



CITY OF MATTAWA COUNCIL MEETING AGENDA

August 07, 2025
5:30 P.M.

Call to Order:

Roll Call: Mayor Maria Celaya, Sun Hwang, Brian Berghout, Silvia Barajas, Tony Acosta,
Alex Heredia, Fabiola Hernandez, Wendy Lopez

I. Additions/Approval of Agenda:

II. Public Comments:

III. Consent Agenda/Informational:

- Minutes- Council Meeting Minutes 07.17.25
- Gray & Osborne Project Summary 07.23.25
- SCJ Alliance – Monthly Update 07.31.25
- Revenues & Expenditures YTD Report
- 2025 Claims EFT & Checks Approval #21168-21192 -- \$178,529.28
- 2025 Payroll EFT & Checks Approval #32044-32051 -- \$106,219.13
- Treasurer Report

IV. Reports:

SCJ Alliance Report

Mayor Report

Council Report

Police Department Report

Public Works Department Report

V. Council, Items for Motion (Old Business):

None.

VI. Council, Items for Motion (New Business):

1. **Our Lady of the Desert Parish - Parade Event Permit**
2. **Change Order #2 - WWTF Improvements**
3. **Change Order #3 - WWTF Improvements**
4. **Rate Study Update**
5. **Request for Consent to Co-locate - US Cellular**
6. **SRO Agreement for 2025/2026 & 2026/2027 School Years**
7. **MPD Laptop Purchase**
8. **AWC Representative - Sun Hwang**

VII. Executive Session (RCW 42.30.110 (1iii) Potential Litigation)

VIII. Adjournment:

**** M/s; Acosta / Hwang motion that bills, checks, payroll, 07.03.25 meeting minutes be approved.
Motion carried.**

IV. Reports:

Mayor's Report

****Mayor Celaya reported that we are ready for the movie night tomorrow & yard sales on Saturday. Fred Hutch Cancer Center is organizing the event; Dept. of Ecology will be there.**

Council Report

****Councilman Acosta would like to start looking at dates for a council budget retreat, Councilman Berghout suggested an off Thursday and sooner rather than later. Councilwoman Lopez agreed.**

Police Department Report

****Chief provided an activity log for LE calls, other than that nothing else to report.**

Public Works Department Report

**** Well No. 2 project is ongoing, most of the exterior site work is almost complete. The fence installation will take place within the next few days. Most of the work is electrical; we are waiting on the VFD and generator to arrive for installation.**

**** The WWTF Improvements project is ongoing, the electrical conduit/spaghetti wires are now covered. Staff have taken lots of pictures to locate cables. An air leak on the aviation line was discovered; the line will need to be reviewed and prepared before buried.**

**** The street project is near completion; road stripping is anticipated soon.**

V. Council, Items for Motion (Old Business):

None.

VI. Council, Items for Motion (New Business):

- 1. Gray & Osborne, Inc. – Proposal & Contract for Professional Engineering Services 2025-2026
M/s; Berghout / Acosta motion to approve this contract. Motion carried.**
- 2. Change Order #4 – Well 2 Re-Equipping
M/s; Heredia / Barajas motion to approve. Motion carried.**
- 3. Progress Estimate #8 – Well 2 Re-Equipping
M/s; Acosta / Berghout motion to approve. Motion carried.**
- 4. Progress #13 – WWTF Improvements
M/s; Berghout / Barajas motion to approve. Motion carried.**

5. **Progress #1 – 2025 Pavement Preservation**
M/s; Acosta / Lopez motion to approve. Motion carried.
6. **TIB Grant Application & Submittal – Sidewalk**
M/s; Barajas / Acosta motion to approve. Motion carried.
7. **FTO Services Agreement – Quincy PD**
M/s; Acosta / Berghout motion to approve. Motion carried.

VII. Executive Session (RCW 42.30.110 1i-Potential Litigation & 42.30.110 1h-qualifications of elective office)

The session started at 6:00 pm for 15 minutes and a possible decision at the end.
The session extended an additional 20 minutes.
The session closed at 6:35 pm.

- *M/s; Berghout / Acosta motion to approve mayor to sign letter for legal services. Motion carried.
- *M/s; Berghout / Heredia motion to excuse councilwoman Lopez for a period of 3 months. Motion carried.

VIII. Adjournment:

The council meeting was adjourned at 6:36 P.M. M/s; Berghout / Barajas. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

Gray & Osborne/City of Mattawa Project Summary (7/23/25)

Development Projects

Hwang Subdivision – Jamin Ankney, Mike Meskimen

Project Number: 21845.05/24858.03

Funded: Developer Contributions

- Development agreement completed
- Completed review of construction drawings
- Completed preconstruction conference
- G&O is providing part-time inspection
- Final plat comments have been provided to the City
- Infrastructure punch list has been provided to the developer – items have been completed, pending final City review

Bodrero Development – Jamin Ankney, Mike Meskimen

Project Number: 21845.07/21845.21

Funded: Developer Contributions

- Preliminary subdivision review period complete
- Completed review of construction drawings
- Completed preconstruction conference
- Part-inspection will be provided during construction
- Infrastructure installation for Phases I&II is complete, including punch list items
- Phase III will likely not start until next year

S4 Retail Development – Jamin Ankney, Mike Meskimen

Project Number: 21845.14

Funded: Developer Contributions

- Completed multiple reviews of construction drawings
- G&O's comments on the engineering plans have been satisfied

Portage Court (Balaggan) Development – Jamin Ankney, Mike Meskimen

Project Number: 21845.16

Funded: Developer Contributions

- Completed first review of construction drawings
- Completed second review of construction drawings
- Have responded to multiple questions from the developer

Transportation Projects

TIB Applications – Mike Meskimen, Julio Renteria, Michael Woodkey

Project Number: TBD

- Applications are due August 2025
- Funding for sidewalk projects is available

UPWP Funding Application – Russ Powers, Michael Woodkey

Project Number: OH250.39

- Opportunity to apply for transportation planning money
- Submission of funding application for Government Rd feasibility update with roundabout analysis

2025 RED Town Initiative – Michael Woodkey, Christian Weishaar

Project Number: 24881

Project Completion: August 2025

Funded: TIB

- TIB has offered the City an out-of-call project
- Design for the project is complete
- Bids for the project were received on 4/8
- Award of the project was awarded at the 5/1 council meeting
- Construction is mostly complete
- Total Budget: \$1,300,000

Government Road Feasibility Study Update – Mike Meskimen, Julio Renteria, Michael Woodkey

- City may budget this effort for next year
- City to determine next steps desired
- Updated cost ranges provided by G&O for budgeting

Water System Projects

Well 2 – Re-equipping Design and CA – Jamin Ankney, Jared McMeen

Project Number 22867/24846

Project Completion: September 2024

Funded: City Water Fund/Public Works Board

- Final design and construction funding for the project will be from the PWB
- A funding scope change is being processed that will increase the grant to 50%
- Construction is ongoing and progressing well
- Contractor may have a suspension of work during August while waiting for electrical equipment
- The current schedule shows completion in late September
- Total Budget: \$2,900,000

CDS Funding Compliance Assistance – Russ Powers, Jamin Ankney

Project Number: 24847

Project Completion: July 2025

Funded: CDS funding

- G&O is completing the paperwork for CDS funding
- Confirmation has been received that this effort will be reimbursed from the CDS funding

- The City can move forward with the project
- **Total Budget \$7,780**

Water Rights Assistance – Dan Haller (Aspect Consulting), Jamin Ankney

- Project Number: 24884
- Project Completion: 2025
- Funded: City
- The water rights application was submitted to Ecology
- **The meeting with the School District Board was completed**
- **Draft agreement for the water rights issue is being prepared**
- **Total Budget: \$9,930**

SCADA Upgrade – Jamin Ankney, Brad Bailey (Conley Engineering)

- Project Number: 24886
- Project Completion: 2025
- Funded: DWSRF
- City has had recent issues with the SCADA system and is working with Connetix to address the issues.
- Connetix provided a cost estimate for improvements for use in procuring future funding
- **DOH approved the contract documents**
- **The project advertised for bids on July 9**
- **The bid opening is scheduled for July 31**
- **Total Budget: \$134,000**

Well 5 Siting Analysis and Drilling Design – Jamin Ankney, Aspect Consulting

- Project Number: TBD
- Project Completion: 2025
- Funded: DWSRF
- **This work is progressing on the siting analysis so that the City has a clear plan for the potential locations of Well 5**
- **City staff have been consulted on possible Well 5 locations**

PWB Funding Applications – Russ Powers, Jamin Ankney

- **Opportunity to apply for PWB funding for infrastructure projects**
- **City applying for Reservoir 2 recoating and valve replacement projects**

Re-equipping Well 2 Construction/Well 5/Pressure Zone Improvements – Jamin Ankney, Jared McMeen, Russ Powers (funding)

- Applied for Congressional Funding Application – Received funding
- Applied for Legislative Appropriation – Did not receive funding
- Applied to CDBG – Did not receive funding
- Applied to PWB – Received funding
- Applied to DWSRF – Received funding – terms still TBD.
- Added SCADA upgrades to funding application to DWSRF

- Based on discussion with funders PWB funding will be used for Well 2, while the rest of the project will be funded by DWSRF and CDS
- **Total Budget: \$7,200,000**

Future/Pending Water System Projects

Reservoir Project – Jamin Ankney, Myron Basden

- Coating Project
- Reservoir No. 1 – No need to evaluate until 2029.
- Reservoir No. 2 – Need to evaluate in 2025 for potential coating project.
- **Total Budget: Not an active project**

Wastewater System Projects

WWTF Fire Assistance – Nancy Wetch, Russ Powers

Project Number: 20827

Project Completion: November 2023

Funded: Insurance Reimbursement/City Funds (Ecology Emergency Funding)

- Phase 1 – Blower Procurement
- Phase 2 – Building Restoration
- Phase 3 – Equipment Installation
- **Total Budget: The total cost of the fire response, cleanup, design, construction, etc., is not completely known at this time as costs are still being assembled and approved by the insurance company.**

Initial Emergency Response (G&O does not have total cost)

Engineering: \$414,840 (insurance will reimburse)

Phase I: \$93,505.84 (insurance will reimburse)

Phase II: \$320,864 (insurance will reimburse)

Phase III: \$1,189,148 (working on insurance reimbursement, City will be responsible for some costs – TBD)

- City has all costs in hand and can proceed with closeout
- The City will still need to pay the retainage to Apollo, but can request this from the insurance now
- Apollo has indicated that they will address the baseboard warranty issue
- Apollo has been notified about the filtrate pump issue

WWTF Improvements Construction – Tim DeVries, Nancy Wetch, Jamin Ankney

Project Number: 19044.01

Project Completion: 2025 (for construction completion)

Funded: Ecology Water Quality Funding

- Current schedule appears to extend beyond the allowed construction days – an updated schedule has been received and a response has been provided to the contractor
- Ecology has added the control panel upgrades to the funding agreement and a change order proposal for this work is pending

- The City's change order to add working days has been executed and the contractor has filed a protest
- G&O has responded to the contractor's protest, denying both of their requests
- The contractor resumed work the week of 4/14
- **The contractor's most recent schedule showed completion in mid-November 2025**
- **A few outstanding change order options are being discussed**
- **The contractor has filed a claim related to their previous protests – the claim was evaluated and rejected by the City**
- **Total Budget \$5,883,000 (includes design, construction, construction administration)**

WWTF Solids Handling Analysis – Nancy Wetch, Jamin Ankney

Project Number: 23813

Project Completion: July 2024

- Council presentation was completed on 7/18
- Council approved a funding application to Ecology at the August 15 council meeting
- Ecology funding application was submitted
- The City is on the draft Ecology funding list for this project
- **Total Budget \$24,200**

Sewer System Improvements (Portage Avenue LS Elimination) – Jamin Ankney, Justin Wies

Project Number: 24817

Project Completion: 2026

Funded: Ecology Grant/Loan

- Ecology is finalizing the funding agreement
- City has obtained signed landowner agreements with the property owners to complete the preliminary work
- Ecology has indicated that a cultural resource survey will be required prior to ground disturbing activities
- Slight changes in the proposed route were made to better serve future development in the area
- **Draft contract documents were submitted to Ecology – their comments are currently being reviewed and responses prepared**
- **Obtained approved from the County for the detour**
- **Coordinating with WSDOT for traffic control approval**
- **The poplar trees along the property line may require a realignment at the east end of the project**
- **Once alignment is finalized, will need to have easements prepared and signed by property owners**
- **Total Budget \$207,500**

Other Projects

City Hall Feasibility Analysis – Jamin Ankney, Aaron Pease

Project Number 23856

Project Completion: November 2023

Funded: City

- City could consider funding options for the selected alternative.
- City may consider proceeding with conceptual design to aid in future funding efforts.
- **Total Budget \$27,700**

Next Meeting – August 13, 2025, 10 am



City of Mattawa Planning: Monthly Update

Date: July 31, 2025

From: Rachele Bradley, Mattawa Contract Planner SCJ Alliance

The purpose of this document is to provide the Mattawa City Council with a written monthly update regarding current planning development for those who have submitted an application and paid fees as well as general planning inquiries. This report will be provided in the Council packet as part of the consent agenda. SCJ Alliance Planning Consultants will provide a verbal update to the Council upon specific request.

