



CITY OF MATTAWA
COUNCIL MEETING AGENDA
December 05, 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. Consent Agenda/Informational:

- Minutes- Council Meeting 11.21.24
- 2024 Claims EFT & Checks Approval #20759-20778 -- \$109,108.48
- 2024 Payroll EFT & Checks Approval #31988-31994 -- \$111,717.04

IV. Reports:

Mayor Report

Council Report

Police Department Report

Public Works Department Report

V. Council, Items for Motion (Old Business):
None.

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

1. Sonrise Orchards PUD Plat 2nd Extension Request
2. G & O Amendment #1 - Water System Telemetry Improvements
3. Ordinance 24-697 Final Budget Amendment 2024

VII. Adjournment:

- ** Rachelle gave a PowerPoint Presentation on Off-Street Parking. Two previous code section (15.08 & 17.46) were consolidated in the 2023 Comprehensive Plan & Development Regulations update. Rachelle gave an overview of the parking spaces required based on land use/activity.
- ** Councilman Berghout thinks one parking space per 100 sq. ft. is excessive.
- ** Councilman Heredia said different use require different parking regulations.
- ** Councilman Hwang said between grocery store and gas stations there is way more traffic, more in & outs.
- ** Rachelle spoke on the convenience store applicant and said not all accurate & complete information was submitted at the beginning.
- ** Cheryl asked if the applicant knew the requirements before the application, Rachelle nodded yes. Councilman Heredia also said the requirements are on the city website.

V. Consent Agenda/Information

- Minutes – Council Meeting 11.07.24
- Gray & Osborne Project Summary 11.13.24
- Liquor License Renewals: Mattawa Mart
- 2024 Claims EFT & Checks Approval #20726-20758 -- \$391,398.77
- 2024 Payroll EFT Approval -- \$10,200.00

** 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 November 21st, 2024, the Council approved payment of 2024 Claims EFT & checks approval #20726-20758 in the amount of \$391,398.77, 2024 Payroll EFT approval in the amount of \$10,200.00.

***** M/s; Heredia / Berghout motion that bills, checks, payroll, 11.07.24 meeting minutes be approved. Motion carried.***

VI. Reports:

Mayor's Report

- ** Mayor Celaya reported that on November 23rd an organization from Yakima & Catholic church met on human rights.
- ** December 23rd- Parade & Nativity at the school starts at the park and ends at the school.
- ** We will be having a food distribution
- ** Winter Festival is on December 18th at the high school hosted by the school, supported by clinics and city.
- ** Wanapum Heritage Center will be having a Winter Fest on December 7th from 10am to 5pm.

Council Report

**Councilman Berghout reported that ACLU posted about human rights when speaking with law enforcement, would like the article to be shared on city FB.

** Councilman Acosta asked what we are going to do about the reader board, Juan said its about 5-7k to replace panels, can look into updated quotes and possibly use ARPA funds.

** Councilman Berghout asked about fingerprinting machine, chief Zesati said two city individuals received training.

Police Department Report

**Chief Zesati reported that we have received the Ford Explorer & F-150 vehicles.

** Calls for service are slightly dropping during this time. Councilman Acosta asked if we can give a award to Officer Vazquez for being active.

Public Works Department Report

** Juan said we will look into possible lighting at city hall.

** Well 2 updates: The well house has been demolished and valves installed.

** Signage on Pat Chee Dr. and traffic adversity signage installed.

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

None

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

- 1. *G & O Amendment No. 10 Water Rights Assistance*
*M/s; Berghout / Hernandez motion to approve. Motion carried.***
- 2. *Interlocal Agreement – GCHD & City of Mattawa*
*Table for more information if ARPA funds can be used. No action needed.***
- 3. *Donation Acceptance – Winter Festival 2024*
*M/s; Heredia / Hernandez motion to approve donations. Motion carried.***

***** A closed labor negotiations session after adjournment.**

IX. Adjournment:

The council meeting was adjourned at 6:55 P.M. M/s; Berghout / Heredia. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

ACCOUNTS PAYABLE

City Of Mattawa

Time: 17:11:34 Date: 12/02/2024

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17775	12/05/2024	12/05/2024	3627	ANATEK LABS INC-SPOKANE	105.00 RC WWTP Samples
	534 10 41 02	Chemical Samples	401 000 534	Water Operatin;	105.00 RC WWTP Samples
17771	12/05/2024	12/05/2024	1886	CENTURY LINK	73.12 WWTF SCADA System
	535 10 42 00	Telephone	405 000 535	Sewer Operatin	73.12 WWTF SCADA System
17772	12/05/2024	12/05/2024	1886	CENTURY LINK	133.97 Lift Station
	535 10 42 00	Telephone	405 000 535	Sewer Operatin	133.97 Lift Station
17757	12/05/2024	12/05/2024	1251	CITY OF MATTAWA-UTILITIES	338.23 City Of Mattawa Utilities Nov. 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	131.39 Library
17762	12/05/2024	12/05/2024	112	COLUMBIA BASIN HERALD	51.89 Ad. Notice For Final Budget Hearing 10/31/2024
	518 30 41 00	Publishing	001 000 518	Current Expens	51.89 Ad. Notice For Final Budget Hearing
17763	12/05/2024	12/05/2024	112	COLUMBIA BASIN HERALD	41.89 Ad. Notice For Final Budget Hearing 11/7/2024
	518 30 41 00	Publishing	001 000 518	Current Expens	41.89 Ad. Notice For Final Budget Hearing
17786	12/05/2024	12/05/2024	108	CONSOLIDATED DISPOSAL	22,710.04 Waste Services
	537 10 33 00	Consolidated Disposal	420 000 537	Solid Waste Fu	22,710.04 Waste Services
17787	12/05/2024	12/05/2024	3679	CORRECT EQUIPMENT, INC.	8,373.90 PW- Meters
	534 10 48 01	Meter Installations	401 000 534	Water Operatin;	8,373.90 Meters- CAD Homes
17776	12/05/2024	12/05/2024	2304	FIRST BANKCARD	2,638.18 Credit Card Expenses-Clerks
	511 60 31 00	Elected Officials -Office &	001 000 511	Current Expens	400.00 Chairs For Council
	514 23 31 02	Office Supplies	001 000 514	Current Expens	3.25 Bells-For Lobby Door
	514 23 31 02	Office Supplies	001 000 514	Current Expens	39.21 Costco Membership Fee
	518 23 42 14	Telephone/Internet Expense	001 000 518	Current Expens	74.90 City Hall Internet
	518 23 42 14	Telephone/Internet Expense	001 000 518	Current Expens	50.59 Office Phone Lines
	518 23 42 14	Telephone/Internet Expense	001 000 518	Current Expens	33.33 Website Monthly Fees
	518 30 49 14	Professional Services	001 000 518	Current Expens	600.00 Sam Support Center
	518 70 31 00	Other Supplies And Furnitu	001 000 518	Current Expens	331.19 Tables/Mats For Lobby
	518 70 31 00	Other Supplies And Furnitu	001 000 518	Current Expens	488.80 Chairs For Council
	518 70 31 00	Other Supplies And Furnitu	001 000 518	Current Expens	194.74 Chairs For Lobby
	521 10 49 00	Professional Services	001 000 521	Current Expens	33.33 Website Monthly Fees

