



CITY OF MATTAWA COUNCIL MEETING AGENDA

June 4, 2026

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. Presentation: Wanapum Tribe Street Naming

IV. Consent Agenda/Informational:

- Minutes- Council Meeting Minutes 05.21.26
- Gray & Osborne Project Summary 05.27.26
- SCJ Alliance Planning Update 06.01.26
- 2026 Budget – Year-To-Date Update
- 2026 Claims EFT & Checks Approval #21667-21684 -- \$239,538.03
- 2026 Payroll EFT 7 Checks Approval #32118-32123 -- \$141,622.57

V. Reports:

Mayor Report

- AWC Advocacy Group for Public Safety Needs

Council Report

Police Department Report

Public Works Department Report

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

None.

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

1. Street Naming Selection (2 Names)
2. Event Permit Application – Evangelical Campaign
3. Ordinance 26-707 Kratom Ban
4. Progress Estimate 4 – Water Telemetry System Upgrades
5. Park Shelter Reservation Application Form
6. Updated Public Works Director Job Description
7. Updated Clerk-Treasurer/Human Resources Manager Job Description
8. Council Committee Selection for Engineering Statement of Qualifications

VIII. Adjournment:

**** M/s; Hwang / Barajas motion that bills, checks, payroll, and 05.07.26 meeting minutes be approved. Motion carried.**

IV. Reports:

Mayor's Report

**4th of July planning is ongoing. The current plan is flag-raising, breakfast, parade and car show.

** We met with Kenny from the Wanapum tribe; they will present to council during the 1st meeting in June. CAD Homes also submitted a name for consideration.

** Comunidades Sin Fronteras de Washington will host an informational water meeting at the Inspire Development Center on May 27, 2026 at 5 pm. Juan and Mayor Celaya plan on attending.

Council Report

** Councilwoman Hernandez attended the key leaders event – they mentioned advertisements of alcohol and tobacco; is there anything the city can do? Mayor recommended reaching out to the coalition. Hernandez mentioned that graffiti is also an issue.

Police Department Report

** Calls for service report was emailed to council.

** Councilman Acosta asked what a day with law enforcement looks like when on shift. Chief Zesati recommended a ride-along.

Public Works Department Report

** WWTF- We are in contact with Department of Ecology to get the WWTF in compliance with our discharge permit.

** WWTF Improvements project- Boss Construction has on-site punch list items.

** CAD Homes phase 3 improvements almost complete.

** City Hall Improvements-exterior and interior painting, perimeter fencing and light.

** Crosswalk stripping next week on Government Road.

** Councilwoman Barajas asked about an update on the gas station and McDonald's. Juan said it is still in the planning/development stage.

** Councilman Acosta asked if we are taking over the no parking area by City Hall? Juan said yes, the fence will be extended after the initial installation of the fence.

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

None.

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

- 1. Event Permit Application – Hula Hoop Library Program – NCW Libraries
M/s; Acosta / Hernandez motion to approve. Motion carried.**

VII. Adjournment:

The council meeting was adjourned at 6:04 P.M. M/s; Barajas / Hwang. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

Gray & Osborne/City of Mattawa Project Summary (5/27/26)

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
- Infrastructure installation for Phases I&II is complete, including punch list items
- Phase III started on 3/16
- Completed a second preconstruction meeting for Phase III
- Part-inspection is being provided during construction
- A punchlist has been provided to the developer
- Phase III final plat documents were reviewed

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 8/27/25 and comments were provided to the City on 9/22/25.
- Reviewed final plat documents signed in March 2026

Catholic Charities Development – Jamin Ankney, Mike Meskimen

Project Number: 24858.07

Funded: Developer Contributions

- Attended meeting and assisted with developer questions and coordination

S5 Retail Development – Jamin Ankney, Mike Meskimen

Project Number: 24858.09

Funded: Developer Contributions

- Attended meetings with developer and other stakeholders to discuss engineering questions and utility alignment
- Reviewed submitted trip generation memo and determined that a traffic impact analysis is required

Transportation Projects

TIB Applications – Michael Woodkey, Julio Renteria, Brandon Larson

Project Number: TBD

- Applications were due August 2025
- TIB applications were submitted this cycle
- The City was not awarded funding
- **The TIB deadline is in late July**

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
- **Award announcements were anticipated for December 2025, but have not been announced**

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 were prepared for CDBG’s consideration and the City was told that an application would be considered in January 2026
- Met on 10/22 with Catholic Charities and Port to discuss coordinated efforts
- **An updated proposed layout, cost estimate, and schedule have been finalized**
- **The proposed layout and schedule have been shared with Catholic Charities and the Port and concurrence has been received**
- **The City may serve as lead environmental agency for the Federal funding for the projects**

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

SRTS Ped Bike Funding Applications – Russ Powers, Michael Woodkey

- **Prepared funding application at the direction of City staff**

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

- A funding scope change is being processed that will increase the grant to 50%
- The well was started up on 10/20/25

- City has received final O&M manuals
- **Final record drawings are being prepared**
- **Total Budget: \$2,900,000**

Well 2 – Water Capacity Analysis Update – Jamin Ankney, Jared McMeen

Project Number: 25870

Project Completion: March 2026

Funded: Public Works Board

- DOH has confirmed the proposed pump test protocol
- Pump test was completed the week of 2/23
- Updated capacity analysis calculation and prepared email for DOH
- City staff reviewed and concurred with the approach
- Draft capacity analysis was submitted for DOH
- DOH comments have been received, responded to, and preliminary approval obtained
- **Final DOH approval has been granted**
- **Total Budget: \$25,600**

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 was prepared and approved by the City Council
- **Aspect is proceeding with the work**
- **Assignment has been processed by Ecology**
- **Total Budget: \$19,630**

Water Telemetry System Upgrade – Jamin Ankney, Brad Bailey (Connetix Engineering)

- Project Number: 24886
- Project Completion: 2026
- Funded: DWSRF
- 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 has been issued a notice to proceed and has started work on the project
- Submittals have been reviewed
- Contractor has processed software purchases for the City paid under Minor Changes
- **Onsite work mostly completed by 4/3 and project is functional**
- **A proposal for additional, City-requested work is being prepared**
- **Total Budget: \$134,000**

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

- Project Number: TBD
- Project Completion: 2025
- Funded: DWSRF (future phases and property acquisition also funded by EPA)
- The siting analysis is complete and provides the City with a clear plan for the potential locations of Well 5
- City staff have been consulted on possible Well 5 locations
- The City has procured a location for the well
- The City can proceed with the environmental/cultural review and the drilling design
- Environmental and cultural review components are ongoing
- Working with City Planner and environmental subconsultant regarding habitat mitigation
- Proceeding with habitat management and mitigation plan
- Cultural resource survey report preparation is complete
- Total Budget: \$118,000

Well 5 Property Acquisition, Drilling, Equipping Design, and Equipping Construction – Jamin Ankney

- Project Number: TBD
- Project Completion: 2028
- Funded: EPA/DWSRF
- The property purchase for Well 5 is complete
- Tentative schedule is property acquisition Winter 2025, environmental/cultural review spring 2026, drilling bid summer 2026, well drilling fall 2026, start equipping design fall 2026, equipping bid spring 2027, project complete by early 2028.
- Total Budget: \$4,500,000

Pressure Zone Improvements Design and Construction – Jamin Ankney

- Project Number: 26812
- Project Completion: 2028
- Funded: EPA/DWSRF
- Project scope was dependent on selected location of Well 5
- The design scope of work was approved by the City Council on 2/5
- The first step of the project will be the predesign memo and modeling efforts
- Cultural resource survey report is complete
- Total Budget: \$3,000,000

Reservoir Inspection – Jamin Ankney, Jared McMeen, Jared Ball, Alex Quinn

- Project Number: 26811
- Project Completion: 2026
- Funded: City
- The City's reservoir coats were last inspected in 2019
- The inspection at that time recommended reassessment in 5 years.

- A scope of work for this project was approved at the 2/5 council meeting
- **The site work will be scheduled for June 2026**
- **Total Budget: \$27,100**

PWB Funding Applications – Russ Powers, Jamin Ankney

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

Future/Pending Water System Projects

Reservoir Project – Jamin Ankney, Alex Quinn

- Coating Project
- Reservoir No. 1 – No need to evaluate until 2029.
- Reservoir No. 2 – Need to evaluate in 2026 for potential coating project.
- **Total Budget: Not an active project**

Wastewater System Projects

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 protests and claim, denying all of their requests
- The contractor resumed work the week of 4/14/25
- **The City has received an extension in the Ecology funding to June 30, 2026**
- **The contractor is significantly beyond the allowed working days for the project Several pending change order proposals are being negotiated with the contractor**
- **Contractor has been notified that substantial completion must be attained by 4/30 and physical completion by 5/22**
- **The contractor's current schedule shows project completion by 5/22 – they missed that date and now state it will be complete by 5/29**
- **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

- An engineering agreement for the design was approved by council on 9/18
- The Ecology funding scope was reviewed and comments were returned to Ecology
- A kickoff meeting with Ecology was completed on 12/29

- The Ecology funding contract has been signed and the project can proceed
- Ecology has indicated that an updated cultural review will be required
- The environmental review is ongoing
- Field work for cultural resource survey and geotechnical analysis was completed in late April
- **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

- Construction started on 9/16
- The SR 243 crossing was being completed 10/21-10/27.
- The lift station has been demolished
- Construction is mostly complete, pending surface restoration and punchlist items
- Contractor resumed completion of punch list items on 4/24
- **Total Budget \$3,348,700**

Other Projects

City Hall Feasibility Analysis – Jamin Ankney, Aaron Pease, Jack Best

Project Number: 26810

Project Completion: Fall 2026

Funded: City

- City could consider funding options for the selected alternative.
- City may consider proceeding with conceptual design to aid in future funding efforts.
- A scope of work for this project was approved at the 2/5 council meeting
- Completed a meeting with City staff (2/25) to discuss initial efforts
- Met with the City Planner to discuss setbacks and other options for the City Hall parcels
- Defined available area on existing City Hall parcels
- Staff input will be provided to inform first set of feasibility considerations
- **Total Budget \$27,700**

Rate Study Update – Michael Woodkey

Project Number: 25854

Project Completion: December 2026

Funded: City

- City would like to assess its rates, given current capital improvement funding packages
- Presentation was made at the December 18 council meeting
- Based on council feedback, updated rate options were presented at the January 15 council meeting and approved by council
- Final memo summary has been sent to the City
- **Total Budget \$15,000**

RCO Funding Applications – Russ Powers, Jamin Ankney

- Funding application submitted for bathroom in Hund Memorial Park

Next Meeting – June 10, 2026, 10 am



City of Mattawa Planning: Monthly Update

Date: June 1, 2026

From: Rachelle 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 final plat for phase 3 on 4/8, issued a determination of incomplete on 4/30 and awaiting bond information. Received and reviewed building permit for Phase 3 Lot 24. Received on 5/22 building permits for Phase Lots 1, 22, and 23, currently being reviewed.	Drew Scott, CAD Homes
2.	Balaggan Short Plat & Townhomes	Short Plat	No planning updates.	Milenko Kulasevic, Draftco Designs
3.	McDonalds/S5 Retail Site Plan	Site Plan & Environmental Review	No planning updates.	Hardeep Singh, Owner and Lori Timmons, Contract Planner
4.	Catholic Charities Housing Services	Annexation & Planned Development	Awaiting annexation application.	Camille Gallegos, Housing Developer CCHS

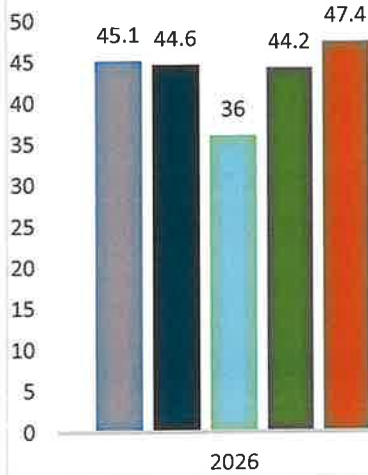
Administrative Inquiries

	Project	Type	Status	Contact
1.	608 4 th St ADU (Hwang Lot 2)	Building Permit	ADU addition request received on 5/1 with additional correspondence and review provided on 6/1	Sun Hwang
2.	Our Lady of the Desert Parish/Holy Cross	Sign Permit	Sign permit request for Holy Cross church building received on 4/16 and reviewed on 5/1 with requested changes. Changes received and final review issued 5/22.	Graybeal Signs
3.	209 Cherry Shed	Building Permit	Accessory building permit received on 5/26 and currently being reviewed	Jose Nevarez Sepulveda
4.	Zoning Confirmation	Inquiry	Received zoning confirmation request for Parcels #030295000, 030294000, 030293000 & 030292000 and responded same day.	Clover Planning & Zoning LLC
5.	Freese Memorial Property	Inquiry	Informal pre-application meeting with representative on 5/22 regarding annexation and utilities. Determined property is ineligible for annexation and steps at county need to be taken first.	Anna Van Diest, Basin AG Sales

General Planning

	Project	Status	Contact
1.	Mattawa 2027 Comprehensive Plan periodic update	Continuing work on the land capacity analysis, implementing public participation plan, and elements preliminary drafts. Attended outreach event on 4/30.	Rachelle Bradley
2.	Mattawa Climate & Resiliency Element	No planning updates, waiting on comprehensive plan adoption.	Rachelle Bradley

YEAR-TO-DATE REVENUES 2026



- In a 12-month basis we should be around **42%** of expected revenue received.