Development Review

	Project	Type	Status	Contact
1.	Bodrero Estates	Major Plat	Received building permit for a residential dwelling on Lot 35 on 7/21 and is in review.	Drew Scott, CAD Homes
2.	Hwang Final Plat	Major Plat	Final plat approval issued by the Hearing Examiner on 6/26 and the appeal period ended on 7/23.	Sun Hwang, Owner
3.	S4 Retail Development	CUP and Variance	No planning updates.	Hardeep Singh, Owner and Trav Story, Simpli Civil Engineering
4.	Balaggan Short Plat & Townhomes	Short Plat	No planning updates.	Milenko Kulasevic, Draftco Designs
5.	Balaggan Travel Plaza	CUP	No planning updates.	Shane O'Neill, Clover Planning
6.	Lopez Final Plat	Short Plat	Final plat approval issued on 07/14.	Macario Lopez, Owner
7.	Quevedo LLA	Boundary Line Adjustment	Received proposed legal description from applicant on 7/21. Completed the recording form and approval on 7/28.	Jacobo Quevedo

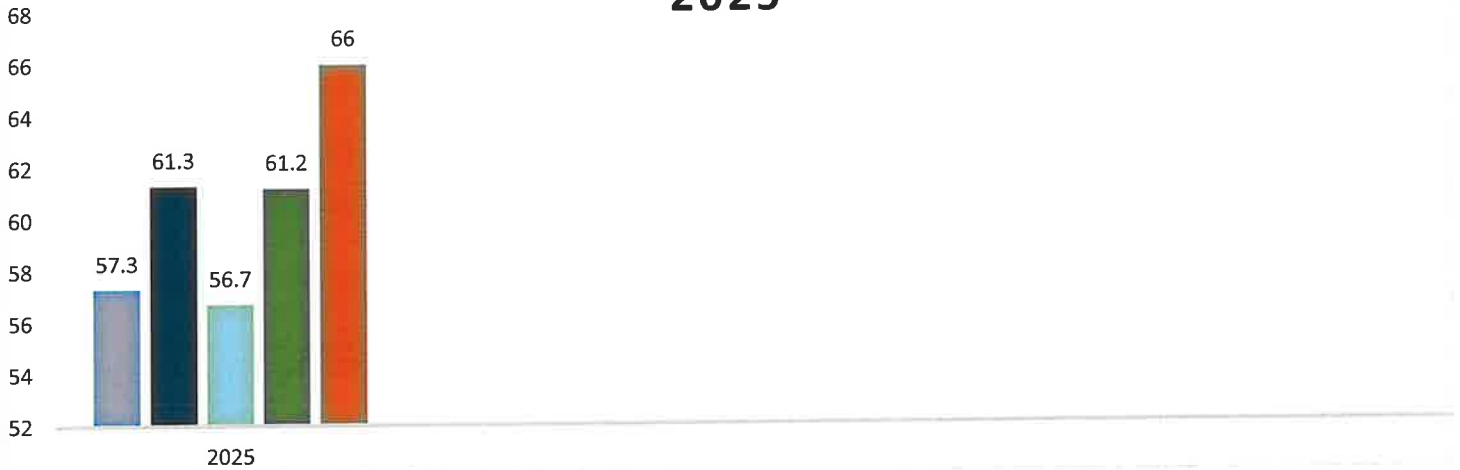
Administrative Inquiries

	Project	Type	Status	Contact
1.	215 Rattray – Shed	Building Permit	Received building permit for a shed on 7/22 at a Bodrero Estates home. Planning review completed on 7/31.	Elsa Figueroa
2.	403 Bess Drive (Lot 2) Dwelling Unit	Building Permit	Received building permit for a single-family dwelling unit on Lot 2 of the Celestino/Bess short plat on 7/22, and planning review completed on 7/31.	Marcela Celestino
3.	Rubalcava Building Inquiry	Inquiry/Pre-Application	Informal pre-application on 6/19 with the applicant and provided notes on the same day regarding variance requirements and building options.	Cynthia Rubalcava
4.	218 Cooper St Porch	Building Permit	Received permit for a porch on 6/12. Planning review completed on 6/30.	Jaime DeLaCruz
5.	WA 243 & Rd 24 Property	Inquiry	Administrative code interpretation inquiry received on 7/14 for laundromats parking requirement classification and response provided same day.	S4 Retail LLC
6.	407 Cooper St	Inquiry	Inquiry received on 6/25 regarding potential building area for the property and lot coverage. Replied on 7/8 with information.	Jose Rodriguez

General Planning

	Project	Status	Contact
1.	Mattawa Climate & Resiliency Element	All final deliverables and draft climate element sent to Commerce end of June. Contract amendment processed to adopt the element simultaneously with the periodic update in 2027 and final roll out of the element.	Rachelle Bradley
2.	Mattawa 2027 Comprehensive Plan periodic update	Received letter from the Department of Commerce about the periodic update grant funding application due in October to update the city's comprehensive plan. SCJ is working on a scope of work and the grant application.	Rachelle Bradley

YEAR-TO-DATE REVENUES 2025



- In a 12-month basis we should be around **59%** of expected revenue received.

001 General Fund (57.3%):

2025 Revenue Amount Budgeted: **\$1,597,807.00**

2025 Revenue Received: **\$915,535.35**

07 Public Safety Fund (61.3%):

2025 Revenue Amount Budgeted: **\$269,000.00**

2025 Revenue Received: **\$164,970.80**

401 Water Operating Fund (56.7%):

2025 Revenue Amount Budgeted: **\$901,415.00**

2025 Revenue Received: **\$511,496.47**

405 Sewer Operating Fund (61.2%):

2025 Revenue Amount Budgeted: **\$956,735.00**

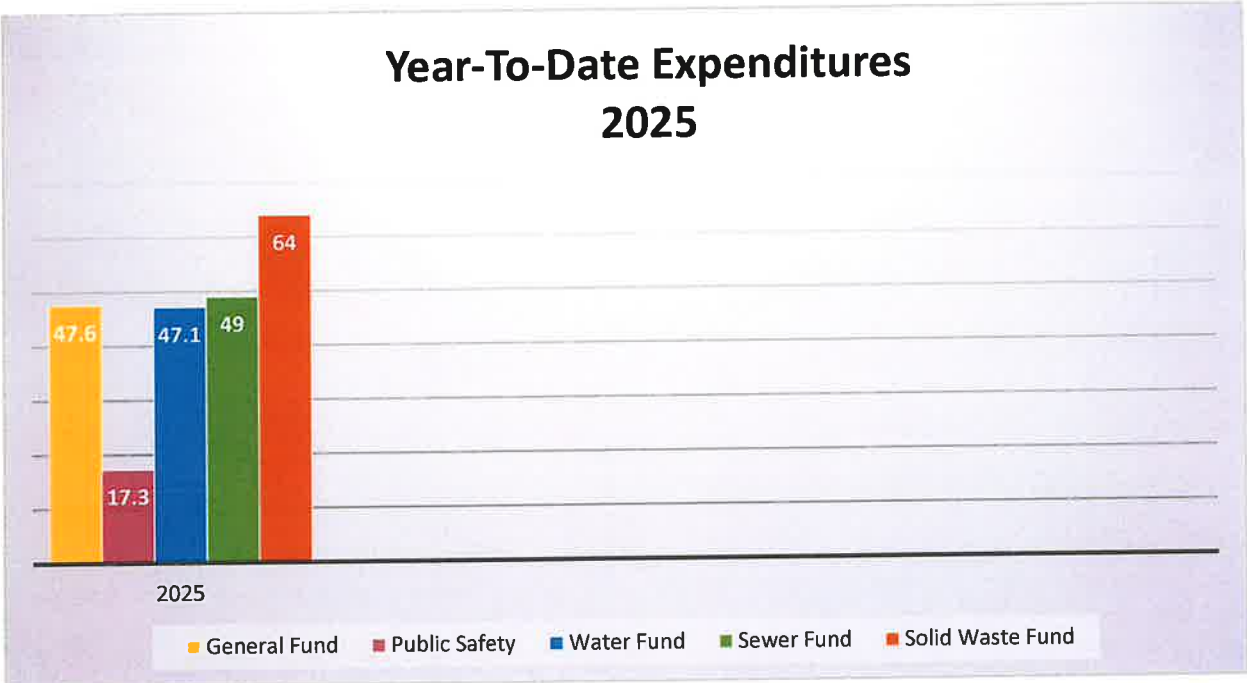
2025 Revenue Received: **\$585,852.40**

420 Solid Waste Fund (66.0%):

2025 Revenue Amount Budgeted: **\$431,700.00**

2025 Revenue Received: **\$285,097.67**

Year-To-Date Expenditures 2025



- In a 12-month basis we should be at or less than **59%** in expenditures.

General Fund (47.6%):

2025 Expenditures Budgeted: **\$1,986,969.00**

2025 Expenditures: **\$946,598.37**

Public Safety Fund (17.3%):

2025 Expenditures Budgeted: **\$269,000.00**

2025 Expenditures: **\$46,668.48**

Water Fund (47.1%):

2025 Expenditures Budgeted: **\$900,598.60**

2025 Expenditures: **\$423,763.98**

Sewer Fund (49.0%):

2025 Expenditures Budgeted: **\$956,392.00**

2025 Expenditures: **\$468,568.76**

Solid Waste (64.0%):

