



CITY OF MATTAWA
COUNCIL MEETING AGENDA
February 06, 2025
5:30 P.M.

Call to Order:

Roll Call: Mayor Maria Celaya, Sun Hwang, Brian Berghout, Silvia Barajas, Tony Acosta,
Alex Heredia, Fabiola Hernandez, Wendy Lopez

I. Additions/Approval of Agenda:

II. Public Comments:

III. Consent Agenda/Informational:

- Gray & Osborne Project Summary 01.22.25
- Minutes- Council Meeting 01.16.25
- 2025 Claims EFT & Checks Approval #20858-20886 -- \$143,362.06
- 2025 Payroll EFT & Checks Approval #32002-32008 -- \$118,591.55
- Treasurer Report

IV. Reports:

Northwest Code Professional's Report

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. Event Permit Our Lady of the Desert Parish – Palm Sunday (4.13.25)
2. Event Permit Our Lady of the Desert Parish – Silent Procession (4.18.25)
3. Teamsters CBA 2025-2027 (Approval & Retro Pay to Jan. 1st, 2025)

VII. Adjournment:

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

** As of January 16th, 2025, the Council approved payment of 2024 Claims Checks Approval #20828-20845 in the amount of \$27,795.19, 2025 Claims EFT & Checks Approval #20846-20856 in the amount of \$326,284.28, 2025 Payroll EFT Approval in the amount of \$10,200.00.

***Councilman Acosta would like the 2025 Capital Project listed on the city website.*

***** M/s; Acosta / Barajas motion that bills, checks, payroll, 12.27.24 & 01.02.25 meeting minutes be approved. Motion carried.***

IV. Reports:

Planning Report

➤ Monthly Update

** Bodrero Project – Currently there are no outstanding permits in the planning stage, they have all been forwarded to the building dept.

** A list of all developments in review, administrative inquiries, and general planning was provided in council packet.

** Councilman Berghout asked about an update on the Catholic Church project, Rachelle said they received a CUP approval.

** Councilwoman Barajas asked about the Plaza and gas station. Rachelle said both are located across from each other, both require a CUP.

Mayor's Report

** Mayor Celaya met with staff regarding community events.

** Mayor attended the luncheon for appreciation of law enforcement, there were 2 Mattawa officers present.

Council Report

**Councilwoman Lopez inquired about the council presentations that Councilmember Acosta mentioned earlier. She wanted to see if we could follow through with the idea. Some topics mentioned were how to approach people, no eating during meetings, council rules and procedures. Councilman Acosta said the idea can be to present as a group, individually, or as partners.

**Councilman Acosta brought up the topic of trucks in our roadways. He also mentioned it would be a good idea to have banners promoting our resources like Text my Gov and Xpress Bill pay etc.

Police Department Report

**Chief Zesati said they have new law enforcement software; he will provide a call for service report soon.

**US Cellular update: Moving forward, there will be savings of over 2 hundred dollars.

**Rio Hirari will be volunteering for graffiti removal with paint, council is welcome to volunteer some time.

**Councilwoman Barajas mentioned the mailboxes are tagged, chief said he has tried to reach out to the postmaster.

Public Works Department Report

- **Speakers are mounted on the lobby ceiling; we added 2 additional speakers.**
- **Completed 2024 projects are Riverview Ave. Improvements, Basketball Court & Parking Lot Improvements.**
- **2025 Capital Projects was included on the consent agenda.**
- **The enclosed trailer has arrived.**
- **2025 Red Town Initiative Project of 1.3 million will chip-seal our remaining roads.**
- **Well 2 Re-Equipping project: pouring of stem walls.**
- **WWTF Lift station pumps arrived.**
- **WWTF Improvements project estimated work to be continued by mid-February based on contractor.**
- **Water: The city water comes from ground water, water storage in reservoirs and standpipe. Hydrant meters are flushed and tested annually.**
- **Councilwoman Hernandez asked Juan for a copy of city equipment.**

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

None.

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

- 1. Final Contract Voucher Certificate – Riverview Avenue Improvements
M/s; Berghout / Barajas motion to approve mayor to sign. Motion carried.**
- 2. Change Order #1 – Well 2 Re-Equipping Project
M/s; Acosta / Hwang motion to approve. Motion carried.**
- 3. Progress Estimate 2 – Well 2 Re-Equipping Project
M/s; Acosta / Berghout motion to approve. Motion carried.**
- 4. Resolution 25.01.01 Community Events 2025
Councilman Acosta asked to reduce staff time during community events.
M/s; Heredia / Hernandez motion to approve. Motion carried.**
- 5. Letter of Support – Evergreen Rural Water
Juan explained the funding requested by ERW would provide technical assistance to small cities sewer systems, conferences, and training.
M/s; Acosta / Lopez motion to approve letter but would like a copy of letter before sending. Motion carried.**

VII. Adjournment:

The council meeting was adjourned at 6:59 P.M. M/s; Berghout / Barajas. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

ACCOUNTS PAYABLE

City Of Mattawa

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo		
17948	02/06/2025	02/06/2025	3627		ANATEK LABS INC-SPOKANE	660.00	WWTF RC Samples
	534 10 41 02	Chemical Samples	401 000 534	Water Operatin	240.00	DW RC Samples	
	535 10 41 02	Testing Samples	405 000 535	Sewer Operatin	420.00	WWTF RC Samples	
17952	02/06/2025	02/06/2025	3627		ANATEK LABS INC-SPOKANE	60.00	WWTP RC Samples
	535 10 41 02	Testing Samples	405 000 535	Sewer Operatin	60.00	WWTP RC Samples	
17905	02/06/2025	02/06/2025	2701		ASSOCIATION OF GRANT CO. CITIES & TOWNS	25.00	Annual Dues 2025
	514 23 49 02	Assoc. Dues/AWC	001 000 514	Current Expens	25.00	Annual Dues 2025	
17930	02/06/2025	02/06/2025	2912		AXON ENTERPRISE, INC	6,690.00	MPD- Body Camera Contract Payment
	591 21 70 01	Axon Body Cameras	001 000 591	Current Expens	6,690.00	MPD- Body Camera Contract Payment	
17913	02/06/2025	02/06/2025	2332		BALAGGAN III LLC	500.00	Refund Deposit Hydrant Meter- 88 Governmet Rd
	389 10 04 01	Hydrant Deposits	401 000 380	Water Operatin	-500.00	Refund Deposit Hydrant Meter- 88 Governmet Rd	
17944	02/06/2025	02/06/2025	1681		BLUELINE EQUIPMENT, LLC	162.30	PW-Gloves
	535 10 31 00	Office Supplies	405 000 535	Sewer Operatin	162.30	PW-Gloves	
17907	02/06/2025	02/06/2025	1886		CENTURY LINK	134.87	Lift Station
	535 10 42 00	Telephone	405 000 535	Sewer Operatin	134.87	Lift Station	
17908	02/06/2025	02/06/2025	1886		CENTURY LINK	73.18	WWTF SCADA System
	535 10 42 00	Telephone	405 000 535	Sewer Operatin	73.18	WWTF SCADA System	
17931	02/06/2025	02/06/2025	443		CITY OF MATTAWA-PETTY CASH	49.40	Pety Cash
	521 20 31 02	Postage	001 000 521	Current Expens	40.70	MPD-Postage-Evidence	
	537 10 31 01	Postage	420 000 537	Solid Waste Fu	8.70	PW- Postage For Package	
17951	02/06/2025	02/06/2025	1251		CITY OF MATTAWA-UTILITIES	358.64	City Of Mattawa Utilities January 2025
	518 30 47 14	City Hall Utilities	001 000 518	Current Expens	108.63	City Hall	
	543 30 47 00	Utilities	101 000 543	Street Fund	108.63	Park	
	572 20 47 00	Library - Utility Services	001 000 572	Current Expens	141.38	Library	
17903	02/06/2025	02/06/2025	108		CONSOLIDATED DISPOSAL	22,127.97	Waste Services Dec. 2024
	537 10 33 00	Consolidated Disposal	420 000 537	Solid Waste Fu	22,127.97	Waste Services Dec. 2024	
17961	02/06/2025	02/06/2025	108		CONSOLIDATED DISPOSAL	22,251.53	Waste Services Jan. 2025

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537 10 33 00	Consolidated Disposal		420 000 537 Solid Waste Fu	22,251.53	Waste Services Jan. 2025
17916	02/06/2025	02/06/2025	3858 CPU MATTAWA GROCERY	292.00	Postage Rolls (4)
514 23 31 00	Postage		001 000 514 Current Expens	73.00	Postage Rolls (4)
534 10 30 02	Postage		401 000 534 Water Operatin	73.00	Postage Rolls (4)
535 10 31 01	Postage		405 000 535 Sewer Operatin	73.00	Postage Rolls (4)
537 10 31 01	Postage		420 000 537 Solid Waste Fu	73.00	Postage Rolls (4)
17954	02/06/2025	02/06/2025	2304 FIRST BANKCARD	2,501.18	Credit Cards Expenses- PW
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	161.31	Ceiling Mount For Microphones-City Lobby
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	161.72	Ceiling Mount For Microphones-City Lobby
518 30 48 00	Repair And Maintenance		001 000 518 Current Expens	146.29	Rally Mic Pod
534 10 31 00	Office Supplies		401 000 534 Water Operatin	173.50	Bleach/ Face Shield
534 10 31 00	Office Supplies		401 000 534 Water Operatin	84.22	Bleach/ Face Shield
534 10 35 00	Small Tools & Equipment		401 000 534 Water Operatin	404.33	Reciprocating Saw/ Batteries Kit
534 10 35 00	Small Tools & Equipment		401 000 534 Water Operatin	92.13	Cordless Stick Water Pump
534 10 41 05	Professional Services		401 000 534 Water Operatin	21.67	Acrobat Pro
534 10 41 05	Professional Services		401 000 534 Water Operatin	2.99	Icloud Storage
534 10 47 01	Utilities		401 000 534 Water Operatin	69.95	Shop Internet
534 10 48 03	System Repair & Maintenan		401 000 534 Water Operatin	93.03	Aire Compressor
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	20.59	Wall Mount
535 10 35 00	Small Tools & Equipment		405 000 535 Sewer Operatin	404.33	Reciprocating Saw/ Batteries Kit
535 10 35 00	Small Tools & Equipment		405 000 535 Sewer Operatin	286.41	Extention Cord/ Folding Coat Hooks/ Knife Cutter/coat Rack /hose Steel
535 10 35 00	Small Tools & Equipment		405 000 535 Sewer Operatin	129.94	Extention Cord/ Folding Coat Hooks/ Knife Cutter/coat Rack /hose Steel
535 10 48 01	Computer Support/Mainten		405 000 535 Sewer Operatin	248.77	Rally Mic Pod
17955	02/06/2025	02/06/2025	2304 FIRST BANKCARD	1,871.01	Credit Cards Expenses- Clerks
514 23 31 00	Postage		001 000 514 Current Expens	73.00	Stamps Roll
514 23 31 00	Postage		001 000 514 Current Expens	97.34	Postage-rental/fire Inspections
514 23 31 02	Office Supplies		001 000 514 Current Expens	71.66	Trash Bags/clorox Disinfect/ Tape
514 23 31 02	Office Supplies		001 000 514 Current Expens	183.69	Paper/ Bankers Box/ Envelopes/ 1099 NEC
514 23 31 02	Office Supplies		001 000 514 Current Expens	23.72	Copy Paper
514 23 43 00	Travel & Education		001 000 514 Current Expens	418.32	Notary Training/ Notary Bond/ Notary Supplies-Jazmin
514 23 43 00	Travel & Education		001 000 514 Current Expens	215.72	Effective Techniques For Dealing With Dificult Customer-Erika Training
514 23 49 02	Assoc. Dues/AWC		001 000 514 Current Expens	135.00	MRSC Rosters Renewal

