ -		\$ -	\$ -
Howden		\$ -	\$ -		\$ -	\$ -
Aquarius		\$ -	\$ -		\$ -	\$ -
EnviroPax		\$ -	\$ -		\$ -	\$ -

**BID TABULATION**

City of Stevenson

Major Equipment Procurement

Prepared by Wallis Engineering, 10/13

Bid Opening Date: October 13, 2021

	Section 46 41 34 Vertical Turbine Mixers			Section 46 51 33 Fine Bubble Diffusers – Paragraph 1.05.B New Aeration Basin		
	Bid Price	Sales Tax	Total Bid Price	Bid Price	Sales Tax	Total Bid Price
APSCO		\$ -	\$ -		\$ -	\$ -
APSCO (2)		\$ -	\$ -		\$ -	\$ -
Hayward Gordon		\$ -	\$ -		\$ -	\$ -
Arezen		\$ -	\$ -		\$ -	\$ -
Lakeside		\$ -	\$ -		\$ -	\$ -
Whitney Equip.	\$ 118,000.00	\$ 9,086.00	\$ 127,086.00		\$ -	\$ -
Smith & Loveless		\$ -	\$ -		\$ -	\$ -
Howden		\$ -	\$ -		\$ -	\$ -
Aquarius Technologies		\$ -	\$ -	\$ 45,400.00	\$ 3,495.80	\$ 48,895.80
Trojan UV		\$ -	\$ -		\$ -	\$ -
Howden		\$ -	\$ -		\$ -	\$ -
Aquarius		\$ -	\$ -	\$ 45,400.00	\$ 3,495.80	\$ 48,895.80
EnviroPax	\$ 37,950.00	\$ 2,922.15	\$ 40,872.15		\$ -	\$ -

**BID TABULATION**

City of Stevenson

Major Equipment Procurement

Prepared by Wallis Engineering, 10/13

Bid Opening Date: October 13, 2021

	Alternate 1: Section 46 51 33 Fine Bubble Diffusers – Paragraph 1.05.C Oxidation Ditch			Section 46 66 56 Ultraviolet Disinfection System		
	Bid Price	Sales Tax	Total Bid Price	Bid Price	Sales Tax	Total Bid Price
APSCO		\$ -	\$ -		\$ -	\$ -
APSCO (2)		\$ -	\$ -		\$ -	\$ -
Hayward Gordon		\$ -	\$ -		\$ -	\$ -
Arezen		\$ -	\$ -		\$ -	\$ -
Lakeside		\$ -	\$ -		\$ -	\$ -
Whitney Equip.		\$ -	\$ -		\$ -	\$ -
Smith & Loveless		\$ -	\$ -		\$ -	\$ -
Howden		\$ -	\$ -		\$ -	\$ -
Aquarius Technologies	\$ 38,200.00	\$ 2,941.40	\$ 41,141.40		\$ -	\$ -
Trojan UV		\$ -	\$ -	\$ 194,500.00	\$ 14,976.50	\$ 209,476.50
Howden		\$ -	\$ -	\$ -	\$ -	\$ -
Aquarius	\$ 38,200.00	\$ 2,941.40	\$ 41,141.40		\$ -	\$ -
EnviroPax		\$ -	\$ -		\$ -	\$ -



**ESVELT ENVIRONMENTAL ENGINEERING, LLC**

8812 EAST REDWOOD LANE, SPOKANE WA 99217, Phone: 509-926-3049, www.esvelt.com

Date: November 15, 2021

Project: City of Stevenson (City)  
Wastewater Treatment Plant Improvements – Major Equipment Procurement

Subject: Section 43 11 33 - Rotary Lobe Blower Bids Evaluation

Prepared For: City of Stevenson, Leana Kinley, City Administrator  
Wallis Engineering, Jane Vail, Principal Engineer

Prepared By: Allison Esvelt, MSCE, PE, BCEE, Principal, Esvelt Environmental Engineering, LLC

The purpose of this technical memorandum is to summarize and evaluate the bids for the Rotary Lobe Blowers for the City of Stevenson Wastewater Treatment Plant Improvements Project. Bids were received from the following Bidders:

- Aerzen USA Corporation, Coatesville, PA (Aerzen)
- APSCO, LLC, Redmond, WA representative of Kaeser Compressors (APSCO/Kaeser)
- Howden Roots, Springfield, MO (Howden/Roots)

Table 1 below includes the summary of the bids. Table 2 provides the summary of Bid completeness. All Bidders completed the Bid Form properly and submitted the Bids by the proper deadline.

**Table 1. Summary of Bids**

	Aerzen	APSCO/Kaeser	Howden/Roots
Base Bid Price	\$176,284.00	\$162,375.00	\$307,056.64
Sales Tax (7.7%)	\$13,573.87	\$12,502.88	\$23,643.36
Total Base Bid Price	\$189,857.87	\$174,877.88	\$330,700.00

**Table 2. Summary of Bid Completeness**

	Aerzen	APSCO/Kaeser	Howden/Roots
Bid Form Complete and Addendums Acknowledged	✓	✓	✓
Bid Security	✓	✓	✓
Evidence of Authority to do Business in Washington	✓	✓	✓
Bidder Qualification Statement Form	✓	✓	✓
<i>Specification Section 01 33 00, Submittals</i>			
Paragraph 2.03.B.2: Mechanical drawings including equipment layout drawings and equipment dimensions.	✓	✓	✓
Paragraph 2.03.C.1: Manufacturer’s catalog information.	(1)	✓	✓
Paragraph 2.03.C.2: Manufacturer’s specifications for materials and manufacturing.	✓	✓	✓
Paragraph 2.03.C.6: Design calculations and performance curves demonstrating compliance with the performance and design criteria of the specifications.	✓	✓	✓
Paragraph 2.03.C.15: List of all variances from the Specifications.	✓(2)	✓(2)	✓

Notes:

- (1) Not submitted with Bid. Previously submitted to Engineer during design and can be furnished to City upon request.
- (2) Variances submitted with Bid are attached to this memo.

Recommendation of Award: All three bidders included variances from the specifications in their bids, although the Aerzen variances are relatively minor in comparison. The lists of variances for the two lowest Bidders are attached to this memo for reference.

For the APSCO/Kaeser product, the motor proposed by APSCO/Kaeser is inverter-rated in lieu of the specified inverter-duty motor. Inverter-duty motors are designed to run at lower speeds without overheating than inverter-rated motors, and they are capable of withstanding higher voltage spikes without the motor insulation failing. The inverter-rated motor proposed by APSCO/Kaeser in combination with the proposed blower is only capable of a 2.5:1 speed turn-down resulting in a minimum air flow of 560 SCFM, whereas the Aerzen motor/blower combination is capable of 3.7:1 speed turn-down resulting in a minimum air flow of 300 SCFM. This lower airflow is closer to the airflow that will be required under average conditions at start-up of the new aeration system and will reduce the on-off cycling of the blowers resulting in longer motor life and better overall treatment efficiency.

The Kaeser motor is also a maximum 3,600 RPM motor in lieu of the specified maximum 1,800 RPM motor and has a NEMA A torque rating (high starting current and normal locked rotor torque) instead of the specified NEMA B torque rating (low starting current and high locked rotor torque). The lower speed and NEMA B torque rating will result in a more robust and longer lasting motor.

APSCO/Kaeser has also called out a number of variations related to the service factor of the v-belt drive and the various gauges and instrumentation supplied with the proposed system.

The specified requirements for the blowers will result in the most reliable and maintenance-free system for the City, and the proposed Aerzen blower packages most closely match the specifications and performance needs of the project. For these reasons, it is recommended that the contract be awarded to Aerzen with the lowest, responsive Bid.

The City staff concurred with this recommendation during the equipment bids review meeting on 11/2/2021.



**Documentation:**

- Submittal
- O&M manual
- Motor batch test report
- Seismic anchorage and bracing calculations

**Equipment Delivery:**

- Estimated Delivery 19-21 weeks from approved submittal
- FOB factory with freight allowed to job site

**Warranty:**

- 24 months from startup/30 months from shipment for complete package
- 60 months from startup/66 months from shipment for blower block

**Exceptions to Specification:**

- It is our understanding that the proposed equipment manufactured by Kaeser meets the intent of the specification. The comments below detail the design differences between the basis of design and the Kaeser blower equipment.
- 43 11 33-1.04-A-2 – Kaeser standard performance curves to be provided.
- 43 11 33-1.04-A-6 – Silencer information is proprietary and will not be provided by Kaeser. Noise data is listed on sizing sheet. Additional information is not provided by Kaeser.
- 43 11 33-2.05-B – Motor to be TEFC and inverter rated.
- 43 11 33-2.05-D – Speed maximum to be 3,600 rpm.
- 43 11 33-2.05-F – Motor Torque rating to be NEMA A.
- 43 11 33-2.05-J – Motor frame type/size to be IEC standard suitable for overhung belt drive.
- 43 11 33.2.06-B – Drive shall be designed for a minimum service factor of 1.2 times the maximum operation BHP.
- 43 11 33-2.010-C – Discharge stub and flex connector to be removed to access check valve.
- 43 11 33-2.011-A – The inlet filter differential pressure gauge shall measure the pressure difference from ambient to the back side of the filter that is integral to the blower package's inlet silencer. When the filter starts to become dirty, the resistance shall be shown on a resettable red dial indicating when the filter shall be changed.
- 43 11 33-2.011-B – The discharge pressure gauge shall be a dual unit (English – PSI / Metric – Bar) with a range of 0 – 23 psi (0 – 1.6 bar). Minimum dial diameter shall be 2 ½", made with a stainless steel case and be glycerin filled for pulsation dampening.
- 43 11 33-2.011-C – The discharge pressure switch shall be field adjustable. The discharge pressure switch shall be a SPDT switch, Voltage rating up to 250v, 1A. Connection of the switch to the control system is not part of the blower manufacturer's scope of supply. The switch shall be wired to shut down the blower package when actuated.
- 43 11 33-2.012-A – The discharge temperature gauge shall be dual unit and include an adjustable set point dial. Minimal dial diameter shall be 2 ½", made with a black plastic case and have a liquid filled measuring system that is converted by a Bourdon tube into a rotary movement of the pointer. The rotary movement of the pointer spindle shall operate a SPDT microswitch through a lever system. Voltage rating up 220v, 5amps. The high temperature set point shall be as recommended by the blower manufacturer. Connection of the switch to the control system is not part of the blower manufacturer's scope of supply.

APSCO SCOPE OF SUPPLY

The switch shall be wired to shut down the blower package when actuated.

- 43 11 33-2.014-J – An oil drain from the blower drive-end and gear-end lubricating oil sumps shall be separately piped to the front of the blower base with flexible tubing. The drive-end and gear-end oil chambers must not be interconnected and each oil chamber shall have a domed design sight glass to allow visual inspection of oil level and oil condition, viewable from the front of the blower and read when the blower is not in operation.
- 43 11 33-2.015 – Cast parts are to be painted with a two part gray epoxy primer and two part top coat. Fabricated parts are to be painted with a two part top coat. Sound enclosure parts are to be powder coated. Panels and base paint finish shall be pretreated by degreasing and phosphate cleaning, then powder coated to a thickness of 70 µm -100 µm on both sides. The blower package to be painted the blower manufacturer’s standard colors.

**Exclusions:**

- Installation of equipment
- Field Alignment
- Pressure monitoring devices
- Field painting
- Concrete work, foundations, piping, or piping fittings
- Valves, gauges, meters, or other fittings except as described herein
- Hatches, hoists or davit cranes unless noted above
- Anchor bolts or special tools
- Guide rails
- Conduit, wiring or cable except as noted herein
- Process instrumentation, controls, or electrical wiring unless included above
- Field testing and equipment unless noted above
- Video taping of training
- Taxes of any kind

**Terms:**

- Payment Terms: 100% Net 30 Days

**Quote Validity:**

- 60 Days

**Price:**

- ..... See Billboard

**Attachments:**

- Kaeser Data Sheets
- APSCO Terms and Conditions

**Contacts:**

Sales Engineer:  
 Shawn Clark  
 Cell Phone: 573-795-9870

Application Engineer:  
 Josh Clark  
 Office Phone: 425-822-3335



**AERZEN**

Compressed air, gas  
and vacuum solutions

Aerzen USA  
108 Independence Way  
Coatesville, PA 19320 USA

Telephone: (610) 380-0244  
Fax: (610) 380-0278  
inquiries@aerzenusa.com  
www.aerzenusa.com

10-04-21

Thank you for the opportunity to bid the referenced project. The Aerzen scope of supply is compliant with the plans and specification as well as the requirements for power and flow. The following comments are for clarification of supplied scope:

BLACK = SPEC CONTENT

*Black Italic = Aerzen Questions/ Comments to Engineer*

#### **Section 40 05 93 - Common Motor Requirements for Procurement**

**2.013.A.3** Minimum 100,000 hours L10 bearing life for ball and roller bearings as defined in ABMA 9 and ABMA 11.

*The motor is being quoted with a L-10 bearing life of 50,000 hours. However, if routine maintenance is performed, it is likely that the motor will have a bearing life of about 135,000 hours.*

**2.019.A.16** 20s safe stall time.

*Motor meets 26s cold and 16s hot safe stall time.*

#### **Section 43 11 33 – Rotary Lobe Blowers**

**2.105.F** 500 hr salt spray test.

*Aerzen is providing their 80 um standard powder coated sound enclosure. However, Aerzen cannot provide a 500 hr salt spray test. Therefore, it has not been included in the scope/pricing. Aerzen has numerous packages in successful operation, without issues, in much more corrosive environments than Stevenson, WA.*

**3.01.C** Perform factory noise test in accordance with ISO-2151.

*Aerzen is guaranteeing a free field sound level of 75 dBA based on ISO-2151 empirical data that was gathered in an ISO-3745 test facility. Aerzen will use their standard factory, project specific sound test and convert it to free field sound level but it cannot be guaranteed since the sound test will not be performed in an ISO-3754 test facility.*

**3.04.A.8** Measure air flow in field.

*Aerzen cannot measure air flow in the field, nor can air flow be accurately measured in the field.*



**3.04.C** Field noise test.

*No blower manufacturer can guarantee installed noise levels as there are factor outside of the blower manufacturer's control that can adversely affect the installed noise level readings (i.e. other machinery running, facility layout, external piping configuration).*



**ESVELT ENVIRONMENTAL ENGINEERING, LLC**

8812 EAST REDWOOD LANE, SPOKANE WA 99217, Phone: 509-926-3049, www.esvelt.com

Date: November 15, 2021

Project: City of Stevenson (City)  
Wastewater Treatment Plant Improvements – Major Equipment Procurement

Subject: Section 43 25 00 – Submersible Screw Centrifugal Pump Bids Evaluation

Prepared For: City of Stevenson, Leana Kinley, City Administrator  
Wallis Engineering, Jane Vail, Principal Engineer

Prepared By: Allison Esvelt, MSCE, PE, BCEE, Principal, Esvelt Environmental Engineering, LLC

The purpose of this technical memorandum is to summarize and evaluate the bids for the Submersible Screw Centrifugal Pumps for the City of Stevenson Wastewater Treatment Plant Improvements Project. Bids were received from the following Bidders:

- APSCO, LLC, Redmond, WA representative of Trillium Pumps (APSCO/Trillium)
- APSCO, LLC, Redmond, WA representative of Hidrostal Pumps (APSCO/Hidrostal)
- Hayward Gordon, ULC, Halton Hills, Ontario, Canada (Hayward Gordon)

Table 1 below includes the summary of the bids. Table 2 provides the summary of Bid completeness. All Bidders completed the Bid Form properly and submitted the Bids by the proper deadline.

**Table 1. Summary of Bids**

	APSCO/Trillium	APSCO/Hidrostal	Hayward Gordon
Base Bid Price	\$79,408.00	\$124,076.00	\$130,200.00
Sales Tax (7.7%)	\$6,114.42	\$9,553.85	\$10,025.40
Total Base Bid Price	\$85,522.42	\$133,629.85	\$140,225.40

**Table 2. Summary of Bid Completeness**

	APSCO/Trillium	APSCO/Hidrostal	Hayward Gordon
Bid Form Complete and Addendums Acknowledged	✓	✓	✓
Bid Security	✓	✓	✓
Evidence of Authority to do Business in Washington	✓	✓	✓
Bidder Qualification Statement Form	✓(1)	✓	✓(1)
<i>Specification Section 01 33 00, Submittals</i>			
Paragraph 2.03.B.2: Mechanical drawings including equipment layout drawings and equipment dimensions.	✓	✓	(2)
Paragraph 2.03.C.1: Manufacturer’s catalog information.	✓	✓	(2)
Paragraph 2.03.C.2: Manufacturer’s specifications for materials and manufacturing.	✓	✓	✓
Paragraph 2.03.C.6: Design calculations and performance curves demonstrating compliance with the performance and design criteria of the specifications.	✓	✓	(2)
Paragraph 2.03.C.15: List of all variances from the Specifications.	✓(3)	✓	✓

Notes:

- (1) References not submitted with Bid due to confidentiality but would be submitted if awarded Contract. References for APSCO/Trillium submitted after the Bid opening.
- (2) Not submitted with Bid.
- (3) Variances submitted with Bid are attached to this memo.

Recommendation of Award: APSCO/ Trillium included a list of variances from the specifications with its bid which is attached to this memorandum for reference. The primary difference between the APSCO/Trillium pumps and the specified pumps is the method of cooling the pump motor (glycol versus oil heat-exchange system).

Also, APSCO/Trillium did not submit information to the Engineer to be prequalified as an "Or-Equal" item in accordance with Specification Section 00 20 00-Article 10 and does not comply with the qualification criteria of the pump specifications. The APSCO/Trillium pump reference list includes only installations since 2018. The pairing of the WEMCO pump and the WILO immersible motor is a new offering for Trillium. The qualification requirements of the specifications require the pump installations be in satisfactory operation within the United States for at least 10 years.

