



CITY OF MATTAWA
COUNCIL MEETING AGENDA
February 15, 2024
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. Workshop:

➤ **PROS Plan Update**

IV. Consent Agenda/Informational:

- Minutes- Council Meeting 02.01.24
- SCJ Alliance Monthly Update 02.15.24
- 2024 Claims EFT & Checks Approval #20281-20311 - \$525,104.50
- 2024 Payroll EFT Approval - \$9,800.00
- Treasurer Report

V. Reports:

Mayor Report

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. G & O Amendment #3 - Water System Capacity Analysis
2. G & O Amendment #4 - Sewer System Improvements Design
3. Progress #7 - WWTF Improvements (Boss Construction)

VIII. **Adjournment:**

** Approval of Claims, Prepaid Claims and Payroll Vouchers audited and certified by the City Clerk as required by RCW 42.24.080, and those expense reimbursement claims, certified as required by RCW 42.24.090, have been recorded on a listing which has been made available to the Council for approval and is retained for public inspection at city hall.

** As of February 1st, 2024, the Council approved payment of 2024 Claims EFT & Checks approval #20262-20280 in the amount of \$40,740.14, 2024 Payroll EFT & checks approval in the amount of \$130,429.85.

**** M/s; Acosta / Barajas motion that bill, checks, payroll, 01.18.24 meeting minutes be approved. Motion carried.**

IV. Reports:

Mayor's Report

** Mayor Celaya reported that the city/port of Mattawa retreat will be on March 23rd from 9am to 1pm, it will be on a Saturday.

** Currently looking at an RCO application, more info to come.

** The 5 million congressional funding is in "conference status". This may be able to fund water projects.

** Andy would like to do a presentation about dog issues at the February 15th meeting.

Council Report

** Councilman Heredia would like to get a plaque for Chief Salinas for the city hall flower bed.

** Councilwoman Lopez asked if we have received any applications for the scholarship. Mayor Celaya replied that we did not, maybe next year we can notify sooner.

Police Department Report

** Sergeant Pantaleon provided a status call report to council. Domestic violence and fights are the most common calls.

Public Works Department Report

** Pesticide re-certification – WSU Course

** WWTF Improvements Project – Ongoing, sealing clarifiers.

** Chlorinator system repaired.

** Basketball project re-bid on sidewalk. Last major item pending.

** Purchase of park equipment from RO grant, agreement in place.

** TIB Complete Streets Project – Re-bid this month, reducing scope of work, this is for ADA improvements on Riverview Ave.

** Councilwoman Barajas asked about a CAD Homes update, Juan replied that in terms of the city, the civil pans are under review.

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

- 1. Budget Subcommittee – Selection of Chair Member**
Councilman Acosta resigned from budget committee.
M/s; Acosta / Lopez motion to select Councilwoman Hernandez to the committee as chairperson. Opposed, Hernandez. Motion carried.

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

- 1. Event Permits – Our Lady of the Desert Parish – Corrections**
M/s; Lopez Heredia motion to accept corrections. Motion carried.
- 2. Ordinance 24-691 Amending Chapter 10.20 Truck Regulations**
M/s; Hwang / Acosta motion to remove section “H” and approve ordinance with correction. Motion carried.
- 3. Updating 2018 Construction Standards**
Jamin briefly explained the update of construction standards.
M/s; Lopez / Acosta motion to approve the update. Motion carried.

VII. Executive Session: RCW 42.30.110 1g & 1b: To review the performance of public employee & Real Estate Sale Purchase or Lease.

The session started at 6:25 pm for 30 minutes. An additional 5 minutes were needed.
The council reconvened at 7:00 pm.

** M/s Acosta / Lopez motion to authorize staff to apply for the RO grant in land acquisition.
Motion carried.

VIII. Adjournment:

The council meeting was adjourned at 7:03 P.M. M/s; Barajas / Acosta. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor



City of Mattawa Planning: Monthly Update

Date: February 15th, 2024

From: Rachelle Bradley, Mattawa Contract Planner SCJ Alliance

The purpose of this document is to provide the Mattawa City Council with a written 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. SCJ Alliance Planning Consultants will provide a verbal update to the Council as substantive project updates are available.

Development Review

	Project	Type	Status	Contact	SCJ Lead
1.	Bodrero Estates	Major Subdivision	The applicant submitted construction drawings to the city's Engineer on 01/19. There is no further planning department review or action until final plat submission.	CAD Homes LLC (Sara Fox)	Rachelle Bradley
2.	Hwang Subdivision	Major Subdivision – Preliminary Plat	Development agreement fully drafted. Negotiations are in process.	Sun Hwang	Rachelle Bradley
3.	Hwang Zone Change	Rezone from Residential 1 to Commercial 2	Withdrew application on 01/16.	Sun Hwang	Rachelle Bradley

Administrative Inquiries

	Project	Type	Status	Contact	SCJ Lead
1.	304 S Portage Ave	Fence Permit	Received fence permit on 01/11 and reviewed with a request for additional information on 01/12.	Alex Heredia	Rachelle Bradley
2.	Catholic Charities Inquiry	Annexation Inquiry	Received inquiry regarding steps to annex and rezone in Mattawa on 01/31.	Keelan Naasz	Mike Manning

General Planning

	Project	Status	Contact	SCJ Lead
1.	Comprehensive Plan 2023 Update	Final adoption notice sent to the Department of Commerce and verification of compliance received via email 01/30. Letter of compliance to be sent.	Rachelle Bradley	Rachelle Bradley/Mike Manning
2.	Development Regulations & CAO Update	Completed with the Comprehensive Plan and in compliance with the Department of Commerce.	Rachelle Bradley	Rachelle Bradley/Mike Manning
3.	Parks, Recreation, and Open Space Plan	Interactive online survey posted on 01/24 and open until 02/13. Advisory committee group met twice. Vision statements are being finalized. Demands analysis and project visualization underway.	Rachelle Bradley	Rachelle Bradley/Lauren Schubring

ACCOUNTS PAYABLE

City Of Mattawa

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
16928	02/15/2024	02/15/2024	1622 AISCO	323.17	City Hall Mat Maint.
	518 30 48 00	Repair And Maintenance	001 000 518	323.17	City Hall Mat Maint.
16950	02/15/2024	02/15/2024	3627 ANATEX LABS INC-SPOKANE	580.00	RC Samples
	535 10 41 02	Testing Samples	405 000 535	580.00	WWTF RC Samples
16936	02/15/2024	02/15/2024	43 ASSOCIATION OF WA CITIES	560.00	2024 AWC Drug & Alcohol Constroium Membership
	534 10 41 05	Professional Services	401 000 534	140.00	2024 AWC Drug & Alcohol Constroium Membership
	535 10 41 04	Professional Services	405 000 535	140.00	2024 AWC Drug & Alcohol Constroium Membership
	537 10 41 02	Professional Services	420 000 537	140.00	2024 AWC Drug & Alcohol Constroium Membership
	542 30 41 00	Professional Services	101 000 542	140.00	2024 AWC Drug & Alcohol Constroium Membership
16965	02/15/2024	02/15/2024	3616 BOSS CONTRUCTION, INC	226,007.89	Progress Estimate 7 - WWTF Improvements
	594 35 63 05	WWTF Improvements Proj	412 000 594	226,007.89	Progress Estimate 7 - WWTF Improvements
16939	02/15/2024	02/15/2024	1251 CITY OF MATTAWA-UTILITIES	338.23	City Of Mattawa Utilities Jan, 2024
	518 30 47 14	City Hall Utilities	001 000 518	103.42	City Hall
	543 30 47 00	Utilities	101 000 543	103.42	Shop
	572 20 47 00	Library - Utility Services	001 000 572	131.39	Library
16931	02/15/2024	02/15/2024	112 COLUMBIA BASIN HERALD	51.89	Ad. Summary Ordinance 24-690
	518 30 41 00	Publishing	001 000 518	51.89	Ad. Summary Ordinance 24-690
16934	02/15/2024	02/15/2024	108 CONSOLIDATED DISPOSAL	22,050.01	Waste Services Jan. 2024
	537 10 33 00	Consolidated Disposal	420 000 537	22,050.01	Waste Services Jan. 2024
16937	02/15/2024	02/15/2024	2559 FIERRROS BRAVO, ROSALBA	100.00	Refund Rental Inspection Fee
	342 40 00 00	Rental/Fire Inspection Fee	001 000 340	-100.00	Refund Rental Inspection Fee
16941	02/15/2024	02/15/2024	2304 FIRST BANKCARD	1,029.58	Credit Card Expenses Clerks
	514 23 31 02	Office Supplies	001 000 514	-31.64	Refund Towel Paper
	514 23 31 02	Office Supplies	001 000 514	279.70	Binder Clips/Thermal Receipt Paper/ Trash Bags/toilet Cleaner/clorox Wipes/envelopes
	514 23 31 02	Office Supplies	001 000 514	31.64	Paper Towel
	514 23 31 02	Office Supplies	001 000 514	15.60	Envelopes
	514 23 31 02	Office Supplies	001 000 514	19.62	Pens
	514 23 31 02	Office Supplies	001 000 514	70.02	Paper Towel And Tissue Paper

