



CITY OF MATTAWA COUNCIL MEETING AGENDA

August 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, student liaison Yurixa Martinez

I. **Additions/Approval of Agenda:**

II. **Public Comments:**

III. **Presentations:**

- **Cynthia Rubalcava - Building/Density Issue**
- **Women's Justice Circle**

IV. **Consent Agenda/Informational:**

- Minutes- Council Meeting 08.01.24
- 2024 Claims EFT & Checks Approval #20577-20598 -- \$162,209.97
- 2024 Payroll EFT Approval -- \$9,800.00

V. **Reports:**

Mayor Report

Council Report

Police Department Report

Public Works Department Report

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

1. None

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

1. Confirm Appointment of Chief of Police
2. Progress Estimate 10 - WWTF Improvements
3. Amendment No 9- Sewer System Improvements Design
4. Ecology Grants-Application &Submittal

VIII. Adjournment:



May 22, 2024

Cynthia Rubalcava
CC: Maria & Eleuterio Rubalcava
300 S Broadway St
Mattawa, WA 993409

Dear Rubalcavas,

Thank you for your email and we understand your concerns. As contract planners for Mattawa, we are charged with enforcing the code equitably and consistently across the city. We do not have the authority to change the standards or enforce them any differently than stated in the City code. If you wish to amend the code, please address Mattawa City Council. We have provided some opportunities for your consideration as your application does not meet City Code requirements and requires additional action.

In response to our review time, I would like to provide you with context and the considerations the city and staff need to address prior to application approval or permit issuance:

- We received a planning review of a building permit in September 2022. The planning department provided a comment sheet of requirements that were never addressed regarding landscaping and storage.
- In January 2023 we received an application from Rogers Surveying for a preliminary subdivision (short plat) for the property and later met with the applicant on February 1, 2023. We processed the application as a lot division, which created two single family lots.
- We approved the preliminary short plat on June 27, 2023, and received the final plat request in September 2023. The final plat was later recorded with the County by the applicant.
- We received a building permit request anew for the fourplex, requiring a new planning review. The lot adjustment changed the outcome of the planning review.

We've been talking with you about this property division, but you never mentioned wanting to still build a fourplex or addressed the previous comments. If you had told us from the start, we could have given you better advice. Please refer to the following in regard to your application:

Mattawa City Code Requirements

- The minimum lot size for a duplex dwelling is 10,000sf. This was provided to the applicant in the September 2023 comment sheet. Your lot is 9,449sf and is considered "substandard" or less than allowed for a duplex.
 - Lot area (size) is defined as "'Lot area (size)" means a calculation expressed in square feet which describes the size of a zoning lot. It is the total land space or area contained within the boundary lines of any lot, tract or parcel of land, including easements and private reservations of record, exclusive of public rights-of-way, and may be expressed in square feet or acres."
 - There is no gray area here. The code states this "shall be met" meaning we must enforce this size as the assessor lists your lot of record, not including rights of way or any other areas.
- The maximum density permitted in the R-2 zoning district is 10 units per acre.
 - Prior to the lot adjustment the density permitted 3 units on the lot, however, the lot adjustment has a new maximum density of two units and does not permit four units. There is no gray area here either. The code states density is the average number of dwelling units per gross acre.

Moving Forward

It would be helpful to better understand your ultimate goals for this property. There are a few options we would be happy to discuss:

- **Propose recommendation to City Code:** Approach City Council to call for a reduction in the lot sizes for lots with multifamily units and increase densities. You would have to ask the City Clerk to get on the agenda or speak at open comments at a City Council Public Meeting.
- **Development Options:** In order to get two units on the lot, R-2 Zones allow for a single-family unit as well as an ADU. That is allowed by right and would not require a land use action, just building permits.
- **Variance to develop a duplex** – This requires a land use application and Hearing Examiner (not Planning Department) approval. We believe this is not a great fit and we could likely not make a recommendation in favor of this application, due to the fact that you have altered the plat to create a substandard lot. You still have use of the property to develop a single-family home.
 - Variances are defined as “relaxation of the terms of the zoning ordinance where such will not be contrary to the public interest and where owing to conditions peculiar to the property and *not the result of the actions of the applicant*, a literal application of the ordinance would result in undue hardship. Variances are authorized only for height, area, size of structures, yards, open space, and lots. The establishment or expansion of a use otherwise not allowed shall not be authorized by variance, nor shall a variance be granted because of nonconformities in the neighborhood or zoning district involved.”
 - This requires burden of proof on the applicant to meet the variance thresholds.

Your application cannot be approved as submitted and you will need to pursue one of the recommended actions to proceed. Please contact me at rachelle.bradley@scialliance.com with copies to Jazmin Hernandez, Deputy Clerk at jahernandez@cityofmattawa-wa.gov with questions.

Regards,



Rachelle Bradley

Planning Predevelopment Application Comments (Updated)



Project Information:

Project Name: Maria Rubalcava

Project Type/Description: On lot 1 and 2 there is a home the address is 300 Broadway. Lot 3-5 does not have an address that's where they would like to have new construction- a 4plex

Parcel: 030140001

Application Reference: 4-Plex

Zone: Residential Multifamily – High Density (R-2)

Proposed Building Area:

<p>Permitted Use</p>	<p>Use: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>SEPA</p>	<p><input type="checkbox"/> Required, does not fall under statutory exemptions <input checked="" type="checkbox"/> Not required - Exempt under WAC 197-11-800(1)(b)(ii)</p>	
<p>Parking MMC 15.08</p>	<p>Proposed: 8 + 4 optional, 2 are ADA; Criteria met. Required: 2 spaces/unit = 8 spaces required</p>	
<p>Density</p>	<p><input type="checkbox"/> R-1, Residential Medium Density <input checked="" type="checkbox"/> R-2, Residential High Density</p>	<p><input type="checkbox"/> C-1, Community Business District <input type="checkbox"/> C-2, General Commercial</p>
<p>Development Standards and Setbacks MMC 17.18</p>	<p>A. Maximum density shall not exceed ten units per acre; Criteria met B. Minimum lot size: 15,750 sq ft – criteria met 1. Six thousand three hundred square feet for a single-family dwelling, 2. Ten thousand square feet for a duplex dwelling; C. Minimum lot width at the building line: Criteria met 1. Sixty feet for interior lot, 2. Seventy feet for corner lot; D. Maximum building height: two stories or thirty-five feet; Criteria met E. Maximum lot coverage: thirty-five percent for all buildings; Criteria met F. Minimum lot depth: ninety feet; Criteria met G. Minimum public street frontage: Each residential lot shall front on a public street for at least twenty feet; Criteria met H. Yard requirement: 1. Front yard: Criteria met a. Twenty feet from the front property line, b. Buildings on corner lots shall observe a front yard setback from both front property lines, 2. Side yard: Criteria met a. Five feet from side property line, b. When a building located on a corner lot faces the side street, there shall be a minimum setback of ten feet from the side-street and twenty feet from the front street, 3. Rear yard: a. Fifteen feet from rear property line; Criteria met</p>	