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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	50.63	Phone Lines
518 23 42 14	Telephone/Internet Expense		001 000 518 Current Expens	33.34	Website Monthly Fee
521 10 49 00	Professional Services		001 000 521 Current Expens	33.34	Website Monthly Fee
521 20 31 00	Office Supplies		001 000 521 Current Expens	23.72	Copy Paper
534 10 31 00	Office Supplies		401 000 534 Water Operatin	23.72	Copy Paper
534 10 41 05	Professional Services		401 000 534 Water Operatin	50.62	Phone Lines
534 10 41 05	Professional Services		401 000 534 Water Operatin	16.66	Website Monthly Fee
534 10 41 05	Professional Services		401 000 534 Water Operatin	56.00	WWTF Internet
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	23.69	Copy Paper
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	50.62	Phone Lines
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	16.66	Website Monthly Fee
554 30 31 00	Animal Control / Supplies		001 000 554 Current Expens	48.66	Postage- Dog/ Chicken Licenses
573 90 49 00	Community Events		001 000 573 Current Expens	150.00	Winter Festival Candies
17956 02/06/2025 02/06/2025 2304 FIRST BANKCARD				2,388.04	Credit Card Expenses- MPD
521 10 49 00	Professional Services		001 000 521 Current Expens	121.72	Schedule Anywhere License
521 10 49 00	Professional Services		001 000 521 Current Expens	93.92	Office Phone Lines
521 10 49 00	Professional Services		001 000 521 Current Expens	324.60	NEED RECEip
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	104.92	Handcuff Pouch
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	279.48	MS4 Dual Sling
17957 02/06/2025 02/06/2025 3316 FORD MOTOR CREDIT COMPANY				3,269.63	MPD-Vehicle Lease 2/28/2025
591 21 70 00	Police Vehicles (3) 2021 Fo		102 000 594 Police Vehicle I	3,049.05	MPD-Vehicle Lease 2/28/2025
592 21 80 00	Police Vehicles (3) 2021 Fo		102 000 594 Police Vehicle I	220.58	MPD-Vehicle Lease 2/28/2025
17911 02/06/2025 02/06/2025 1698 GRANT COUNTY PUD				2,040.56	Power Billing Dec. 2024
518 30 47 14	City Hall Utilities		001 000 518 Current Expens	219.84	City Hall
534 10 47 01	Utilities		401 000 534 Water Operatin	1,515.10	707 2nd
534 10 47 01	Utilities		401 000 534 Water Operatin	50.67	Boundary Ave
572 20 47 00	Library - Utility Services		001 000 572 Current Expens	138.87	Library
576 80 47 00	Park Utilities		001 000 576 Current Expens	30.06	106 Portage
576 80 47 00	Park Utilities		001 000 576 Current Expens	31.66	Park
576 80 47 00	Park Utilities		001 000 576 Current Expens	28.92	Control Circuit
576 80 47 00	Park Utilities		001 000 576 Current Expens	25.44	Outlets
17912 02/06/2025 02/06/2025 1698 GRANT COUNTY PUD				2,457.00	Power Billing Dec. 2024
534 10 47 01	Utilities		401 000 534 Water Operatin	155.45	709 1st
534 10 47 01	Utilities		401 000 534 Water Operatin	161.78	710 1st Street

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535 10 47 00	Utilities		405 000 535 Sewer Operatin	78.39	8th St
535 10 47 00	Utilities		405 000 535 Sewer Operatin	2,061.38	U Rd
17932	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	232.10	Sewer Operations Assistance-Professional Services Dec. 1st- Dec. 31, 2024
534 10 41 03	Engineering Services		401 000 534 Water Operatin	116.05	General Engineer-Sewer Operations Assistance
535 10 41 01	Engineering Services		405 000 535 Sewer Operatin	116.05	General Engineer-Sewer Operations Assistance
17933	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	569.90	Hwang-Development Field Inspection Profesional Services Dec. 1st- Dec. 31, 2024
542 30 41 06	Engineering Services		101 000 542 Street Fund	569.90	Hwang-Development Field Inspection Profesional Services Dec. 1st- Dec. 31, 2024
17934	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	12,831.11	2025 Red Town Initiative Design- Profesional Services Dec. 1st- Dec. 31, 2024
595 95 41 02	TIB Grant - 2025 Multiple		101 000 594 Street Fund	12,831.11	2025 Red Town Initiative Design- Profesional Services Dec. 1st- Dec. 31, 2024
17935	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	361.90	Water Rights Assitance- Profesional Services Dec. 1st- Dec. 31, 2024
534 10 41 03	Engineering Services		401 000 534 Water Operatin	361.90	Water Rights Assitance- Profesional Services Dec. 1st- Dec. 31, 2024
17936	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	8,071.68	WWTF Improvement CA- Profesional Services Dec. 1st- Dec. 31, 2024
594 35 41 00	WWTF Improvements Proj		412 000 594 Sewer Capital I	8,071.68	WWTF Improvement CA- Profesional Services Dec. 1st- Dec. 31, 2024
17937	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	90.48	Hwang Subdivision- Profesional Services Dec. 1st- Dec. 31, 2024
518 30 49 01	Engineering Services		001 000 518 Current Expens	90.48	Hwang Subdivision- Profesional Services Dec. 1st- Dec. 31, 2024
17938	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	723.80	Bodrero Development- Profesional Services Dec. 1st- Dec. 31, 2024
518 30 49 01	Engineering Services		001 000 518 Current Expens	723.80	Bodrero Development- Profesional Services Dec. 1st- Dec. 31, 2024

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17939	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	90.48	S4 Retail Gas Station- Profesional Services Dec. 1st- Dec. 31, 2024
	518 30 49 01	Engineering Services	001 000 518	90.48	S4 Retail Gas Station- Profesional Services Dec. 1st- Dec. 31, 2024
17940	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	911.35	Balaggan Subdivision- Profesional Services Dec. 1st- Dec. 31, 2024
	518 30 49 01	Engineering Services	001 000 518	911.35	Balaggan Subdivision- Profesional Services Dec. 1st- Dec. 31, 2024
17941	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	355.02	Bodero Development Field Inspection- Profesional Services Dec. 1st- Dec. 31, 2024
	542 30 41 06	Engineering Services	101 000 542	355.02	Bodero Development Field Inspection- Profesional Services Dec. 1st- Dec. 31, 2024
17942	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	15,601.15	Sewer System Improvement Design- Profesional Services Dec. 1st- Dec. 31, 2024
	594 35 63 01	Lift Station Upgrade	412 000 594	15,601.15	Sewer System Improvement Design- Profesional Services Dec. 1st- Dec. 31, 2024
17943	02/06/2025	02/06/2025	1734 GRAY & OSBORNE INC	999.36	CDS Funding Compliance Assitance- Profesional Services Dec. 1st- Dec. 31, 2024
	534 10 41 03	Engineering Services	401 000 534	999.36	CDS Funding Compliance Assitance- Profesional Services Dec. 1st- Dec. 31, 2024
17950	02/06/2025	02/06/2025	237 H. D. FOWLER CO	151.21	PW-Parts/Supplies
	534 10 48 03	System Repair & Maintena	401 000 534	151.21	Valve Box
17949	02/06/2025	02/06/2025	3781 JLA SUPPLY INC	1,363.97	Asphalt
	542 30 48 00	City Street Maintenance	101 000 542	1,363.97	Asphalt
17963	02/06/2025	02/06/2025	1193 MARTY'S HARDWARE	341.65	Parts/Supplies
	518 30 48 00	Repair And Maintenance	001 000 518	43.35	Restroom Handles Locks
	535 10 31 00	Office Supplies	405 000 535	41.15	Paint
	535 10 48 01	Computer Support/Mainten	405 000 535	13.00	Anchor
	535 10 48 02	Sewer Plant Maintenance	405 000 535	35.77	Knee Pad
	535 10 48 02	Sewer Plant Maintenance	405 000 535	15.16	Hat Hooks
	535 10 48 02	Sewer Plant Maintenance	405 000 535	41.19	Blade Set