Due to the cost savings, the City requested that references of the APSCO/Trillium pump be submitted and contacted to verify that existing installations are operating satisfactorily prior to award. The contractor and City staff of Eagle Mountain wastewater treatment plant in Utah were contacted. Both entities indicated that the pumps have been in satisfactory operation for approximately six months following commissioning and control system adjustments of the pump operations.

The City of Stevenson staff reviewed the information submitted with the Bid and the pump operation and maintenance manual, and indicated they were comfortable selecting the APSCO/Trillium pump via e-mail on 11/15/2021. It is recommended that the contract be awarded to APSCO/Trillium with the lowest responsive Bid.



## PROPOSAL

October 8, 2021

To: All Bidding Contractors

**SUBJECT: WEMCO PUMPS**  
**JOB: Stevenson, WA**  
**PROPOSAL NO. 1496276**

Thank you for your inquiry for WEMCO equipment. We are pleased to offer our quotation as described below:

### Scope of Supply – 43 25 00 – Submersible Screw Centrifugal Pumps

Tags: P-A-MLR-1, 2, 3

**Qty. (3)** 6" X 5" MODEL SFD3-R-BFDOW WEMCO Screw-Flow horizontal screw centrifugal pumps

- ASTM A48 cast iron case, backplate and impeller flange
- ASTM A532 high chrome iron impeller and suction liner
- 15.5hp 1710RPM HC 20.1-4/17GEx WILO immersible Motor
- Cast iron fastout/steel base
- Cast iron guide shoe
- 30 foot stainless steel lifting cable
- Factory certified performance and hydrostatic testing
- Spare parts: (1) set motor bearings, (1) mechanical seal, (1) set o-rings
- Tnemec high performance coating
- Extended two (2) year warranty

#### Following items are NOT included in the scope:

- Anchor bolts, field hardware, valves, or gauges
- Gauges, valves, piping, pipe fittings, pipe supports, spare parts, extra paint or lubricants.
- Controls or instrumentation of any kind, including VFDs or starters.
- Installation & alignment
- Field testing
- 2 Days/1 Trip for Installation Assistance, functional and performance testing, and training provided by APSCO.

#### Technical Comments/Clarifications:

Section 43 25 00

- 2.02.A.4 Pump discharge will be 5"
- 2.02.A.8 B10 bearing life will be 50,000 hours.
- 2.05.E The motor shall be cooled via a water/glycol medium circulated through a jacket surrounding the air-filled motor cavity. The water/glycol cooling medium shall be circulated by an impeller mounted above the motor and shall move due to a hysteresis effect caused by a magnetic coupling.
- 2.05.H The copper wound stator shall be dipped in epoxy enamel and hardened to withstand a temperature of 155 °C (or 180 °C for Class H as defined in NEMA Standard MG-1. Each winding phase or layer shall be laced with Class H glass lined paper
- 2.05.J Each pump shall be provided with a block (cartridge) seal consisting of dual mechanical seals with the seal housing constructed of AISI 420 series (1.4028) stainless steel and the spring system constructed of AISI 301 series (1.4310) stainless steel. The seal shall be mounted in a

VALVES – PUMPS – SERVICES



separate and isolated seal chamber. The seal chamber shall be filled with non-conductive lubricating oil as recommended by the manufacturer

- 2.06.A.1 Proposal includes cast iron fastout and steel base. Stainless steel is not available.
- 2.07.A.1, 2 Tnemec Series 446 PermaShield has been discontinued. Tnemec Hi Build Epoxoline II Series L69 is provided instead

**Document and Shipment Schedule:**

- Document submittal:.....4-6 weeks after executed PO
- Shipment:.....30 weeks after submittal approval

**Price:** See Billboard

**Terms and Conditions**

**Bid Price:** Pricing is F.O.B. jobsite, Full Freight Allowed. Detailed receiving inspection is required within 72 hours of delivery and notification of damage claims must occur within 5 working days of delivery. No taxes or duties of any kind are included.

Pricing is firm for the shipment(s) indicated, provided the included schedules are maintained.

**Payment Terms:** 100% Net 30 days. Payment terms in this proposal may not be changed without written authorization from APSCO.

**Bid Validity:** This proposal is valid for an order for 60 days from the bid date and based on all conditions herein.

**Purchase orders must be made out to APSCO LLC**

This quotation is conditioned on Buyer's acceptance of the Seller's Terms and Conditions of Sale (attached). Any modification to these terms and conditions may result in a price and/or delivery impact.

Thank you for the opportunity of submitting our proposal on WEMCO pumping equipment, and if we may be of further service, you can contact this office directly.

APSCO  
P.O. Box 2639  
Kirkland, WA 98083-2639  
Tel: (425) 822-3335, Fax: (425) 827-6171

Sincerely,

Shawn Clark  
Vice President  
APSCO LLC  
sclark@apsco-llc.com





**ESVELT ENVIRONMENTAL ENGINEERING, LLC**

8812 EAST REDWOOD LANE, SPOKANE WA 99217, Phone: 509-926-3049, www.esvelt.com

Date: November 15, 2021

Project: City of Stevenson (City)  
Wastewater Treatment Plant Improvements – Major Equipment Procurement

Subject: Section 46 21 33 – In-Channel Rotary Drum Screen Bids Evaluation

Prepared For: City of Stevenson, Leana Kinley, City Administrator  
Wallis Engineering, Jane Vail, Principal Engineer

Prepared By: Allison Esvelt, MSCE, PE, BCEE, Principal, Esvelt Environmental Engineering, LLC

The purpose of this technical memorandum is to summarize and evaluate the bids for the In-Channel Rotary Drum Screen for the City of Stevenson Wastewater Treatment Plant Improvements Project. Bids were received from the following Bidder:

- Lakeside Equipment Corporation, Bartlett, IL (Lakeside)

Table 1 below includes the summary of the bids. Table 2 provides the summary of Bid completeness. The Bidder completed the Bid Form properly and submitted the Bid by the proper deadline.

**Table 1. Summary of Bids**

	Lakeside
Base Bid Price	\$174,914.00
Sales Tax (7.7%)	\$13,468.38
Total Base Bid Price	\$188,382.38

**Table 2. Summary of Bid Completeness**

	Lakeside
Bid Form Complete and Addendums Acknowledged	✓
Bid Security	✓
Evidence of Authority to do Business in Washington	✓
Bidder Qualification Statement Form	✓
<i>Specification Section 01 33 00, Submittals</i>	
Paragraph 2.03.B.2: Mechanical drawings including equipment layout drawings and equipment dimensions.	✓
Paragraph 2.03.C.1: Manufacturer’s catalog information.	(1)
Paragraph 2.03.C.2: Manufacturer’s specifications for materials and manufacturing.	✓
Paragraph 2.03.C.6: Design calculations and performance curves demonstrating compliance with the performance and design criteria of the specifications.	✓
Paragraph 2.03.C.15: List of all variances from the Specifications.	✓(2)

Notes:

- (1) Not submitted with Bid. Previously submitted to Engineer during design and can be furnished to City upon request.  
 (2) Variances submitted with Bid are attached to this memorandum.

Recommendation of Award: It is recommended that the contract be awarded to Lakeside with the lowest, responsive Bid.



## City of Stevenson, Washington Wastewater Treatment Plant Improvements – Phase 1

### Major Equipment Procurement for In-Channel Rotary Drum Screen

#### BID CLARIFICATIONS AND EXCEPTIONS

As part our bid we are incorporating the following clarifications and exceptions.

#### TERMS & CONDITIONS:

- Section 00 20 00 - Instruction to Bidders, Article 3: Lakeside will not be furnishing financial data for this bid. For demonstrating Corporate stability, we are furnishing letters from our Corporate Accountant and from our Bank. These letters will indicate our financial stability for the past five (5) years.
- Section 00 40 00 - Bid Form, Item 5.02: We acknowledge that we have received Addendum No. 1.
- Section 00 40 00 - Bid Form, Article 6, Item 6.01: Lakeside will not be furnishing estimated revenue for the previous year. For demonstrating Corporate stability, we are furnishing letters from our Corporate Accountant and from our Bank. These letters will indicate our financial stability for the past five (5) years.

Also, Lakeside is a build to order manufacturer; therefore, existing production utilization is not applicable.

- Section 00 40 00 - Bid Form, Schedule A: Attached with this bid is a list of fifty (50) installations with similar equipment. Contact information and Contract/PO amounts are not included. If we are selected for this equipment, we will furnish several references upon request.
- Section 00 40 00 - Bid Form: Since we are furnishing equipment only, our bid excludes any licenses or permits and their associates fees. The Project Owner or the Contractor/Assignee will be responsible to procure and pay for all permits and licenses necessary for the completion of the contract.

- Section 00 52 00 – Agreement, Article 4, Item 4.02.A: Since the project could be delayed through no fault of Lakeside, we propose the final two payments (i.e. Completion of Special Services and Final Payment) be tied to the delivery date and therefore we suggest the final two payments have “but not to exceed 180 days from the date of delivery” added to the terms.
- Section 00 70 00 – General Conditions, Article 2, Item 2.05: Lakeside will attend the Preliminary Conference via a Teams Meeting or a similar virtual method.
- Section 00 70 00 – General Conditions, Article 5, Item 5.02: The policy limits for the Lakeside’s insurance either meet or exceed those required by the contract; however, Care Custody Control Coverage will not be furnished since we are not a Contractor.
- Section 00 70 00 – General Conditions, Article 7, Item 7.01.B: Lakeside will furnish a field service person to inspect the installed equipment. These services are not supervisory but are advisory only, and are offered subject to the express understanding that our function and responsibility is limited to interpretation of assembly drawings and identification of materials for their proper location in the equipment or system layout.
- Section 00 70 00 – General Conditions, Article 7, Item 7.01.C: Lakeside will not have knowledge to all of the ongoing facility operations and construction activities; therefore, we will not take responsibility for coordination of Special Services to avoid or limit interference or disruption of other activities.
- Section 00 70 00 – General Conditions, Article 7, Item 7.06.A.1.b.1: Any required field measurements will be the responsibility of the Project Owner or the Contractor/Assignee.
- Section 00 70 00 – General Conditions, Article 7, Item 7.07: On advice of legal counsel, Lakeside cannot accept contracts that contain an indemnity clause, as it places liability on Lakeside for situations over which we have no control. As a replacement, we can accept the following:

*The Seller shall indemnify and hold harmless the Buyer, its administrators, officers, agents, employees, volunteers and servants, from and against all liabilities, claims, losses, damages, penalties, costs or expenses (including, but not limited to court costs and attorneys’ fees) for damage to property of whatsoever kind or nature, or injury to persons arising out of performance under this Agreement by Seller, its agents, or employees, but only to the extent of and in direct proportion to the liability of Seller or its agents or employees, as found by an authorized arbitrator or court of competent jurisdiction under the Law and Venue section of this agreement. Seller’s obligations under this indemnity, shall not extend to property damage or personal injury caused by the sole negligence or to the extent of any concurrent joint negligence or willful misconduct of Buyer, Buyer’s agents or employees, or third-party installers who are hired by Buyer to install or do work relating to any part of Seller’s equipment.*

This paragraph holds true for all references to indemnification throughout the procurement contract.

- Section 00 70 00 – General Conditions, Article 9, Item 9.03.F: Lakeside obligations will include costs of the correction or removal and replacement of the non-conforming Goods; however, we will not be responsible for the replacement of property of Buyer and others destroyed by the correction or removal and replacement of the non-conforming Goods, and obtaining Special Services from others.

- Section 00 70 00 – General Conditions, Article 9, Item 9.04: Since the project could be delayed through no fault of Lakeside, we propose the warranty be tied to the delivery date and therefore we suggest the warranty have “but not to exceed 30 months from the date of delivery” added to the warranty.

Also, as noted in Item 9.03.F, “(and damage to other work resulting therefrom)” is to be removed from the warranty.

- Section 00 70 00 – General Conditions, Article 13, Item 13.02.A.4.b: Installation is by others and therefore timing of installation should not be a factor for payment.
- Section 01 60 00 – Product Requirements, Item 3.02.A: Lakeside will not be responsible for unloading, storing, and protecting all material and equipment on-site.
- Section 01 79 00 – Training, Item 2.02.A.15: Lakeside will not be furnishing quarterly on-site service visits; however, we are available for support via phone and email.

Should you have any questions regarding these clarifications and exceptions please contact this office.

Sincerely,

LAKESIDE EQUIPMENT CORPORATION



Dan Widdel  
Regional Sales Manager



**ESVELT ENVIRONMENTAL ENGINEERING, LLC**

8812 EAST REDWOOD LANE, SPOKANE WA 99217, Phone: 509-926-3049, www.esvelt.com

Date: November 15, 2021

Project: City of Stevenson (City)  
Wastewater Treatment Plant Improvements – Major Equipment Procurement

Subject: Section 46 23 00 – Grit Removal Equipment Bids Evaluation

Prepared For: City of Stevenson, Leana Kinley, City Administrator  
Wallis Engineering, Jane Vail, Principal Engineer

Prepared By: Allison Esvelt, MSCE, PE, BCEE, Principal, Esvelt Environmental Engineering, LLC

The purpose of this technical memorandum is to summarize and evaluate the bids for the Grit Removal Equipment for the City of Stevenson Wastewater Treatment Plant Improvements Project. Bids were received from the following Bidders:

- Smith & Loveless, Inc., Lenexa, Kansas (Smith & Loveless)
- Lakeside Equipment Corporation, Bartlett, IL (Lakeside)

Table 1 below includes the summary of the bids. Table 2 provides the summary of Bid completeness. All Bidders completed the Bid Form properly and submitted the Bids by the proper deadline.

**Table 1. Summary of Bids**

	Smith & Loveless (1)	Lakeside
Base Bid Price	\$171,395.00	\$149,940.00
Sales Tax (7.7%)	\$13,197.42	\$11,545.38
Total Base Bid Price	\$184,592.42	\$161,485.38

Notes: (1) Price is for NEMA 4X Vacuum Priming Panel which would require relocating the panel where currently shown on plans.

**Table 2. Summary of Bid Completeness**

	Smith & Loveless	Lakeside
Bid Form Complete and Addendums Acknowledged	✓	✓
Bid Security	(1)	✓
Evidence of Authority to do Business in Washington	(1)	✓
Bidder Qualification Statement Form	(1)	✓
<i>Specification Section 01 33 00, Submittals</i>		
Paragraph 2.03.B.2: Mechanical drawings including equipment layout drawings and equipment dimensions.	(2)	✓
Paragraph 2.03.C.1: Manufacturer’s catalog information.	(2)	(2)
Paragraph 2.03.C.2: Manufacturer’s specifications for materials and manufacturing.	✓	✓
Paragraph 2.03.C.6: Design calculations and performance curves demonstrating compliance with the performance and design criteria of the specifications.	✓	✓
Paragraph 2.03.C.15: List of all variances from the Specifications.	✓(3)	✓(3)
Section 46 23 00 – Paragraph 1.04.A.1: Five (5) grit removal efficiency test reports.	✓	(4)
Section 46 23 00 – Paragraph 1.04.A.2: Calculations and supporting information to demonstrate sizing of the grit chamber.	✓	(4)

Notes:

- (1) Submitted electronically due to delays in receiving bond and insurance certificates.
- (2) Not submitted with Bid. Previously submitted to Engineer during design and can be furnished to City upon request.
- (3) Variances submitted with Bid are attached to this memo.
- (4) Not submitted with Bid and not available from manufacturer.

Recommendation of Award: Lakeside is unable to furnish the specified grit removal efficiency test reports or the calculations and supporting information to support the sizing of its grit chamber. Because of these deficiencies, Lakeside's bid is not considered responsive. Smith & Loveless complies with all of the technical specifications and its Bid is considered responsive. It is recommended that the contract be awarded to Smith & Loveless with the lowest, responsive Bid.

The City staff concurred with this recommendation during the equipment bids review meeting on 11/2/2021.

## S&L Review of City of Stevenson Procurement Contract Agreement Between Buyer and Seller for Procurement Contract

### 2.01 Time is of the Essence

Please note that due to the specialized nature of the equipment being manufactured, we can only provide estimates as to your equipment's completion time. As stated in our Sales Agreement, our current lead times estimate that the manufacturing of your equipment is estimated to take after receipt of approved submittals at our factory. Due to current shop loading, this estimate may be extended.

While every effort will be exerted to schedule your shipment in accordance with stated schedule, we are not in a position to assume any liability should an unforeseen circumstance arise which delays delivery, and we must, therefore, decline to accept liability for consequential, incidental, liquidated damages and/or penalty assessments as specified in your purchase order.

### 2.04 Liquidated Damages

Please note that due to the specialized nature of the equipment being manufactured, we can only provide estimates as to your equipment's completion time. As stated in our Sales Agreement, our current lead times estimate that the manufacturing of your equipment is estimated to take after receipt of approved submittals at our factory. Due to current shop loading, this estimate may be extended.

While every effort will be exerted to schedule your shipment in accordance with stated schedule, we are not in a position to assume any liability should an unforeseen circumstance arise which delays delivery, and we must, therefore, decline to accept liability for consequential, incidental, liquidated damages and/or penalty assessments.

### 6.01 Procurement Contract Documents

S&L® was unable to receive a hard copy of the Bid Bond due unforeseen circumstance. S&L will email a copy to the consulting engineer prior to the bid opening.

### 7.03 Laws and Regulations

Smith & Loveless manufactures its equipment in accordance with generally accepted standards and codes. Due to the vast number of laws, regulations and ordinances, we will not be responsible for complying with these unless they are specifically brought to our attention prior to manufacture.

### 7.07 Indemnification

Smith & Loveless agrees to indemnify the Buyer from all claims brought against Smith & Loveless (except for claims regarding the equipment/work itself, which are covered under warranty). However, claims filed jointly against Buyer and Smith & Loveless shall be defended jointly with each party responsible for the agreed to or adjudicated amount of award. Each party bears its own costs of defense including all attorneys' fees.