2025 Expenditures Budgeted: **\$431,700.00**

2025 Expenditures: **\$276,327.53**

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:48:37 Date: 08/04/2025

As Of: 08/07/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
18468	08/07/2025	08/07/2025	3627		
			ANATEK LABS INC-SPOKANE	495.00	RC Samples
	534 10 41 02	Chemical Samples	401 000 534 Water Operatin	240.00	DM RC Samples
	535 10 41 02	Testing Samples	405 000 535 Sewer Operatin	255.00	WWTF RC Samples
18477	08/07/2025	08/07/2025	1886		
			CENTURY LINK	73.22	WWTP SCADA System
	535 10 42 00	Telephone	405 000 535 Sewer Operatin	73.22	WWTP SCADA System
18478	08/07/2025	08/07/2025	1886		
			CENTURY LINK	135.43	Lift Station
	535 10 42 00	Telephone	405 000 535 Sewer Operatin	135.43	Lift Station
18464	08/07/2025	08/07/2025	1251		
			CITY OF MATTAWA-UTILITIES	3,530.35	City Of Mattawa UtilitiesJuly 2025
	518 30 47 14	City Hall Utilities	001 000 518 Current Expens	108.63	City Hall
	543 30 47 00	Utilities	101 000 543 Street Fund	108.63	Shop
	572 20 47 00	Library - Utility Services	001 000 572 Current Expens	222.84	Library
	576 80 47 00	Park Utilities	001 000 576 Current Expens	2,999.60	Park
	576 80 47 00	Park Utilities	001 000 576 Current Expens	45.33	Skatepark
	576 80 47 00	Park Utilities	001 000 576 Current Expens	45.32	Basketball Court
18453	08/07/2025	08/07/2025	2150		
			CODE PUBLISHING INC	503.34	Annual Maintenance
	511 30 41 00	Code Book Update	001 000 511 Current Expens	503.34	Annual Maintenance
18439	08/07/2025	08/07/2025	112		
			COLUMBIA BASIN HERALD	142.79	Ad. Notice For Hwang Final Plat
	518 30 41 00	Publishing	001 000 518 Current Expens	142.79	Ad. Notice For Hwang Final Plat
18481	08/07/2025	08/07/2025	108		
			CONSOLIDATED DISPOSAL	23,190.69	Waste Services July 2025
	537 10 33 00	Consolidated Disposal	420 000 537 Solid Waste Fu	23,190.69	Waste Services July 2025
18472	08/07/2025	08/07/2025	3858		
			CPU MATTAWA GROCERY	312.00	Postage
	514 23 31 00	Postage	001 000 514 Current Expens	78.00	Postage
	534 10 30 02	Postage	401 000 534 Water Operatin	78.00	Postage
	535 10 31 01	Postage	405 000 535 Sewer Operatin	78.00	Postage
	537 10 31 01	Postage	420 000 537 Solid Waste Fu	78.00	Postage
18474	08/07/2025	08/07/2025	2304		
			FIRST BANKCARD	2,080.46	Credit Card Expenses- PW
	518 30 48 00	Repair And Maintenance	001 000 518 Current Expens	89.96	Magic Crack Filler
	534 10 30 02	Postage	401 000 534 Water Operatin	800.25	CCR Report Postage
	534 10 41 05	Professional Services	401 000 534 Water Operatin	21.67	Acrobat Pro
	534 10 41 05	Professional Services	401 000 534 Water Operatin	2.99	Icloud Storage

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 10 41 05	Professional Services		401 000 534 Water Operatin;	378.69	Goto Technologies Subs
535 10 31 02	Uniforms		405 000 535 Sewer Operatin	129.98	Pants Uniforms
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	49.99	My Best Buy Membership
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	74.95	Shop Internet
542 30 35 00	Street Signs		101 000 542 Street Fund	265.99	Stop For Pedestrian Signs
542 30 48 00	City Street Maintenance		101 000 542 Street Fund	265.99	Stop For Pedestrian Signs
18475 08/07/2025 08/07/2025 2304 FIRST BANKCARD				391.19	Credit Card Expenses- MPD
521 10 49 00	Professional Services		001 000 521 Current Expens	121.72	Schedule Anywhere
521 10 49 00	Professional Services		001 000 521 Current Expens	93.89	Office Phone Lines
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	175.58	Uniform - Pants
18476 08/07/2025 08/07/2025 2304 FIRST BANKCARD				1,964.47	Credit Card Expenses- Clerks
511 60 31 00	Elected Officials -Office &		001 000 511 Current Expens	34.09	Mayor Phone Case
514 23 31 02	Office Supplies		001 000 514 Current Expens	17.37	Envelopes
514 23 31 02	Office Supplies		001 000 514 Current Expens	85.44	Labels
514 23 43 00	Travel & Education		001 000 514 Current Expens	615.00	WFOA Conference -Anabel
514 23 43 00	Travel & Education		001 000 514 Current Expens	615.00	WFOA Conference-Jazmin
514 23 49 02	Assoc. Dues/AWC		001 000 514 Current Expens	75.00	WFOA Membership
518 30 49 14	Professional Services		001 000 518 Current Expens	50.00	Website Monthly Fee
518 30 49 14	Professional Services		001 000 518 Current Expens	74.90	City Hall Internet
518 30 49 14	Professional Services		001 000 518 Current Expens	51.80	Office Phone
518 70 31 00	Other Supplies And Furnitu		001 000 518 Current Expens	29.96	Paper Towels
521 10 49 00	Professional Services		001 000 521 Current Expens	50.00	Website Monthly Fee
521 20 31 00	Office Supplies		001 000 521 Current Expens	29.96	Paper Towels
534 10 31 00	Office Supplies		401 000 534 Water Operatin;	14.98	Paper Towels
534 10 41 05	Professional Services		401 000 534 Water Operatin;	25.00	Website Monthly Fee
534 10 41 05	Professional Services		401 000 534 Water Operatin;	50.00	Office Phone
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	14.97	Paper Towels
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	25.00	Website Monthly Fee
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	50.00	Office Phone
537 10 41 02	Professional Services		420 000 537 Solid Waste Fu	56.00	WWTP Internet
18479 08/07/2025 08/07/2025 3316 FORD MOTOR CREDIT COMPANY				3,269.63	MPD- Vehicle Lease 8/30/2025
591 21 70 00	Police Vehicles (3) 2021 Fo		102 000 594 Police Vehicle I	3,129.97	MPD- Vehicle Lease 8/30/2025
592 21 80 00	Police Vehicles (3) 2021 Fo		102 000 594 Police Vehicle I	139.66	MPD- Vehicle Lease 8/30/2025
18482 08/07/2025 08/07/2025 1734 GRAY & OSBORNE INC				25,562.45	WWTF Improvements CA - 06/15-07/12
594 35 41 00	WWTF Improvements Proj		412 000 594 Sewer Capital I	25,562.45	WWTF Improvements CA - 06/15-07/12

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:48:37 Date: 08/04/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
18483	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	90.48	Rubalcava - 06/15-07/12
	518 30 49 01	Engineering Services	001 000 518	90.48	Rubalcava - 06/15-07/12
18484	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	483.23	S4 Retail Gas Station - 06/15-07/12
	518 30 49 01	Engineering Services	001 000 518	483.23	S4 Retail Gas Station - 06/15-07/12
18485	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	773.16	Balaggan Subdivision - 06/15-07/12
	518 30 49 01	Engineering Services	001 000 518	773.16	Balaggan Subdivision - 06/15-07/12
18486	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	299.40	Bodrero Development Field Inspection - 06/15-07/12
	542 30 41 06	Engineering Services	101 000 542	299.40	Bodrero Development Field Inspection - 06/15-07/12
18487	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	4,876.60	Sewer System Improvements Design - 06/15-07/12
	594 35 63 01	Lift Station Upgrade	412 000 594	4,876.60	Sewer System Improvements Design - 06/15-07/12
18488	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	21,951.95	Well 2 Final Design & CA - 06/15-07/12
	594 34 41 00	Well 2 Final Design & Con:	411 000 594	21,951.95	Well 2 Final Design & CA - 06/15-07/12
18489	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	374.25	Hwang Development Field Inspection - 06/15-07/12
	542 30 41 06	Engineering Services	101 000 542	374.25	Hwang Development Field Inspection - 06/15-07/12
18490	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	32,181.17	2025 Red Town Initiative Design - 06/15-07/12
	595 95 41 02	TIB Grant - 2025 Multiple	101 000 594	32,181.17	2025 Red Town Initiative Design - 06/15-07/12
18491	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	933.87	Water Rights Assistance - 06/15-07/12
	534 10 41 03	Engineering Services	401 000 534	933.87	Water Rights Assistance - 06/15-07/12
18492	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	19,732.16	Water System Telemetry Improvements - 06/15-07/12
	594 34 41 01	Water System Telemetry Im	411 000 594	19,732.16	Water System Telemetry Improvements - 06/15-07/12
18493	08/07/2025	08/07/2025	1734		
			GRAY & OSBORNE INC	4,002.21	Well 5 Siting Analysis & Drilling Design - 06/15-07/12
	594 34 41 02	Well 5 Siting Analysis & D	411 000 594	4,002.21	Well 5 Siting Analysis & Drilling Design - 06/15-07/12

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
18469	08/07/2025	08/07/2025	237	H. D. FOWLER CO	36.64 PW-Parts/Supplies
	535 10 31 00	Office Supplies	405 000 535 Sewer Operatin	36.64	Meter Gaskets
18470	08/07/2025	08/07/2025	2840	MATTAWA AUTO PARTS, LLC	411.82 PW-Parts/Supplies
	534 10 48 02	Vehicle Repair & Maintena	401 000 548 Water Operatin	132.24	Battery
	535 10 48 03	Vehicle Repair / Maintenanc	405 000 535 Sewer Operatin	42.21	Windshield Fluid
	535 10 48 03	Vehicle Repair / Maintenanc	405 000 535 Sewer Operatin	67.19	Oil/Filter
	535 10 48 03	Vehicle Repair / Maintenanc	405 000 535 Sewer Operatin	37.93	Oil
	535 10 48 03	Vehicle Repair / Maintenanc	405 000 535 Sewer Operatin	132.25	Battery
18459	08/07/2025	08/07/2025	324	MULTI AGENCY COMMUNICATION CENTER	2,868.69 Dispatch Services August 2025
	522 20 42 02	MACC - Communications	107 000 522 Public Safety T	2,868.69	Dispatch Services August 2025
18463	08/07/2025	08/07/2025	1993	ORKIN PEST CONTROL	146.34 Pest Control 7/18/2025
	518 30 48 00	Repair And Maintenance	001 000 518 Current Expens	146.34	Pest Control 7/18/2025
18456	08/07/2025	08/07/2025	2798	PACIFIC OFFICE AUTOMATION	271.52 Ink Usage Usage For June 2025
	518 70 45 01	Copier Lease	001 000 518 Current Expens	67.88	Ink Usage Usage For June 2025
	521 20 31 00	Office Supplies	001 000 521 Current Expens	67.88	Ink Usage Usage For June 2025
	534 10 45 01	Copier Lease	401 000 534 Water Operatin	67.88	Ink Usage Usage For June 2025
	535 10 45 01	Copier Lease	405 000 535 Sewer Operatin	67.88	Ink Usage Usage For June 2025
18457	08/07/2025	08/07/2025	2798	PACIFIC OFFICE AUTOMATION	247.64 Monthly Equipmmt Rental June 2025
	591 14 70 01	Copier Machine Lease - Cl	001 000 591 Current Expens	49.63	Monthly Equipmmt Rental June 2025
	591 21 70 03	Copier Machine Lease - PD	001 000 591 Current Expens	49.63	Monthly Equipmmt Rental June 2025
	591 34 70 01	Copier Machine Lease - PW	401 000 591 Water Operatin	49.63	Monthly Equipmmt Rental June 2025
	591 35 70 02	Copier Machie Lease - PW	405 000 591 Sewer Operatin	49.63	Monthly Equipmmt Rental June 2025
	591 37 70 01	Copier Machine Lease - PW	420 000 591 Solid Waste Fu	49.12	Monthly Equipmmt Rental June 2025
18466	08/07/2025	08/07/2025	2820	PETRO-USA MATTAWA MART	1,453.63 PW- Fuel Services
	534 10 32 02	Fuel	401 000 535 Water Operatin	700.00	PW- Fuel Services
	535 10 32 00	Fuel	405 000 535 Sewer Operatin	700.00	PW- Fuel Services
	542 30 32 03	Fuel	101 000 542 Street Fund	53.63	PW- Fuel Services
18460	08/07/2025	08/07/2025	3313	RACOM CORPORATION	1,324.65 PD Vehicle Maint.
	521 22 35 00	LE Equipment/Supplies	001 000 521 Current Expens	1,324.65	Radio/Audio Maint. On PD Vehicle
18471	08/07/2025	08/07/2025	1247	RIO'S AUTO AG SUPPLY	411.50 PW Parts/Supplies