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
514 23 49 02	Assoc. Dues/AWC		001 000 514	135.00	MRSC Roster
518 23 42 14	Telephone/Internet Expense		001 000 518	68.90	City Hall Internet
518 23 42 14	Telephone/Internet Expense		001 000 518	48.24	Phone Lines
518 23 42 14	Telephone/Internet Expense		001 000 518	33.34	Monthly Web Site
521 10 49 00	Professional Services		001 000 521	33.34	Monthly Web Site
521 20 31 00	Office Supplies		001 000 521	-31.64	Refund Towel Paper
521 20 31 00	Office Supplies		001 000 521	31.64	Paper Towel
521 20 31 00	Office Supplies		001 000 521	70.02	Paper Towel And Tissue Paper
521 20 31 00	Office Supplies		001 000 521	-15.82	Refund Towel Paper
534 10 31 00	Office Supplies		401 000 534	15.82	Paper Towel
534 10 31 00	Office Supplies		401 000 534	35.00	Paper Towel And Tissue Paper
534 10 31 00	Office Supplies		401 000 534	48.24	Phone Lines
534 10 41 05	Professional Services		401 000 534	16.66	Monthly Web Site
534 10 41 05	Professional Services		401 000 534	-15.82	Refund Towel Paper
535 10 31 00	Office Supplies		405 000 535	15.82	Paper Towel
535 10 31 00	Office Supplies		405 000 535	35.00	Paper Towel And Tissue Paper
535 10 41 04	Professional Services		405 000 535	48.24	Phone Lines
535 10 41 04	Professional Services		405 000 535	16.66	Monthly Web Site
535 10 47 00	Utilities		405 000 535	56.00	W/WTF Internet
16953 02/15/2024 02/15/2024 2304 FIRST BANKCARD				3,413.21	Credit Card Expenses-PW
534 10 31 03	Uniforms		401 000 534	139.13	Staff Uniforms Pants
534 10 41 05	Professional Services		401 000 534	0.99	Icloud Storage
534 10 41 05	Professional Services		401 000 534	21.67	Acrobat Pro
534 10 47 01	Utilities		401 000 534	69.95	DW Shop Internet
534 10 48 02	Vehicle Repair & Maintena		401 000 548	928.47	Albert Vehicle Maint
535 10 31 00	Office Supplies		405 000 535	413.27	Gloves/Zipties/Slime
535 10 48 03	Vehicle Repair / Maintena		405 000 535	943.62	Jr Vehicle Maint.
542 30 48 01	Vehicle Repair & Maintena		101 000 542	766.46	Lawn Mower Blade
558 60 41 01	Comprehensive Plan Updat		001 000 558	15.82	Plates And Waters For Community Visioning Workshop
558 60 41 01	Comprehensive Plan Updat		001 000 558	113.83	Food For Community Visioning Workshop
16960 02/15/2024 02/15/2024 2304 FIRST BANKCARD				558.61	Credit Card Expenses- MPPD
521 10 49 00	Professional Services		001 000 521	325.20	Starter Annual Plan 2024 - Survey/Monkey
521 10 49 00	Professional Services		001 000 521	90.06	Office Phone Lines
521 22 35 00	LE Equipment/Supplies		001 000 521	121.72	Schedule Anywhere
521 22 35 00	LE Equipment/Supplies		001 000 521	21.63	Acrobat Pro
16927 02/15/2024 02/15/2024 3316 FORD MOTOR CREDIT COMPANY				3,269.63	MPPD- Vehicle Lease 2/29/2024

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
591 21 70 00	Police Vehicles (3) 2021 Fo		102 000 594 Police Vehicle 1	2,893.43	MPD- Vehicle Lease 2/29/2024
592 21 80 00	Police Vehicles (3) 2021 Fo		102 000 594 Police Vehicle 1	376.20	MPD- Vehicle Lease 2/29/2024
16935 02/15/2024 02/15/2024 1698			GRANT COUNTY PUD	1,917.54	Power Billing Jan. 2024
542 63 47 00	Street Lighting		101 000 542 Street Fund	1,741.56	Power Billing Jan. 2024
576 80 47 00	Park Utilities		001 000 576 Current Expens	175.98	Power Billing Jan. 2024
16938 02/15/2024 02/15/2024 1734			GRAY & OSBORNE INC	12,768.17	Well 2 Rehabilitation And Re- Equipment
594 34 63 03	Well #2 Rehabilitation & R		401 000 594 Water Operatin	12,768.17	Well 2 Rehabilitation And Re- Equipment
16942 02/15/2024 02/15/2024 1734			GRAY & OSBORNE INC	33,778.01	WWTF Improvement CA Professional Services Jan. 1-Jan 27, 2024
594 35 41 00	WWTF Improvements Proj		412 000 594 Sewer Capital I	33,778.01	WWTF Improvement CA Professional Services Jan. 1-Jan 27, 2024
16943 02/15/2024 02/15/2024 1734			GRAY & OSBORNE INC	256.62	Hwang Subdivision Professional Services Jan. 1-Jan 27, 2024
518 30 49 01	Engineering Services		001 000 518 Current Expens	256.62	Hwang Subdivision Professional Services Jan. 1-Jan 27, 2024
16944 02/15/2024 02/15/2024 1734			GRAY & OSBORNE INC	256.62	Bodrero Development Professional Services Jan. 1-Jan 27, 2024
518 30 49 01	Engineering Services		001 000 518 Current Expens	256.62	Bodrero Development Professional Services Jan. 1-Jan 27, 2024
16945 02/15/2024 02/15/2024 1734			GRAY & OSBORNE INC	85.54	Basketball Court & Parking Lot Improvement Professional Services Jan. 1-Jan 27, 2024
594 76 41 00	Paul Lauzier Grant - I		001 000 594 Current Expens	85.54	Basketball Court & Parking Lot Improvement Professional Services Jan. 1-Jan 27, 2024
16958 02/15/2024 02/15/2024 286			KENISON P.S, KATHERINE L.	6,520.00	Legal Fees January 2024
515 41 41 00	Legal Fees		001 000 515 Current Expens	6,520.00	Legal Fees January 2024
16951 02/15/2024 02/15/2024 1193			MARTY'S HARDWARE	263.96	Parts/Supplies
534 10 31 00	Office Supplies		401 000 534 Water Operatin	5.41	Bit
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	33.75	Rope/Lid
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	8.67	Bulb
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	1.09	Bulb