## S&L Review of City of Stevenson Procurement Contract

### 8.02 Delivery

Shipping terms are F.O.B. factory, with freight allowed to the jobsite and unloading to be by the Buyer. Smith & Loveless will maintain responsibility for risk of loss in transit. Buyer will promptly inspect the goods upon delivery for damage and/or shortages. Buyer will notify Smith & Loveless within 72 hours of any such damage or shortage.

### 11.02 Change Orders

(A) 2. S&L does not agree to Buyer Setoffs.

### 12.02 Dispute Resolution Method

Smith & Loveless does not agree to be bound to arbitration in order to resolve any dispute which may arise in which Smith & Loveless may be a party. Further, Smith & Loveless does not waive any rights which Smith & Loveless is entitled to exercise under the appropriate laws, statutes or regulations.

### 14.01 Cancellation

Due to the specialized nature of equipment to be furnished, cancellation charges must, of necessity, be recovered from the Buyer should cancellation result once submittals and/or manufacturing has commenced. This cancellation charge, of not less than 20% of the contract price, is intended to compensate Seller for difficult-to-calculate economic losses, including but not limited to, material and labor costs and loss of anticipated profits suffered due to cancellation.





## City of Stevenson, Washington Wastewater Treatment Plant Improvements – Phase 1

### Major Equipment Procurement for Grit Removal Equipment

#### BID CLARIFICATIONS AND EXCEPTIONS

As part our bid we are incorporating the following clarifications and exceptions.

##### **TERMS & CONDITIONS:**

- Section 00 20 00 - Instruction to Bidders, Article 3: Lakeside will not be furnishing financial data for this bid. For demonstrating Corporate stability, we are furnishing letters from our Corporate Accountant and from our Bank. These letters will indicate our financial stability for the past five (5) years.
- Section 00 40 00 - Bid Form, Item 5.02: We acknowledge that we have received Addendum No. 1.
- Section 00 40 00 - Bid Form, Article 6, Item 6.01: Lakeside will not be furnishing estimated revenue for the previous year. For demonstrating Corporate stability, we are furnishing letters from our Corporate Accountant and from our Bank. These letters will indicate our financial stability for the past five (5) years.

Also, Lakeside is a build to order manufacturer; therefore, existing production utilization is not applicable.

- Section 00 40 00 - Bid Form, Schedule A: Attached with this bid is a list of fifty (50) installations with similar equipment. Contact information and Contract/PO amounts are not included. If we are selected for this equipment, we will furnish several references upon request.
- Section 00 40 00 - Bid Form: Since we are furnishing equipment only, our bid excludes any licenses or permits and their associates fees. The Project Owner or the Contractor/Assignee will be responsible to procure and pay for all permits and licenses necessary for the completion of the contract.
- Section 00 52 00 – Agreement, Article 4, Item 4.02.A: Since the project could be delayed through no fault of Lakeside, we propose the final two payments (i.e. Completion of Special Services and Final

Payment) be tied to the delivery date and therefore we suggest the final two payments have “but not to exceed 180 days from the date of delivery” added to the terms.

- Section 00 70 00 – General Conditions, Article 2, Item 2.05: Lakeside will attend the Preliminary Conference via a Teams Meeting or a similar virtual method.
- Section 00 70 00 – General Conditions, Article 5, Item 5.02: The policy limits for the Lakeside’s insurance either meet or exceed those required by the contract; however, Care Custody Control Coverage will not be furnished since we are not a Contractor.
- Section 00 70 00 – General Conditions, Article 7, Item 7.01.B: Lakeside will furnish a field service person to inspect the installed equipment. These services are not supervisory but are advisory only, and are offered subject to the express understanding that our function and responsibility is limited to interpretation of assembly drawings and identification of materials for their proper location in the equipment or system layout.
- Section 00 70 00 – General Conditions, Article 7, Item 7.01.C: Lakeside will not have knowledge to all of the ongoing facility operations and construction activities; therefore, we will not take responsibility for coordination of Special Services to avoid or limit interference or disruption of other activities.
- Section 00 70 00 – General Conditions, Article 7, Item 7.06.A.1.b.1: Any required field measurements will be the responsibility of the Project Owner or the Contractor/Assignee.
- Section 00 70 00 – General Conditions, Article 7, Item 7.07: On advice of legal counsel, Lakeside cannot accept contracts that contain an indemnity clause, as it places liability on Lakeside for situations over which we have no control. As a replacement, we can accept the following:

*The Seller shall indemnify and hold harmless the Buyer, its administrators, officers, agents, employees, volunteers and servants, from and against all liabilities, claims, losses, damages, penalties, costs or expenses (including, but not limited to court costs and attorneys’ fees) for damage to property of whatsoever kind or nature, or injury to persons arising out of performance under this Agreement by Seller, its agents, or employees, but only to the extent of and in direct proportion to the liability of Seller or its agents or employees, as found by an authorized arbitrator or court of competent jurisdiction under the Law and Venue section of this agreement. Seller’s obligations under this indemnity, shall not extend to property damage or personal injury caused by the sole negligence or to the extent of any concurrent joint negligence or willful misconduct of Buyer, Buyer’s agents or employees, or third-party installers who are hired by Buyer to install or do work relating to any part of Seller’s equipment.*

This paragraph holds true for all references to indemnification throughout the procurement contract.

- Section 00 70 00 – General Conditions, Article 9, Item 9.03.F: Lakeside obligations will include costs of the correction or removal and replacement of the non-conforming Goods; however, we will not be responsible for the replacement of property of Buyer and others destroyed by the correction or removal and replacement of the non-conforming Goods, and obtaining Special Services from others.
- Section 00 70 00 – General Conditions, Article 9, Item 9.04: Since the project could be delayed through no fault of Lakeside, we propose the warranty be tied to the delivery date and therefore we suggest the warranty have “but not to exceed 30 months from the date of delivery” added to the warranty.

Also, as noted in Item 9.03.F, “(and damage to other work resulting therefrom)” is to be removed from the warranty.

- Section 00 70 00 – General Conditions, Article 13, Item 13.02.A.4.b: Installation is by others and therefore timing of installation should not be a factor for payment.
- Section 01 60 00 – Product Requirements, Item 3.02.A: Lakeside will not be responsible for unloading, storing, and protecting all material and equipment on-site.
- Section 01 79 00 – Training, Item 2.02.A.15: Lakeside will not be furnishing quarterly on-site service visits; however, we are available for support via phone and email.

#### **TECHNICAL SPECIFICATIONS:**

- Section 46 23 00 – Grit Removal Equipment, Item 1.04.A: Lakeside will not be able to furnish the submittals as called out in Items 1.04.A.1 and A.2. We have grit tests for a different type of grit unit, but not for the vortex grit chamber themselves. We had a couple of past jobs where testing was required, but the vortex grit units were performing well we did not have to actually conduct the tests. As for the calculations, our Engineering Department is in the process in developing these calculations; however, these calculations will not be ready when it comes time to do the submittals.
- Section 46 23 00 – Grit Removal Equipment, Item 2.05.F: The cyclone manufacturer (FLSmith) takes exception to ½-inch Nihard material and clarifies that their cyclone is proposed with neoprene lined carbon steel. Also, the cyclone will be furnished with their standard enamel paint versus the epoxy resin paint. See attached paint information for FLSmith’s standard enamel paint information.
- Section 46 23 00 – Grit Removal Equipment, Item 2.06.B.4: Lakeside bid is based on furnishing our Type W Grit Classifier, as per attached drawing D-72973-S. We have been furnishing this grit cyclone-classifier arrangement for almost 20-years and it has been performing well. The grit classifier’s settling tank has a surface area of 5.1 sq-ft and an adjustable weir length of 11.5-inches. The grit classifier is designed to handle a flow rate up to 70 gpm. Typically the cyclone underflow to the grit classifier is 5 to 10 percent of what the flow coming into the cyclone. With 250 gpm coming into the cyclone, the maximum underflow would be 25 gpm. This is well below the Type W Grit Classifier maximum capacity of 70 gpm.

Should you have any questions regarding these clarifications and exceptions please contact this office.

Sincerely,

LAKESIDE EQUIPMENT CORPORATION



Dan Widdel  
Regional Sales Manager



**ESVELT ENVIRONMENTAL ENGINEERING, LLC**

8812 EAST REDWOOD LANE, SPOKANE WA 99217, Phone: 509-926-3049, www.esvelt.com

Date: November 15, 2021

Project: City of Stevenson (City)  
Wastewater Treatment Plant Improvements – Major Equipment Procurement

Subject: Section 46 41 34 – Vertical Turbine Mixers Bids Evaluation

Prepared For: City of Stevenson, Leana Kinley, City Administrator  
Wallis Engineering, Jane Vail, Principal Engineer

Prepared By: Allison Esvelt, MSCE, PE, BCEE, Principal, Esvelt Environmental Engineering, LLC

The purpose of this technical memorandum is to summarize and evaluate the bids for the Vertical Turbine Mixers for the City of Stevenson Wastewater Treatment Plant Improvements Project. Bids were received from the following Bidders:

- Enviropax, Inc., Salt Lake City, Utah (Enviropax)
- Whitney Equipment Company, Inc. Woodinville, WA, representative of SPXFlow Lightnin (Whitney/Lightnin)

Table 1 below includes the summary of the bids. Table 2 provides the summary of Bid completeness. All Bidders completed the Bid Form properly and submitted the Bids by the proper deadline.

**Table 1. Summary of Bids**

	Enviropax	Whitney/Lightnin
Base Bid Price	\$37,950.00	\$118,000.00
Sales Tax (7.7%)	\$2,922.15	\$9,086.00
Total Base Bid Price	\$40,872.15	\$127,086.00

Notes: (1) Price is for NEMA 4X Vacuum Priming Panel which would require relocating the panel where currently shown on plans.

**Table 2. Summary of Bid Completeness**

	Enviropax	Whitney/Lightnin
Bid Form Complete and Addendums Acknowledged	✓	✓
Bid Security	✓	✓
Evidence of Authority to do Business in Washington	✓	✓
Bidder Qualification Statement Form	✓	✓
<i>Specification Section 01 33 00, Submittals</i>		
Paragraph 2.03.B.2: Mechanical drawings including equipment layout drawings and equipment dimensions.	(1)	✓
Paragraph 2.03.C.1: Manufacturer’s catalog information.	(1)	✓
Paragraph 2.03.C.2: Manufacturer’s specifications for materials and manufacturing.	✓	✓
Paragraph 2.03.C.6: Design calculations and performance curves demonstrating compliance with the performance and design criteria of the specifications.	N/A	N/A
Paragraph 2.03.C.15: List of all variances from the Specifications.	✓	✓

Notes:

- (1) Not submitted with Bid. Previously submitted to Engineer during design and can be furnished to City upon request.

Recommendation of Award: It is recommended that the contract be awarded to Enviropax with the lowest, responsive Bid.



**ESVELT ENVIRONMENTAL ENGINEERING, LLC**

8812 EAST REDWOOD LANE, SPOKANE WA 99217, Phone: 509-926-3049, www.esvelt.com

Date: November 15, 2021

Project: City of Stevenson (City)  
Wastewater Treatment Plant Improvements – Major Equipment Procurement

Subject: Section 46 51 33 – Fine Bubble Diffusers Bids Evaluation

Prepared For: City of Stevenson, Leana Kinley, City Administrator  
Wallis Engineering, Jane Vail, Principal Engineer

Prepared By: Allison Esvelt, MSCE, PE, BCEE, Principal, Esvelt Environmental Engineering, LLC

The purpose of this technical memorandum is to summarize and evaluate the bids for the Fine Bubble Diffusers for the City of Stevenson Wastewater Treatment Plant Improvements Project. Bids were received from the following Bidders:

- Aquarius Technologies, LLC, Saukville, Wisconsin (Aquarius)
- Environmental Dynamics International, Inc., Columbia, MO (EDI)

Table 1 below includes the summary of the bids. Table 2 provides the summary of Bid completeness. All Bidders completed the Bid Form properly and submitted the Bids by the proper deadline.

**Table 1. Summary of Bids**

	Aquarius	EDI
Fine Bubble Diffusers for New Aeration Basin	\$45,400.00	\$62,635.00
Fine Bubble Diffusers for Oxidation Ditch	\$38,200.00	\$95,725.00
Base Bid Price	\$83,600.00	\$158,360.00
Sales Tax (7.7%)	\$6,437.20	\$12,193.72
Total Base Bid Price	\$90,037.20	\$170,553.72

**Table 2. Summary of Bid Completeness**

	Aquarius	EDI
Bid Form Complete and Addendums Acknowledged	✓	✓
Bid Security	(1)	✓
Evidence of Authority to do Business in Washington	✓	✓
Bidder Qualification Statement Form	✓	✓
<i>Specification Section 01 33 00, Submittals</i>		
Paragraph 2.03.B.2: Mechanical drawings including equipment layout drawings and equipment dimensions.	✓	(2)
Paragraph 2.03.C.1: Manufacturer’s catalog information.	✓	(2)
Paragraph 2.03.C.2: Manufacturer’s specifications for materials and manufacturing.	✓	✓
Paragraph 2.03.C.6: Design calculations and performance curves demonstrating compliance with the performance and design criteria of the specifications.	✓	✓
Paragraph 2.03.C.15: List of all variances from the Specifications.	✓(3)	✓

Notes:

- (1) Submitted electronically due to delays in receiving bond certificate.
- (2) Not submitted with Bid.
- (3) Variances submitted with Bid are attached to this memo.

Recommendation of Award: It is recommended that the contract be awarded to Aquarius with the lowest, responsive Bid. The City staff concurred with this recommendation during the equipment bids review meeting on 11/2/2021. The City agreed to pay sales tax directly to the Washington State Department of Revenue.

**4.3 Exceptions**

1.	<b>Specification:</b> 465133	<b>Section:</b> 2.03	<b>Subsection:</b> E. 1. – 3.
<b><i>Longevity of the proposal membrane diffusers shall have been demonstrated in a full-scale municipal installation operation continuously for a minimum of three years.</i></b>			
Exception / Clarification: Aquarius does not conduct or maintain membrane longevity test reports. Wastewater influent characteristics and IOM practices vary from installation to installation making this form of testing unreliable with respect to demonstrating efficacy. In lieu of supplying diffuser longevity reports, an installation list meeting the specified duration for longevity without replacement shall be provided.			
2.	<b>Specification:</b> 465133	<b>Section:</b> 3.01	<b>Subsection:</b> A
<b><i>Factory Test</i></b>			
Exception / Clarification: Oxygen Transfer Testing is very expensive and is redundant to the Owner if data already exists. Aquarius shall provide existing oxygen transfer performance data as specified in 1.04.A.4 in lieu of supplying new Oxygen Transfer Testing.			

**5. Terms and Conditions**

Aquarius Technologies, LLC Terms & Conditions of Sale are an integral part of this proposal unless otherwise stated or agreed upon in writing. In addition, the following Terms & Conditions are specifically noted for this project:

- Pricing is valid for 60 days from the date of this proposal in accordance with the contract documents.
- At time of order, escalation indicators shall be determined using the Producer Price Index (PPI) Guide for Price Adjustments based on mutually agreed upon commodity codes and percentage of equipment associated with each code. All proposals and orders are subject to escalation up to Release to Manufacture.
- At time of order, quoted freight shall be reviewed utilizing the specific lane information from the North American Freight Database provided by DAT Solutions. Any adjustments shall be mutually agreed upon based on number of trucks / shipments quoted. Additional shipments required at customers request will be an additional charge.
- Any delay at Purchaser's request for delay in drawing approval, release for fabrication, and/or shipment(s) schedules outside of the agreed upon Project Schedule shall be subject to a proportionate increase in the total material costs. If shipment is delayed more than 30 days after equipment has been released to manufacture, equipment shall be built, billed and stored.
- Acceptance of a purchase order is subject to credit approval and guarantee of payment.

- Taxes are not included. Purchases from Aquarius Technologies, LLC are for the purpose of resale and are therefore not subject to sales tax. Please provide a copy of your resale certificate.
- Terms of Payment: Net 30 days; 95% net 30 days, 5% retainage not to exceed 90 days from shipment of equipment.

**6. Pricing**

The price for the equipment described above, **FOB Jobsite**, is based on current freight rates. Freight includes 1 truckload(s) / shipment(s).

ITEM	PRICE (US \$)
1. New Fine Bubble Aeration System	INCLUDED
2. Existing Oxidation Ditch Aeration System (Alternate 1)	INCLUDED
3. Installation and Start Up Supervision	INCLUDED
4. Freight	INCLUDED
<b>TOTAL PRICE:</b>	See Bid Form

**7. Closing and Contacts**

Thank you for considering Aquarius for the subject project. Should you have any questions, please contact me or our local representative listed below.

Sincerely,

*Kyle Poplar*

**Kyle Poplar**  
**Application Engineer**  
 262-325-7328 Direct  
[kpoplar@aquariustechnologies.com](mailto:kpoplar@aquariustechnologies.com)

**Aquarius Representative:**  
 Goble Sampson  
 John Simon  
 425-392-0491 Direct  
[jsimon@goblesampson.com](mailto:jsimon@goblesampson.com)





**ESVELT ENVIRONMENTAL ENGINEERING, LLC**

8812 EAST REDWOOD LANE, SPOKANE WA 99217, Phone: 509-926-3049, www.esvelt.com

Date: November 15, 2021

Project: City of Stevenson (City)  
Wastewater Treatment Plant Improvements – Major Equipment Procurement

Subject: Section 46 66 56 – Ultraviolet Disinfection System Bids Evaluation

Prepared For: City of Stevenson, Leana Kinley, City Administrator  
Wallis Engineering, Jane Vail, Principal Engineer

Prepared By: Allison Esvelt, MSCE, PE, BCEE, Principal, Esvelt Environmental Engineering, LLC

The purpose of this technical memorandum is to summarize and evaluate the bids for the Ultraviolet Disinfection System for the City of Stevenson Wastewater Treatment Plant Improvements Project. Bids were received from the following Bidder:

- Trojan Technologies, London, Ontario, Canada (Trojan)

Table 1 below includes the summary of the bids. Table 2 provides the summary of Bid completeness. The Bidder completed the Bid Form properly but did not submit the Bid by the proper deadline.

