



**Town of Yacolt**  
**Town Council Agenda**  
**Tuesday, September 04, 2018**  
**7:00 PM**  
**Town Hall**

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**Call to Order**

**Flag Salute**

**Roll Call**

**Late Changes to the Agenda**

**Minutes of Previous Meeting(s)**

- [1.](#) 8-20-18 Draft Meeting Minutes

**Citizen Communication**

*Anyone requesting to speak to the Council regarding items not on the agenda may come forward at this time. Comments are limited to 3 minutes. Thank you.*

**Old Business**

2. CRESA-Comprehensive Emergency Management Plan (CEMP) which has been revised for 2018. Any comments or concerns need to be in by September 7, 2018.

**New Business**

- [3.](#) Laptops for Mayor and Council
- [4.](#) Resolution #571 Updating Personnel Policy Section 5.3 PAY DAYS
- [5.](#) Electronic Device Policy

**Mayor's Comments**

**Attorney's Comments**

**Council's Comments**

**Public Works Department Report**

**Town Clerk's Report**

6. Schedule Budget Work Sessions

**Pay Bills on Behalf of the Town**

**Adjourn**

**Town of Yacolt  
Town Council Minutes  
Monday, August 20, 2018  
7:00 PM  
Town Hall**

**Call to Order**

Mayor Myers called meeting to order at 7:00pm.

**Flag Salute**

**Roll Call**

PRESENT

Mayor Vince Myers  
Council Member Tami Bryant  
Council Member Amy Boget  
Council Member Malita Moseley  
Council Member Herb Noble  
Council Member Rhonda Rowe-Tice  
Clerk Salisbury  
Public Works Terry Gardner  
Attorney David Ridenour

**Late Changes to the Agenda** - None

**Minutes of Previous Meeting(s)**

Approve the 8-6-18 Regular Meeting Minutes

Motion made by Council Member Boget, Seconded by Council Member Bryant.

Ayes Boget, Bryant, Moseley, Noble, Rowe-Tice

Motion Carried

**Citizen Communication**

Jane Neuman gave update on citizen comments she gathered at National Night Out. Overwhelmingly good comments from all.

**Old Business**

2. Bill Rowe - Clerk updated council on receiving invoice for Bill Rowe's mowing service.
3. BYCX- Update - Clerk informed council of BYCX's administrative approval for their museum/maintenance building.

**New Business**

- 4. Mosquito Control Board - Mayor Myers informed council of meeting results. No action taken.
- 5. Municode Meeting and Agenda Management Software Program

Council authorized Mayor to sign Municode agreement.

Motion made by Council Member Bryant, Seconded by Council Member Rowe-Tice.

Voting Yea: Council Member Bryant, Council Member Boget, Council Member Moseley, Council Member Noble, Council Member Rowe-Tice

Motion Carried

**Mayor's Comments**

Mayor Myers went over ministerial changes to municode. Mayor Myers read letter from City of Vancouver concerning I-5 Bridge. Mayor Myers thanked everyone for the great job at National Night Out. Mayor Myers recognized Kyle Buttolph for volunteering for the Town.

**Attorney's Comments**

None

**Council's Comments**

Council member Noble complimented Public Works for their effort in bringing the town together. Council member Noble updated on CTRAN plans for North County.

**Public Works Department Report**

Terry Gardner updated Town sign installation progress.

**Town Clerk's Report**

None

**Pay Bills on Behalf of the Town**

Motion made by Council Member Rowe-Tice, Seconded by Council Member Moseley.

Voting Yea: Council Member Bryant, Council Member Boget, Council Member Moseley, Council Member Noble, Council Member Rowe-Tice

Motion Carried

6. **Executive Session-** Mayor closed regular meeting at 7:47 pm and opened executive session to last 20 minutes. 8:07pm Mayor reopened public meeting to extend executive session till 8:20pm. 8:20 pm Mayor reopened regular meeting. Action taken.

