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WALLA WALLA CITY COUNCIL
Regular Meeting Agenda
September 9, 2026 - 6:30 p.m.

Live stream of the meeting may be viewed on the City's website at <https://www.wallawallawa.gov/government/city-council>. Members of the public also may attend and participate in this regular meeting by using this Zoom meeting link: <https://us02web.zoom.us/j/82600703886> or by calling 253-215-8782 and entering meeting ID 826 0070 3886#.

Individuals who need auxiliary aids for effective communication are encouraged to make their needs and preferences known by contacting the Human Resources Department at 509-527-4475.

Mission: Dedicated to enhancing the quality of life in Walla Walla.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **PRESENTATIONS AND PROCLAMATIONS**

4. **PUBLIC COMMENTS:** (3 Min. Time Limit) Persons making irrelevant, personal, impertinent, overly redundant, vulgar, or slanderous remarks that disrupt, disturb or otherwise render orderly conduct of the meeting unfeasible may be barred by the presiding officer from making further comments before the Council during the meeting.

The public may comment at this time on matters of City business. To provide comments virtually, please use the Zoom meeting link, raise your virtual hand, wait to be recognized, and then unmute. If you are calling in, dial *9 to raise your virtual hand, wait to be recognized, and dial *6 to unmute the connection. Public comments may also be provided by emailing the City Clerk at CityClerk@wallawallawa.gov

If you would like to request staff follow-up regarding your public comments, please email your contact information (email and phone number) to CouncilFollowup@wallawallawa.gov and please summarize the topic of your comment so it can be directed to the correct department.

5. **CONSENT AGENDA**

- A. Pgs. 3-8 Approves the minutes of the August 24, 2026 Work Session and the August 26, 2026 Regular Meeting.

6. **ACTIVE AGENDA**

- A. Pgs. 9-18 Resolution 2026-078 approves the updated City of Walla Walla Capital Asset Policy.
- B. Pgs. 19-24 Review and take action on submitting a City Comment Letter on the DEIS USDA's Rescission of the 2001 Roadless Rule

7. **COUNCIL MEMBER MEETING REPORTS**

8. **UNFINISHED AND NEW BUSINESS**

9. **EXECUTIVE SESSION**

- A. **Executive Session Subject: REAL ESTATE – PURCHASE/LEASE**
RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;

10. **MEETING ENDS**

Values: Service, Integrity, Collaboration, Equity, Leadership, and Community

The City of Walla Walla complies with Title VI, ADA, and other applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, religion, veteran status, sexual orientation, gender identity, or sex.



ar-6043

Pgs. 3-8

City Council - Regular Meeting

Meeting Date: 09/09/2026

Submitted For: Lisa Neissl, Support Services, City Clerk

Add'l Contributors:

Information

ITEM TITLE:

Approves the minutes of the August 24, 2026 Work Session and the August 26, 2026 Regular Meeting.

Attachments

08-24-2026 Minutes

08-26-2026 Minutes

DRAFT

WALLA WALLA CITY COUNCIL Work Session Minutes August 24, 2026

1. **CALL TO ORDER** - Mayor Reyna called the meeting to order at 4:00 p.m.

Present: Councilmember Rick Eskil; Councilmember Rodney Outlaw; Mayor Gustavo Reyna; Councilmember Monte A. Willis; Councilmember Jeffrey Robinson; Councilmember Emily Brown; Councilmember/Mayor Pro Tempore Steve Moss

City Staff in attendance: Elizabeth Chamberlain, City Manager; Preston Frederickson, Deputy City Manager; Eric Wood, Fire Chief; Ki Bealey, Public Works Director; Adam Klein, Engineer; Adrian Sutor, Water Operations Manager; Emily Arteche, Deputy Director Development Services; Jon Maland, Senior Planner; Lisa Wasson-Seilo, Planner; Lisa Neissl, City Clerk

2. **ACTIVE AGENDA**

A. Briefing on Fire in the Watershed with the Incident Management Team.

The Incident Management Team, Southern Area Team 3, were introduced and provided an updated briefing on the Paradise fire and answered questions from the Council members.

- Information was provided on prediction models, including explanations of how that process works.
- It was noted that there are no chemicals being used to fight the fire in the watershed.
- This team should be here until September 2nd. The standard tour for a team is 14 days.
- Cooperator meetings are held on Monday, Wednesday, and Friday at 10:00 at Walla Walla Community College Water Center and the public is welcome to attend.

Staff then spoke about efforts related to emergency declarations and gave thanks to our many partners in this effort. Staff gave information on the water operations during the Paradise fire including:

- Protection efforts at the Intake Facility.
- Water quality — no impacts observed thus far.
- Supply and demand.
- What they are doing to stay prepared.

B. Walla Walla 2046 - Comprehensive Plan Update - Work Session 1st Review

Staff gave a presentation on the Walla Walla 2046 Comprehensive Plan Update.

There was discussion including:

- The new features of the plan which builds on the 2018 plan.
- Climate Change and Resiliency requirement — Climate Element.
- Housing goal changes require us to accommodate housing across all income levels.
- Transportation must actively speak to multi-modal transportation.
- Land capacity obligations.
- The purpose and intended use of a comprehensive plan as a visionary document used to set regulatory codes, ordinances, and regulations.
- Spot zoning residential in Industrial areas.
- Data centers are not defined in the code, so are not allowed.
- Extensive public outreach was involved in the development of this plan.
- The need for a diversity of retail options.