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535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	22.06	Bit For Hose Reel
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	6.50	Clarifiers
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	7.90	Elbows
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	4.96	Adapters/cap Slip/ Hose Barb
542 30 35 00	Street Signs		101 000 542 Street Fund	13.07	Stop Signs
542 30 35 00	Street Signs		101 000 542 Street Fund	48.77	Handle Tamper
542 30 35 01	Small Tools & Equipment		101 000 542 Street Fund	48.77	Handle Tamper
17964	02/06/2025	02/06/2025	2840 MATTAWA AUTO PARTS, LLC	250.95	Parts/Supplies
521 20 48 00	Vehicle Repair And Mainteni		001 000 521 Current Expens	250.95	Oil Filter/ 5w30/ 5w20
17929	02/06/2025	02/06/2025	324 MULTI AGENCY COMMUNICATION CENTER	2,868.69	Dispatch Services Feb. 2025
522 20 42 02	MACC - Communications		107 000 522 Public Safety T	2,868.69	Dispatch Services Feb. 2025
17909	02/06/2025	02/06/2025	2798 PACIFIC OFFICE AUTOMATION	247.64	Monthly Equipment Dec. 2024
591 14 70 01	Copier Machine Lease - Clk		001 000 591 Current Expens	49.63	Monthly Equipment Dec. 2024
591 21 70 03	Copier Machine Lease - PD		001 000 591 Current Expens	49.53	Monthly Equipment Dec. 2024
591 34 70 01	Copier Machine Lease - PW		401 000 591 Water Operatin;	49.53	Monthly Equipment Dec. 2024
591 35 70 02	Copier Machie Lease - PW		405 000 591 Sewer Operatin	49.53	Monthly Equipment Dec. 2024
591 37 70 01	Copier Machine Lease - PW		420 000 591 Solid Waste Fu	49.42	Monthly Equipment Dec. 2024
17910	02/06/2025	02/06/2025	2798 PACIFIC OFFICE AUTOMATION	195.86	Ink Usage For The Month Of Dec. 2024
518 70 45 01	Copier Lease		001 000 518 Current Expens	65.29	Ink Usage For The Month Of Dec. 2024
521 20 31 00	Office Supplies		001 000 521 Current Expens	65.29	Ink Usage For The Month Of Dec. 2024
534 10 45 01	Copier Lease		401 000 534 Water Operatin;	32.64	Ink Usage For The Month Of Dec. 2024
535 10 45 01	Copier Lease		405 000 535 Sewer Operatin	32.64	Ink Usage For The Month Of Dec. 2024
17927	02/06/2025	02/06/2025	1712 Q. GLOBAL	337.50	Fire Alarm Plan Review/ Inspection- WGL Phase 3
558 50 41 00	Building Permit & Plan Rev		001 000 558 Current Expens	337.50	Fire Alarm Plan Review/ Inspection- WGL Phase 3
17914	02/06/2025	02/06/2025	3416 SCJ ALLIANCE	3,881.00	Planning Services Period Of Nov. 30-Dec. 31, 2024
558 60 41 00	Planning-Zoning & Land U		001 000 558 Current Expens	3,881.00	Planning Services Period Of Nov. 30-Dec. 31, 2024
17953	02/06/2025	02/06/2025	3299 SOILTEST FARM CONSULTANTS INC	1,422.00	WWTP RC Samples
535 10 41 02	Testing Samples		405 000 535 Sewer Operatin	1,422.00	WWTP RC Samples
17962	02/06/2025	02/06/2025	3299 SOILTEST FARM CONSULTANTS INC	952.00	WWTP RC Samples
535 10 41 02	Testing Samples		405 000 535 Sewer Operatin	952.00	WWTP RC Samples

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17904	02/06/2025	02/06/2025	3405	STERICYCLE INC	158.32	Shredding Services 1/8/2025
518 30 49 14	Professional Services		001 000 518	Current Expens	79.16	Shredding Services 1/8/2025
521 10 49 00	Professional Services		001 000 521	Current Expens	79.16	Shredding Services 1/8/2025
17958	02/06/2025	02/06/2025	3713	TRAILER BOSS	11,803.60	Mirage 8.5 X 16 Enclosed Trailer
594 34 64 11	Public Works Enclosed Trai		401 000 594	Water Operatin	6,037.00	Mirage 8.5 X 16 Enclosed Trailer
594 35 64 10	Public Works Enclosed Tra:		405 000 594	Sewer Operatin	5,766.60	Mirage 8.5 X 16 Enclosed Trailer
17906	02/06/2025	02/06/2025	732	U.S CELLULAR	523.51	PW & Clerks/Mayor Cell Phone Services
518 23 42 14	Telephone/Internet Expense		001 000 518	Current Expens	194.88	Clerks/Mayor Cell Phone Services
534 10 42 00	Telephone		401 000 534	Water Operatin	109.75	PW Cell Phone Services
535 10 42 00	Telephone		405 000 535	Sewer Operatin	109.75	PW Cell Phone Services
537 10 42 00	Telephone		420 000 537	Solid Waste Fu	109.13	PW Cell Phone Services
17928	02/06/2025	02/06/2025	732	U.S CELLULAR	767.74	MPD-Cell Phone Services
521 20 42 00	Telephone		001 000 521	Current Expens	767.74	MPD-Cell Phone Services
17945	02/06/2025	02/06/2025	1807	USA BLUEBOOK	130.87	PW- UV Shields Lights
535 10 31 00	Office Supplies		405 000 535	Sewer Operatin	130.87	PW- UV Shields Lights
17946	02/06/2025	02/06/2025	1807	USA BLUEBOOK	274.65	PW- UV Shields Lights
535 10 31 00	Office Supplies		405 000 535	Sewer Operatin	274.65	PW- UV Shields Lights
17960	02/06/2025	02/06/2025	613	UTILITIES UNDERGROUND	9.45	Excavation Notification (7)
534 10 31 00	Office Supplies		401 000 534	Water Operatin	9.45	Excavation Notification (7)
17959	02/06/2025	02/06/2025	148	WA STATE DEPT OF HEALTH	1,603.00	2025 Operating Permit Fee
534 10 51 00	System Permit Fees		401 000 534	Water Operatin	1,603.00	2025 Operating Permit Fee
17915	02/06/2025	02/06/2025	2957	WASTE MANAGEMENT	67.44	Waste Services
535 10 47 00	Utilities		405 000 535	Sewer Operatin	67.44	Waste Services
17947	02/06/2025	02/06/2025	2957	WASTE MANAGEMENT	144.01	Waste Services
535 10 47 00	Utilities		405 000 535	Sewer Operatin	144.01	Waste Services

Report Total:

136,245.70

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:39:05 Date: 02/03/2025

As Of: 02/06/2025

Page: 8

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			<u>Fund</u>		
			001 Current Expense Fund	19,723.49	
			101 Street Fund	15,339.24	
			102 Police Vehicle Fund	3,269.63	
			107 Public Safety Tax Fund	2,868.69	
			401 Water Operating Fund	13,254.71	
			405 Sewer Operating Fund	13,497.36	
			412 Sewer Capital Improvement	23,672.83	
			420 Solid Waste Fund	44,619.75	

This report has been reviewed by:

REMARKS:

Anabel Martinez - City Clerk

Date

Gray & Osborne/City of Mattawa Project Summary (1/22/25)

Development Projects

Hwang Subdivision – Mike Meskimen, Jamin Ankney

Project Number: 21845.05/24858.03

Funded: Developer Contributions

- Preliminary subdivision approval granted
- Development agreement completed
- Completed review of construction drawings
- Completed preconstruction conference
- Changes to the construction drawings were made to satisfy County requirements
- Part-inspection will be provided during construction
- **Construction started last fall, but is on hold until the spring**

Bodrero Development – Mike Meskimen, Jamin Ankney

Project Number: 21845.07/21845.21

Funded: Developer Contributions

- Preliminary subdivision review period complete
- Completed review of construction drawings
- Completed preconstruction conference
- Part-inspection will be provided during construction
- **Infrastructure installation for Phases I&II is mostly complete, with the exception of punch list items.**
- **Phase III may start this spring.**

Transportation Projects

TIB Applications – Mike Meskimen, Julio Renteria, Michael Woodkey

Project Number: OH230.42

- Applications were due August 9, 2024
- A TIB application was submitted and is under agency review
- **The City was not awarded additional TIB funds, beside the out-of-call Red Town Initiative project.**

2025 RED Town Initiative

Project Number: 24881

Project Completion: August 2025

Funded: TIB

- TIB has offered the City an out-of-call project
- **Design is ongoing for this project**
- **The City needs has selected the streets to be included**
- **Total Budget: \$1,300,000**

Government Road Feasibility Study Update – Mike Meskimen, Julio Renteria, Michael Woodkey

- City may budget this effort for next year
- City to determine next steps desired
- Updated cost ranges provided by G&O for budgeting

Water System Projects

Well 2 – Re-equipping Design and CA – Jamin Ankney, Jared McMeen

Project Number 22867/24846

Project Completion: August 2024

Funded: City Water Fund/Public Works Board

- Final design and construction funding for the project will be from the PWB
- A funding scope change is being processed that will increase the grant to 50%
- **Construction is ongoing and progressing well**
- **The current schedule shows completion in August**
- **Total Budget: \$2,900,000**

CDS Funding Compliance Assistance – Russ Powers, Jamin Ankney

Project Number: 24847

Project Completion: October 2024

Funded: CDS funding

- G&O is completing the paperwork for CDS funding
- Confirmation has been received that this effort will be reimbursed from the CDS funding
- **The City can start contracting the engineering/hydrogeological work for the Well 5 project**
- **Total Budget \$7,780**

Water Rights Assistance – Dan Haller (Aspect Consulting), Jamin Ankney

• Project Number: 24884

• Project Completion: 2025

• Funded: City

- **The water rights application prep for submission to Ecology is ongoing**
- **The meeting with the School District needs to be scheduled**
- **Total Budget: \$9,930**

SCADA Upgrade – Jamin Ankney, Brad Bailey (Conley Engineering)

• Project Number: 24886

• Project Completion: 2025

• Funded: DWSRF

- City has had recent issues with the SCADA system and is working with Connetix to address the issues.
- Connetix provided a cost estimate for improvements for use in procuring future funding
- **The work on this project has started**

- The schedule is to advertise the project for bids in late spring
- **Total Budget: \$134,000**

Re-equipping Well 2 Construction/Well 5/Pressure Zone Improvements – Jamin Ankney, Jared McMeen, Russ Powers (funding)

- Applied for Congressional Funding Application – Received funding
- Applied for Legislative Appropriation – Did not receive funding
- Applied to CDBG – Did not receive funding
- Applied to PWB – Received funding
- Applied to DWSRF – Received funding – terms still TBD.
- Added SCADA upgrades to funding application to DWSRF
- Based on discussion with funders PWB funding will be used for Well 2, while the rest of the project will be funded by DWSRF and CDS
- **Total Budget: \$7,200,000**

Future/Pending Water System Projects

Reservoir Project – Jamin Ankney, Myron Basden

- Coating Project
- Reservoir No. 1 – No need to evaluate until 2029.
- Reservoir No. 2 – Need to evaluate in 2025 for potential coating project.
- **Total Budget: Not an active project**

Wastewater System Projects

WWTF Fire Assistance – Nancy Wetch, Russ Powers

Project Number: 20827

Project Completion: November 2023

Funded: Insurance Reimbursement/City Funds (Ecology Emergency Funding)

