



CITY OF MATTAWA
COUNCIL MEETING AGENDA
October 02, 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 09.18.25
- Gray & Osborne Project Summary 09.24.25
- 2025 Claims EFT & Checks Approval #21255-21279 -- \$157,693.45
- 2025 Payroll EFT & Checks Approval #32060-32066 -- \$51,353.09

IV. Reports:

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 - Dance Fundraising & Liquor Permit**
2. **Master Meter Upgrade Purchase**

VII. **Adjournment:**

42.24.090, have been recorded on a listing which has been made available to the Council for approval and is retained for public inspection at city hall.

** As of September 18th, 2025, the Council approved payment of 2025 Claims Checks Approval #21231-21254 in the amount of \$140,847.48, 2025 Payroll EFT Approval for \$7,400.00.

***** M/s; Acosta / Heredia motion that bills, checks, payroll, 09.04.25 meeting minutes be approved. Motion carried.***

V. Reports:

Mayor's Report

**The last community yard sale and churches clean-up events were successful.

**The high school reached out to see if Trunk-N-Treat can be at the high school parking. Always nice when an organization would like to host event.

**The churches parade route was extended beyond what council approved. Some trucks went through 4th street/ Selkirk and 8th street, which was not part of the parade route.

Council Report

**Councilman Acosta asked if we know who painted Dorelis building. Mayor said she heard they paid for that mural. Juan clarified the definition of graffiti, which is any unwanted markings.

**Councilman Hwang thanked Juan for the tour at the 5.8 million project WWTF Improvements.

**Councilwoman Hernandez asked what time did the parade start, Juan said they started after 1 pm. Councilwoman Hernandez said there were a lot of safety issues with cars/trucks revving and could of caused accidents. Councilman Heredia said for next time, maybe have a pre-meeting to remind of the rules or else there will be repercussions. Councilman Hwang asked if the churches liability insurance covered dancing horses. Councilwoman Lopez said they will need to be more courteous of the start time of the parade next time. Councilman Berghout said things went well, other things didn't. Next time, there should be a pre-meeting and charge a deposit for cleaning horse droppings.

Police Department Report

** Calls for service report: some service calls went down the last 2 weeks.

** Church Parade – There were some complaints on vehicle noise and vehicles blocking roads. There were no calls for service for the festival. Councilman Berghout said security was at the entrance, and you were patted down.

Public Works Department Report

**The Lift Station project bid opening went great. 11 bids were received from all over the state in the amount of 1.2 to 2 million.

**Well 2 Rehabilitation and Re-Equipping project will resume next week.

**Yard Sale and the clean-up event from the Coalition of Churches did great, there was weed removal and graffiti removal.

** Church Parade- Would recommend a pre-meeting for next year for a safer event.

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

None.

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

1. **G & O Amendment No. 2 – WWTF Solids Handling Improvements Design**
M/s; Heredia / Acosta motion to approve. Motion carried.
2. **G & O Amendment No. 3 – WWTF Improvements – Additional Construction Administration**
M/s; Berghout / Hwang motion to approve. Motion carried.
3. **G & O Amendment No. 4 – Well 2 Re-Equipping – Additional Construction Administration**
M/s; Heredia / Acosta motion to approve. Motion carried.
4. **Sewer System Improvements – Award Project and Authorize Mayor to Sign Contract**
M/s; Heredia / Berghout motion to award schedule A, B, & C to DW Excavating with schedule C paid out using water capital funds and approve mayor to sign contract. Motion carried.
5. **Sewer System Improvements – Construction Administration (G & O)**
M/s; Heredia / Lopez motion to approve. Motion carried.
6. **Progress Estimate 10 – Well 2 Re-Equipping**
M/s; Berghout / Acosta motion to approve. Motion carried.
7. **Ordinance 25-700 – Amending 5.16.030 Titled “Exemptions” (Fundraising)**
M/s; Acosta / Herdia motion to approve with the addition of 1 day only. Opposed, Hernandez. Motion carried.
8. **Resolution 25.09.04 – Six-Year Transportation Improvements Plan 2026-2031**
M/s; Herdia / Lopez motion to approve. Motion carried.
9. **Grant County Health District Interlocal Agreement 2026**
M/s; Berghout / Barajas motion to approve the agreement of \$1,000 contribution. Motion carried.
10. **MPD Flock Safety Cameras**
M/s; Acosta / Heredia motion to approve purchase. Motion carried.
11. **MPD Axon Taser Purchase / Contract**
M/s; Berghout / Acosta motion to approve full payment purchased from public safety tax fund. Motion carried.