001 General Fund (45.1%):

2026 Revenue Amount Budgeted: **\$1,732,641.00**

2026 Revenue Received: **\$781,539.31**

07 Public Safety Fund (44.6%):

2026 Revenue Amount Budgeted: **\$276,500.00**

2026 Revenue Received: **\$123,209.51**

401 Water Operating Fund (36.0%):

2026 Revenue Amount Budgeted: **\$990,865.00**

2026 Revenue Received: **\$356,434.63**

405 Sewer Operating Fund (44.2%):

2026 Revenue Amount Budgeted: **\$997,550.00**

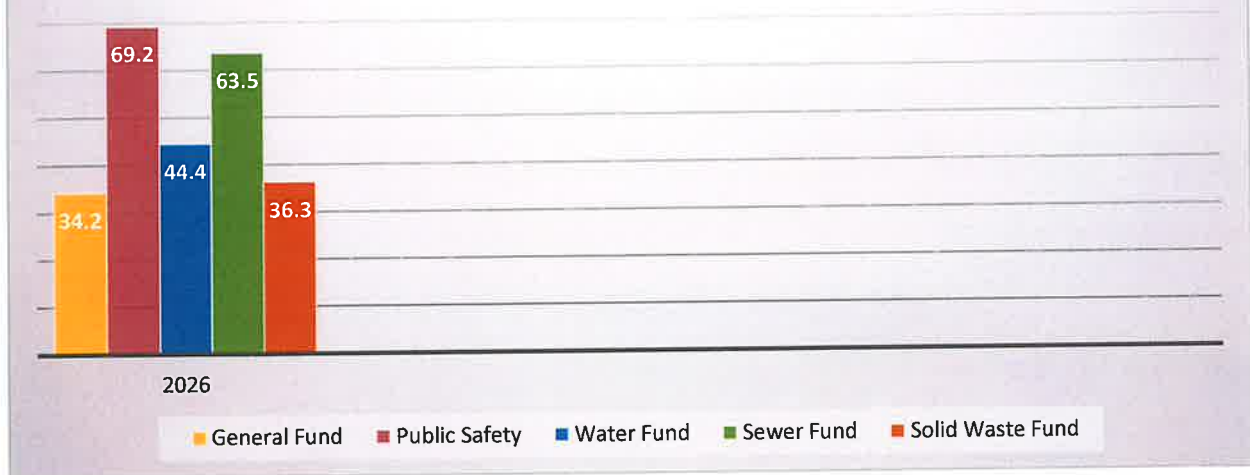
2026 Revenue Received: **\$441,783.99**

420 Solid Waste Fund (47.4%):

2026 Revenue Amount Budgeted: **\$437,800.00**

2026 Revenue Received: **\$207,649.71**

Year-To-Date Expenditures 2026



- In a 12-month basis we should be at or less than **42%** in expenditures.

General Fund (34.2%):

2025 Expenditures Budgeted: **\$1,955,143.00**

2025 Expenditures: **\$669,134.87**

Public Safety Fund (69.2%):

2025 Expenditures Budgeted: **\$276,500.00**

2025 Expenditures: **\$191,429.10**

Water Fund (44.4%):

2025 Expenditures Budgeted: **\$990,669.00**

2025 Expenditures: **\$439,986.46**

Sewer Fund (63.5%):

2025 Expenditures Budgeted: **\$996,830.00**

2025 Expenditures: **\$632,496.44**

Solid Waste (36.3%):

2025 Expenditures Budgeted: **\$437,800.00**

2025 Expenditures: **\$159,129.51**

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:10:28 Date: 06/01/2026

As Of: 06/04/2026

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
19305	06/04/2026	06/04/2026	3627	ANATEK LABS INC-SPOKANE	337.00 DW RC Samples
534 10 41 02	Chemical Samples	401 000 534	Water Operatin	337.00	DW RC Samples
19307	06/04/2026	06/04/2026	1251	CITY OF MATTAWA-UTILITIES	2,818.27 City Of Mattawa Utilities May 2026
518 30 47 14	City Hall Utilities	001 000 518	Current Expens	116.97	City Hall
535 10 47 00	Utilities	405 000 535	Sewer Operatin	359.28	Shop
572 20 47 00	Library - Utility Services	001 000 572	Current Expens	149.72	Library
576 80 47 00	Park Utilities	001 000 576	Current Expens	2,042.69	Park
576 80 47 00	Park Utilities	001 000 576	Current Expens	49.87	Drinking Water
576 80 47 00	Park Utilities	001 000 576	Current Expens	49.87	Skatepark
576 80 47 00	Park Utilities	001 000 576	Current Expens	49.87	Basketball Court
19279	06/04/2026	06/04/2026	3997	ESPINO ROJAS, LAURA	100.00 Refund Utility Deposit
589 30 01 00	Deposit Refunds - Custome	403 000 580	Customer Depo	100.00	Refund Utility Deposit
19287	06/04/2026	06/04/2026	2304	FIRST BANKCARD	1,234.53 Credit Card Expenses- Clerks
514 23 31 00	Postage	001 000 514	Current Expens	58.50	Postage
514 23 31 02	Office Supplies	001 000 514	Current Expens	36.62	Envelopes/tissue Paper
514 23 31 02	Office Supplies	001 000 514	Current Expens	136.36	Dsplay Table Stand/ Notebooks/sing For Package Delivery/binder Clips/stand Holder
514 23 31 02	Office Supplies	001 000 514	Current Expens	129.27	Folders/ Paper
514 23 49 02	Assoc. Dues/AWC	001 000 514	Current Expens	195.00	Municipal Clerk Dues-Anabel
518 23 42 14	Telephone/Internet Expense	001 000 518	Current Expens	51.65	Office Phone Lines
518 30 49 14	Professional Services	001 000 518	Current Expens	50.00	Monthly Website Fees
518 70 31 00	Other Supplies And Furnitu	001 000 518	Current Expens	25.47	Paper Towels
521 10 49 00	Professional Services	001 000 521	Current Expens	50.00	Monthly Website Fees
521 20 31 00	Office Supplies	001 000 521	Current Expens	25.47	Paper Towels
534 10 30 02	Postage	401 000 534	Water Operatin	58.50	Postage
534 10 31 00	Office Supplies	401 000 534	Water Operatin	25.47	Paper Towels
534 10 41 05	Professional Services	401 000 534	Water Operatin	25.00	Monthly Website Fees
534 10 42 00	Telephone	401 000 534	Water Operatin	51.65	Office Phone Lines
535 10 31 01	Postage	405 000 535	Sewer Operatin	58.50	Postage
535 10 41 04	Professional Services	405 000 535	Sewer Operatin	25.00	Monthly Website Fees
535 10 42 00	Telephone	405 000 535	Sewer Operatin	51.66	Office Phone Lines
537 10 31 01	Postage	420 000 537	Solid Waste Fu	58.50	Postage
573 90 49 00	Community Events	001 000 573	Current Expens	92.12	Crayons- Day Of The Childrens Event
573 90 49 00	Community Events	001 000 573	Current Expens	29.79	Bags-Day Of The Childrens Event
19303	06/04/2026	06/04/2026	2304	FIRST BANKCARD	3,577.28 Credit Card Expenses- PW

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:10:28 Date: 06/01/2026

As Of: 06/04/2026

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	97.97	Weed Barrier Fabric/ Landscape Staples
534 10 31 00	Office Supplies		401 000 534 Water Operatin	45.63	Gal Storage
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	103.24	Sign - No Skateboarding Bicycles
534 10 41 05	Professional Services		401 000 534 Water Operatin	2.99	Cloud Storage
534 10 41 05	Professional Services		401 000 534 Water Operatin	21.67	Acrobat Pro
534 10 48 02	Vehicle Repair & Maintena		401 000 548 Water Operatin	108.55	Trailer Hitch Lock
534 10 48 02	Vehicle Repair & Maintena		401 000 548 Water Operatin	269.81	Mounted Cargo Grabber Tool/ Portable Stool
535 10 35 00	Small Tools & Equipment		405 000 535 Sewer Operatin	187.80	Trailer Hitch
535 10 35 00	Small Tools & Equipment		405 000 535 Sewer Operatin	188.20	Trimmer Head / Tape - Weed Control
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	38.65	WWTF Pesticide Laws, Safety & Weed Control
535 10 48 01	Computer Support/Mainten		405 000 535 Sewer Operatin	413.07	Wireless Keyboard/ Dual Monitor/ Mause Pad
535 10 48 01	Computer Support/Mainten		405 000 535 Sewer Operatin	97.55	Wireless Mouse
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	119.23	CL2 Clarifier
535 10 48 03	Vehicle Repair / Maintenan		405 000 535 Sewer Operatin	338.59	Cables / Batteries/charger
542 30 35 01	Small Tools & Equipment		101 000 542 Street Fund	187.80	Trailer Hitch
542 30 48 00	City Street Maintenance		101 000 542 Street Fund	387.46	Crosswalk Flags/ Traffic Flashlight Wands
572 20 31 00	Library Maintenance And C		001 000 572 Current Expens	152.12	Canvas Painters/ Roll Paint/ Brushes
594 18 63 04	Flower Bed Improvements		350 000 594 Capital Improv	331.35	Roses For Flower Bed Improvements
594 18 63 05	Exterior Bldg. Painting For		350 000 594 Capital Improv	485.60	City Hall Exterior Painting
19308 06/04/2026 06/04/2026 2304 FIRST BANKCARD				2,508.34	Credit Card Expenses-MPD
521 10 49 00	Professional Services		001 000 521 Current Expens	121.72	Schedule Anywhere
521 20 42 00	Telephone		001 000 521 Current Expens	95.85	Office Phone Line
521 20 42 00	Telephone		001 000 521 Current Expens	275.60	Cell Phone Services
521 20 48 00	Vehicle Repair And Mainte		001 000 521 Current Expens	1,398.32	Vehicle Repair Maint
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	189.68	Gear Holsters
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	223.29	Duty Holster
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	38.43	Perforated Roll Paper
521 30 30 00	Community Crime Preventi		001 000 521 Current Expens	148.65	Paint
521 30 30 00	Community Crime Preventi		001 000 521 Current Expens	16.80	Graffity Remover
19299 06/04/2026 06/04/2026 2150 GENERAL CODE				279.50	Code Book
511 30 41 00	Code Book Update		001 000 511 Current Expens	279.50	Code Book
19283 06/04/2026 06/04/2026 1698 GRANT COUNTY PUD				2,703.09	Power Billing April 2026
534 10 47 01	Utilities		401 000 534 Water Operatin	64.58	709 1st
534 10 47 01	Utilities		401 000 534 Water Operatin	196.30	710 1st
535 10 47 00	Utilities		405 000 535 Sewer Operatin	2,442.21	U Rd
19284 06/04/2026 06/04/2026 1698 GRANT COUNTY PUD				4,170.61	Power Billing April 2026

ACCOUNTS PAYABLE

City Of Mattawa

As Of: 06/04/2026

Time: 16:10:28 Date: 06/01/2026

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
518 30 47 14	City Hall Utilities		001 000 518 Current Expens	185.43	City Hall	
534 10 47 01	Utilities		401 000 534 Water Operatin	25.44	Outlets	
534 10 47 01	Utilities		401 000 534 Water Operatin	3,017.09	707 2nd	
534 10 47 01	Utilities		401 000 534 Water Operatin	25.77	Boundary Ave	
572 20 47 00	Library - Utility Services		001 000 572 Current Expens	259.41	Library	
576 80 47 00	Park Utilities		001 000 576 Current Expens	26.11	Park	
576 80 47 00	Park Utilities		001 000 576 Current Expens	31.58	Manson Lane	
576 80 47 00	Park Utilities		001 000 576 Current Expens	28.08	Control Circuit	
576 80 47 00	Park Utilities		001 000 576 Current Expens	571.70	New Bld At Park	
19281	06/04/2026	06/04/2026	2823	HERNANDEZ, JAZMIN E	35.70	Reimbursement- Lunch And Mileage-IIMC Training
514 23 43 00	Travel & Education		001 000 514 Current Expens	35.70	Reimbursement- Lunch And Mileage-IIMC Training	
19286	06/04/2026	06/04/2026	286	KENISON P.S, KATHERINE L.	5,544.00	Legal Fees April 2026
515 41 41 00	Legal Fees		001 000 515 Current Expens	5,322.24	Legal Fees April 2026	
535 10 41 01	Engineering Services		405 000 535 Sewer Operatin	221.76	Legal Fees April 2026	
19282	06/04/2026	06/04/2026	3504	LOPEZ, ERIKA F	35.70	Reimbursement- Lunch And Mileage-IIMC Training
514 23 43 00	Travel & Education		001 000 514 Current Expens	35.70	Reimbursement- Lunch And Mileage-IIMC Training	
19300	06/04/2026	06/04/2026	2311	MARTINEZ, ANABEL	458.20	Mileage Reimbursement To Aiport For IIMC Conference
514 23 43 00	Travel & Education		001 000 514 Current Expens	458.20	Mileage Reimbursement To Aiport For IIMC Conference	
19285	06/04/2026	06/04/2026	3416	SCJ ALLIANCE	9,947.75	Planning Services Period March 28- May 1, 2026
558 60 41 00	Planning-Zoning & Land U		001 000 558 Current Expens	9,947.75	Planning Services Period March 28- May 1, 2026	
19302	06/04/2026	06/04/2026	3923	SOFT WATER SPECIALISTS LLC, ESSENTIAL WA	59.84	Water Cooler Rental May 2026
518 70 31 00	Other Supplies And Furnitu		001 000 518 Current Expens	19.94	Water Cooler Rental May 2026	
521 20 31 00	Office Supplies		001 000 521 Current Expens	19.94	Water Cooler Rental May 2026	
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	19.96	Water Cooler Rental May 2026	
19304	06/04/2026	06/04/2026	3299	SOILTEST FARM CONSULTANTS INC	606.00	WWTF RC Samples
535 10 41 02	Testing Samples		405 000 535 Sewer Operatin	606.00	WWTF RC Samples	
19280	06/04/2026	06/04/2026	3405	STERICYCLE INC	41.46	Shredding Services 5/7/2026