- Phase 1 – Blower Procurement
- Phase 2 – Building Restoration
- Phase 3 – Equipment Installation
- **Total Budget: The total cost of the fire response, cleanup, design, construction, etc., is not completely known at this time as costs are still being assembled and approved by the insurance company.**

Initial Emergency Response (G&O does not have total cost)

Engineering: \$414,840 (insurance will reimburse)

Phase I: \$93,505.84 (insurance will reimburse)

Phase II: \$320,864 (insurance will reimburse)

Phase III: \$1,189,148 (working on insurance reimbursement, City will be responsible for some costs – TBD)

- City has all costs in hand and can proceed with closeout
- The City will still need to pay the retainage to Apollo, but can request this from the insurance now

- Apollo produced invoices for use by the City with the insurance company
- Apollo has indicated that they will address the baseboard warranty issue
- Apollo has been notified about the filtrate pump issue

WWTF Improvements Construction – Tim DeVries, Nancy Wetch, Jamin Ankney

Project Number: 19044.01

Project Completion: 2025 (for construction completion)

Funded: Ecology Water Quality Funding

- Current schedule appears to extend beyond the allowed construction days – an updated schedule has been received and a response has been provided to the contractor
- Ecology has added the control panel upgrades to the funding agreement and a change order proposal for this work is pending
- The City's change order to add working days has been executed and the contractor has filed a protest
- G&O has responded to the contractor's protest, denying both of their requests
- **The contractor stated that they will resume work in mid-February, but this will be confirmed as the date approaches**
- **A few outstanding change order options are being discussed**
- **Total Budget \$5,883,000 (includes design, construction, construction administration)**

WWTF Solids Handling Analysis – Nancy Wetch, Jamin Ankney

Project Number: 23813

Project Completion: July 2024

- Council presentation was completed on 7/18
- Council approved a funding application to Ecology at the August 15 council meeting
- Ecology funding application was submitted
- **Ecology comments were received and a response was provided**
- **The Ecology draft funding list is expected in the next two weeks**
- **Total Budget \$24,200**

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

Project Number: 24817

Project Completion: 2026

Funded: Ecology Grant/Loan

- Ecology is finalizing the funding agreement
- City has obtained signed landowner agreements with the property owners to complete the preliminary work
- Ecology has indicated that a cultural resource survey will be required prior to ground disturbing activities
- Slight changes in the proposed route were made to better serve future development in the area
- **Completion of the environmental/cultural review is almost complete**
- **The geotechnical investigation will be scheduled for early February**
- **Need to coordinate with property owners and identify location of irrigation lines**
- **Total Budget \$207,500**

Other Projects

Basketball Courts – Julio Renteria

Project Number 22861

Project Completion: August 2024

Funded: Foundation Grant/City

- Bids received exceed funding
- Construction is complete
- **Total Budget \$125,000**

City Hall Feasibility Analysis – Jamin Ankney, Myron Basden

Project Number 23856

Project Completion: November 2023

Funded: City

- City could consider funding options for the selected alternative.
- City may consider proceeding with conceptual design to aid in future funding efforts.
- **Total Budget \$27,700**

Next Meeting – February 12, 2025, 3:30 pm

TREASURER'S REPORT

Fund Totals

City Of Mattawa

Time: 16:39:43 Date: 01/17/2025

10/01/2024 To: 10/31/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense Fund	931,900.96	245,990.42	153,271.43	1,024,619.95	2,927.22	41,460.64	-322.25	1,068,685.56
101 Street Fund	306,888.40	5,696.06	4,611.13	307,973.33	2,873.04	720.04	0.00	311,566.41
102 Police Vehicle Fund	-12,061.11	39,236.00	3,269.63	23,905.26	0.00	0.00	0.00	23,905.26
103 Multimodal Transportation Fund	94,702.76	0.00		94,702.76	0.00	0.00	0.00	94,702.76
106 LFRF Fund	277,184.97	0.00		277,184.97	0.00	0.00	0.00	277,184.97
107 Public Safety Tax Fund	238,103.57	24,756.47	117,217.37	145,642.67	0.00	0.00	0.00	145,642.67
140 Transportation Benefit Fund	420,368.88	7,680.67		428,049.55	0.00	0.00	0.00	428,049.55
350 Capital Improvement Fund	281,402.32	17,662.69		299,065.01	0.00	0.00	0.00	299,065.01
401 Water Operating Fund	940,240.71	101,390.17	129,046.33	912,584.55	324.60	6,470.33	-4,745.02	914,634.46
402 Water Bond Debt Fund	-28,470.06	69,852.20		41,382.14	0.00	0.00	0.00	41,382.14
403 Customer Deposit Fund	1,200.00	700.00		1,900.00	225.70	0.00	0.00	2,125.70
404 Water Bond Reserve Fund	79,333.63	0.00		79,333.63	0.00	0.00	0.00	79,333.63
405 Sewer Operating Fund	314,415.77	80,136.15	228,024.28	166,527.64	1,464.14	6,670.49	-6,281.07	168,381.20
406 Sewer Debt Fund	381,278.62	156,494.20	1,103.66	536,669.16	0.00	0.00	0.00	536,669.16
407 Water Emergency Fund	63,280.05	17.33		63,297.38	0.00	0.00	0.00	63,297.38
408 Sewer Emergency Fund	21,534.66	5.90		21,540.56	0.00	0.00	0.00	21,540.56
410 Sewer Reserve Fund	84,864.66	23.24		84,887.90	0.00	0.00	0.00	84,887.90
411 Water Capital Improvement	457,192.53	258,845.19	46,410.86	669,626.86	1,083.74	0.00	-19,620.00	651,090.60
412 Water Capital Improvement	-752,091.24	163,500.00	22,893.33	-611,484.57	0.00	0.00	0.00	-611,484.57
413 Water Deposits	12,727.47	0.00		12,727.47	0.00	0.00	0.00	12,727.47
414 Sewer Deposits	12,427.46	0.00		12,427.46	0.00	0.00	0.00	12,427.46
420 Solid Waste Fund	131,930.27	33,309.17	36,441.62	128,797.82	0.00	1,370.90	-2,847.65	127,321.07
460 Water System Construction	73,796.49	0.00		73,796.49	0.00	0.00	0.00	73,796.49
639 Custodial Fund	693.50	13.00		706.50	0.00	0.00	0.00	706.50
	4,332,845.27	1,205,308.86	742,289.64	4,795,864.49	8,898.44	56,692.40	-33,815.99	4,827,639.34

(A)

(D)

(C)

(B)



TREASURER'S REPORT

Account Totals

City Of Mattawa

Time: 16:39:43 Date: 01/17/2025

10/01/2024 To: 10/31/2024

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Checking	1,342,554.98	762,094.53	315,435.30	1,789,214.21	-32,460.43	65,590.84	1,822,344.62
2 Petty Cash - PUD	300.00	0.00	0.00	300.00	0.00	0.00	300.00
3 Petty Cash - TOM	400.00	0.00	0.00	400.00	0.00	0.00	400.00
5 LGIP	265,913.46	1,114.21	0.00	267,027.67	0.00	0.00	267,027.67
6 US Bond 3.6 Yr.	1,000,000.00	0.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00
7 US Bond 4 Yr.	1,004,785.00	0.00	0.00	1,004,785.00	0.00	0.00	1,004,785.00
8 US Bond 2.6 Yr.	717,566.13	0.00	0.00	717,566.13	0.00	0.00	717,566.13
9 Xpress EFT	1,325.70	48,728.03	33,482.25	16,571.48	-1,355.56	0.00	15,215.92
Total Cash:	4,332,845.27	811,936.77	348,917.55	4,795,864.49	-33,815.99	65,590.84	4,827,639.34
	4,332,845.27	811,936.77	348,917.55	4,795,864.49	-33,815.99	65,590.84	4,827,639.34

(A)

(B)

TREASURER'S REPORT

Outstanding Vouchers

City Of Mattawa

10/01/2024 To: 10/31/2024

As Of: 10/31/2024 Date: 01/17/2025

Time: 16:39:43 Page: 3

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	3300	10/30/2024	Tr Rec	1		QUEVEDO, JACOBO L.	300.00	Boundary Lot Ajustment Application
2024	3321	10/30/2024	Util Pay	1		XPRESS BILL PAY	2,072.80	Xpress Import - CC - 10-30-2024__daily_batch.csv
2024	3322	10/31/2024	Tr Rec	1		PEREZ, ALEJANDRA	10.00	Trunk O Treat 10/31/2024
2024	3323	10/31/2024	Tr Rec	1		MISC/FAX/NOTARY/ETC	2.25	
2024	3324	10/31/2024	Util Pay	1		BATCH UTILITY CUSTOMER	1,299.83	
2024	3325	10/31/2024	Tr Rec	1		HWANG, SUN M	19,620.00	
2024	3326	10/31/2024	Tr Rec	1		BALAGGAN III LLC	500.00	
2024	3327	10/31/2024	Util Pay	1		BATCH UTILITY CUSTOMER	5,998.53	
2024	3328	10/31/2024	Tr Rec	1		MISC/FAX/NOTARY/ETC	10.00	
2024	3329	10/31/2024	Util Pay	1		XPRESS BILL PAY	2,647.02	Xpress Import - CC - 10-31-2024__daily_batch.csv
Receipts Outstanding:							32,460.43	
2024	3337	10/31/2024	Payroll	1	EFT	AFLAC	495.08	Pay Cycle(s) 10/01/2024 To 10/31/2024 - AFLAC PRE TAX; Pay Cycle(s) 10/01/2024 To 10/31/2024 - AFLAC
2024	3342	10/31/2024	Payroll	1	EFT	WASHINGTON TEAMSTERS WELFARE TRUST	12,230.40	Pay Cycle(s) 10/01/2024 To 10/31/2024 - Teamsters Medical
2024	3341	10/31/2024	Payroll	1	EFT	WA STATE SUPPORT REGISTRY	508.88	Pay Cycle(s) 10/01/2024 To 10/31/2024 - Child Support
2024	3340	10/31/2024	Payroll	1	EFT	WA STATE DEPT. OF RETIREMENT	11,506.26	Pay Cycle(s) 10/01/2024 To 10/31/2024 - PERS 2; Pay Cycle(s) 10/01/2024 To 10/31/2024 - LEOFF 2
2024	3339	10/31/2024	Payroll	1	EFT	COLUMBIA BANK 1117 MATTAWA	20,820.34	941 Deposit for Pay Cycle(s) 10/01/2024 - 10/31/2024
2024	3338	10/31/2024	Payroll	1	EFT	AWC EMPLOYEE BENEFIT TRUST	8,648.58	Pay Cycle(s) 10/01/2024 To 10/31/2024 - AWC Employee Benefit Trust
2019	2585	09/05/2019	Claims	1	17351	MAYBELINE PANTALEON	46.88	Reimb. On Fuel /Meal During Interview W/ DEA In Spokane, WA
2020	1766	05/07/2020	Claims	1	17808	STRIPE RITE INC.	2,848.04	PW- Parts/Supplies
2020	1769	05/07/2020	Claims	1	17811	U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fee March '20
2020	2166	06/04/2020	Claims	1	17854	JUAN CARLOS LEDEZMA	25.00	Reimbursement Pesticide Field Test
2020	3039	08/06/2020	Claims	1	17967	Martin Rojas - Lopez	5.20	Refund Utility Deposit
2020	3425	09/03/2020	Claims	1	18021	Irma Ponce Garcia	5.30	Refund Utility Deposit
2020	4875	12/17/2020	Claims	1	18259	YESSICA CRUZ GARCIA	15.20	Refund Utility Deposit
2021	597	02/04/2021	Claims	1	18361	JONATHAN HERNANDEZ NUNEZ	100.00	Refund Utility Deposit
2023	1335	05/04/2023	Claims	1	19803	LAUREANO BARAJAS	100.00	Refund Utility Deposit
2023	3344	11/16/2023	Claims	1	20128	ACTION TARGET LAW ENFORCEMENT TARGETS INC	511.18	MPD-Supplies