I move that the Council approve the Town's purchase of the Seller's rights to the Real Estate Contract of record on real property known as "Lot 1 and a portion of Lot 2, Block 5 of the Second Addition to Yacolt, Book 'B' of Plats, Page 1, in the records of Clark County Washington", by offering \$3200.00 to Mrs. Marie Lindsay as payment for such Deeds and Agreements as the Town Attorney determines appropriate, and that the Mayor be authorized to review, direct, approve, and sign documents as needed to finalize this purchase agreement.

Motion made by Council Member Bryant, Seconded by Council Member Rowe-Tice.  
Voting Yea: Council Member Bryant, Council Member Boget, Council Member Moseley, Council Member Noble, Council Member Rowe-Tice

Motion Carried

### **Adjourn**

Mayor Myers thanked our attorney David Ridenour for his years of service and wished him luck in his future endeavors. Mayor Myers adjourned the meeting at 8:22 pm.



# Town of Yacolt

## Request for Council Action

### CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

**Name:** Dawn Salisbury **Group Name:**

**Address:** **Phone:**

**Email Address:** **Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Laptops for Mayor and Council

**Proposed Meeting Date:** 9/4/2018

**Action Requested of Council:** Approve the purchase of 6 Lenovo Flex Series Model #81EM0000CUS for \$499.00 each or 6 Lenovo Ideapad 330 for \$549.99 if first option is not available. Also approve purchase of laptop bags and other accessories needed by council.

**Proposed Motion:** I make a motion to approve the purchase of 6 Lenovo Flex Series Model #81EM0000CUS for \$499.00 each or 6 Lenovo Ideapad 330 for \$549.99 if first model is not available and approve the purchase of accessories needed by council for laptops.

**Summary/ Background:** Both of these items are from Costco. Costco offers a 2 year warranty versus a 1 year warranty offered from all other retailers.

**Staff Contact(s):** Dawn Salisbury

Home / Computers / Laptops

# Lenovo Flex 6 Series 2-in-1 Touchscreen Laptop - Intel Core i3 - 1080p - Active Stylus and 1 Year of Office 365 Personal

Item 1255693 | Model 81EM000CUS

**14" DISPLAY**  
**8GB MEMORY**  
**128GB SSD**



Online Price **\$599.99**  
Less **-\$100.00**  
**Your Price \$499.99**

\$499.99 After \$100 OFF

\$100 manufacturer's savings\*\* is valid 8/13/18 through 9/9/18. While supplies last. Limit 5 per member.

Shipping & Handling: \$14.95\*

Features:

- Bouns Active Stylus and 1 Year Subscription Office 365
- 1x 4-in-1 Media Card Reader (SD, SDHC, SDXC, MMC)
- 2x 2W Dolby Audio Premium Speakers
- 1x HDMI

Feedback

Qty

The estimated delivery time will be approximately 3 - 5 business days from the time of order.

- ✓ 2nd Year Warranty
- ✓ Free Technical Support
- ✓ 90 Day Return Policy

[Learn About Costco Concierge Services](#)

**Drops & Spills Protection**  
**Computers**  
[Learn More >](#)

## Product Details

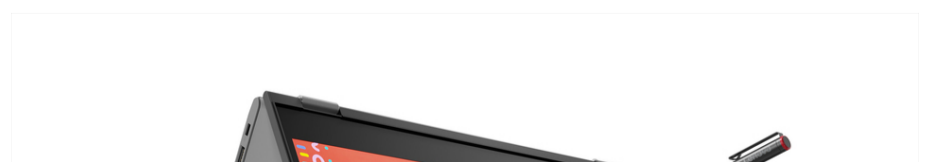
**Item may be available in your local warehouse, prices may vary.**

Product details have been supplied by the Manufacturer, and are hosted by a third party.