VIII. Adjournment:

The council meeting was adjourned at 7:34 P.M. M/s; Berghout / Barajas. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

Gray & Osborne/City of Mattawa Project Summary (9/24/25)

Development Projects

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

- **G&O's comments on the engineering plans have been satisfied**
- **Construction has started**

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

Project Number: 21845.16

Funded: Developer Contributions

- Completed first review of construction drawings
- **Completed multiple reviews of construction drawings**
- **Have responded to multiple questions from the developer**
- **An updated submittal was received 8/27 and comments were provided to the City on 9/22.**

Transportation Projects

TIB Applications – Michael Woodkey, Julio Renteria, Brandon Larson

Project Number: TBD

- Applications were due August 2025
- **TIB applications were submitted.**

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**

CDBG Funding Applications – Russ Powers, Jamin Ankney

- Opportunity to apply for CDBG funding for projects
- CDBG is primarily interested in funding community facilities or projects that facilitate housing and growth
- Preliminary estimates are being prepared for CDBG's consideration

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
- 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 currently has suspended work while waiting for electrical equipment – resumption of work scheduled for 9/30
- The current schedule shows completion in late October
- 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

- G&O has reached out to EPA to determine process for property acquisition with CDS funding
- **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: \$19,630**

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.
- DOH approved the contract documents
- The project was advertised on August 13 and opened bids on August 29
- **One bid was received and the Council awarded the project on 9/4**
- **The contractor is current preparing their bonds and insurance**
- **A preconstruction meeting is scheduled for 9/24**
- **Total Budget: \$134,000**

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

- Project Number: TBD
- Project Completion: 2025
- Funded: DWSRF
- **The siting analysis is complete and provides the City has a clear plan for the potential locations of Well 5**
- **City staff have been consulted on possible Well 5 locations**
- **A realtor has prepared market analysis for multiple potential locations and will discuss with City staff**
- **Tentative schedule is property acquisition Fall 2025, drilling bid Spring 2026, well drilling summer 2026, start equipping design Summer 2026, drilling bid spring 2027, project complete by early 2028.**

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
- **The PWB funding applications have been submitted**
- **PWB will announce the awards in October**

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)

- 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

- Apollo has been notified about the telemetry radio issue
- The City needs to file Notice of Completion paperwork for all three phases.

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
- 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-December 2025**
- **A few outstanding change order options are being discussed**
- **The contractor needs to provide a complete start up and testing plan**
- **Total Budget \$5,883,000 (includes design, construction, construction administration)**

WWTF Solids Handling Improvements Design – Nancy Wetch, Jamin Ankney

Project Number: 25861

Project Completion: 2028

- The City is on the final Ecology funding list for this project
- **An engineering agreement for the design was approved by council on 9/18**
- **The Ecology funding should be contracted during the Fall 2025**
- **Total Budget \$637,000**

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

Project Number: 24817

Project Completion: 2026

Funded: Ecology Grant/Loan

- Slight changes in the proposed route were made to better serve future development in the area
- Additional Ecology comments have been addressed
- Obtained approved from the County and WSDOT for the detour
- Easements have been finalized and signed by the property owners
- **Bid opening was completed on 9/16**
- **The project was awarded on 9/18**
- **The project is currently in the insurance and bonds review phase**
- **A preconstruction meeting is planned for the week of 9/30**
- **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***

Rate Study Update – Michael Woodkey

Project Number: TBD

Project Completion: December 2026

Funded: City

- City would like to assess its rates, given current capital improvement funding packages
- ***Total Budget \$15,000***

Next Meeting – October 22, 2025, 10 am

ACCOUNTS PAYABLE

City Of Mattawa

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
18588	10/02/2025	10/02/2025	3912	CAD HOMES LLC	100.00 Refund Utility Deposit #3912
	589 30 01 00	Deposit Refunds - Custome	403 000 580	Customer Depo	100.00 Refund Utility Deposit #3912
18610	10/02/2025	10/02/2025	1886	CENTURY LINK	140.85 Lift Station
	535 10 42 00	Telephone	405 000 535	Sewer Operatin	140.85 Lift Station
18611	10/02/2025	10/02/2025	1886	CENTURY LINK	79.12 WWTP SCADA System
	535 10 42 00	Telephone	405 000 535	Sewer Operatin	79.12 WWTP SCADA System
18629	10/02/2025	10/02/2025	443	CITY OF MATTAWA-PETTY CASH	37.61 Petty Cash
	521 20 31 02	Postage	001 000 521	Current Expens	28.50 MPD-Cerified Letters
	554 30 31 00	Animal Control / Supplies	001 000 554	Current Expens	9.11 PW- Dog Food
18604	10/02/2025	10/02/2025	3984	CITY OF QUINCY	338.16 FTO Services
	521 40 49 00	Training & Travel	001 000 521	Current Expens	338.16 FTO Services
18597	10/02/2025	10/02/2025	112	COLUMBIA BASIN HERALD	270.85 Ad. For Water Telemetry System Upgrades 8/18/25
	594 35 63 01	Lift Station Upgrade	412 000 594	Sewer Capital I	270.85 Ad. For Water Telemetry System Upgrades 8/18/25
18598	10/02/2025	10/02/2025	112	COLUMBIA BASIN HERALD	260.85 Ad. For Water Telemetry System Upgrades 8/25/25
	594 35 63 01	Lift Station Upgrade	412 000 594	Sewer Capital I	260.85 Ad. For Water Telemetry System Upgrades 8/25/25
18632	10/02/2025	10/02/2025	3679	CORRECT EQUIPMENT, INC.	1,354.85 WWTP Lift Station Floats
	535 10 48 04	System Repairs / Maintenar	405 000 535	Sewer Operatin	1,354.85 WWTP Lift Station Floats
18589	10/02/2025	10/02/2025	3001	FERNANDEZ, JOSE GONZALO	106.00 Reimbursement For Exam WDM2
	534 10 43 00	Travel & Training	401 000 534	Water Operatin	106.00 Reimbursement For Exam WDM2
18607	10/02/2025	10/02/2025	2304	FIRST BANKCARD	428.87 Credit Card Expenses -MPD
	521 10 49 00	Professional Services	001 000 521	Current Expens	93.92 Office Phone Lines
	521 10 49 00	Professional Services	001 000 521	Current Expens	121.72 Schedule Anywhere
	521 22 35 00	LE Equipment/Supplies	001 000 521	Current Expens	213.23 Radio Pop-up TACO/Gen 2 Double Pistol TACO
18608	10/02/2025	10/02/2025	2304	FIRST BANKCARD	1,692.38 Credit Card Expenses -Clerks