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
521 20 48 00	Vehicle Repair And Mainte		001 000 521 Current Expens	41.72	Utility Base
535 10 48 01	Computer Support/Mainten		405 000 535 Sewer Operatin	4.33	Drill Bite
535 10 48 03	Vehicle Repair / Maintenanc		405 000 535 Sewer Operatin	91.84	Oil
535 10 48 03	Vehicle Repair / Maintenanc		405 000 535 Sewer Operatin	30.79	Paper Towel
535 10 48 03	Vehicle Repair / Maintenanc		405 000 535 Sewer Operatin	36.75	Oil
535 10 48 03	Vehicle Repair / Maintenanc		405 000 535 Sewer Operatin	141.89	Pump/Zinc Plate
576 80 48 01	Vehicle Repair & Maintena		001 000 576 Current Expens	61.58	Prime/trimmer
576 80 48 01	Vehicle Repair & Maintena		001 000 576 Current Expens	2.60	Lock Pin
18467	08/07/2025	08/07/2025	3012 SHIRTWORKS	873.28	PW-Uniforms
534 10 31 03	Uniforms		401 000 534 Water Operatin	436.64	LOGOS-Sweatshirts/jackets
535 10 31 02	Uniforms		405 000 535 Sewer Operatin	436.64	LOGOS-Sweatshirts/jackets
18473	08/07/2025	08/07/2025	3299 SOILTEST FARM CONSULTANTS INC	748.00	RC Samples
535 10 41 02	Testing Samples		405 000 535 Sewer Operatin	748.00	RC Samples
18455	08/07/2025	08/07/2025	3405 STERICYCLE INC	155.82	Shredding Services 6/25/2025
518 30 49 14	Professional Services		001 000 518 Current Expens	77.91	Shredding Services 6/25/2025
521 10 49 00	Professional Services		001 000 521 Current Expens	77.91	Shredding Services 6/25/2025
18451	08/07/2025	08/07/2025	1979 THE BUILDING DEPARTMENT LLC	4,767.56	Building Permits And Fire/ Rental Inspections Fees
524 20 41 00	Rental/Fire Inspection Cost		001 000 524 Current Expens	500.00	Fire/Rental Inspections
558 50 41 00	Building Permit & Plan Rev		001 000 558 Current Expens	4,267.56	Building Permit Fees
18465	08/07/2025	08/07/2025	3922 THE BUNKER RICHLAND	753.21	MPD-Uniforms
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	753.21	Badge Patches//Shirts/ID Print/Digitizing
18458	08/07/2025	08/07/2025	2140 THINK TANK SANITATION INC.	270.00	Portable Restrooms
576 80 47 00	Park Utilities		001 000 576 Current Expens	270.00	Portable Restrooms
18461	08/07/2025	08/07/2025	732 U.S CELLULAR	363.85	MPD-Cell Phone Services
521 20 42 00	Telephone		001 000 521 Current Expens	363.85	Cell Phone Services
18462	08/07/2025	08/07/2025	732 U.S CELLULAR	212.70	MPD- SimsCards
521 20 42 00	Telephone		001 000 521 Current Expens	212.70	MPD- SimsCards
18480	08/07/2025	08/07/2025	732 U.S CELLULAR	525.99	PW/ Clerks & Mayor Cell Phone Services

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 23 42 14	Telephone/Internet Expense		001 000 518 Current Expens	178.97	Clerks/Mayor Cell Phone Services
534 10 42 00	Telephone		401 000 534 Water Operatin	115.68	PW Cell Phone Services
535 10 42 00	Telephone		405 000 535 Sewer Operatin	115.68	PW Cell Phone Services
537 10 42 00	Telephone		420 000 537 Solid Waste Fu	115.66	PW Cell Phone Services
18454	08/07/2025	08/07/2025	143 WA STATE DEPT OF ECOLOGY	7,000.00	Lake Roosevelt Water Lease
534 10 40 00	Columbia River Water Righ		401 000 534 Water Operatin	7,000.00	Lake Roosevelt Water Lease
18452	08/07/2025	08/07/2025	2957 WASTE MANAGEMENT	67.44	Waste Services WWTP
535 10 47 00	Utilities		405 000 535 Sewer Operatin	67.44	Waste Services WWTP

Report Total: 170,259.78

Fund	
001 Current Expense Fund	16,216.41
101 Street Fund	33,549.06
102 Police Vehicle Fund	3,269.63
107 Public Safety Tax Fund	2,868.69
401 Water Operating Fund	11,047.52
405 Sewer Operating Fund	3,693.63
411 Water Capital Improvement	45,686.32
412 Sewer Capital Improvement	30,439.05
420 Solid Waste Fund	23,489.47

This report has been reviewed by:

Anabel Martinez

8/4/25

REMARKS:

Anabel Martinez - City Clerk

Date

TREASURER'S REPORT

Fund Totals

City Of Mattawa

05/01/2025 To: 05/31/2025

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense Fund	1,115,376.19	160,635.36	134,276.67	1,141,734.88	618.82	48,237.50	-14.00	1,190,577.20
101 Street Fund	316,122.97	3,165.62	24,748.42	294,540.17	3,137.42	396.57	0.00	298,074.16
102 Police Vehicle Fund	-13,046.05	0.00	3,269.63	-16,315.68	0.00	0.00	0.00	-16,315.68
103 Multimodal Transportation Fund	99,150.79	0.00		99,150.79	0.00	0.00	0.00	99,150.79
106 LFRF Fund	3,551.21	0.00		3,551.21	0.00	0.00	0.00	3,551.21
107 Public Safety Tax Fund	240,544.97	27,597.89	5,030.13	263,112.73	37.09	0.00	0.00	263,149.82
140 Transportation Benefit Fund	397,356.87	7,790.24		405,147.11	0.00	0.00	0.00	405,147.11
350 Capital Improvement Fund	302,979.12	11,246.19		314,225.31	0.00	0.00	0.00	314,225.31
401 Water Operating Fund	1,012,227.83	68,945.18	60,345.73	1,020,827.28	14.08	7,168.11	-3,998.78	1,024,010.69
402 Water Bond Debt Fund	37,437.78	0.00		37,437.78	0.00	0.00	0.00	37,437.78
403 Customer Deposit Fund	1,500.00	500.00		2,000.00	125.70	0.00	0.00	2,125.70
404 Water Bond Reserve Fund	79,333.63	0.00		79,333.63	0.00	0.00	0.00	79,333.63
405 Sewer Operating Fund	1,111,817.11	88,062.94	85,782.34	1,114,097.71	1,533.02	6,915.68	-11,578.16	1,110,968.25
406 Sewer Debt Fund	547,518.92	2,391.29	1,103.66	548,806.55	0.00	0.00	-588.86	548,217.69
407 Water Emergency Fund	63,688.26	10.54		63,698.80	0.00	0.00	0.00	63,698.80
408 Sewer Emergency Fund	21,484.74	3.56		21,488.30	0.00	0.00	0.00	21,488.30
410 Sewer Reserve Fund	85,412.14	14.13		85,426.27	0.00	0.00	0.00	85,426.27
411 Water Capital Improvement	254,760.50	16,742.16	240,386.07	31,116.59	0.00	0.00	0.00	31,116.59
412 Sewer Capital Improvement	970,579.23	23,210.60	15,612.31	978,177.52	0.00	0.00	0.00	978,177.52
413 Water Deposits	14,227.47	0.00		14,227.47	0.00	0.00	0.00	14,227.47
414 Sewer Deposits	13,927.46	0.00		13,927.46	0.00	0.00	0.00	13,927.46
420 Solid Waste Fund	135,099.63	43,157.50	39,713.55	138,543.58	0.00	1,110.44	-5,598.04	134,055.98
460 Water System Construction	73,796.49	0.00		73,796.49	0.00	0.00	0.00	73,796.49
639 Custodial Fund	632.00	25.00	428.00	229.00	0.00	0.00	0.00	229.00
	6,885,479.26	453,498.20	610,696.51	6,728,280.95	5,466.13	63,828.30	-21,777.84	6,775,797.54

(A)

(C)

(B)

(D)



TREASURER'S REPORT

Account Totals

City Of Mattawa

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Checking	3,891,134.91	423,800.23	577,084.86	3,737,850.28	-21,527.83	69,294.43	3,785,616.88
2 Petty Cash - PUD	300.00	0.00	0.00	300.00	0.00	0.00	300.00
3 Petty Cash - TOM	400.00	0.00	0.00	400.00	0.00	0.00	400.00
5 LGIP	273,042.34	1,014.20	0.00	274,056.54	0.00	0.00	274,056.54
6 US Bond 3.6 Yr.	997,689.00	2,311.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00
7 US Bond 4 Yr.	1,004,785.00	-4,785.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00
8 US Bond 2.6 Yr.	717,566.13	-2,566.13	0.00	715,000.00	0.00	0.00	715,000.00
9 Xpress EFT	561.88	52,487.22	52,374.97	674.13	-250.01	0.00	424.12
Total Cash:	6,885,479.26	472,261.52	629,459.83	6,728,280.95	-21,777.84	69,294.43	6,775,797.54
	6,885,479.26	472,261.52	629,459.83	6,728,280.95	-21,777.84	69,294.43	6,775,797.54

(A)

(B)

TREASURER'S REPORT

Outstanding Vouchers

City Of Mattawa

05/01/2025 To: 05/31/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	1657	05/29/2025	Util Pay	1		XPRESS BILL PAY	465.52	Xpress Import - CC - 05-29-2025__daily_batch.csv
2025	1659	05/30/2025	Util Pay	1		BATCH UTILITY CUSTOMER	1,783.79	
2025	1660	05/30/2025	Tr Rec	1		MISC/FAX/NOTARY/ETC	10.00	
2025	1661	05/30/2025	Util Pay	1		BATCH UTILITY CUSTOMER	961.33	
2025	1664	05/30/2025	Tr Rec	1		RANGEL, JOSE L.	326.28	
2025	1671	05/30/2025	Util Pay	1		BATCH UTILITY CUSTOMER	491.84	
2025	1672	05/30/2025	Util Pay	1		BATCH UTILITY CUSTOMER	7,126.35	
2025	1673	05/30/2025	Util Pay	1		BATCH UTILITY CUSTOMER	3,200.00	
2025	1674	05/30/2025	Tr Rec	1		MORALES, GLORIA	4.00	Communty Yard Sales 6/21
2025	1675	05/30/2025	Util Pay	1		BATCH UTILITY CUSTOMER	427.00	
2025	1676	05/30/2025	Tr Rec	1		HERNANDEZ, HUMBERTO	262.58	
2025	1677	05/30/2025	Util Pay	1		XPRESS BILL PAY	6,469.14	Xpress Import - CC - 05-30-2025__daily_batch.csv
Receipts Outstanding:							21,527.83	
2025	1665	05/30/2025	Payroll	1	EFT	AFLAC	417.99	Pay Cycle(s) 05/01/2025 To 05/31/2025 - AFLAC PRE TAX; Pay Cycle(s) 05/01/2025 To 05/31/2025 - AFLAC
2025	1668	05/30/2025	Payroll	1	EFT	WA STATE DEPT. OF RETIREMENT	11,573.85	Pay Cycle(s) 05/01/2025 To 05/31/2025 - PERS 2; Pay Cycle(s) 05/01/2025 To 05/31/2025 - LEOFF 2
2025	1670	05/30/2025	Payroll	1	EFT	WASHINGTON TEAMSTERS WELFARE TRUST	10,890.60	Pay Cycle(s) 05/01/2025 To 05/31/2025 - Teamsters Medical
2025	1669	05/30/2025	Payroll	1	EFT	WA STATE SUPPORT REGISTRY	975.00	Pay Cycle(s) 05/01/2025 To 05/31/2025 - Child Support
2025	1666	05/30/2025	Payroll	1	EFT	AWC EMPLOYEE BENEFIT TRUST	8,193.80	Pay Cycle(s) 05/01/2025 To 05/31/2025 - AWC Employee Benefit Trust
2025	1667	05/30/2025	Payroll	1	EFT	UMPQUA BANK 1117 MATTAWA	29,829.78	941 Deposit for Pay Cycle(s) 05/01/2025 - 05/31/2025
2020	1766	05/07/2020	Claims	1	17808	STRIPE RITE INC.	2,848.04	PW- Parts/Supplies
2020	1769	05/07/2020	Claims	1	17811	U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fee March '20
2020	3039	08/06/2020	Claims	1	17967	Martin Rojas - Lopez	5.20	Refund Utility Deposit
2020	3425	09/03/2020	Claims	1	18021	Irma Ponce Garcia	5.30	Refund Utility Deposit
2020	4875	12/17/2020	Claims	1	18259	YESSICA CRUZ GARCIA	15.20	Refund Utility Deposit
2021	597	02/04/2021	Claims	1	18361	JONATHAN HERNANDEZ NUNEZ	100.00	Refund Utility Deposit
2023	3344	11/16/2023	Claims	1	20128	ACTION TARGET LAW ENFORCEMENT TARGETS INC	511.18	MPD-Supplies
2023	3353	11/16/2023	Claims	1	20137	RWC GROUP	1,464.14	PW- Maintance On Jetter Truck; PW- Maintance On Jetter Truck