### Overview

#### Unleash your creativity

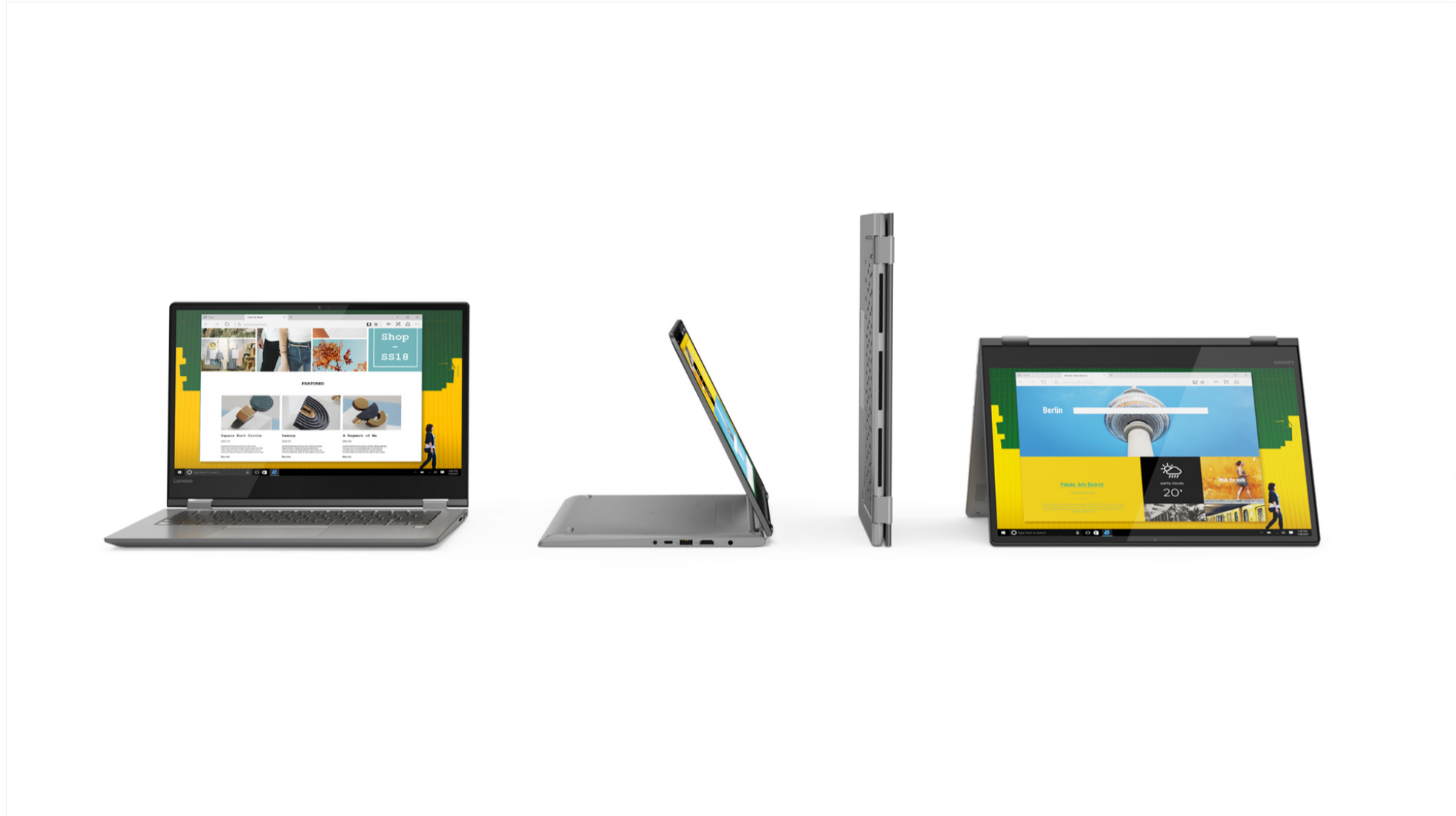
Meet the Lenovo Flex 14, an ultra-thin, sleek, compact 14" 2-in-1 laptop packed with features that will make the most of your



entertainment and creativity: premium Intel® Core™ i processing, Windows Ink support with Lenovo Active Pen included, and dazzling visual and audio clarity. Unique among 2-in-1s in its class, the Flex 14 features a three-sided narrow bezel display and Harmon speakers optimized with Dolby Audio Premium for an outstanding cinematic quality experience.



## Features



Feedback

### Get used to people staring

Featuring polished aluminum surfaces and a 360° hinge that effortlessly transitions from tablet to laptop mode and back, the Lenovo Flex 14 is as stylish as it is adaptable. Flex 14 also sports a high definition display with an ultra-thin bezel on three sides. When streaming video or movies, this bezel creates a theatre-like viewing experience.