TREASURER'S REPORT

Outstanding Vouchers

City Of Mattawa

10/01/2024 To: 10/31/2024

As Of: 10/31/2024 Date: 01/17/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2023	3353	11/16/2023	Claims	1	20137	RWC GROUP	1,464.14	PW- Maintance On Jetter Truck; PW- Maintance On Jetter Truck
2024	1559	05/16/2024	Claims	1	20452	U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fees April 2024
2024	2522	08/15/2024	Claims	1	20596	U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fees July 2024
2024	2921	09/25/2024	Claims	1	20656	CHICAGO TITLE COMPANY	1,083.74	Earnest Money Deposit (Troxel Property)
2024	3015	10/03/2024	Claims	1	20658	BALTAZAR AVALOS JR	123.16	Reimbursment- Parts/Supplies
2024	3145	10/17/2024	Claims	1	20685	JP ELECTRIC	324.60	Power Disconnect For Well 2
2024	3146	10/17/2024	Claims	1	20686	KOTTKAMP & YEDINAK PLLC LLC	2,100.00	Public Hearing: S4 Retail CUP & Variance: CAD Final Decision
2024	3155	10/17/2024	Claims	1	20695	U.S. BANK MUN INV. ACCOUNT	68.00	Bank Fees Sept. 2024
2019	730	02/28/2019	Payroll	1	31522	BRIAN BERGHOUT	57.71	
2024	1007	03/29/2024	Payroll	1	31933	BRIAN BERGHOUT	115.44	
2024	1356	04/30/2024	Payroll	1	31941	BRIAN BERGHOUT	57.71	
2024	2023	06/28/2024	Payroll	1	31954	BRIAN BERGHOUT	115.44	
2024	2349	07/31/2024	Payroll	1	31963	FABIOLA G HERNANDEZ	57.71	
2024	2659	08/30/2024	Payroll	1	31968	BRIAN BERGHOUT	57.71	
2024	2663	08/30/2024	Payroll	1	31970	FABIOLA G HERNANDEZ	115.44	
2024	2959	09/30/2024	Payroll	1	31978	FABIOLA G HERNANDEZ	115.44	
2024	3301	10/31/2024	Payroll	1	31981	ANTONIO D ACOSTA	115.44	
2024	3303	10/31/2024	Payroll	1	31982	SILVIA BARAJAS	115.44	
2024	3304	10/31/2024	Payroll	1	31983	BRIAN BERGHOUT	115.44	
2024	3305	10/31/2024	Payroll	1	31984	MARIA MAGGIE CELAYA	873.50	
2024	3307	10/31/2024	Payroll	1	31985	FABIOLA G HERNANDEZ	115.44	
2024	3335	10/31/2024	Payroll	1	31986	TEAMSTERS LOCAL #760	263.00	Pay Cycle(s) 10/01/2024 To 10/31/2024 - Union Dues
2024	3336	10/31/2024	Payroll	1	31987	WA STATE LABOR COALITION	192.00	Pay Cycle(s) 10/01/2024 To 10/31/2024 - Union Dues (PD)
							65,590.84	
2024	3330	10/31/2024	Util Pay	9		XPRESS BILL PAY	1,355.56	Xpress Import - EFT - 10-31-2024__daily_batch.csv
							1,355.56	Receipts Outstanding:
							65,590.84	

Fund	Claims	Payroll	Total
001 Current Expense Fund	2,927.22	41,460.64	44,387.86
101 Street Fund	2,873.04	720.04	3,593.08

TREASURER'S REPORT

Signature Page

City Of Mattawa

Time: 16:39:43 Date: 01/17/2025

10/01/2024 To: 10/31/2024

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

Signed: Shabel Clerk 1/17/25 Signed: _____
Clerk / Treasurer / Date Mayor / Date

Palms Sunday
4-13-25.



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

Event Permit
Ordinance 15-566

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

Office Use Only

Reviewed by: skel

Received by date: January 17, 2025

Council Approval date: _____

Conditions of Approval

Event Title: Palms Sunday procession Event Date April 13, 2025.

Summary of Event

Location (be specific)
Our Lady of the Desert / city roadways (see map)

DATE/TIME

Setup Date April 13, 2025. Time 10:30 am. Day of Week Sunday
Event Starts Date April 13, 2025. Time 10:50 am Day of Week Sunday
Event Ends Date April 13, 2025. Time 12:00 pm Day of Week Sunday
Dismantle Date _____ Time _____ Day of Week _____

Estimated Attendance 200.

Will there be a paid admission? Yes/ No
Is your event open to the public? Yes/ No

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? (Please circle) YES NO

If Applicant is an organization, corporation, limited liability company, other entity please provide following additional information:

Name of organization/corporation/limited liability company or other entity:

Our Lady of the Desert Parish.

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

Rev. Lalo Barragan

(This person must have the legal authority to sign and bind the organization, corporation, Limited Liability Company or other entity. Additional documentation may be required to confirm such signing authority if requested by the City.)

Applicant's Mailing Address

301 8th St. Mattawa, WA 99349.

Applicant's Email

office @ ourladyofthedesertparish.org.

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

Rev. Lalo Barragan

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

509 932 5424 509 952 0010.

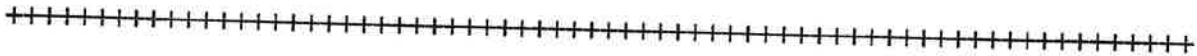
Mark all that apply

- Alcohol
- Amplified Sound
- Animals
- Bleachers
- Boats
- Carnival Rides
- Company Picnic
- Concert/Live Music
- Cooking/Barbecue
- Distribution/Sales
- Drawing/Raffles
- Dunk Tank
- Electricity/Generator
- Entertainment
- Exhibits/Displays
- Fencing (temporary)
- Festival
- Fireworks
- Food
- P.A. System
- Race
- Rally/Protest
- Street Closures
- Signage/Banners
- Sporting Event
- Stage
- Vendors
- Tables/Chairs
- Tents/Canopies
- Vehicles
- Water
- Other _____
- Other _____
- Other _____
- Other _____

Provide details for all checked items and describe any "other" items. If there will be food or merchandise/vendors at event please indicate if food, merchandise or services will be provided free of charge or if they will be sold:

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

- Garbage Disposal []
- Police Department Public Service []
- Public Work Public Service []



INSURANCE – The City does not maintain insurance that will respond to claims against the Applicant/Organization in connection with the permitted event by the Applicant/Organization, its members, or those attending the event. Applicant/Organization is required to obtain occurrence-based liability insurance in accordance with City policy, name the City as an **additional insured** on the policy.

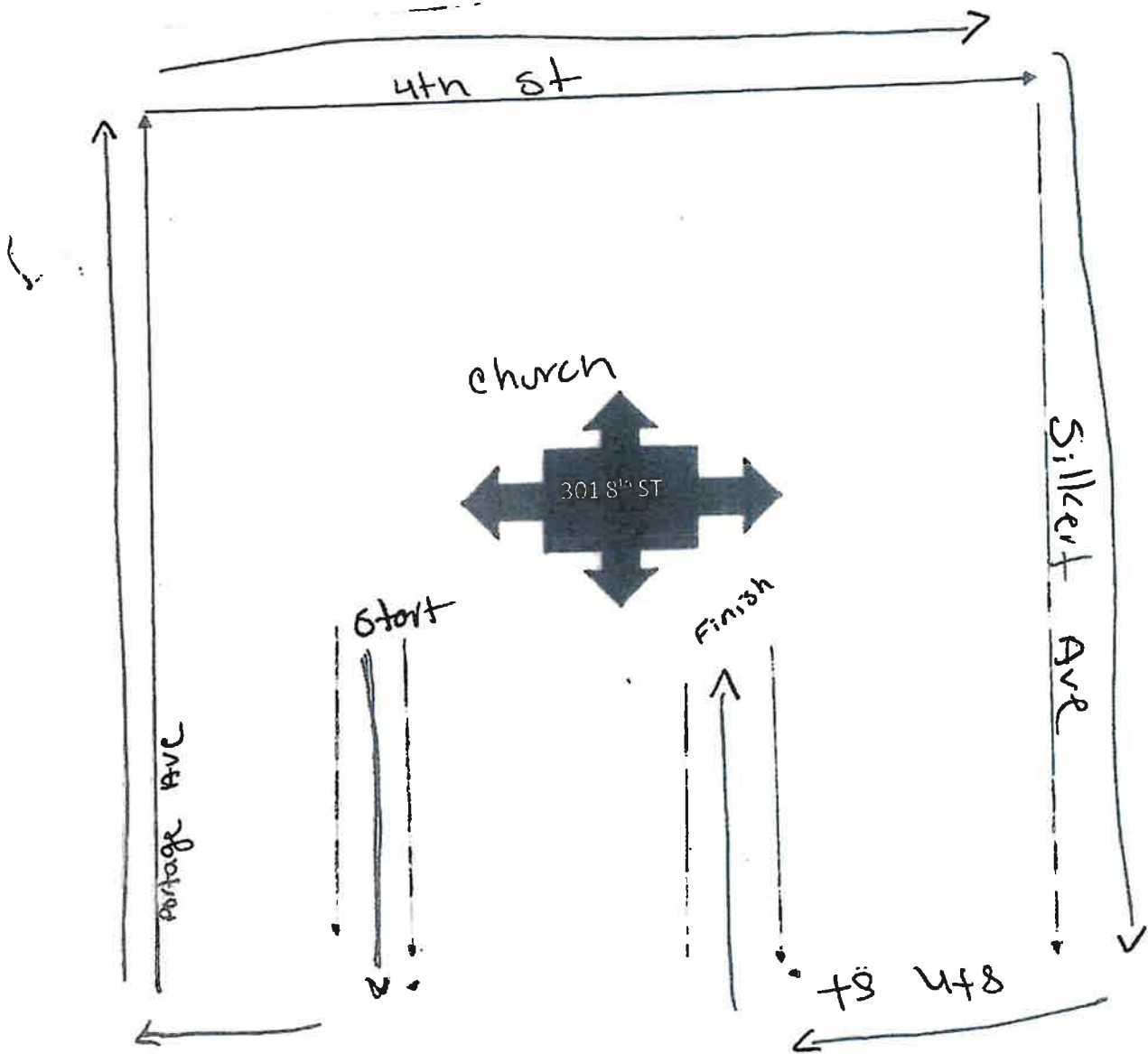
HOLD HARMLESS – Applicant/Permittee/Organization shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Date: 1-10-25.