TREASURER'S REPORT

Outstanding Vouchers

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	3797	12/19/2024	Claims	1	20795	MAYBELINE PANTALEON	46.88	Re-Issue Losat Ck - Reimb. On Fuel/Meal During Interview W/ DEA In Spokane, WA - Ck# 17351
2025	1317	05/01/2025	Claims	1	21018	RIO'S AUTO AG SUPPLY	59.93	Parts/ Supplies
2025	1473	05/15/2025	Claims	1	21029	COLUMBIA BASIN HERALD	289.38	Ad. For 2025 Multiple Locations Project - Call For Bids; Ad. For 2025 Multiple Locations Project - Call For Bids
2025	1487	05/15/2025	Claims	1	21043	RIO'S AUTO AG SUPPLY	68.88	Parts/Supplies
2025	1493	05/15/2025	Claims	1	21049	U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fees April 2025
2025	980	03/31/2025	Payroll	1	32018	BRIAN BERGHOUT	57.71	
2025	1293	04/30/2025	Payroll	1	32029	WA STATE LABOR COALITION	192.00	Pay Cycle(s) 04/01/2025 To 04/30/2025 - Union Dues (PD)
2025	1622	05/30/2025	Payroll	1	32030	ANTONIO D ACOSTA	115.44	
2025	1624	05/30/2025	Payroll	1	32031	SILVIA BARAJAS	115.44	
2025	1625	05/30/2025	Payroll	1	32032	BRIAN BERGHOUT	115.44	
2025	1626	05/30/2025	Payroll	1	32033	MARIA MAGGIE CELAYA	876.83	
2025	1629	05/30/2025	Payroll	1	32034	FABIOLA G HERNANDEZ	57.71	
2025	1634	05/30/2025	Payroll	1	32035	WENDY LOPEZ	57.71	
2025	1662	05/30/2025	Payroll	1	32036	TEAMSTERS LOCAL #760	215.00	Pay Cycle(s) 05/01/2025 To 05/31/2025 - Union Dues
2025	1663	05/30/2025	Payroll	1	32037	WA STATE LABOR COALITION	144.00	Pay Cycle(s) 05/01/2025 To 05/31/2025 - Union Dues (PD)
							69,294.43	
2025	1658	05/29/2025	Util Pay	9		XPRESS BILL PAY	141.38	Xpress Import - EFT - 05-29-2025__daily_batch.csv
2025	1678	05/30/2025	Util Pay	9		XPRESS BILL PAY	108.63	Xpress Import - EFT - 05-30-2025__daily_batch.csv
							250.01	②
Receipts Outstanding:							69,294.43	①

Fund	Claims	Payroll	Total
001 Current Expense Fund	618.82	48,237.50	48,856.32
101 Street Fund	3,137.42	396.57	3,533.99
107 Public Safety Tax Fund	37.09	0.00	37.09
401 Water Operating Fund	14.08	7,168.11	7,182.19
403 Customer Deposit Fund	125.70	0.00	125.70
405 Sewer Operating Fund	1,533.02	6,915.68	8,448.70
420 Solid Waste Fund	0.00	1,110.44	1,110.44

TREASURER'S REPORT

Outstanding Vouchers

05/01/2025 To: 05/31/2025

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City Of Mattawa

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
							Claims	Payroll	Total
							5,466.13	63,828.30	69,294.43

TREASURER'S REPORT

Signature Page

City Of Mattawa

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

Signed: Shabel 08/5/25 Clerk / Treasurer / Date Signed: _____ Mayor / Date

Event Title: Parish festival Event Date Sept. 13, 2025

Summary of Event

Parade with floats and horses

Location (be specific)

Our Lady of the Desert Parish / see map of city roadway.

DATE/TIME

Setup Date Sept. 13, 2025 Time 10:00 am. Day of Week Saturday
Event Starts Date Sept. 13, 2025 Time 10:00 am. Day of Week Saturday
Event Ends Date Sept. 13, 2025 Time 11:45 pm Day of Week Saturday.
Dismantle Date _____ Time _____ Day of Week _____

Estimated Attendance 500.

Will there be a paid admission? Yes No

Is your event open to the public? Yes No

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? (Please circle) YES NO

If Applicant is an organization, corporation, limited liability company, other entity please provide following additional information:

Name of organization/corporation/limited liability company or other entity:

Our Lady of the Desert Parish.

Name and title of person signing on behalf of the organization/corporation/limited liability company or other entity:

Rev. Lalo Barragan

(This person must have the legal authority to sign and bind the organization, corporation, Limited Liability Company or other entity. Additional documentation may be required to confirm such signing authority if requested by the City.)

Applicant's Mailing Address

301 8th St. Mattawa, WA 99349

Applicant's Email

office@ourladyofthedesertparish.org

Name of Applicant's On-Site Contact (to be available during event)

Rev. Lalo Barragan

Phone Number of Applicant's On-Site Contact (to be available during event)

509-932-8424 | 509-952-0010

Mark all that apply

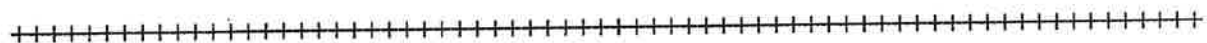
- | | | | |
|---------------------------------------------|------------------------------------------------|-----------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Distribution/Sales | <input type="checkbox"/> Food | <input type="checkbox"/> Tables/Chairs |
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Drawing/Raffles | <input type="checkbox"/> P.A. System | <input type="checkbox"/> Tents/Canopies |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Dunk Tank | <input type="checkbox"/> Race | <input checked="" type="checkbox"/> Vehicles |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Electricity/Generator | <input type="checkbox"/> Rally/Protest | <input type="checkbox"/> Water |
| <input type="checkbox"/> Boats | <input type="checkbox"/> Entertainment | <input checked="" type="checkbox"/> Street Closures | <input type="checkbox"/> Other |
| <input type="checkbox"/> Carnival Rides | <input type="checkbox"/> Exhibits/Displays | <input type="checkbox"/> Signage/Banners | <input type="checkbox"/> Other |
| <input type="checkbox"/> Company Picnic | <input type="checkbox"/> Fencing (temporary) | <input type="checkbox"/> Sporting Event | <input type="checkbox"/> Other |
| <input type="checkbox"/> Concert/Live Music | <input type="checkbox"/> Festival | <input type="checkbox"/> Stage | <input type="checkbox"/> Other |
| <input type="checkbox"/> Cooking/Barbecue | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Vendors | <input type="checkbox"/> Other |

Provide details for all checked items and describe any "other" items. If there will be food or merchandise/vendors at event please indicate if food, merchandise or services will be provided free of charge or if they will be sold:

street closures - parade only.
Horse entertainment.
Live Music
Food for sale.

AVAILABLE FOR AN ADDITIONAL FEE (these items may be an event requirement.)


- Garbage Disposal []
- Police Department Public Service []
- Public Work Public Service



INSURANCE – The City does not maintain insurance that will respond to claims against the Applicant/Organization in connection with the permitted event by the Applicant/Organization, its members, or those attending the event. Applicant/Organization is required to obtain occurrence-based liability insurance in accordance with City policy, name the City as an **additional insured** on the policy.

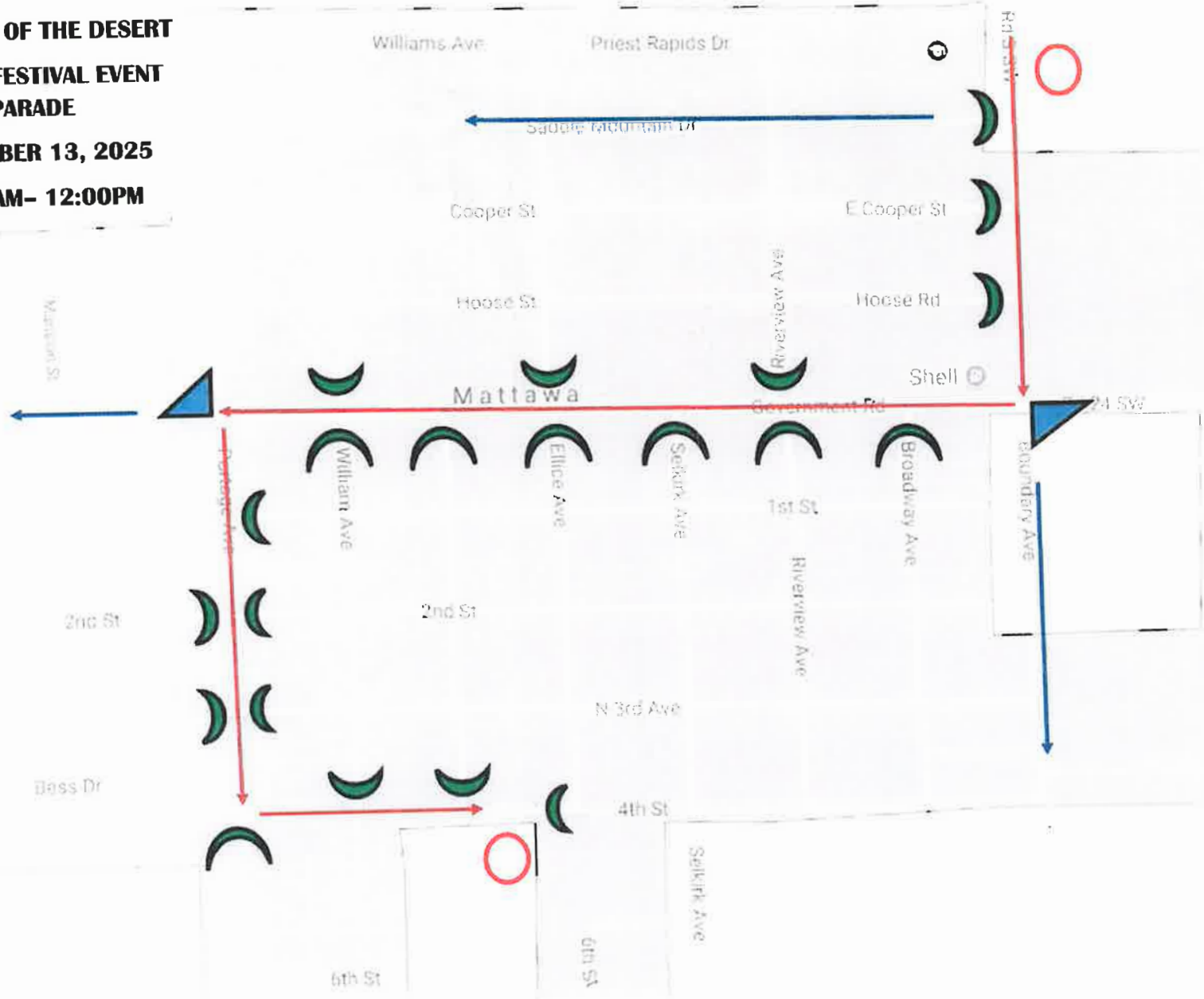
HOLD HARMLESS – Applicant/Permittee/Organization shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Date: 7/23/25

Signature of Applicant: 

Organization/Title: Our Lady of the Desert.