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534	10 31 01	Operating Supplies	401 000 534 Water Operatin;	2.17	PVC Slip
534	10 31 01	Operating Supplies	401 000 534 Water Operatin;	15.48	PVC Slip
534	10 48 03	System Repair & Maintenan	401 000 534 Water Operatin;	39.02	Heting Cable
534	10 48 03	System Repair & Maintenan	401 000 534 Water Operatin;	16.57	Pvc Slip
535	10 48 02	Sewer Plant Maintenance	405 000 535 Sewer Operatin	90.80	Propane
535	10 48 02	Sewer Plant Maintenance	405 000 535 Sewer Operatin	24.00	Propane
572	20 31 00	Library Maintenance And C	001 000 572 Current Expens	27.00	Keys
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16932	02/15/2024	02/15/2024	3586		MODERN MARKETING
521	20 31 05	Utility Officer Equipment &	001 000 521 Current Expens	418.44	Evidence Bags
521	22 35 00	LE Equipment/Supplies	001 000 521 Current Expens	418.94	Evidence Bags
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16955	02/15/2024	02/15/2024	3586		MODERN MARKETING
521	30 30 00	Community Crime Preventi	001 000 521 Current Expens	399.95	Chroma Flashlights Stylus
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16963	02/15/2024	02/15/2024	3586		MODERN MARKETING
521	20 31 00	Office Supplies	001 000 521 Current Expens	353.95	Oval Stickers
521	20 31 04	SRO Equipment & Supplie:	001 000 521 Current Expens	706.00	Oval Stickers
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16948	02/15/2024	02/15/2024	494		OVS
534	10 48 03	System Repair & Maintenan	401 000 534 Water Operatin;	11.03	PVC Pipes/coupling
534	10 48 03	System Repair & Maintenan	401 000 534 Water Operatin;	31.00	Mesh Filter Screen
534	10 48 03	System Repair & Maintenan	401 000 534 Water Operatin;	13.64	Elbow/ Coupling/PVC
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16947	02/15/2024	02/15/2024	434		OXARC
534	10 31 01	Operating Supplies	401 000 534 Water Operatin;	-200.00	Deposit On Chemical Container
534	10 31 01	Operating Supplies	401 000 534 Water Operatin;	307.74	Sodium Hypochlorite
534	10 31 02	Chlorine	401 000 534 Water Operatin;	307.74	Chlorine
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16925	02/15/2024	02/15/2024	2798		PACIFIC OFFICE AUTOMATION
591	14 70 01	Copier Machine Lease - Cl	001 000 591 Current Expens	49.52	Monthly Equipment Fee For December 2023
591	21 70 03	Copier Machine Lease - PD	001 000 591 Current Expens	49.52	Monthly Equipment Fee For December 2023
591	34 70 01	Copier Machine Lease - PW	401 000 591 Water Operatin;	49.52	Monthly Equipment Fee For December 2023
591	35 70 02	Copier Machine Lease - PW	405 000 591 Sewer Operatin	49.52	Monthly Equipment Fee For December 2023
591	37 70 01	Copier Machine Lease - PW	420 000 591 Solid Waste Fuw	49.56	Monthly Equipment Fee For December 2023
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16933	02/15/2024	02/15/2024	2798		PACIFIC OFFICE AUTOMATION
518	70 45 01	Copier Lease	001 000 518 Current Expens	78.37	Monthly Ink Usage December 2023
521	20 31 00	Office Supplies	001 000 521 Current Expens	78.34	Monthly Ink Usage December 2023

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 10 45 01	Copier Lease		401 000 534 Water Operatin	78.37	Monthly Ink Usage December 2023
535 10 45 01	Copier Lease		405 000 535 Sewer Operatin	78.37	Monthly Ink Usage December 2023
16949 02/15/2024 02/15/2024 2820 PETRO-USA MATTAWA MART 1,178.67 PW- Fuel Services					
534 10 32 02	Fuel		401 000 535 Water Operatin	563.00	PW- Fuel Services
535 10 32 00	Fuel		405 000 535 Sewer Operatin	565.00	PW- Fuel Services
542 30 32 03	Fuel		101 000 542 Street Fund	50.67	PW- Fuel Services
16956 02/15/2024 02/15/2024 2820 PETRO-USA MATTAWA MART 2,277.37 MPD Fuel					
521 20 32 00	Vehicle Fuel		001 000 521 Current Expens	1,623.86	MPD Fuel
521 20 32 01	SRO Vehicle Fuel		001 000 521 Current Expens	653.51	MPD Fuel
16940 02/15/2024 02/15/2024 3681 RANGEL PARAMO, JAVIER 100.00 Refund Utility Deposit					
589 30 01 00	Deposit Refunds - Custome		403 000 580 Customer Depo	100.00	Refund Utility Deposit
16952 02/15/2024 02/15/2024 1247 RIO'S AUTO AG SUPPLY 798.26 Parts/Supplies					
534 10 31 00	Office Supplies		401 000 534 Water Operatin	155.58	Supplies For Shop Mint.
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	296.50	Pump Hose
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	184.23	Battery
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	19.17	Ring/ Gauge
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	-182.45	Credit
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	-99.52	Credit
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	281.97	Previous Balance
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	18.57	Supplies For Backhole
542 30 48 01	Vehicle Repair & Maintenan		101 000 542 Street Fund	22.44	Spring/ Flat Washers
542 30 48 01	Vehicle Repair & Maintenan		101 000 542 Street Fund	8.61	Square Lock Pin
576 80 48 01	Vehicle Repair & Maintenan		001 000 576 Current Expens	93.16	Air Filter/Spark Plug/
16954 02/15/2024 02/15/2024 3299 SOLLTEST FARM CONSULTANTS INC 6,258.00 WWTP RC Samples 2023					
535 10 41 02	Testing Samples		405 000 535 Sewer Operatin	6,258.00	WWTP RC Samples 2023
16930 02/15/2024 02/15/2024 3405 STERICYCLE INC 140.26 Shredding Services 1/10/2024					
518 30 49 14	Professional Services		001 000 518 Current Expens	70.13	Shredding Services 1/10/2024
521 10 49 00	Professional Services		001 000 521 Current Expens	70.13	Shredding Services 1/10/2024
16957 02/15/2024 02/15/2024 1584 STRIPE RTE INC. 2,978.25 "STOP" Signage					
534 10 35 01	Wheeler Rex Portable Elect		401 000 534 Water Operatin	100.00	"STOP" Signage
542 30 35 00	Street Signs		101 000 542 Street Fund	1,344.25	"STOP" Signage
594 76 63 01	2022 Paul Lauzier Grant - F		001 000 594 Current Expens	534.00	"STOP" Signage

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594 76 63 01	2022	Paul Lauzier Grant - I	001 000 594 Current Expens	1,000.00	"STOP" Signage
16964	02/15/2024	02/15/2024	554 U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fees Jan. 2024
514 23 41 01	Banking And Visa/Merchan		001 000 514 Current Expens	26.00	Bank Fees Jan. 2024
16961	02/15/2024	02/15/2024	3197 UNIFORMS 2 GEAR	114.66	MPPD-Uniforms
521 20 31 01	Uniforms & Clothing		001 000 521 Current Expens	85.99	Cap Wool/ Logo/Embroider
521 20 31 04	SRO Equipment & Supplie:		001 000 521 Current Expens	28.67	Cap Wool/ Logo/Embroider
16926	02/15/2024	02/15/2024	613 UTILITIES UNDERGROUND	2.64	Excavation Notification (2)
534 10 47 01	Utilities		401 000 534 Water Operatin;	2.64	Excavation Notification (2)
16959	02/15/2024	02/15/2024	148 WA STATE DEPT OF HEALTH	1,584.00	Public Water System Annual Fee Statement
534 10 51 00	System Permit Fees		401 000 534 Water Operatin;	1,584.00	Public Water System Annual Fee Statement
16946	02/15/2024	02/15/2024	2957 WASTE MANAGEMENT	144.19	WWTP Dumpster
535 10 47 00	Utilities		405 000 535 Sewer Operatin	144.19	WWTP Dumpster
16962	02/15/2024	02/15/2024	3356 WESTERN FIRST AID & SAFETY, AUCA	470.03	First Aid Supplies
518 70 31 00	Other Supplies And Furnitu		001 000 518 Current Expens	470.03	First Aid Supplies
Report Total:				333,530.53	