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:10:28 Date: 06/01/2026

As Of: 06/04/2026

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 30 49 14	Professional Services		001 000 518 Current Expens	20.73	Shredding Service
521 10 49 00	Professional Services		001 000 521 Current Expens	20.73	Shredding Service
19301	06/04/2026	06/04/2026	2140		THINK TANK SANITATION INC.
				180.00	Portable Restrooms
576 80 47 00	Park Utilities		001 000 576 Current Expens	180.00	Portable Restrooms
19311	06/04/2026	06/04/2026	613		UTILITIES UNDERGROUND
				8.28	Excavation Notification (6)
534 10 41 05	Professional Services		401 000 534 Water Operatin	8.28	Excavation Notification (6)
19309	06/04/2026	06/04/2026	1773		WA STATE DEPT OF COMMERCE
				23,218.59	Mattawa Well Improvements (PWB Loan PC24-96103-021)
591 34 70 02	Mattawa Well Improvement		411 000 591 Water Capital I	19,957.53	Mattawa Well Improvements (PWB Loan PC24-96103-021)
592 34 80 00	Mattawa Well Improvement		411 000 591 Water Capital I	3,261.06	Mattawa Well Improvements (PWB Loan PC24-96103-021)
19310	06/04/2026	06/04/2026	1773		WA STATE DEPT OF COMMERCE
				59,529.95	Mattawa Well Improvements (PWB Loan PC24-96103-021)
591 34 70 02	Mattawa Well Improvement		411 000 591 Water Capital I	55,853.98	Mattawa Well Improvements (PWB Loan PC24-96103-021)
592 34 80 00	Mattawa Well Improvement		411 000 591 Water Capital I	3,675.97	Mattawa Well Improvements (PWB Loan PC24-96103-021)
19306	06/04/2026	06/04/2026	143		WA STATE DEPT OF ECOLOGY
				1,614.34	Biosolids Annual 2026Permit Fees
535 10 51 00	Permit Fees		405 000 535 Sewer Operatin	1,614.34	Biosolids Annual 2026Permit Fees

Report Total: 119,008.43

Fund	
001 Current Expense Fund	23,540.41
101 Street Fund	575.26
350 Capital Improvement Fund	816.95
401 Water Operating Fund	4,406.93
403 Customer Deposit Fund	100.00
405 Sewer Operating Fund	6,761.84
411 Water Capital Improvement	82,748.54
420 Solid Waste Fund	58.50

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:10:28 Date: 06/01/2026

As Of: 06/04/2026

Page: 5

Accts	Pay #	Received	Date Due	Vendor	Amount	Memo
-------	-------	----------	----------	--------	--------	------

This report has been reviewed by:

REMARKS:

Anabel Martinez 6/1/26
 Anabel Martinez City Clerk Date

From: Derrick Nunnally <derrickn@awcnet.org>
Sent: Friday, May 29, 2026 12:13:59 PM
To: Mayor Maria Maggie Celaya <mayor@cityofmattawa-wa.gov>
Subject: New AWC Public Safety Caucus

CAUTION: External Email

Mayor Celaya,

I'm reaching out as part of AWC's efforts to advocate for increased state support for city public safety needs. We are assembling a group of city leaders with interest in law enforcement issues (including city staff and elected officials) to refine our advocacy on critical public safety topics. We'd like to include you as part of this statewide caucus.

The intent is to gather cities' thoughts on legislative proposals (sometimes on short notice, such as during the legislative session), and hear about the policy and budgetary support needed in cities across the state. These will be informal discussions, mostly via email. We'd like to have 2-3 open-floor Zoom meetings over the course of the year, starting the week of June 15, to talk through some current topics. After that, we'll initiate email threads to raise issues to group awareness and/or request feedback.

If you would like to suggest anyone else in Mattawa we should reach out to instead or additionally for this brand-new endeavor, please let me know. I also welcome any suggestions of folks in other cities we should contact as we build this group. Thank you for your time and consideration.

Best,
Derrick

Derrick Nunnally

Government Relations Advocate
Association of Washington Cities
1076 Franklin Street SE, Olympia, WA 98501-1346
360.918.3254 (mobile)
360-753-4137 (office)
800-562-8981 (toll-free)
derrickn@awcnet.org



City of Mattawa
521 E Government Rd / P.O. Box 965
(509)932-4037
Mattawa WA. 99349

Event Permit
Ordinance 15-566

1. **Certificate of coverage** in the amount of two-million dollars combined –one-million per occurrence, two-million dollars aggregate, AND an **Endorsement naming the City of Mattawa** as an additional insured must be provided at the time of application. Please also include the policy # on both of these forms.
2. Fill out application & submit all paperwork to the city clerk at **least 45 days** prior to the date on which the event is to occur.
3. The park was developed for City of Mattawa residents to use for family outings, picnics and as a children's playground. It may also be used for events or social functions of City of Mattawa individuals, children, family and their guest or non-profit organization at little or no expense.
4. If the Police Department or Public Works in reviewing this application requires extra help to be in attendance then the applicant will reimburse the City of Mattawa for the cost including over time of Police personnel and/ or Public Works employees.
5. The applicant shall pay for all additional garbage cans and all additional portable toilets that are needed for this event.
6. In the event that City of Mattawa property is destroyed because of this event, then the applicant shall be billed and will pay for all costs of the repair (s).
7. The Mattawa Municipal Noise Ordinance and the applicable sections of the State Law will be enforced at all times.
8. Parking attendants may be required for large groups.
9. Licensed Security Company may be required at the event.
10. The fee for issuance of a special event permit shall be set by resolution of the city council.
11. Site Plan (if applicable)

Event Title: Evangelical Campaign Event Date July 17, 2026

* Might change due to more night.

Summary of Event

Minister with Praise, preach and pray for people in need.
A small snack will be shared and raffle will be held

Location (be specific)

Mattawa Park

DATE/TIME

Setup	Date <u>July 17, 2026</u>	Time <u>3:00 pm.</u>	Day of Week <u>Friday</u>
Event Starts	Date <u>July 17, 2026</u>	Time <u>5:00 pm</u>	Day of Week <u>Friday</u>
Event Ends	Date <u>July 17, 2026</u>	Time <u>9:00 pm</u>	Day of Week <u>Friday</u>
Dismantle	Date <u>July 17, 2026</u>	Time <u>10:00 pm</u>	Day of Week <u>Friday</u>

Estimated Attendance 150

Will there be a paid admission? Yes/No No

Is your event open to the public? Yes No

Applicant's Name Maria de los Angeles Garcia

Phone (509) 830-5685

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:

Conferencia Latina del Noroeste (Iglesia Roca de la Salvacion
509 E. Second St Mattawa WA. 99349)

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

Director of evangelism of the local church of Mattawa

(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

606 Hoose ST Mattawa WA 99349

Applicant's Email

mg3985234@gmail.com

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

Maria de los Angeles Garcia

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

(509) 836-5685, (509) 654-0560

Mark all that apply

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Distribution/Sales | <input checked="" type="checkbox"/> Food | <input checked="" type="checkbox"/> Tables/Chairs |
| <input checked="" type="checkbox"/> Amplified Sound | <input checked="" type="checkbox"/> <u>Drawing/Raffles</u> | <input type="checkbox"/> P.A. System | <input checked="" type="checkbox"/> Tents/Canopies |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Dunk Tank | <input type="checkbox"/> Race | <input type="checkbox"/> Vehicles |
| <input type="checkbox"/> Bleachers | <input checked="" type="checkbox"/> <u>Electricity/Generator</u> | <input type="checkbox"/> Rally/Protest | <input type="checkbox"/> Water |
| <input type="checkbox"/> Boats | <input type="checkbox"/> Entertainment | <input 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 checked="" 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:

The word will be preached, some praise will be sung and a testimony will be given to a person as God changed his life after being on drugs, a dance will be done with children of the church and small snack with free flavored water will be shared along with some brochures of the word of God and at the end a raffle will be made.

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

Garbage Disposal

Police Department Public Service

Public Work Public Service

Electricity

Office Usage Only

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/01/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: Lightwell Insurance Advisors, 12500 SE 2nd Circle suite 205, Vancouver, WA 98684. CONTACT NAME: Tammy Huskisson, PHONE: (877)224-9255, FAX: (877)315-8574, E-MAIL ADDRESS: THuskisson@Lightwell.com. INSURER A: Brotherhood Mutual Insurance Company, NAIC #: 13528.

COVERAGES CERTIFICATE NUMBER: 00015876-260529155515 REVISION NUMBER: 2

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD 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 INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation and Employers' Liability, and Hired/NonOwned Auto.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) RE: For Use of Park on July 17, 2026 - Hund Memorial Park, 101 Government Rd, Mattawa WA 99349 City of Mattawa is Additional Insured as per attached BGL150(4.1) Endorsement and subject to all the terms and conditions of the policy.

CERTIFICATE HOLDER: City of Mattawa, 521 Government Rd, Mattawa, WA 99349. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: [Signature]

This Liability Coverage Endorsement is subject to the **terms** of the applicable Commercial Liability Coverage Form (GL-100) and the Liability and Medical Coverage Form (BGL-11). Only one liability coverage will apply to an **occurrence** and any **related loss**. This endorsement is attached to and made part of the policy.

**THIS INSURANCE ENDORSEMENT FORMS PART OF YOUR POLICY CONTRACT.
PLEASE READ IT CAREFULLY.**

MINISTRY OPERATIONS

COMMERCIAL LIABILITY COVERAGE PROVISION MODIFICATION

DESIGNATED ADDITIONAL INSURED(S)

AGREEMENT

We provide the modified coverage described in this endorsement (BGL-150), but only if it is properly designated in the **declarations**, and only with respect to the Additional Insured(s) designated on the schedule(s) attached to this endorsement.

PROVISION MODIFICATION

With respect to the Additional Insured(s) and the Applicable Coverages designated on any schedule attached to this endorsement, Condition 7 of the Conditions section of the Commercial Liability Coverage Form (GL-100) and Condition 11 of the Conditions section of the Liability and Medical Coverage Form (BGL-11) are deleted and replaced by the following:

7. **Subrogation Rights** -- If we make payment under any liability coverage or any medical coverage, we reserve the right to require from all applicable **insureds**, and from anyone to whom or on whose behalf we pay, an assignment of their right of recovery. Upon our request, such person or entity must transfer to us their right of recovery against any party responsible for the injury, and must assist us in our attempt to recover any amounts we have paid under the liability coverage or the medical coverage, after you have been indemnified. We are not liable under any liability coverage or any medical coverage if any person has impaired our right to recover.

Waiver of Subrogation Rights – An insured may waive our right to recover against an Additional Insured named in an endorsement properly designated in the **declarations**.

11. **Additional Insureds** – With respect to any person or entity shown on any schedule attached to the Commercial Liability Coverage Provision Modification – Designated Additional Insured(s) endorsement (BGL-150), we will provide the Applicable Coverages shown on any applicable schedule to the Additional Insured named in that particular schedule. Any Applicable Coverages shown on the schedule are provided only to the extent that any Additional Insureds shown on any applicable schedule are legally liable for the acts of you, your leader, your employee or your appointed person, as defined in relation to an Applicable Coverage shown on that particular schedule. Any Applicable Coverages granted to an Additional Insured by this endorsement and attached schedule(s) are strictly subject to the **terms** of the policy.

The limit of coverage provided to any Additional Insured(s) designated on any schedule attached to this endorsement will be the lesser of:

- the limit shown on the applicable schedule for any designated coverage provided to that Additional Insured; or
- the amount of coverage required to be provided to the Additional Insured under any applicable contract or agreement;

This Schedule is an attachment to the Commercial Liability Coverage Provision Modification – Designated Additional Insured(s) endorsement (BGL-150). This schedule contains identifying and specifying information only, and does not grant, change or modify any coverage of the policy unless attached to the Commercial Liability Coverage Provision Modification – Designated Additional Insured(s) endorsement (BGL-150). This endorsement is attached to and made part of the Commercial Liability Coverage Provision Modification – Designated Additional Insured(s) endorsement (BGL-150).

COMMERCIAL LIABILITY COVERAGE PROVISION MODIFICATION

DESIGNATED ADDITIONAL INSURED(S)

SCHEDULE

(The information required below may be shown on a separate schedule and/or supplemental declarations.)

Named Insured: Roca de la Salvacion	Policy Number: 46M5A0484084
Additional Insured: City of Mattawa 521 Government Rd Mattawa WA 99349	
Applicable Coverage(s) and Limit(s):	
Coverage L (Bodily Injury & Property Damage)	1,000,000 ea occ / 3,000,000 agg
Coverage Begins: 07/17/26	Coverage Ends: 07/18/26

except that the **limit** of coverage provided by this endorsement shall never be greater than the limits indicated on the **declarations**.

The **limit** of coverage that applies to the Additional Insured will be a shared **limit** of coverage (shared with all other **insureds** under the Applicable Coverage of the policy). Nothing in this provision will act to increase any **limit** of the policy.