**OUR LADY OF THE DESERT
ANNUAL FESTIVAL EVENT
PARADE
SEPTEMBER 13, 2025
10:45AM- 12:00PM**



MATTAWA POLICE

DEPT. OF PUBLIC WORKS/ EVENT VOLUNTEERS



ROUTE OF TRAFFIC



ROUTE OF PARADE

DIOCESE OF YAKIMA - 0166
APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.
Coverage provided is per event (not per claim). Submission of application does not bind coverage - all events are subject to approval.

Coverage underwritten by Markel Insurance Company; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$100 Per Event (Overnight Stays - \$125)

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution:

Our Lady of the Desert Parish
301 8th St.

Street (Physical) Address (NO P.O. BOXES):

City/State: Mattawa, WA ZIP Code: 99349

Phone No.: 509 932 3424

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage

(Please Print Lessee Name(s) or Organization)

Lessee (Additional Insured) Contact Person:

Name: City of Mattawa

Street Address: 521 E Government Rd.

City/State: Mattawa, WA ZIP Code: 99349

Telephone: 509 932 4037

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly)

office@ourladyofthedesertparish.org

Date of Event: Sept. 13, 2025

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring):

Parish festival

Time of Event: From 10am To 11:45pm

Is this an overnight event? Yes No

Approx. Number of Participants: 500

Is Food Being Served? Yes No

Is Liquor Being Served? Yes No

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application. Does this event require the additional coverage? Yes No

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

DEFENSE COSTS FOR SEXUAL MISCONDUCT
\$100,000 LIMIT

Coverage is not automatically included, however, you have the option to purchase this coverage by separate application for an additional charge. Do you want to apply for this coverage? Yes No

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS AND EXPOSURES, SUCH AS, BUT NOT LIMITED TO:

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Non-religious musical performances/concerts (contact us for special exceptions)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
- Claims related to an epidemic/pandemic

MAKE CHECK PAYABLE TO:
DIOCESE OF YAKIMA &

RETURN WITH FORM TO:

Diocese of Yakima
Attn: Sue Schoolcraft
PO Box 2189
Yakima, WA 98907
memberservices@catholicmutual.org

RETURN A COPY OF FORM TO:

Catholic Mutual Group
Attn: Zach Keating
10843 Old Mill Rd.
Omaha, NE 68154

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108

Certificate of Coverage

Date: 7/28/2025

Certificate Holder
 Corporation of the Roman Catholic Bishop of
 Yakima
 Chancery Office
 P.O. Box 2189
 101 South 12th Avenue
 Yakima, WA 98902

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Covered Location
 Our Lady of the Desert
 301 E. 8th Street
 P.O. Box 1185
 Mattawa, WA 99349

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability	8509	7/1/2025	7/1/2026	Each Occurrence	1,000,000
	<input checked="" type="checkbox"/> Occurrence				General Aggregate	2,000,000
	<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability					
					Annual Aggregate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Our Lady of the Desert's parish festival and parade on September 13, 2025.

Holder of Certificate	Cancellation
Additional Protected Person(s) City of Mattawa 521 E Government Road P.O. Box 965 Mattawa, WA 99349	Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail <u>30</u> days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.
	Authorized Representative <i>Paul A. Peterson</i>

0166003971

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement 9/13/2025 Charge _____ Credit _____

Cancellation Date of Endorsement 9/14/2025

Certificate Holder Corporation of the Roman Catholic Bishop of Yakima Chancery Office P.O. Box 2189 101 South 12th Avenue Yakima, WA 98902

Location Our Lady of the Desert 301 E. 8th Street P.O. Box 1185 Mattawa, WA 99349

Certificate No. 8509 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an **Additional Protected Person(s)** the organization(s) shown in the schedule below.

Schedule - ADDITIONAL PROTECTED PERSON(S)

<p>City of Mattawa 521 E Government Road P.O. Box 965 Mattawa, WA 99349</p> <p>Remarks: Our Lady of the Desert's parish festival and parade on September 13, 2025.</p>

However, the following limitations apply to coverage:

1. The maximum limits of coverage provided by Catholic Mutual Relief Society of America to the **Additional Protected Person(s)** named in this endorsement shall not exceed the coverage dollar amount specifically required by contract or agreement and agreed to by the **Protected Person(s)**. In the absence of specific coverage limits within a referenced contract or agreement, the limits of liability afforded to the **Additional Protected Person(s)** must be listed on a separate Certificate of Coverage form attached to this endorsement. All limits of liability extended by this endorsement are inclusive of both Section II Coverage D and Section VII coverages (if applicable).
2. Unless specifically agreed to by contract or agreement, the coverage extended to the **Additional Protected Person(s)** by this endorsement is excess and non-contributory over any other available coverage or insurance.
3. This endorsement does not apply to any **Occurrence** outside the specific date(s) of a facility use agreement or terms of a lease.
4. This endorsement does not extend coverage to the **Additional Protected Person(s)** for **Occurrences** which cannot be attributed to primary acts or omissions of the **Protected Person(s)**.
5. Provided that a premises is utilized by the **Protected Person(s)** in a manner consistent with its intended purpose and in accordance with the applicable contract, agreement, or lease, this endorsement does not extend coverage to the **Additional Protected Person(s)** for premises defects or other **Occurrences** which could not be discovered by the **Protected Person(s)** with reasonable diligence.
6. The limited coverage afforded to the **Additional Protected Person(s)** by this endorsement only applies to the extent permissible by law and shall not apply to non-delegable duties unless specifically agreed to by contract or agreement.

This extension of coverage shall not enlarge the scope of coverage provided to the **Certificate Holder** under this Certificate nor increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this endorsement or extend beyond the cancellation date.

CHANGE ORDER 2

Project Title	WWTF Improvements		
Owner	City of Mattawa	Contractor Name	Boss Construction, Inc.
Change Order No.	2	Contractor Address	4945 Guide Meridian Bellingham, WA 98226
Change Order Date	July 24, 2025		
G&O No.	19044.01		

The following changes are hereby made to the Contract Documents:

ITEM 1: Non-Potable Water Pump Station Revisions

Install the non-potable water pump station structure around the existing effluent line. This includes a new saddle section for the structure, additional excavation and shoring next to the operations building, sealing the saddle section around the pipe, and all other modifications per the contractor's letter 031.

The lump sum cost for this work is:.....\$18,763.23

Justification: The additional work is the result of changed site conditions.

Working Days: 3 working days are added to the Substantial and Physical Completion Contract Times.

CHANGE TO CONTRACT PRICE

Original Contract Amount (without tax):	\$4,167,741.50
Current Contract Amount, as adjusted by previous change orders:	\$4,167,741.50
The Contract Amount due to this Change Order will be increased by:	\$18,763.23
The new Contract Amount (without tax) due to this Change Order will be:	\$4,186,504.73

CHANGE TO CONTRACT TIME

The Substantial Completion Contract Time will be increased by 3 working days, for a total of 279 working days.

The Physical Completion Contract Time will be increased by 3 working days, for a total of 299 working days.

This document will become a supplement to the Contract and all provisions in the Contract will apply hereto. The Contractor acknowledges and agrees that by executing this change order he foregoes all rights and privileges of acquiring any additional compensation for any known or unknown claims of any type or nature, to include but not be limited to, any additional work, delays, extended office overhead, design omissions, changed site conditions, or any oral directions as of the date of the execution of this change order.

GRAY & OSBORNE, INC.
(RECOMMENDED)



Date 08/01/2025

BOSS CONSTRUCTION, INC.
(ACCEPTED)

Date _____

CITY OF MATTAWA
(ACCEPTED)

Date _____

CHANGE ORDER 3

Project Title	WWTF Improvements		
Owner	City of Mattawa	Contractor Name	Boss Construction, Inc.
Change Order No.	3	Contractor Address	4945 Guide Meridian Bellingham, WA 98226
Change Order Date	July 24, 2025		
G&O No.	19044.01		

The following changes are hereby made to the Contract Documents:

ITEM 1: Additional Conduit (Unmarked Handhole and Future Control Panel Upgrades)

Install additional conduit between the electrical room and the well house and between the electrical room and the influent pump station as further shown in change order proposal 8, revision 3.

The lump sum cost for this work is:.....\$17,264.47

Justification: The additional work is the result of changed site conditions and at the request of the Owner.

Working Days: 2 working days are added to the Substantial and Physical Completion Contract Times.

CHANGE TO CONTRACT PRICE

Original Contract Amount (without tax):\$4,167,741.50
Current Contract Amount, as adjusted by previous change orders:.....\$4,186,504.73
The Contract Amount due to this Change Order will be increased by:\$17,264.47
The new Contract Amount (without tax) due to this Change Order will be:.....\$4,203,769.20

CHANGE TO CONTRACT TIME

The Substantial Completion Contract Time will be increased by 2 working days, for a total of 281 working days.

The Physical Completion Contract Time will be increased by 2 working days, for a total of 301 working days.

This document will become a supplement to the Contract and all provisions in the Contract will apply hereto. The Contractor acknowledges and agrees that by executing this change order he foregoes all rights and privileges of acquiring any additional compensation for any known or unknown claims of any type or nature, to include but not be limited to, any additional work, delays, extended office overhead, design omissions, changed site conditions, or any oral directions as of the date of the execution of this change order.

GRAY & OSBORNE, INC.
(RECOMMENDED)



Date 08/01/2025

BOSS CONSTRUCTION, INC.
(ACCEPTED)

Date _____

CITY OF MATTAWA
(ACCEPTED)

Date _____

**AMENDMENT NO. 1
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, by and between the City of Mattawa, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for On-Call Engineering Services dated (by Agency) July 17, 2025.

Rate Study Update

See attached Exhibits A and B for scope and fee. For a total not-to-exceed cost of \$15,000.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this AMENDMENT to the Contract for Engineering Services in duplicate on the respective dates indicated below.

GRAY & OSBORNE, INC.

CITY OF MATTAWA

By: 
(Signature)

By: _____
(Signature)

Name: Michael B. Johnson, P.E., President
GRAY & OSBORNE, INC.

Name: _____
(Print)

Date: 7/31/25

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

CITY OF MATTAWA RATE STUDY UPDATE

This Scope of Work presents the professional engineering services requested by City of Mattawa (City) for updating the City's previous water and sewer rate analyses presented in the Water and Sewer Utility Rate Study, Gray & Osborne, 2018, and the Water and Sewer Utility Rate Study Update, Gray & Osborne, 2023. It is our understanding that the City desires this Rate Study Update (Study) in order incorporate City's current and expected capital improvement funding terms to determine if the City's existing water and sewer rate structure is sufficient to meet the City's current obligations and recover the anticipated cost of future improvements.

SCOPE OF WORK

Engineering services will consist of the following tasks.

Task 1 – Project Management

Provide overall project management and oversight of resources and deliverables to ensure timely delivery and coordination of project elements. Work includes procuring and maintaining sufficient resources, overseeing budget and schedule, and assisting in timely delivery of engineering products per the contract. This task additionally includes in-house quality assurance and quality control (QA/QC) reviews of all documents in order to address those relevant issues that may affect the Study.

Task 2 – Rate Study Update

Using the information provided by the City, this task will include an analysis of the City's existing water and sewer rate structures in order to determine if the City's existing water and sewer rate structure is sufficient to meet the City's current obligations and recover the anticipated cost of future improvements. This task will follow the approach presented in the City's previous rate analyses, but update for current debt service and operation and maintenance costs.

The data collected from the City will be input into the budget modeling tool prepared for the City's previous rate analyses. The model will be used to review financing options by varying the rate parameters, including usage rates, in order to establish a workable multi-year financing strategy. This task will include development of a 6-year forecast model that includes operating and maintenance costs, planned capital improvements, and renewal and replacement expenses. Growth projections will be consistent with the City's current comprehensive, water, and sewer planning documents.