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
514 23 31 02	Office Supplies		001 000 514 Current Expens	111.50	Soap/ Notespads/ Tissue/sheet Protectors/envelopes/tape/receipt Rolls
514 23 31 02	Office Supplies		001 000 514 Current Expens	22.20	Paper
518 10 31 00	Uniforms		001 000 518 Current Expens	-100.72	Refund- Return Jackets
518 30 49 14	Professional Services		001 000 518 Current Expens	50.62	Office Phone Lines
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	37.50	Monthly Website Fee
518 70 31 00	Other Supplies And Furnitu		001 000 518 Current Expens	29.36	Febreze Air
518 70 31 00	Other Supplies And Furnitu		001 000 518 Current Expens	30.78	Coupler/ethernet Cable/ Hanging Strips
518 70 31 00	Other Supplies And Furnitu		001 000 518 Current Expens	49.32	Trash Bags/ Paper Tray
521 10 49 00	Professional Services		001 000 521 Current Expens	75.00	Monthly Website Fee
521 20 31 00	Office Supplies		001 000 521 Current Expens	22.20	Paper
534 10 31 00	Office Supplies		401 000 534 Water Operatin	33.38	File Organizer
534 10 31 00	Office Supplies		401 000 534 Water Operatin	22.20	Paper
534 10 31 03	Uniforms		401 000 534 Water Operatin	132.42	Uniforms Logos
534 10 41 05	Professional Services		401 000 534 Water Operatin	50.62	Office Phone Lines
534 10 41 05	Professional Services		401 000 534 Water Operatin	18.75	Monthly Website Fee
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	33.38	File Organizer
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	22.20	Paper
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	42.25	Business Cards- Chris
535 10 31 02	Uniforms		405 000 535 Sewer Operatin	132.42	Uniforms Logos
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	50.61	Office Phone Lines
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	18.75	Monthly Website Fee
537 10 41 02	Professional Services		420 000 537 Solid Waste Fu	56.00	WWTF Internet
594 35 63 01	Lift Station Upgrade		412 000 594 Sewer Capital I	676.74	Ad For Bids Water Telemetry
18628	10/02/2025	10/02/2025	2304		FIRST BANKCARD
				1,414.42	Credit Card Expenses- PW
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	252.60	Keypad Door For City Hall/ Steel Door Hole Cover/leel Lock
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	59.61	Handle Doors
534 10 35 00	Small Tools & Equipment		401 000 534 Water Operatin	152.18	Starter Kit
534 10 41 05	Professional Services		401 000 534 Water Operatin	2.99	Icloud Storage
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	74.95	Shop Internet
534 10 48 02	Vehicle Repair & Maintena		401 000 548 Water Operatin	130.07	Bulbs Combo
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	204.25	Control Bug Zapper/mosquito Zapper
535 10 42 00	Telephone		405 000 535 Sewer Operatin	99.00	Phone
542 30 35 01	Small Tools & Equipment		101 000 542 Street Fund	292.98	Safety Air Traffic Control Wand For Crosswalk Flags
542 30 43 00	Travel And Training		101 000 542 Street Fund	7.00	Meal-Chris Flagger Training Yakima
542 30 43 00	Travel And Training		101 000 542 Street Fund	105.00	Class-Chris Flagger Training Yakima