No coverage will be provided to any Additional Insured in relation to:

- a. any liability incurred by an Additional Insured, other than tort liability; or
- b. liability that is incurred prior to the date that we provide an applicable coverage to **you**, or that is incurred after a previously-applicable coverage terminates; or
- c. any independent acts, errors or omissions of any Additional Insured.

Any coverage provided to the Additional Insured designated on the schedule in this endorsement will be primary and non-contributory in relation to other insurance provided to them on a primary basis by another policy.

Nothing in this endorsement will act to increase any **limits** of coverage, or to in any way modify any **terms** of the policy other than the **terms** specified herein.

LIMITATION

The coverage provided by this endorsement does not apply to liability arising solely out of the activity of any additional insured, or arising out of any operations other than **your** operations.

OTHER PROVISIONS

All other provisions of the applicable Commercial Liability Coverage Form (GL-100) and the Liability and Medical Coverage Form (BGL-11) apply to the Additional Coverages of this endorsement, unless otherwise modified herein.

ORDINANCE NO. 26-707

AN ORDINANCE OF THE CITY OF MATTAWA,
WASHINGTON, ADOPTING A NEW CHAPTER 9.04 TITLED
“SALE AND DISTRIBUTION OF KRATOM PRODUCTS” OF
THE MATTAWA MUNICIPAL CODE

WHEREAS, pursuant to Article XI, Section 11 of the Washington Constitution, the City of Mattawa (“City”) is authorized to “make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws,” which include regulations necessary to protect public health, safety, and welfare; and

WHEREAS, kratom is a psychoactive substance made from the leaves of the *Mitragyna speciosa* plant containing the active compounds mitragynine and 7-hydroxymitragynine (“7-OH”) with opioid-like properties; and

WHEREAS, the U.S. Food and Drug Administration (“FDA”) has recommended a scheduling action to control 7-OH products under the Controlled Substances Act and has not approved kratom or derivatives for medical use; and

WHEREAS, the U.S. Drug Enforcement Agency has listed kratom as a Drug and Chemical of Concern, finding that kratom consumption can produce both stimulant and opioid-like effects and can lead to dependence, addiction, and negative psychotic and physical effects; and

WHEREAS, several states including Alabama, Arkansas, Connecticut, Louisiana, Indiana, Rhode Island, Vermont, and Wisconsin have banned the sale of kratom and kratom derived products.

WHEREAS, HB 2291 establishing the Kratom Consumer Protection Act (Act) to regulate kratom products, including establishing licensing requirements for kratom retailers and processors, enacting kratom product testing and labeling requirements, and prohibiting certain kratom products was introduced in the 2026 Washington legislative session but did not pass.

WHEREAS, cases of kratom-related toxicity and adverse effects have been reported, particularly when combined with other substances; and

WHEREAS, the safety profile of kratom products is not well established and its effect on minors is largely unknown; and

WHEREAS, kratom is not federally regulated in the United States and is not subject to government mandated safety checks, resulting in a lack of oversight and accepted safety standards for use, regulation of ingredients, purity levels, and dosage; and

WHEREAS, kratom products are sold or could be sold at various retail locations in Mattawa posing a risk to the City’s residents, particularly youth and vulnerable populations; and

WHEREAS, prohibiting the sale and distribution of kratom products helps reduce the risk of accidental overdose, substance misuse, and long-term health impacts, and protects the public health, safety, and welfare of residents of Mattawa.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MATTAWA, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Chapter 9.04 of the Mattawa Municipal Code titled “Sale and Distribution of Kratom Products” is adopted as follows:

Chapter 9.04
SALE AND DISTRIBUTION OF KRATOM PRODUCTS

Sections:

9.04.010 Purpose and Intent

9.04.020 Definitions.

9.04.030 Prohibition on Sale or Distribution of Kratom Products

9.04.040 Violations – Penalties

9.04.010 Purpose and Intent. The purpose and intent of chapter 9.04 MMC is to protect the public health and safety of Mattawa residents by prohibiting access to kratom products to all individuals, to include any products containing 7-hydroxymitragynine, mitragynine, or any extract, synthetic alkaloid, or synthetically derived compound.

9.04.020 Definitions. For the purposes of this chapter, the following words shall be defined as:

- A. “Advertise” means any communication to one or more persons identifying that kratom products are being offered or sold by any person, cooperative, organization, or legal entity, including but not limited to physical displays of kratom products, signs located at a business; signs located in places other than at a business, including billboards; advertisements on vehicles; advertisements in paper media such as newspapers, magazines, flyers, cards, or business cards; or advertisements in electronic media such as internet websites, social media, electronic classified advertisements, cell phone applications, and television or radio advertisements.
- B. “Distribute” means to furnish, give away, exchange, transfer, deliver or supply, whether or not for monetary gain.
- C. “Kratom” means the plant *mitragyna speciosa* or any part of such plant.
- D. “Kratom Product” means a food, food ingredient, dietary ingredient, dietary supplement, or beverage intended for human consumption that contains kratom or a kratom extract, whether natural or synthetic, that is manufactured or served as a powder, capsule, pill, beverage, liquid, or other edible form.

- E. “Kratom Extract” means a substance or compound obtained by extraction of the mitragyna speciosa leaf, intended for ingestion that contains alkaloids, such as mitragynine or 7-hydroxymitragynine, but does not contain any controlled substances or levels of residual solvents higher than is allowed in the United States pharmacopeia 467 as it exists on January 1, 2027.
- F. “Kratom Retailer” means any person that sells kratom products or that advertises, represents, or holds itself out as selling or maintaining kratom products within the City of Mattawa.
- G. “Person” means any individual, receiver, administrator, executor, assignee, trustee in bankruptcy, trust, estate, firm, copartnership, joint venture, club, company, joint stock company, business trust, corporation, limited liability company, association, society, and any group of individuals acting as a unit, whether mutual, cooperative, fraternal, nonprofit, or otherwise.
- H. “Sell or “sale” means to offer, carry, stock, furnish, exchange, transfer, deliver, or supply for monetary gain.

9.04.030 Prohibition on Sale or Distribution of Kratom Products. No person may sell, distribute, advertise for sale or distribution, or permit to be sold any Kratom Product in the City of Mattawa.

9.04.040 Violations.

- A. Any person found to be in violation of the provisions of this Chapter shall be deemed to have committed a civil infraction and for each violation shall be subject to a civil penalty as follows:
 1. First violation in any twelve-month period, ___ penalty.
 2. Second violation in any twelve-month period, ___ penalty.
 3. Third and subsequent violations in any twelve-month period, C-1 penalty.

Each day of violation shall be deemed a separate violation.

- B. Any Kratom Retailer found to have committed a civil infraction as set forth in this Chapter may have its business license revoked or denied pursuant to MMC 5.04.140.

Section 2. Severance. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance, or the application of the provision to other persons or circumstances is not affected.

Section 3. Effective date. This ordinance shall be in full force and effect sixty (60) days after its passage and publication of its summary as provided by law.

Section 4. Corrections. The City Clerk and the codifiers of this ordinance are authorized by the Ephrata City Council to make necessary clerical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto which do not change the substantive meaning of the ordinance.

PASSED by the City Council of the City of Mattawa, Washington, this 4th day of June, 2026.

Maggie Celaya, Mayor

ATTEST:

Anabel Martinez, City Clerk

APPROVED AS TO FORM:

Katherine L. Kenison, City Attorney

PASSED the 4th day of June, 2026.

APPROVED the 4th day of June, 2026.

PUBLISHED the 10th day of June, 2026.



May 28, 2026

Ms. Anabel Martinez
Clerk - Treasurer
City of Mattawa
521 East Government Road
Mattawa, Washington 99349

SUBJECT: PROGRESS ESTIMATE 4, WATER TELEMETRY SYSTEM
UPGRADES
CITY OF MATTAWA, GRANT COUNTY, WASHINGTON
G&O #24886.00

Dear Ms. Martinez:

We have enclosed Progress Estimate 4 for this project. Please retain a copy for the City files and also provide a copy to the Contractor with the payment. The amount due the Contractor and the amount to be deposited in the retainage account are as follows:

	Retainage Amount Held
<u>Payment to Contractor</u>	<u>by Funding Agency</u>
\$108,019.37	\$5,223.38

Please call me if you have any questions or concerns regarding this matter.

Sincerely,

GRAY & OSBORNE, INC.

A handwritten signature in blue ink that reads 'Jamin Ankney'.

Jamin Ankney, P.E.

JA/ch
Encl.
By email

PROGRESS ESTIMATE 4
MAY 28, 2026

CITY OF MATTAWA
GRANT COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
JANUARY 20, 2026 TO MAY 13, 2026

PROJECT:
CITY OF MATTAWA
WATER TELEMETRY SYSTEM UPGRADES
G&O JOB NUMBER #24886

CONTRACTOR:
TALOS ENGINEERING INCORPORATED
290 TORBETT STREET
RICHLAND, WA 99354

BID ITEMS				QUANTITIES		PROJECT COSTS		PERCENT OF CONTRACT QUANTITY
NO.	DESCRIPTION	QUANTITY UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD	AMOUNT TO DATE	
1	Mobilization and Demobilization	1 LS	\$5,700.00	25.00%	75.00%	\$1,425.00	\$4,275.00	75%
2	Minor Changes	1 CALC	\$15,000.00	45.13%	45.13%	\$6,770.00	\$6,770.00	45%
3	Telemetry Improvements	1 LS	\$178,300.00	49.38%	97.00%	\$88,042.48	\$172,948.97	97%
CHANGE ORDERS:								
	CO1	1 LS	8,230.00	100.00%	100.00%	\$8,230.00	\$8,230.00	100%
						PROJECT COSTS		
						AMOUNT THIS PERIOD	AMOUNT TO DATE	
SUBTOTAL EARNED TO DATE						\$104,467.48	\$192,223.97	
SALES TAX						8.40%	\$8,775.27	\$16,146.81
MATERIALS ON HAND							\$0.00	\$0.00
TOTAL						\$113,242.75	\$208,370.78	
LESS 5% RETAINED (BEFORE TAX)						\$5,223.38	\$9,611.20	
TOTAL EARNED TO DATE LESS RETAINAGE							\$198,759.58	
LESS AMOUNTS PREVIOUSLY PAID								
PROGRESS ESTIMATE 1							\$33,708.49	
PROGRESS ESTIMATE 2							\$10,639.24	
PROGRESS ESTIMATE 3							\$46,392.48	
TOTAL PAYMENT NOW DUE:						\$108,019.37	\$108,019.37	
ORIGINAL CONTRACT AMOUNT (WITHOUT TAX)						\$199,000.00		
CONTRACT PERCENTAGE TO DATE						97%		

PROGRESS ESTIMATE 4
MAY 28, 2026

CITY OF MATTAWA
 GRANT COUNTY
 WASHINGTON

PROGRESS ESTIMATE PERIOD
 JANUARY 20, 2026 TO MAY 13, 2026

PROJECT:
 CITY OF MATTAWA
 WATER TELEMETRY SYSTEM UPGRADES
 G&O JOB NUMBER #24886

CONTRACTOR:
 TALOS ENGINEERING INCORPORATED
 290 TORBETT STREET
 RICHLAND, WA 99354

I HEREBY CERTIFY THE ABOVE ESTIMATE IS A TRUE AND CORRECT STATEMENT OF THE WORK PERFORMED UNDER THIS CONTRACT.

I HEREBY CERTIFY THAT THE WAGES HAVE BEEN PAID IN ACCORDANCE WITH RCW 39.12 (PREVAILING WAGES) AND THE FEDERAL DAVIS-BACON AND RELATED ACTS (DBRA).

GRAY & OSBORNE, INC.

TALOS ENGINEERING INCORPORATED

 6/1/2026
 JAMIN ANKNEY, P.E.


 CONTRACTOR'S REPRESENTATIVE

SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL EARNED PER PERIOD	SALES TAX RATE	SALES TAX AMOUNT	MATERIALS ON HAND	RETAINAGE HELD BY FUNDING AGENCY (5%)		TOTAL PAYMENT
1	OCTOBER 9, 2025 TO OCTOBER 29, 2025	\$32,600.09	8.40%	\$2,738.41	\$0.00	\$1,630.00	\$33,708.49	
2	OCTOBER 30, 2025 TO NOVEMBER 26, 2025	\$10,289.40	8.40%	\$864.31	\$0.00	\$514.47	\$10,639.24	
3	NOVEMBER 27, 2025 TO JANUARY 19, 2026	\$44,867.00	8.40%	\$3,768.83	\$0.00	\$2,243.35	\$46,392.48	
4	JANUARY 20, 2026 TO MAY 13, 2026	\$104,467.48	8.40%	\$8,775.27	\$0.00	\$5,223.38	\$108,019.38	
TOTAL:		\$192,223.97		\$16,146.82	\$0.00	\$9,611.20	\$198,759.59	

CITY OF MATTAWA

STAFF REPORT

To: Mayor Celaya and City Council
 From: Public Works Department
 Date: June 4, 2026
 Proceeding Type: New Business
 Subject: Park Shelter Reservation Form

Legislative History:

- | | |
|------------------------|--------------|
| • First Presentation: | June 4, 2026 |
| • Second Presentation: | |
| • Requested Action: | Motion |

Staff Report Summary

The subject in front of City Council is to approve the Park Shelter Reservation Form, associated ordinance and amend the fee schedule to include fees related to the reservation.

Background

With the completion of the Well No. 2 Stage Construction Project, several residents have expressed interest in reserving and utilizing the area. Attached is the proposed reservation form, which includes the applicable fees. This reservation process differs from a special event permit, as the use is intended for private gatherings that are not open to the public and whose attendance will not exceed the established limits. The form identifies two locations available for reservation. In addition, the City has received inquiries in the past regarding reservations of the gazebo, which is also included as an option.