3. **MEETING ENDS** - There being no further business, the meeting ended at 6:05 p.m.

Approved:

Mayor

Attest:

City Clerk

DRAFT

WALLA WALLA CITY COUNCIL Regular Meeting Minutes August 26, 2026

1. CALL TO ORDER - Mayor Reyna called the meeting to order at 6:30 p.m.

Present: Councilmember Rick Eskil; Councilmember Rodney Outlaw; Mayor Gustavo Reyna; Councilmember Monte A. Willis; Councilmember Jeffrey Robinson; Councilmember Emily Brown; Councilmember/Mayor Pro Tempore Steve Moss

City Staff in attendance: Elizabeth Chamberlain, City Manager; Preston Frederickson, Deputy City Manager; Tim Donaldson, City Attorney; Chris Buttice, Police Chief; Esther Click, Public Safety Communications Manager; Wes Walker, Parks and Recreation Supervisor; Pam Taylor, HR Director; Ki Bealey, Public Works Director; Heather VanTassell, Library Director; Lisa Neissl, City Clerk

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS:

Sharon Scholler spoke about growth and planning.

4. CONSENT AGENDA - Staff introduced consent agenda items A through F as follows:

- A. Resolution 2026-070 accepting grant funding from the Department of Archaeology and Historic Preservation for headstone restoration and preservation work in the amount of \$50,000.
- B. Resolution 2026-071 authorizing a professional services contract with Apex Companies, LLC, for design services for the Cottonwood Slope Stabilization project in the amount of \$94,520. - Moved to Active as Item A-1.
- C. Resolution 2026-072 authorizing a professional services contract amendment with Control Systems Northwest for design and programming of SCADA upgrades at the Wastewater treatment plant in the amount of \$366,062.
- D. Resolution 2026-073 authorizing an amendment to the professional services contract with BuildingWork for additional design and construction administration services in the amount of \$104,538. - Moved to Active as Item A-2.
- E. Resolution 2026-074 awarding the bid for construction of the Bryant Creek Culvert Repair Project to Kennedy Hardesty Contracting LLC in the amount of \$45,703.00.
- F. Approves the minutes of the August 10, 2026 Work Session and the August 12, 2026 Regular Meeting.

At the request of the Council, items B and D were moved to the active agenda.

No one from the public chose to address the City Council on any of these items.

Moved by Councilmember Jeffrey Robinson, seconded by Councilmember/Mayor Pro Tempore Steve Moss to approve the consent agenda as amended.

Yes: Councilmember Rick Eskil, Councilmember Rodney Outlaw, Mayor Gustavo Reyna, Councilmember Monte A. Willis, Councilmember Jeffrey Robinson, Councilmember Emily Brown, Councilmember/Mayor Pro Tempore Steve Moss

7 - 0 Carried - Unanimously

5. ACTIVE AGENDA

- A 1. Resolution 2026-071 authorizing a professional services contract with Apex Companies, LLC, for design services for the Cottonwood Slope Stabilization project in the amount of \$94,520. - Formerly Consent Item B.

Staff provided information on the Cottonwood slope. There was some discussion on why this is needed and how it could be done. This consultant will determine the best method to stabilize this slope.

Moved by Councilmember Jeffrey Robinson, seconded by Councilmember Monte A. Willis to approve Resolution 2026-071 authorizing a professional services contract with Apex Companies, LLC, for design services for the Cottonwood Slope Stabilization project in the amount of \$94,520.

Yes: Councilmember Rick Eskil, Councilmember Rodney Outlaw, Mayor Gustavo Reyna, Councilmember Monte A. Willis, Councilmember Jeffrey Robinson, Councilmember Emily Brown, Councilmember/Mayor Pro Tempore Steve Moss

7 - 0 Carried - Unanimously

- A 2. Resolution 2026-073 authorizing an amendment to the professional services contract with BuildingWork for additional design and construction administration services in the amount of \$104,538. - Formerly Consent Item D.

Staff provided information on the reason for this contract amendment. There were additional needs due to going out to bid a second time as well as an extension of the construction timeline. Due to the bids coming in lower, there is not a need to increase the full capital project budget to cover the costs of this amendment.

Staff provided an update on fundraising efforts.

Moved by Councilmember Emily Brown, seconded by Councilmember/Mayor Pro Tempore Steve Moss to approve Resolution 2026-073 authorizing an amendment to the professional services contract with BuildingWork for additional design and construction administration services in the amount of \$104,538.

Yes: Councilmember Rick Eskil, Councilmember Rodney Outlaw, Mayor Gustavo Reyna, Councilmember Monte A. Willis, Councilmember Jeffrey Robinson, Councilmember Emily Brown, Councilmember/Mayor Pro Tempore Steve Moss

7 - 0 Carried - Unanimously

- A 3. Resolution 2026-075: City Council to set a public hearing date for the formation of a Local Improvement District

Staff provided information regarding a request from property owners to create a Local Improvement District to extend sewer services to the area. Staff received a petition from the initial property owners. After review, staff decided it made sense to continue the service on Statesman Street and include four additional properties. This action would set a public hearing to consider creating the LID.