Density	Maximum density shall not exceed ten units per acre, except as provided for in Chapter 17.38 "Planned Development"; Criteria met
Grading	International Build Code applies when grading involves more than five thousand cubic yards per MCC 15.12 Total square footage of the building = 4,980 sq. ft.
Landscaping and Improvements	Landscaping does apply per MCC 17.48. Landscape plans shall be submitted with a development permit application prior to the issuance of any building permit or other land use action. - Required: <ul style="list-style-type: none"> o Landscape Plan, MMC 17.48.030 (A-C) o Landscape standards, MMC 17.48.050 (5)

TBD call w/ questions
@ 609-731-2413

Need landscape designer for this.

Chapter 17.18 Residential Multifamily – High Density (R-2) Standards

L. Residential Performance Standards. All development of multifamily dwellings shall comply with the following performance standards:

1. Open Space/Recreation. Multifamily development, including mobile/manufactured home parks, shall provide common open space/recreation areas on-site for use and enjoyment of owners and residents within the development, according to the following minimum provisions:

a. The area required for open space/recreation shall be fifteen percent of the overall site area, with a minimum total area of five thousand square feet, consisting of usable open space, critical areas and buffers and perimeter landscaping. Of the overall total open space areas, seventy-five percent must be usable open space. **Criteria met**

b. Usable open space includes open play areas and outdoor recreational features, trails and paths, community gardens, and other similar types of areas. It shall be located and designed to be conveniently accessible to all residents from the interior of the development, and it shall be at a grade and with dimensions suitable for recreation use. **Criteria met**

c. The open space/recreation areas shall be consistently maintained and shall be preserved through appropriate legal measures ensuring the continuation of the open space/recreation area, and prohibiting current and future owners from partitioning the open space/recreation areas and from converting the areas to other uses. **Criteria not met: Provide covenants or other documentation for item c, ensuring the continuation of open space/recreation areas, and prohibiting changes in the future.**

By owner or builder →

d. Open space/recreation areas do not include the following: parking lots, driveways, private/ public street rights-of-way, required storage areas, etc.

e. Buffering/Landscaping. Multifamily development shall provide landscaping as described in Chapter 17.48 "Landscaping" and when multifamily development is occurring adjacent to an R-1 residential medium density district, a sight-obscuring fence shall be placed in addition to the landscaping provisions of Chapter 17.48. **Criteria not met: Update site plan map to show landscaped areas. Submit a landscape plan per MMC 17.48.030 (see below).**

17.48.030 Landscape plan.

6' VINYL FENCES ADDED ALONG EAST & WEST SIDES

Need landscape designer for visit.

NEED LANDSCAPE DESIGNER FOR THIS.

All landscape plans shall be a scaled drawing submitted to and approved by the town when applicable and shall be consistent with the provisions of this chapter. At a minimum, the landscape plan shall contain the following:

- A. A plant list indicating the type, size and quantity of proposed plant materials;
- B. The landscape design must include the location and size of all existing and proposed planting areas on the site. An irrigation or specified method of watering shall also be submitted. Where utilized, the following items shall also be shown:
 1. Indication of screening and buffer plantings required by ordinance,
 2. Impervious surfaces,
 3. Natural or man-made features and water bodies,
 4. Existing or proposed structures, fences, and retaining walls,
 5. Location and spacing of each plant to be planted, shown to scale,
 6. Designated recreational open space areas, pedestrian plazas, or green areas, and
 7. The location of all proposed lighting shall be included;
- C. The landscape plan shall be submitted with the development application and approved prior to the issuance of a building permit or in conjunction with the development permit.

Added to site plan → NEED LANDSCAPE DESIGNER FOR PART OF THIS.

f. Refuse Storage. All outdoor trash, garbage and refuse storage areas shall be located outside of required yard areas, and shall be screened on all sides from public view and at a minimum, be enclosed with a sight-obscuring wood, concrete or masonry wall or fence and landscaping on all sides. **Criteria not met: Site plan shows refuse location but no indication the dumpster will be screened or enclosed.**