### Also Includes Pen & Windows Ink

The Lenovo Active Pen, included, features pinpoint accuracy and palm-rejection technology, providing the natural feel of a pen-on-paper writing experience. Use it with Windows Ink, found on the Flex 14 taskbar, to turn thoughts into action. Draw on a map and get turn-by-turn instructions, employ some smart editing, get creative with extra detail, and more.



### Streamline your day

The Flex 14 is packed with speed and power to boost your productivity and creativity. The latest generation of Intel® Core™ i processing provides great touchscreen and pen responsiveness, fast bootups, and seamless multitasking. Get your work done, then take a break, watch a movie, play a game, and relax.



### Take it anywhere—even away from outlets

Measuring 3.7 lbs and .69" thin, the Flex 14 is portable enough to take anywhere.



### Stay connected

With 1 x 1 AC WiFi and a full array of ports—including USB-C 3.0, USB 3.0, and HDMI—the Flex 14 will keep you connected to the internet as well as to a variety of external devices and displays.

### It's like having a portable home theater

Settle in for a movie—you will see every frame in crisp detail on the Flex 14's wide-angle FHD display, edged with narrow bezels and featuring up to 250 nits brightness. Your sound will pop, too, with the virtual surround sound experience of Harmon Speakers optimized with Dolby Audio Premium.



Feedback

## Images



**Product Includes:**

- Lenovo Flex 6 2-in-1 Touchscreen Laptop
- Active Stylus
- 1 Year Subscription Office 365

**Processor & Memory:**

- 8th Gen Intel® Core™ i3-8130U Processor at 2.2GHz
- 8GB DDR4 (1-DIMM) 2400MHz RAM

**Operating System:**

- Microsoft® Windows 10 Home (64 bit)

**Drives:**

- 128GB PCIe Solid State Drive
- No Optical Drive

**Graphics & Video:**

- 14" Touchscreen LED-backlit IPS FHD (1920 x 1080) Display
- Integrated UHD 620 Graphics

**Communications:**

- 802.11 Wireless-AC + Bluetooth® 4.1
- Integrated 720p Webcam

**Audio:**

- 2x 2W Dolby Audio Premium Speakers

**Keyboard:**

- Backlit Keyboard

**Ports & Slots:**

- 1x USB 3.0 Type C
- 2x USB 3.0
- 1x HDMI
- 1x 4-in-1 Media Card Reader (SD, SDHC, SDXC, MMC)
- 1x Combination Audio Jack

**Additional Information:**

- Dimensions: 12.91" x 9.02" x 0.69"
- Approximate Weight: 3.67lbs
- 4-Cell 45WH Lithium Polymer Battery

Feedback

## Specifications



Brand

Lenovo

10

Computer Screen Type	Touch Screen
Computer Type	2-in-1 Laptop
Graphic Card	Intel UHD 620 Graphics
Model	81EM000CUS
Operating System	Windows 10
Optical Drive	No Optical Drive
Processor	Intel Core i3
RAM Included	8 GB
Resolution Description	Full HD
Screen Size	14 in.
SSD Size	128 GB

## Reviews (5)

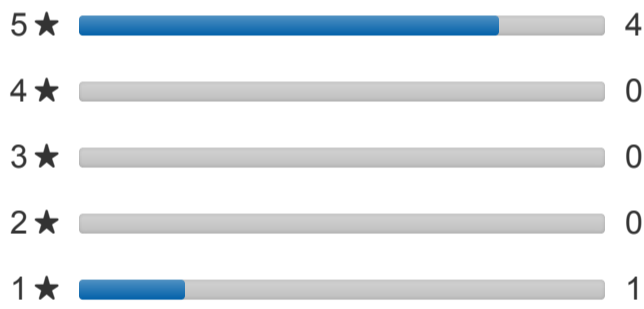
+ Feedback

Reviews

Write a review

### Rating Snapshot

Select a row below to filter reviews.