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542 30 43 00	Travel And Training		101 000 542 Street Fund	12.12	Meal-Chris Flagger Training Yakima
18600	10/02/2025	10/02/2025	1698 GRANT COUNTY PUD	4,873.31	Power Billing August 2025
518 30 47 14	City Hall Utilities		001 000 518 Current Expens	228.48	City Hall
534 10 47 01	Utilities		401 000 534 Water Operatin	4,397.07	707 2nd Well
534 10 47 01	Utilities		401 000 534 Water Operatin	24.07	Boundary
572 20 47 00	Library - Utility Services		001 000 572 Current Expens	116.03	Library
576 80 47 00	Park Utilities		001 000 576 Current Expens	25.72	Park
576 80 47 00	Park Utilities		001 000 576 Current Expens	29.34	Manson Lane
576 80 47 00	Park Utilities		001 000 576 Current Expens	28.93	Control Circuit
576 80 47 00	Park Utilities		001 000 576 Current Expens	23.67	Outlets
18601	10/02/2025	10/02/2025	1698 GRANT COUNTY PUD	2,329.58	Power Billing August 2025
534 10 47 01	Utilities		401 000 534 Water Operatin	43.73	709 1st Street
534 10 47 01	Utilities		401 000 534 Water Operatin	35.53	710 1st Street
535 10 47 00	Utilities		405 000 535 Sewer Operatin	67.28	8th St.
535 10 47 00	Utilities		405 000 535 Sewer Operatin	2,183.04	U Rd
18633	10/02/2025	10/02/2025	1734 GRAY & OSBORNE INC	655.73	Water Right Assistance 08/10/25-09/6/25
534 10 41 03	Engineering Services		401 000 534 Water Operatin	655.73	Water Right Assistance 08/10/25-09/6/25
18634	10/02/2025	10/02/2025	1734 GRAY & OSBORNE INC	3,095.20	Water Telemetry Improvements 08/10/25-09/6/25
594 34 41 01	Water System Telemetry Im		411 000 594 Water Capital I	3,095.20	Water Telemetry Improvements 08/10/25-09/6/25
18635	10/02/2025	10/02/2025	1734 GRAY & OSBORNE INC	7,174.03	2025 Red Town Initiative Design 08/10/25-09/6/25
595 95 41 02	TIB Grant - 2025 Multiple		101 000 594 Street Fund	7,174.03	2025 Red Town Initiative Design 08/10/25-09/6/25
18636	10/02/2025	10/02/2025	1734 GRAY & OSBORNE INC	27,270.87	Sewer System Improvements Design 08/10/25-09/6/25
594 35 63 01	Lift Station Upgrade		412 000 594 Sewer Capital I	27,270.87	Sewer System Improvements Design 08/10/25-09/6/25
18637	10/02/2025	10/02/2025	1734 GRAY & OSBORNE INC	378.77	Balaggan Subdivision 08/10/25-09/6/25
518 30 49 01	Engineering Services		001 000 518 Current Expens	378.77	Balaggan Subdivision 08/10/25-09/6/25
18638	10/02/2025	10/02/2025	1734 GRAY & OSBORNE INC	32,662.74	WWTF Improvements CA 08/10/25-09/6/25
594 35 41 00	WWTF Improvements Proj		412 000 594 Sewer Capital I	32,662.74	WWTF Improvements CA 08/10/25-09/6/25