Tim Donahue, a property owner, requested council approve the resolution to set the date to consider the creation of the LID.

There was discussion including:

- Information about the additional properties and how that process works for notification, etc.
- Why is the plan not connecting the systems on Woodlawn and Statesman being the depth of the man holes in those locations.
- The costs listed are an engineer estimate and actual costs will be determined when the work is done.
- The payback assessment can be up to twenty years, and a typical LID is set for fifteen years.

Moved by Councilmember/Mayor Pro Tempore Steve Moss, seconded by Councilmember Jeffrey Robinson to approve Resolution 2026-075 setting a public hearing date for the formation of a Local Improvement District.

Yes: Councilmember Rick Eskil, Councilmember Rodney Outlaw, Mayor Gustavo Reyna, Councilmember Monte A. Willis, Councilmember Jeffrey Robinson, Councilmember Emily Brown, Councilmember/Mayor Pro Tempore Steve Moss

7 - 0 Carried - Unanimously

- B. Resolution 2026-076 awarding the bid for Urban Forestry tree planting to National Facility Contractors in the amount of \$52,898.75.

Staff provided information on the project which is funded by grant dollars that need to be expended this year. There was discussion about the bid process, the contractor, and staff monitoring of the work.

Moved by Councilmember Emily Brown, seconded by Councilmember Jeffrey Robinson to approve Resolution 2026-076 awarding the bid for Urban Forestry tree planting to National Facility Contractors in the amount of \$52,898.75.

Yes: Councilmember Rick Eskil, Councilmember Rodney Outlaw, Mayor Gustavo Reyna, Councilmember Monte A. Willis, Councilmember Jeffrey Robinson, Councilmember Emily Brown, Councilmember/Mayor Pro Tempore Steve Moss

7 - 0 Carried - Unanimously

- C. Ordinance No. 2026-13 approves a three-year collective bargaining agreement between the AFSCME Local 1191W - Dispatch union and the City of Walla Walla for the period of January 1, 2026, through December 31, 2028.

Staff provided information on the bargaining agreement with this new union group. Council expressed their appreciation for the dispatch staff and several elements of the agreement.

Moved by Councilmember Monte A. Willis, seconded by Councilmember Jeffrey Robinson to approve Ordinance No. 2026-13 which approves a three-year collective bargaining agreement between the AFSCME Local 1191W - Dispatch union and the City of Walla Walla for the period of January 1, 2026, through December 31, 2028.

Yes: Councilmember Rick Eskil, Councilmember Rodney Outlaw, Mayor Gustavo Reyna, Councilmember Monte A. Willis, Councilmember Jeffrey Robinson, Councilmember Emily Brown, Councilmember/Mayor Pro Tempore Steve Moss

7 - 0 Carried - Unanimously

- D. Resolution 2026-077 approves the Memorandum of Understanding for a one-year contract extension between AFSCME 1191W (general employees) and the City for 2027.

Staff provided information on the benefits of extending this contract for one year, which adjusts the negotiation cycle so it does not conflict with other bargaining unit negotiations.

Moved by Councilmember Monte A. Willis, seconded by Councilmember/Mayor Pro Tempore Steve Moss to approve Resolution 2026-077 which approves the Memorandum of Understanding for a one-year contract extension between AFSCME 1191-W (general employees) and the City for 2027.

Yes: Councilmember Rick Eskil, Councilmember Rodney Outlaw, Mayor Gustavo Reyna, Councilmember Monte A. Willis, Councilmember Jeffrey Robinson, Councilmember Emily Brown, Councilmember/Mayor Pro Tempore Steve Moss

7 - 0 Carried - Unanimously

6. COUNCIL MEMBER MEETING REPORTS

Councilmember Robinson reported attendance at the following:

The work session, the Legislative Committee meeting, and a meeting with City Manager Chamberlain.

Councilmember Eskil reported attendance at the following:

The work session, the Legislative Committee meeting, the Blue Mt. Humane Society Board meeting, the Valley Transit Board meeting, a meeting with Mayor Reyna, and the Paradise Fire briefing with Governor Ferguson.

Councilmember Willis reported attendance at the following:

The work session, and the Finance Committee.

Councilmember Brown reported attendance at the following:

The work session, Water/Wastewater Advisory Committee meeting, the Valley Transit Board meeting, the Legislative Committee meeting, the Sasayama Sister City Committee meeting, a meeting with City Manager Chamberlain, and the Cemetery Building Ribbon Cutting.

Councilmember Outlaw reported attendance at the following:

The work session, and the Downtown Walla Walla Foundation Board meeting.

Councilmember Moss reported attendance at the following:

The work session, the agenda setting, the Valley Transit Board meeting, and the Finance Committee meeting.

Mayor Reyna reported attendance at the following:

The work session, the agenda setting, the Blue Mountain Action Council Board meeting, the Finance Committee meeting, a meeting with Councilmember Robinson, a meeting with Councilmember Eskil, a meeting with City Manager Chamberlain, a Library Fundraising meeting, and the Cemetery Building Ribbon Cutting.

7. UNFINISHED AND NEW BUSINESS

There was discussion regarding the following:

- Outreach to diverse groups for the comprehensive plan.
- Thanks for public comments.
- A request received for the Council to send a letter of congratulations on graduating for a local high school 2026 graduate.
- There was discussion on notifications to property owners regarding the critical areas ordinance.
- A request for water conservation information which staff is working on.