Reservations would be managed through City Hall. The associated fees would generate revenue to support the maintenance and improvement of park facilities through the Park Fund.

Fiscal and Policy Implications

Policy implications are anticipated; update MMC through ordinance and parking fee schedule. Financial impacts are expected, funds generated will go towards the park fund.

#	FUND	BARS	LINE ITEM	AMOUNT BUDGETED	CURRENT EXPENDITURE	REMAINING BUDGET AMOUNT	
1							
			TOTAL				

Options

1. Approve the Park Shelter Reservation Form, associated ordinance and amend the fee schedule to include fees related to the reservation.

2. Do not approve the Park Shelter Reservation Form, associated ordinance and amend the fee schedule to include fees related to the reservation.
3. Table for Next meeting

Staff Recommendation

1. Approve the Park Shelter Reservation Form, associated ordinance and amend the fee schedule to include fees related to the reservation.

Attachments

A.	Park Shelter Reservation Form
B.	Park Map
C.	MMC Code

The following documents are attached and subject for review:

Review by:	Type of Document	Title of Document	Date Reviewed	Comment:
Engineering	▪ N/A			
Legal	▪ PDF			
Financial	▪ PDF	Staff Report	6/1/26	Initials: <i>JKL</i>
Comment:				



PARK SHELTER RESERVATION FORM

NAME OF ORGANIZER:	RENTAL DATE:	ESTIMATED ATTENDANCE:
PURPOSE OF USE:	PHONE:	EMAIL:
ADDRESS:	CITY/STATE/ZIP:	ALTERNATE CONTACT:

HUND MEMORIAL PARK (SELECT A RESERVATION TIME BELOW)

	SHELTER LOCATION	HALF-DAY	FULL-DAY	PICNIC TABLES(S)	GARBAGE CAN(S)	GRILL(S)	ELECTRICAL OUTLET(S)	WATER
1	<input type="checkbox"/> WELL SHELTER	\$60.00	\$90.00	1	2	0	4	N/A
2	<input type="checkbox"/> GAZEBO SHELTER	\$35.00	\$50.00	1	2	1	2	N/A

MORNING HALF- DAY	AFTERNOON HALF-DAY	FULL DAY
<input type="checkbox"/> 7:00AM – 2:00PM (DAILY)	<input type="checkbox"/> 3:00PM – 9:00PM	<input type="checkbox"/> 7:00AM – 9:00PM

EVENT PERMIT REQUIRED: YES NO N/A

AGREEMENT AND INDEMNIFICATION

THE PERSON OR ORGANIZATION ENTERING INTO A RENTAL AGREEMENT WITH THE CITY OF MATTAWA FOR THE USE OF CITY OF MATTAWA FACILITIES OR EQUIPMENT DESCRIBED ABOVE CERTIFIES THAT THE INFORMATION GIVEN IN THIS APPLICATION IS CURRENT. THE UNDERSIGNED FURTHER STATES THAT HE/SHE HAS THE AUTHORITY TO MAKE THIS APPLICATION FOR THE APPLICANT AND AGREES THAT THE APPLICANT WILL OBSERVE ALL RULES AND REGULATIONS. ANY ACCIDENT INVOLVING INJURY TO PARTICIPANTS OR DAMAGES TO FACILITIES OR EQUIPMENT OCCURRING DURING THE USE OF CITY OF MATTAWA FACILITIES OR EQUIPMENT WILL BE REPORTED TO CITY OF MATTAWA AUTHORITIES IMMEDIATELY. THE APPLICANT AGREES THAT THE CITY OF MATTAWA AND ITS AGENTS OR EMPLOYEES WILL NOT BE LIABLE FOR ANY DAMAGE TO PERSON OR PROPERTY BY REASON OF NEGLIGENT ACTS OF APPLICANT, ITS AGENTS, EMPLOYEES, INVITEES, OR SUBCONTRACTORS. APPLICANT AGREES TO PROTECT, INDEMNIFY FOR LEGAL COSTS AND OTHER EXPENSES, AND HOLD HARMLESS, THE CITY OF MATTAWA AND ITS OFFICERS, EMPLOYEES, DIRECTORS AND AGENTS FROM CLAIMS, LIABILITIES, OR SUITS, ARISING OUT OF INJURY TO PERSON OR PROPERTY FROM NEGLIGENT ACTS OF APPLICANT, DIRECTLY OR INDIRECTLY ATTRIBUTABLE TO USER’S ACTIVITIES AND/OR USE OF PREMISES EXCEPT FOR SOLE NEGLIGENCE OF THE CITY OF MATTAWA. I HAVE READ THE RULES AND REGULATIONS ABOVE AND ON THE REVERSE SIDE OF THIS FORM AND AGREE WITH THE CONDITIONS AND CHARGES AS ESTABLISHED.

IN CONSIDERATION FOR GRANTING THIS REQUEST, AND BEING FULLY AWARE OF ALL OF THE RISKS, I HEREBY RELEASE THE CITY OF MATTAWA AND ITS OFFICIALS, EMPLOYEES, VOLUNTEERS AND AGENTS (“THE RELEASED PARTIES”), AND AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE ORGANIZATION, AS APPLICABLE, MAY HAVE, INCLUDING THE RIGHT TO BRING A LEGAL CLAIM, CAUSE OF ACTION, OR LAWSUIT FOR ANY BODILY INJURY, DEATH OR OTHER HARMFUL CONSEQUENCES IN ANY WAY ARISING OUT OF USE OF THE FACILITIES. I UNDERSTAND THAT THIS RELEASE EXTENDS TO ALL CLAIMS OF ANY KIND AND EVERY NATURE, KNOWN, UNKNOWN, SUSPECTED OR UNSUSPECTED, IN ANY WAY ARISING OUT OF OR RELATED TO USE OF THE FACILITIES.

SIGNATURE: _____ **DATE:** _____



CITY OF MATTAWA

PUBLIC WORKS DEPARTMENT

PARKS & RECREATION | 521 GOVERNMENT RD MATTAWA, WA 99349 | (509)932-4037

PARK RULES AND REGULATIONS

1. CITY OF MATTAWA PARK SHELTERS ARE OPEN TO THE PUBLIC AND INTENDED FOR PUBLIC USE. NO USE WILL BE DEEMED EXCLUSIVE WITHOUT PROPER PAPERWORK AND FEES PAID TO THE CITY. RENTERS MUST HAVE THE APPLICATION ON SITE DURING USE PERIOD TO VERIFY RESERVATION.
2. USER AGREES TO COMPLY WITH THE RULES AND REGULATIONS OF THE CITY PARKS, AND APPLICABLE CITY, STATE, AND FEDERAL LAWS AND REGULATIONS.
3. THE POSSESSION OR CONSUMPTION OF ALCOHOL IN ANY CITY PARK, BUILDING, OR ENCLOSED STRUCTURE IS STRICTLY PROHIBITED. (MMC12.18.040)
4. RENTAL FEES WILL BE REIMBURSED IF CANCELLATION IS RECEIVED AT CITY HALL THREE (3) OR MORE BUSINESS DAYS PRIOR TO RESERVATION DATE. FEES WILL NOT BE REFUNDED IF RENTAL IS CANCELLED WITHIN THREE (3) BUSINESS DAYS OF RESERVATION DATE.
5. USERS ARE PROHIBITED FROM REMOVING OR MOVING ANY NATURAL OR CITY MAINTENANCE FIXTURES (PICNIC TABLES, TRASH CANS, ETC.).
6. USER ACCEPTS RESPONSIBILITY FOR ANY DAMAGES WHICH MIGHT OCCUR DURING THE PERIOD OF USE. IT IS THE RESPONSIBILITY OF THE RENTER/USER GROUP TO INSPECT FOR AND REPORT ANY DAMAGED PROPERTY OR FACILITIES BEFORE THE RENTAL PERIOD BEGINS IN ORDER TO AVOID POSSIBLE LIABILITY FOR CORRECTION OF DAMAGES DISCOVERED BY THE CITY AT THE CONCLUSION OF THE RENTAL PERIOD.
7. USERS ARE RESPONSIBLE FOR KEEPING THE PARKS CLEAN BY REMOVING ALL TRASH (INCLUDING DECORATIONS), LITTER, OR OTHER REFUSE FROM FACILITY AND SURROUNDING GROUNDS AFTER USE. FURTHER FEES MAY BE ASSESSED OR FUTURE ACCESS TO PARK FACILITIES PROHIBITED OR RESTRICTED IF THE USER DOES NOT PROPERLY CARE FOR RENTAL AREA.
8. PARK SHELTER RESERVATIONS MUST BE MADE BY PERSONS 18 YEARS OF AGE OR OLDER. RESPONSIBLE ADULT SUPERVISION MUST BE PROVIDED AT ALL TIMES TO ENSURE THE FACILITY AND SURROUNDING AREAS ARE UTILIZED IN A SAFE AND ORDERLY MANNER.
9. NO TRESPASSING IN THE PARK AFTER POSTED HOURS. RENTERS MUST TAKE INTO ACCOUNT THE NECESSARY TIME FOR CLEANUP IN ORDER TO VACATE SHELTER/PARK AREA AT THE CONCLUSION OF THE RENTAL PERIOD.
10. **DO NOT OVERLOAD** ELECTRICAL RECEPTACLES IN THE PARK SHELTERS. THE OUTLETS CAN ONLY HANDLE ONE ELECTRICAL DEVICE PER RECEPTACLE. PLEASE INFORM THE CITY OF MATTAWA IF THE ELECTRICAL SYSTEM HAS BEEN OVERLOADED OR TRIPPED. THE RENTER WILL BE CHARGED FOR AN EMPLOYEE CALL-OUT (TIME OUTSIDE REGULAR BUSINESS HOURS), AT AN OVERTIME RATE FOR A TWO HOUR CALL-OUT. FURTHER FEES MAY BE ASSESSED OR FUTURE ACCESS TO PARK FACILITIES PROHIBITED OR RESTRICTED UNTIL FEE IS PAID IN FULL.
11. NOISE FROM PORTABLE AUDIO EQUIPMENT WHICH CAN BE CLEARLY HEARD FOR FIFTY FEET (50 FT.) OR MORE IS PROHIBITED. PARK USERS SHALL NOT INTERFERE WITH THE PEACE, COMFORT, AND REPOSE OF ALL OTHER PERSONS.
12. IF THE SHELTER IS OCCUPIED BY ANOTHER PARTY AT THE TIME OF RENTAL AND THE ISSUE CANNOT BE RESOLVED, PLEASE CONTACT THE MATTAWA POLICE DEPARTMENT AT MACC DISPATCH (509) 762-1160.
13. VEHICLES SHALL ONLY BE DRIVEN ON DESIGNATED ROADWAYS AND PARKED IN DESIGNATED PARKING AREAS. NO DRIVING VEHICLES ON PARK PROPERTY, INCLUDING DROPPING ITEMS AT SHELTER.