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18639	10/02/2025	10/02/2025	1734 GRAY & OSBORNE INC	483.23	Well 5 Siting Analysis & Drilling Design 08/10/25-09/6/25
	594 34 41 02	Well 5 Siting Analysis & Dr	411 000 594	483.23	Well 5 Siting Analysis & Drilling Design 08/10/25-09/6/25
18612	10/02/2025	10/02/2025	2823 HERNANDEZ, JAZMIN E	205.80	Reimbursement For Mileage Conferece WFOA Bellevue
	514 23 43 00	Travel & Education	001 000 514	205.80	Reimbursement For Mileage Conferece WFOA Bellevue
18613	10/02/2025	10/02/2025	2311 MARTINEZ, ANABEL	205.80	Reimbursement For Mileage Conferece WFOA Bellevue
	514 23 43 00	Travel & Education	001 000 514	205.80	Reimbursement For Mileage Conferece WFOA Bellevue
18592	10/02/2025	10/02/2025	3588 MCKINNEY COMMERCIAL GLASS & DOOR	451.19	Labor- Well No. 3 And Shop
	534 10 31 00	Office Supplies	401 000 534	451.19	Labor- Well No. 3 And Shop Recharged Batteries
18596	10/02/2025	10/02/2025	324 MULTI AGENCY COMMUNICATION CENTER	2,868.69	Dispatch Services October 2025
	522 20 42 02	MACC - Communications	107 000 522	2,868.69	Dispatch Services October 2025
18606	10/02/2025	10/02/2025	3357 NATIONAL COLOR GRAPHICS	948.89	Utility Billing Cards
	514 23 31 02	Office Supplies	001 000 514	237.23	Utility Billing Cards
	534 10 31 00	Office Supplies	401 000 534	237.23	Utility Billing Cards
	535 10 31 00	Office Supplies	405 000 535	237.23	Utility Billing Cards
	537 10 31 00	Office Supplies	420 000 537	237.20	Utility Billing Cards
18591	10/02/2025	10/02/2025	625 NORCO	29.85	Cylinder Rental
	534 10 31 01	Operating Supplies	401 000 534	29.85	Cylinder Rental
18602	10/02/2025	10/02/2025	2798 PACIFIC OFFICE AUTOMATION	231.28	Ink Usage August 2025
	518 70 45 01	Copier Lease	001 000 518	57.82	Ink Usage August 2025
	521 20 31 00	Office Supplies	001 000 521	57.82	Ink Usage August 2025
	534 10 45 01	Copier Lease	401 000 534	57.82	Ink Usage August 2025
	535 10 45 01	Copier Lease	405 000 535	57.82	Ink Usage August 2025
18630	10/02/2025	10/02/2025	2798 PACIFIC OFFICE AUTOMATION	247.64	Monthly Equipment Rental August 2025
	591 14 70 01	Copier Machine Lease - Clk	001 000 591	49.53	Monthly Equipment Rental August 2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
591 21 70 03	Copier Machine Lease - PD		001 000 591 Current Expens	49.53	Monthly Equipment Rental August 2025
591 34 70 01	Copier Machine Lease - PW		401 000 591 Water Operatin	49.53	Monthly Equipment Rental August 2025
591 35 70 02	Copier Machie Lease - PW		405 000 591 Sewer Operatin	49.53	Monthly Equipment Rental August 2025
591 37 70 01	Copier Machine Lease - PW		420 000 591 Solid Waste Fu	49.52	Monthly Equipment Rental August 2025
18603	10/02/2025	10/02/2025	3983 QUINCY VALLEY MEDICAL CENTER	53.20	MPD- Legal Blood Draw Request
521 10 49 00	Professional Services		001 000 521 Current Expens	53.20	MPD- Legal Blood Draw Request
18609	10/02/2025	10/02/2025	3923 SOFT WATER SPECIALISTS LLC, ESSENTIAL WA	59.84	Water Cooler Rental Sept.
518 70 31 00	Other Supplies And Furnitu		001 000 518 Current Expens	19.95	Water Cooler Rental Sept.
521 20 31 00	Office Supplies		001 000 521 Current Expens	19.95	Water Cooler Rental Sept.
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	19.94	Water Cooler Rental Sept.
18631	10/02/2025	10/02/2025	3482 STETNER ELECTRIC INC	3,411.52	PW- Labor/ Parts
535 10 48 04	System Repairs / Maintenar		405 000 535 Sewer Operatin	3,411.52	Labor & Partsf For Blower System
18599	10/02/2025	10/02/2025	3922 THE BUNKER RICHLAND	173.92	Equipment And Supplies
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	173.92	Taylor Install Velcro
18605	10/02/2025	10/02/2025	385 THE ROYAL TOWING	416.57	Labor- Tow Services
521 20 48 00	Vehicle Repair And Maintei		001 000 521 Current Expens	416.57	Labor- Tow Services
18590	10/02/2025	10/02/2025	2140 THINK TANK SANITATION INC.	360.00	Portable Restrooms
576 80 47 00	Park Utilities		001 000 576 Current Expens	360.00	Portable Restrooms
18594	10/02/2025	10/02/2025	732 U.S CELLULAR	412.19	MPD- Cell Phone Services
521 20 42 00	Telephone		001 000 521 Current Expens	412.19	MPD- Cell Phone Services
18595	10/02/2025	10/02/2025	732 U.S CELLULAR	212.70	MPD- Sims Cards
521 20 42 00	Telephone		001 000 521 Current Expens	212.70	MPD- Sims Cards
18593	10/02/2025	10/02/2025	2986 ULINE	2,067.08	Parts/Supplies
534 10 48 03	System Repair & Maintenai		401 000 534 Water Operatin	2,067.08	Safety Bollards

Report Total: 97,503.58

Fund	
001 Current Expense Fund	4,882.46

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:30:51 Date: 09/29/2025
Page: 6

As Of: 10/02/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			101 Street Fund	7,591.13	
			107 Public Safety Tax Fund	2,868.69	
			401 Water Operating Fund	8,814.00	
			403 Customer Deposit Fund	100.00	
			405 Sewer Operating Fund	8,184.10	
			411 Water Capital Improvement	3,578.43	
			412 Sewer Capital Improvement	61,142.05	
			420 Solid Waste Fund	342.72	

This report has been reviewed by:

Anabel Martinez

9/29/25

REMARKS:

Anabel Martinez - City Clerk

Date



City of Mattawa
Planning Department
521 Government Rd.
Mattawa, WA 99349

Council Meeting Memo

To: Mattawa City Council
CC: Mayor Maria Maggie Celaya
From: Rachelle Bradley, AICP, Contract Planner
Date: 09/29/2025
Proceeding Type: Discussion and potential New Business
Subject: Our Lady of the Desert Parish – Dance Event Fundraiser

Background & Overview

The City of Mattawa has received a proposal from Our Lady of the Desert Parish for a dance event for the purpose of fundraising. The proposed location is the church's private property, which is subject to all city land use codes and development regulations. A code review indicates the following requirements, which are further detailed below:

- A public dance permit is required, consistent with ALL provisions in MMC [9.40](#).
- Private security must be provided and confirmed with the City's Police Department.
- Vehicles over 12,000lbs or 25ft in length are only permitted on Government Road and may only be parked for up to two hours on Government Road in designated areas.
- Sound must be at reasonable volumes and limited to indoors so as not to violate provisions in MMC [9.08](#).
- The dance must end before 10pm as quiet hours are from 10pm-8am.
- 30-days must have passed since the previous fundraising event, consistent with Ord. 25-700.

In the future, requests like this must be made more than **30-days in advance** of the scheduled event. It is not guaranteed that it will be reviewed and approved on short notice.

Mattawa Municipal Code

The city's Municipal Code was thoroughly reviewed to inform the City Council of applicable regulations regarding the proposed use.

Conditional Use Permits for Churches

- All churches in Mattawa require a conditional use permit – MMC [17.52](#).
- The city's Planning Department (SCJ) reviewed a CUP for the Worship Center, Parsonage, and existing church buildings, which was approved by the Hearing Examiner on August 21, 2024. The review

considered whether the proposal was harmonious with the surrounding development and did not contradict the objectives of the comprehensive plan.

- Any change in the primary use requires an amendment to the original permit, which must be approved by the Hearing Examiner.
- Uses that are temporary in nature and supplement the primary use (i.e., fundraisers) are generally permitted.

Public Dances

- The proposal meets the definition of public dances, defined as “any dance to which members of the public may gain admission with or without payment of any fee.”
- A License for Public Dance and associated fee is required
- Police and other on-site security are required
 - It is possible that with the late notice of the event, accommodation by the police department may not be made based on schedule and staff availability.
 - Permission must be provided by the Police Department, noting the staff required and the cost of staff, which will be the fee.
- The license application shall include all items in MMC [9.40.050](#), such as name, requested date and hours, maximum attendance, music provided and type, and other details.
- The city’s clerk/treasurer determines for hours and maximum attendance, which can be based upon police and security availability.
- Re-entry to the dance and access to other buildings aside from the dance venue are prohibited.

Noise Control & Nuisances

- Generally, city quiet hours are between 10pm-8am. The event must end prior to 10pm.
- The dance event must be indoors in a designated venue, at a volume not to be heard more than 50 feet away from the source, and may not unreasonably disturb or interfere with the peace of the neighborhood:
 - Prohibited: The creation of frequent, repetitive, or continuous sounds which emanate from any building, structure, apartment, or condominium that unreasonably disturb or interfere with the peace and comfort of owners or possessors of real property, such as sounds from band sessions or social gatherings
 - Prohibited: The creation of sound from any audio equipment, such as a tape player, radio or compact disc player, television, musical instrument, or similar device, whether portable or stationary, **operated at a volume as to be audible at least fifty feet from the source.**

Change of Use Requirement

There is no clear guidance in the code that indicates the triggering of when a use is changed. Broadly, a primary use means “the main or dominant activity occurring on a lot” and “use” is the purpose for which land, or a structure, is primarily designed, arranged, or intended; or for which it is primarily occupied or maintained.

- In this instance, the primary use is still a church as it is the dominant use.
- Occasional events that are temporary in nature (such as fundraising activities) are allowed and do not constitute a change of use.
- If the occasional use becomes more frequent than the primary use (i.e., nightly dances vs weekly church service) then there is a change of use.
 - Recently passed Ord. 25-700
- The Planning Department can make administrative code interpretations on a case-by-case basis on whether a change of use is triggered.

Staff Recommendation

- Staff recommends that the public dance license application, along with its associated fee, be required, reviewed, and approved **before** any action is taken on a liquor license or other City Council items.



Our Lady of the Desert Parish

301 8th St.

Mattawa, WA 99349

Phone / Teléfono: 509-932-5424

Email/ Correo Electronico: office@ourladyofthedesertparish.org

To Whom it May Concern,

This letter is a formal request for a non-objection letter to support our application for a special occasion alcohol license. Our nonprofit organization, Our Lady of the Desert, is planning to host an event for which we need to obtain a license to sell alcohol.

To complete our application and to satisfy the requirements set forth by the Washington State Liquor and Cannabis Board (LCB), we are required to obtain a non-objection letter directly from the local authority. This letter must waive the 20-day waiting period required by law.