### Average Customer Ratings

Overall ★★★★★ 4.2

1-5 of 5 Reviews

? Sort ▾ ☰



★★★★★ glowspud · 20 days ago

★ Verified Purchaser

Great price on a great laptop

I searched high and low for a new 8th gen i3 laptop with an SSD and a 1080p screen that was priced affordably. This fit the bill perfectly, plus it had thinner than normal bezels on the screen which made it much more like other high-end notebooks that cost twice as much. So far, it's worked perfectly for my needs. It's not as light as a true ultra-book, but it definitely isn't too heavy. And this 14 in laptop fits in my 13 laptop bag thanks to the slim dimensions.

☑ Yes, I recommend this product.

Helpful? Yes · 18 | No · 0 Report



★★★★★ LR2018 · 19 days ago

★ Verified Purchaser

Awesome Screen and Fast

Bought this a new computer for a job. Excellent choice. Loads very fast, excellent screen. Very fast because of the digital drive. Highly recommend.

Home / McAfee Promo

# Lenovo Ideapad 330 15 Touchscreen Laptop - Intel Core i5

Item 1230143 | Model 81DJ0002US

**15.6" TOUCHSCREEN**

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**12GB MEMORY**

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**1.0TB HARD DRIVE**



Online Price	\$599.99
Less	-\$50.00
<b>Your Price</b>	<b>\$549.99</b>

\$549.99 After \$50 OFF

\$50 manufacturer's savings\*\* is valid 8/13/18 through 9/9/18. While supplies last.

Shipping & Handling: \$14.95\*

Features:

- Intel® Wireless-AC WLAN + Bluetooth 4.1
- 1x USB 3.0 Type C
- 1x HDMI
- 100/1000M Gigabit Ethernet (RJ-45 Connector)

Feedback

Qty

The estimated delivery time will be approximately 3 - 5 business days from the time of order.

Members Only: Warehouse pick up is available for this item and standard delivery time will apply. Valid state or government-issued photo ID is required at the time of pick up.

Add to Registry

- ✓ 2nd Year Warranty
- ✓ Free Technical Support
- ✓ 90 Day Return Policy

[Learn About Costco Concierge Services](#)

**Drops & Spills Protection**

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**Computers**

[Learn More >](#)

## Product Details



**Costco Member Special Offer** 

Purchase this computer and receive a 1-year subscription to **McAfee® Multi Access**—FREE download will be emailed. [Learn More](#)

**Processor & Memory:**

- Intel® Core™ i5-8250U Processor at 1.6GHz
- 12GB DDR4 1-DIMM 2133MHz RAM

**Operating System:**

- Microsoft® Windows 10 Home (64 bit)

**Drives:**

- 1TB 5400RPM SATA Hard Drive
- DVD-RW (Writes to DVD/CD)

**Graphics & Video:**

- 15.6" Touchscreen HD LED Backlight (1366 x 768) Display
- Intel Integrated 620 Graphics

**Communications:**

- Intel® Wireless-AC WLAN + Bluetooth 4.1
- 100/1000M Gigabit Ethernet (RJ-45 Connector)
- Integrated (720p) Webcam

**Audio:**

- 2x 1.5W speakers with Dolby® Audio Processing

**Keyboard:**

- Standard Keyboard

**Ports & Slots:**

- 1x USB 3.0 Type C
- 2x USB 3.0
- 1x HDMI
- 1x Media Card Reader
- 1x Combination Audio Jack

**Battery:**

- 2-cell 30WH Up to 5-hour Battery

**Additional Information:**

- Dimensions: 14.88" x 10.24" x 0.9"
- Approximate Weight: 4.84lbs

**Specifications**

Brand

Lenovo

Computer Screen Type

Touch Screen

13

Feedback

Computer Type	Laptop
Graphic Card	Integrated Graphics
Hard Drive Size	1 TB
Model	81DJ0002US
Operating System	Windows 10
Optical Drive	DVD±RW
Processor	Intel Core i5
RAM Included	12 GB
Resolution Description	HD
Screen Size	15.6 in.