MEETINGS

The Scope of Work includes attendance at one City Council meeting to present the findings and recommendations.

CITY PROVIDED INFORMATION

Coordination will be provided with the City to ensure that all of the information needed to complete the Study is obtained. This information will include, but not necessarily be limited to, the following:

1. Water and sewer consumption and billing data for the past three calendar years (2022-2024) in a tabulated Excel format. It is anticipated the data provided by the City will contain tabulated entries of all utility bills generated during this time period, and include, at a minimum, account number, billing classification, base charges, usage charges, taxes, water consumption, and billing period.
2. Revenues and expenses for the past three calendar years (2022-2024) in a tabulated Excel format.
3. Financial reserves, debt service, and a list of all debts and bonds.
4. Total number and classification of utility accounts.
5. Identification of fiscal policies (e.g. percentage of depreciation to be collected from rates, debt coverage factors, etc.).
6. Current ordinances for rates, connection charges, and existing general facility charges.
7. Interlocal agreements for water or sewer service.

DELIVERABLES

The results of the Study will be prepared in a technical memorandum format summarizing the water and sewer rate analysis.

BUDGET

The maximum amount payable to the Engineer for completion of all work associated with this scope of work, including contingencies, salaries, overhead, direct non-salary costs, and net fee shall be as shown in the attached Exhibit B. This amount shall not be exceeded without prior written authorization of the City.

EXHIBIT B

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

CITY OF MATTAWA - RATE STUDY UPDATE

Tasks	Principal Hours	Project Manager Hours	Civil Engineer Hours	Engineer-In-Training Hours
1 Project Management	2	4		
2 Rate Study Update				
Water Rate Analysis	2	8	16	16
Sewer Rate Analysis	2	8	16	16
Hour Estimate:	6	20	32	32
Fully Burdened Billing Rate Range:*	\$170 to \$270	\$170 to \$270	\$140 to \$190	\$110 to \$180
Estimated Fully Burdened Billing Rate:*	\$230	\$190	\$160	\$140
Fully Burdened Labor Cost:	\$1,380	\$3,800	\$5,120	\$4,480

Total Fully Burdened Labor Cost: \$ 14,780
 Direct Non-Salary Cost:
 Mileage & Expenses (Mileage @ current IRS rate) \$ 220
TOTAL ESTIMATED COST: \$ 15,000

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



REQUEST FOR CONSENT TO COLOCATE

February 27, 2025

City of Mattawa
PO Box 965
Mattawa, Washington 99349

UScellular Site: Mattawa/388336
Verizon Site: Portage Road/617473378
Site Address: 106 North Portage Avenue
Mattawa, Washington 99349

To Whom It May Concern,

Western Sub-RSA Limited Partnership (“UScellular”) is committed to working with others in the wireless industry to make maximum use of existing infrastructure, and thereby, help reduce the need for additional tower construction. In adherence with the Telecommunications Act of 1996, we are allowing Verizon Wireless (“VZW”) to apply for colocation at the tower site we constructed on your land - Mattawa/388336. In an effort to accommodate their request, and pursuant to Section 18 of the Ground Lease between City of Mattawa and Western Sub-RSA Limited Partnership dated October 3, 2013, we are requesting that you provide your consent of this arrangement by signing both copies of this letter and returning one copy to us in the enclosed envelope.

Thank you for your cooperation in this matter. Please feel free to contact me with any questions.

Sincerely,

Lauren Butzer

Lauren Butzer
Colocation Specialist
440-223-4454
lbutzer@pyramidns.com

Consent Authorization:

City of Mattawa

Date

INTERLOCAL AGREEMENT BETWEEN WAHLUKE SCHOOL DISTRICT NO.73 AND THE CITY OF MATTAWA RELATING TO SCHOOL RESOURCE OFFICER

This Interlocal Agreement between Wahluke School District No. 73 and the City of Mattawa relating to School Resource Officer Services (the "Agreement"), is made and entered into this 7th day of August, 2025, by and between the City of Mattawa, a non charter code city of the State of Washington (the "City"), and Wahluke School District No. 73, a municipal corporation of the State of Washington (the "District").

Recitals:

1. The District and City agree that it is in their mutual best interests to assign a full-time School Resource Officer to the District campuses; and
2. The City agrees to allocate one (1) full time police officer in order to provide school resource officer services to the District; and
3. The District agrees to provide funding to pay for the City's costs in providing officers to act as school resource officers; and
4. The parties intended to enter into this Agreement pursuant to Chapter 39.34 RCW, the Interlocal Cooperation Act.

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

I. DUTIES OF CITY

The City shall perform the following duties to the satisfaction of the School District:

1. Enter into an employment relationship or assign a qualified person to act as an SRO for the 2025-2026 through 2026-2027 school years, with the terms of said employment relationship to be consistent with the terms and conditions of employment that exist in the City for its commissioned police officers under such circumstances.
2. Assign the person hired pursuant to the preceding paragraph to work as SROs with the School District with the job responsibilities as listed in Appendix A. The SRO shall be assigned to the school days and normal hours of operation. For purposes of this Agreement, the parties agree that the traditional one hundred eighty (180) day school year applies. Nothing in this contract prevents adding additional days to the contract by mutual agreement. (Ex. Summer School)
3. Pay persons hired or assigned pursuant to this agreement the salary and benefits they would be entitled to under the terms and conditions of employment for such positions in the City and consistent with the current payroll practices of the City.
4. Send the School District an invoice by not later than the 15th day of each month in an amount equal to the total salary and benefits paid by the City for the preceding month in order to comply with the terms of this agreement.

5. The Police Department and School District representatives will mutually supervise the SRO hired as a result of this agreement, on a daily basis. However, overall supervision rests with the City of Mattawa Police Department (MPD).

6. The SROs shall be employees of the City and not employees of the District. The City shall be responsible for the hiring, training, equipment, reassignment, discipline and dismissal of its personnel.

7. During school holidays, early dismissals, non-school days and summer vacation, the SROs shall be reassigned as directed by the MPD.

8. The District shall be responsible to pay the City additional compensation equivalent to the SRO's overtime pay for any services the SRO provides to the District beyond the SRO's scheduled forty-hour work week. The services may include security for athletic events, dances, field trips, or other similar activities. However, the SROs may not work any overtime without prior approval of the City and the District.

II. DUTIES OF SCHOOL DISTRICT

1. In consideration of the satisfactory performance of the duties of City set forth herein, the School District shall compensate City on a monthly basis in the amount invoiced by the City to the School District pursuant to Section I (4) above. Said compensation shall be made not later than the last workday of each calendar month.

2. The School District, pursuant to this agreement shall report perceived problems with the performance of the SROs to the Chief of Police or official at the City designated for that purpose.

3. The SROs may be assigned to more than one school within the District.

4. The SROs may be temporarily reassigned during a law enforcement emergency as determined by the Police Chief or designee.

5. The SROs shall perform such duties as mutually agreed upon by the District and the MPD, as long as the performance of such duties are legitimately and reasonably related to the SRO program, and so long as such duties are consistent with state and federal law and the policies and procedures of the MPD, as well as the School District.

6. The Wahluke High School shall provide adequate, secure office space for use by the SRO including necessary equipment and supplies at no cost to the City.

7. The District shall provide updated copies of all District Policies and Procedures to the City.

III. EFFECTIVE DATE-DURATION

This Agreement shall commence on September 1, 2025 and be in effect for two years. Provided that this Agreement shall not become effective prior to the date upon which the signatures of all parties to this agreement have been subscribed hereto. This Agreement shall terminate at midnight on August 31, 2027.

Upon execution, this Agreement shall be filed with the Grant County Auditor or posted on the City's interlocal agreements webpage.

IV. GENERAL PROVISIONS

1. Eligibility to Appointment as SRO:

Selection and appointment of the SROs will be made in consultation with the District Superintendent or designee. Requirements for the SROs assignment shall include:

- a. The SRO must be a Washington state certified law enforcement officer.
- b. The SRO must have the desire and ability to deal effectively with a diverse student population
- c. The SRO must have the ability to present a positive image and symbol of both the District and the Department. A goal of the services is to foster a positive connection between young people and law enforcement officers. Therefore, the personality, grooming, and communications skills of the SRO should be of such nature that a positive image of the Department and its officers are reflected. The SROs should sincerely desire to work with the staff and students of all the District's schools.

2. Change of an SRO: Should the District determine that the performance or conduct of the SRO is not acceptable, the District Superintendent will request to meet with the Chief of Police to discuss the matter. In an effort to possibly resolve any concerns, the Superintendent and Chief of Police may also meet with the SRO. In order to request that an assigned SRO be dismissed from assignment in the District. The Superintendent or designee shall communicate in writing to the Chief of Police a request to change the SRO, including the reasons for the requested change. If within a reasonable amount of time after the steps outlined above have been taken the problem cannot be resolved, then the SRO shall be removed from the program in the District, and a replacement shall be obtained. In the event of the resignation, dismissal or reassignment of an SRO or in the case of a long-term absence by an SRO, the Chief of Police shall provide a temporary replacement for the SRO within sixty (60) school days of receiving notice of such absence, dismissal, resignation or reassignment.

3. Student records: The District and the City agree that exchange of information shall comply with RCW 28A.600.475, regarding student information.

School officials shall allow SRO to inspect and copy any public records maintained by the school to the extent allowed by law and otherwise in accordance with this Agreement, including student directory information such as yearbooks. However, notwithstanding any other provision herein, law enforcement officials may not inspect and/or copy confidential student education records except as allowed by the Family Educational Rights and Privacy Act ("FERPA") or otherwise as allowed by law. The SRO is otherwise limited in his or her access to confidential student records under the provisions of the FERPA.

The disclosure of such student records to the SRO without parental consent is allowed under a state concerning "the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released ..." adopted after November 19, 1974. Sec 34 C.F.R. § 99.31 (a)(5)(i)(B) and § 99.38(a). Depending on the language of the State statute, in 5. that it concerns the juvenile justice system and the student, disclosure can be made by the District to the SRO without parental consent or notice. For example, in the enforcement of Compulsory School Attendance, the release of confidential student records without parental consent or notice could be permitted under 34 C.F.R. § 99.31 (a)(5)(i)(B). It follows that other State statutes enforced by the juvenile justice system may also meet the necessary standards for disclosure under this exception. In order to comply with the requirements of FERPA for release of confidential student records under 34 C.F.R. § 99.31 (a)(5)(i)(B), the SRO must provide the District with a certification in writing that the information contained in the student records released will not be disclosed to any other party except as provided under state law, without the prior written consent of the parent of the student. See 34 C.F.R. § 99.38(b).

If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO at their sole discretion that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.

If student education records information is needed, but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records under FERPA following a reasonable attempt by the District to inform the parents or guardians of a subpoena, if required under FERPA. See 34 C.F.R. § 99.31(9)(i).

4. Employment Restrictions: Any SRO who will have regularly scheduled unsupervised access to children pursuant to this Agreement, shall be required to have completed a record check through the Washington State Patrol Criminal Identification System, under RCW 43.43.830-.834, RCW 10.97.30 and .50, and through the Federal Bureau of Investigation before hiring and prior to unsupervised access to children. The record check shall include a fingerprint check using a complete Washington state criminal identification fingerprint card. Record checks required above shall be at the sole cost and expense of the City.

City shall prohibit any SROs or substitute SRO employee of the City from working at a public school who has contact with children at a public school during the course of his or her employment, if such individual has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The City shall engage in due diligence to learn whether any of such employees have pled guilty or been convicted of any such crime and shall require their employees to self-report to the City any such plea or conviction. Any failure to comply with this section shall be grounds for immediate termination of this Agreement by the District, notwithstanding any other provision in this Agreement.