Signature of Applicant: Fr. John Washington

Organization/Title: Our Lady of the Desert Parish.

Palms Sunday
April 13, 2025.



DIocese OF YAKIMA - 0166
APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.
 Coverage provided is per event (not per claim). **Submission of application does not bind coverage - all events are subject to approval.**

Coverage underwritten by **Markel Insurance Company**; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$100 Per Event (Overnight Stays - \$125)

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution:
 Our Lady of the Desert Parish
 301 8th St.

Street (Physical) Address (NO P.O. BOXES):
 Mattawa, ZIP Code: 99349
 Phone No.: 509 932 5424

Lessee (Additional Insured) Information:
 Name of Sponsoring Organization or Individual Requesting Coverage
 City of Mattawa.
 (Please Print Lessee Name(s) or Organization)

Lessee (Additional Insured) Contact Person:
 Name: City of Mattawa.
 Street Address: 521 E. Government Rd.
 City/State: Mattawa ZIP Code: 99349.
 Telephone: 509 932 4037.

To receive approval notification please print e-mail(s):
 (Please Print E-mail(s) Clearly)
 office@ourladyofthedesertparish.org

Date of Event: April 13, 2025.

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring):
 Palms Sunday procession.

Time of Event: From 10:30am to 12:00pm

Is this an overnight event? Yes No

Approx. Number of Participants: 200

Is Food Being Served? Yes No

Is Liquor Being Served? Yes No

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain **LIQUOR LIABILITY** coverage by separate application.
 Does this event require the additional coverage? Yes No

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS AND EXPOSURES, SUCH AS, BUT NOT LIMITED TO:

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Non-religious musical performances/concerts (contact us for special exceptions)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
- Claims related to an epidemic/pandemic

DEFENSE COSTS FOR SEXUAL MISCONDUCT
\$100,000 LIMIT

Coverage is not automatically included, however, you have the option to purchase this coverage by separate application for an additional charge.
 Do you want to apply for this coverage? Yes No

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

MAKE CHECK PAYABLE TO:

DIocese OF YAKIMA &

RETURN WITH FORM TO:

Diocese of Yakima
 Attn: Sue Schoolcraft
 PO Box 2189
 Yakima, WA 98907
 sue.schoolcraft@yakimadiocese.org

RETURN A COPY OF FORM TO:

Catholic Mutual Group
 Attn: Julissa Lara
 10843 Old Mill Rd.
 Omaha, NE 68154

memberservices@catholicmutual.org

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108

Certificate of Coverage

Date: 1/17/2025

Certificate Holder
 Corporation of the Roman Catholic Bishop of
 Yakima
 Chancery Office
 P.O. Box 2189
 101 South 12th Avenue
 Yakima, WA 98902

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Covered Location
 Our Lady of the Desert Mission
 P.O. Box 1185
 Mattawa, WA 99349

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
				Real & Personal Property	
Property					
D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8509	7/1/2024	7/1/2025	Each Occurrence	1,000,000
				General Aggregate	
				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
Other				Annual Aggregate	
				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Our Lady of the Desert's use of city roadways and/or city park for their Palm Sunday Procession on April 13, 2025.

Holder of Certificate

Cancellation

Additional Protected Person(s)

City of Mattawa
 521 E Government Rd.
 PO Box 965
 Mattawa, WA 99349

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

Paul a. Peterson

0166003753

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement 4/13/2025 Charge _____ Credit _____
Cancellation Date of Endorsement 4/14/2025
Certificate Holder Corporation of the Roman Catholic Bishop of Yakima Chancery Office P.O. Box 2189 101 South 12th Avenue Yakima, WA 98902
Location Our Lady of the Desert Mission P.O. Box 1185 Mattawa, WA 99349
Certificate No. 8509 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an **Additional Protected Person(s)** the organization(s) shown in the schedule below.

Schedule - ADDITIONAL PROTECTED PERSON(S)

City of Mattawa
521 E Government Rd.
PO Box 965
Mattawa, WA 99349

Remarks:

Our Lady of the Desert's use of city roadways and/or city park for their Palm Sunday Procession on April 13, 2025.

However, the following limitations apply to coverage:

1. The maximum limits of coverage provided by Catholic Mutual Relief Society of America to the **Additional Protected Person(s)** named in this endorsement shall not exceed the coverage dollar amount specifically required by contract or agreement and agreed to by the **Protected Person(s)**. In the absence of specific coverage limits within a referenced contract or agreement, the limits of liability afforded to the **Additional Protected Person(s)** must be listed on a separate Certificate of Coverage form attached to this endorsement. All limits of liability extended by this endorsement are inclusive of both Section II Coverage D and Section VII coverages (if applicable).
2. Unless specifically agreed to by contract or agreement, the coverage extended to the **Additional Protected Person(s)** by this endorsement is excess and non-contributory over any other available coverage or insurance.
3. This endorsement does not apply to any **Occurrence** outside the specific date(s) of a facility use agreement or terms of a lease.
4. This endorsement does not extend coverage to the **Additional Protected Person(s)** for **Occurrences** which cannot be attributed to primary acts or omissions of the **Protected Person(s)**.
5. Provided that a premises is utilized by the **Protected Person(s)** in a manner consistent with its intended purpose and in accordance with the applicable contract, agreement, or lease, this endorsement does not extend coverage to the **Additional Protected Person(s)** for premises defects or other **Occurrences** which could not be discovered by the **Protected Person(s)** with reasonable diligence.
6. The limited coverage afforded to the **Additional Protected Person(s)** by this endorsement only applies to the extent permissible by law and shall not apply to non-delegable duties unless specifically agreed to by contract or agreement.

This extension of coverage shall not enlarge the scope of coverage provided to the **Certificate Holder** under this Certificate nor increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this endorsement or extend beyond the cancellation date.

Event Title: procession of silence. Event Date April 18, 2025.

Summary of Event

Silent procession

Location (be specific)

Our Lady of the Desert / city roadways
(See map)

DATE/TIME

Setup	Date <u>April 18, 2025</u> Time _____	Day of Week <u>Friday</u>
Event Starts	Date <u>April 18, 2025</u> Time _____	Day of Week <u>Friday</u>
Event Ends	Date <u>April 18, 2025</u> Time _____	Day of Week <u>Friday</u>
Dismantle	Date _____ Time _____	Day of Week _____

Estimated Attendance 200.

Will there be a paid admission? Yes/No No

Is your event open to the public? Yes/No Yes

Is this an event involving political or religious activity intended primarily for the communication or expression of ideas? (Please circle) YES NO

If Applicant is an organization, corporation, limited liability company, other entity please provide following additional information:

Name of organization/corporation/limited liability company or other entity:

Our Lady of the Desert parish

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

Rev. Lalo Barragan

(This person must have the legal authority to sign and bind the organization, corporation, Limited Liability Company or other entity. Additional documentation may be required to confirm such signing authority if requested by the City.)

Applicant's Mailing Address

301 8th St. Mattawa, WA 99349

Applicant's Email

office@ourladyofthedesertparish.org

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

Rev. Lalo Barragan

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

509 932 5424 509 952 0010

Mark all that apply

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Distribution/Sales | <input type="checkbox"/> Food | <input type="checkbox"/> Tables/Chairs |
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Drawing/Raffles | <input type="checkbox"/> P.A. System | <input type="checkbox"/> Tents/Canopies |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Dunk Tank | <input type="checkbox"/> Race | <input type="checkbox"/> Vehicles |
| <input type="checkbox"/> Bleachers | <input type="checkbox"/> Electricity/Generator | <input type="checkbox"/> Rally/Protest | <input type="checkbox"/> Water |
| <input type="checkbox"/> Boats | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Street Closures | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Carnival Rides | <input type="checkbox"/> Exhibits/Displays | <input type="checkbox"/> Signage/Banners | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Company Picnic | <input type="checkbox"/> Fencing (temporary) | <input type="checkbox"/> Sporting Event | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Concert/Live Music | <input type="checkbox"/> Festival | <input type="checkbox"/> Stage | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cooking/Barbecue | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Vendors | <input type="checkbox"/> Other _____ |

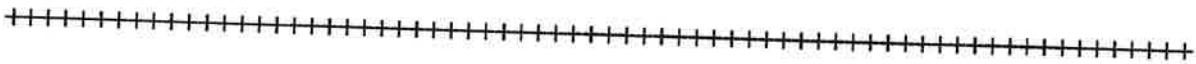
Provide details for all checked items and describe any "other" items. If there will be food or merchandise/vendors at event please indicate if food, merchandise or services will be provided free of charge or if they will be sold:

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

Garbage Disposal []

Police Department Public Service []

Public Work Public Service []



INSURANCE – The City does not maintain insurance that will respond to claims against the Applicant/Organization in connection with the permitted event by the Applicant/Organization, its members, or those attending the event. Applicant/Organization is required to obtain occurrence-based liability insurance in accordance with City policy, name the City as an **additional insured** on the policy.