## Reviews (1)



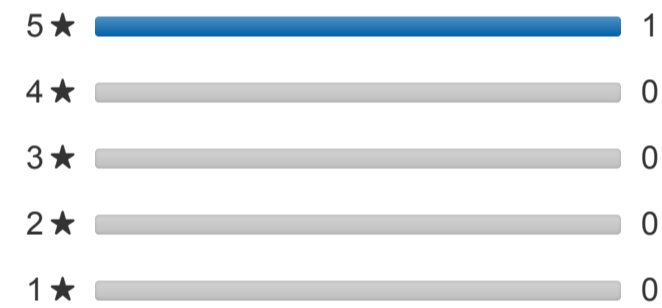
Reviews

Write a review

Feedback

### Rating Snapshot

Select a row below to filter reviews.



### Average Customer Ratings

Overall ★★★★★ 5.0



★★★★★ betty18 · 7 days ago  
great computer

★ Verified Purchaser

needed to purchase a new computer and the person who services our computers when we have problems told us about this brand and that Costco was a good place to buy it. We bought it on his recommendation and are very happy with it. I previously had a Dell and had problems with it from the day I bought it. Would never spend that much again or never buy a Dell again.

Yes, I recommend this product.

Helpful? Yes · 3 | No · 0 Report

## Shipping & Returns



\*\* State law may require sales tax to be charged on the pre-discounted price if the product is subject to sales tax.

Standard shipping is via UPS Ground. **The estimated delivery time will be approximately 3 - 5 business days from the time of order.**

Express shipping is via UPS. **The estimated delivery time will be approximately 1 - 2 business days from the time of**



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Roll over image to zoom in

AmazonBasics

### AmazonBasics 15.6-Inch Laptop and Tablet Bag

★★★★☆ 12,528 customer reviews | 838 answered questions

Amazon's Choice for "laptop+bag"

Price: \$14.99 ✓prime

Get \$70 off instantly: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card.

Size: 15.6 Inch

- 7-10 Inches
- 11.6 Inch
- 14 Inch
- 15.6 Inch**
- 17.3 Inch

Style: 1-Pack

- 1-Pack**
- 10-Pack
- 24-Pack

Configuration: Bag

- Bag**
- Bag and Wireless Mouse

- Slim, compact case is perfect for carrying laptops up to 15.6-inches without the unnecessary bulk
- Accessory storage pockets for portable mouse, iPod, cell phone and pens
- Includes padded shoulder strap
- Internal Dimensions: 14.7" x 2.2" x 11.2" (LxWxH)
- External Dimensions: 15.5" x 2.8" x 12" (LxWxH)

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Ships from and sold by Amazon.com in easy-to-open packaging. Gift-wrap available.

Qty: 1 ▾

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2-year Accident Protection for \$2.89

Add to Cart

Buy Now

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Buy Used \$12.74

Add to List

Add to your Dash Buttons

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Total price: \$404.40

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Add all three to List



## Town of Yacolt Request for Council Action

### CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

**Name:** Dawn Salisbury                      **Group Name:**  
**Address:**    **Phone:**  
**Email Address:**                                      **Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Update Personnel Policy Section 5.3 PAY DAYS

**Proposed Meeting Date:** 9/4/2018

**Action Requested of Council:** Approve changing the Town pay days from the last day of each month to the 5<sup>th</sup> and the 20<sup>th</sup> of each month.

**Proposed Motion:** I make a motion to approve changing the Town pay days to the 5<sup>th</sup> and 20<sup>th</sup> of each month beginning October 1<sup>st</sup>, 2018.

**Summary/Background:** The policy as it is written now makes employees guess at their hours for the last 3 days of each month as we need to process payroll 2 days before the end of the month to allow for the banks 2 day processing requirement for direct deposit. Moving the pay days will take the guess work out of payroll and will align the Towns pay periods to a common industry standard.

This change will incur an added cost of \$1.40 per month for the additional direct deposit.

**Staff Contact(s):** Dawn Salisbury



## CHAPTER 5 COMPENSATION

### 5.1 SALARY CLASSIFICATION AND GRADES

Each job title within the Town is classified into one of the Town's classifications for salary purposes. Each classification is designated a particular salary or salary range shown on the Town's salary and wage schedule, which is approved annually by the Town Council.