**Table 1. Summary of Bids**

	Trojan
Base Bid Price	\$194,500.00
Sales Tax (7.7%)	\$14,976.50
Total Base Bid Price	\$209,476.50

**Table 2. Summary of Bid Completeness**

	Trojan
Bid Form Complete and Addendums Acknowledged	✓
Bid Security	✓
Evidence of Authority to do Business in Washington	✓
Bidder Qualification Statement Form	✓
<i>Specification Section 01 33 00, Submittals</i>	
Paragraph 2.03.B.2: Mechanical drawings including equipment layout drawings and equipment dimensions.	✓
Paragraph 2.03.C.1: Manufacturer’s catalog information.	✓
Paragraph 2.03.C.2: Manufacturer’s specifications for materials and manufacturing.	✓
Paragraph 2.03.C.6: Design calculations and performance curves demonstrating compliance with the performance and design criteria of the specifications.	✓
Paragraph 2.03.C.15: List of all variances from the specifications.	✓

Recommendation of Award: It is recommended that the contract be awarded to Trojan with the lowest, responsive Bid.

## PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this 18<sup>th</sup> day of November, 2021, by and between CITY OF STEVENSON, a municipal corporation of the State of Washington, and hereinafter referred to as "CITY," and **Wallis Engineering, PLLC**, 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, 2023 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.

#### O. DEPARTMENT OF ECOLOGY REQUIREMENTS

Additional requirements as outlined in Exhibit "B" Washington State Department of Ecology Water Pollution Control Revolving Fund Engineering Services Insert are incorporated herein.

[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, Mayor

By: \_\_\_\_\_  
Jane Vail, PE  
Principal Engineer

Mailing Address:  
215 West 4<sup>th</sup> Street  
Suite 200  
Vancouver, WA 98660

Approved as to form

\_\_\_\_\_  
Kenneth B Woodrich,  
City Attorney

360-695-7041  
Telephone Number

91-1944973  
Federal Tax ID Number

601-823-546  
UBI#

## PROJECT BACKGROUND

The City of Stevenson Wastewater Treatment Plant (WWTP) is in need of upgrades to replace deficient equipment and provide additional capacity. The City retained Wallis Engineering to design Phase I and II improvements. These include the following:

- Replacement of existing headworks facility with new structure and equipment
- New aeration basin, anoxic selector basin, and blower building
- Disinfection upgrades consisting of new UV channel and modifications to existing channel
- Laboratory building remodel
- Flood protection measures
- Electrical system improvements including new service, standby generator, motor control centers, and lighting
- SCADA system replacement
- Minor improvements to site, non-potable water, stormwater conveyance, and flood protection measures.

The City also retained Wallis Engineering to design the Main D sewer extension project. This project includes installation of 9,000 linear feet of 8-inch diameter sewer main, laterals and manholes, on East Loop Road and Frank Johns Road.

The WWTP and Main D Extension project recently received funding from a Clean Water State Revolving Fund loan administered by Department of Ecology (DOE) for grant and loan administration, project construction, and construction management and inspection.

## GENERAL SCOPE OF PROJECT

Wallis Engineering will assist the City with project and funding administration, bid and construction phase services for the WWTP Improvements Phases I and II, and the Main D Extension projects. This scope of work consists of the following tasks:

- Task 1: Project Management and Administration
- Task 2: Bid Phase Services – WWTP Improvements
- Task 3: Bid Phase Assistance - Main D Extension
- Task 4: Construction Quality Assurance Plan
- Task 5: Construction Management and Engineering– WWTP Improvements
- Task 6: Construction Management and Engineering – Main D Extension
- Task 7: SCADA Programming

## CONTRACT DURATION

Contract term shall be from the date contract is fully executed until December 31, 2023.



## PROJECT TEAM

Wallis Engineering will serve as the prime consultant for this project, leading a team of subconsultants to complete all the services identified in the specific scope of work. Our team is listed below, with the project responsibilities which they will complete.

<b>Consultant</b>	<b>Responsibilities</b>
Wallis Engineering (Wallis)	Project Management Construction Management, Engineering, and Inspection
Esvelt Engineering (EE)	Construction Engineering
Industrial Systems (IS)	Electrical and Systems Engineering, Programming
LSB Consulting Engineers (LSB)	Structural Engineering and Observation Services
B2B Architecture (B2B)	Architectural Engineering and Observation Services
Kartchner Mechanical (Kartchner)	Mechanical Engineering and Observation Services
Geotechnical Resources Inc. (GRI)	Geotechnical Engineering and Observation Services
Archaeological Investigations Northwest (AINW)	Cultural Resources Construction Monitoring
Columbia West Engineering (CWE)	Special Inspections

## SPECIFIC SCOPE OF WORK

### TASK 1 PROJECT MANAGEMENT AND ADMINISTRATION

**Objective:** Wallis Engineering (Wallis) will provide full project management, administration, and coordination between all subconsultants on the team, City staff, funding agency staff, regulatory authorities, and key stakeholders. This task includes technical and financial management of the project, lead meetings, and help the City with ongoing public involvement. Key tasks will be to organize and conduct all meetings, develop and track project schedule proactively to address critical path elements and ensure on-time delivery, and communicate to City staff of project progress

#### Task 1.1 Project Management and Coordination

Wallis will provide project management, schedule, coordination, and direction to the City staff and the bidding and construction phase services team to ensure the scope, schedule and budget are met. We will also provide loan assistance and documentation needed to support the City's DOE loan.

We will provide a point contact person for the City while coordinating with the project team. We will schedule and participate in monthly or as-needed coordination conference calls with the City Project Manager and other staff at their request.

Our project manager will maintain a comprehensive Microsoft Project schedule with individual task milestones, task duration, and responsibilities of subconsultants and City staff, agencies, and utilities.

Monthly progress reports will be submitted with invoices. Monthly progress reports will include task level budget status, schedule status, and brief summary of work completed along with any upcoming scope, schedule or budget concerns. Billings will include staff, title, hourly rate, and hours charged to the project.

### **Task 1.2 Public Engagement Assistance**

Wallis will provide up to 15 hours of assistance with public engagement activities. This work may include attendance at Council meetings, assistance with website updates, production of public engagement materials for City distribution, and construction open house activities.

#### **Task 1 Assumptions:**

- Project management will be provided from bidding, through construction, until startup is complete and the plant is fully operational.
- Bidding and construction are assumed to extend from December 2021 through July 2023
- Start-up and commissioning are assumed to be complete by December 2023

#### **Task 1 Deliverables:**

- Scope of Work and Not-to-Exceed Fee Estimate
- Monthly progress reports
- Project Schedule and Schedule Updates

## **TASK 2 BID PHASE SERVICES – WWTP IMPROVEMENTS**

**Objective:** Assist the City to obtain and evaluate bids for the WWTP Phase I project.

### **Task 2.1 Bid Documents**

The design team will prepare bid-ready contract documents that reflect updated regulatory and funding requirements preparatory to bidding, including an updated geotechnical report to better inform bidders. GRI will revise the geotechnical report to include additional laboratory sieve analyses on soil samples and more recently-recorded onsite piezometer data.

### **Task 2.2 Bid Advertisement**

Wallis will complete bid advertisement for the City, publishing in the City’s paper of record (the Skamania Pioneer), the DJC.

### **Task 2.3 Bidding Assistance**

Wallis will conduct a pre-bid meeting, including a site tour and observation of a test pit excavation. Wallis will respond to bidder questions received during the bidding period, and document questions and answers on a log. We will also prepare addenda as needed and distribute addenda to planholders.

Wallis will assist the City with bid opening. We will evaluate bid results, prepare bid tabulation, coordinate with DOE, and prepare a Recommendation of Award.

#### **Task 2 Assumptions:**

- Contractor plan distribution will be administered through ABADAN online plan center.
- All addenda will be issued through the online plan center.
- City will host the bid opening; Wallis Engineering will attend the bid opening.
- City will conduct test pit excavation, dewatering, and backfill

- Phase I WWTP Improvements will be bid in December of 2021.

**Task 2 Deliverables:**

- Bid Documents
- Bid Advertisement
- Pre-Bid Meeting Agenda and Minutes
- Log of Bidder Questions and Answers
- Addenda, as needed
- Bid Tabulation
- Recommendation of Award

**TASK 3 BID PHASE SERVICES – MAIN D EXTENSION**

**Objective:** Assist the City to obtain and evaluate bids for the Main D Extension project.

**Task 3.1 Bidding Assistance**

Wallis will provide bid phase assistance for the Main D Extension project. We will prepare updated bid documents reflecting funding requirements. We will distribute these documents and an electronic Invitation to Bid, manage a web-based bidding platform for the project, and publish the bid advertisement in the City’s paper of record, the DJC. We will answer bidder questions and issue addenda and clarifications as needed. Wallis will attend the bid opening, review the bids, prepare bid tabulation, coordinate with DOE, and prepare a Recommendation of Award.

**Task 3 Assumptions:**

- Contractor plan distribution will be administered through the ABADAN online plan center.
- All addenda will be issued through the online plan center.
- City will host the bid opening; Wallis Engineering will attend the bid opening.
- Main D Extension will be bid in spring of 2022.

**Task 3 Deliverables:**

- Bid Documents
- Bid Advertisement
- Log of Bidder Questions and Answers
- Addenda, as needed
- Bid Tabulation
- Recommendation of Award

**TASK 4 CONSTRUCTION QUALITY ASSURANCE PLAN**

**Objective:** Ensure adequate and competent oversight of all construction activities funded by Department of Ecology and described within this scope of work.

**Task 4.1 Construction Quality Assurance Plan**

We will prepare a Quality Assurance Plan in accordance with WAC 173-240-075, and submit it to the City and to Department of Ecology for review. This document will be shared with all construction team members, and implementation will be overseen by the Construction Manager.

**Task 4 Assumptions:**

- City review of the Quality Assurance Plan will be a period of no more than two weeks

**Task 4 Deliverable:**

- Construction Quality Assurance Plan

**TASK 5 CONSTRUCTION MANAGEMENT AND ENGINEERING – WWTP IMPROVEMENTS**

**Objective:** Provide construction management, administration, engineering, and inspection services throughout the duration of construction of the WWTP Improvements

**Task 5.1 Conformed Drawings**

The design team will prepare conformed drawings reflecting changes determined during the bidding process through issued addenda.

**Task 5.2 Construction Administration**

Wallis will provide construction administration services to the City for the duration of construction, coordinating and managing construction documentation needs with the Contractor to meet Department of Ecology requirements. We will maintain a regularly-updated digital copy of all construction documentation on a project sharefolder for access and review by the City. We anticipate construction administration to include the following work items:

- Monthly project reports for submittal to DOE
- Organization and preparation of monthly funding outlay reports
- Contractor weekly certified payroll reviews
- Contractor wage interviews for Davis-Bacon wage compliance verification

**Task 5.3 Construction Management and Engineering**

Wallis will provide construction management and engineering services to the City for the duration of construction. We will provide a designated construction manager who will serve as the primary point of contact with the Contractor and the City. This scope of work is based on an 18-month construction period. Construction management and engineering is anticipated to include the following:

**Precon and Weekly Construction Meetings**

Wallis will conduct a pre-construction meeting with City staff, the Contractor, project design team subconsultants (as needed), DOE representatives, and representatives of the utility companies. At this meeting, we will effectively communicate the requirements associated with the funding and regulatory agencies, and those areas of the project which will require special attention during construction.

In addition to the pre-con, Wallis will attend weekly construction meetings to discuss the Contractor’s progress and schedule, materials, and other issues of note. A total of 70 meetings are budgeted for this task.

**Submittal Review**

We will provide submittal review for all construction submittals throughout the project. Our construction manager will distribute submittals to the relevant design engineer for submittal review, and will distribute

submittal reviews to the Contractor following comment. We will prepare and manage a submittal log recording activities for all submittals.

### ***Requests for Information***

The design team will respond to Contractor Requests for Information (RFIs), and log questions and answers in an RFI log.

### ***Field Changes and Change Orders***

Wallis will coordinate field design changes with City Staff and the Contractor as needed to address changed onsite conditions which conflict with the plans and/or specifications.

On an as-needed basis, Wallis will review, negotiate, initiate and process contract change orders. We will coordinate with the Contractor to provide the required documentation to justify all change orders in accordance with DOE requirements.

### ***Progress Payments***

Progress payments will be processed according to the schedule agreed upon during the precon, no more frequently than once a month. We will review and prepare construction pay estimates for submittal to the City, and coordinate review and preparation with the Contractor (and DOE as needed).

## ***Task 5.4 Construction Observation and Inspection***

Wallis will provide construction observation and inspections in order to confirm that the work is proceeding in accordance with the contract documents. They will also assist with quality assurance for specialty work items. This task will include construction observation, structural observation, and special inspections.

### ***Construction Observation***

Wallis will provide a construction inspector (or inspectors, depending on the Contractor's phasing) for the duration of construction activities. The scope of work for this task assumes one part-time senior inspector, and one full-time EIT inspector for a period of 18-months. The inspector will provide Inspector's Daily Reports (IDRs) for each site visit, take in-progress digital construction photographs during the project, and track materials quantity and quality tracking as approved materials are installed.

Additionally, construction observation will be provided by subconsultants as follows:

- Industrial Systems will complete up to three (3) site visits and observations for work in progress.
- Kartchner Engineering will complete up to two (2) site visits to monitor and observe work as needed.
- LSB Consulting Engineers will complete up to three (3) site visits to monitor construction progress. During site visits they will also complete structural observations, as required by structural and building code, and to provide quality control.
- B2B will complete one site visit mid-construction to observe construction progress and help ensure compliance with contract documents. They will also make a final inspection visit for the punch list.
- GRI will complete up to three (3) site visits as requested to document the soil and groundwater conditions encountered during construction, and to evaluate subgrade.

### **Special Inspections**

CWE will complete special inspections, as required by structural and building code and in order to provide quality control. The schedule for these inspections will depend on the nature of the Contractor's phasing; a conservative number of site visits has been assumed, but will likely not be needed. The scope of special inspections includes concrete testing and inspection for the aeration basin and headworks footings and structures, masonry testing for the blower building, welding and bolting inspections, and inspections for post installed anchors. CWE will also complete laboratory testing for concrete compressive strength, grout prism, and CMU prism tests.

### **Factory Testing**

Industrial Systems will visit the factory to witness control panel testing, for quality control purposes.

### **Task 5.5 Cultural Resources Monitoring**

In order to meet the City's agreement with the Confederated Tribes of the Umatilla Indian Reservation (CTUIR), AINW will provide construction monitoring as required by the monitoring and inadvertent discovery plan (MIDP), and as made necessary should artifacts be encountered. AINW will also provide periodic updates to the Tribes and DAHP.

They will revise the existing monitoring and inadvertent discovery plan (MIDP) to reflect the current project, and coordinate with the project team to ensure monitoring meets the revised MIDP.

AINW will complete construction monitoring for the project. Monitoring time includes photo documentation, preparation of field notes, travel time, coordination, scheduling, and periodic updates to the City and Tribes. Once field monitoring is complete, AINW will prepare a summary report of monitoring. The report will present a discussion on field activities and findings, and will include a map of the areas monitored, as well as supporting photos.

### **Task 5.6 Substantial Completion and Final Inspection**

After the Contractor states that the facility is ready, our team will complete inspection to determine if the project is substantially complete. We will provide a written punch-list to the Contractor of items observed to require correction or completion.

Following substantial completion, our team will begin closeout of the project. We will receive and process contract closeout documentation from the Contractor, collect all specified guarantees and warranties, verify receipt of manuals, and review and recommend the processing of final payments.

### **Task 5.7 Record Drawings**

Our team will complete record drawings based on Contractor asbuilts, Inspector plan markups and the Contractor's final survey.

### **Task 5 Assumptions:**

- Construction administration completed in accordance with funding agency (DOE) requirements
- The WWTP will be constructed between February 2022 and July 2023.
- City will not be providing any inspection services; if the City has time to inspect, our hours will be reduced accordingly.
- Construction surveying, material and density testing will be completed by an independent testing firm hired by the Contractor

- No environmental monitoring is required.
- Construction monitoring includes up to 28 field days that will be 8-hour days onsite.
- There will be no cultural resource discoveries; should discoveries occur, additional monitoring and reporting time will be required and a supplemental agreement will be required.

**Task 5 Deliverables:**

- Conformed Drawing Set
- Submittal log and submittal review comments
- Requests for Information
- Inspection Daily Reports for all construction inspection site visits including summary of daily work items, bid item unit quantities completed, traffic control measures in place, materials and equipment utilized, completed materials testing, out of scope work records, summaries of Contractor coordination and any other items of note as observed onsite
- Construction photographs
- Construction pay estimates
- Field Changes
- Change order documentation
- Construction monitoring summary report
- Up to four construction monitoring email notices to agencies and Tribes
- Record drawings in electronic format, and three full-size hard copies
- Declaration of Construction Completion form

**TASK 6 CONSTRUCTION MANAGEMENT AND ENGINEERING – MAIN D EXTENSION**

**Objective:** Provide construction management, administration, engineering, and inspection services throughout the duration of construction of the Main D Extension project.

**Task 6.1 Construction Administration, Management, and Engineering**

Wallis will provide construction administration, management, and engineering services to the City for the duration of construction.