The LCB requires the letter to contain the following specific information:

- Be on official City/County letterhead.
- Be signed by authorized personnel.
- Include the statement: "The City has no objection to Our Lady of the Desert selling alcohol at this event."
- State the dates and times of the event.
- State the address of the event.

Our event details are as follows:

- Nonprofit Organization: Our Lady of the Desert
- Event Name: Tardeada Baile
- Dates and Times: October 11, 2024, from 12:00 PM to 10:00 PM
- Address: 301 8th Street, Mattawa WA 99349

We kindly request that you provide this letter at your earliest convenience to prevent any delays in our application process.

Please reach out if you have any more questions or require any more information,

Thank you for your time and assistance.

Sincerely,

Our Lady of the Desert Parish

**CITY OF MATTAWA
STAFF REPORT**

To: Mayor Celaya and City Council
 From: Public Works Department
 Date: October 2, 2025
 Proceeding Type: New Business
 Subject: Master Meter Upgrade

Legislative History:

- | | |
|------------------------|-----------------|
| • First Presentation: | October 2, 2025 |
| • Second Presentation: | |
| • Requested Action: | Motion Needed |

Staff Report Summary

The subject in front of City Council is to authorize the Master Meter Upgrade from Master LINK 3G to Allegro 450 Frequency.

Background

The City of Mattwa currently utilizes the Master Meter Master LINK 3G system to obtain water meter readings and has relied on this technology for the past ten years. However, as carriers decommission and phase out 3G networks, Master LINK is reaching the end of its service life. To ensure continuity and modernization, the Master Meter Allegro 450 system offers sustainable replacement. Operating on a private, licensed 450–470 MHz spectrum, Allegro 450 delivers superior coverage, greater data reliability, and long-term stability. In addition, it employs encrypted radio frequency communications that meet modern cybersecurity standards, providing both enhanced performance and improved security for the City’s water metering infrastructure.

Fiscal and Policy Implications

Financial impacts are expected in the amount of \$18,986, plus tax for the software upgrade, and \$2,659 for hardware device to operate a Master meter software. No policy implications are anticipated.

FUND	BARS	LINE ITEM	AMOUNT BUDGETED	CURRENT EXPENDITURE	REMAINING AMOUNT	
401- Water Operating	594.36.64.02	Metes- Radio Reads	\$21,000	\$0.00	\$21,000	100%
401- Water Operating	534.10.48.00	Computer Support/ Maintenance	\$9,000	\$6,289	\$2,700	30%
TOTAL			\$30,000	\$6,289	\$23,700	

Options

1. Authorize the Master Meter Upgrade from MasterLINK 3G to Allegro 450 Frequency.
2. Do not Authorize the Master Meter Upgrade from MasterLINK 3G to Allegro 450 Frequency.

Staff Recommendation

1. Authorize the Master Meter Upgrade from Master LINK 3G to Allegro 450 Frequency.

Attachments

A.	Correct Equipment -Master Meter Upgrade
B.	Vision quote # 12345679

The following documents are attached and subject for review:

Review by:	Type of Document	Title of Document	Date Reviewed	Comment:
Engineering	▪ PDF			
Legal	▪ WORD	Staff Report		
Financial	▪ WORD	Staff Report		Initials:
Comment:				



Correct Equipment
 Address: 14576 NE 95th Street
 Redmond, WA 98052
 Redmond, WA: (425) 869-1233
 Canby, OR: (503) 582-0555
 Toll Free: (877) 371-4555
 WWW.CORRECTEQUIPMENT.COM

September 9, 2025

Juan Ledezma
 Mattawa WA

RE Master Meter Upgrade from MasterLINK 3G to Allegro 450 Frequency

Hardware
 3G Hard Shell Case Upgrade to Hybrid 3G/Allegro Mobile System PRICE \$3,573
 Includes: Allegro Receiver, Mag Mount Antenna, Allegro Technical
 Software & Drive-by Case modification.

FCC License 450 Frequency (One Time Fee)
 FCC License Application Fee for Harmony Encore Mobile PRICE \$1,299

Software Upgrade
 Upgrade from MasterLINK To Harmony Encore PRICE \$5,457
 RSS-HAR-A-TR2 Harmony Software System Setup and Training (Up to 2 days) PRICE \$7,156

Annual Cost
 Annual Hosting cost for Allegro Mobile PRICE \$1,501

Cost to Upgrade Hardware, Software, 450 MHz License Fee and Annual Hosting Cost
PRICE \$18,986

Loyalty Pricing

<u>Meters</u>	<u>Standard Price</u>	<u>Loyalty Price</u>
5/8 X 3/4 Multi-jet Meters w/UTG Allegro Registers	\$333.04	\$219.80
1" Multi-jet Meters w/UTG Allegro Registers	\$452.51	\$297.78
5/8" X3/4" Sonata with Integrated Allegro	\$335.03	\$216.09
1" sonata with Integrated Allegro	\$448.63	\$297.78
1.5" X 13" Octave SS	\$1,865.37	
2" X 17 Octave Polymer	\$1,143.60	

<u>Register Allegro</u>		
Allegro Register for Multi Jet Meter 5/8 X 3/4	\$273.91	\$182.84
Allegro Register for Multi Jet Meter 1"	\$273.91	\$182.84

Fixed Base Network
 A propagation study has to be done to provide a quote to convert from a Drive-by system to a Fixed network system.