8. **EXECUTIVE SESSION** - At 7:48 p.m. Mayor Reyna announced the City Council would be recessing to an executive session to discuss with legal counsel representing the City:

- A. Executive Session Subject: RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

The executive session will last no longer than 1 hour, and no further business will come before the Council in open session.

The meeting recessed at 7:49 p.m.

9. **MEETING ENDS** - There being no further business, the meeting ended at 8:23 p.m.

Approved:

Attest:

Mayor

City Clerk



ar-6019

Pgs. 9-18

City Council - Regular Meeting

Meeting Date: 09/09/2026

Item Title: Update to the City of Walla Walla Capital Asset Policy

Submitted For: Elizabeth Chamberlain, City Manager Office

Financial Comments:

Review and approve the updated City of Walla Walla Capital Asset Policy

All Contracts:

Not Applicable

Federally funded contracts only:

Not Applicable

Construction contracts only:

Not Applicable

Brief Summary of Requested Action:

The City of Walla Walla must update its Capital Asset Policy to extend the useful life of buildings and structures from 10 to 100 years to 10–150 years.

The second change is adding a statement that the City will evaluate the useful lives of its assets every five years. The addition of this statement will ensure that the City is in compliance with GASB Standards.

The last version of the Capital Asset Policy was approved by the full City Council at the December 17, 2025, meeting.

Information

HISTORY:

The City's current capital asset policy was adopted by the City Council in December 2025. The City should review its policy every three to five years. This update is needed to extend the useful life of buildings and structures from 10 to 100 years to 10–150 years fully depreciated assets held by the City. The City has buildings that are fully depreciated and will have major reconstruction completed within the next several years. The useful life needs to be extended so that the City complies with the Government Accounting Standards Board (GASB) requirement to reevaluate the useful lives of its fully depreciated assets. Making this change will ensure that the City is in compliance with this request. The second change is adding a statement that the City will evaluate the useful lives of its assets every five years. The addition of this statement will ensure that the City is in compliance with GASB Standards.

POLICY ISSUES:

The policy and procedures establish internal controls over the custody and maintenance of the City's capital assets. The policy conforms to Generally Accepted Accounting Principals (GAAP) and state statutes.

PLAN COMPLIANCE:

STRATEGIC PLAN: The Capital Asset Policy supports all four strategic areas for the City of Walla Walla

ALTERNATIVES:

The City Council can modify the proposed policy or reject it and direct staff to review the policy again.

STAFF RECOMMENDATION:

Approve the resolution and adopt the amended capital asset policy.

CITY MANAGER COMMENTS:

Concur with the staff recommendation and approved for City Council action.

Attachments

Res 2026-078
City of Walla Walla Capital Asset Policy

RESOLUTION NO. 2026-078

A RESOLUTION ADOPTING A CAPITAL ASSET POLICY AND AUTHORIZING THE CITY MANAGER OF THE CITY OF WALLA WALLA TO ADOPT RULES AND PROCEDURES AND TAKING OTHER ACTION IN CONNECTION THEREWITH

WHEREAS, the City of Walla Walla was established in 1862 by an act of the Legislative Assembly of the Territory of Washington and passed Municipal Ordinance A-2405 on May 13, 1970 which classified the City of Walla Walla as a nonchartered code city under Title 35A of the Revised Code Washington (RCW); and

WHEREAS, RCW 35A.11.020 authorizes the City Council to acquire, maintain, use, and dispose of personal property and to organize its internal affairs; and

WHEREAS, RCW 35A.13.080(9) authorizes the City Council to determine duties that may be performed by the City Manager; and

WHEREAS, the city adopted a capital asset policy by City Resolution 2023-126 (Dec. 6, 2023) and updated that policy by City Resolution 2025-101 (Dec. 17, 2025); and

WHEREAS, the City of Walla Walla has been presented with proposed revisions to the city's capital asset policy; and

WHEREAS, the Walla Walla City Council has considered this matter during a regularly and duly called public meeting of said Council, has given said matter careful review and consideration, and finds that passage of this resolution is an appropriate function for the city and that the best interests of the City of Walla Walla, and good government of the city will be served by passage of this resolution,

NOW THEREFORE, the City Council of the City of Walla Walla resolves as follows:

Section 1: The Walla Walla hereby adopts the attached capital asset policy for the City of Walla Walla.

Section 2: The attached capital asset policy supersedes and replaces the capital asset policy adopted by City Resolution 2025-101 (Dec. 17, 2025).

Section 3: The Walla Walla City Manager is hereby authorized to promulgate administrative rules and procedures regarding the acquisition, ownership, maintenance, use, and disposition of capital assets, and amendments thereto; provided that such rules and procedures are consistent with the provisions of the capital asset policy adopted by this resolution; and further provided that sufficient funds have been appropriated by the Walla Walla City Council to implement such rules and procedures.

PASSED on September 9, 2026 by the Walla Walla City Council.

Mayor

Attest:

City Clerk

Approved as to form:

City Attorney

1.0 PURPOSE:

To establish a Policy that will ensure the accuracy and reliability of its financial statements, comply with authoritative guidance and best practices, and maintain appropriate stewardship over the City's capital assets. The policy will set the capitalization thresholds, estimate useful life, and determine the depreciation or amortization method of capital assets.