**Construction Administration**

Wallis will coordinate and manage construction documentation needs with the Contractor to meet Department of Ecology requirements. We will maintain a regularly-updated digital copy of all construction documentation on a project sharefolder for access and review by the City. We anticipate construction administration to include the following work items:

- Monthly project reports for submittal to DOE
- Organization and preparation of monthly funding outlay reports
- Contractor weekly certified payroll reviews
- Contractor wage interviews for Davis-Bacon wage compliance verification

Wallis will also provide construction management and engineering services to the City for the duration of construction. We will provide a designated construction manager who will serve as the primary point of contact with the Contractor and the City. This scope of work is based on a construction period of 50 working days. Construction management and engineering is anticipated to include the following:

### ***Precon and Weekly Construction Meetings***

Wallis will conduct a pre-construction meeting with City staff, the Contractor, project design team subconsultants (as needed), DOE representatives, and representatives of the utility companies. At this meeting, we will effectively communicate the requirements associated with the funding and regulatory agencies, and those areas of the project which will require special attention during construction.

Wallis will attend weekly construction meetings to discuss the Contractor's progress and schedule, materials, and other issues of note. A total of 10 meetings are budgeted for this task.

### ***Submittal Review***

We will provide submittal review for all construction submittals throughout the project. Our construction manager will distribute submittals to the relevant design engineer for submittal review, and will distribute submittal reviews to the Contractor following comment. We will prepare and manage a submittal log recording activities for all submittals.

### ***Field Changes and Change Orders***

Wallis will coordinate field design changes with City Staff and the Contractor as needed to address changed onsite conditions which conflict with the plans and/or specifications. On an as-needed basis, Wallis will review, negotiate, initiate and process contract change orders. We will coordinate with the Contractor to provide the required documentation to justify all change orders in accordance with DOE requirements.

### ***Progress Payments***

We will review and prepare construction pay estimates for submittal to the City, and coordinate review and preparation with the Contractor. A total of three progress payments are anticipated.

## ***Task 6.2 Construction Observation and Inspection***

Wallis will provide construction observation and inspections in order to confirm that the work is proceeding in accordance with the contract documents.

The scope of work for this task assumes one full-time EIT inspector for a period of 50 working days. The inspector will provide Inspector's Daily Reports (IDRs) for each site visit, take in-progress digital construction photographs during the project, and track materials quantity and quality tracking as approved materials are installed.

We will also complete final inspections.

## ***Task 6.3 Record Drawings***

Our team will complete record drawings based on Contractor asbuilts, Inspector plan markups and the Contractor's final survey.

### ***Task 6 Assumptions:***

- Construction phase will extend no greater than fifty (50) working days



### **Task 6 Deliverables:**

- Conformed Drawing Set
- Submittal log and submittal review comments
- Requests for Information
- Inspection Daily Reports for all construction inspection site visits including summary of daily work items, bid item unit quantities completed, traffic control measures in place, materials and equipment utilized, completed materials testing, out of scope work records, summaries of Contractor coordination and any other items of note as observed onsite
- Construction photographs
- Construction pay estimates
- Field Changes
- Change order documentation
- Record drawings in electronic format, and three full-size hard copies
- Declaration of Construction Completion form

## **TASK 7 SCADA PROGRAMMING**

**Objective:** Write PLC logic for controlling all WWTP processes, including existing areas, programming a complete Wonderware HMI system, programming automatic reports, alarming and data trending.

### **Task 7.1 Programming**

Industrial Systems will write PLC logic for Wonderware graphical screens, creating and organizing screens in such a way that allows operational staff to easily monitor and control the plant. Pop up control screens will be used for smaller process information, such as adjusting control setpoints or viewing motor control settings. Screens will include: System Overview, Fairgrounds Pump Station, Rock Creek Pump Station, Plant Drain Pump Station, Headworks, Aeration Basin #1, Aeration Basin #2, ML Recycle Pumps, Clarifiers, RAS/WAS, Digester, UV And Effluent, Alarm History, and Trending.

Industrial Systems will complete PLC programming for all areas of the plant that are tied into the control system. The existing plant PLC will be replaced. Its logic will be reviewed, but most control strategies will be updated for the new plant processes and up to current standards. Programming will be completed for the plant drain system, influent and headworks, aeration blowers and basins, ML recycle pumps, RAS/WAS pump station, clarifiers, UV system, effluent, and utility water pumps.

Industrial Systems will complete automatic and manual reporting using XLReporter. Reports will include influent flow totals, effluent flow totals, and any additional data determined during discussions with the design team.

Industrial Systems will complete alarming. Standard Wonderware alarming will be completed, with alarms visible from the Wonderware workstations and control panel screens. Alarming will also include emergency phone dial-out alarming with TopView.

Industrial Systems will configure trends and data logging. A list of data tags will be discussed and agreed upon during this task, including the log intervals for all identified values. Flows, pH, DO, and other data logged will be determined during functional description development.

**Task 7 Assumptions:**

- SCADA hardware and software will be provided by the Contractor
- Control panels and instrumentation will be provided and tested by the Contractor
- Software and hardware will be as shown in the improvements design

**Task 7 Deliverables:**

- Preliminary and Final Graphical SCADA screens
- Alarm List
- HMI and PLC programming for plant
- Functional descriptions for O&M Manual

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	AE	PE4	SE2	SE1	I2	T3	A6	A4	Wallis Labor	Expenses	Subconsultants	Ind. Sys	LSB	B2B	Kartchner	GRI	AINW	CWE	Total Cost
<b>Task 1 Project Management and Administration</b>	\$157.47	\$147.83	\$109.26	\$106.05	\$114.62	\$119.98	\$115.69	\$97.48											
1.1 Project Management and Coordination		56					12	18	\$ 11,961.24										\$ 11,961.24
1.2 Public Engagement Assistance		15							\$ 2,362.05										\$ 2,362.05
<b>TASK 1 SUBTOTAL</b>	<b>71</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>18</b>	<b>\$ 14,323.29</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,323.29</b>
<b>Task 2 Bid Phase Services – WWTP Improvements</b>																			
2.1 Bid Documents		2	8	12					\$ 2,808.70		\$ 8,400.00	\$ 600.00	\$ 1,000.00	\$ 1,000.00	\$ 200.00				\$ 14,008.70
2.2 Bid Advertisement		4	2					12	\$ 2,095.30										\$ 2,095.30
2.3 Bidding Assistance			12			8		24	\$ 5,073.32		\$ 3,600.00	\$ 3,300.00	\$ 2,000.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00			\$ 18,473.32
<b>TASK 2 SUBTOTAL</b>	<b>6</b>	<b>22</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>36</b>	<b>\$ 9,977.32</b>	<b>\$ -</b>	<b>\$ 12,000.00</b>	<b>\$ 3,900.00</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 700.00</b>	<b>\$ 2,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,577.32</b>
<b>Task 3 Bid Phase Services – Main D Extension</b>																			
3.1 Bidding Assistance		2	4	4		4		8	\$ 2,603.06										\$ 2,603.06
<b>TASK 3 SUBTOTAL</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>8</b>	<b>\$ 2,603.06</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,603.06</b>
<b>Task 4 Construction Quality Assurance Plan</b>																			
4.1 Construction Quality Assurance Plan		12	4					8	\$ 3,260.80	\$ -	\$ 2,400.00								\$ 5,660.80
<b>TASK 4 SUBTOTAL</b>	<b>12</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>\$ 3,260.80</b>	<b>\$ -</b>	<b>\$ 2,400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,660.80</b>
<b>Task 5 Construction Management and Engineering – WWTP Improvements</b>																			
5.1 Conformed Drawings									\$ -		\$ 2,400.00	\$ 3,830.00	\$ 2,000.00	\$ 2,000.00	\$ 400.00				\$ 10,630.00
5.2 Construction Administration		48		24				140	\$ 23,828.00		\$ 6,000.00	\$ 8,180.00							\$ 38,008.00
5.3 Construction Management and Engineering		80	50	104	0	0	0	4	\$ 31,742.06	\$ -	\$ 60,000.00	\$ 27,680.00	\$ 20,000.00	\$ 7,000.00	\$ 1,400.00	\$ 5,000.00	\$ -	\$ -	\$ 152,822.06
5.4 Construction Observation and Inspection		0	64	3,000	0	1,000	0	0	\$ 451,861.12	\$ 29,400.00 (M)		\$ 4,800.00		\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 63,615.00	\$ 560,676.12
5.5 Cultural Resources Monitoring		8							\$ 1,259.76								\$ 38,219.33		\$ 39,479.09
5.6 Substantial Completion and Final Inspection			18	24					\$ 5,283.18			\$ 1,200.00		\$ 1,000.00	\$ 1,500.00				\$ 8,983.18
5.7 Record Drawings			2			12			\$ 1,735.42	\$ 487.00 (P)	\$ 6,000.00	\$ 2,700.00		\$ 2,000.00					\$ 12,922.42
<b>TASK 5 SUBTOTAL</b>	<b>136</b>	<b>134</b>	<b>3152</b>	<b>0</b>	<b>1000</b>	<b>12</b>	<b>0</b>	<b>144</b>	<b>\$ 515,709.54</b>	<b>\$ 29,887.00</b>	<b>\$ 74,400.00</b>	<b>\$ 48,390.00</b>	<b>\$ 22,000.00</b>	<b>\$ 17,000.00</b>	<b>\$ 6,300.00</b>	<b>\$ 8,000.00</b>	<b>\$ 38,219.33</b>	<b>\$ 63,615.00</b>	<b>\$ 823,520.87</b>
<b>Task 6 Construction Management and Engineering – Main D Extension</b>																			
6.1 Construction Administration, Management and Engineering		40	0	25	0	0	4	4	\$ 9,900.14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,900.14
6.2 Construction Observation and Inspection				140					\$ 15,296.40										\$ 15,296.40
6.3 Record Drawings		2		8		8			\$ 2,148.86	\$ 25.00 (P)			\$ 5,000.00						\$ 7,173.86
<b>TASK 6 SUBTOTAL</b>	<b>42</b>	<b>0</b>	<b>173</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>4</b>	<b>\$ 27,345.40</b>	<b>\$ 25.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,370.40</b>
<b>Task 7 Scada Programming</b>																			
7.1 Programming									\$ -		\$ 3,600.00	\$ 140,950.00							\$ 144,550.00
<b>TASK 7 SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,600.00</b>	<b>\$ 140,950.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 144,550.00</b>
<b>Project Subtotal</b>	<b>269</b>	<b>164</b>	<b>3,341</b>	<b>0</b>	<b>1,000</b>	<b>36</b>	<b>12</b>	<b>218</b>	<b>\$ 573,219.41</b>	<b>\$ 29,912.00</b>	<b>\$ 92,400.00</b>	<b>\$ 193,240.00</b>	<b>\$ 30,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 38,219.33</b>	<b>\$ 63,615.00</b>	<b>\$ 1,057,605.74</b>

Depending on availability, actual staff usage may not match the above estimated hours breakdown. Billing rates for all staff are listed in the Rate Schedule.

FEE SUMMARY	
Wallis Labor	\$ 573,219.41
Wallis Expenses	\$ 29,912.00
<i>(M) = Mileage at current IRS Rate, (P) = Printing</i>	
Subconsultants	
EEE	\$ 92,400.00
Ind. Sys	\$ 193,240.00
LSB	\$ 30,000.00
B2B	\$ 20,000.00
Kartchner	\$ 7,000.00
GRI	\$ 10,000.00
AINW	\$ 38,219.33
CWE	\$ 63,615.00
<b>TOTAL BUDGET</b>	<b>\$ 1,057,605.74</b>



## RATE SCHEDULE

Rate Schedule good through December, 31, 2023

<u>Title</u>	<u>Range</u>	
Associate Engineer	\$157.47	\$157.47
Senior Engineer	\$214.25	\$214.25
Engineering Manager I - VI	\$184.25	\$211.03
Project Engineer I - IX	\$127.48	\$178.89
Staff Engineer I - IV	\$106.05	\$125.33
Engineering Intern I - III	\$65.34	\$72.84
Designer	\$124.26	\$149.97
Landscape Architect	\$160.68	\$160.68
Construction Manager	\$139.26	\$139.26
Inspector	\$97.48	\$114.62
Technician I-IV	\$85.70	\$126.40
Administrative I – VI	\$51.42	\$115.69

These hourly rates include in-house office expenses, photocopying, and other incidental items. Mileage will be reimbursed at the current standard IRS rate. Outside expenses will be billed at cost plus 10%.



**WASHINGTON STATE DEPARTMENT OF ECOLOGY  
WATER POLLUTION CONTROL REVOLVING FUND**

**ENGINEERING SERVICES INSERT**

Revised 10/24/14

The following clauses will be incorporated into contracts for engineering services receiving financial assistance from the Washington State Department of Ecology Water Pollution Control Revolving Fund. In the event of conflict within the contract these clauses shall take precedence

**Compliance with State and Local Laws**

The engineering services provider (CONTRACTOR) shall assure compliance with all applicable federal, state, and local laws, requirements, and ordinances as they pertain to the design, implementation, and administration of the approved project.

**State Interest Exclusion**

Partial funding of this project is being provided through the Washington State Department of Ecology Water Pollution Control Revolving Fund. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to this contract or any subcontract.

**Third Party Beneficiary**

Partial funding of this project is being provided through the Washington State Department of Ecology Water Pollution Control Revolving Fund. All parties agree that the State of Washington shall be, and is hereby, named as an express third-party beneficiary of this contract, with full rights as such.

**Cost Basis of Contract**

No contract may be written for "cost-plus-a-percentage-of-cost" or "percentage of construction cost." The cost basis for this contract must be cost-reimbursement, unit price, fixed-price, time and materials, or any combination of these four methods.

**Funding Recognition**

Documents produced under this agreement shall inform the public that the project received financial assistance from the Washington State Water Pollution Control Revolving Fund. Washington State Department of Ecology's and the EPA's logos must be on all signs and documents. Logos will be provided as needed.

**Access to the work site and to records**

The CONTRACTOR shall provide for access to their records by Washington State Department of Ecology and Environmental Protection Agency (EPA) personnel.

The CONTRACTOR shall maintain accurate records and accounts to facilitate the Owner's audit requirements and shall ensure that all subcontractors maintain auditable records. These records shall be separate and distinct from the CONTRACTOR's other records and accounts.

All such records shall be available to the Owner and to Washington State Department of Ecology and EPA personnel for examination. All records pertinent to this project shall be retained by the CONTRACTOR for a period of three (3) years after the final audit.

### **Certification Regarding Suspension, Debarment, Ineligibility Or Voluntary Exclusion**

1. The CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The CONTRACTOR shall provide immediate written notice to the Washington State Department of Ecology if at any time the CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the Washington State Department of Ecology for assistance in obtaining a copy of the regulations.
4. The CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "Certification Regarding Suspension, Debarment, Ineligibility Or Voluntary Exclusion" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. The CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. The CONTRACTOR agrees to keep proof in its agreement file that it and all lower tier

recipients or contractors are not suspended or debarred and will make this proof available to the Washington State Department of Ecology upon request. The RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov/> and print a copy of completed searches to document proof of compliance.

This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

## **Disadvantaged Business Enterprises**

### General Compliance (40 CFR Part 33).

The CONTRACTOR shall comply with the requirements of the Environmental Protection Agency's Program for Participation By Disadvantaged Business Enterprises (DBE) 40 CFR Part 33.

### Non-discrimination Provision (40CFR Appendix A to Part 33).

The CONTRACTOR shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The CONTRACTOR shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the CONTRACTOR to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

### Six Good Faith Efforts (40 CFR Part 33 Subpart C).

The CONTRACTOR agrees to make the following good faith efforts whenever procuring subcontracts, equipment, services and supplies. The CONTRACTOR shall retain records documenting compliance with the following six good faith efforts.

1. Ensuring Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources. Qualified Women and Minority business enterprises may be found on the Internet at [www.omwbe.wa.gov](http://www.omwbe.wa.gov) or by contacting the Washington State Office of Minority and Women's Enterprises at (866) 208-1064.
2. Making information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
3. Considering in the contracting process whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
4. Encourage contracting with a consortium of Disadvantaged Business Enterprises when a

contract is too large for one of these firms to handle individually.

5. Using services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. If the prime contractor awards subcontracts, requiring the subcontractors to take the six good faith efforts in paragraphs 1 through 5 above.



# CITY OF STEVENSON PROFESSIONAL SERVICE CONTRACT, MONTHLY REPORT & INVOICE

Contractor:	Skamania County Chamber of Commerce
Reporting Period:	October, 2021
Amount Due:	\$ 7,500.00 Monthly Contract Amount
	875.00 Program Management Time
	<u>2,899.47</u> Monthly Reimbursables
	\$ 11,274.47

## VISITOR STATISTICS

	<u>Stevenson Office</u>
Walk-In Visitors:	299
Telephone Calls:	58
E-Mails:	20
Business Referrals:	2,015
Tracked Overnight Stays:	43
Mailings (student, relocation, visitor, letters):	6
Chamber Website Pageviews	4,212
COS Website Pageviews	1,863

## CHAMBER BUSINESS

**Chamber Board Meeting:** October Board meeting topics included make-up and vacant positions, membership survey results, progress update on new membership data base software.

**Chamber Membership:** We had 1 new member join the Chamber and 15 membership renewals in October.

**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.

**Facebook Pages:** The Chamber manages Facebook pages for the Stevenson Business Association, Gorge Blues and Brews Festival, Christmas in the Gorge, Wind River Business Association as well as for the Chamber itself.

### **Chamber Marketing, Projects, Action Items:**

- Hosted Chamber Happy Hour event
- Placed ads
- Welcome letter for Annual Experience Skamania Guide
- Finished layout, design and content for new website pages
- Update all website pages that are tied to membership database software and info on winery page
- Weekly training on Chamber database software
- Turned in LTAC funding applications to City of Stevenson and Skamania County
- Staff development - watched webinar on "Communication Tools"
- Held ribbon cutting event at Rock Creek Tavern
- Sponsored/attended Pub Talk event
- Created and sent out board performance self-assessment survey
- Met with Rep from Senator Cantwell's 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. Organized and held Logtoberfest event. Working on display banner project for downtown Carson.