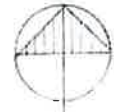
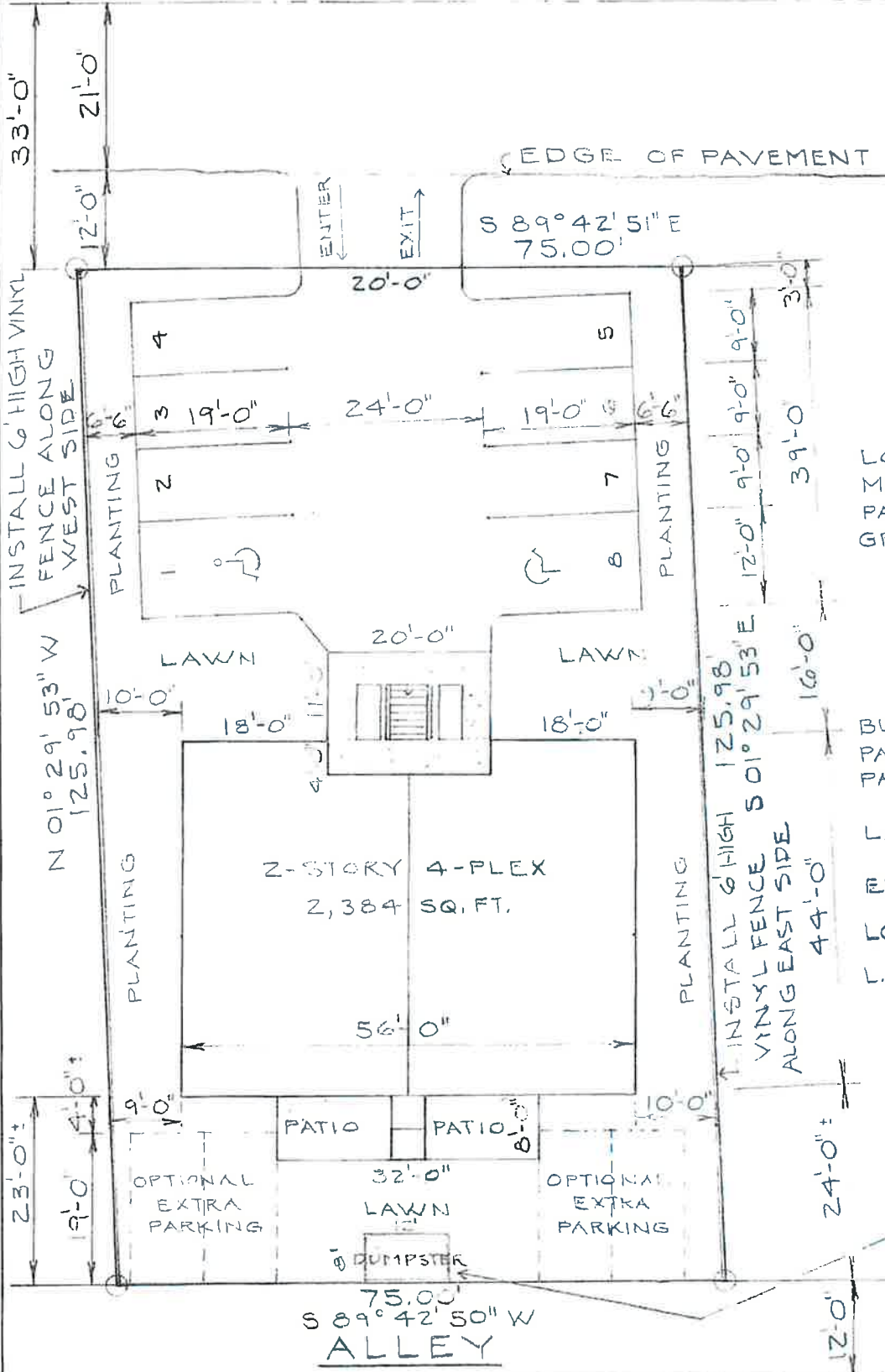
NO STORAGE. NOTE ADDED TO SITE PLAN. →

g. General Storage. Storage of personal property and materials, of residents as well as managers and owners of the development, shall be located outside of required front yard areas, and it shall be entirely within an enclosed building. **Confirm whether general storage will be provided, site plan shows none.**

h. Vehicle Storage. Storage of recreational vehicles, boats, and similar off-road vehicles not used for daily transportation, of residents as well as managers and owners of the development, shall be prohibited unless a fully enclosed building is provided on-site specifically for that purpose. **Confirm whether vehicle storage will be provided, site plan shows none.**

→ NO VEHICLE STORAGE. NOTE ADDED TO SITE PLAN.

SECOND STREET



NORTH

PARCEL #
R 03-0140-001

LOTS 3, 4 & 5 BLOCK 16,
MATTAWA VOL. 1 OF PLATS,
PAGE 42, RECORDS OF
GRANT COUNTY, WA.

AREA CALC:

BUILDING	2,384 S.F.
PATIOS, PORCHES, ETC.	550 S.F.
PARKING & DRIVE	2,570 S.F.
SUB-TOTAL	5,504 S.F.
LAWN, PLANTING	3,946 S.F.
TOTAL LOT	9,450 S.F.
EXTRA PARKING	684 S.F.
LOT COVERAGE	58.2%
L.C. W/ EXTRA PARK'G.	65.5%

THERE WILL BE NO
GENERAL OR VEHICLE
STORAGE ON SITE

SITE PLAN

1" = 20'-0"

6' HIGH WOOD FENCE
(VINYL IF PERMITTED)
WITH LANDSCAPING
AT WEST, NORTH & EAST
SIDES & MATCHING GATES
ON SOUTH SIDE TO
ALLEY FOR ACCESS

DATE:
7-22



PROFESSIONAL
DRAFTING
SERVICE

STRUCTURAL DESIGNS
"putting your ideas in print"

REVISED
2-23-05

RUBALCAVA BUILDING



Círculos de Justicia para Mujeres

El Centro Intercomunitario por la Paz y la Justicia invita a mujeres latinas con visión y deseo de cambio en su vecindario a desarrollar su liderazgo y crear una acción comunitaria liderada por mujeres.

Junio 24 a 12 de Agosto

Villa Santa Maria
56 2nd St. Bldg. G
Mattawa, WA 99349

LUNES
5:00 - 7:00pm

Para participar en este círculo de mujeres para la justicia puedes contactar con

Sofia Hernandez

(hernandezsv1980@gmail.com),

Michelle Meza

(mmeza@catholiccharitiescw.org)

o **Vera Schöpe Llamas de IPJC**

(vschoepe@ipjc.org)



Intercommunity
Peace & Justice Center

Jazmin Hernandez

From: Mayor Maria Maggie Celaya
Sent: Friday, August 9, 2024 3:42 PM
To: Michelle Meza; Jazmin Hernandez; Vera Schoepe
Cc: hernandezsv1980@gmail.com
Subject: Re: FOLLOW UP: Ecumenical Vigil Event Permit in Mattawa

Michelle,

Being that we are limited with time we will include this translation in the council packet. We can address any necessary corrections at the meeting on Thursday.

Thank you,
Maria M Celaya
Mayor, City of Mattawa
509-932-3586

Sent from my U.S.Cellular® Smartphone
Get [Outlook for Android](#)

From: Mayor Maria Maggie Celaya <mayor@cityofmattawa-wa.gov>
Sent: Friday, August 9, 2024 3:09:24 PM
To: Michelle Meza <mmeza@catholiccharitiescw.org>; Jazmin Hernandez <jahernandez@cityofmattawa-wa.gov>; Vera Schoepe <vschoepe@ipjc.org>
Cc: hernandezsv1980@gmail.com <hernandezsv1980@gmail.com>
Subject: Re: FOLLOW UP: Ecumenical Vigil Event Permit in Mattawa

Michelle,

I quickly translated the flier for City Council. We will need your approval of the translation before adding this to the agenda. I am not a certified translator but I have translated the information on the flier to the best of my ability.