Fund	Amount
001 Current Expense Fund	16,702.18
101 Street Fund	4,177.41
102 Police Vehicle Fund	3,269.63
401 Water Operating Fund	17,813.17
403 Customer Deposit Fund	100.00
405 Sewer Operating Fund	9,442.67
412 Sewer Capital Improvement	259,785.90
420 Solid Waste Fund	22,239.57

This report has been reviewed by:

REMARKS:

Anabel Martinez
Anabel Martinez - City Clerk

ajr/ajr
Date

TREASURER'S REPORT

Fund Totals

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense Fund	1,091,178.65	144,458.57	117,840.21	1,117,797.01	956.04	45,032.35	-6,207.53	1,157,577.87
101 Street Fund	457,627.32	5,174.42	5,188.81	457,612.93	2,873.04	834.78	0.00	461,320.75
102 Police Vehicle Fund	5,457.60	1.57	75,011.46	-69,552.29	0.00	0.00	0.00	-69,552.29
103 Multimodal Transportation Fund	86,105.35	0.00	0.00	86,105.35	0.00	0.00	0.00	86,105.35
106 LFRF Fund	1,204,067.97	0.00	0.00	1,204,067.97	0.00	0.00	0.00	1,204,067.97
107 Public Safety Tax Fund	30,242.50	23,859.27	0.00	54,101.77	0.00	0.00	0.00	54,101.77
140 Transportation Benefit Fund	341,558.46	9,012.47	0.00	350,570.93	0.00	0.00	0.00	350,570.93
350 Capital Improvement Fund	154,787.98	91.12	0.00	154,879.10	0.00	0.00	0.00	154,879.10
401 Water Operating Fund	632,335.71	51,461.81	88,366.52	595,431.00	427.10	6,466.36	-2,432.85	599,891.61
402 Water Bond Debt Fund	42,597.11	0.00	0.00	42,597.11	0.00	0.00	0.00	42,597.11
403 Customer Deposit Fund	1,300.00	650.00	350.00	1,600.00	225.70	0.00	0.00	1,825.70
404 Water Bond Reserve Fund	79,333.63	0.00	0.00	79,333.63	0.00	0.00	0.00	79,333.63
405 Sewer Operating Fund	-177,769.17	66,401.49	43,466.29	-154,833.97	1,588.88	6,490.79	-4,637.36	-151,391.66
406 Sewer Debt Fund	417,448.54	119.93	0.00	417,568.47	0.00	0.00	0.00	417,568.47
407 Water Emergency Fund	62,607.91	17.99	0.00	62,625.90	0.00	0.00	0.00	62,625.90
408 Sewer Emergency Fund	21,305.94	6.12	0.00	21,312.06	0.00	0.00	0.00	21,312.06
410 Sewer Reserve Fund	83,963.28	24.12	0.00	83,987.40	0.00	0.00	0.00	83,987.40
411 Water Capital Improvement	464,989.18	133.59	0.00	465,122.77	0.00	0.00	0.00	465,122.77
412 Sewer Capital Improvement	207,868.62	59.72	321,912.72	-113,984.38	0.00	0.00	0.00	-113,984.38
413 Water Deposits	11,977.47	0.00	0.00	11,977.47	0.00	0.00	0.00	11,977.47
414 Sewer Deposits	11,677.46	0.00	0.00	11,677.46	0.00	0.00	0.00	11,677.46
420 Solid Waste Fund	138,470.95	36,363.25	34,437.96	140,396.24	63.00	1,119.88	-4,082.95	137,496.17
460 Water System Construction	73,796.49	0.00	0.00	73,796.49	0.00	0.00	0.00	73,796.49
639 Custodial Fund	382.50	31.50	0.00	414.00	0.00	0.00	0.00	414.00
	5,443,311.45	337,866.94	686,573.97	5,094,604.42	6,133.76	59,944.16	-17,360.69	5,143,321.65

(A)

(D)

(E)

(B)

TREASURER'S REPORT

Account Totals

City Of Mattawa

11/01/2023 To: 11/30/2023

Time: 17:16:21 Date: 02/06/2024

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding	Rec	Outstanding	Exp	Adj Balance
1 Checking	2,467,017.45	314,190.39	660,443.56	2,120,764.28	-16,394.55	0.00	66,077.92	2,170,447.65	
2 Petty Cash - PUD	300.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00	
3 Petty Cash - TOM	400.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00	
5 LGIP	253,095.83	1,130.55	0.00	254,226.38	0.00	0.00	0.00	254,226.38	
6 US Bond 3.6 Yr.	1,000,000.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00	
7 US Bond 4 Yr.	1,000,000.00	0.00	0.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00	
8 US Bond 2.6 Yr.	717,566.13	0.00	0.00	717,566.13	0.00	0.00	0.00	717,566.13	
9 Xpress EFT	4,932.04	28,085.31	31,669.72	1,347.63	-966.14	0.00	0.00	381.49	
Total Cash:	5,443,311.45	343,406.25	692,113.28	5,094,604.42	-17,360.69	66,077.92	66,077.92	5,143,321.65	
	5,443,311.45	343,406.25	692,113.28	5,094,604.42	-17,360.69	66,077.92	66,077.92	5,143,321.65	

(A)

(B)

TREASURER'S REPORT
Outstanding Vouchers
 11/01/2023 To: 11/30/2023

As Of: 11/30/2023 Date: 02/06/2024
 Time: 17:16:21 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	3516	11/29/2023	Util Pay	1		XPRESS BILL PAY	241.00	Xpress Import - CC - 11-29-2023__daily_batch.csv
2023	3518	11/30/2023	Util Pay	1		BATCH UTILITY CUSTOMER	1,065.96	
2023	3519	11/30/2023	Tr Rec	1		MISC/FAX/NOTARY/ETC	10.00	
2023	3520	11/30/2023	Tr Rec	1		MISC/FAX/NOTARY/ETC	20.00	
2023	3521	11/30/2023	Util Pay	1		BATCH UTILITY CUSTOMER	241.00	
2023	3522	11/30/2023	Tr Rec	1		MISC/FAX/NOTARY/ETC	10.15	
2023	3523	11/30/2023	Tr Rec	1		COLUMBIA BASIN HEALTH ASSOC.	5,000.00	5k Run Donation
2023	3524	11/30/2023	Tr Rec	1		UTILITY TAX TELEPHONE	13.01	
2023	3525	11/30/2023	Tr Rec	1		MISC/FAX/NOTARY/ETC	0.75	
2023	3526	11/30/2023	Tr Rec	1		UTILITY TAX TELEPHONE	27.08	
2023	3527	11/30/2023	Tr Rec	1		UTILITY TAX TELEPHONE	0.89	
2023	3528	11/30/2023	Tr Rec	1		WASHINGTON GROWERS LEAGUE	1,090.65	
2023	3529	11/30/2023	Util Pay	1		BATCH UTILITY CUSTOMER	248.19	
2023	3530	11/30/2023	Tr Rec	1		RODRIGUEZ, ISAIAS	15.00	
2023	3531	11/30/2023	Tr Rec	1		MISC/FAX/NOTARY/ETC	10.00	
2023	3532	11/30/2023	Tr Rec	1		MISC/FAX/NOTARY/ETC	10.00	
2023	3533	11/30/2023	Util Pay	1		BATCH UTILITY CUSTOMER	241.00	
2023	3534	11/30/2023	Tr Rec	1		CITY OF MATTAWA-STANDPIPE	109.10	
2023	3535	11/30/2023	Util Pay	1		BATCH UTILITY CUSTOMER	2,800.00	
2023	3544	11/30/2023	Util Pay	1		XPRESS BILL PAY	5,240.77	Xpress Import - CC - 11-30-2023__daily_batch.csv
Receipts Outstanding:							16,394.55	
2023	3543	11/30/2023	Payroll	1		WASHINGTON TEAMSTERS WELFARE TRUST	22,167.60	Pay Cycle(s) 11/01/2023 To 11/30/2023 - Teamsters Medical
2023	3542	11/30/2023	Payroll	1		EFT WA STATE SUPPORT REGISTRY	508.88	Pay Cycle(s) 11/01/2023 To 11/30/2023 - Child Support
2023	3541	11/30/2023	Payroll	1		EFT WA STATE DEPT. OF RETIREMENT	12,004.02	Pay Cycle(s) 11/01/2023 To 11/30/2023 - PERS 2; Pay Cycle(s) 11/01/2023 To 11/30/2023 - LEOFF 2
2023	3540	11/30/2023	Payroll	1		EFT COLUMBIA BANK 1117 MATTAWA	20,923.69	941 Deposit for Pay Cycle(s) 11/01/2023 - 11/30/2023
2023	3539	11/30/2023	Payroll	1		EFT AFLAC	571.19	Pay Cycle(s) 11/01/2023 To 11/30/2023 - AFLAC PRE TAX; Pay Cycle(s) 11/01/2023 To 11/30/2023 - AFLAC
2019	2585	09/05/2019	Claims	1		17351 MAYBELINE PANTALEON	46.88	Reimb. On Fuel/Mmeal During Interview W/ DEA In Spokane, WA
2020	1766	05/07/2020	Claims	1		17808 STRIPE RITE INC.	2,848.04	PW- Parts/Supplies
2020	1769	05/07/2020	Claims	1		17811 U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fee March 20
2020	2166	06/04/2020	Claims	1		17854 JUAN CARLOS LEDEZMA	25.00	Reimbursement Pesticide Field Test