2.0 FUNDS AFFECTED:

All City funds.

3.0 DEFINITIONS:

"Capital Assets" – Assets that are used in the City's operations and have an initial useful life of more than one year. Capital assets include both tangible assets (land, buildings, building improvements, vehicles, machinery, equipment, works of art, historical treasures, infrastructure) and intangible assets (easements, software, right-to-use lease assets, and right-to-use subscription-based information technology arrangements (SBITA), and water or rights).

"Capitalizable Threshold" –The minimum cost per unit at which an asset must be valued to be considered a capital asset.

"Construction in Progress (CIP)" – Capital costs related to a tangible capital asset that is not yet substantially ready to be placed in service.

"Custodial responsibility" - Overseeing and having the authority to manage the asset, not limited to caring for, safekeeping, and protecting the asset.

"Improvement/ Betterment" - Addition made to or change made in an existing capital asset, other than maintenance, to extend its life or to increase its efficiency or capacity.

"Infrastructure" - Long-lived capital assets that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems.

"Intangible Capital Assets" – Include assets with no physical substance, such as patents, franchise fees, licenses, computer software, SBITA, rights to use property, etc., with a useful life that exceeds one year.

"Inventory" - The process of physically confirming the existence and location of capital assets.

"Non-Capital Controllable Assets" (also referred to as Small and Attractive Assets) - Assets that fall below the capitalization threshold but require special attention to ensure legal compliance, protect public safety, and may be susceptible to theft or misappropriation.

4.0 CAPITAL ASSET POLICY

4.1 REQUIREMENTS

The duty to ensure that public property is adequately protected and its use is properly managed is a fundamental responsibility of public officials. Public Officials have broad responsibilities regarding Capital Assets, including custody, insurance, compliance, maintenance, and planning.

- A. Custody – The responsibility for custody means having adequate tracking for the following.

- What property and equipment does the City own?
 - Where is it located?
 - What condition is the asset in?
 - Is the asset protected from loss and unauthorized use?
- B. Compliance – The city will comply with use restrictions due to a law, contract, or grant agreement.
- C. Insurance – The City has a responsibility to provide adequate insurance for the capital assets it owns. Its capital asset accounting system will provide adequate records to prove any losses. Location, inventory, and maintenance records will confirm whether a lost or damaged asset has been in use, supporting the validity and timeliness of a theft or damage report.
- D. Capital Improvement – A capital improvement is a cost incurred in connection with an existing capital asset that either increases the service capacity of the asset (i.e., effectiveness or efficiency) or extends the estimated useful life of the asset. These costs will be treated as a direct adjustment to the related asset account.

4.2 MAINTENANCE AND REPAIR

The City is responsible for maintaining its assets. The City is a steward of public property and has an obligation to safeguard the asset from loss, but also to ensure that it is not neglected or wasted. The City will maintain adequate historical records to inform decisions about the costs associated with different maintenance levels.

Expenditures that retain the value of an existing asset should be classified as expenditures. In most cases, the City repairs or replaces components of an individual capital asset to maintain its original useful life. An outlay that does not do anything more than return a capital asset to its original condition, regardless of the amount, will be classified as maintenance and repair.

- Roads/Parking lots - Crack seal, slurry seal, striping, mill and fill
- Sidewalks - Section replacement due to tree root damage
- Buildings - Exterior sealing, painting, roof replacement, HVAC or furnace replacement or repair, and flooring.
- Pump stations - Pump repairs
- Vehicles/Equipment - Transmission repair or replacement, other significant repairs
- Water/Storm lines - Patching section of leaking pipe, replacement of valves
- Wells - Screen cleaning

4.3 CAPITALIZATION THRESHOLD/USEFUL LIFE

The threshold amounts are applied to the historical cost of capital assets or the fair market value of donated/contributed assets at the time of acquisition. Acquisition includes direct purchase, construction, donation/contribution, or any other means by which rights or title to property are transferred to the City.

Assets will be depreciated over their estimated useful life. The average service lives used to calculate depreciation for a specific asset type are summarized below. The City will periodically evaluate its assets and adjust their useful lives to ensure that it does not have fully depreciated assets on its books.

Class of Asset	Capitalization Threshold	Estimated Useful Life
Land	\$30,000	
Buildings/Structures	\$50,000	10-150 years
Artwork & Historical Treasures	\$10,000	Indefinite
Improvements, other than buildings	\$30,000	5-150 years
Machinery and Equipment	\$10,000	Per the Replacement model, or two or more years
Infrastructure	\$30,000	5-125 years
Intangible	\$30,000	Varies

4.4 DEPRECIATION METHOD

The City uses the straight-line depreciation method for its assets, which evenly distributes the asset's cost over its useful life. Depreciation starts when the invoice is paid. For construction-in-progress assets, depreciation is not recorded until the asset is placed in service or a certificate of substantial completion is issued.