**Stevenson Downtown Association (SDA):** Attend monthly SDA board meeting, promotion committee meetings and MSTCIP meetings. Working on Plaid Friday promotion for November.

(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 and to review analytics
- Placed ads
- Met with Pheonix Technologies to determine new webcam location and create proposal for updating all equipment and adding new equipment
- Promote Stevenson as a travel destination on social media & placed paid social media ads
- Met with Holiday Lighting Committee to organize decorating day for Christmas in the Gorge
- Find new Christmas tree vendor
- Reserve ad spaces for Christmas in the Gorge
- Ordered replacement light strands and additional bulbs for Christmas in the Gorge
- Receiving Christmas in the Gorge bazaar vendor applications
- Worked with Skamania County Events and Recreation on bazaar location/layout

**2021 CITY OF STEVENSON PROMOTIONAL PROGRAMS REIMBURSABLES**

Program 2 Promotional Products and Projects		
P2-D1	Website	\$ 301.14
P2-D2	Social Media and Print Ad Creation	\$1,000.00
P2-D5	Ad Placement	\$ 45.00
P2-D7	Misc	\$ 174.00
P2-E	Wind River Publishing Ads	\$ 684.00
P3-B	Christmas in the Gorge	\$ 695.33
		\$2,899.47

**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	6 hrs	\$ 210.00
P2-D7	Ad placement	3 hrs	\$ 105.00
P3-B	Christmas in the Gorge	12 hrs	<u>\$ 420.00</u>
		25 hrs	\$ 875.00

	<b><i>2021 Budget</i></b>	<b><i>Current Request</i></b>	<b><i>Requested YTD</i></b>	<b><i>Remaining</i></b>
Total Program Promo Expenses	\$80,000.00	\$3,774.47	\$40,702.64	\$39,297.36

# TREASURER'S REPORT

## Fund Totals

City Of Stevenson

10/01/2021 To: 10/31/2021

Time: 12:33:33 Date: 11/04/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Expense Fund	896,881.56	66,070.72	100,002.85	862,949.43	6,603.93	7,534.57	-0.02	877,087.91
010 General Reserve Fund	326,705.62	5,595.54		332,301.16	0.00	0.00	0.00	332,301.16
020 Fire Reserve Fund	1,589,616.67	18,035.75		1,607,652.42	0.00	0.00	0.00	1,607,652.42
030 ARPA Fund	223,677.00	0.00		223,677.00	0.00	0.00	0.00	223,677.00
100 Street Fund	370,736.82	39,656.81	36,018.32	374,375.31	7,659.17	4,491.87	0.00	386,526.35
103 Tourism Promo & Develop Fund	792,733.13	61,035.42	51,205.25	802,563.30	0.00	46.03	0.00	802,609.33
105 Affordable Housing Fund	4,782.97	548.29		5,331.26	0.00	0.00	0.00	5,331.26
300 Capital Improvement Fund	149,460.75	8,630.97		158,091.72	0.00	0.00	0.00	158,091.72
311 First Street	-25,430.21	0.00		-25,430.21	0.00	0.00	0.00	-25,430.21
400 Water/Sewer Fund	1,629,996.80	201,460.84	90,424.59	1,741,033.05	6,186.66	4,839.19	-1,420.59	1,750,638.31
406 Wastewater Short Lived Asset Reserve Fund	43,558.00	0.00		43,558.00	0.00	0.00	0.00	43,558.00
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	-95,572.80	0.00	16,741.00	-112,313.80	0.00	0.00	0.00	-112,313.80
500 Equipment Service Fund	213,689.62	10,637.72	7,953.73	216,373.61	2,907.76	1,211.04	0.00	220,492.41
630 Stevenson Municipal Court	0.00	619.00	619.00	0.00	606.92	0.00	0.00	606.92
	6,182,026.93	412,291.06	302,964.74	<b>6,291,353.25</b>	23,964.44	18,122.70	-1,420.61	<b>6,332,019.78</b>

# TREASURER'S REPORT

## Account Totals

City Of Stevenson

10/01/2021 To: 10/31/2021

Time: 12:33:33 Date: 11/04/2021

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Checking	3,288,769.97	390,349.59	2,684,373.98	994,745.58	-693.30	42,087.14	1,036,139.42
10	Xpress Bill Pay	32,645.05	39,209.02	36,000.00	35,854.07	-727.31	0.00	35,126.76
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	Pacific Premier (Formerly Opus	71,947.65	2.61	0.00	71,950.26	0.00	0.00	71,950.26
Total Cash:		3,393,862.67	429,561.22	2,720,373.98	1,103,049.91	-1,420.61	42,087.14	<b>1,143,716.44</b>
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
5	LGIP	872,699.71	2,400,139.08	0.00	3,272,838.79	0.00	0.00	3,272,838.79
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:		2,788,164.26	2,400,139.08	0.00	5,188,303.34	0.00	0.00	<b>5,188,303.34</b>
		6,182,026.93	2,829,700.30	2,720,373.98	6,291,353.25	-1,420.61	42,087.14	<b>6,332,019.78</b>

**TREASURER'S REPORT**  
**Fund Investments By Account**

City Of Stevenson

10/01/2021 To: 10/31/2021

Time: 12:33:33 Date: 11/04/2021  
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
001 000 General Expense Fund	204,300.70	269,797.33	32.56	269,829.89		474,130.59
010 000 General Reserve Fund	26,534.60	64,497.26	4.23	64,501.49		91,036.09
020 000 Fire Reserve Fund	250,376.61	514,088.27	39.90	514,128.17		764,504.78
100 000 Street Fund	26,050.81	251,876.71	4.15	251,880.86		277,931.67
103 000 Tourism Promo & Develop Fund	231,713.95	175,817.73	36.93	175,854.66		407,568.61
300 000 Capital Improvement Fund	6,284.72	85,954.97	1.00	85,955.97		92,240.69
400 000 Water/Sewer Fund	108,766.36	902,927.26	17.33	902,944.59		1,011,710.95
500 000 Equipment Service Fund	18,671.96	135,040.47	2.98	135,043.45		153,715.41
<b>5 - LGIP</b>	<b>872,699.71</b>	<b>2,400,000.00</b>	<b>139.08</b>	<b>2,400,139.08</b>		<b>3,272,838.79</b>
001 000 General Expense Fund	426,045.00					426,045.00
010 000 General Reserve Fund	211,908.38					211,908.38
020 000 Fire Reserve Fund	635,725.10					635,725.10
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
<b>6 - US Bank Safekeeping</b>	<b>1,915,464.55</b>	<b>0.00</b>	<b>0.00</b>			<b>1,915,464.55</b>
	<b>2,788,164.26</b>	<b>2,400,000.00</b>	<b>139.08</b>	<b>2,400,139.08</b>		<b>5,188,303.34</b>

# TREASURER'S REPORT

## Fund Investment Totals

City Of Stevenson

10/01/2021 To: 10/31/2021

Time: 12:33:33 Date: 11/04/2021

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
001 General Expense Fund	630,345.70	269,797.33	32.56	269,829.89		900,175.59	-37,226.16
010 General Reserve Fund	238,442.98	64,497.26	4.23	64,501.49		302,944.47	29,356.69
020 Fire Reserve Fund	886,101.71	514,088.27	39.90	514,128.17		1,400,229.88	207,422.54
030 ARPA Fund						0.00	223,677.00
100 Street Fund	26,050.81	251,876.71	4.15	251,880.86		277,931.67	96,443.64
103 Tourism Promo & Develop Fund	552,131.64	175,817.73	36.93	175,854.66		727,986.30	74,577.00
105 Affordable Housing Fund						0.00	5,331.26
300 Capital Improvement Fund	31,833.85	85,954.97	1.00	85,955.97		117,789.82	40,301.90
311 First Street						0.00	-25,430.21
400 Water/Sewer Fund	394,366.93	902,927.26	17.33	902,944.59		1,297,311.52	443,721.53
406 Wastewater Short Lived Asset Reserve Fund						0.00	43,558.00
408 Wastewater Debt Reserve Fund						0.00	61,191.00
410 Wastewater System Upgrades						0.00	-112,313.80
500 Equipment Service Fund	28,890.64	135,040.47	2.98	135,043.45		163,934.09	52,439.52
	2,788,164.26	2,400,000.00	139.08	2,400,139.08		5,188,303.34	1,103,049.91

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

**6,291,353.25**

## TREASURER'S REPORT

### Outstanding Vouchers

City Of Stevenson

As Of: 10/31/2021 Date: 11/04/2021  
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	2706	10/29/2021	Tr Rec	1		Telephone Tax Vendor	0.02	Electric Lightwave, LLC - Utility Tax Payment
2021	2707	10/31/2021	Util Pay	1		Xpress Billpay	123.62	Xpress Import - CC - 10-28-2021__daily_batch.csv
2021	2709	10/31/2021	Util Pay	1		Xpress Billpay	282.07	Xpress Import - CC - 10-29-2021__daily_batch.csv
2021	2711	10/31/2021	Util Pay	1		Xpress Billpay	287.59	Xpress Import - CC - 10-31-2021__daily_batch.csv
Receipts Outstanding:							693.30	
2021	2697	10/31/2021	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 10/31/2021 To 10/31/2021 - Disability; Pay Cycle(s) 10/31/2021 To 10/31/2021 - Life Insurance; Pay Cycle(s) 10/31/2021 To 10/31/2021 - Accident
2021	2698	10/31/2021	Payroll	1	EFT	Department of Retirement Systems	11,689.71	Pay Cycle(s) 10/31/2021 To 10/31/2021 - PERS2; Pay Cycle(s) 10/31/2021 To 10/31/2021 - DCP
2021	2700	10/31/2021	Payroll	1	EFT	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 10/31/2021 To 10/31/2021 - WA Child Support
2021	1840	07/31/2021	Payroll	1	15307	Stevenson Fire Association	69.07	Pay Cycle(s) 07/31/2021 To 07/31/2021 - Fire Association
2021	2397	09/30/2021	Payroll	1	15448	Stevenson Fire Association	69.07	Pay Cycle(s) 09/30/2021 To 09/30/2021 - Fire Association
2021	2552	10/21/2021	Claims	1	15464	Columbia Tree Service	3,769.50	
2021	2556	10/21/2021	Claims	1	15468	Gregory Scott Cheney	270.00	
2021	2561	10/21/2021	Claims	1	15473	Office of Minority & Women's Business	100.00	
2021	2562	10/21/2021	Claims	1	15474	Office of State Treasurer - Cash Mgmt Di	606.92	
2021	2567	10/21/2021	Claims	1	15479	QCL Inc	484.00	
2021	2573	10/21/2021	Claims	1	15485	Skamania County Probation	630.00	
2021	2574	10/21/2021	Claims	1	15486	Skamania County Prosecutor	1,333.00	
2021	2581	10/21/2021	Claims	1	15493	The F.A. Bartlett Tree Expert Co	3,900.00	
2021	2582	10/21/2021	Claims	1	15494	Tribeca Transport LLC	5,885.68	
2021	2583	10/21/2021	Claims	1	15495	US Bank Safekeeping	30.00	
2021	2584	10/21/2021	Claims	1	15496	US Bank	6,714.11	
2021	2610	10/21/2021	Claims	1	15517	CenturyLink	193.68	October 2021 Firehall Phone Services; October 2021 WWTP Phone Service; Oct 2021 Kanaka Creek Transfer Station Phone
2021	2611	10/21/2021	Claims	1	15518	Centurylink Comm Inc	47.55	September 2021 Long Distance Charges
2021	2693	10/31/2021	Payroll	1	15524	Mark W Tittle	4,616.66	PP 10.01.21-10.31.21
2021	2701	10/31/2021	Payroll	1	15525	City of Stevenson	319.38	Pay Cycle(s) 10/31/2021 To 10/31/2021 - City Payback
2021	2702	10/31/2021	Payroll	1	15526	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 10/31/2021 To 10/31/2021 - HRA VEBA
2021	2703	10/31/2021	Payroll	1	15527	Stevenson Fire Association	69.07	Pay Cycle(s) 10/31/2021 To 10/31/2021 - Fire Association

## TREASURER'S REPORT Outstanding Vouchers

City Of Stevenson

As Of: 10/31/2021 Date: 11/04/2021  
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2021	2704	10/31/2021	Payroll	1	15528	WGAP Washington Gorge Action Program	207.21	Pay Cycle(s) 10/31/2021 To 10/31/2021 - Food Bank
							42,087.14	
2021	2708	10/31/2021	Util Pay	10		Xpress Billpay	278.28	Xpress Import - Metavante - 10-28-2021__daily_batch.csv
2021	2710	10/31/2021	Util Pay	10		Xpress Billpay	122.24	Xpress Import - EFT - 10-29-2021__daily_batch.csv
2021	2712	10/31/2021	Util Pay	10		Xpress Billpay	326.79	Xpress Import - EFT - 10-31-2021__daily_batch.csv
							727.31	
Receipts Outstanding:							727.31	
							42,087.14	

Fund	Claims	Payroll	Total
001 General Expense Fund	6,603.93	7,534.57	14,138.50
100 Street Fund	7,659.17	4,491.87	12,151.04
103 Tourism Promo & Develop Fund	0.00	46.03	46.03
400 Water/Sewer Fund	6,186.66	4,839.19	11,025.85
500 Equipment Service Fund	2,907.76	1,211.04	4,118.80
630 Stevenson Municipal Court	606.92	0.00	606.92
	23,964.44	18,122.70	42,087.14



**TREASURER'S REPORT**

**Signature Page**

City Of Stevenson

10/01/2021 To: 10/31/2021

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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

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001 General Expense Fund		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
100 Unreserved	785,783.69	770,783.69	15,000.00	98.1%
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%
<b>308 Beginning Balances</b>	<b>870,332.64</b>	<b>855,332.64</b>	<b>15,000.00</b>	<b>98.3%</b>
311 Property Tax	486,702.34	354,845.05	131,857.29	72.9%
313 Sales Tax	245,000.00	260,782.59	(15,782.59)	106.4%
316 Utility Tax	35,500.00	32,755.39	2,744.61	92.3%
317 Other Tax	16,000.00	23,074.48	(7,074.48)	144.2%
<b>310 Taxes</b>	<b>783,202.34</b>	<b>671,457.51</b>	<b>111,744.83</b>	<b>85.7%</b>
321 Licenses	2,900.00	3,789.16	(889.16)	130.7%
322 Permits	0.00	80.00	(80.00)	0.0%
<b>320 Licenses &amp; Permits</b>	<b>2,900.00</b>	<b>3,869.16</b>	<b>(969.16)</b>	<b>133.4%</b>
330 Grants	261,000.00	210,260.95	50,739.05	80.6%
335 State Shared	11,000.00	6,714.00	4,286.00	61.0%
336 State Entitlements, Impact Payments & Taxe	16,657.25	20,623.62	(3,966.37)	123.8%
<b>330 Intergovernmental Revenues</b>	<b>288,657.25</b>	<b>237,598.57</b>	<b>51,058.68</b>	<b>82.3%</b>
341 Admin, Printing & Probation Fees	126,000.00	7,223.18	118,776.82	5.7%
342 Fire District 2	32,700.00	20,436.64	12,263.36	62.5%
345 Planning	4,500.00	13,130.00	(8,630.00)	291.8%
346 Building	0.00	0.00	0.00	0.0%
<b>340 Charges For Goods &amp; Services</b>	<b>163,200.00</b>	<b>40,789.82</b>	<b>122,410.18</b>	<b>25.0%</b>
350 Fines & Penalties	10,700.00	13,958.55	(3,258.55)	130.5%
360 Interest & Other Earnings	5,500.00	2,602.20	2,897.80	47.3%
<b>Fund Revenues:</b>	<b>2,124,492.23</b>	<b>1,825,608.45</b>	<b>298,883.78</b>	<b>85.9%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
511 Legislative	22,000.00	13,163.87	8,836.13	59.8%
512 Judicial	61,200.00	44,373.28	16,826.72	72.5%
513 Executive	113,825.00	95,798.33	18,026.67	84.2%
514 Financial, Recording & Elections	114,450.00	84,210.98	30,239.02	73.6%
515 Legal Services	31,500.00	11,473.80	20,026.20	36.4%
517 Employee Benefit Programs	525.00	(9,668.90)	10,193.90	1841.7%
518 Centralized Services	67,830.29	67,259.91	570.38	99.2%
521 Law Enforcement	194,205.87	174,880.07	19,325.80	90.0%
202 Fire Department	111,150.00	49,560.27	61,589.73	44.6%
203 Fire District 2	20,750.00	25,878.87	(5,128.87)	124.7%
<b>522 Fire Control</b>	<b>131,900.00</b>	<b>75,439.14</b>	<b>56,460.86</b>	<b>57.2%</b>
528 Dispatch Services	6,000.00	6,002.25	(2.25)	100.0%
551 Public Housing Services	250,000.00	183,280.22	66,719.78	73.3%
553 Conservation	300.00	1,733.10	(1,433.10)	577.7%
554 Environmental Services	0.00	0.00	0.00	0.0%
550 Building	0.00	2,217.54	(2,217.54)	0.0%
560 Planning	167,730.00	130,853.30	36,876.70	78.1%

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001 General Expense Fund Months: 01 To: 10

Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>558 Planning &amp; Community Devel</b>				
570 Economic Development	13,890.00	6,445.00	7,445.00	46.4%
<b>558 Planning &amp; Community Devel</b>	<b>181,620.00</b>	<b>139,515.84</b>	<b>42,104.16</b>	<b>76.8%</b>
565 Welfare	10,000.00	6,667.00	3,333.00	66.7%
566 Substance Abuse	150.00	168.88	(18.88)	112.6%
573 Cultural & Community Activities	6,500.00	55.56	6,444.44	0.9%
576 Park Facilities	88,660.00	43,480.20	45,179.80	49.0%
580 Non Expenditures	0.00	(174.51)	174.51	0.0%
597 Interfund Transfers	25,000.00	25,000.00	0.00	100.0%
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%
<b>999 Ending Balance</b>	<b>818,826.07</b>	<b>0.00</b>	<b>818,826.07</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>2,124,492.23</b>	<b>962,659.02</b>	<b>1,161,833.21</b>	<b>45.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>862,949.43</b>		

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010 General Reserve Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	326,705.62	326,705.62	0.00	100.0%
360 Interest & Other Earnings	0.00	5,595.54	(5,595.54)	0.0%
<b>Fund Revenues:</b>	<b>326,705.62</b>	<b>332,301.16</b>	<b>(5,595.54)</b>	<b>101.7%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	326,705.62	0.00	326,705.62	0.0%
<b>Fund Expenditures:</b>	<b>326,705.62</b>	<b>0.00</b>	<b>326,705.62</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>332,301.16</b>		

2021 BUDGET POSITION

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020 Fire Reserve Fund		Months: 01 To: 10			
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	18,035.75	(18,035.75)	0.0%	
397 Interfund Transfers	25,000.00	25,000.00	0.00	100.0%	
<b>Fund Revenues:</b>	<b>1,589,616.67</b>	<b>1,607,652.42</b>	<b>(18,035.75)</b>	<b>101.1%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
999 Ending Balance	1,589,616.67	0.00	1,589,616.67	0.0%	
<b>Fund Expenditures:</b>	<b>1,589,616.67</b>	<b>0.00</b>	<b>1,589,616.67</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,607,652.42</b>			

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030 ARPA Fund		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
330 Intergovernmental Revenues	0.00	223,677.00	(223,677.00)	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>223,677.00</b>	<b>(223,677.00)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>223,677.00</b>		

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100 Street Fund		Months: 01 To: 10			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	310,691.94	310,691.94	0.00	100.0%	
310 Taxes	275,000.00	293,079.55	(18,079.55)	106.6%	
320 Licenses & Permits	600.00	375.00	225.00	62.5%	
330 Intergovernmental Revenues	70,444.40	37,030.43	33,413.97	52.6%	
360 Interest & Other Earnings	0.00	(51.23)	51.23	0.0%	
390 Other Financing Sources	0.00	5,392.43	(5,392.43)	0.0%	
397 Interfund Transfers	30,000.00	66,995.41	(36,995.41)	223.3%	
<b>Fund Revenues:</b>	<b>686,736.34</b>	<b>713,513.53</b>	<b>(26,777.19)</b>	<b>103.9%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
542 Streets - Maintenance	289,700.00	245,666.72	44,033.28	84.8%	
543 Streets Admin & Overhead	100,350.00	39,174.78	61,175.22	39.0%	
544 Road & Street Operations	39,500.00	9,306.30	30,193.70	23.6%	
566 Substance Abuse	0.00	130.77	(130.77)	0.0%	
594 Capital Expenditures	199,000.00	44,859.65	154,140.35	22.5%	
597 Interfund Transfers	0.00	0.00	0.00	0.0%	
999 Ending Balance	58,186.34	0.00	58,186.34	0.0%	
<b>Fund Expenditures:</b>	<b>686,736.34</b>	<b>339,138.22</b>	<b>347,598.12</b>	<b>49.4%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>374,375.31</b>			

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103 Tourism Promo & Develop Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	616,600.17	631,600.17	(15,000.00)	102.4%
310 Taxes	300,000.00	370,622.38	(70,622.38)	123.5%
360 Interest & Other Earnings	0.00	(1,278.78)	1,278.78	0.0%
<b>Fund Revenues:</b>	<b>916,600.17</b>	<b>1,000,943.77</b>	<b>(84,343.60)</b>	<b>109.2%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
571 Education & Recreation	0.00	1,598.26	(1,598.26)	0.0%
573 Cultural & Community Activities	368,100.00	194,751.65	173,348.35	52.9%
594 Capital Expenditures	230,000.00	2,030.56	227,969.44	0.9%
999 Ending Balance	318,500.17	0.00	318,500.17	0.0%
<b>Fund Expenditures:</b>	<b>916,600.17</b>	<b>198,380.47</b>	<b>718,219.70</b>	<b>21.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>802,563.30</b>		



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105 Affordable Housing Fund Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	1,215.61	1,215.61	0.00	100.0%
310 Taxes	15,000.00	4,115.65	10,884.35	27.4%
<b>Fund Revenues:</b>	<b>16,215.61</b>	<b>5,331.26</b>	<b>10,884.35</b>	<b>32.9%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	16,215.61	0.00	16,215.61	0.0%
<b>Fund Expenditures:</b>	<b>16,215.61</b>	<b>0.00</b>	<b>16,215.61</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>5,331.26</b>		

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300 Capital Improvement Fund		Months: 01 To: 10		
Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	107,273.57	107,273.57	0.00	100.0%
310 Taxes	20,000.00	50,896.13	(30,896.13)	254.5%
360 Interest & Other Earnings	0.00	(77.98)	77.98	0.0%
<b>Fund Revenues:</b>	<b>127,273.57</b>	<b>158,091.72</b>	<b>(30,818.15)</b>	<b>124.2%</b>
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%
<b>Fund Expenditures:</b>	<b>127,273.57</b>	<b>0.00</b>	<b>127,273.57</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>158,091.72</b>		

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309 Russell Ave Months: 01 To: 10

Revenues	Amt Budgeted	Revenues	Remaining	
308 Beginning Balances	(119.36)	(119.36)	0.00	100.0%
330 Intergovernmental Revenues	119.36	67,114.77	(66,995.41)	*****%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>66,995.41</b>	<b>(66,995.41)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	66,995.41	(66,995.41)	0.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>66,995.41</b>	<b>(66,995.41)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>		

2021 BUDGET POSITION

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311 First Street Months: 01 To: 10

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%
<b>Fund Revenues:</b>	<b>619,100.00</b>	<b>9,005.46</b>	<b>610,094.54</b>	<b>1.5%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	619,100.00	34,435.67	584,664.33	5.6%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>619,100.00</b>	<b>34,435.67</b>	<b>584,664.33</b>	<b>5.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(25,430.21)</b>		

## 2021 BUDGET POSITION

City Of Stevenson

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400 Water/Sewer Fund			Months: 01 To: 10	
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%
<b>308 Beginning Balances</b>	<b>887,573.85</b>	<b>887,573.85</b>	<b>0.00</b>	<b>100.0%</b>
330 Intergovernmental Revenues	1,000.00	94,923.00	(93,923.00)	9492.3%
343 Water	647,100.00	666,171.35	(19,071.35)	102.9%
344 Sewer	906,200.00	876,747.46	29,452.54	96.7%
<b>340 Charges For Goods &amp; Services</b>	<b>1,553,300.00</b>	<b>1,542,918.81</b>	<b>10,381.19</b>	<b>99.3%</b>
343 Water	46,674.00	183,674.00	(137,000.00)	393.5%
344 Sewer	56,532.00	121,084.20	(64,552.20)	214.2%
400 Water/Sewer	4,000.00	(659.93)	4,659.93	16.5%
<b>360 Interest &amp; Other Earnings</b>	<b>107,206.00</b>	<b>304,098.27</b>	<b>(196,892.27)</b>	<b>283.7%</b>
380 Non Revenues	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>2,549,079.85</b>	<b>2,829,513.93</b>	<b>(280,434.08)</b>	<b>111.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
534 Water Utilities	521,260.00	402,958.67	118,301.33	77.3%
535 Sewer	809,100.00	450,392.91	358,707.09	55.7%
534 Water	61,489.07	61,087.28	401.79	99.3%
535 Sewer	32,670.00	16,335.00	16,335.00	50.0%
<b>591 Debt Service</b>	<b>94,159.07</b>	<b>77,422.28</b>	<b>16,736.79</b>	<b>82.2%</b>
594 Capital Expenditures	109,500.00	85,936.65	23,563.35	78.5%
597 Interfund Transfers	121,779.00	71,770.37	50,008.63	58.9%
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%
<b>999 Ending Balance</b>	<b>893,281.78</b>	<b>0.00</b>	<b>893,281.78</b>	<b>0.0%</b>
<b>Fund Expenditures:</b>	<b>2,549,079.85</b>	<b>1,088,480.88</b>	<b>1,460,598.97</b>	<b>42.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,741,033.05</b>		

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406 Wastewater Short Lived Asset Reserve Fund Months: 01 To: 10

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

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408 Wastewater Debt Reserve Fund Months: 01 To: 10

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%
<b>Fund Revenues:</b>	<b>61,191.00</b>	<b>61,191.00</b>	<b>0.00</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
999 Ending Balance	61,191.00	0.00	61,191.00	0.0%
<b>Fund Expenditures:</b>	<b>61,191.00</b>	<b>0.00</b>	<b>61,191.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>61,191.00</b>		

2021 BUDGET POSITION

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410 Wastewater System Upgrades Months: 01 To: 10

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	228,427.10	604,986.90	27.4%
397 Interfund Transfers	100,000.00	49,991.37	50,008.63	50.0%
<b>Fund Revenues:</b>	<b>2,609,468.47</b>	<b>226,216.94</b>	<b>2,383,251.53</b>	<b>8.7%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
594 Capital Expenditures	2,609,468.47	338,530.74	2,270,937.73	13.0%
999 Ending Balance	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>2,609,468.47</b>	<b>338,530.74</b>	<b>2,270,937.73</b>	<b>13.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(112,313.80)</b>		



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500 Equipment Service Fund			Months: 01 To: 10	
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	106,083.15	43,916.85	70.7%
360 Interest & Other Earnings	0.00	(62.98)	62.98	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>340,947.57</b>	<b>296,967.74</b>	<b>43,979.83</b>	<b>87.1%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
548 Public Works - Centralized Services	107,750.00	80,594.13	27,155.87	74.8%
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%
<b>Fund Expenditures:</b>	<b>340,947.57</b>	<b>80,594.13</b>	<b>260,353.44</b>	<b>23.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>216,373.61</b>		

2021 BUDGET POSITION

City Of Stevenson

Time: 12:29:08 Date: 11/04/2021

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630 Stevenson Municipal Court		Months: 01 To: 10			
Revenues	Amt Budgeted	Revenues	Remaining		
308 Beginning Balances	0.00	0.00	0.00	0.0%	
380 Non Revenues	0.00	7,903.05	(7,903.05)	0.0%	
<b>Fund Revenues:</b>	<b>0.00</b>	<b>7,903.05</b>	<b>(7,903.05)</b>	<b>0.0%</b>	
Expenditures	Amt Budgeted	Expenditures	Remaining		
580 Non Expenditures	0.00	7,903.05	(7,903.05)	0.0%	
999 Ending Balance	0.00	0.00	0.00	0.0%	
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>7,903.05</b>	<b>(7,903.05)</b>	<b>0.0%</b>	
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>			

## 2021 BUDGET POSITION TOTALS

City Of Stevenson

Months: 01 To: 10

Time: 12:29:08 Date: 11/04/2021

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Expense Fund	2,124,492.23	1,825,608.45	85.9%	2,124,492.23	962,659.02	45%
010 General Reserve Fund	326,705.62	332,301.16	101.7%	326,705.62	0.00	0%
020 Fire Reserve Fund	1,589,616.67	1,607,652.42	101.1%	1,589,616.67	0.00	0%
030 ARPA Fund	0.00	223,677.00	0.0%	0.00	0.00	0%
100 Street Fund	686,736.34	713,513.53	103.9%	686,736.34	339,138.22	49%
103 Tourism Promo & Develop Fund	916,600.17	1,000,943.77	109.2%	916,600.17	198,380.47	22%
105 Affordable Housing Fund	16,215.61	5,331.26	32.9%	16,215.61	0.00	0%
300 Capital Improvement Fund	127,273.57	158,091.72	124.2%	127,273.57	0.00	0%
309 Russell Ave	0.00	66,995.41	0.0%	0.00	66,995.41	0%
311 First Street	619,100.00	9,005.46	1.5%	619,100.00	34,435.67	6%
400 Water/Sewer Fund	2,549,079.85	2,829,513.93	111.0%	2,549,079.85	1,088,480.88	43%
406 Wastewater Short Lived Asset Res	43,558.00	43,558.00	100.0%	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	226,216.94	8.7%	2,609,468.47	338,530.74	13%
500 Equipment Service Fund	340,947.57	296,967.74	87.1%	340,947.57	80,594.13	24%
630 Stevenson Municipal Court	0.00	7,903.05	0.0%	0.00	7,903.05	0%
	12,010,985.10	9,408,470.84	78.3%	12,010,985.10	3,117,117.59	26.0%



# Skamania County Sheriff's Office

## Law Total Incident Report, by Agency, Nature

Agency: Skamania County Sheriff's Dept

<u>Nature of Incident</u>	<u>Total Incidents</u>
Abandon Vehicle Right of Way	3
Agency Assistance	1
Alarms oth than	2
Attempt to Locate	1
Burglary Non Res Unlawful Ent	1
Business Establishment Alarm	5
Carprowl Theft from Auto	1
Child Abuse or Neglect	3
Citizen Assist	1
Citizen Dispute	5
Disorderly Conduct	4
Problems with Dogs	2
Domestic Violence	4
Found Property	1
Harrass	4
Hazardous Materials	1
Hospice	1
Incomplete 9-1-1 Calls	1
Information Report	1
Intoxicated Person	1
Jail Problems/Inmate Problems	1
Juvenile Problem	7
Medical Emergency	35
Mental Health Problems	4
Patrol Request	1
Traffic Collision Prop Damage	2
Public Nuisance/County Ordinan	2
Request Traffic Enforcement	1
Runaway Juvenile	1
Sex Offense/Abuse	1
Structure/Building Fire	1
Suspicious Person/Circumstance	6
Theft Other Property	5
Theft Automobile	2
Traffic Hazard	1
Trespassing	1
Power/Gas/Water Problems	1
Vagrancy	1
Vandalism/Mailic Misch	2
Wanted Person - Warrant	2
Welfare Check	4
<b>Total Incidents for This Agency</b>	<b>124</b>

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Total reported: 124

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**Report Includes:**

All dates between `00:00:00 10/01/21` and `00:00:00 11/01/21`, 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

## Total Traffic Citation Report, by Violation

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<u>Violation</u>	<u>Description</u>	<u>Total</u>
46.61.400	SPEEDING	1

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<b>Report Totals</b>		<b>1</b>
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**Report Includes:**

All dates of issue between `00:00:00 10/01/21` and `00:00:00 11/01/21`, All agencies matching `SCSO`, All issuing officers, All areas matching `21`, All courts, All offense codes, All dispositions, All citation/warning types