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
521 30 30 00	Community Crime Preventi		001 000 521 Current Expens	59.97	Candies Trunk N Treat Event
534 10 31 00	Office Supplies		401 000 534 Water Operatin	39.20	Costco Membership Fee
534 10 41 05	Professional Services		401 000 534 Water Operatin	56.00	WWTF Internet
534 10 41 05	Professional Services		401 000 534 Water Operatin	50.59	Office Phone Lines
534 10 41 05	Professional Services		401 000 534 Water Operatin	16.67	Website Monthly Fees
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	50.57	Office Phone Lines
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	16.67	Website Monthly Fees
537 10 31 00	Office Supplies		420 000 537 Solid Waste Fu	39.20	Costco Membership Fee
573 90 49 00	Community Events		001 000 573 Current Expens	59.97	Candies Trunk N Treat Event
17777 12/05/2024 12/05/2024 2304 FIRST BANKCARD				3,201.43	Credit Card Expenses- MPD
521 10 49 00	Professional Services		001 000 521 Current Expens	121.72	Schedule Anywhere License
521 20 42 00	Telephone		001 000 521 Current Expens	93.85	Office Phone Line
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	1,463.40	AR-15 Rifle
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	1,084.00	Fire Arm Training
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	260.10	Electonic Shooting Earmuffs
521 40 49 00	Training		001 000 521 Current Expens	61.02	Fuel Training Patrol Tactics-Office Villa
521 40 49 00	Training		001 000 521 Current Expens	39.02	Dinner Training Patrol Tactics-Office Villa
521 40 49 00	Training		001 000 521 Current Expens	25.20	Lunch Training Patrol Tactics-Office Villa
521 40 49 00	Training		001 000 521 Current Expens	23.90	Lunch Training Patrol Tactics-Office Villa
521 40 49 00	Training		001 000 521 Current Expens	29.22	Dinner Training Patrol Tactics-Office Villa
17788 12/05/2024 12/05/2024 2304 FIRST BANKCARD				2,151.00	Credit Card Expenses- PW
534 10 41 05	Professional Services		401 000 534 Water Operatin	2.99	Icloud Storage
534 10 41 05	Professional Services		401 000 534 Water Operatin	21.67	Acorbat Pro
534 10 43 00	Travel & Training		401 000 534 Water Operatin	42.00	2025 Waterworks Renewal Fee
534 10 43 00	Travel & Training		401 000 534 Water Operatin	85.00	CDL Physical- Juan L
534 10 43 00	Travel & Training		401 000 534 Water Operatin	106.00	WDM Test Juan L
534 10 43 00	Travel & Training		401 000 534 Water Operatin	151.39	ERW COnferences Lodging Deposit-Juan L
534 10 43 00	Travel & Training		401 000 534 Water Operatin	151.39	ERW COnferences Lodging Deposit-Jose F
534 10 47 01	Utilities		401 000 534 Water Operatin	69.95	Shop Internet
534 10 48 02	Vehicle Repair & Maintena		401 000 548 Water Operatin	1,283.00	Headache Rack/ Wiring Harness/ Commander Lighting
535 10 48 00	Office Repair And Mainten:		405 000 535 Sewer Operatin	44.43	Water Filters
535 10 48 00	Office Repair And Mainten:		405 000 535 Sewer Operatin	39.01	Sediment Filter
535 10 48 04	System Repairs / Maintena		405 000 535 Sewer Operatin	36.81	Tubing
576 80 44 00	Park Advertising		001 000 576 Current Expens	58.68	OSHA Signs
576 80 44 00	Park Advertising		001 000 576 Current Expens	58.68	OSHA Signs
17764 12/05/2024 12/05/2024 1698 GRANT COUNTY PUD				2,575.54	Power Billing Oct. 2024

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 10 47 01	Utilities		401 000 534 Water Operatin;	33.06	709 1sty Street
534 10 47 01	Utilities		401 000 534 Water Operatin;	89.85	710 1st Street
535 10 47 00	Utilities		405 000 535 Sewer Operatin	80.54	8th St Portage Ave
535 10 47 00	Utilities		405 000 535 Sewer Operatin	2,282.63	U Rd
576 80 47 00	Park Utilities		001 000 576 Current Expens	89.46	104 Portage Ave
17765	12/05/2024	12/05/2024	1698 GRANT COUNTY PUD	2,830.03	Power Billing Oct. 2024
518 30 47 14	City Hall Utilities		001 000 518 Current Expens	160.45	521 Government Rd
534 10 47 01	Utilities		401 000 534 Water Operatin;	2,425.10	707 2nd
534 10 47 01	Utilities		401 000 534 Water Operatin;	53.87	Boundary
572 20 47 00	Library - Utility Services		001 000 572 Current Expens	71.74	Library
576 80 47 00	Park Utilities		001 000 576 Current Expens	29.82	106 Portage Ave
576 80 47 00	Park Utilities		001 000 576 Current Expens	32.62	Park
576 80 47 00	Park Utilities		001 000 576 Current Expens	26.24	Outlets
576 80 47 00	Park Utilities		001 000 576 Current Expens	30.19	Control Circuit
17784	12/05/2024	12/05/2024	2874 LEDEZMA, JUAN CARLOS	200.00	Reimbursement For Boots 2024
534 10 31 03	Uniforms		401 000 534 Water Operatin;	200.00	Reimbursement For Boots 2024
17756	12/05/2024	12/05/2024	3355 LOWELL'S CORNERSTONE CON. LLC	140.92	Blow Out Irrigation Lines
576 80 48 00	Park Maintenance		001 000 576 Current Expens	140.92	Blow Out Irrigation Lines
17789	12/05/2024	12/05/2024	2840 MATTAWA AUTO PARTS, LLC	66.03	Parts/ Supplies
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	66.03	Deicer Wash/ Oil/ Filter
17767	12/05/2024	12/05/2024	324 MULTI AGENCY COMMUNICATION CENTER	2,481.70	Dispatch Services Dec. 2024
522 20 42 02	MACC - Communications		107 000 522 Public Safety T	2,481.70	Dispatch Services Dec. 2024
17761	12/05/2024	12/05/2024	1993 ORKIN PEST CONTROL	133.32	Pest Control 11/7/2024
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	133.32	Pest Control 11/7/2024
17758	12/05/2024	12/05/2024	2798 PACIFIC OFFICE AUTOMATION	247.64	Monthly Equipment For Oct. 2024
591 14 70 00	Postage Machine Lease - C		001 000 591 Current Expens	49.53	Monthly Equipment For Oct. 2024
591 21 70 03	Copier Machine Lease - PD		001 000 591 Current Expens	49.53	Monthly Equipment For Oct. 2024
591 34 70 01	Copier Machine Lease - PW		401 000 591 Water Operatin;	49.53	Monthly Equipment For Oct. 2024
591 35 70 02	Copier Machie Lease - PW		405 000 591 Sewer Operatin	49.53	Monthly Equipment For Oct. 2024
591 37 70 01	Copier Machine Lease - PW		420 000 591 Solid Waste Fu	49.52	Monthly Equipment For Oct. 2024
17778	12/05/2024	12/05/2024	2820 PETRO-USA MATTAWA MART	2,640.90	MPD Fuel Services