4.5 ADDITIONS

- A. The City may acquire property via purchase, construction, donation, or lease.
- B. Whenever feasible, each piece of property will be affixed with an inventory ID tag that identifies the capital asset as the property of the City of Walla Walla and includes a city identification number.
- C. Per CFR 200.313 Assets, the City will identify in its inventory any equipment or real property purchased or constructed with federal funds.
- D. Large assets, such as major pieces of equipment, infrastructure (water or sewer lines), and many buildings, are often modified to extend their lifespans or usefulness. Modifications may include partial additions or deletions, major repairs, or component replacements (e.g., new roof, heating system, etc.).
- E. Per the Interlocal Agreement between the City and Walla Walla County, all WESCOM assets are owned and reported by the County.

4.6 TRANSFERS

Occasional transfers of property, individuals within a department, or funds may occur. The original controlling department is accountable for all assets in its inventory and for initiating a transfer notice. Interdepartmental transfers involving all funds require a financial transaction. Departments must notify the Finance Department before the transfer so that the asset amendment occurs in conjunction with the physical transfer.

4.7 DISPOSAL

- A. Capital assets are removed from the accounting records due to the sale of the assets, disposal, loss or theft, or involuntary conversion (fire, flood, etc.).
- B. Disposal of capital assets with a value of more than \$10,000 may occur only after authorization by the City Council.
- C. Disposal will be made in whichever manner is determined to be most cost-effective for the City. This may include sale, disposal, conversion, or any other means as approved by the Capital Asset Manual.
- D. Per CFR 200.313 Equipment. When the City is going to dispose of equipment or personal property acquired using federal funds, it will request disposition instructions from the awarding agency before disposal. Please see the Capital Asset Manual for details regarding this process.
- E. The City will periodically evaluate the useful life of its assets

4.8 LOST OR STOLEN PROPERTY

When known or suspected losses of capital assets occur, departments should search for the missing property. The search should include transfers to other divisions or departments, storage, disposal, conversion to another asset, etc.

If the missing property is not found:

- A. Notify the designated department inventory control officer, the Department Director, and the Finance Department.
- B. A police report must be filed for stolen items as soon as they are discovered.
- C. The individual deemed primarily responsible for the asset, as well as that individual's supervisor, must complete and sign a statement to include a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.
- D. The Finance Department will report known or suspected losses of assets to the State Auditor's office in accordance with RCW 43.09.185, and a copy of the report will be provided to the Mayor and City Council.
- E. The Finance Department will remove the lost or stolen property from the department's inventory and accounting records where applicable.

4.9 INVENTORY

The Finance Department will work with departments to complete an annual inventory of their Capital Assets. Please see the Capital Asset Manual for details regarding this process.

4.10 CONSTRUCTION IN PROGRESS

All costs related to the construction of any asset, including infrastructure, are included in the construction-in-progress asset during the construction process and are capitalized upon substantial completion of the project. Depreciation is not applicable while assets are accounted for as construction in progress. Projects must be reported as Construction in Progress if construction has not reached substantial completion by year-end. Construction-in-

progress assets should be capitalized to their appropriate capital asset categories when substantially complete, which is usually upon issuance of the Certificate of Substantial Completion or upon placement into service.

Costs that do not meet general capitalization criteria, such as long-range or advanced planning costs, and costs incurred to conduct feasibility studies, are not capitalized.

4.11 VALUATION OF CAPITAL ASSETS

Capital assets shall be valued at cost - including any ancillary charges necessary to place the asset in its intended location and condition for use. If the historical cost is not practicably determinable, the estimated cost will be used.

- A. Donated assets will be recorded at fair market value at the time of acquisition plus all appropriate ancillary costs. If the fair market value is not determinable due to insufficient records, the estimated cost will be used.
- B. However, expenses that do not add to the utility of an asset shall not be capitalized. For example, the cost of repairing equipment damaged during shipment should be expensed.
- C. Routine repair and maintenance costs will be expensed as they are incurred.
- D. Extraordinary repairs, betterments, or improvements will be capitalized if they increase future benefits from an existing capital asset beyond its previously assessed standard of performance. Increased future benefits typically include an extension of the asset's estimated useful life or an increase in the capacity or efficiency of an existing capital asset.
- E. Replacement roof coverings are not capitalized unless the replacement extends the useful life of the building or increases its efficiency or capacity.
- F. Replacement floor coverings and window coverings are not capitalized.
- G. Costs to remodel a building to a different use, where the remodeling does not extend the useful life of the structure itself, are not capitalized.
- H. When replacing a part of an existing asset, the capitalized value and the associated accumulated depreciation of the replaced item will be removed from the accounting records, and the costs of the replacement will be capitalized.
- I. When the cost of improvement is substantial or where there is a change in the estimated useful life of an asset, depreciation charges for future periods will be revised based on the new book value and the new estimated remaining useful life.
- J. The City will evaluate the useful lives of its assets every five years.

4.12 DEPRECIATION OF CAPITAL ASSETS

- A. Land, works of art, historical treasures, and construction in progress are not depreciated.
- B. Buildings, equipment, non-building improvements, works of art that are determined to be exhaustible, and intangible assets are depreciated or amortized using the straight-line method over their estimated useful lives.

4.13 RESPONSIBILITIES

Departments are responsible for safeguarding and ensuring the appropriate use of the City's assets assigned to their department. The Department Director must designate one or more department inventory officers to maintain and safeguard the department's assets.