English translation of flier for presentation:

Women's Justice Circles

The Intercommunity Center for Peace and Justice invites Latina women with vision and a desire for change in their neighborhood to develop their leadership and create a community action led by women.

June 24 - August 12 Villa Santa Maria Monday 5:00-7:00pm

To participate in this women's justice circle you can contact Sofia Hernandez, Michelle Meza, or Vera Schoepe

Thank you,
Maria Celaya
Mayor, City of Mattawa
Cell 509-932-3586

From: Michelle Meza <mmeza@catholiccharitiescw.org>
Sent: Friday, August 9, 2024 2:34 PM
To: Jazmin Hernandez <jahernandez@cityofmattawa-wa.gov>; Vera Schoepe <vschoepe@ipjc.org>
Cc: hernandezsv1980@gmail.com <hernandezsv1980@gmail.com>; Mayor Maria Maggie Celaya <mayor@cityofmattawa-wa.gov>
Subject: Re: FOLLOW UP: Ecumenical Vigil Event Permit in Mattawa

CAUTION: External Email

Hi Jazmin,

I apologize, we do not have an English version at the moment.

Thank you,
Michelle Meza

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: Jazmin Hernandez <jahernandez@cityofmattawa-wa.gov>
Sent: Friday, August 9, 2024 2:27:36 PM
To: Michelle Meza <mmeza@catholiccharitiescw.org>; Vera Schoepe <vschoepe@ipjc.org>
Cc: hernandezsv1980@gmail.com <hernandezsv1980@gmail.com>; Mayor Maria Maggie Celaya <mayor@cityofmattawa-wa.gov>
Subject: RE: FOLLOW UP: Ecumenical Vigil Event Permit in Mattawa

Michelle,
Would you be able to provide a English Flyer? Not all Council members speak Spanish.

Thank you.

Jazmin Hernandez

Deputy Clerk
City of Mattawa
521 Government Rd.
Mattawa WA. 99349
Email: jahernandez@cityofmattawa-wa.gov
Phone:509-932-4037



August 5, 2024

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

SUBJECT: PROGRESS ESTIMATE 10, WWTF IMPROVEMENTS
CITY OF MATTAWA, GRANT COUNTY, WASHINGTON
G&O #19044.01

Dear Ms. Martinez:

We have enclosed Progress Estimate 10 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: \$23,759.11

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/js
Encl.

PROGRESS ESTIMATE 10
AUGUST 5, 2024

CITY OF MATTAWA
 GRANT COUNTY
 WASHINGTON

PROGRESS ESTIMATE PERIOD
 JUNE 29, 2024 TO JULY 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 C	
NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL THIS PERIOD	TOTAL TO DATE	AMOUNT THIS PERIOD
1	Mobilization	1	LS	\$451,783.00	0.00%	50.00%	\$0.00
2	Minor Changes	1	CALC	\$40,000.00	0.00%	57.64%	\$0.00
3	Trench Safety	1	LS	\$9,669.00	0.00%	61.67%	\$0.00
4	Unsuitable Excavation	50	CY	\$120.49	0.00	0.00	\$0.00
5	WWTF Improvements	1	LS	\$3,641,812.00	0.60%	44.18%	\$21,918.00
6	Rock Excavation	100	CY	\$184.53	0.00	375.00	\$0.00

PROGRESS ESTIMATE 10
AUGUST 5, 2024

CITY OF MATTAWA
 GRANT COUNTY
 WASHINGTON

PROGRESS ESTIMATE PERIOD
 JUNE 29, 2024 TO JULY 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 C	
	AMOUNT THIS PERIOD	
SUBTOTAL EARNED TO DATE		\$21,918.00
SALES TAX	8.40%	\$1,841.11
MATERIALS ON HAND		\$0.00
TOTAL		\$23,759.11
LESS 5% RETAINED (BEFORE TAX)		\$0.00
CONTRACTOR OBTAINED RETAINAGE BOND		

TOTAL EARNED TO DATE LESS RETAINAGE

LESS AMOUNTS PREVIOUSLY PAID

- PROGRESS ESTIMATE 1
- PROGRESS ESTIMATE 2
- PROGRESS ESTIMATE 3
- PROGRESS ESTIMATE 4
- PROGRESS ESTIMATE 5
- PROGRESS ESTIMATE 6
- PROGRESS ESTIMATE 7
- PROGRESS ESTIMATE 8
- PROGRESS ESTIMATE 9

TOTAL PAYMENT NOW DUE:

\$23,759.11

ORIGINAL CONTRACT AMOUNT (WITHOUT TAX)
CONTRACT PERCENTAGE TO DATE

\$4,517,831.79
 42.8%

PROGRESS ESTIMATE 10
AUGUST 5, 2024

CITY OF MATTAWA
 GRANT COUNTY
 WASHINGTON

PROGRESS ESTIMATE PERIOD
 JUNE 29, 2024 TO JULY 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.

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			MATERIALS ON HAND	RI
		EARNED PER PERIOD	SALES TAX RATE	SALES TAX AMOUNT		
1	JUNE 19, 2023 TO JUNE 30, 2023	\$205,744.89	8.40%	\$17,282.57		\$0.00
2	JULY 1, 2023 TO JULY 21, 2023	\$173,051.09	8.40%	\$14,536.29		\$0.00
3	JULY 22, 2023 TO AUGUST 25, 2023	\$131,184.75	8.40%	\$11,019.52		\$9,845.77
4	AUGUST 26, 2023 TO OCTOBER 20, 2023	\$199,822.80	8.40%	\$16,785.12		\$86,728.81
5	OCTOBER 21, 2023 TO NOVEMBER 24, 2023	\$120,339.32	8.40%	\$10,108.50		\$90,612.98
6	NOVEMBER 25, 2023 TO DECEMBER 22, 2023	\$63,738.79	8.40%	\$5,354.06		\$0.00
7	DECEMBER 23, 2023 TO JANUARY 26, 2024	\$104,712.08	8.40%	\$8,795.81		\$112,500.00
8	JANUARY 27, 2024 TO MARCH 22, 2024	\$342,333.62	8.40%	\$28,756.03		\$172,542.21
9	MARCH 23, 2024 TO JUNE 28, 2024	\$570,393.50	8.40%	\$47,913.05		-\$129,979.58
10	JUNE 29, 2024 TO JULY 26, 2024	\$21,918.00	8.40%	\$1,841.11		\$0.00
TOTAL:		\$1,933,238.84		\$162,392.06		\$342,250.19

**AMENDMENT NO. 9
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 – Additional Services Amendment

See attached Exhibits A and B for scope and fee. For a not-to-exceed cost of \$26,600 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: 8/8/24

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

CITY OF MATTAWA SEWER SYSTEM IMPROVEMENTS DESIGN ADDITIONAL SERVICES AMENDMENT

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 agreement amends the existing agreement between G&O and the City for the project design to augment the services provided to include a cultural resource survey and geotechnical analysis and report.