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	521 20 32 02		Additional Officer Vehicle 1	2,640.90	MPD Fuel Services
			001 000 521 Current Expens		
17783	12/05/2024	12/05/2024	2820	1,519.82	PW Fuel Services
	534 10 32 02		Fuel	659.50	PW Fuel Services
	535 10 32 00		Fuel	659.50	PW Fuel Services
	542 30 32 03		Fuel	100.00	PW Fuel Services
	576 80 32 04		Fuel	100.82	PW Fuel Services
			401 000 535 Water Operatin		
			405 000 535 Sewer Operatin		
			101 000 542 Street Fund		
			001 000 576 Current Expens		
17774	12/05/2024	12/05/2024	1247	19.50	Parts/Supplies
	542 30 43 00		Travel And Training	19.50	Fuel Line Hose /Semi-Synthetic
			101 000 542 Street Fund		
17779	12/05/2024	12/05/2024	1247	38.64	Parts/Supplies
	521 20 48 00		Vehicle Repair And Mainte	36.17	Oil Fuel/Oil Filter
	521 20 48 00		Vehicle Repair And Mainte	2.47	Oil Drain Gasket
			001 000 521 Current Expens		
			001 000 521 Current Expens		
17780	12/05/2024	12/05/2024	1247	4.33	Parts/Supplies
	535 10 48 04		System Repairs / Maintenar	4.33	Utility Knives
			405 000 535 Sewer Operatin		
17759	12/05/2024	12/05/2024	3416	7,380.50	Plannig Services Period Sept. 28 To Nov. 1, 2024
	558 60 41 00		Planning-Zoning & Land U	7,380.50	Plannig Services Period Sept. 28 To Nov. 1, 2024
			001 000 558 Current Expens		
17760	12/05/2024	12/05/2024	3416	4,486.03	Mattawa Climate And Resiliency Elements Sept. 28 To Nov. 1, 2024
	558 60 41 04		Mattawa Climate & Resilie	4,486.03	Mattawa Climate And Resiliency Elements Sept. 28 To Nov. 1, 2024
			001 000 558 Current Expens		
17773	12/05/2024	12/05/2024	3299	70.00	RS Sample
	535 10 41 02		Testing Samples	70.00	RS Sample
			405 000 535 Sewer Operatin		
17781	12/05/2024	12/05/2024	3299	336.00	WWTP RC Samples
	535 10 41 02		Testing Samples	336.00	WWTP RC Samples
			405 000 535 Sewer Operatin		
17785	12/05/2024	12/05/2024	3405	147.30	Shredding Services 11/15/2024
	518 30 49 14		Professional Services	73.65	Shredding Services 11/15/2024
	521 10 49 00		Professional Services	73.65	Shredding Services 11/15/2024
			001 000 518 Current Expens		
			001 000 521 Current Expens		
17766	12/05/2024	12/05/2024	1979	25,565.86	Building Permit Plan & Review/ Rental & Fire Inspection
			THE BUILDING DEPARTMENT LLC		

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524 20 41 00	Rental/Fire Inspection Cost		001 000 524 Current Expens	1,020.00	Rental & Fire Inspection
558 50 41 00	Building Permit & Plan Rev		001 000 558 Current Expens	24,545.86	Building Permit Plan & Review
17768	12/05/2024	12/05/2024	732 U.S CELLULAR	762.24	MPD- Cell Phone Services
521 20 42 00	Telephone		001 000 521 Current Expens	762.24	MPD- Cell Phone Services
17769	12/05/2024	12/05/2024	732 U.S CELLULAR	520.41	PW & Clerks/Mayor Cell Phone Services
518 23 42 14	Telephone/Internet Expense		001 000 518 Current Expens	193.78	Clerks/Mayor Cell Phone Services
534 10 42 00	Telephone		401 000 534 Water Operatin	108.75	PW Cell Phone Services
535 10 42 00	Telephone		405 000 535 Sewer Operatin	108.75	PW Cell Phone Services
537 10 42 00	Telephone		420 000 537 Solid Waste Fu	109.13	PW Cell Phone Services
17782	12/05/2024	12/05/2024	1807 USA BLUEBOOK	1,412.11	Parts/Supplies
535 10 41 02	Testing Samples		405 000 535 Sewer Operatin	1,412.11	Volumetric Pipet -Lab Tubes / Ammonial Test

Report Total: 93,397.47

Fund	
001 Current Expense Fund	48,146.55
101 Street Fund	222.92
107 Public Safety Tax Fund	2,481.70
401 Water Operating Fund	14,174.41
405 Sewer Operating Fund	5,464.00
420 Solid Waste Fund	22,907.89

This report has been reviewed by:

Anabel Martinez
Anabel Martinez - City Clerk

12/2/24
Date

REMARKS:



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

Memo – Sonrise Orchards PUD Plat Second Extension

To: Mattawa City Council
CC: Mayor Maria Maggie Celaya
From: Rachelle Bradley, Contract Planner
Date: 12/2/2024
Proceeding Type: New Business
Subject: Request to Extend Sonrise Orchards Plat Validity by Applicant

Overview

The City of Mattawa received a second extension request for the Sonrise Orchards Planned Unit Development (PUD) plat approval from the applicant via a letter dated October 22, 2024. The applicant is requesting a second one-year extension of PUD plat validity to November 26, 2025.

Sonrise Orchards PUD Background

The Hearing Examiner approved the Sonrise Orchards PUD on November 26, 2018, with conditions of approval. The City Council previously granted a one-year extension to the applicant in 2023 to expire November 26, 2024. Since then the applicant notes parking and fire compliance for the shop building have been completed. Previously, improvements to Patchee Drive were completed. A minor amendment was submitted to the city in early 2023 with additional materials requested of the applicant. According to the applicant, the required materials are in process. The applicant has also been in continued correspondence with the city regarding this development since early 2022.

Mattawa Municipal Code Compliance

Mattawa Municipal Code 17.38.100 allows applicants may file a written request with the City within thirty (30) days before the expiration date to be granted a one-year extension upon showing a good faith effort to file the site plan. A written request was received to extend the plat validity within the thirty (30) day period. The code does not specify a limit to how many requests an applicant may be granted only that they must be for a period of one-year and show a good faith effort.

Staff Recommendation

Staff recommends approving the one-year extension request to the Sonrise Orchards PUD plat:

1. The applicant has demonstrated good faith efforts by submitting minor amendments to the city, completing improvements in the conditions, and corresponding with the city regularly.
2. The applicant has met the threshold requirements for granting a one-year extension.

3. This is the last extension granted totaling seven years of time since the application approval to ensure the applicant prioritizes site plan filing and providing corrected minor amendment materials.
4. The alternative to approving the extension requires the applicant to restart the PUD process, which will delay housing development in Mattawa. The original PUD is approved for single family, zero-lot line duplexes, and multi-family apartments as well as commercial and recreational uses.