TREASURER'S REPORT

Outstanding Vouchers

City Of Mattawa

11/01/2023 To: 11/30/2023

As Of: 11/30/2023 Date: 02/06/2024
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2020	3039	08/06/2020	Claims	1	17967	Martin Rojas - Lopez	5.20	Refund Utility Deposit
2020	3425	09/03/2020	Claims	1	18021	Irma Ponce Garcia	5.30	Refund Utility Deposit
2020	4875	12/17/2020	Claims	1	18259	YESSICA CRUZ GARCIA	15.20	Refund Utility Deposit
2021	597	02/04/2021	Claims	1	18361	JONATHAN HERNANDEZ NUNEZ	100.00	Refund Utility Deposit
2023	1335	05/04/2023	Claims	1	19803	LAUREANO BARAJAS	100.00	Refund Utility Deposit
2023	2340	08/03/2023	Claims	1	19957	MARIA MAGGIE CELAYA	42.02	Reimbursement Meals- AWC Conference
2023	2959	10/05/2023	Claims	1	20061	EWFOA TREASURER	50.00	EWFOA Fall Meeting - Anabel Martinez
2023	3014	10/10/2023	Claims	1	20072	EWFOA TREASURER	40.00	EWFOA Membership Fees
2023	3344	11/16/2023	Claims	1	20128	ACTION TARGET LAW ENFORCEMENT TARGETS INC	511.18	MPD-Supplies
2023	3352	11/16/2023	Claims	1	20136	RIO'S AUTO AG SUPPLY	525.30	Parts/Supplies; PW- Parts/Supplies;
2023	3353	11/16/2023	Claims	1	20137	RWC GROUP	1,464.14	PW-Parts/Supplies; MPD-Parts/Supplies PW- Maintance On Jetter Truck; PW- Maintance On Jetter Truck
2023	3358	11/16/2023	Claims	1	20142	U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fees October 2023
2023	3359	11/16/2023	Claims	1	20143	UNITED STATES POSTAL SERVICES	189.00	Utility Bills Postage Fee November 2023
2023	3363	11/16/2023	Claims	1	20147	WINDFLOW FERTILIZER INC	114.50	PW-Park Spray
2019	730	02/28/2019	Payroll	1	31522	BRIAN BERGHOUT	57.71	
2023	2897	09/29/2023	Payroll	1	31894	MARIA MAGGIE CELAYA	867.25	
2023	3167	10/31/2023	Payroll	1	31901	MARIA MAGGIE CELAYA	867.25	
2023	3184	10/31/2023	Payroll	1	31904	WA STATE LABOR COALITION	240.00	Pay Cycle(s) 10/01/2023 To 10/31/2023 - Union Dues (PD)
2023	3460	11/30/2023	Payroll	1	31905	ANTONIO D ACOSTA	115.44	
2023	3462	11/30/2023	Payroll	1	31906	BRIAN BERGHOUT	115.44	
2023	3463	11/30/2023	Payroll	1	31907	MARIA MAGGIE CELAYA	867.25	
2023	3466	11/30/2023	Payroll	1	31908	FABIOLA G HERNANDEZ	115.44	
2023	3537	11/30/2023	Payroll	1	31909	TEAMSTERS LOCAL #760	283.00	Pay Cycle(s) 11/01/2023 To 11/30/2023 - Union Dues; Pay Cycle(s) 11/01/2023 To 11/30/2023 - Union Initiation Fee
2023	3538	11/30/2023	Payroll	1	31910	WA STATE LABOR COALITION	240.00	Pay Cycle(s) 11/01/2023 To 11/30/2023 - Union Dues (PD)
							<u>66,077.92</u>	
2023	3517	11/29/2023	Util Pay	9		XPRESS BILL PAY	829.31	Xpress Import - Metavante - 11-29-2023_daily_bar
2023	3545	11/30/2023	Util Pay	9		XPRESS BILL PAY	136.83	Xpress Import - EFT - 11-30-2023_daily_batch.csv

Receipts Outstanding:

966.14

TREASURER'S REPORT

Outstanding Vouchers

11/01/2023 To: 11/30/2023

As Of: 11/30/2023 Date: 02/06/2024
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City Of Mattawa

Year Trans# Date Type Acct# War# Vendor

Amount Memo

66,077.92



Fund	Claims	Payroll	Total
001 Current Expense Fund	956.04	45,032.35	45,988.39
101 Street Fund	2,873.04	834.78	3,707.82
401 Water Operating Fund	427.10	6,466.36	6,893.46
403 Customer Deposit Fund	225.70	0.00	225.70
405 Sewer Operating Fund	1,588.88	6,490.79	8,079.67
420 Solid Waste Fund	63.00	1,119.88	1,182.88
	6,133.76	59,944.16	66,077.92

TREASURER'S REPORT


Signature Page

City Of Mattawa

11/01/2023 To: 11/30/2023

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

Signed:  Clerk / Treasurer / Date 2/16/2024 Signed: _____ Mayor / Date _____



**AMENDMENT NO. 3
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, by and between the City of Mattawa, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for On-Call Engineering Services dated (by Agency) July 20, 2023.

Water System Capacity Analysis

See attached Exhibits A and B for scope and fee. For a not-to-exceed cost of \$21,000 without written approval.

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

GRAY & OSBORNE, INC.

CITY OF MATTAWA

By: 
(Signature)

By: _____
(Signature)

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

Name: _____
(Print)

Date: 2/9/24

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

CITY OF MATTAWA WATER SYSTEM CAPACITY ANALYSIS

This Scope of Work presents the professional engineering services requested by the City of Mattawa (City) for a water system capacity analysis. The updated capacity analysis will be prepared in accordance with Washington State Department of Health (DOH) regulations (WAC 246-290) and Water System Design Manual.