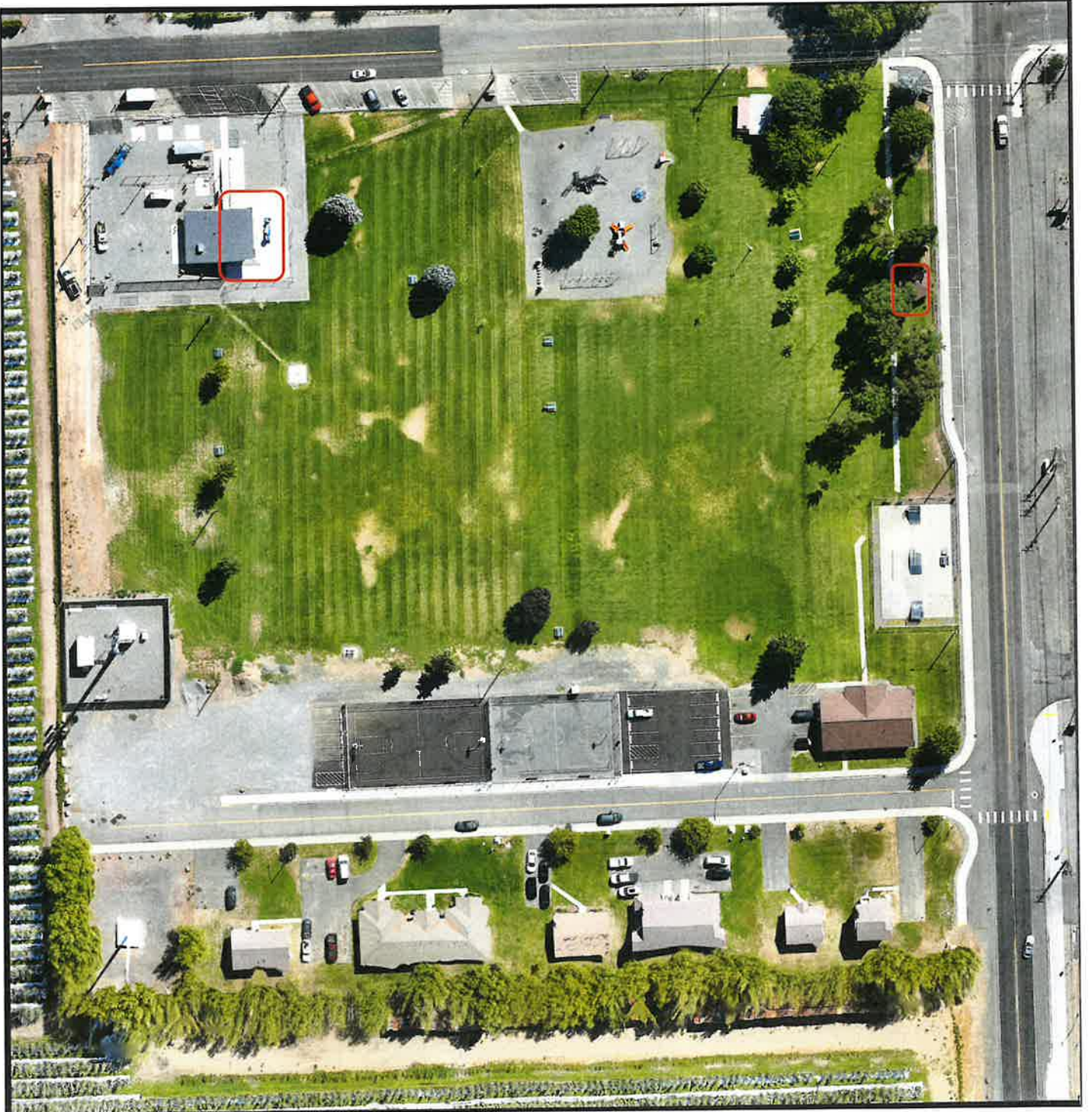
CITY OF MATTAWA

PUBLIC WORKS DEPARTMENT

PARKS & RECREATION | 521 GOVERNMENT RD MATTAWA, WA 99349 | (509)932-4037

FOR OFFICIAL USE ONLY

FORM OF PAYMENT: <input type="checkbox"/> CASH <input type="checkbox"/> DEBIT/ CREDIT <input type="checkbox"/> CHECK # _____	AMOUNT: \$	RECEIPT#:	BY:	
EVENT CANCELLED: REFUND ELIGIBLE <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME:	ADDRESS:		
AMOUNT: \$	RECEIPT#:	REFUND DATE:	CHECK #:	BY:
<input type="checkbox"/> FORM IS COMPLETE AND SIGNED BY THE INDIVIDUAL MAKING THE REQUEST AND THE EMPLOYEE				
<input type="checkbox"/> A COPY OF THE FORM AND THE RECEIPT HAS BEEN GIVEN TO THE INDIVIDUAL MAKING THE REQUEST				
<input type="checkbox"/> STAPLE A COPY OF THE RECEIPT ON THE FRONT SIDE OF THE UPPER RIGHT-HAND CORNER				
<input type="checkbox"/> CREATE A WORK ORDER FOR PUBLIC WORKS				
<input type="checkbox"/> FILE REQUEST. POST IN CALENDAR & PROVIDE A COPY FOR POLICE DEPARTMENT				
<input type="checkbox"/> OTHER:				



City of Mattawa, WA

§ 5.28.010

§ 5.28.030

CHAPTER 5.28 SPECIAL EVENTS

§ 5.28.010. Purpose and policy.

Special events are of infrequent occurrence and temporary nature and may be associated with promotions, holidays, festivals, and the like. Special events shall be allowed by a special events permit granted by the city council.
(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.020. Intent.

It is the specific intent to place the obligation of complying with the requirements of this chapter upon the applicant or sponsor, and nothing contained in this chapter is intended to be construed to create or form the basis for liability on the part of the city, or its officers, employees or agents for any injury or damage resulting from the failure of the applicant or sponsor to comply with the provisions stated herein.
(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.030. Definitions.

For the purpose of this chapter, words and phrases used herein are as follows:

"Applicant" shall mean any person or organization who seeks a special event permit to conduct or sponsor an event governed by this chapter.

"Athletic event" shall mean an occasion in which a group of persons collect to engage in or watch a sport or form of exercise on private or public property and/or on a city street, sidewalk, alley, or other street right-of-way, which obstructs, delays or interferes with the normal flow of pedestrian or vehicular traffic, or does not comply with traffic laws or controls. Athletic events include, but are not limited to, bicycle and foot races.

"Block party" shall mean a festive gathering on a street which may or may not require the closure of a street, or a portion thereof, to vehicular traffic, and/or use of the street for the festivity including barbecues, picnics, music or games.

"Expressive activity" means conduct, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas. Expressive activity includes, but is not limited to, public oratory and the distribution of literature.

"Permit application fee" shall mean the fee to be paid by the special event permit applicant at the time the application is filed with the city clerk. Such fee shall be set by the city council.

"Permittee" shall mean any person or organization who has been issued a special events permit by the city administrator or appointed designee. The permittee shall have authority, subject to approval by the city, to determine participation in commercial activities during a special event.

"Refundable deposit" shall mean the amount of money required of a permittee by the

City of Mattawa, WA

§ 5.28.030

§ 5.28.050

public works department in order to assure adequate cleanup of the special event site. The deposit shall be returned to the permittee upon the completion of the event and approval of the public works department.

"Special event" means:

1. Any organized formation, parade, procession, demonstration or assembly which may include persons, animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk or other public right-of-way owned or controlled by the city which does not comply with applicable traffic regulations, laws or controls; or
2. Any organized assemblage of seventy-five or more persons at any public place, property, or facility which is to gather for a common purpose under the direction or control of a person;
3. Examples of special events include, but are not limited to, concerts, parades, circuses, fairs, festivals, block parties, street fairs, community events, on the water activities (such as boat races), mass participation sports (such as marathons and other running events), athletic or sporting events, and community celebrations and observances conducted on public property or public rights-of-way.

"Special events permit" shall mean the permit issued by the city council after the applicant has met all applicable reviews and requirements set forth in this chapter. (Ord. No. 566 § 1, 7-2-2015)

§ 5.28.040. Exemptions.

The provisions of this chapter shall not apply to:

- A. Funeral processions;
- B. Groups required by law to be so assembled;
- C. Pedestrian processions along a route that is restricted to sidewalks and crossing streets only at pedestrian crosswalks in accordance with traffic regulations and controls;
- D. Expressive activities. If practicable, the organizers should give notice to the city at least four hours prior to the event informing the city of the date and time of the event and provide an estimate of the approximate number of persons who will be participating;
- E. Activities of state and federal governmental agencies, including military units, which are performed within the scope of such agency's duties and functions.

(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.050. Administration.

The city council shall, after consultation with appropriate departments and agencies, have discretionary authority regarding special event permits. The city council may

City of Mattawa, WA

§ 5.28.050

§ 5.28.090

approve, modify, or condition an application for a special events permit in accordance with the principles of this chapter.

(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.060. Permit required.

- A. Any person desiring to conduct or sponsor a special event on public property or which will necessitate the use of the public right-of-way shall first obtain a special events permit.
 - B. Any event subject to the provisions of this chapter that is staged without complying with all conditions of this chapter shall be subject to closure by the city police department.
 - C. The permit under this chapter is separate and in addition to the business license issued under Chapter 5.04, which may also be required when applicable.
- (Ord. No. 566 § 1, 7-2-2015; Ord. No. 641 § 1, 12-17-2020)

§ 5.28.070. Permit fee and deposit.

The fee for issuance of a special events permit shall be set by resolution of the city council. A clean-up deposit is required for applicants or sponsoring organizations of special events involving the sale of food or beverages for immediate consumption, the erection of structures, the use of horses or other animals, other than dogs and cats, or the use of fireworks or other incendiary devices, in an amount reasonably anticipated to be incurred in removing debris or litter caused by such special event as determined by the city council. The clean-up deposit may be returned after the special event if the applicant or sponsoring organization cleans and restores the area used for the permitted event to the same condition as existed prior to the event. If the property used for the event has not been properly cleaned or restored, the clean-up deposit shall be applied toward the city's costs in cleaning up the permitted area. There may be requirements for police officers to control traffic, provide security, and protect people and property at additional costs. Public works may have additional costs for placing barricades, roadway preparation, and clean-up.

(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.080. Exemptions from permit fee.

No fee shall apply to a block party and fees may be waived for special events sponsored by nonprofit agencies and which further the goals and objectives of the city.

(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.090. Permit application and issuance.

- A. Any person wishing to sponsor a special event shall apply for a special event permit by filing an application with the city clerk at least forty-five days prior to the date on which the event is to begin to occur. Applications submitted less than forty-five days prior to the event may be accepted if the city council finds that there is adequate time to properly process the request, that all requirements of the permit

City of Mattawa, WA

§ 5.28.090

§ 5.28.100

can be met without undue strain on city resources and the date and venue are available for use.

- B. If required by the city, the permittee shall provide the city with proof of commercial general liability insurance generally in the amount of one million dollars combined single limits per occurrence, two million dollars aggregate, and an endorsement naming the city of Mattawa as an additional insured must be provided at the time of application. Upon determination by the administration and the city's risk manager, higher limits may be required for certain events.
- C. The city council shall issue the special event permit once the application has been approved after review of appropriate agencies to include police, fire, public works, building and planning, and others as determined by the city council, and the applicant has agreed in writing to comply with the terms and conditions of the permit.
- D. The city council or designated appointee shall approve, conditionally approve, or deny an application based on the recommendations of city departments involved in the review process.

(Ord. No. 566 § 1, 7-2-2015; Ord. No. 613 § 1, 6-21-2018)

§ 5.28.100. Permit requirements.

- A. Special event uses are to be temporary and approved for a particular zoning district by the planning official.
- B. Temporary signage and temporary structures will be allowed subject to provisions of this code pursuant to the interpretive authority and discretion of the planning official.
- C. Requests for temporary parking facilities for special events and street closures for special events shall be subject to provisions of this code pursuant to the interpretive authority and discretion of the police chief. Street closures for any portion of a state highway or right-of-way shall be subject to state requirements and approvals.
- D. Requests for fire and emergency medical services shall be subject to requirements and interpretive authority and discretion of the city's fire department and the city's emergency medical service provider.
- E. Requests for police services shall be subject to provisions of this code pursuant to the interpretive authority and discretion of the police chief.
- F. Expenses for fire, police, medical services, parks, and public works crews needed for coverage and cleanup at the special event shall be prepaid and the responsibility of the permittee, even if the permit fee has been waived. If the actual cost for city services and equipment on the date(s) of the event is greater than the estimated cost, the applicant/sponsor will be billed for the difference.
- G. Adequate sanitation and other required health facilities shall, as required by applicable statutes and the Grant County health district, be provided or made

City of Mattawa, WA

§ 5.28.100

§ 5.28.120

available in or adjacent to any public assembly areas.
(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.110. Permit conditions.

The city council may condition the issuance of a special event permit by imposing reasonable requirements concerning time, place, and manner of the event; and such requirements as are necessary to protect the safety and rights of persons and property and the control of traffic.
(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.120. Denial of application.

A special event permit may be denied based upon a determination that:

- A. The event would endanger public safety or health;
- B. The proposed event would seriously inconvenience or impair the general public's use of public property, services or facilities;
- C. The event would unreasonably infringe upon the rights of abutting properties;
- D. The event would conflict with another proximate event or interfere with construction or maintenance work in the immediate vicinity;
- E. There is not sufficient qualified safety personnel or other necessary city staff to accommodate the event;
- F. The applicant failed to complete the application form after being notified of the additional information or documents required;
- G. Information contained in the application of supplemental information requested from the applicant is found to be false in any material detail;
- H. The applicant cannot meet, or is unwilling to meet, all of the requirements of this chapter or any special conditions imposed by any of the reviewing agencies;
- I. Other issues in the public interest were identified by the mayor, city council, or city official;
- J. Failure to prepay expenses, fees, charges, deposits, insurance or bonds;
- K. The proposed event is scheduled to occur at a route or location adjacent to a school or class during a time when such school or class is in session, and the noise created by the activities of the event would substantially disrupt the educational activities of the school or class;
- L. The purpose of the proposed event is to incite crime or the overthrow of the government by force or the event would engage in or encourage participants to engage in illegal acts; or
- M. The primary purpose of the special event is for advertising products, goods, or

City of Mattawa, WA

§ 5.28.120

§ 5.28.140

events that are for private profit, and the special event is primarily for private profit. The prohibition against advertising any product, goods, or event shall not apply to signs identifying organizations or sponsors furnishing or sponsoring exhibits or structures used in the special event.

(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.130. Indemnification.

- A. Prior to the issuance of the special event permit, the applicant must agree to reimburse the city for any costs incurred by the city in repairing damage to city property occurring in connection with the permitted event.
- B. In consideration of being permitted to produce this special event or activity or use of any city property or facilities in connection with this activity, the applicant ("indemnitor") agrees to the following:
1. The indemnitor hereby agrees to release, indemnify and hold harmless the city of Mattawa from any and all liability, claims, demands, causes of action, charges, expenses, and attorney fees (including attorney fees to establish the city's right to indemnity or incurred on appeal) resulting from involvement in this event whether caused by any negligent act or omission of the city or otherwise. This agreement shall not apply to any liability resulting from the sole negligence of the city.
 2. The indemnitor agrees to reimburse the city for any loss, theft of, or damage to city property, equipment and/or facilities.
 3. The indemnitor agrees to comply with all applicable laws, statutes, ordinances, rules and requirements including, but not limited to, not admitting more attendees than designated by the fire department as safe for the particular event or facility.
 4. The indemnitor expressly agrees that this release and hold harmless agreement is intended to be as broad and inclusive as permitted by Washington law and that if any portion thereof is held invalid, notwithstanding, the balance shall continue in full legal force and effect.
 5. Falsification and/or misrepresentation in completing this application may result in rate adjustment or event cancellation. Changes to the detailed program require immediate notification to city.

(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.140. Insurance required.