Council Motion

I (approve)/(reject) Sonrise Orchard's request to extend the validity of the Sonrise Orchards Planned Unit Development plat for one-year to expire on November 26, 2025.

Attachment(s)

1. Extension Request Letter

October 22, 2024

Rachelle Bradley

Mattawa City Planning

RE: SONRISE ORCHARDS PLANNED DEVELOPMENT – APPROVAL PERIOD VALIDITY

Rachelle,

We would like to extend our plat validity to

November 26, 2025. Please let me know if you need any further information from me.

Thank you for your assistance in this matter.

All the best,

Jim Roberts

A handwritten signature in blue ink, appearing to read "Jim Roberts", is written over the printed name.

Sonrise Orchards

(425) 985-6181

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

THIS AMENDMENT, by and between the City of Mattawa, Washington, hereinafter referred to as the Agency, and Gray & Osborne, Inc., hereinafter referred to as the Engineer, hereby modifies the contract for On-Call Engineering Services dated (by Agency) August 1, 2024.

Water System Telemetry Improvements

See attached Exhibits A and B for scope and fee. For a not-to-exceed cost of \$134,000 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: 12/2/24

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

CITY OF MATTAWA WATER SYSTEM TELEMETRY IMPROVEMENTS

This Scope of Work presents the professional engineering services requested by the City of Mattawa (City) for the City's Water System Telemetry Improvements.

The electrical engineering design plans, technical specifications, programming, site visits, and electrical submittal and RFI reviews will be completed by a subconsultant, Connetix Engineering. Gray & Osborne will prepare the construction contract forms and general conditions, Division 1 CSI specifications, cover and index sheets for the Plans, coordination the bid and award, and provide the overall construction contract administration.

It is understood that this project is funded by a funding package from the Department of Health Drinking Water State Revolving Fund (DWSRF).

PROJECT BACKGROUND AND OVERVIEW

The City's water system features three active wells, two reservoirs, and four PLC based telemetry panels. These PLCs communicate across a 900 MHZ serial data radio network. The existing PLCs in the telemetry system are obsolete Allen Bradley SLC 5/03 units with RS232 (currently configured for DF1 Half-Duplex protocol) and DH485 ports. The slave radios all have messages that send data from their site to the Well 3 Master PLC, as well as sending information relevant for the HMI to the WWTF PLC.

The PLC control panel at Well 3 monitors the Reservoir 1 and controls Wells 3 and 4. Well 1 is also at this location, but is inactive. The Well 3 PLC is an obsolete Allen Bradley SLC 5/03 communicating over an obsolete in-chassis radio. The radio installed in the Well 3 PLC chassis is the master radio for the network with an omni-directional antenna mounted on top of Reservoir 1. The Well 3 control panel will be replaced entirely to upgrade the current PLC to a CompactLogix PLC and Freewave Zumlink radio. It will also be relocated within the Well 3 building to address NEC clearance requirements. Although the National Electric Code (NEC) requirements have recently become more stringent, the existing installation does not meet previous clearance requirements and would have required relocation even if the work had been completed prior to adoption of the 2023 NEC. Well 3 will remain the master radio for the network, and communications code will be consolidated into the Well 3 PLC for greater control over data messaging timing and coordination.

Well 2 is currently being rebuilt as part of a separate project and will have a brand new CompactLogix PLC and Freewave Zumlink radio. These parts were selected in preparation for this Water System Telemetry Improvements project and for VFD control capabilities for this site. This site will act as a remote site for the water telemetry system

and will have local control code and receive call for water commands from the master PLC (Well 3). Well 2 will have a directional (Yagi) antenna aimed at the Reservoir 1.

Reservoir 2 has an Allen Bradley SLC 5/03 and an in-chassis radio that matches the radio at Well 3. This radio is connected to a small Yagi antenna aimed at the Reservoir 1. This control panel will be refurbished with a new backplate featuring a Freewave Zumlink Radio and an Allen Bradley Micro800 or CompactLogix series PLC compatible with the new Well 3 PLC and radio. This site likely does not require a CompactLogix series PLC; however, installing a CompactLogix at this site will benefit the owner with reduced spare part requirements and consistency between sites for operational and training purposes.

The WWTF has a CompactLogix PLC and will need a new Freewave Zumlink radio. The PLC code for managing water system telemetry network traffic will be rewritten. The WWTF PLC is modern already due to recent improvements at the WWTF.

SCOPE OF WORK

The project will include the following elements:

Task 1 – Project Management (Including QA/QC)

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

Task 2 – Engineering Design

Provide engineering design services for the water system telemetry improvements described above. This work will include the following services:

- A. Complete design drawings and specifications for the improvements described above.
- 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 site visit to visually assess site conditions, obstacles, etc., and to assist in ongoing design efforts.
- E. Submit 50 percent and final contract documents and engineer's construction cost estimate to the City, including incorporation of all previous City comments.

Task 3 – Construction Contract Administration

The Engineer will assist the City with management of the construction phase of the Reservoir 2 project by providing the following services:

- A. Act as liaison between the City and the contractor through construction. The City's instructions to the contractor will be through the Engineer who will act on behalf of the City, as provided in the contract documents.
- B. Coordinate and conduct a preconstruction conference to establish administrative procedures and review schedule for the project. Prepare and distribute minutes of the preconstruction conference to all attendees.
- C. Review shop drawings and submittals for compliance with design intent and conformity to the contract documents.
- D. Respond to contractor questions and provide interpretation of the contract documents to clarify design.
- E. Prepare a monthly progress estimate recommending payment to the contractor based on the actual work performed. Review monthly progress payment requests as prepared by the contractor. This scope assumes a total of 2 progress estimates.
- F. Represent the City in negotiations of change orders with the contractor. Prepare change orders for execution by the contractor subject to approval and authorization of the City. This scope assumes a total of 1 change order.
- G. Provide notices of substantial completion and final acceptance of the construction.
- H. Prepare record drawings from field observations and information provided by the contractor.
- I. Participate in one shop test for the new control panel equipment.
- J. Configure the new radios and commission the new radio network.
- K. Program the new PLCs and modifications to the WWTF PLC to commission the water telemetry system.
- L. Complete one site visit for programming and start up.

Task 4 – 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 5 – Funding Management Assistance

This task includes assisting the City with DWSRF funding management. Provide assistance to the City throughout the project for complying with the requirements of the funding agencies.

DELIVERABLES

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

- City of Mattawa – Contract documents at 50-percent completion
- City of Mattawa – Final contract documents
- City of Mattawa – Engineer’s construction cost estimate

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.

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. Field or office survey tasks.
2. Any work associated with rectifying discrepancies in existing rights-of-way, record surveys, easements, plat maps, etc.