BACKGROUND

In DOH's approval of the City's updated Water System Plan in November, 2023, DOH indicated that the City's water system had more connections than were allowed based on system capacity. The City desires to allow development to continue while it upgrades its water system to permit additional capacity. DOH stated that the City could submit a water system capacity analysis to document a higher number of available connections than were noted in DOH's November 2023 letter.

It is our understanding that this project will be funded by the City.

PROPOSED SCOPE OF WORK

The project will include the following tasks:

Task 1 – Project Management

This task will incorporate overall project management, as well as in-house quality assurance and quality control (QA/QC) reviews of all documents. Project management includes oversight of the project budget, schedule, and deliverables. QA/QC reviews of the documents will include review of project milestones, deliverables, budget, and schedule by both project and non-project engineers.

Task 2 – Water System Capacity Analysis

This task will comprise completion of a capacity analysis for the City's water system in accordance with DOH regulations. The water system's source, storage, and water rights ERU capacities will be evaluated. The capacity analysis will be presented in memo format, with a completed DOH Worksheet 4-1 suitable for determining the remaining connections capacity of the water system. The capacity analysis will be based on information presented in the City's 2023 Water System Plan (WSP), and will incorporate new connections, production, and consumption data as provided by the City for 2023. The following outline is proposed for the capacity analysis:

A. Water System Data

Basic information about the City's existing water system infrastructure and water rights will be presented.

B. Basic Connections and Water Use Data

Current connections, water production, and water consumption data as provided by the City will be presented. These data will inform current Equivalent Residential Unit (ERU) estimation, which will form the basis of the capacity determination.

C. Determination of System Capacity

For each component of the water system defined by DOH (source capacity, annual water rights, instantaneous water rights, equalizing storage, and standby storage), a determination of the water system's current ERU capacity will be made. Calculations and narrative will be included.

This scope of work includes one meeting with City staff and City Council prior to submittal of the draft capacity analysis to DOH for review. City input will be incorporated into the capacity analysis prior to submittal to DOH.

Task 3 – Regulatory Review

Copies of the draft water system capacity analysis and necessary supporting documentation will be submitted to DOH for review. After receiving DOH review comments, the responses will be prepared and comments will be incorporated into the final draft, in coordination with City staff and DOH. This scope of work assumes two virtual meetings with DOH to discuss their comments and responses to up to two sets of DOH review comments.

DELIVERABLES

The following deliverables will be provided to the City:

- Draft Capacity Analysis (for City review)
- Final Capacity Analysis

SCOPE EXCLUSIONS

The following services are not included in this contract. If desired by the City, they will be added under a future agreement.

- A. Survey or mapping of City facilities.
- B. Collection or extensive manipulation of consumption, production, or connections data on behalf of the City.
- C. Projections or evaluations of future water demands.
- D. Hydrant flow testing or hydraulic modeling.
- E. A capital improvement plan, associated cost estimates, or financial analysis of the water system.
- F. Fees associated with regulatory agency review.
- G. Extensive modifications to capacity analysis based on regulatory agency comments or responses to more than two sets of regulatory review comments.

CITY-SUPPLIED INFORMATION

Information provided for previous planning documents and reports will be used as a foundation for the capacity analysis. However, up-to-date information from the City's records will also be necessary. This information will include, but not necessarily be limited to, the following:

1. Number of service connections for each customer classification for 2023.
2. Monthly water production records from each source for 2023, including daily production readings for the summer.
3. Annual or monthly consumption records by customer class for 2023.

BUDGET

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

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

City of Mattawa - Water System Capacity Analysis

Tasks	Principal Hours	Project Manager Hours	Civil Engineer Hours
1 Project Management	2	6	
2 Water System Capacity Analysis			
A. Water System Data	2	2	8
B. Connections and Water Use Data	2	2	12
C. Determination of System Capacity	2	6	24
3 Regulatory Review	8	16	40
Hour Estimate:	16	32	84
Fully Burdened Billing Rate Range:*	\$150 to \$245	\$140 to \$245	\$115 to \$180
Estimated Fully Burdened Billing Rate:*	\$210	\$180	\$140
Fully Burdened Labor Cost:	\$3,360	\$5,760	\$11,760

Total Fully Burdened Labor Cost:	\$ 20,880
Direct Non-Salary Cost:	
Mileage & Expenses (Mileage @ current IRS rate)	\$ 120
TOTAL ESTIMATED COST:	\$ 21,000

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

**AMENDMENT NO. 4
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

THIS AMENDMENT, by and between the City of Mattawa, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for On-Call Engineering Services dated (by Agency) July 20, 2023.

Sewer System Improvements Design

See attached Exhibits A and B for scope and fee. For a not-to-exceed cost of \$207,500 without written approval.

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

GRAY & OSBORNE, INC.

CITY OF MATTAWA

By: 
(Signature)

By: _____
(Signature)

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

Name: _____
(Print)

Date: 2/8/24

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

CITY OF MATTAWA SEWER SYSTEM IMPROVEMENTS DESIGN

This Scope of Work presents the professional engineering services requested by the City of Mattawa (City) for the City's Sewer System Improvements Design. This project will eliminate the Portage Avenue Lift Station and construct 5,100 linear feet of new gravity sewer main. The City of Mattawa's Portage Avenue Lift Station was constructed as part of the City's 1998 wastewater facilities project. No significant upgrades have been performed on the lift station since its construction, and the lift station has had several failures and wastewater spills in recent years. The City completed the 2022 Portage Avenue Lift Station Study to evaluate reconstruction of the lift station or elimination of the lift station. Ultimately the City chose to eliminate the lift station and selected a tentative alignment for gravity sewer main to convey the sewer flows previously pumped by the lift station.

It is understood that this project is funded by a loan and grant from the Department of Ecology (Ecology) and by the City of Mattawa.

SCOPE OF WORK

The project will include the following elements:

Task 1 – Project Management

Provide overall project management and oversight of resources and deliverables to ensure timely delivery and coordination of project elements. Work includes procuring and maintaining sufficient resources, overseeing budget and schedule, and assisting in timely delivery of engineering products per the contract.

Task 2 – Environmental Review

Work with the City and Ecology to address the environmental review process, which requires examination of the project relative to the State Environmental Review Process (SERP). These efforts will include an Ecology Cultural Resources Review form as part of the minimum SERP requirements and an inadvertent discovery plan per Ecology's template.

Note: If the Environmental Review determines a cultural resource survey is required and/or the environmental review requires more than 40 hours of effort from an environmental specialist, a supplemental scope of work will be processed and added to this agreement. Detailed requirements will be outlined in the supplemental scope of work.

Task 3– Survey/Easement Preparation

Obtain vertical and horizontal control necessary for the design of the project components. Design survey includes identifying existing utilities, topography, alignment, and other related site features, and delineating existing rights-of-way.

- A. Establish vertical and horizontal control for survey and mapping at a scale of 1"=20".
- B. Acquire public records of survey, plat maps, assessor maps, land corner records, and record drawings as may be available.
- C. Identify existing utilities of record and delineate existing rights-of-way, recorded easements, and other related and pertinent site topography.
- D. Acquire topographic and planimetric survey of the site, including existing facilities, existing rights-of-way, and offsite detail required to establish the location of surface grades, pavement edges and elevations, gravel shoulder edges and elevations, existing utilities, and utility poles in sufficient detail to support design.

This task also includes preparation of up to five new easement documents for the City's use in obtaining easements for the new sewer lines. It is assumed that the City will coordinate obtaining these easements with the private property owners.

Note: This scope of work excludes any costs associated with obtaining the required easements. If more than five new easements are required, a supplemental scope of work will be processed and added to this agreement. This scope of work does not include any of the following tasks associated with right-of-way acquisition: appraisals, appraisal reviews, fair cost estimates of market value of properties, deeds, schematic exhibits, negotiations, and conveyance documents. If these tasks become necessary, a supplemental scope of work will be processed and added to this agreement.