- Items required for a propagation study
- Customer addresses (Excell spread sheet)
 - Customer owned assets where collectors or repeats can be located.
 - Vertical height of assets
 - Pit information - Lid types and meter depth



Correct Equipment
Address: 14576 NE 95th Street
Redmond, WA 98052
Redmond, WA: (425) 869-1233
Canby, OR: (503) 582-0555
Toll Free: (877) 371-4555
WWW.CORRECTEQUIPMENT.COM

. Terms & Conditions of Sale:

-F.O.B.: Factory

-Payment Terms: Net 30 Days – Our terms of payment are 100% payable 30 days after shipment. Since this is an agreement between Buyer and Seller, and Seller has no relationship with the third party owner, this agreement must be independent of any third party action or inaction. Payment will be due as indicated above without a dependency on the buyer being paid by the owner, with no further restriction or impediments, and regardless of any payment arrangement that may exist between contractor and owner.

-This price is in effect for 60 days.

-Submittals, if required, will be provided 2 weeks after receipt of all technical data at Correct Equipment.

-Delivery will be made in approximately 1-2 weeks after receipt of order and/or approvals and resolution of all necessary technical data at Correct Equipment

-Quotation prices do not include any sales taxes or any other taxes that may apply.

-This quotation is limited to the products and/or services as listed and excludes any item or service not specifically listed.

Dean Brown
Correct Equipment
425-466-6888



2025 - City of Mattawa - Rugged Laptop (Meter Reads)

Prepared for

City of Mattawa

By Vision Municipal Solutions, LLC.

9/25/2025




P.O. Box 28429
 Spokane, WA 99228
 USA

Purchase Agreement


PA #:	VMSQ4118
Date:	Sep 25, 2025
Expires:	Dec 31, 2025

Prepared For:
City of Mattawa
 521 Government Rd
 Mattawa, WA 99349
 United States

Sales Representative:
Dalton Lundgren
 320 N Johnson St.
 Ste. 900
 Kennewick, WA 99336
 United States of America
 dlundgren@tripleview.com

Qty	Description	Unit Price	Ext. Price
2025 - City of Mattawa - Rugged Laptop (Meter Reads)			
1	 Dell Pro Rugged 14 RB14250 14" Rugged Notebook <i>Full HD Intel Core Ultra 5 14th Gen 135U 16 GB RAM 512 GB SSD</i> <i>English Keyboard - Black - Intel Chip - 1920 x 1080 - Windows 11 Pro - Intel - Front Camera/Webcam - IEEE 802.11ax Wireless LAN Standard</i>	\$2,249.68	\$2,249.68

Professional Services

1	Workstation Setup & Application Installation - BIOS Updates - Management Software Installation - Security Software Installation - Windows Security and Software Updates - Driver Update 	\$220.00	\$220.00
1	Optional Remote Migration and Data Transfer -Data migration from previous workstation -Application migration from previous workstation -Actual time deducted from vCare block hours	\$0.00	\$0.00

Qty	Description	Unit Price	Ext. Price
Deposit Required:	\$0.00	SUBTOTAL	\$2,469.68
Monthly Recurring:	\$0.00	SALES TAX	\$188.97
Annual Recurring:	\$0.00	Estimated S/H	\$0.00
		TOTAL	\$2,658.65

Terms & Agreement

- Office 365 subscriptions (if required) will be proratedly charged and contracted at the current rate.
- Items contained in this Purchase Agreement are based on current costs and availability. Substitutions may occur if item listed is no longer available. Backordered items are subject to current pricing and may not reflect the price on this Purchase Agreement.
- Shipping costs are an estimate, actual shipping costs will be invoiced.
- If on-site delivery is required or requested it will be based on travel time and actual time on-site at the prevailing technician rate.
- We strive to include everything required for the project in this Purchase Agreement. If an item is used that is not listed, it will be invoiced with this Purchase Agreement. Likewise, if a listed item is not used, it will not be invoiced.
- Items may be billed seperately.
- This Purchase Agreement dated below when signed, confirms the sale herein specified, the equipment and features listed above.

Acceptance of Agreement

Vision Municipal Solutions, LLC.

Acceptance of Agreement

City of Mattawa

Dalton Lundgren

Accepted By (Signature)

Dalton Lundgren

Printed Name

IT Service Manager

Title

Thursday, September 25, 2025

Date

Accepted By (Signature)

Printed Name

Title

Date