2021 Overall		January	February	March	April	May	June	July	August	September	October	November	December	Totals
<b>Mileage</b>														
County	22488	17194	20115	20000	17666	23300	23478	23328	20920	19378	0	0	0	207877
Stevenson	2632	2134	2356	2071	1729	2689	2619	2390	2373	2194	0	0	0	23197
N. Bonneville	1867	1017	1267	1198	732	1241	1242	1188	1099	1066	0	0	0	11407
USFS	2637	2238	2693	2687	949	119	1166	974	1132	3045	0	0	0	17640
Title 3	140	200	437	408	106	125	1692	796	322	70	0	0	0	4496
Other	0	165	0	20	2163	492	1643	2343	1987	0	0	0	0	8813
<b>TOTAL</b>	<b>29274</b>	<b>22948</b>	<b>26858</b>	<b>26384</b>	<b>24588</b>	<b>27966</b>	<b>32040</b>	<b>31019</b>	<b>27833</b>	<b>29753</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>274673</b>
<b>Hourly Report</b>														
Vacation	48.50	0.00	49.75	228.00	125.25	258.25	258.00	111.00	170.00	116.25	0.00	0.00	0.00	1371.00
Sick Leave	10.25	19.25	5.50	133.25	134.25	29.75	46.75	70.75	20.25	32.75	0.00	0.00	0.00	502.75
Training	148.25	96.00	55.00	103.50	54.50	110.00	10.00	344.50	98.00	152.50	0.00	0.00	0.00	1173.25
Administration	56.00	51.00	57.75	52.25	49.25	40.00	54.50	59.25	47.25	49.50	0.00	0.00	0.00	515.75
<b>Patrol/Investigations</b>														
Schools/Com Svc	0.00	0.00	1.25	0.00	0.00	6.00	4.25	0.00	0.00	1.00	0.00	0.00	0.00	12.50
K 9	9.00	15.00	17.00	18.00	15.00	13.00	13.00	16.00	31.00	34.50	0.00	0.00	0.00	181.50
County	949.25	891.75	1093.00	834.25	1080.00	1051.00	1150.00	1148.75	1222.00	965.00	0.00	0.00	0.00	10385.00
Stevenson	484.25	461.00	583.25	476.00	511.00	522.25	509.25	464.75	478.50	468.75	0.00	0.00	0.00	4979.00
Sher Court	0.00	0.00	5.00	35.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.50
N. Bonneville	209.25	211.25	233.75	201.25	197.75	218.25	198.25	187.25	195.75	183.75	0.00	0.00	0.00	2036.50
N. Bonn Court	9.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.25
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Superior Court	0.00	0.00	0.00	0.00	2.50	0.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	8.50
USFS	193.50	163.25	186.75	181.25	44.50	26.50	48.25	56.75	54.75	213.75	0.00	0.00	0.00	1169.25
George scenic	97.25	87.25	97.25	82.50	83.50	77.25	67.25	68.25	74.00	49.25	0.00	0.00	0.00	783.75
Weyer/Col Timber	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SDS Patrol	12.75	16.00	13.00	9.50	7.25	13.50	12.50	11.25	10.50	11.00	0.00	0.00	0.00	117.25
Eradication County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County Traffic Enforces.	374.25	346.50	454.50	382.25	373.75	425.50	374.25	308.00	324.25	318.00	0.00	0.00	0.00	3652.25
SAR County	0.00	2.75	0.00	1.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.25
<b>Title 3</b>														
Emergency Response	1.00	8.00	10.50	18.00	4.00	8.00	16.00	39.50	19.50	0.00	0.00	0.00	0.00	124.50
SAR Missions	5.00	0.00	10.00	8.25	11.50	2.50	56.75	9.50	5.50	9.00	0.00	0.00	0.00	118.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Title 3 Subtotal</b>	<b>6.00</b>	<b>8.00</b>	<b>20.50</b>	<b>26.25</b>	<b>15.50</b>	<b>10.50</b>	<b>72.75</b>	<b>49.00</b>	<b>25.00</b>	<b>9.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>242.50</b>
<b>Sub Total Reg</b>	<b>2943.00</b>	<b>2261.75</b>	<b>2797.50</b>	<b>2347.25</b>	<b>2419.50</b>	<b>2903.25</b>	<b>2447.50</b>	<b>2684.75</b>	<b>2536.00</b>	<b>2447.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24987.50</b>
<b>Overtime</b>														
Schools/Com Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.50	0.00	0.00	0.00	6.50
County	30.75	31.00	15.00	29.75	35.75	59.25	41.00	70.00	12.25	46.25	0.00	0.00	0.00	371.00
Stevenson	1.00	3.00	0.00	16.25	2.00	3.00	6.75	4.50	0.00	0.00	0.00	0.00	0.00	36.50
Stevenson Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
N. Bonneville	0.00	0.00	0.00	0.00	1.25	0.00	0.00	3.25	0.00	0.00	0.00	0.00	0.00	4.50
N. Bonneville Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
District Court	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50	0.00	0.00	0.00	2.50
Superior Court	0.00	0.00	11.50	0.00	0.00	0.00	10.50	0.00	0.00	2.00	0.00	0.00	0.00	24.00
USFS	0.00	0.00	0.00	1.00	0.00	3.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	6.00
Training	0.00	0.00	4.00	4.00	4.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00	0.00	20.00
Weyer/Col Timber	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Drug	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DNR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eradication County	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
County Traffic Enforce.	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
Special Contracts	6.00	19.00	6.00	0.00	0.00	0.00	36.00	17.00	0.00	0.00	0.00	0.00	0.00	86.00
SAR County	0.00	4.50	0.00	5.00	3.75	0.00	0.00	5.50	1.50	2.50	0.00	0.00	0.00	22.75
SAR Title 3	10.00	0.00	26.50	6.00	1.50	4.00	52.25	38.25	20.50	4.50	0.00	0.00	0.00	166.50
<b>Total Overtime</b>	<b>37.75</b>	<b>143.50</b>	<b>36.50</b>	<b>56.00</b>	<b>46.75</b>	<b>65.25</b>	<b>96.25</b>	<b>108.25</b>	<b>13.75</b>	<b>59.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>663.75</b>
<b>Total Title 3</b>	<b>16.00</b>	<b>8.00</b>	<b>47.00</b>	<b>32.25</b>	<b>17.00</b>	<b>14.50</b>	<b>128.00</b>	<b>87.25</b>	<b>45.50</b>	<b>13.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>409.00</b>
<b>TOT HRS</b>	<b>2655.50</b>	<b>2570.25</b>	<b>2936.25</b>	<b>2796.75</b>	<b>2744.75</b>	<b>2871.00</b>	<b>2976.50</b>	<b>3066.00</b>	<b>2785.50</b>	<b>2869.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28071.75</b>

**Washington Gorge Action Programs  
Skamania County Housing Programs**

Nov-2021

Submitted by Curt Gray

**Rental Assistance**

**Outputs**

	Oct
Number of households served	29
Number of individuals within those households	42
Total Number of bed nights provided	7392

**Housing and Essential Needs**

**Outputs**

	Oct
Number of individuals served with Housing/Utilities	2
Number of individuals served with Essential Needs	3
Total Number of bed nights provided	62

**Permanent Support Housing**

	Oct
Number of individuals obtained employment	0
Number of individuals increasing their income	0
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	1
Number of individuals completed Life Skills meeting	2
Number of individuals denied services	0

**Outputs PSH**

	Oct
Number of households served	4
Number of individuals within those households	4

**Shelter**

The shelter is open to individuals and families who are homeless. They are required to look for permanent housing during their stay.

**Outputs**

	Oct
Number of households served	6
Number of individuals within those households	14
Total Number of bed nights provided	221

**Total Outcomes for all Programs**

	Oct
Number of individuals obtained employment	1
Number of individuals increasing their income	1
Number of individuals retained employment for 90 days or more	0
Number of HH removed Barriers that hindered individuals in obtaining job	0
Number of HH moved into affordable permanent housing	0
Number of HH Received referral to mainstream resources	15
Number of individuals completed Life Skills meeting	18
Number of individuals denied services	0

**Success Stories**

October 2021:

1. one (1) shelter client entered acute SUD treatment, headed to residential treatment
2. Another shelter resident has obtained employment
3. No COVID infections





*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:** Meeting Date November 18th 2021  
**SUBJECT:** Council Update

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Projects in the works are as follows:

- City owned Tree Preservation Plan (Complete)
- WWTP Upgrades (Equipment Bidding Complete & being evaluated)
- Crosswalk Stripe Painting (on-going)
- WWTP Class
- Lower Vancouver Water Line Project (C.I.P. projected start date spring 2022)
- Ryan Allen Waterline Project (C.I.P. projected start date spring 2022)
- Hegewald Well Treatment Recommendation Report (Report done. Currently being reviewed.)

Regards,

Karl Russell

# CHECK REGISTER

City Of Stevenson

Time: 17:36:37 Date: 11/17/2021

10/22/2021 To: 11/18/2021

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2673	10/31/2021	Payroll	1	EFT		552.58	PP 10.01.21-10.31.21
2674	10/31/2021	Payroll	1	EFT		69.07	PP 10.01.21-10.31.21
2675	10/31/2021	Payroll	1	EFT			PP 10.01.21-10.31.21
2676	10/31/2021	Payroll	1	EFT		3,855.97	PP 10.01.21-10.31.21
2677	10/31/2021	Payroll	1	EFT		138.14	PP 10.01.21-10.31.21
2678	10/31/2021	Payroll	1	EFT		4,403.18	PP 10.01.21-10.31.21
2679	10/31/2021	Payroll	1	EFT		3,724.74	PP 10.01.21-10.31.21
2680	10/31/2021	Payroll	1	EFT		92.10	PP 10.01.21-10.31.21
2681	10/31/2021	Payroll	1	EFT		138.14	PP 10.01.21-10.31.21
2682	10/31/2021	Payroll	1	EFT			PP 10.01.21-10.31.21
2683	10/31/2021	Payroll	1	EFT		7,440.40	PP 10.01.21-10.31.21
2684	10/31/2021	Payroll	1	EFT		3,459.02	PP 10.01.21-10.31.21
2685	10/31/2021	Payroll	1	EFT		138.14	PP 10.01.21-10.31.21
2686	10/31/2021	Payroll	1	EFT		538.77	PP 10.01.21-10.31.21
2687	10/31/2021	Payroll	1	EFT		69.07	PP 10.01.21-10.31.21
2688	10/31/2021	Payroll	1	EFT		238.62	PP 10.01.21-10.31.21
2689	10/31/2021	Payroll	1	EFT		5,110.03	PP 10.01.21-10.31.21
2690	10/31/2021	Payroll	1	EFT		5,539.16	PP 10.01.21-10.31.21
2691	10/31/2021	Payroll	1	EFT		5,076.31	PP 10.01.21-10.31.21
2692	10/31/2021	Payroll	1	EFT		5,244.08	PP 10.01.21-10.31.21
2694	10/31/2021	Payroll	1	EFT			PP 10.01.21-10.31.21
2695	10/31/2021	Payroll	1	EFT		69.07	PP 10.01.21-10.31.21
2696	10/31/2021	Payroll	1	EFT	AWC Employee Benefit Trust	14,407.54	Pay Cycle(s) 10/31/2021 To 10/31/2021 - Medical; Pay Cycle(s) 10/31/2021 To 10/31/2021 - Dental; Pay Cycle(s) 10/31/2021 To 10/31/2021 - Vision
2697	10/31/2021	Payroll	1	EFT	Colonial Life	202.27	Pay Cycle(s) 10/31/2021 To 10/31/2021 - Disability; Pay Cycle(s) 10/31/2021 To 10/31/2021 - Life Insurance; Pay Cycle(s) 10/31/2021 To 10/31/2021 - Accident
2698	10/31/2021	Payroll	1	EFT	Department of Retirement Systems	11,689.71	Pay Cycle(s) 10/31/2021 To 10/31/2021 - PERS2; Pay Cycle(s) 10/31/2021 To 10/31/2021 - DCP
2699	10/31/2021	Payroll	1	EFT	EFTPS Tax Payment	17,406.37	941 Deposit for Pay Cycle(s) 10/31/2021 - 10/31/2021
2700	10/31/2021	Payroll	1	EFT	State of WA Dept of Social & Health Serv	380.26	Pay Cycle(s) 10/31/2021 To 10/31/2021 - WA Child Support
2811	11/18/2021	Claims	1	EFT	Department of Revenue	7,142.00	October 2021 Taxes
2812	11/18/2021	Claims	1	EFT	Kenneth B Woodrich PC	1,664.59	October 2021 Statement
2693	10/31/2021	Payroll	1	15524		4,616.66	PP 10.01.21-10.31.21
2701	10/31/2021	Payroll	1	15525	City of Stevenson	319.38	Pay Cycle(s) 10/31/2021 To 10/31/2021 - City Payback
2702	10/31/2021	Payroll	1	15526	HRA VEBA Trust Contributions	500.00	Pay Cycle(s) 10/31/2021 To 10/31/2021 - HRA VEBA
2703	10/31/2021	Payroll	1	15527	Stevenson Fire Association	69.07	Pay Cycle(s) 10/31/2021 To 10/31/2021 - Fire Association
2704	10/31/2021	Payroll	1	15528	WGAP Washington Gorge Action Program	207.21	Pay Cycle(s) 10/31/2021 To 10/31/2021 - Food Bank
2813	11/18/2021	Claims	1	15529	Aramark Uniform Services	149.02	October 2021 Statement
2814	11/18/2021	Claims	1	15530	Avista Utilities	447.20	October 2021 Statement
2815	11/18/2021	Claims	1	15531	BSK Associates	1,740.50	October 2021 WWTP Sampling; October 2021 WTP Sampling
2816	11/18/2021	Claims	1	15532	Cascade Columbia Distribution	110.20	Chemicals for Water Treatment Plant

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2817	11/18/2021	Claims	1	15533	CenturyLink	193.68	November 2021 WWTP Phone Services; November 2021 Kanaka Creek Transfer Station; November 2021 Firehall Phone Service
2818	11/18/2021	Claims	1	15534	Centurylink Comm Inc	46.89	October 2021 WWTP Long Distance
2819	11/18/2021	Claims	1	15535	Chinook Plumbing and Heating	1,340.87	Jetted Line at 1070 Iman Loop Road
2820	11/18/2021	Claims	1	15536	City of Hood River	4,553.97	Sludge Hauling July-September 2021
2821	11/18/2021	Claims	1	15537	City of Stevenson	2,527.90	Fire Dept October 2021 Statement; City Hall October 2021 Statement; Drinking Fountain October 2021 Statement; E End Irrigation October 2021 Statement; Grange Hall Irrigation October 2021 Statement; Ro
2822	11/18/2021	Claims	1	15538	Clark County Title	1,143.60	Fairgrounds Lift Station-Limited Liability Repair; Cascade Lift Station-Limited Liability Repair
2823	11/18/2021	Claims	1	15539	Class 5	268.73	December 2021 Monthly Phone Service; December 2021 Monthly Fax Service
2824	11/18/2021	Claims	1	15540	Columbia Hardware Inc	2,651.61	October 2021 Statement
2825	11/18/2021	Claims	1	15541	Columbia River Disposal	200.08	October 2021 Statement
2826	11/18/2021	Claims	1	15542	Correct Equipment	295.09	T-Cal Plus for Calibration; T-Cal Plus for Calibration
2827	11/18/2021	Claims	1	15543	DbA Classy Glass Daniel W Bentrup	350.00	Window Cleaning
2828	11/18/2021	Claims	1	15544	DeVaul Publishing	111.54	Legal Ad-Multiple Public Hearings; Legal Ad-Multiple
2829	11/18/2021	Claims	1	15545	Department of Ecology-Cashiering Unit	5,795.36	2022 WWTP Permit; 2022 WTP General Permit
2830	11/18/2021	Claims	1	15546	Dude Solutions Inc	7,238.69	2022 Asset Essentials Enterprise
2831	11/18/2021	Claims	1	15547	Gorge Networks Inc	95.86	November 2021 WTP Broadband Services
2832	11/18/2021	Claims	1	15548	Grainger	23.29	Electric Sequencer for WTP
2833	11/18/2021	Claims	1	15549	Gregory Scott Cheney	742.50	October 2021 Indigent Defense; October 2021 Indigent Defense Services
2834	11/18/2021	Claims	1	15550	H2Oregon	26.92	Drinking water for WWTP; Water Cooler/Heater Rental for WWTP
2835	11/18/2021	Claims	1	15551	L.N. Curtis & Sons	867.24	Low Level Strainer w/o Net
2836	11/18/2021	Claims	1	15552	Lance D Fitzjarrald	1,177.50	October 2021 Indigent Services
2837	11/18/2021	Claims	1	15553	MCEDD	1,103.00	MCEDD Dues July 1, 2021- June 30, 2022
2838	11/18/2021	Claims	1	15554	Menke Jackson Beyer LLP	726.86	May Family BLA2021-07
2839	11/18/2021	Claims	1	15555	Mobley Engineering dba Lancaster Mobley	9,025.00	City Wide Traffic Study
2840	11/18/2021	Claims	1	15556	Municipal Code Corp	231.50	Electronic Update Pages
2841	11/18/2021	Claims	1	15557	NAPA Auto Parts	801.73	October 2021 Statement
2842	11/18/2021	Claims	1	15558	Northwest Graphic Works LLC	3,034.10	1/4 Zip Sweatshirts for Fire Department; 1/4 Zip Pullovers for Fire Department
2843	11/18/2021	Claims	1	15559	Office of State Treasurer - Cash Mgmt Di	495.28	November 2021 Remittance
2844	11/18/2021	Claims	1	15560	One Call Concepts Inc	31.03	October 2021 Statement

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2845	11/18/2021	Claims	1	15561	PUD No 1 of Skamania County	6,294.34	October 2021 Statement; October 2021 Statement; October 2021 Statement; October 2021 Statement
2846	11/18/2021	Claims	1	15562	Petty Cash	183.36	October 2021 Statement
2847	11/18/2021	Claims	1	15563	RADCOMP Technologies	1,672.77	Network Security/Firewall Appliance for Firehall; Network Security/Firewall Installation for Firehall; November 2021 Monthly Agreement; October 2021 Service Calls
2848	11/18/2021	Claims	1	15564	Ricoh USA Inc	63.50	October 2021 Monthly Contract
2849	11/18/2021	Claims	1	15565	Skamania County Chamber of Commerce	11,274.47	October 2021 Contract & Reimbursables
2850	11/18/2021	Claims	1	15566	Skamania County Fair Board	4,000.00	Lodging Tax Reimb per contract for Bluegrass Bands
2851	11/18/2021	Claims	1	15567	Skamania County Probation	271.62	October 2021 Probation Costs
2852	11/18/2021	Claims	1	15568	Skamania County Prosecutor	1,333.00	November 2021 Remittance
2853	11/18/2021	Claims	1	15569	Skamania County Sheriff	1,380.00	October 2021 Incarceration Fees; September 2021 Incarceration Fees
2854	11/18/2021	Claims	1	15570	Skamania County Treasurer	17,673.52	November 2021 Remittance; November 2021 Court Costs
2855	11/18/2021	Claims	1	15571	The F.A. Bartlett Tree Expert Co	11,176.18	2021 Public Tree Management Plan
2856	11/18/2021	Claims	1	15572	Timothy Charles Shell	667.20	Interim Public Works Director
2857	11/18/2021	Claims	1	15573	US Bank Safekeeping	30.00	October 2021 Safekeeping Fees
2858	11/18/2021	Claims	1	15574	US Bank	5,845.67	October 2021 FD Credit Card Statement; October 2021 Card #1 Credit Card Statement; October 2021 Card #2 Credit Card Statement
2859	11/18/2021	Claims	1	15575	Van Pelt Inc	2,950.98	Emergency Sewer Dig-Iman Cemetery Road
2860	11/18/2021	Claims	1	15576	Verizon Wireless	102.91	October 2021 Cell Phone Charges
2861	11/18/2021	Claims	1	15577	WEX Bank	2,484.81	October 2021 Statement
2862	11/18/2021	Claims	1	15578	Wallis Engineering PLLC	3,585.11	Johnson (Tolliver) Short Plat; 2021 WW Collection System Upgrades; WWTP Equipment Procurement
2863	11/18/2021	Claims	1	15579	Wave Broadband	224.95	November 2021 City Hall Internet Services; November 2021 WWTP Services

001 General Expense Fund	69,076.86
100 Street Fund	48,177.85
103 Tourism Promo & Develop Fund	15,817.34
400 Water/Sewer Fund	78,639.11
410 Wastewater System Upgrades	4,289.61
500 Equipment Service Fund	6,755.56
630 Stevenson Municipal Court	506.45

	Claims:	127,567.72
223,262.78	Payroll:	95,695.06

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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)