HOLD HARMLESS – Applicant/Permittee/Organization shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Permittee/User, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Permittee/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Date: 1-10-25.

Signature of Applicant: Fr. John Washington

Organization/Title: Our Lady of the Desert Parish

NOTE: CATHOLIC MUTUAL MUST RECEIVE APPLICATION AT LEAST 15 DAYS PRIOR TO EVENT. DO NOT SUBMIT APPLICATIONS MORE THAN 6 MONTHS IN ADVANCE.

DIOCESE OF YAKIMA - 0166
APPLICATION FOR SPECIAL EVENTS COVERAGE

Coverage Limit: \$1,000,000 Combined Single Limit Bodily Injury and Host Liquor Liability, \$500,000 Property Damage Liability.
Coverage provided is per event (not per claim). Submission of application does not bind coverage - all events are subject to approval.

Coverage underwritten by Markel Insurance Company; Policy No. on file with C.M.G. Agency, Inc.

Cost of Coverage: \$100 Per Event (Overnight Stays - \$125)

TO AVOID DELAY OR DENIAL OF COVERAGE, PLEASE ENSURE THAT EVERY FIELD IS COMPLETED.

Name of Parish or Institution:

Our Lady of the Desert Parish.
301 8th St.

Street (Physical) Address (NO P.O. BOXES):

City/State: Mattawa ZIP Code: 99349

Phone No.: 509 932 5424

Lessee (Additional Insured) Information:

Name of Sponsoring Organization or Individual Requesting Coverage

CITY OF MATTAWA
(Please Print Lessee Name(s) or Organization)

Lessee (Additional Insured) Contact Person:

Name: CITY OF MATTAWA

Street Address: 521 E. Government Rd.

City/State: MATTAWA ZIP Code: 99349

Telephone: 509 932 4037

To receive approval notification please print e-mail(s):

(Please Print E-mail(s) Clearly)

office@ourladyofthedesertparish.org

Date of Event: April 18, 2025

Type of Special Event (Example: wedding reception, anniv. party, etc. If it's a FUNDRAISER, be specific about what is occurring):

procession of silence.

Time of Event: From 10pm To 11pm

Is this an overnight event? Yes No

Approx. Number of Participants: 200

Is Food Being Served? Yes No

Is Liquor Being Served? Yes No

If liquor is to be sold (or cost included in ticket price) and/or a license or permit is required in order for you to serve or furnish alcohol, you must obtain LIQUOR LIABILITY coverage by separate application.
Does this event require the additional coverage? Yes No

To Note: If liquor liability coverage is NOT purchased and an alcohol related claim results, the claim will be excluded if it is determined that a liquor liability policy should have been purchased.

DEFENSE COSTS FOR SEXUAL MISCONDUCT
\$100,000 LIMIT

Coverage is not automatically included, however, you have the option to purchase this coverage by separate application for an additional charge.
Do you want to apply for this coverage? Yes No

ADDITIONAL CHARGES WILL APPLY FOR:

- Events which exceed 3 days in duration (charge TBD)
- Inflatable Amusement Device (Must be pre-approved, picture required. Minimum charge of \$100 per inflatable applies; each device is underwritten; charge is determined by size and potential risk.)
- Events that exceed 1,000 in attendance (charge TBD)

MAKE CHECK PAYABLE TO:
DIOCESE OF YAKIMA &

RETURN WITH FORM TO:
Diocese of Yakima
Attn: Sue Schoolcraft
PO Box 2189
Yakima, WA 98907

RETURN A COPY OF FORM TO:
Catholic Mutual Group
Attn: Julissa Lara
10843 Old Mill Rd.
Omaha, NE 68154

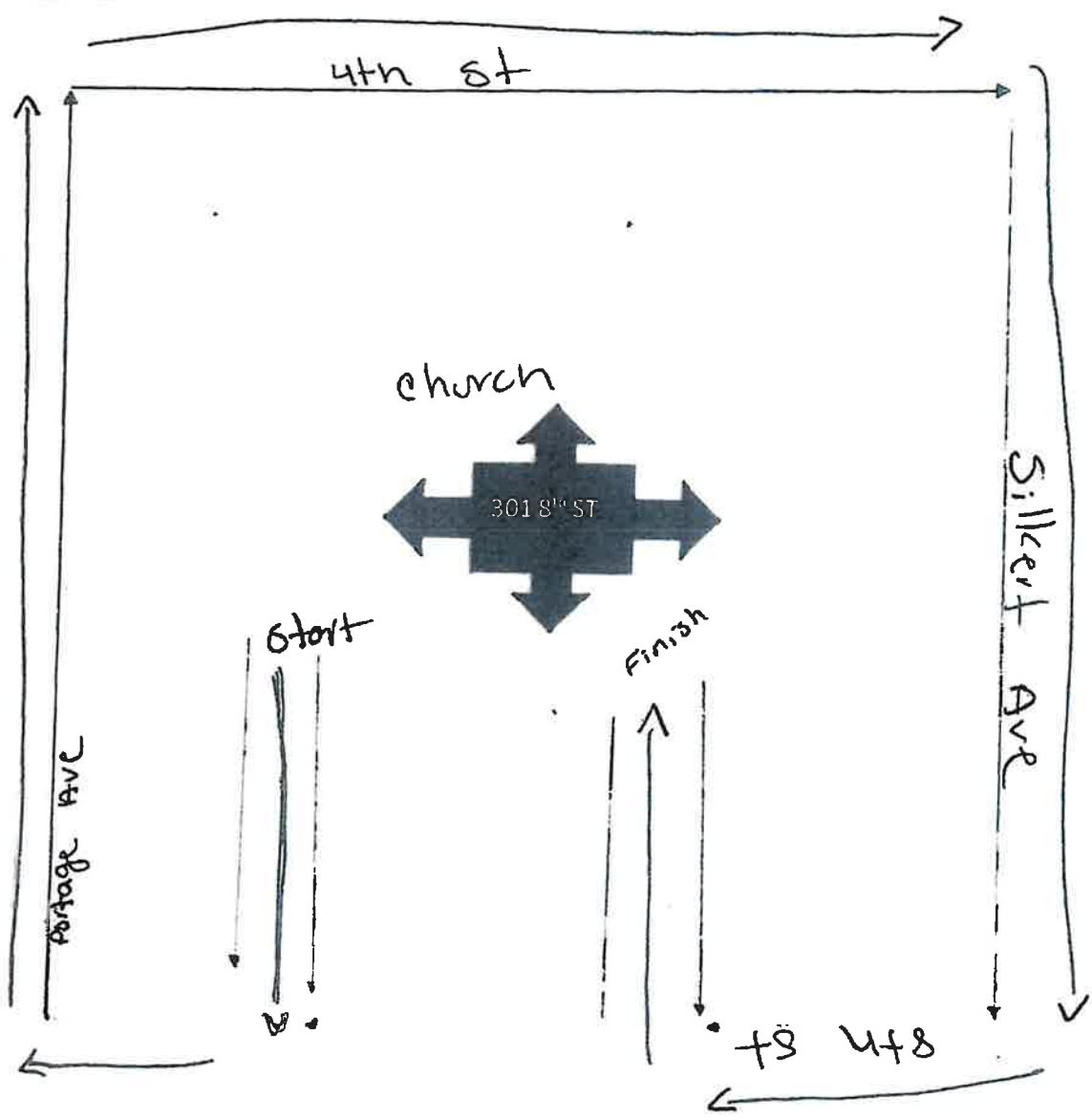
sue.schoolcraft@yakimadiocese.org memberservices@catholicmutual.org

COVERAGE DOES NOT APPLY TO CERTAIN EVENTS AND EXPOSURES, SUCH AS, BUT NOT LIMITED TO:

- Any carnival event
- Fireworks & fireworks displays
- Events involving 'BYOB' (Bring your own bottle)
- Events involving pool or lake activities
- Events involving recreational vehicles
- Non-religious musical performances/concerts (contact us for special exceptions)
- Events organized or operated by professional promoters/performers
- Organized sporting events, including tournaments & camps (some sporting activities are allowed and must be pre-approved).
- Events where a fee or admission is charged, unless all proceeds go to charity
- Political Rallies
- Amusement rides, including mechanically operated devices, trampolines, & rebounding devices
- Claims related to an epidemic/pandemic

IN THE EVENT OF A CLAIM, PLEASE CONTACT C.M.G. AGENCY CLAIMS DEPT: 800-228-6108

PROCESSION OF SILENCE.
April 18, 2025.



Certificate of Coverage

Date: 1/17/2025

Certificate Holder
 Corporation of the Roman Catholic Bishop of
 Yakima
 Chancery Office
 P.O. Box 2189
 101 South 12th Avenue
 Yakima, WA 98902

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Covered Location
 Our Lady of the Desert Mission
 P.O. Box 1185
 Mattawa, WA 99349

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8509	7/1/2024	7/1/2025	Each Occurrence	1,000,000
					General Aggregate	
	Excess Liability				Products-Comp/OP Agg	
					Personal & Adv Injury	
	Other				Fire Damage (Any one fire)	
					Med Exp (Any one person)	
					Each Occurrence	
					Annual Aggregate	
					Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Our Lady of the Desert's use of City roadways and/or city park for their Procession of Silence on April 18, 2025.

Holder of Certificate

Cancellation

Additional Protected Person(s)

City of Mattawa
 521 E Government Rd.
 PO Box 965
 Mattawa, WA 99349

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative

Paul A. Peterson

0166003752

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement 4/18/2025 Charge _____ Credit _____
Cancellation Date of Endorsement 4/19/2025
Certificate Holder Corporation of the Roman Catholic Bishop of Yakima Chancery Office P.O. Box 2189 101 South 12th Avenue Yakima, WA 98902
Location Our Lady of the Desert Mission P.O. Box 1185 Mattawa, WA 99349
Certificate No. 8509 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an **Additional Protected Person(s)** the organization(s) shown in the schedule below.

Schedule - ADDITIONAL PROTECTED PERSON(S)

City of Mattawa
521 E Government Rd.
PO Box 965
Mattawa, WA 99349
Remarks:
Our Lady of the Desert's use of City roadways and/or city park for their Procession of Silence on April 18, 2025.