### 5.2 EMPLOYEE PAY RATES

Employees shall be paid within the limits of the wage range to which their positions are assigned. Usually, new employees will start their employment at the minimum wage rate for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training, or proven capability warrant, or when prevailing market conditions require a starting rate higher than the minimum.

Pay increases are contingent on satisfactory performance. If an employee's performance is consistently unsatisfactory, the Mayor may defer a scheduled pay increase for a stipulated period of time or until the employee's job performance is satisfactory.

The Mayor may propose and the Town Council may grant an across-the-board pay adjustment (cost-of-living increase) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

An employee promoted to a position in a higher classification and salary range shall receive the next highest available pay step in the new range.

### 5.3 PAY DAYS

~~Town employees are paid monthly on the last day of each month.~~ **Town employees are paid twice monthly on the 5<sup>th</sup> and 20<sup>th</sup> of each month. Pay periods will be the 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the end of the month.** If a regularly scheduled payday falls on Saturday or Sunday, paychecks will be distributed on Friday; if it falls on a holiday, paychecks will be distributed on the previous regularly scheduled working day.

### 5.4 DEDUCTIONS

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The Town will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, by applicable union contract, or by statute.

**TOWN OF YACOLT**

**Resolution #571**

**A RESOLUTION FOR THE TOWN OF YACOLT WASHINGTON AMENDING SECTION 5.3 PAY DAYS OF THE TOWN'S PERSONNEL POLICIES AND PROCEDURES MANUAL**

**Whereas**, the Town Council desires to amend the Town's Personnel Policies & Procedures Manual Section 5.3 Pay Days to better align with industry standards.

**Whereas**, the Town Council prepared the attached Personnel Policies & Procedures Manual (Exhibit A) as a current guide and reference for the Town's employees;

**Whereas**, nothing in the Town's Personnel Policies & Procedures Manual creates an express or implied contract or promise concerning the Town's policies or practices , including policies or practices the Town may implement in the future;

**Whereas**, the Town retains the right to establish, change, and abolish these policies , practices, rules, and regulations at will and as it sees fit; and,

**Whereas**, the Town Council of Yacolt is in regular session this 4<sup>th</sup> day of September, 2018, and all members of the Town Council have had notice of the time, place, and purpose of said meeting:

This Resolution shall take effect immediately upon adoption.

RESOLVED by the Town Council of the Town of Yacolt, Washington, at a regular meeting thereof this 4<sup>th</sup> day of September, 2018.

**ATTEST:**

**TOWN OF YACOLT**

\_\_\_\_\_  
Dawn Salisbury, Clerk

\_\_\_\_\_  
Vince Myers, Mayor



## Town of Yacolt Request for Council Action

### CONTACT INFORMATION FOR PERSON/GROUP/DEPARTMENT REQUESTING COUNCIL ACTION:

**Name:** Dawn Salisbury      **Group Name:**  
**Address:** Town Hall      **Phone:** 3606863922  
**Email Address:** [dawn.salisbury@townofyacolt.com](mailto:dawn.salisbury@townofyacolt.com)      **Alt. Phone:**

### ITEM INFORMATION:

**Item Title:** Electronic Device Policy

**Proposed Meeting Date:** 9/4/2018

**Action Requested of Council:** Compare the two versions of the Electronic Device Policy. Give direction on whether you would like to keep the current policy or pass Resolution #572 accepting the updated policy.

**Proposed Motion:** I make a motion to approve Resolution #572 amending the Town's Electronic Device Policy section 13 concerning passwords.

**Summary/ Background:** Council had previously approved Resolution #552 accepting the current Electronic Device Policy. The original policy had paragraph 13 that had been questioned by the council and was removed prior to accepting the Electronic Device Policy. The mayor re-wrote the original paragraph 13 to include language regarding the safekeeping of passwords. Included is the version accepted with Resolution #552 and the proposed new policy.