3. Design of mechanical, civil, structural, HVAC improvements.
4. Efforts associated with environmental or cultural review.
5. Cultural resource survey preparation.
6. Geotechnical investigation.
7. More than one bid and award process.
8. Construction observation 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 - WATER SYSTEM TELEMETRY IMPROVEMENT

Tasks	Principal Hours	Project Manager Hours	Civil Engineer Hours	Environmental Specialist Hours	Engineer-In-Training Hours	AutoCAD Technician Hours
1 Project Management (Including QA/QC)	8	24				
2 Engineering Design	4	12	40		50	20
3 Construction Contract Administration	4	12	40		50	
4 Bid and Award Services		2	8		8	
5 Funding Management Assistance		2	8	20	8	
Hour Estimate:	16	52	96	20	116	20
Fully Burdened Billing Rate Range:*	\$165 to \$265	\$148 to \$265	\$115 to \$190	\$100 to \$185	\$105 to \$180	\$65 to \$180
Estimated Fully Burdened Billing Rate:*	\$230	\$190	\$150	\$150	\$130	\$130
Fully Burdened Labor Cost:	\$3,680	\$9,880	\$14,400	\$3,000	\$15,080	\$2,600

Total Fully Burdened Labor Cost:	\$ 48,640
Direct Non-Salary Cost:	
Mileage & Expenses (Mileage @ current IRS rate)	\$ 550
Subconsultant:	
Connetix Engineering, Inc.	\$ 77,100
Subconsultant Overhead (10%)	\$ 7,710
TOTAL ESTIMATED COST:	\$ 134,000

* 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.

ORDINANCE NO. 24-697

**AN ORDINANCE AMENDING THE 2024 BUDGET OF THE CITY OF MATTAWA,
AS ADOPTED BY ORDINANCE NO. 23-689**

WHEREAS, the City of Mattawa adopted the 2024 budget in final form by Ordinance No. 23-689 on the 7th day of December, 2023 and

WHEREAS, subsequent thereto it has become necessary for the City to amend said ordinance because of revenues and expenditures of same, which could not reasonably have been foreseen at the time of adopting said budget; and

WHEREAS, said expenditures are not one of the emergencies specifically enumerated in RCW 35A.33.080; and

WHEREAS, the City is desirous of amending its budget pursuant to RCW 35A.33.120; and

NOW THEREFORE, the City Council of the City of Mattawa, Washington do ordain as follows:

Section 1. The following accounts contained in the 2024 Budget are hereby amended as set forth below:

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
001		General Fund (Revenues)			
001	308910001	Beg Bal UnRes Current Exp	\$725,000.00	\$311,758.00	\$1,036,758.00
001	321990000	Business Licenses & Permits	\$15,000.00	\$9,387.00	\$24,387.00
001	322100000	Building Permits	\$13,000.00	\$102,000.00	\$115,000.00
001	334027000	Recreation & Conservation Funding Grant - PROS Plan	\$0.00	\$60,000.00	\$60,000.00
001	334027001	Recreation & Conservation Funding Grant - Park Equipment	\$0.00	\$56,450.00	\$56,450.00
001	334042002	Mattawa Climate & Resiliency Element Grant	\$0.00	\$100,000.00	\$100,000.00
001	337052100	Police Academy Reimbursement From WCJTC	\$0.00	\$18,826.00	\$18,826.00
001	341820000	Engineering Services Reimbursement	\$2,000.00	\$9,451.00	\$11,451.00
001	347905760	Parks & Recreation - Fee in Lieu	\$0.00	\$2,818.00	\$2,818.00
001	347300000	Events - Public Service Assitance - MPD	\$500.00	\$1,600.00	\$2,100.00
001	361100000	Investment Interest	\$4,000.00	\$5,500.00	\$9,500.00
001	361400000	Interest on Sales (County)	\$500.00	\$1,500.00	\$2,000.00
001	367110000	Community Events Donations	\$1,000.00	\$1,155.00	\$2,155.00
001	369910000	Reimbursed Expenses - Police	\$0.00	\$865.00	\$865.00
001	367000003	WCIA Contributions	\$0.00	\$9,686.00	\$9,686.00
001	398100001	Insurance Recoveries (WCIA)	\$0.00	\$490.00	\$490.00
001	397140000	Transfer In from TBD Fund - Basketball Court Project	\$0.00	\$15,000.00	\$15,000.00
001		General Fund (Expenses)			
001	511604100	Elected Officials - Professional Services	\$1,600.00	\$1,900.00	\$3,500.00
001	514234101	Deputy Clerk Wages	\$33,000.00	\$7,000.00	\$40,000.00
001	514232000	Clerk Benefits	\$11,500.00	-\$3,500.00	\$8,000.00
001	514234101	Banking & Visa/Merchant Fees	\$5,000.00	\$1,500.00	\$6,500.00
001	518234100	State Auditor	\$200.00	\$5,300.00	\$5,500.00
001	518304800	Repair & Maintenance	\$10,000.00	-\$5,000.00	\$5,000.00
001	518304901	Engineering Services	\$8,000.00	\$18,000.00	\$26,000.00
001	518804101	Computer Support/ Maintenance	\$14,000.00	\$2,500.00	\$16,500.00
001	521101000	Police Clerk Wages	\$25,000.00	-\$25,000.00	\$0.00
001	521102000	Police Clerk Benefits	\$15,000.00	-\$15,000.00	\$0.00
001	521203501	Axon - Body Cameras	\$7,500.00	-\$7,500.00	\$0.00
001	591217001	Axon Body Cameras	\$0.00	\$7,500.00	\$7,500.00
001	521204600	Insurance	\$40,500.00	\$2,747.00	\$43,247.00
001	521221000	Police Wages	\$365,000.00	-\$100,000.00	\$265,000.00
001	521221007	Police Officer Overtime	\$35,000.00	\$5,000.00	\$40,000.00
001	522205100	Fire District #8 Contract	\$0.00	\$136,435.00	\$136,435.00
001	554201000	Animal Control Wages	\$5,500.00	\$3,500.00	\$9,000.00
001	554202000	Animal Control Benefits	\$3,500.00	\$2,000.00	\$5,500.00
001	558504100	Building Permit & Plan Review	\$15,000.00	\$45,000.00	\$60,000.00
001	558604100	Planning-Zoning & Land Use Administration	\$60,000.00	\$20,000.00	\$80,000.00
001	558604103	Mattawa Parks, Recreation, & Open Space Plan - Planning	\$0.00	\$60,557.00	\$60,557.00
001	558604104	Mattawa Climate & Resiliency Element Grant	0	\$100,000.00	\$100,000.00
001	573904900	Community Events	1,000	\$2,927.00	\$3,927.00
001	576801000	Public Works Wages	\$13,000.00	\$1,600.00	\$14,600.00
001	576801003	Public Works Overtime Wages	\$2,000.00	\$1,000.00	\$3,000.00
001	576802003	Public Works Overtime Benefits	\$1,300.00	\$400.00	\$1,700.00