- A. As required by the city council, the permittee shall provide the city with proof of commercial general liability insurance generally in the amount of at least one million dollars (combined single limits per occurrence), two million dollars aggregate, and an endorsement naming the city of Mattawa as an additional insured must be provided. Upon determination by the administration and the city's risk

City of Mattawa, WA

§ 5.28.140

§ 5.28.160

manager, higher limits may be required for certain events.

- B. Certificates of insurance shall be submitted to the city for approval directly from the insuring agency via postal mail, fax or email. The insurance policy shall be written on an occurrence basis, shall name the city as an additional insured, shall be written for a period not less than twenty-four hours prior to the event and extending for a period not less than twenty-four hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy except upon thirty days' written notice to the city. Acceptability of insurance is subject to approval by the city's risk administrator.

(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.150. Revocation or suspension.

- A. A special events permit issued under this chapter shall be temporary, shall vest no permanent rights in the applicant, and may be immediately revoked or suspended by the mayor or city council if:
1. The applicant has made a misstatement of material fact in the information supplied, the applicant has failed to fulfill a term or condition of the permit in a timely manner, or the check submitted by the applicant in payment of the fee for a permit has been dishonored;
 2. The applicant requests the cancellation of the permit or cancels the event;
 3. The activity endangers or threatens persons or property, or otherwise jeopardizes the health, safety or welfare of persons or property;
 4. The activity conducted is in violation of any of the terms or conditions of the special events permit;
 5. An emergency or supervening occurrence requires the cancellation or termination of the event in order to protect the public health or safety;
 6. The applicant fails to prepay expenses.
- B. The city shall refund the permit fee in the event of a revocation caused by an emergency or supervening occurrence; the city shall refund the balance of the fee, less the actual costs incurred if the cancellation occurs at the request of an applicant who is in compliance with this chapter.
- C. If any event, use, or occupancy for which the permit has been revoked is not immediately discontinued, the mayor may remove any structure or obstruction, or cause to be made, without obligation to do so, such repairs upon the structure or obstruction as may be necessary to render the same secure and safe, or adjourn any special event. The cost and expense of such removal, repair or adjournment shall be assessed against the permittee, including all professional fees associated with enforcement of the collection of the same.

(Ord. No. 566 § 1, 7-2-2015)

City of Mattawa, WA

§ 5.28.160

§ 5.28.180

§ 5.28.160. Appeal procedure.

The applicant shall have the right to appeal a denial of a special event permit, or a condition imposed thereby, including the amount of fees or clean-up deposits imposed or a determination that the applicant's certificate of insurance does not comply with the city's requirements. A written notice of appeal shall be filed within five days from the date of the denial or conditional approval. The written notice of appeal shall set forth the specific grounds for the appeal and attach any relevant documents for consideration. The city council shall hear the appeal on the record provided from the designated city official and upon public comment given at the scheduled hearing before the council. The hearing shall be scheduled no later than ten days after receipt of a timely and proper notice of appeal. The decision of the city council on the appeal shall be final.

If there is insufficient time for a timely appeal to be heard by the city council prior to the date on which the event is scheduled, the applicant may, at the applicant's option, request that the mayor hear the appeal. The mayor shall hold a hearing no later than five business days after the filing of the appeal and shall render a decision no later than one business day after the hearing on the appeal is closed. If the appeal is requested and heard before the mayor, the mayor's decision shall be final.

(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.170. Penalty for violation.

Any person, association, firm, partnership, or corporation that violates any of the provisions of this chapter shall be guilty of a civil infraction and shall be subject to a C-1 fine. Each day or portion of a day in which a violation is committed constitutes a separate offense.

(Ord. No. 566 § 1, 7-2-2015)

§ 5.28.180. Severability.

If any part, provision or section of this chapter is held to be void or unconstitutional, all other parts not expressly so held shall continue in full force and effect.

(Ord. No. 566 § 1, 7-2-2015)



The City of Mattawa is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

POSITION: PUBLIC WORKS DIRECTOR

DEPARTMENT: PUBLIC WORKS

REPORTS TO: MAYOR

FLSA: EXEMPT

REVISION DATE: JUNE 4, 2026

MAJOR FUNCTIONS AND PURPOSE

This position is responsible for planning, organizing, directing, implementing, and controlling all activities of the Department of Public Works, including: operations and maintenance of water treatment, transmission and distribution systems; wastewater treatment and collection systems; streets, roads, sewers and storm drainage facilities and the City's equipment. Supervision is received from the City Mayor. Responsibilities are characterized by the emphasis on administration duties involving the development and implementation of short and long range maintenance and operation programs, the preparation of reports, the preparation and administration of equipment and services, bid specification, the preparation and administration of the Maintenance and Operations budget, ensuring compliance with general city policies and personnel policies, and resolving the more difficult operations and maintenance problems.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Prepares bid plans and specifications for new equipment purchases, capital facility improvement projects as directed and service contracts, and administers execution of subsequent contracts including contractor payments.
- Ensures that the water and wastewater systems are operated in compliance with all state and federal regulations and prepares and monitors wastewater discharge permits and water system permits.
- Oversees safe, efficient and cost-effective functions of Utilities and Operations divisions including Facilities, Fleet, Water System, Storm/Sewer Collections, Street Maintenance, Traffic and Lighting, Wastewater Treatment Plant and Water Distribution.
- Responsible for creating and implementing innovative programs, systems and services in response to community needs and in accordance with City goals.

- Plans, researches, analyzes, implements and directs strategies, policies, procedures, programs, operating practices, projects and schedules in support of City plans and vision.
- Works closely with department directors, jurisdictions and agencies in the development and implementation of short- and long-range planning and goals.
- Collaborates effectively with the Planning Agency to support development functions and implementation of plans.
- Ensures consistent professional representation of the department in providing quality, customer focused, internal and external services. Maintains highly responsive and proactive services.
- Represents the City with a wide variety of organizations. Works cooperatively and creatively with public and private agencies to promote a positive vision, assess needs and recommend strategies.
- Establishes and maintains positive customer and community relations. Attends public information meetings to educate on City policy and plans. Communicates technical data and sensitive information to citizens in a clear and persuasive manner. Responds to inquiries. Takes corrective action as needed.
- Seeks grant sources, completes applications and administers awards per regulations.
- Utilizes staff or consultants to evaluate trends and carry out projects. Reports on findings and progress.
- Oversees the review process for regulatory compliance, including code and contract requirements, development standards and other regulations for Public Works.
- Conducts weekly or monthly staff meetings pertaining to the status of programs.
- Actively participates as a member of the City's senior management team providing strategic thought leadership and technical expertise on decisions having significant organization-wide impact.
- Initiates or approves requests for the requests for the procurement of materials, services, and equipment.
- Models and fosters the City's and Department's Core Values by establishing and nurturing a work environment that will promote and maintain a high level of positive morale and productivity.
- Develops and administers the department budget. Approves, monitors and maintains expenditures within budget guidelines. Ensures optimum employee levels. Controls and minimizes labor overtime and expenses. Uses resources effectively.
- Attends, and presents at, City Council meetings. Attends City Advisory meetings, as requested.
- Participates in labor negotiations, union contract administration, and grievance issues.
- Participates in the employment process. Assigns, trains, supervises, and evaluates work of staff.
- Ensures performance evaluations are conducted as required to guide development of employees and provide a record of performance. Oversees development and implementation of improvement plans. Initiates, documents and implements disciplinary actions as approved by the Mayor.
- Ensures compliance with personnel policies and collective bargaining agreements.
- Performs other duties as assigned.

EDUCATIONAL & EXPERIENCE REQUIREMENTS

- High School diploma or GED; A Baccalaureate is preferred in (Management, Engineering, Business, or degree related field.)
- 5 (Five) years of experience in Public Works, water, sewer and/or street systems, to thoroughly understand the diverse objectives and functions of the Public Works Department.
- Bilingual English/Spanish is highly desirable.

Requires knowledge of:

- The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.
- Organizational dynamics and principles and practices of management and supervision, including planning, staffing, selection, training, coaching, directing, coordinating and evaluating.
- Principles, procedures and practices of public works systems and utility operations.
- Civil engineering, design and construction principles and practices.
- Municipal organizations; Budget administration.
- Federal, state and local regulations and codes related to public works administration.
- Federal and state funding sources and requirements.
- Principles, procedures and practices of contract negotiation, development and management.
- Safety and security hazards, precautions, standards, policies and procedures.
- Time management; advanced mathematics; English composition and grammar.
- Computer operation and software including Microsoft and databases. GIS and AutoCAD preferred.

Requires the ability to:

- Consistently represent the City by maintaining a professional approach and demeanor in all activities.
- Effectively mediate conflict, resolve issues and constructively manage change.
- Strategically plan, prioritize, implement, coordinate and evaluate programs, staffing and services.
- Collect and analyze data and statistics. Be detailed and maintain a high degree of accuracy.
- Foster an environment that places customer service as the highest priority.
- Ensure absolute confidentiality as required and sensitive information is handled appropriately.
- Foster a positive and productive work environment. Take corrective action as needed.
- Support a strong culture of safety. Ensure strict adherence to policies, procedures and regulations.
- Exercise continuous leadership to focus operations efforts on priorities. Train, direct, and coach staff. Promote staff and team development and high performance by assuring regular, effective and consistent feedback. Recognize work excellence and build effective teams.
- Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain cooperation of others and establish and maintain effective teams and professional relationships and rapport with elected officials, management, employees, representatives of other entities and the public.
- Apply sound judgment, analytical and creative problem-solving skills to make reasoned, timely and consistent decisions. Facilitate effective problem resolution.
- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing comprehensive reports and correspondence as well as preparing and making presentations.

- Communicate in English clearly, concisely, and effectively, both orally and in writing.
- Plan, organize, prioritize and coordinate services and work assignments. Work effectively in a multi-task environment with constantly shifting priorities. Take appropriate initiative.
- Understand and apply appropriately regulatory requirements, terminology, policies and procedures.
- Develop ways to identify, improve and promote efficient systems and processes.
- Maintain current knowledge and adapt to new technologies, keeping technical skills up to date.
- Proficiently operate Microsoft functions including spreadsheet generation. Type accurately.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS

- Holds and maintains a WA State Waterworks (WDM) Operator II license
- Holds and maintains a WA State Wastewater Treatment Plant Group II Operator license
- Holds and maintains a WA State Cross Connection Specialist license
- Washington State Traffic Control Flagger Certification
- Federal Emergency Management Agency - National Incident Command Systems 100, 200, & 700 Certification
- CPR and First Aid Certification
- CDL Class A with airbrake endorsement within one (1) year of hire
- Valid Washington State Driver's License w/acceptable driving record

WORKING CONDITIONS

- The work is typically performed while sitting at a desk or table or intermittently sitting, standing, or stooping.
- The work is typically performed in an office and at field locations throughout the City.
- Ability to read print, monitors, and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.
 - Vision: See in the normal visual range with or without correction.
 - Hearing: Hear in the normal audio range with or without correction.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. using proper lifting techniques.
- Operate a motorized vehicle, which may include in inclement weather conditions.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel, and stretch, occasionally crawling in tight spaces, such as attics and crawl spaces as well as the ability to climb ladders and stairs.
- Attend meetings or performs duties outside of normal office hours and travels as needed.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive.

Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Mattawa may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.

COMPENSATION

11/3/16 Council approved this position to follow the annual union pay increases

THE CITY OF MATTAWA IS A DRUG FREE WORKPLACE AND AN EQUAL OPPORTUNITY EMPLOYER.

CITY OF MATTAWA
PUBLIC WORKS DIRECTOR
JOB DESCRIPTION

Reports To: City Mayor

Exempt Employee

Major Function and Purpose:

This position is responsible for planning, organizing, directing, implementing, and controlling all activities of the Department of Public Works, including: operations and maintenance of water treatment, transmission and distribution systems; waste water treatment and collection systems; streets, roads, sewers and storm drainage facilities and the City's equipment. Supervision is received from the City Mayor. Responsibilities are characterized by the emphasis on administration duties involving the development and implementation of short and long range maintenance and operation programs, the preparation of reports, the preparation and administration of equipment and services, bid specification, the preparation and administration of the Maintenance and Operations budget, ensuring compliance with general city policies and personnel policies, and resolving the more difficult operations and maintenance problems.

Job Duties and Responsibilities:

Prepares short and long range public maintenance, operations, and construction programs for approval by the City Mayor and City Council; modifies programs, plans, schedules, directs through employees and evaluates the progress on programs and the performance of personnel in meeting program goals and objectives; conducts weekly or monthly staff meetings pertaining to the status of programs; provides managerial assistance in resolving program, performance or personnel problems.

Must be able to lift a minimum of 50 pounds and take turns being on call.

Prepares the maintenance and operations budget for review and approval; administers the annual budget as approved by the Council; administers administrative, financial, and personal policies and in the department; initiates or approves requests for the procurement of materials, services, and equipment; reviews requests for disciplinary actions and commendations prepared by department and approves or modifies requests as appropriate.

Prepares bid plans and specifications for new equipment purchases, capital facility improvement projects as directed and service contracts, and administers execution of subsequent contracts including contractor payments.

Ensures that the water and wastewater systems are operated in compliance with all state and federal regulations and prepares and monitors wastewater discharge permits and water system permits.

Educational Minimum Requirements:

Holds and maintains Waterworks Operator II license by the State of Washington.

Holds and maintains a Group II Operators license by the State of Washington.

Valid Washington State Drivers License.