- A. A department must notify Finance of when a Capital Asset is acquired, modified, transferred, surplus, or when there is any change to the status of the asset (such as updating the useful life, impairment, or misuse). Please see the Capital Asset Manual for details regarding this process.
- B. Departments must provide details and documentation, such as invoices, grant agreements, donation receipts, surplus declarations, loss reports, or other documentation, to record the capital asset properly. The Finance Department will identify those assets that meet the capitalization requirements. Finance will assign a unique control number to the asset. Please see the Capital Asset Manual for details regarding this process.

REFERENCE:

State of Washington, Office of the State Auditor, BARS Manual for Cities, Counties, and Special Purpose Districts (GAAP) entities, Chapter 3 Capital Assets System Requirements. RCW 43.09.185, CFR 200.313 Equipment. GFOA Best Practices Capital Assets, and the Municipal Research and Services Center (MRSC) Asset Management Policies web page.



ar-6042

Pgs. 19-24

City Council - Regular Meeting

Meeting Date: 09/09/2026

Item Title: DEIS Comment Letter on USDA Rescission of the 2001 Roadless Rule

Submitted For: Elizabeth Chamberlain, City Manager Office

Financial Comments:

N/A

All Contracts:

Not Applicable

Federally funded contracts only:

Not Applicable

Construction contracts only:

Not Applicable

Brief Summary of Requested Action:

United States Department of Agriculture's Draft Environmental Impact Statement (DEIS) on the Rescission of the 2001 Roadless Rule; City Comment letter on the DEIS.

Information

HISTORY:

The U.S. Department of Agriculture initiated rulemaking concerning the management of inventoried roadless areas on approximately 44.7 million acres of National Forest Systems lands. The proposed rule would rescind the 2001 Roadless Area Conservation Rule (known as the 2001 Roadless Rule). A link to the Draft EIS can be found here <https://www.regulations.gov/docket/FS-2025-0001/document>.

The City provided a comment letter during the Environmental Impact Statement initiation period that was reviewed by the City Council and signed by Mayor Scribner, dated September 10, 2025. The Draft Environmental Impact Statement (DEIS) was issued on August 20, 2026, for a 30-day public comment window closing on September 21, 2026. Attached for the City Council's consideration and action is a proposed comment letter on the Draft EIS. The draft comment letter focuses on the Mill Creek Watershed and the importance of protecting that resource as well as opposing the rescission of the 2001 Roadless Rule.

POLICY ISSUES:

Previous City Council actions:

- September 10, 2025 Comment Letter on the EIS scoping
- Resolutions adopting State and Federal Legislative Priorities since 2015 identifying forest management within the Mill Creek Watershed

PLAN COMPLIANCE:

COMPREHENSIVE PLAN:

- **Capital Facilities and Utilities Policy 3.1:** Protect the City's surface water supply in the Umatilla National Forest from the impact of wildfires through coordinated planning with the US Forest Service.
- **Capital Facilities and Utilities Policy 3.2:** Work with State and regional partners to ensure a safe and sufficient supply of potable water is provided to residents, keeping demand in balance with natural supply and growth.
- **Environment and Natural Resources Policy 1.8:** Protect the community from hazards, including, but not limited to, earthquakes, severe storms, wildfires, and flooding.
- **Environment and Natural Resources Policy 1.10:** Plan for the anticipated impacts of climate change, and participate in broader efforts to minimize climate change.

ALTERNATIVES:

1. Not submit a comment letter

STAFF RECOMMENDATION:

City Council submit a comment on the Draft EIS for the Rescission of 2001 Roadless Rule.

CITY MANAGER COMMENTS:

Concur with the staff recommendation and approved for City Council action.

Attachments

Proposed Comment Letter on Draft EIS

September 10, 2025 Comment Letter on EIS Initiation



September 9, 2026

Ecosystem Management Coordination
Attn: Director
201 14th Street SW, Mailstop 1108
Washington, DC 20250-1124

RE: Comment on Draft EIS of the proposed rescission to the 2001 Roadless Area Conservation Rule – Docket No. FS-2025-0001 or RIN 0596-AD66

SENT VIA: Regular USPS Mail, and Electronically

Dear Director,

On behalf of the Walla Walla City Council, thank you for the opportunity to comment on the draft environmental impact statement (EIS) and rulemaking associated with the proposed rescission of the 2001 Roadless Area Conservation Rule and the management of inventoried roadless areas of National Forest Service lands. These comments supplement and reaffirm the City's previous letter dated September 10, 2025, in which we emphasized that the City is not supportive of rule changes that may negatively impact the City's drinking water source, the Mill Creek watershed.

The City of Walla Walla is located in eastern Washington State and sits at the base of the Blue Mountains of the Umatilla National Forest in southeast Washington and northeast Oregon. Within the Umatilla National Forest is the Mill Creek watershed, which flows into the Walla Walla River and ultimately the Columbia River.

The Mill Creek Watershed is a 36 square mile area at the upper end of the headwaters of Mill Creek and is the primary source of unfiltered drinking water for over 35,000 residents. The watershed is closed to the public and protected through a 1918 cooperative agreement between the City of Walla Walla and the United States Department of Agriculture. A majority of the Mill Creek Watershed lies within the area mapped as Inventoried Roadless Areas designated by the 2001 Roadless Rule. It is the City's continued interest in protecting the Mill Creek watershed as a precious source of high-quality drinking water for City residents.