001	576803100	Park Supplies	\$2,000.00	\$1,000.00	\$3,000.00
001	576804700	Park Utilities	\$20,000.00	\$8,000.00	\$28,000.00
001	576804800	Park Maintenance	\$4,000.00	\$3,000.00	\$7,000.00
001	594766300	Park Improvements (Donations)	\$2,834.00	\$12,587.00	\$15,421.00
001	591147000	Postage Machine Lease - Clerk's Dept.	\$0.00	\$500.00	\$500.00
001	591147001	Copier Machine Lease - Clerk's Dept.	\$0.00	\$800.00	\$800.00
001	591217002	Postage Machine Lease - PD	\$0.00	\$400.00	\$400.00
001	591217003	Copier Machine Lease - PD	\$0.00	\$800.00	\$800.00
001	594216405	Hoist Lift - MPD	\$4,000.00	-\$4,000.00	\$0.00
001	594763500	RCO Grant - Park Supplies/Equipment	\$0.00	\$56,450.00	\$56,450.00
001	594764100	2022 Paul Lauzier Grant - Basketball Court - Engineering	\$0.00	\$8,528.00	\$8,528.00
001	594766301	2022 Paul Lauzier Grant - Basketball Court - Construction	\$0.00	\$60,410.00	\$60,410.00
001	508800001	End Bal Unres Current Exp	\$538,494.00	\$289,145.00	\$827,639.00

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
Police Vehicle Fund (Revenues)					
102		Beg Bal UnRes Police Fund	\$4,953.00	\$25,051.00	\$30,004.00
102	397001060	Transfer In - F-150 & K8A Police Vehicles (ARPA)	\$0.00	\$121,045.39	\$121,045.39
Police Vehicle Fund (Expenditures)					
102	594216300	2024 Ford F-150 (ARPA)	\$0.00	\$54,878.85	\$54,878.85
102	594216302	2024 Ford K8A Police Utility AWD (ARPA)	\$0.00	\$66,166.54	\$66,166.54
102	594216408	Police Vehicle Upfitting - (ARPA)	\$0.00	\$30,120.00	\$30,120.00
102	508800102	End Bal Unres Police Fund	\$4,978.00	-\$4,978.00	\$0.00

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
Street Fund (Revenues)					
101		Beg Bal Res Street Fund	\$330,000.00	\$110,029.00	\$440,029.00
101	308310100	Street & Utility Construction Permit	\$400.00	\$36,131.00	\$36,531.00
101	322100001	Investment Interest	\$2,000.00	\$2,302.00	\$4,302.00
101	361100101	Transfer In from TBD - Complete Streets Riverview Ave. Project	\$0.00	\$59,000.00	\$59,000.00
101	397140001				
Street Fund (Expenses)					
101	542301000	Public Works Wages	\$12,000.00	\$3,000.00	\$15,000.00
101	542302000	Public Works Benefits	\$7,000.00	\$1,500.00	\$8,500.00
101	542302003	Public Works Overtime Benefits	\$1,200.00	\$400.00	\$1,600.00
101	542303203	Fuel	\$600.00	\$600.00	\$1,200.00
101	542303500	Street Signs	\$3,000.00	\$581.00	\$3,581.00
101	542303501	Small Tools & Equipment	\$1,000.00	\$1,200.00	\$2,200.00
101	542304100	Professional Services	\$1,000.00	\$500.00	\$1,500.00
101	542304102	State Auditor	\$500.00	\$549.00	\$1,049.00
101	542304106	Engineering Services	\$500.00	\$29,500.00	\$30,000.00
101	542304300	Travel & Training	\$500.00	\$300.00	\$800.00
101	543304700	Utilities	\$700.00	\$500.00	\$1,200.00
101	595426302	Complete Streets Grant (Riverview Ave. Improv.) Construction	\$0.00	\$125,723.00	\$125,723.00
101	595426303	Complete Streets Grant (Riverview Ave. Improv.) Engineering	\$0.00	\$14,627.00	\$14,627.00
101	508100101	End Bal Res Street Fund	\$333,408.00	\$28,482.00	\$361,890.00

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
Multimodal Transportation Fund (Revenues)					
103		Beg Bal Res Multimodal Transportation	\$87,650.00	\$607.00	\$88,257.00
Multimodal Transportation Fund (Expenses)					
103					
103	508100103	End Bal Res Multimodal Transportation	\$95,650.00	\$607.00	\$96,257.00

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
LFRF Fund (Revenues)					
106		Estimated Beginning Balance	\$800,000.00	-\$522,815.03	\$277,184.97
LFRF Fund (Expenses)					
106					
106	597216300	Transfer Out - F-150 & K8A Police Vehicles (ARPA)	\$0.00	\$121,045.39	\$121,045.39
106	597346401	Transfer Out - Public Works Truck (ARPA)	\$0.00	\$31,277.10	\$31,277.10
106	597356401	Transfer Out - Public Works Truck (ARPA)	\$0.00	\$31,277.09	\$31,277.09
106	597346402	Transfer Out - Public Works Mini Excavator (ARPA)	\$0.00	\$36,219.64	\$36,219.64
106	597356402	Transfer Out - Public Works Mini Excavator (ARPA)	\$0.00	\$36,219.64	\$36,219.64

106	597346400	Transfer Out - Public Works Trailer	\$0.00	\$8,797.45	\$8,797.45
106	597356400	Transfer Out - Public Works Trailer	\$0.00	\$8,797.45	\$8,797.45
106	508106000	Ending Balance	\$800,000.00	-\$796,448.79	\$3,551.21

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
107		Public Safety Tax Fund (Revenues)			
107	308910107	Estimated Beginning Balance	\$266.00	\$81,076.00	\$81,342.00
107	313150000	Public Safety Tax	\$200,000.00	\$50,000.00	\$250,000.00
107		Public Safety Tax Fund (Expenses)			
107	508800107	Ending Balance	\$12,266.00	\$131,076.00	\$143,342.00

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
140		Transportation Benefit District (Revenues)			
140	308310000	Beg Bal Trans Benefit Dist	\$352,000.00	\$7,277.00	\$359,277.00
140		Transportation Benefit District (Expenses)			
140	597956300	Transfer Out to General Fund - Basketball Court Project	\$0.00	\$15,000.00	\$15,000.00
140	597956301	Transfer Out to Street Fund - Complete Streets Riverview Project	\$0.00	\$59,000.00	\$59,000.00
140	508100000	End Bal Trans Benefit Dist	\$432,000.00	-\$66,723.00	\$365,277.00

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
350		Capital Improvement Fund (Revenues)			
350	308310350	Beg Bal Capital Imp Fund	\$155,200.00	-\$6,908.00	\$148,292.00
350	318340000	Real Estate Excise Tax	\$5,000.00	\$140,600.00	\$145,600.00
350	361100350	Investment Interest	\$800.00	\$700.00	\$1,500.00
350	369900000	Earnest Money - Refunded	\$0.00	\$3,500.00	\$3,500.00
350		Capital Improvement Fund (Expenses)			
350	508100350	End Bal Res Capital Imp Fund	\$161,000.00	\$137,892.00	\$298,892.00