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

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 – Cultural Resource Survey

Provide cultural resource survey by Gray & Osborne's archeological subconsultant, Plateau CRM. This work will include background research, field investigation of the project area, research of public documents, and preparation of a report. The report will include an inadvertent discovery plan to meet the anticipated requirements of the Department of Archaeology and Historic Preservation (DAHP) and the Ecology. The final report will be uploaded to the DAHP's WISAARD portal.

Task 3 – Geotechnical Engineering Services

Provide field exploration and geotechnical design and construction recommendations by Gray & Osborne's geotechnical subconsultant, PanGEO, Inc. This work includes the following components:

- A. Review available geologic and geotechnical information.
- B. Perform site reconnaissance and evaluate general geological and environmental conditions.

- C. Observe the excavation of 10 test pits spaced evening along the project route and log/sample the soils encountered.
- D. Conduct field and laboratory testing, as necessary, in general accordance with appropriate ASTM standards, including natural moisture content and grain size analysis.
- E. Notify utility locate service and coordinate excavations with the City.
- F. Provide a geotechnical report summarizing the results of the field investigation and providing recommendations for trenching, backfill, and earthwork.

Note: It is assumed the City will provide the backhoe and operator to conduct the test pit excavations.

DELIVERABLES

The following deliverables shall be provided to the City and the appropriate agencies, as noted below, for review and approval:

- City of Mattawa – Cultural Resource Survey
- Ecology – Cultural Resource Survey
- DAHP – Cultural Resource Survey
- City of Mattawa – Geotechnical Report

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 services will be prepared for review and approval by the City.

CITY SUPPLIED SERVICES

The following will be supplied by the City:

1. Coordination with private property owners for easement acquisition and site access.
2. Provide the backhoe and operator to conduct the test pit excavations.

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 ADDITIONAL SERVICES AMENDMENT

Tasks	Principal Hours	Project Engineer Hours	Environmental Specialist Hours
1 Project Management	2		
2 Cultural Resource Survey		4	20
3 Geotechnical Engineering Services	2	12	
Hour Estimate:	4	16	20
Fully Burdened Billing Rate Range:*	\$165 to \$265	\$130 to \$200	\$95 to \$170
Estimated Fully Burdened Billing Rate:*	\$220	\$150	\$140
Fully Burdened Labor Cost:	\$880	\$2,400	\$2,800

Total Fully Burdened Labor Cost:	\$ 6,080
Direct Non-Salary Cost:	
Mileage & Expenses (Mileage @ current IRS rate)	\$ 184
Subconsultant:	
Plateau CRM	\$ 8,845
PanGEO, Inc.	\$ 9,642
Subconsultant Overhead (10%)	\$ 1,849
TOTAL ESTIMATED COST:	\$ 26,600

* 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.

**CITY OF MATTAWA
STAFF REPORT**

To: Mayor Celaya and City Council
From: Public Works Department
Date: August 15, 2024
Proceeding Type: New Business
Subject: Ecology Grants-Application & Submittal

Legislative History:

- | | |
|------------------------|-----------------|
| • First Presentation: | August 15, 2024 |
| • Second Presentation: | |
| • Requested Action: | Motion Needed |
-

Staff Report Summary

The subject in front of City Council is to authorize staff to apply and submit to Ecology Grants for funding of the Wastewater Treatment Facility (WWTF) Solids Handling Equipment upgrades.

Background

On July 18, 2024, G&O presented to city council the WWTF Solids Handling analysis. The estimated capital cost for Biosolids ranges from \$4.5 to \$6.1 million depending on alternative and Ecology requirement.

Fiscal and Policy Implications

Financial impacts are expected depending on the financial package (grant to loan ratio) that the city is awarded. A sewer rate study/ adjustments may be required to assure financial debt obligations are covered. Policy implications are anticipated in the form of following federal, state, and local reporting requirements.

FUND	BARS	LINE ITEM	FUND AMOUNT	CURRENT EXPENDITURE*	REMAINING AMOUNT

Options

1. Authorize staff to apply and submit to Ecology Grants for funding of the Wastewater Treatment Facility (WWTF) Solids Handling Equipment upgrades
2. Do not authorize staff to apply and submit to Ecology Grants for funding of the Wastewater Treatment Facility (WWTF) Solids Handling Equipment upgrades

Staff Recommendation

1. Authorize staff to apply and submit to Ecology Grants for funding of the Wastewater Treatment Facility (WWTF) Solids Handling Equipment upgrades

Attachments

A.	N/A
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The following documents are attached and subject for reviewal:

Review by:	Type of Document	Title of Document	Date Reviewed	Comment:
Engineering	▪ PDF	Staff Report	8/8/2024	
Legal	▪ N/A			
Financial	▪ PDF	Staff Report		Initials:
Comment:				

** As of August 1st, 2024, the Council approved payment of 2024 Claims EFT & Checks approval #20555-20576 in the amount of \$239,616.04, 2024 Payroll EFT & checks approval #31959-31965 in the amount of \$119,061.73.

***** M/s; Acosta / Hernandez motion that bills, checks, payroll, 07.18.24 meeting minutes be approved. Motion carried.***

IV. Reports:

Mayor's Report

**There are over 40 booths registered for the community yard sales.

**Mexican Consulate- Andy was under the impression that the city was involved with bringing the consulate, for next year he would like the school and city partner in bringing it back. Mayor Celaya said she will be working with the consulate representative and chief.