**Staff Contact(s):** Dawn Salisbury, Katie Younce

- g. Distributing unauthorized broadcast messages, soliciting or proselytizing others for commercial ventures, religious or political causes, or other non-job related matters except as provided elsewhere in this policy.
- h. Accessing or distributing offensive or pornographic materials.
  - 1. Using Town-provided Wi-Fi for personal use, to accomplish personal gain, or to manage a personal business.
- J. Downloading or distributing copyrighted materials not owned by the Town including software, photographs, or any other media except when authorized by the Mayor or Town Clerk as it pertains to work related issues.
- k. Developing or distributing programs that are designed to infiltrate computer systems internally or externally (viruses) or intentionally disrupting network traffic or crashing the network and connected systems.
- l. Accessing or downloading any resource for which there is a fee without prior appropriate approval.
- m. Representing yourself as another user or employee, forging electronic mail messages, unauthorized access of others' files with no substantial business, or vandalizing the data of another user.
- n. Attempting to access any system, which a council member or employee is not authorized to access. (hacking)
- o. Giving your user name and password to anyone, except the Town Clerk or designee for any purpose.
- p. Inappropriate use, which is defined by the Town to be a violation of the intended purpose of any electronic media.

12) Users should be attentive to emails that may have unusual or questionable subject lines to mitigate spam, phishing scams and script born viruses that come into the network through email attachments or by clicking on links that lead to hostile web sites. If you suspect phishing scams or script born viruses in email attachments immediately contact the Town Clerk.

13) The Town of Yacolt will take the necessary steps to protect the confidentiality, integrity, and availability of all of its critical information. Critical information is defined as information which if released could damage the Town financially; put council members and employees at risk; put facilities at risk; or could cause legal liability. Examples of critical data include: employee health information, social security numbers, credit card holder information, banking information, police crime investigation, etc.

- a. Elected officials and employees with access to critical information are responsible for its protection. Elected officials and employees must take reasonable steps to ensure the safety of critical information including: avoiding putting critical data on laptops; encrypting data at any time it is electronically transported outside the Town network; not storing, saving, or transmitting critical data to a home computer or other external computer; ensuring inadvertent viewing of information does not take place; and destroying or rendering the information unreadable when done with it.

- j. Downloading or distributing copyrighted materials not owned by the Town including software, photographs, or any other media except when authorized by the Mayor or Town Clerk as it pertains to work related issues.
- k. Developing or distributing programs that are designed to infiltrate computer systems internally or externally (viruses) or intentionally disrupting network traffic or crashing the network and connected systems.
- l. Accessing or downloading any resource for which there is a fee without prior appropriate approval.
- m. Representing yourself as another user or employee, forging electronic mail messages, unauthorized access of others' files with no substantial business, or vandalizing the data of another user.
- n. Attempting to access any system, which a council member or employee is not authorized to access. (hacking)
- o. Giving your user name and password to anyone, except the Town Clerk or designee for any purpose.
- p. Inappropriate use, which is determined by the Town to be a violation of the intended purpose of any electronic media.

12) Users should be attentive to emails that may have unusual or questionable subject lines to mitigate spam, phishing scams and script born viruses that come into the network through email attachments or by clicking on links that lead to hostile web sites. If you suspect phishing scams or script born viruses in email attachments immediately contact the Town Clerk.

13) The Town will assign an initial password for access to the assigned device. Each user is responsible for immediately changing the password(s) for their assigned device. The users will write their password on a 3x5 index card which will then be sealed in an envelope such that it cannot be read from the outside. The envelope will be turned over to the Town Clerks office where it will be placed in the Town safe for emergency use. The use of another user's account or attempt to capture other users' passwords is prohibited. Each user is responsible for restricting unauthorized access to the network by locking their computer or logging out of their computer account when leaving their computer unattended. Council members and employees who discover unauthorized use of their accounts must immediately report it to the Town Clerk.

14) The Town of Yacolt will take the necessary steps to protect the confidentiality, integrity, and availability of all of its critical information. Critical information is defined as information which if released could damage the Town financially; put council members and employees at risk; put facilities at risk; or could cause legal liability. Examples of critical data include: employee health information, social security numbers, credit card holder information, banking information, police crime investigation, etc.

- a. Council members and employees with access to critical information are responsible for its protection. Council members and employees must take reasonable steps to ensure the safety of critical information including: avoiding putting critical data on laptops; encrypting data at any time it is electronically transported outside the Town network; not storing, saving, or transmitting critical data to a home computer or other external computer; ensuring