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
401		Water Operating Fund (Revenues)			
401	308510401	Beg Bal UnRes Water Fund	\$820,000.00	\$173,501.00	\$993,501.00
401	343400000	Water Sales	\$650,000.00	\$30,000.00	\$680,000.00
401	343400003	Utility Tax On Water Sales	\$113,750.00	\$6,250.00	\$120,000.00
401	343400005	Water Parts Sales & Hydrant Rentals	\$3,000.00	\$9,000.00	\$12,000.00
401	343400005	Water Hookups New	\$1,000.00	\$10,000.00	\$11,000.00
401	359400101	Delinquent Utility Fees --Water	\$4,000.00	\$6,000.00	\$10,000.00
401	361100401	Investment Interest	\$4,000.00	\$6,771.00	\$10,771.00
401	389100401	Hydrant Deposits	\$500.00	\$2,000.00	\$2,500.00
401	397106004	Transfer In - Public Works Trailer (ARPA)	\$0.00	\$8,797.45	\$8,797.45
401	397106006	Transfer In - Public Works Truck (ARPA)	\$0.00	\$31,277.10	\$31,277.10
401	397106009	Transfer In - Public Works Mini Excavator (ARPA)	\$0.00	\$36,219.64	\$36,219.64
401		Water Operating Fund (Expenses)			
401	534101002	Public Works Wages	\$87,000.00	-\$10,500.00	\$76,500.00
401	534101004	Public Works Overtime Wages	\$10,000.00	\$2,000.00	\$12,000.00
401	534103100	Office Supplies	\$4,000.00	\$2,000.00	\$6,000.00
401	534103101	Operating Supplies	\$4,000.00	\$2,000.00	\$6,000.00
401	534103102	Chlorine	\$7,500.00	\$5,105.00	\$12,605.00
401	534103102	Small Tools & Equipment	\$5,000.00	\$5,000.00	\$10,000.00
401	534104100	State Auditor	\$2,500.00	\$2,500.00	\$5,000.00
401	534104103	Engineering Services	\$10,000.00	\$7,000.00	\$17,000.00
401	534104104	Publishing	\$400.00	\$600.00	\$1,000.00
401	534104105	Professional Services	\$7,000.00	\$7,000.00	\$14,000.00
401	534104108	Water System Capacity Analysis	\$0.00	\$14,000.00	\$14,000.00
401	534104400	Excise Tax on Sales	\$30,000.00	\$11,000.00	\$41,000.00
401	534104801	Meter Installations	\$10,000.00	\$10,000.00	\$20,000.00
401	534104903	System Repair & Maintenance	\$26,000.00	\$8,000.00	\$34,000.00
401	534103202	Fuel	\$6,000.00	\$2,000.00	\$8,000.00
401	594346303	Well #2 Rehabilitation & Re-Equipping (ARPA)	\$0.00	\$109,819.81	\$109,819.81
401	594346408	Public Works Trailer (ARPA)	\$0.00	\$8,797.45	\$8,797.45
401	594346409	Public Works Truck (ARPA)	\$0.00	\$31,277.10	\$31,277.10
401	594346410	Public Works Mini Excavator (ARPA)	\$0.00	\$36,219.64	\$36,219.64

401	508800401	End UnRes Water Fund	\$829,346.80	\$65,997.19	\$895,343.99
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Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
402		Water Bond Debt Fund (Revenue)			
402	308510402	Beg Bal UnRes Water Bond Redemp	\$42,597.11	-\$5,160.00	\$37,437.00
402		Water Bond Debt Fund (Expenses)			
402	508800420	End Bal UnRes Water Bond Redemp Fund	\$42,597.11	-\$5,160.11	\$37,437.00

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
403		Customer Deposit Fund (Revenues)			
403	308410403	Beg Bal Res Deposit Fund	\$20,728.00	-\$20,728.00	\$0.00
403		Customer Deposit Fund (Expenses)			
403	589300100	Deposit Refunds - Customer	\$1,849.00	-\$849.00	\$1,000.00
403	508100403	End Bal Res Deposit Fund	\$22,085.00	-\$19,879.00	\$2,206.00

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
405		Sewer Operating Fund (Revenues)			
405	308510405	Beg Bal UnRes Sewer Fund	\$300,000.00	-\$109,496.00	\$190,504.00
405	343500001	Sewer Sales	\$760,000.00	\$5,000.00	\$765,000.00
405	343500003	Utility Tax on Sewer Sales	\$133,000.00	\$2,500.00	\$135,500.00
405	343500004	Sewer Sales - Parts	\$0.00	\$6,893.00	\$6,893.00
405	343500005	Sewer Hookups New	\$350.00	\$8,050.00	\$8,400.00
405	359500001	Delinquent Utility Fees - Sewer	\$3,500.00	\$2,350.00	\$5,850.00
405	361100405	Investment Interest	\$0.00	\$2,200.00	\$2,200.00
405	397106005	Transfer In - Public Works Traller (ARPA)	\$0.00	\$8,797.45	\$8,797.45
405	397106007	Transfer In - Public Works Truck (ARPA)	\$0.00	\$31,277.09	\$31,277.09
405	397106008	Transfer In - Public Works Mini Excavator	\$0.00	\$36,219.64	\$36,219.64
405	398100000	Insurance Recoveries - WWTF Fire	\$0.00	\$906,985.71	\$906,985.71
405		Sewer Operating Fund (Expenses)			
405	535004801	Sewer Installations	\$4,000.00	\$2,500.00	\$6,500.00
405	535101000	Public Works Wages	\$98,000.00	-\$8,000.00	\$90,000.00
405	535102000	Public Works Benefits	\$64,000.00	-\$5,500.00	\$58,500.00
405	535103100	Office Supplies	\$3,000.00	\$4,000.00	\$7,000.00
405	535103200	Fuel	\$5,000.00	\$3,000.00	\$8,000.00
405	535104100	State Auditor	\$3,000.00	\$2,000.00	\$5,000.00
405	535104101	Engineering Services	\$6,600.00	\$2,400.00	\$9,000.00
405	535104102	Testing Samples	\$22,000.00	\$14,000.00	\$36,000.00
405	535104104	Professional Services	\$7,000.00	\$7,500.00	\$14,500.00
405	535104400	Excise Tax on Sales	\$15,000.00	\$4,000.00	\$19,000.00
405	535104401	Utility Tax on Sewer Sales Paid to General Fund	\$156,275.00	-\$6,000.00	\$150,275.00
405	535104600	Insurance	\$46,000.00	-\$2,235.00	\$43,765.00
405	535104700	Utilities	\$24,000.00	\$3,000.00	\$27,000.00
405	535104802	Sewer Plant Maintenance	\$24,000.00	\$4,000.00	\$28,000.00
405	535105100	Permit Fees	\$4,500.00	\$1,244.00	\$5,744.00
405	591357001	Postage Machine Lease - PW	\$0.00	\$250.00	\$250.00
405	591357002	Copier Machine Lease - PW	\$0.00	\$600.00	\$600.00
405	594356407	Public Works Trailer (ARPA)	\$0.00	\$8,797.45	\$8,797.45
405	594356408	Public Works Truck (ARPA)	\$0.00	\$31,277.09	\$31,277.09
405	594356409	Public Works Mini Excavator (ARPA)	\$0.00	\$36,219.64	\$36,219.64
405	594356410	Public Works Trailer Jet (ARPA)	\$0.00	\$123,118.20	\$123,118.20
405	508800405	End Bal UnRes Sewer Fund	\$313,614.00	\$674,605.51	\$988,219.51