**Mayor Celaya & chief met with Circulo de Mujeres de Justicia; they would like to hold an event at the park to hold prayers on August 23rd. They are working on submitting an application.

**Monday August 5th was a scheduled meeting with staff will work towards a checklist and process for developers. SCJ Alliance, Gray & Osborne, NW Code Professionals and city staff were present.

**August 9th is National Night Out- Grupo de Arpa out of the valley would like to donate one hour of music at 7pm. Chief can give more details on NNO. Councilman Berghout asked what time is NNO? Mayor responded at 4pm, the movie is Super Mario, there will also be a donut & Belly Bustin Burrito competition.

**Councilwoman Hernandez asked when does the Circulo de Mujeres meet? Mayor responded they meet Mondays from 5 to 7pm at the Villa Santa Maria Apts.

Council Report

**Subcommittee Reports – Councilwoman Lopez gave a brief overview of when the budget subcommittee met on July 25th. They learned that the tree board will need to come to council to request budget, they also watched AWC budget videos, discussed about different topics on budget retreat like increasing revenues, a timeframe may be after union negotiations.

**Councilman Acosta asked council what they thought on creating a subcommittee to review the personnel policies. He wanted to know if there was any interest. Anabel will email the personnel handbook to start the review.

Police Department Report

**Activity Log report- Calls for Service

**National Night Out – The following agencies have signed up to be a part of this event; Grant County Sheriff's Office, BLM, Army/National Guard, Grant County Youth Services, Washington State Patrol.

**There are nine confirmed applicants that will be testing tomorrow at 4:30 pm.

Public Works Department Report

**CAD Homes development has begun curb and sidewalk improvements.

**WWTF Improvements – Met with contractors to discuss and come up with a detailed schedule for back to work.

**Based on DOH, we will be working on school in terms of water connections.

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

None.

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

1. **MMC Chapter 10.30 – Wheeled All-Terrain Vehicles – Discussion**
Councilman Acosta shared that he has approached by the community of the negative and positives of raizers. The nuisance and loud music is the negative, the positive is that the owners enjoy having them. Councilwoman Hernandez feels like there is no enforcement. Councilman Hwang mentioned that not all ATV's are licensed. He thinks that by charging them they will comply with the rules and laws. He likes Tony's idea of reviewing code and updating. Chief Zesati understands that they are used due to the price increase in fuel. Councilman Acosta would like to revoke the chapter and not allow ATV's. Councilmembers Heredia, Hernandez & Berghout all agree that they would like to have emphasis and education before revoking. No action needed.
2. **Gray & Osborne, INC Engineering Services Contract 2024-2025**
M/s; Berghout / Barajas motion to approve this contract. Motion carried.
3. **TIB Grant Application & Submittal**
Juan reported that with TIB's restrictions of signage and fog seal, he would recommend amending the staff report and to remove the cost share. Councilman Berghout asked which streets we were applying for; Juan responded the red & purple marked streets on the map. M/s; Berghout / Hernandez motion to go with staff's recommendation to not include the matching funds and to apply & submit. Motion carried.
4. **Progress Estimate 1 – Riverview Ave. Improvements Rebid**
M/s; Heredia / Lopez motion to approve. Motion carried.
5. **Mattawa Park Acquisition & Development Grant – Applicant Authorization & legal Opinion**
M/s; Lopez / Hernandez motion to approve. Motion carried.

VII. Executive Sessions 42.30.110

- (g) to evaluate the qualifications of an applicant for public employment

** Session started at 6:40 pm. for 10 minutes and possible council decision.

** The session was extended an additional 15 minutes.

** The council reconvened at 7:05 pm.

** No decision was made.

VIII. Adjournment:

The council meeting was adjourned at 7:05 P.M. M/s; Berghout / Barajas. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

ACCOUNTS PAYABLE

City Of Mattawa

Time: 12:03:06 Date: 08/09/2024

As Of: 09/29/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17463	08/15/2024	08/15/2024	3627		
			ANATEX LABS INC-SPOKANE	60.00	WWTP RC Samples
	535 10 41 02	Testing Samples	405 000 535 Sewer Operatin	60.00	WWTP RC Samples
17433	08/15/2024	08/15/2024	3616		
			BOSS CONTRUCTION, INC	23,759.11	Progress Estimate 10 WWTF Improvements
	594 35 63 05	WWTF Improvements Proj	412 000 594 Sewer Capital I	23,759.11	Progress Estimate 10 WWTF Improvements
17434	08/15/2024	08/15/2024	1251		
			CITY OF MATTAWA-UTILITIES	3,123.93	City Of Mattawa Utilities July 2024
	518 30 47 14	City Hall Utilities	001 000 518 Current Expens	103.42	City Hall
	543 30 47 00	Utilities	101 000 543 Street Fund	103.42	Shop
	572 20 47 00	Library - Utility Services	001 000 572 Current Expens	235.71	Library
	576 80 47 00	Park Utilities	001 000 576 Current Expens	2,510.86	Park
	576 80 47 00	Park Utilities	001 000 576 Current Expens	41.97	Skatepark
	576 80 47 00	Park Utilities	001 000 576 Current Expens	41.97	Treeline Park
	576 80 47 00	Park Utilities	001 000 576 Current Expens	44.61	Basketball
	576 80 47 00	Park Utilities	001 000 576 Current Expens	41.97	Drinking Water
17455	08/15/2024	08/15/2024	112		
			COLUMBIA BASIN HERALD	38.88	Summary Ordinance 24-696
	518 30 41 00	Publishing	001 000 518 Current Expens	38.88	Summary Ordinance 24-696
17432	08/15/2024	08/15/2024	108		
			CONSOLIDATED DISPOSAL	23,200.11	Waste Services July 2024
	537 10 33 00	Consolidated Disposal	420 000 537 Solid Waste Fu	23,200.11	Waste Services July 2024
17436	08/15/2024	08/15/2024	3316		
			FORD MOTOR CREDIT COMPANY	3,269.63	MPD Vehicle Lease 8/30/24
	591 21 70 00	Police Vehicles (3) 2021 Fo	102 000 594 Police Vehicle I	2,970.22	MPD Vehicle Lease 8/30/24
	592 21 80 00	Police Vehicles (3) 2021 Fo	102 000 594 Police Vehicle I	299.41	MPD Vehicle Lease 8/30/24
17454	08/15/2024	08/15/2024	1698		
			GRANT COUNTY PUD	1,985.04	Power Billing July 2024
	542 63 47 00	Street Lighting	101 000 542 Street Fund	1,802.87	St Light
	576 80 47 00	Park Utilities	001 000 576 Current Expens	182.17	St Light Park
17441	08/15/2024	08/15/2024	1734		
			GRAY & OSBORNE INC	55,854.27	Well 2 Final Design & Construction Admin. 6/16/24-7/13/24
	594 34 41 00	Well 2 Final Design & Con:	411 000 594 Water Capital Ii	55,854.27	Well 2 Final Design & Construction Admin. 6/16/24-7/13/24
17442	08/15/2024	08/15/2024	1734		
			GRAY & OSBORNE INC	628.41	Easement Preparation 6/16/24-7/13/24
	534 10 41 03	Engineering Services	401 000 534 Water Operatin;	628.41	Easement Preparation 6/16/24-7/13/24