Task 4 – Sewer System Improvements Preliminary Design

Provide engineering design services for the sewer system improvements noted in the 2022 Portage Avenue Lift Station Study, Option 2D. This work will include approximately 5,100 feet of new sewer main and associated manholes, appurtenances, and surface restoration. This task will include the following components:

- A. Incorporate available utility record drawing information, plat map (property line), and rights-of-way information.
- B. Prepare contract documents in City approved format, including plans, proposals, contracts, order of work, quantities, and bonding requirements.
- C. Prepare an engineer's construction cost estimate.

- D. Conduct an on-site review of the preliminary design documents with the City.
- E. Conduct site visit to visually assess site conditions, obstacles, etc., and to assist in ongoing design efforts.
- F. Provide project coordination with affected regulatory agencies and utility purveyors including any private utility companies providing service in the area.
- G. Prepare plans for preliminary design of 5,100 ft of new sewer main as included in the project scope.

Task 5 – Sewer System Improvements Final Design

Provide engineering design services to prepare the final contract documents and cost estimate for the City's use in bidding the project for construction. This task will include the following components:

- A. Determine and describe local, state, and federal permits and approvals required for construction. Prepare and submit said permits and approval applications prior to completion of design. The City will pay any permit and approval review fees.
- B. Submit final contract documents and engineer's construction cost estimate to the City, including incorporation of all previous City comments.
- C. Conduct an on-site review of the final contract documents with the City.
- D. Submit final contract documents to the Ecology for approval.

Task 6 – Quality Assurance/Quality Control

Conduct quality assurance/quality control (QA/QC) review of the design documents. Conduct periodic reviews (50 percent and 90 percent completion levels) of the design documents to review critical project milestones, deliverables, permitting issues, regulatory approvals, cost, methods, and materials to be employed during construction, and environmental concerns. Provide this review by both project and non-project engineers, experienced in design of similar project facilities. Document the review comments and revise the design documents to incorporate these comments.

Task 7 – Bid and Award Services

Prepare the call for bids and distribute to the local paper of record and the Daily Journal of Commerce (publications costs will be billed directly to the City and are not included in this contract). Prepare and distribute bid documents to the City, regulatory agencies, funding agencies, and interested bidders. Maintain a plan holders list. Answer and record bid inquiries. Prepare and issue bid addenda, if required. Review bids, check

references, prepare and distribute a certified bid tabulation, and prepare a letter of recommendation to award as applicable.

Note: This scope of work assumes that one bid and award process will be required for the project.

Task 8 – Funding Management Assistance

This task includes assisting the City with Ecology funding management. Provide assistance to the City throughout the project for complying with the requirements of the funding agencies and assist with tracking project costs.

DELIVERABLES

The work described herein includes the preparation of submittals and applications for the required permits and approvals. The following deliverables shall be provided to the City and the appropriate agencies, as noted below, for review and approval:

- City of Mattawa – New easement documents for sewer installation
- City of Mattawa – Contract documents at 50-percent completion
- City of Mattawa – Contract documents at 90-percent completion
- City of Mattawa – Final contract documents
- City of Mattawa – Engineer’s construction cost estimate
- Ecology – Final contract documents

SERVICES DURING CONSTRUCTION

This scope of work does not include services to be provided during construction. At the completion of design, an amendment to this agreement for construction administration services will be prepared for review and approval by the City.

CITY SUPPLIED SERVICES

The following will be supplied by the City:

1. Record drawings and City records of existing facilities adjacent to the project.
2. Payment for all required permits, easements, approvals, and bid advertisements.
3. Coordination with private property owners for easement acquisition.

SERVICES NOT INCLUDED

The following services are not included in this scope of work. If desired by the City, they will be added via a supplemental scope of work.

1. ROW acquisition tasks, other than preparation of easements for the City's use.
2. Any work associated with rectifying discrepancies in existing rights-of-way, record surveys, easements, plat maps, etc.
3. Preparation of more than 5 new easements documents.
4. Preparation of a record of survey.
5. More than 40 hours of environmental specialist effort for environmental review.
6. Cultural resource survey preparation.
7. Geotechnical investigation.
8. More than one bid and award process.
9. Construction administration and inspection services.

BUDGET

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

EXHIBIT B
ENGINEERING SERVICES
SCOPE AND ESTIMATED COST

CITY OF MATTAWA - SEWER SYSTEM IMPROVEMENTS DESIGN

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	Environmental Specialist Hours	Engineer-In-Training Hours	AutoCAD Technician Hours	Land Surveyor Hours	Field Survey (2 person) Hours
1 Project Management	20	30							
2 Environmental Review		2	2	2	40	4			
3 Survey/Easement Preparation		4		8		8		40	120
4 Design	8	24	40	100		100	160		
5 Sewer System Improvements Final Design	8	24	40	100		100	160		
6 Quality Assurance/Quality Control	16	24	24	20		20	8		
7 Bid and Award Services	4	8	16	20		20	8		
8 Funding Management Assistance	4	8	8	8		8			
Hour Estimate:	60	124	130	258	40	260	336	40	120
Fully Burdened Billing Rate Range:*	\$150 to \$245	\$140 to \$245	\$125 to \$185	\$115 to \$180	\$95 to \$170	\$100 to \$180	\$65 to \$175	\$125 to \$200	\$180 to \$310
Estimated Fully Burdened Billing Rate:*	\$220	\$180	\$150	\$140	\$140	\$120	\$130	\$160	\$240
Fully Burdened Labor Cost:	\$13,200	\$22,320	\$19,500	\$36,120	\$5,600	\$31,200	\$43,680	\$6,400	\$28,800

Total Fully Burdened Labor Cost: \$ 206,820
Direct Non-Salary Cost:
Mileage & Expenses (Mileage @ current IRS rate) \$ 680
TOTAL ESTIMATED COST: \$ 207,500

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



WASHINGTON STATE DEPARTMENT OF ECOLOGY
WATER POLLUTION CONTROL REVOLVING FUND
ENGINEERING SERVICES INSERT

Revised 10/24/14

The following clauses will be incorporated into contracts for engineering services receiving financial assistance from the Washington State Department of Ecology Water Pollution Control Revolving Fund. In the event of conflict within the contract these clauses shall take precedence

Compliance with State and Local Laws

The engineering services provider (CONTRACTOR) shall assure compliance with all applicable federal, state, and local laws, requirements, and ordinances as they pertain to the design, implementation, and administration of the approved project.

State Interest Exclusion

Partial funding of this project is being provided through the Washington State Department of Ecology Water Pollution Control Revolving Fund. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to this contract or any subcontract.

Third Party Beneficiary

Partial funding of this project is being provided through the Washington State Department of Ecology Water Pollution Control Revolving Fund. All parties agree that the State of Washington shall be, and is hereby, named as an express third-party beneficiary of this contract, with full rights as such.

Cost Basis of Contract

No contract may be written for "cost-plus-a-percentage-of-cost" or "percentage of construction cost." The cost basis for this contract must be cost-reimbursement, unit price, fixed-price, time and materials, or any combination of these four methods.

Funding Recognition

Documents produced under this agreement shall inform the public that the project received financial assistance from the Washington State Water Pollution Control Revolving Fund. Washington State Department of Ecology's and the EPA's logos must be on all signs and documents. Logos will be provided as needed.

Access to the work site and to records

The CONTRACTOR shall provide for access to their records by Washington State Department of Ecology and Environmental Protection Agency (EPA) personnel.

The CONTRACTOR shall maintain accurate records and accounts to facilitate the Owner's audit requirements and shall ensure that all subcontractors maintain auditable records. These records shall be separate and distinct from the CONTRACTOR's other records and accounts.

All such records shall be available to the Owner and to Washington State Department of Ecology and EPA personnel for examination. All records pertinent to this project shall be retained by the CONTRACTOR for a period of three (3) years after the final audit.