5. Interviews and Arrest Procedures: If an SRO plans to interview suspects or victims of crime, the SRO, to the extent practicable, will advise the Principal or his/her designate and work with the Principal and his/her designate to minimize disruption to the school and other students. District employees will make parental notification of such interviews in accordance with policy as established in District regulations and applicable laws. The Principal or Principal's designees may request to the SRO to be present during the interview of a student. If permitted, the Principal or his/her designate will be present solely as an observer of the interview and not a participant therein. The presence of a District employee at an interview of a student regarding a criminal matter shall make said employee subject to subpoena as a witness thereto. In the event the SRO arrests a student at a District school, the SRO shall notify the Principal or his/her designate as soon thereafter as practical. In the event the arrested student is a juvenile, City Police Department shall notify the parents or legal guardian pursuant to City policy and procedure. The District may all make notification as may be necessary under its own guidelines.

6. Applicable Law: The laws of the State of Washington shall govern this Agreement.

7. Ownership of Property: Any real or personal property used or acquired by either party to this Agreement in connection with the performance of this Agreement shall remain the sole property of such party, and the other party shall have no interest therein.

8. Purpose: By entering into this Agreement, the parties intend merely that the City provide full time police officers to be assigned to the designated schools within the District. The City does not intend to assume, nor the District expects it to gain, any greater responsibility or liability than that imposed through the limited nature of this Agreement or that imposed through the normal provision of law enforcement services to the community.

9. Assignment Prohibited: The parties hereto may not assign or transfer the performance of any duty or service under this Agreement or any claim, right or cause of action arising under this Agreement, in whole or in part.

10. Dispute Resolution: Any factual dispute between the City and the District that relates to this Agreement shall be referred for resolution to the Chief, or his/her designee, and the Superintendent of the District, or his/her designee. In the event the dispute cannot be resolved between the parties to each party's mutual satisfaction, the issue shall be submitted to mediation through a mutually agreeable mediator. Both parties agree to utilize this process prior

to the institution of any legal action to enforce the terms and conditions of this Agreement. The cost of mediation shall be borne equally by the parties.

11. Applicable Law and Venue: This Agreement shall be construed under the laws of the State of Washington. Venue of any legal action brought to enforce any of the terms and conditions of this Agreement shall be Grant County, Washington.

12. Insurance and Indemnification: Each party to this Agreement shall indemnify, defend, and hold the other party harmless from and against any and all costs, liabilities, suits, losses, damages, claims, expenses, penalties, or other charges, including, without limitation, reasonable attorney's fees and disbursements, that the other party may incur or pay out by reason of: (i) any accidents, damages, or injuries to persons or property occurring during the Term of this Agreement, but only to the extent the same were caused by any negligent or wrongful act of the indemnifying party.

The provisions of this section shall survive the expiration or earlier termination of this Agreement. Neither party assumes any responsibility to the other party for the consequences of any claim, act, or omission of any person, agency, firm, or corporation not a party to this Agreement.

Evidence of insurance or self-insurance coverage will promptly be provided upon request by either party.

13. Independent Contractor Status: The City and its employees and agents shall perform all duties pursuant to this Agreement as an independent contractor. Both parties understand and agree that the District retains its legal responsibility for the safety and security of the school district, its employees, students, and property and thus Agreement does not alter that responsibility.

14. Non-Discrimination: No person shall, on the grounds of race, creed, color, national origin, sex, or marital status, or the presence of any sensory, mental or physical handicap, unlawfully be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any activity performed under this Agreement. Non-discrimination laws applicable to the School District and the City which each party agrees to abide by include, but are not limited to, the federal Americans with Disabilities Act (ADA), and the Washington State Law Against Discrimination, chapter 49.60 RCW.

15. Payments: All payments of compensation and other expenditures to the City shall be conditioned upon submission of reports from the SROs which specify the date(s), extent and nature of the performance which has been rendered; and the SROs performance to the satisfaction of the School District.

16. Termination: The City and the School District acknowledge that entering into this Agreement may result in financial commitments by the other party to this Agreement. Therefore, the parties agree that they will not terminate this Agreement prior to the expiration date without the written

consent of the other party or prior written notice to the other party of not less than ninety (90) Days.

17. Verbal Agreements: This written contract constitutes the mutual agreement of the School District and the City in whole. No alteration or variation of the terms of this contract and no oral understandings or agreements not incorporated herein shall be binding.

18. Legal Requirements: The City and the District shall at all times exercise their rights and perform their respective obligations under this Agreement in full compliance with all applicable laws, ordinances, rules, and regulations of any public authority having jurisdiction.

Dated: _____

Dated: _____

WAHLUKE SCHOOL DISTRICT #73

CITY OF MATTAWA

By: _____
Andrew Harlow, Superintendent

By: _____
Maria Celaya, Mayor

CITY OF MATTAWA

STAFF REPORT

To: Mayor Celaya and City Council
 From: Mattawa Police Department
 Date: August 7, 2025
 Proceeding Type: New Business
 Subject: Mattawa Police Department Laptop Replacement/Purchase

Legislative History:

• First Presentation:	August 7, 2025
• Second Presentation:	
• Requested Action:	Motion

Staff Report Summary

The subject in front of the City Council is to authorize the purchase of five laptops.

Background

The Police Department currently has five laptops that cannot be upgraded to windows 11. The laptops will no longer receive features and security updates after October 14th, 2025.

Fiscal and Policy Implications

Financial impacts are expected to be approximately \$9,828.74 tax included. The purchase will derive from the appropriate fund(s) listed below:

#	FUND	BARS	LINE ITEM	AMOUNT BUDGETED	CURRENT EXPENDITURE	REMAINING BUDGET AMOUNT
1.	001 General Fund	594 21 63 01	Computers	\$4,500	\$0	\$4,500
		521 22 35 00	LE Equipment/Supplies	\$23,000	\$6,300	\$16,700
TOTAL						

Options

1. Authorize the purchase of five laptops.
2. Do not authorize the purchase of five laptops.

Staff Recommendation

1. Authorize the purchase of the five laptops as presented.

Attachments

A.	NASPO DELL Quote
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The following documents are attached and subject for review:

Review by:	Type of Document	Title of Document	Date Reviewed	Comment:
Engineering	▪ N/A			
Legal	▪ N/A			
Financial	▪ WORD	Staff Report	8/4/25	Initials: <i>See</i>
Comment:				



Your Quote is ready.

Your personalized Quote is now available for purchase.

Complete your order through our secure online checkout before your Quote expires.

[Order Now](#)

Quote Name:	5x Dell Pro Rugged + Dock	Sales Rep	Connor Wegener
Quote No.	3000193004437.1	Phone	1(800) 4563355
Total	\$9,828.74	Email	Connor.Wegener@dell.com
Customer #	550106334650	Billing To	ALEX ZESATI
Quoted On	Aug. 05, 2025		MATTAWA POLICE DEPT
Expires by	Sep. 04, 2025		521 GOVERNMENT RD
	Dell NASPO Computer		MATTAWA, WA 99349
Contract Name	Equipment PA - Washington		
Contract Code	C000001119005		
Customer Agreement #	23026 / 05820		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Connor Wegener

Shipping Group

Shipping To	Shipping Method
ALEX ZESATI MATTAWA POLICE DEPT 521 GOVERNMENT RD MATTAWA, WA 99349 (509) 790-8696	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Pro Rugged, RB14250 BTX	\$1,764.71	5	\$8,823.55
Dell Pro Thunderbolt 4 Smart Dock SD25TB4	\$260.99	1	\$260.99

Subtotal:	\$9,084.54
Shipping:	\$0.00
Non-Taxable Amount:	\$225.00
Taxable Amount:	\$8,859.54
Estimated Tax:	\$744.20
<hr/>	
Total:	\$9,828.74

Shipping Group Details

Shipping To

ALEX ZESATI
 MATTAWA POLICE DEPT
 521 GOVERNMENT RD
 MATTAWA, WA 99349
 (509) 790-8696

Shipping Method

Standard Delivery

		Unit Price	Quantity	Subtotal
Dell Pro Rugged, RB14250 BTX		\$1,764.71	5	\$8,823.55
Estimated delivery if purchased today: Aug. 11, 2025 Contract # C000001119005 Customer Agreement # 23026 / 05820				
Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Rugged, RB14250 BTX	210-BNNJ	-	5	-
Intel(R) Core(TM) Ultra 5 135U (12 MB cache, 12 cores, up to 4.40 GHz, 15W)	379-BFTG	-	5	-
Windows 11 Pro	619-BBQD	-	5	-
Intel R Core TM Ultra 5 135U (12 MB cache, 12 cores, up to 4.40 GHz, 15W), Intel Integrated Graphics	338-CQVG	-	5	-
16GB: 2 X 8 GB, DDR5, 5600, Non-ECC, SoDIMM	370-BCGC	-	5	-
512GB PCIe NVMe 2230 SSD	400-BSFN	-	5	-
14" Non-Touch, FHD 1920x1080, 60Hz, WVA, Anti-Glare, 400 nit, Low Blue Light, RGB camera	391-BJNP	-	5	-
HD RGB Camera + Microphone, Non-Touch display, WLAN antenna	319-BBKX	-	5	-
No Mobile Broadband Card	556-BFST	-	5	-
Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, MU-MIMO, Bluetooth® 5.3 wireless card	555-BLHY	-	5	-
Wireless Intel AX211 WLAN Driver	555-BLJD	-	5	-
Core Ultra 5 non-vPro CPU Label, Gen 14th	389-FJFB	-	5	-
English US Rugged RGB Single Point backlit Copilot key keyboard	583-BMJG	-	5	-
No Fingerprint reader, no Smartcard reader	346-BLBK	-	5	-
65W AC adapter, USB Type-C	492-BDTG	-	5	-
E4 C5 black Power Cord 1M, US	470-BCRH	-	5	-
Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery	389-FJFG	-	5	-
Battery Airbay Cover	325-BFXD	-	5	-
Service and Support Guide MUI for DAO (English, French, Multi)	340-DSGW	-	5	-
Quick setup guide, WW	340-DRXV	-	5	-
No Resource USB Media	430-XYPF	-	5	-
ME Disable - Manageability	631-BBYT	-	5	-
ENERGY STAR Qualified	387-BBLW	-	5	-
EPEAT 2018 Registered (Gold)	379-BFWZ	-	5	-
No Option Included	340-ACQQ	-	5	-

POD Label, 100% tie to L10 BTS & BTP	389-FJFK	-	5	-
Direct Shipment, Dell Pro Rugged 14 RB14250	340-DSFF	-	5	-
Smart Selection Shipment	800-BBZW	-	5	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	5	-
Additional TBT-4/Type-C port	325-BFXV	-	5	-
Additional rear USB 3.2 Type-A port	590-TFPW	-	5	-
Intel Responsiveness Technologies Driver	409-BCYL	-	5	-
Rigid Handle	750-BBMM	-	5	-
No Additional Software	658-BFOH	-	5	-
Fixed Hardware Configuration	998-HGDM	-	5	-
Docking POGO connector without Antenna Passthru, WLAN antenna	452-BDZK	-	5	-
ProSupport: Next Business Day Onsite, 3 Years	713-0288	-	5	-
Dell Limited Hardware Warranty Initial Year	713-0305	-	5	-
ProSupport: 7X24 Technical Support, 3 Years	713-0309	-	5	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	5	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	5	-
Dell Additional Software	634-CVYV	-	5	-
No DDP ESS Software	634-BENZ	-	5	-
		Unit Price	Quantity	Subtotal
		\$260.99	1	\$260.99

Dell Pro Thunderbolt 4 Smart Dock SD25TB4

Estimated delivery if purchased today:
 Aug. 12, 2025
 Contract # C000001119005
 Customer Agreement # 23026 / 05820

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Thunderbolt 4 Smart Dock SD25TB4	210-BRQK	-	1	-
Dell Limited Hardware Warranty	718-2057	-	1	-
Advanced Exchange Service 3 Years	718-2058	-	1	-

Subtotal:	\$9,084.54
Shipping:	\$0.00
Estimated Tax:	\$744.20
Total:	\$9,828.74

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.