ACCOUNTS PAYABLE

City Of Mattawa

Time: 12:03:06 Date: 08/09/2024

As Of: 09/29/2024

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17443	08/15/2024	08/15/2024	1734 GRAY & OSBORNE INC	90.48	CDS Funding Compliance Assistance 6/16/24-7/13/24
	534 10 41 03	Engineering Services	401 000 534	90.48	CDS Funding Compliance Assistance 6/16/24-7/13/24
17444	08/15/2024	08/15/2024	1734 GRAY & OSBORNE INC	4,086.26	Sewer System Improvements Design 6/16/24-7/13/24
	594 35 63 01	Lift Station Upgrade	412 000 594	4,086.26	Sewer System Improvements Design 6/16/24-7/13/24
17445	08/15/2024	08/15/2024	1734 GRAY & OSBORNE INC	2,788.70	Water System Capacity Analysis 6/16/24-7/13/24
	534 10 41 08	Water System Capacity Ana	401 000 534	2,788.70	Water System Capacity Analysis 6/16/24-7/13/24
17446	08/15/2024	08/15/2024	1734 GRAY & OSBORNE INC	3,091.42	Riverview Avenue Imps. 6/16/24-7/13/24
	595 42 63 03	Complete Streets Grant (Ri	101 000 594	3,091.42	Riverview Avenue Imps. 6/16/24-7/13/24
17447	08/15/2024	08/15/2024	1734 GRAY & OSBORNE INC	1,311.32	Basketball Court & Parking Lot Improvs. 6/16/24-7/13/24
	594 76 41 00	2022 Paul Lauzier Grant - I	001 000 594	1,311.32	Basketball Court & Parking Lot Improvs. 6/16/24-7/13/24
17448	08/15/2024	08/15/2024	1734 GRAY & OSBORNE INC	4,533.30	Bodrero Development Field Inspection 6/16/24-7/13/24
	518 30 49 01	Engineering Services	001 000 518	4,533.30	Bodrero Development Field Inspection 6/16/24-7/13/24
17449	08/15/2024	08/15/2024	1734 GRAY & OSBORNE INC	394.39	Bodrero Development 6/16/24-7/13/24
	518 30 49 01	Engineering Services	001 000 518	394.39	Bodrero Development 6/16/24-7/13/24
17450	08/15/2024	08/15/2024	1734 GRAY & OSBORNE INC	180.95	Hwang Subdivision 6/16/24-7/13/24
	518 30 49 01	Engineering Services	001 000 518	180.95	Hwang Subdivision 6/16/24-7/13/24
17451	08/15/2024	08/15/2024	1734 GRAY & OSBORNE INC	25,136.93	WWTF Improvements CA 6/16/24-7/13/24
	594 35 41 00	WWTF Improvements Proj	412 000 594	25,136.93	WWTF Improvements CA 6/16/24-7/13/24
17464	08/15/2024	08/15/2024	1193 MARTY'S HARDWARE	522.83	Parts/Supplies
	518 30 48 00	Repair And Maintenance	001 000 518	37.21	Filter For HVAC Cityu Hall
	518 70 31 00	Other Supplies And Furnitu	001 000 518	32.51	LockSet
	518 70 31 00	Other Supplies And Furnitu	001 000 518	19.48	Keys

ACCOUNTS PAYABLE

City Of Mattawa

Time: 12:03:06 Date: 08/09/2024

As Of: 09/29/2024

Page: 3

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo		
521 20 31 00			Office Supplies	001 000 521	Current Expens	16.20	Keys
534 10 35 00			Small Tools & Equipment	401 000 534	Water Operatin	32.51	Plier Sets
534 10 48 03			System Repair & Maintena	401 000 534	Water Operatin	5.20	Pond Cleaner
534 10 48 03			System Repair & Maintena	401 000 534	Water Operatin	35.77	HD Plug
534 10 48 03			System Repair & Maintena	401 000 534	Water Operatin	24.92	Foam
534 10 48 03			System Repair & Maintena	401 000 534	Water Operatin	8.66	Fuser
534 10 48 03			System Repair & Maintena	401 000 534	Water Operatin	8.66	Screws
535 10 31 00			Office Supplies	405 000 535	Sewer Operatin	15.69	Marker/correcter
535 10 48 00			Office Repair And Mainten	405 000 535	Sewer Operatin	9.08	Paint Caulk
535 10 48 02			Sewer Plant Maintenance	405 000 535	Sewer Operatin	7.91	Connectors
535 10 48 02			Sewer Plant Maintenance	405 000 535	Sewer Operatin	34.13	Curved Squeege
535 10 48 02			Sewer Plant Maintenance	405 000 535	Sewer Operatin	11.91	Wire Connector
535 10 48 02			Sewer Plant Maintenance	405 000 535	Sewer Operatin	13.31	Paint
542 30 35 00			Street Signs	101 000 542	Street Fund	29.52	Bolts
542 30 48 00			City Street Maintenance	101 000 542	Street Fund	62.87	Broom/Nails
542 30 48 00			City Street Maintenance	101 000 542	Street Fund	9.21	Spray Paint
542 30 48 00			City Street Maintenance	101 000 542	Street Fund	18.41	Spray Paint
542 30 48 02			Repair And Maintenance	101 000 542	Street Fund	7.04	Paper Sheets
576 80 31 04			Cook Shack Repairs	001 000 576	Current Expens	40.60	Elbows/Coupling-Cookshed
576 80 48 00			Park Maintenance	001 000 576	Current Expens	13.00	Trimmer Lines
576 80 48 00			Park Maintenance	001 000 576	Current Expens	16.03	Zinc Connectors
576 80 48 00			Park Maintenance	001 000 576	Current Expens	13.00	Trimmer Line
17459	08/15/2024	08/15/2024	2840	MATTAWA AUTO PARTS, LLC		245.39	Parts/Supplies
514 23 41 01			Banking And Visa/Mercha	001 000 514	Current Expens	2.00	Fee
534 10 31 01			Operating Supplies	401 000 534	Water Operatin	8.66	Alum Cleaner
534 10 48 02			Vehicle Repair & Maintena	401 000 548	Water Operatin	17.32	Windshield Fluid
534 10 48 02			Vehicle Repair & Maintena	401 000 548	Water Operatin	217.41	Filter Oil F150
17460	08/15/2024	08/15/2024	294	MID-AMERICAN RESEARCH		221.24	Vehicle Wax & Polish
535 10 48 03			Vehicle Repair / Maintenan	405 000 535	Sewer Operatin	221.24	Vehicle Wax & Polish
17458	08/15/2024	08/15/2024	625	NORCO		29.18	Cylinder Rental
534 10 31 01			Operating Supplies	401 000 534	Water Operatin	29.18	Cylinder Rental
17461	08/15/2024	08/15/2024	494	OVS		3.64	Parts/Supplies
535 10 48 02			Sewer Plant Maintenance	405 000 535	Sewer Operatin	3.64	Swivel And Washers
17456	08/15/2024	08/15/2024	2820	PETRO-USA MATTAWA MART		1,800.21	PW-Fuel Services