The integrity of the City's drinking supply depends on the unconditional protection of the lands within the watershed. Maintaining the full 2001 Roadless Rule provides the greatest protection to effectively preserve this municipal water resource and ecological stability within the Mill Creek watershed as it limits road building, unfettered timber harvest, and activities that increase erosion, sediment delivery, and risk of downstream flooding. These negative impacts can lead to the introduction of contaminants, higher water turbidity, changes in peak flows, and the timing of spring runoff, all of which can unnecessarily increase water treatment costs. Such costs must be borne by City

residents, thereby affecting livelihoods and the wellbeing of our community. The EIS fails to address these social and economic impacts of those affected by foreseeable “downstream” impacts to municipal watersheds like the City of Walla Walla’s Mill Creek Watershed. Such impacts are not solely limited to watershed lands themselves, but the community “downstream” from these Inventoried Roadless Areas.

The City encourages the U.S. Department of Agriculture to further consider the adverse social, economic, and environmental impacts that rescinding the 2001 “Roadless Rule” may have on municipal watersheds, such as the City of Walla Walla’s, which provides clean, and reliable drinking water to our residents. To this end, the City of Walla Walla reaffirms that it is opposed to any rescission or change to the 2001 Roadless Area Conservation Rule.

As the City maintains an interest in this matter, we request that the City of Walla Walla be added to the interested party list and receive further notification of additional comment periods at the appropriate time.

Notification of future actions should be sent to the following mailing address:

City of Walla Walla
Attn: Elizabeth Chamberlain, City Manager
15 N. 3rd Avenue
Walla Walla, WA 99362

and by email to the following address: echamberlain@wallawallawa.gov

Thank you again for the opportunity to provide comments on this matter.

Sincerely,

Mayor Gustavo Reyna, on behalf of the Walla Walla City Council

Emily Brown
Rick Eskil
Steve Moss
Rodney Outlaw
Jeffrey Robinson
Monte Willis



September 10, 2025

Ecosystem Management Coordination
Attn: Director
201 14th Street SW, Mailstop 1108
Washington, DC 20250-1124

RE: Comment on EIS of the proposed rescission to the 2001 Roadless Area Conservation Rule – Docket No. FS-2025-0001.

SENT VIA: Regular USPS Mail, and Electronically

Dear Director,

On behalf of the Walla Walla City Council, thank you for the opportunity to comment on the initiation of an environmental impact statement (EIS) and rulemaking concerning the management of inventoried roadless areas of National Forest Service lands.

The City of Walla Walla is located in eastern Washington state and sits at the base of the Blue Mountains of the Umatilla National Forest located in southeast Washington and northeast Oregon. Within the Umatilla National Forest is the Mill Creek watershed, which flows into the Walla Walla River and ultimately the Columbia River.

The Mill Creek Watershed is a 36 square mile area at the upper end of the headwaters of Mill Creek and is the primary source of drinking water for over 35,000 residents. The watershed is closed to the public and protected through a 1918 cooperative agreement between the City of Walla Walla and the Department of Agriculture. A majority of the Mill Creek Watershed lies within the area mapped as Inventoried Roadless Areas designated by the 2001 Roadless Rule. It is the City's continued interest to protect the Mill Creek watershed as a precious source of drinking water for City residents.

The Federal Register Notice and request for public comment, published in Vol. 90, No 166 / Friday, August 29, 2025, provides a preliminary list of substantive issues and summary of expected impacts the EIS will evaluate, which are considered reasonably foreseeable social, economic, and environmental impacts of the proposed rescission. Notably, not listed or summarized are the social, economic, and environmental impacts that rescission of the rule may have on water quality, quantity, and seasonal flows for drinking water. The City of Walla Walla respectfully submits that those impacts are reasonably foreseeable and should be analyzed and evaluated in the proposed EIS.

The City encourages the U.S. Department of Agriculture to consider the adverse social, economic, and environmental impacts that rescinding the 2001 "Roadless Rule" may have on municipal watersheds, such as the City of Walla Walla's, which provides clean,

Director, Ecosystem Management Coordination
September 10, 2025
Page 2

and reliable drinking water to our residents. To this end, the City of Walla Walla is opposed to any rescission or change to the 2001 Roadless Area Conservation Rule.

The August 29, 2025 Federal Register Notice states, that the proposed rule, accompanied by a draft EIS, is expected by March 2026 along with a request for additional public comments. The City of Walla Walla reserves the right to provide additional comment when the proposed rule and draft EIS are prepared. We therefore ask that the City of Walla Walla be added to the interested party list and receive further notification of additional comment periods at the appropriate time.

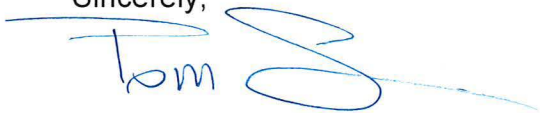
Notification of future actions should be sent to the following mailing address:

City of Walla Walla
Attn: Elizabeth Chamberlain, City Manager
15 N. 3rd Avenue
Walla Walla, WA 99362

and by email to the following address: echamberlain@wallawallawa.gov

Thank you again for the opportunity to provide comments on this matter.

Sincerely,



Mayor Tom Scribner, on behalf of the Walla Walla City Council

Brian Casey
Rick Eskil
Steve Moss
Gustavo Reyna
Jeffrey Robinson
Tom Scribner
Monte Willis