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
406		Sewer Debt Fund (Revenues)			
406	308510406	Beg Bal UnRes Sewer Debt Fund	\$410,332.00	\$2,551.00	\$412,883.00
406	361100406	Investment Interest	\$1,200.00	\$2,600.00	\$3,800.00
406	361400406	ULID Sewer Interest	\$8,000.00	-\$3,000.00	\$5,000.00
406	368100406	ULID Sewer Principal	\$22,000.00	-\$4,500.00	\$17,500.00
406		Sewer Debt Fund (Expenses)			
406	508800406	End Bal UnRes Sewer Debt Fund	\$536,350.57	-\$2,349.00	\$534,001.57

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
411		Water Capital Improvements (Revenues)			
411	308510411	Beg Bal UnRes Water Capital Improvements	\$459,000.00	\$2,234.00	\$461,234.00
411	343400006	Water Rights Fees In Lieu of Water Rights	\$0.00	\$49,140.00	\$49,140.00
411	343400007	Water GFC Fee Non Developer	\$0.00	\$290,560.00	\$290,560.00
411	361100111	Investment Interest	\$600.00	\$3,800.00	\$4,400.00
411	367400403	Water GFC System Fees Developer	\$0.00	\$96,000.00	\$96,000.00
411	367400404	Water Hook Up fees Developer	\$0.00	\$4,200.00	\$4,200.00
411	369900001	Earnest Money - Refunded	\$0.00	\$750.00	\$750.00
411	391900000	PWTF Loan - Well 2 Improvements	\$0.00	\$350,000.00	\$350,000.00
411		Water Capital Improvements (Expenses)			
411	594344100	Well 2 Final Design & Construction Admin. - Engineering	\$0.00	\$300,000.00	\$300,000.00
411	594346200	Well 2 Final Design & Construction Admin. - Construction	\$0.00	\$50,000.00	\$50,000.00
411	599348901	Earnest Money (Troxel Property)	\$0.00	\$1,083.74	\$1,083.74
411	508800411	End Bal UnRes Water Capital Imp	\$459,600.00	\$445,600.26	\$905,200.26

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
412		Sewer Capital Improvements (Revenues)			
412	308510412	Beg Bal UnRes Sewer Capital Improvement	\$674,000.00	-\$1,079,981.48	-\$405,981.48
412	343500006	Sewer GFC Fee Non Developer	\$0.00	\$186,600.00	\$186,600.00
412	367500406	Sewer GFC System Fees Developer	\$0.00	\$60,000.00	\$60,000.00
412	367500407	Sewer Hook Up Fees Developer Only	\$0.00	\$4,200.00	\$4,200.00
412	369900002	Earnest Money - Refunded	\$0.00	\$750.00	\$750.00
412	391800002	WWTF Improvements --DOE Loan	\$0.00	\$3,000,000.00	\$3,000,000.00
412	334030000	Lift Station Upgrade - DOE Grant	\$0.00	\$100,000.00	\$100,000.00
412		Sewer Capital Improvements (Expenses)			
412	594354100	WWTF Improvements Project - Engineering (Construction Admin)	\$0.00	\$300,000.00	\$300,000.00
412	594356305	WWTF Improvements Project - Construction	\$0.00	\$1,518,393.17	\$1,518,393.17
412	594356301	Lift Station Upgrade	\$0.00	\$100,000.00	\$100,000.00
412	508800412	End Bal UnRes Sewer Capital Imp Fund	\$683,610.20	\$353,175.35	\$1,036,785.55

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
413		Water Deposits (Revenues)			
413	308410413	Beg Bal Res Water Deposits	\$0.00	\$12,727.47	\$12,727.47
413	382100413	Water Deposits	\$0.00	\$1,550.00	\$1,550.00
413		Water Deposits (Expenses)			
413	582100413	Water Deposit Refunds	\$0.00	\$500.00	\$500.00
413	508413000	Ending Balance	\$0.00	\$13,777.47	\$13,777.47

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
414		Sewer Deposits (Revenues)			
414	308410414	Beg Bal Res Sewer Deposits	\$0.00	\$12,427.46	\$12,427.46
414	382100414	Sewer Deposits	\$0.00	\$1,550.00	\$1,550.00
414		Sewer Deposits (Expenses)			
414	582100414	Sewer Deposit Refunds	\$0.00	\$500.00	\$500.00
414	508414000	Ending Balance	\$0.00	\$13,477.46	\$13,477.46

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
420		Solid Waste Fund (Revenues)			
420	308510420	Beg Bal UnREs Solid Waste Fund	\$120,000.00	-\$7,943.00	\$112,057.00
420	359700420	Delinquent Utility Fees - Garbage	\$1,000.00	\$500.00	\$1,500.00
420	361100420	Investment Interest	\$500.00	\$677.00	\$1,177.00
420	367000005	Clean-Up Fee Revenue	\$2,000.00	\$2,017.00	\$4,017.00
420		Solid Waste Fund (Expenses)			
420	537101001	Public Works Wages	\$8,000.00	\$4,000.00	\$12,000.00
420	537102001	Public Works Benefits	\$5,000.00	\$2,000.00	\$7,000.00
420	537103100	Office Supplies	\$600.00	\$400.00	\$1,000.00
420	537103101	Postage	\$1,097.00	\$200.00	\$1,297.00
420	537103300	Consolidated Disposal	\$255,000.00	-\$5,000.00	\$250,000.00

420	537104100	State Auditor	\$2,000.00	\$3,000.00	\$5,000.00
420	537104102	Professional Services	\$2,400.00	\$2,600.00	\$5,000.00
420	537104401	Utility Tax On Garbage Sales Paid to General Fund	\$73,203.00	-\$4,686.00	\$68,517.00
420	591377000	Postage Machine Lease - PW	\$0.00	\$250.00	\$250.00
420	591377001	Copier Machine Lease - PW	\$0.00	\$500.00	\$500.00
420	508800420	End Bal UnRes Solid Waste Fund	\$121,557.92	-\$8,013.00	\$113,544.92

Fund	Account	Title	2024 Budget	2024 Budget Amendment Change	2024 Budget Amendment Final
639		Custodial Fund (Revenues)			
639	308310063	Estimated Beginning Balance	\$0.00	\$414.00	\$414.00
639	389300000	State Bldg Code Fee	\$0.00	\$375.00	\$375.00
639		Custodial Fund (Expenses)			
639	589300200	State Bldg Code Fee to State	\$0.00	\$375.00	\$375.00
639	508310063	Ending Balance	\$0.00	\$414.00	\$414.00

Section 2. The budget for the year 2024 is amended to provide for the changes outlined above, and a complete copy of the amended budget of the city is filed in the office of the City Clerk.

Section 3. The City Clerk is hereby directed to transmit this supplemental budget to the State Auditor's

Office and to the Association of Washington Cities.

Section 4. This ordinance shall become effective five days after its passage by the Council, approval,

and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF MATTAWA at a regular meeting thereof this

5th day of December, 2024.

Mayor , Maria Celaya

APPROVED AS TO FORM:

ATTEST:

Clerk/Treasurer , Anabel Martinez

City Attorney, Katherine Kenison

PASSED THE 5th DAY OF DECEMBER, 2024

APPROVED THE 5th DAY OF DECEMBER, 2024

PUBLISHED THE 11th DAY OF DECEMBER, 2024