ACCOUNTS PAYABLE

City Of Mattawa

Time: 12:03:06 Date: 08/09/2024

As Of: 09/29/2024

Page: 4

Accts	Pay #	Received	Date Due	Vendor	Amount	Memo
	534 10 32 02	Fuel		401 000 535 Water Operatin	850.00	PW-Fuel Services
	535 10 32 00	Fuel		405 000 535 Sewer Operatin	850.00	PW-Fuel Services
	542 30 32 03	Fuel		101 000 542 Street Fund	100.21	PW-Fuel Services
17457	08/15/2024	08/15/2024	2820	PETRO-USA MATTAWA MART	2,747.01	MPD Fuel Services
	521 20 32 03	Police Vehicle Fuel		107 000 521 Public Safety T	2,747.01	MPD Fuel Services
17452	08/15/2024	08/15/2024	3770	PROCOM LLC	78.00	6/14/24 DOT/OTHER Drug Testing - Morales
	534 10 41 05	Professional Services		401 000 534 Water Operatin	26.00	6/14/24 DOT/OTHER Drug Testing - Morales
	535 10 41 04	Professional Services		405 000 535 Sewer Operatin	26.00	6/14/24 DOT/OTHER Drug Testing - Morales
	542 30 41 00	Professional Services		101 000 542 Street Fund	26.00	6/14/24 DOT/OTHER Drug Testing - Morales
17462	08/15/2024	08/15/2024	1247	RIO'S AUTO AG SUPPLY	23.22	Parts/Supplies
	576 80 31 00	Park Supplies		001 000 576 Current Expens	12.43	Oil Mix & Ink
	576 80 31 00	Park Supplies		001 000 576 Current Expens	10.79	Zip Ties
17465	08/15/2024	08/15/2024	3299	SOILTEST FARM CONSULTANTS INC	1,118.00	WWTP RC Smaples
	535 10 41 02	Testing Samples		405 000 535 Sewer Operatin	1,118.00	WWTP RC Smaples
17440	08/15/2024	08/15/2024	3405	STERICYCLE INC	149.53	Shredding Services 6/25/2024
	518 30 49 14	Professional Services		001 000 518 Current Expens	74.77	Shredding Services 6/25/2024
	521 10 49 00	Professional Services		001 000 521 Current Expens	74.76	Shredding Services 6/25/2024
17438	08/15/2024	08/15/2024	1979	THE BUILDING DEPARTMENT LLC	480.00	Rental/Fire Inspections Fees
	524 20 41 00	Rental/Fire Inspection Cost		001 000 524 Current Expens	480.00	Rental/Fire Inspections Fees
17437	08/15/2024	08/15/2024	732	U.S CELLULAR	520.04	PW And Clerks/Mayor Cell Phone Services
	518 23 42 14	Telephone/Internet Expense		001 000 518 Current Expens	192.84	Clerks/MayorCell Phone Services
	534 10 42 00	Telephone		401 000 534 Water Operatin	109.07	PW Cell Phone Services
	535 10 42 00	Telephone		405 000 535 Sewer Operatin	109.07	PW Cell Phone Services
	537 10 42 00	Telephone		420 000 537 Solid Waste Fu	109.06	PW Cell Phone Services
17439	08/15/2024	08/15/2024	554	U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fees July 2024
	514 23 41 01	Banking And Visa/Mercha		001 000 514 Current Expens	26.00	Bank Fees July 2024
17435	08/15/2024	08/15/2024	613	UTILITIES UNDERGROUND	3.96	Excavation Notification (3)
	534 10 47 01	Utilities		401 000 534 Water Operatin	3.96	Excavation Notification (3)
17453	08/15/2024	08/15/2024	2957	WASTE MANAGEMENT	144.19	WWTF Garbage Services

ACCOUNTS PAYABLE

City Of Mattawa

Time: 12:03:06 Date: 08/09/2024

As Of: 09/29/2024

Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
535 10 47 00			Utilities	144.19	WWTF Garbage Services

Report Total:	161,645.57
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Fund	
001 Current Expense Fund	10,723.14
101 Street Fund	5,250.97
102 Police Vehicle Fund	3,269.63
107 Public Safety Tax Fund	2,747.01
401 Water Operating Fund	4,884.91
405 Sewer Operating Fund	2,624.17
411 Water Capital Improvement	55,854.27
412 Sewer Capital Improvement	52,982.30
420 Solid Waste Fund	23,309.17

This report has been reviewed by:

REMARKS:

Anabel Martinez - City Clerk

Date