Certification Regarding Suspension, Debarment, Ineligibility Or Voluntary Exclusion

1. The CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The CONTRACTOR shall provide immediate written notice to the Washington State Department of Ecology if at any time the CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the Washington State Department of Ecology for assistance in obtaining a copy of the regulations.
4. The CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "Certification Regarding Suspension, Debarment, Ineligibility Or Voluntary Exclusion" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. Pursuant to 2CFR180.330, the CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. The CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. The CONTRACTOR agrees to keep proof in its agreement file that it and all lower tier

recipients or contractors are not suspended or debarred and will make this proof available to the Washington State Department of Ecology upon request. The RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov/> and print a copy of completed searches to document proof of compliance.

This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

Disadvantaged Business Enterprises

General Compliance (40 CFR Part 33).

The CONTRACTOR shall comply with the requirements of the Environmental Protection Agency's Program for Participation By Disadvantaged Business Enterprises (DBE) 40 CFR Part 33.

Non-discrimination Provision (40CFR Appendix A to Part 33).

The CONTRACTOR shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The CONTRACTOR shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the CONTRACTOR to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

Six Good Faith Efforts (40 CFR Part 33 Subpart C).

The CONTRACTOR agrees to make the following good faith efforts whenever procuring subcontracts, equipment, services and supplies. The CONTRACTOR shall retain records documenting compliance with the following six good faith efforts.

1. Ensuring Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources. Qualified Women and Minority business enterprises may be found on the Internet at www.omwbe.wa.gov or by contacting the Washington State Office of Minority and Women's Enterprises at (866) 208-1064.
2. Making information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
3. Considering in the contracting process whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
4. Encourage contracting with a consortium of Disadvantaged Business Enterprises when a

- contract is too large for one of these firms to handle individually.
5. Using services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
 6. If the prime contractor awards subcontracts, requiring the subcontractors to take the six good faith efforts in paragraphs 1 through 5 above.



January 31, 2024

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

SUBJECT: PROGRESS ESTIMATE 7, WWTF IMPROVEMENTS
CITY OF MATTAWA, GRANT COUNTY, WASHINGTON
G&O #19044.01

Dear Ms. Martinez:

We have enclosed Progress Estimate 7 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 is indicated below. Because the City has accepted the Contractor's retainage bond, no funds are to be retained.

Payment to Contractor: \$226,007.89

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

Sincerely,

GRAY & OSBORNE, INC.

A handwritten signature in cursive script that reads 'Tim DeVries'.

Tim DeVries, P.E.

TDV/cah
Encl.

PROGRESS ESTIMATE 7
JANUARY 30, 2024

CITY OF MATTAWA
 GRANT COUNTY
 WASHINGTON

PROGRESS ESTIMATE PERIOD
 DECEMBER 23, 2023 TO JANUARY 26, 2024

PROJECT:
 CITY OF MATTAWA
 WWTF IMPROVEMENTS
 G&O JOB NUMBER #19044.01

CONTRACTOR:
 BOSS CONSTRUCTION, INC.
 4945 GUIDE MERIDIAN
 BELLINGHAM, WA 98226

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	1 LS	\$451,783.00	0.00%	50.00%	\$0.00	\$225,891.50	50%
2	Minor Changes	1 CALC	\$40,000.00	0.00%	8.73%	\$0.00	\$3,490.37	9%
3	Trench Safety	1 LS	\$9,669.00	0.00%	61.67%	\$0.00	\$5,962.50	62%
4	Unsuitable Excavation	50 CY	\$120.49	0.00	0.00	\$0.00	\$0.00	0%
5	WWTF Improvements	1 LS	\$3,641,812.00	2.88%	19.48%	\$104,712.08	\$709,255.87	19%
6	Rock Excavation	100 CY	\$184.53	0.00	292.60	\$0.00	\$53,993.48	293%

PROGRESS ESTIMATE 7
JANUARY 30, 2024

CITY OF MATTAWA
 GRANT COUNTY
 WASHINGTON

PROGRESS ESTIMATE PERIOD
 DECEMBER 23, 2023 TO JANUARY 26, 2024

PROJECT:
 CITY OF MATTAWA
 WWTF IMPROVEMENTS
 G&O JOB NUMBER #19044.01

CONTRACTOR:
 BOSS CONSTRUCTION, INC.
 4945 GUIDE MERIDIAN
 BELLINGHAM, WA 98226

	PROJECT COSTS	
	AMOUNT THIS PERIOD	AMOUNT TO DATE
SUBTOTAL EARNED TO DATE		\$104,712.08
SALES TAX	8.40%	\$8,795.81
MATERIALS ON HAND		\$112,500.00
TOTAL		\$226,007.89
LESS 5% RETAINED (BEFORE TAX)		\$0.00
CONTRACTOR OBTAINED RETAINAGE BOND		\$0.00
TOTAL EARNED TO DATE LESS RETAINAGE		\$1,382,163.15
LESS AMOUNTS PREVIOUSLY PAID		
PROGRESS ESTIMATE 1		\$212,740.22
PROGRESS ESTIMATE 2		\$197,874.62
PROGRESS ESTIMATE 3		\$152,050.04
PROGRESS ESTIMATE 4		\$303,336.73
PROGRESS ESTIMATE 5		\$221,060.80
PROGRESS ESTIMATE 6		\$69,092.85
TOTAL PAYMENT NOW DUE:		\$226,007.89
ORIGINAL CONTRACT AMOUNT (WITHOUT TAX)	\$4,517,831.79	
CONTRACT PERCENTAGE TO DATE	22.1%	

**PROGRESS ESTIMATE 7
JANUARY 30, 2024**

CITY OF MATTAWA
GRANT COUNTY
WASHINGTON

PROGRESS ESTIMATE PERIOD
DECEMBER 23, 2023 TO JANUARY 26, 2024

PROJECT:
CITY OF MATTAWA
WWTF IMPROVEMENTS
G&O JOB NUMBER #19044.01

CONTRACTOR:
BOSS CONSTRUCTION, INC.
4945 GUIDE MERIDIAN
BELLINGHAM, WA 98226

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.

BOSS CONSTRUCTION, INC.

Tim Devries

Mark Elias

TIM DEVRIES, P.E.

CONTRACTOR'S REPRESENTATIVE

SUMMARY AND DISTRIBUTION OF PAYMENTS

PAY EST NO.	PROGRESS ESTIMATE PERIOD DATES	TOTAL		SALES		MATERIALS ON HAND	RETAINAGE (5%)	TOTAL PAYMENT
		EARNED PER PERIOD	SALES TAX RATE	TAX AMOUNT	TAX AMOUNT			
1	JUNE 19, 2023 TO JUNE 30, 2023	\$205,744.89	8.40%	\$17,282.57		\$0.00	\$10,287.24	\$212,740.22
2	JULY 1, 2023 TO JULY 21, 2023	\$173,051.09	8.40%	\$14,536.29		\$0.00	(\$10,287.24)	\$197,874.62
3	JULY 22, 2023 TO AUGUST 25, 2023	\$131,184.75	8.40%	\$11,019.52		\$9,845.77	\$0.00	\$152,050.04
4	AUGUST 26, 2023 TO OCTOBER 20, 2023	\$199,822.80	8.40%	\$16,785.12		\$86,728.81	\$0.00	\$303,336.73
5	OCTOBER 21, 2023 TO NOVEMBER 24, 2023	\$120,339.32	8.40%	\$10,108.50		\$90,612.98	\$0.00	\$221,060.80
6	NOVEMBER 25, 2023 TO DECEMBER 22, 2023	\$63,738.79	8.40%	\$5,354.06		\$0.00	\$0.00	\$69,092.85
7	DECEMBER 23, 2023 TO JANUARY 26, 2024	\$104,712.08	8.40%	\$8,795.81		\$112,500.00	\$0.00	\$226,007.89
TOTAL:		\$998,593.72		\$83,881.87		\$299,687.56	\$0.00	\$1,382,163.15