UPDATES --

11/15/15 Council approved non union pay scale:

start - \$4,333 -- 6 mo - \$4,576 -- 12 mo - \$4,819 -- 24 mo - \$5,062 -- 36 mo - \$5,306

11/3/16 Council approved this position to follow the annual union pay increases



New Version

The City of Mattawa is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

POSITION: OFFICE MANAGER/HUMAN RESOURCES MANAGER/CLERK-TREASURER **DEPARTMENT:** CLERKS

REPORTS TO: MAYOR

FLSA: EXEMPT

REVISION DATE: JUNE 4, 2026

APPOINTMENT & REMOVAL

The office manager/human resources manager/clerk-treasurer is appointed by the mayor pursuant to any process approved by the city council.

CLERK-TREASURER RESPONSIBILITIES & DUTIES

The clerk/treasurer shall be the chief financial officer for the city, under the direction and authority of the mayor. The clerk/treasurer shall provide for the management and administration of the investments, revenues, and expenditures of the city in accordance with the applicable laws of the city and the state of Washington. The position of clerk/treasurer is responsible for serving as the custodian of all official city records and documents and as clerk to the city council. This position ensures the preparation and distribution of official notices, and conducts various administrative and analytical assignments related to city organization and operations. The clerk/treasurer performs the duties specified by state law for a city clerk in a non-charter code city.

The clerk/treasurer shall:

- Act as agent for the service of claims for damages against the City.
- Receive and process claims against the City.
- The clerk/treasurer performs the duties specified by state law for a clerk and treasurer in a non-charter code city.
- Develop Council agendas; track all items necessary to include on the agenda, and follow up on the action from meetings. Supervise the recording and transcribing of Council meeting minutes; coordinate all correspondence required for Council actions, appointments, and meeting needs.
- Ensure council meeting packets are sent to the City Council and available for the public.
- Prepare proper posting of agendas, Council meeting packets, and meeting notices for the public.
- Prepare proper legal notices related to public hearings, including ones for adopting the City budget.
- Prepare and or review ordinances and resolutions and assign document numbers. Publish legal notices after adoption and provide for proper posting of ordinances.
- Prepare City Council chambers for meetings, including the use of audio-visual software and equipment during

the meeting to ensure proper broadcasting and recording of the meeting. Coordinate the necessary technology installation to enable virtual attendance at live meetings.

- Oversee and maintain all technology used by the office, including agenda management systems, audiovisual systems used for recordings, virtual meeting systems, and website systems.
- Maintain up-to-date lists of all City boards and Commissions; coordinate the appointment process with Mayor and staff liaisons.
- Update membership rosters
- Under the direction and authority of the mayor, the clerk/treasurer shall organize and supervise the financial operations of the city;
- Receive and safely keep all moneys of the city and disburse said funds in accordance with applicable city ordinances, policies, state laws and regulations.
- Act as official auditing officer for the city and sign and approve all vouchers and warrants.
- Assist the mayor as directed in the preparation of the annual budget and annual reports.
- With the consent of the mayor, invest the city's funds in a qualified public depository maintaining such investments in a secure manner in accordance with applicable state laws and regulations.
- Supervise the work of customer service clerk and deputy clerk/treasurer.
- Provide advice and information to the mayor regarding state and/or federal rules and regulations for municipal finance and accounting.
- Maintain the city's financial records in accordance with the rules of the State Auditor as may be amended from time to time.
- Maintain awareness of new developments in municipal finance through review of appropriate professional literature and attendance at conferences and workshops as approved by the mayor.
- Coordinate City insurance programs and respond to risk management needs, renewals and surveys.
- Act as public records officer. Receive and respond to requests for public records according to legal requirements. Maintain and disposition public records according to state retention schedules.
- Process building, development, rental, right-of-way and event permits.
- Respond to inquiries regarding permit fees, building setbacks, zoning restrictions, and general information.
- Provide help to applicants with completing permit applications and associated forms.
- Create or update forms as necessary.
- Coordinate application reviews, inspections, hearings and related activities with public works director, building code consultant, contract planner, consulting engineers, and other parties as necessary.
- Collect fees, process applications and issue permits at the direction of the appropriate technical contractors.
- Maintain building and development project files and permit records.
- Report permits and addresses as necessary to other agencies.
- Assist deputy clerk with business and animal licensing.
- Conduct and/or supervise activities involved in purchasing and acquisitions. For other departments' needs, ensure their compliance with purchasing policies and assist with contract reviews and requests for proposals as needed. For administrative department needs, research and solicit quotes according to policies and budget appropriations.
- Write necessary contracts/agreements and submit for review by city attorney and insurance pool.
- Obtain council approvals according to policies.
- Attend appropriate meetings, seminars and training programs.
- Participate in appropriate professional organizations, workshops and educational opportunities to keep current with the latest developments in administration and public policy, to enhance professional growth and to meet the technical performance standards necessary for this position.
- Perform other assignments as developed and directed by the mayor.

The above list of essential functions is not exhaustive and may be supplemented as necessary.

OFFICE MANAGER/HUMAN RESOURCES MANAGER RESPONSIBILITIES & DUTIES

The Office Manager/Human Resources Manager reports to the Mayor in all facets of Office management and Human Resources management. Work requires knowledge of personnel law, rules, policies and procedures, and any other area of human resources administration. Typical duties may include labor relations support, training programs, and benefits administration. Provides information and assistance to City employees and the general public regarding human resources activities. Exercises considerable discretion in processing important and highly confidential information.

The office manager/human resources manager shall have the following specific duties, powers and responsibilities, in addition to others provided in this chapter or otherwise:

- Perform human resources functions.
- Maintain personnel files, personnel policy manuals and job descriptions.
- Process new and terminating employments.
- Respond to staff and external inquiries as appropriate.
- Disseminate benefits information and facilitate enrollments.
- Participate on safety committee.
- Coordinate volunteer registrations.
- Maintain required employment posters.
- Provide timely assistance to employees regarding benefits and human resource questions and issues.
- Maintain employee personnel files to ensure legal compliance.
- Prepare benefit packets and other employee related information.
- Coordinate employee benefit eligibility, enrollment, severance of employment, and coordinates leave accrual pay out.
- Prepare employee census information for insurance and other reporting.
- Provide written and verbal employment verifications.
- Coordinate new hire paperwork as well as the orientation meeting.
- Assist with the updating of the City policy book.
- Assist with updating job descriptions, as needed.
- Coordinate and schedule any department training and/or meetings.
- Assist with managing the advertisement of job postings and maintains the applications.
- Review, screen, and maintain applications and resumes.
- Conduct background screenings for all prospective employees.
- Assist with providing research for policies, training, strategic planning, and other human resource issues.
- Assist with providing compliance in all areas of human resources.
- Assist in the development and implementation of supervisory and employee training programs.
- Assist in the collection of data and performs statistical analysis to monitor and maintain the City Compensation Pay Plan.
- Assist with the administration of the City's benefit programs.
- Work with employees, payroll and supervisors to determine best alternatives in coordination of various leave programs (e.g., FMLA, sick leave, leave of absences and military leave).
- Maintain, monitor, and process Labor & Industries (L&I) Worker's Compensation claims-and reports to ensure compliance with state regulations.

- Process personnel action forms and employee status changes in a timely fashion to assure proper approvals.
- Prepare and enters employee data into the personnel/payroll system. Initiates and coordinates with Payroll on annual pay adjustments and other pay increases associated with City benefit programs.
- Identify and/or resolve employee/retiree benefit eligibility questions and or issues.
- Conduct employee on-boarding orientations (and assists mayor in) exit interviews.
- Coordinate the organizing and conducting of the annual open enrollment process, including the annual employee's benefits fair.
- Perform various clerical and office support duties, such as developing and maintaining filing systems, preparing correspondences, and compiling data.
- Prioritize duties and assignments to assure efficient, smooth and timely office work flow.
- Schedule and attend various labor/management and other meetings as requested by the-Mayor.
- Maintain employee records of commercial driver's license drug testing results; may assist in the scheduling of pre-employment drug/alcohol tests, the coordination of random drug and alcohol testing and the maintenance of related files/processes.
- Supervise department staff, including hiring, training and promotion, discipline and discharge, work rule establishment, and department morale. Assign work and monitor performance, taking corrective actions as necessary.
- Allocate staff to departmental functions on the basis of skill resources and budgetary limitations.
- Maintain positive public relations by providing information and handling public complaints.

The above list of essential functions is not exhaustive and may be supplemented as necessary.

MINIMUM QUALIFICATIONS

The office manager/human resources manager/clerk-treasurer shall have education and experience in finance, human resources, and clerk functions sufficient for the performance of the duties of this position. Must be bondable.

KNOWLEDGE, SKILLS, AND OTHER ATTRIBUTES

- Knowledge of municipal records requirements
- Ability to plan, organize, and supervise staff in work requiring accuracy and attention to detail
- Ability to communicate effectively both orally and in writing
- Ability to read, analyze and interpret general business periodicals and professional journals
- Ability to perform clerical duties and operate proficiently standard office equipment
- Ability to establish and maintain effective working relationships with City officials, employees, vendors, intergovernmental agencies and the general public
- Ability to work effectively with frequent interruptions
- Ability to work within and meet time deadlines
- Full working knowledge of accounting principles, single entry bookkeeping and computerized accounting
- Knowledge of BARS requirements
- Principles and practice of general business management, legal requirements, and Washington State public records act and public disclosure law;
- Municipal Code, resolutions, ordinances, and the Revised Code of Washington (RCW);
- Applicable legal procedures of the City and other governmental agencies;
- Applicable City administrative policies and procedures;

- Parliamentary procedures and State laws relating to the conduct of City Council Meetings;
- Business letter writing and basic report preparation with proficient spelling and grammatical skills;
- Proficient knowledge of computers and applicable computer software applications, including specific knowledge of Microsoft Word and Outlook;
- Working knowledge of modern administrative office procedures, methods and equipment.
- Strong organizational, time management, and interpersonal skills;
- Strong customer service skills;
- Strong attention to detail, working in a busy and sometimes stressful environment and changing priorities;
- Using initiative and independent judgment within established guidelines.
- Report for scheduled work with regular, reliable, and punctual attendance;
- Work independently with a high degree of reliability, accuracy, and productivity;
- Maintain and establish effective and cooperative working relationships with City employees, public and public officers, and other agency staff;
- Accurately answer questions, mentor, direct work tasks, and effectively resolve problems in support of staff;
- Conduct oneself in a professional manner as defined by City policy and maintain confidentiality;
- Work well independently and in support of the team;
- Communicate in English clearly, concisely, and effectively, both orally and in writing.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or office equipment; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee might occasionally work near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

COMPENSATION

The office manager/human resources manager/clerk-treasurer shall be considered a management position and is exempt from Fair Labor Standards Act and, as such, is not entitled to overtime. The salary and benefit levels shall be established by the city in its annual budget process. This position is subject to an "employee at will" doctrine.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

UPDATES --

11/3/16 Council approved this position to follow the annual union pay increases

OFFICE MANAGER/CLERK-TREASURER

Appointment and removal.

The office manager/clerk-treasurer is appointed by the mayor pursuant to any process approved by the city council.

Scope of authority.

The clerk/treasurer shall be the chief financial officer for the city, under the direction and authority of the mayor. The clerk/treasurer shall provide for the management and administration of the investments, revenues and expenditures of the city in accordance with the applicable laws of the city and the state of Washington. The position of clerk/treasurer is responsible for serving as the custodian of all official city records and documents and as clerk to the city council. This position ensures the preparation and distribution of official notices, and conducts various administrative and analytical assignments related to city organization and operations. The clerk/treasurer performs the duties specified by state law for a city clerk in a non charter code city. The city clerk is appointed by the mayor pursuant to any process approved by the city council.

Duties.

The office manager/clerk-treasurer shall have the following specific duties, powers and responsibilities, in addition to others provided in this chapter or otherwise:

- A. The clerk/treasurer performs the duties specified by state law for a clerk and treasurer in a non charter code city;
- B. Under the direction and authority of the mayor, the clerk/treasurer shall organize and supervise the financial operations of the city;
- C. Receive and safely keep all moneys of the city and disburse said funds in accordance with applicable city ordinances, policies, state laws and regulations;
- D. Act as official auditing officer for the city and sign and approve all vouchers and warrants;
- E. Hold all sales of all property upon which a judgment of foreclosure and sale has been issued;
- F. Assist the mayor as directed in the preparation of the annual budget and annual reports;

- G. With the consent of the mayor, invest the city's funds in a qualified public depository maintaining such investments in a secure manner in accordance with applicable state laws and regulations;
- H. Supervise the work of customer service clerk and deputy clerk/treasurer.
- I. Provide advice and information to the mayor regarding state and/or federal rules and regulations for municipal finance and accounting;
- J. Maintain the city's financial records in accordance with the rules of the State Auditor as may be amended from time to time;
- K. Maintain awareness of new developments in municipal finance through review of appropriate professional literature and attendance at conferences and workshops as approved by the mayor;
- L. Perform such additional duties as may be required by law or as may be directed from time to time by the mayor.
- M. Perform Deputy Clerk, Customer Service Clerk duties as necessary.
- O. All duties as performed as Office Manager.

Qualifications.

The office manager/clerk-treasurer shall have education and experience in finance and clerk functions sufficient for the performance of the duties of this position.

Compensation.

The office manager/clerk-treasurer shall be considered a management position and be considered exempt from Fair Labor Standards Act non management provisions. The salary and benefit levels shall be established by the city in its annual budget process. The range is \$18.00 to \$30.00 per hour.

UPDATES --

11/15/15 Council approved non union pay scale:
start - \$3,813 -- 6 mo - \$4,077 -- 12 mo - \$4,341 -- 24 mo - \$4,605 -- 36 mo - \$4,872

11/3/16 Council approved this position to follow the annual union pay increases