However, the following limitations apply to coverage:

1. The maximum limits of coverage provided by Catholic Mutual Relief Society of America to the **Additional Protected Person(s)** named in this endorsement shall not exceed the coverage dollar amount specifically required by contract or agreement and agreed to by the **Protected Person(s)**. In the absence of specific coverage limits within a referenced contract or agreement, the limits of liability afforded to the **Additional Protected Person(s)** must be listed on a separate Certificate of Coverage form attached to this endorsement. All limits of liability extended by this endorsement are inclusive of both Section II Coverage D and Section VII coverages (if applicable).
2. Unless specifically agreed to by contract or agreement, the coverage extended to the **Additional Protected Person(s)** by this endorsement is excess and non-contributory over any other available coverage or insurance.
3. This endorsement does not apply to any **Occurrence** outside the specific date(s) of a facility use agreement or terms of a lease.
4. This endorsement does not extend coverage to the **Additional Protected Person(s)** for **Occurrences** which cannot be attributed to primary acts or omissions of the **Protected Person(s)**.
5. Provided that a premises is utilized by the **Protected Person(s)** in a manner consistent with its intended purpose and in accordance with the applicable contract, agreement, or lease, this endorsement does not extend coverage to the **Additional Protected Person(s)** for premises defects or other **Occurrences** which could not be discovered by the **Protected Person(s)** with reasonable diligence.
6. The limited coverage afforded to the **Additional Protected Person(s)** by this endorsement only applies to the extent permissible by law and shall not apply to non-delegable duties unless specifically agreed to by contract or agreement.

This extension of coverage shall not enlarge the scope of coverage provided to the **Certificate Holder** under this Certificate nor increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this endorsement or extend beyond the cancellation date.

**COLLECTIVE BARGAINING
AGREEMENT**

By and Between

**CITY OF MATTAWA, WASHINGTON
Public Works & Office Clerical**

And

**TEAMSTERS LOCAL NO. 760
International Brotherhood of Teamsters**

January 1, 20225, to December 31, 20247

As approved by City Council on

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2	Recognition
3	Union Security & Dues Check-off
4	Rights of Parties
5	Definitions
6	Seniority
7	Layoff and Recall
8	Promotion and Demotion
9	Defined Leaves
10	Hours of Work - Overtime
11	Holidays
12	Annual Leave
13	Pay Arrangements
14	Discipline
15	Grievance Procedure
16	Health Care Benefit Plans
17	Pension
18	General Provisions
19	Personnel Files
20	No Strike-No Lockout
21	Savings Clause
22	Entire Agreement
23	Substance Abuse Policy
24	Wage Rates
25	City Policies
26	Term of Agreement

Appendix "A" Wage Rates

Appendix "B" Letter of Understanding – Pension Contributions

Appendix "C" Affected Employees

ARTICLE 1 - PURPOSE OF AGREEMENT AND CONFLICT

- 1.1 This Agreement is made and entered into by and between City of Mattawa (Employer) and General Teamsters Local No. 760 (Union), the certified collective bargaining representative, for the purpose of fixing wages, hours, benefits and working conditions affecting the employees.

- 1.2 Should any provision(s) of this Agreement expressly conflict with the City's personnel policies, the provision(s) of this Agreement shall prevail.

ARTICLE 2 - RECOGNITION

- 2.1 The employer recognizes the Union as the sole and exclusive bargaining representative for all regular full time and regular part time employees of City of Mattawa for positions identified in Appendix C, excluding elected officials, supervisory employees, patrol officers and confidential employees. Currently, supervisory and confidential employees include both the City Clerk and the Public Works Director.

ARTICLE 3 - UNION SECURITY AND DUES CHECK-OFF

- 3.1 The City recognizes that bargaining unit members of the Union may, at their discretion, become members of the Union.
- 3.2 The Union shall provide the Employer with thirty (30) calendar days' notice of any change in the dues structure and/or the initiation fee structure.
- 3.3 When the Employer hires a new employee, the Employer shall, within fourteen (14) calendar days of the date of employment, notify the Union in writing giving the name, hire date, address, and classification of the employee hired. The Employer will provide new, transferred, promoted, or demoted employees with informational materials provided by the Union prior to appointment into positions included in the bargaining unit(s). The Employer will furnish the employees appointed into bargaining unit positions membership materials supplied by the Union.
- 3.4 Within ninety (90) days after date of hire, the Union shall have up to a thirty (30) minute orientation with new employees during the employees' regular work hours at the employee's regular worksite. The presentation may occur during a new employee orientation provided by the employer, or at another time mutually agreed to by the employer and the exclusive bargaining representative.
- 3.5 Dues Deduction.

A. An Employee choosing to join the Union shall sign proper assignment forms provided by the Union and shall submit them to the City. It is understood between the parties that in order to be effective, such check-off authorization form will be lawful and voluntarily executed by the Employee and personally delivered by the Employee to the City. If the authorization is revoked, such revocation shall be in writing to the City with a copy to the Union.

B. Upon receipt of this written check-off authorization form from an Employee, the City will deduct from the pay of such Employee, during the pay period of each calendar month the authorization is effective, a sum equal to that Employee's Union uniform initiation fees, and uniform monthly membership dues, whichever fall due during the immediately preceding month and only so long as such Employee was employed by the City at the time such obligation became due. In no event shall any charge be made to an Employee which accrued prior to the date of hire or the date of execution of the check-off authorization card, or the date of execution of this Agreement, whichever is later. The full amount of monies so deducted by the City shall be forwarded to the Union monthly by check.

3.6 The Union agrees to indemnify, defend, and hold the City harmless against any liability which may arise by reason of any action taken by City to comply with the provisions of this Article, including reimbursement for any legal fees or expenses incurred in connection with such action. The City will promptly notify the Union in writing of any claim, demand, suit, or other form of liability asserted against it relating to its implementation of this Article.

ARTICLE 4 - RIGHTS OF PARTIES

4.1 Management Rights – It is recognized that the Employer shall retain its traditional rights to manage and direct affairs of the Employer in all various aspects, including, but not limited to: The right to manage, direct and supervise all operations of the work force, including the assigning of overtime; to plan, direct, control and determine all the operations and

services of the Employer; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to establish the qualifications for employment; to hire, assign, transfer and promote employees; to demote, suspend, discipline or discharge employees for cause, (probationary employees without cause); the right to determine the need for educational courses and to assign employees to such courses to be decided by the City and paid for by the City; the right, from time to time, to establish, modify and enforce reasonable rules and regulations subject to providing fifteen (15) working days written notification except in the event of an emergency, in which case as much notice as is practicable will be provided; the right to determine at all times, the City's budget and to enforce employment actions based on the City's assessment of budgetary needs and constraints; the right to create new job descriptions or to modify existing job descriptions from time to time subject only to the Union 's right to bargain about only the pay for such position(s) but not the content of the job description(s) unless the modification to the existing job description could reasonably lead to a current incumbent becoming disqualified for their existing job. Should that happen, the Union shall have a right to bargain the proposed language changes in the content to the existing job description; the right to take whatever action is necessary to carry out the mission of the City in emergencies; to relieve employees due to lack of work or funds; to make and enforce reasonable rules and regulations; and to change or eliminate existing methods, equipment or facilities; provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

The foregoing functions of the Employer shall not be deemed to exclude other functions of the Employer not specifically set forth above. The foregoing listing of core management rights of the City shall not be deemed to exclude other core management rights of the City not specifically set forth above which have been previously determined as such by PERC.

The exercise of these rights, which do not conflict with the collective bargaining agreement, shall be the prerogative of the Employer and such exercise shall not be subject to grievance or arbitration.

Past Practices: Past practices shall not be binding on the Employer; provided, however, if the Employer chooses to change past practice, the Employer shall provide thirty (30) calendar days notification, except in the

event of an emergency (in which practical notice is advised), to the Union and shall provide the Union with an opportunity to negotiate the Employer's proposed change to past practice. The notification and opportunity to negotiate shall not impede or affect the Employer's right to change past practice. The notification to the Union will contain a proposed date for negotiation of the change with the Union as well as the anticipated date for implementation of the Employer's change to past practice in all other respects.

- 4.2 Union Rights - The Union does not waive any right the Union has under applicable state law including, but not limited to, the right to require the Employer to bargain collectively concerning any subject matter held by State law to be mandatory and which is not otherwise covered by this Agreement.
- 4.3 Discharge-Suspension. The City may discipline, demote, discharge or suspend without pay an employee for cause, but no employee shall be disciplined, demoted, discharged or suspended without pay unless a written notice has previously been given to such employee and a copy to the Union, setting forth the complaint against said employee concerning his/her work or conduct. Written notice shall be given within fourteen (14) calendar days of the date of such violation, or within fourteen (14) calendar days from the date such violation became known to the City and the City has had reasonable time to investigate the violation. The employee will be provided, in a Loudermill pre-disciplinary action meeting, an opportunity to respond, orally or in writing, to the complaint(s), and to state why disciplinary action should not be taken. The notice shall specify the nature of the complaint and shall include an explanation of the evidence of the complaint. The explanation of evidence shall not, however, be construed to limit the evidence which may later be produced at any disciplinary hearing(s), nor shall it preclude the introduction of evidence which explains, clarifies, adds more detail or documentation regarding the complaint, or which is introduced to present a more complete case, or which is the product of continued investigation. No such prior warning notice shall be necessary if the cause for discharge is dishonesty, drinking related to employment, carrying unauthorized passengers, gross insubordination, illegal possession, and/or use of federally designated drug abuse items, willful destruction of public property, or such other misconduct which is so serious in nature as to justify discharge without a written warning notice. No warning notice is required in the event of a verbal reprimand or written

reprimand. The City shall give a copy of such warning notice to the employee, and a copy sent to the Union at the time it is given to the employee. An employee may request an investigation of his/her discharge or suspension without pay or warning notice, and the Union shall have the right to protest any such discharge or suspension without pay or warning notice. Any such protest shall be presented to the Mayor or his/her designee in writing within fourteen (14) calendar days after the discharge, suspension without pay, or warning notice, and if not presented within such period, the right of protest shall be waived.

ARTICLE 5 - DEFINITIONS

- 5.1 Regular Full-time Employee: One who has been appointed as a full-time employee by the Employer, and who has successfully completed the probationary period. A regular full-time employee is entitled to accrue the full benefits and conditions of this Agreement. In the event an employee is out on leave without pay for more than seven (7) calendar days the probation period shall be extended for the same amount of time as the leave without pay.
- 5.2 Regular Part-time Employee: One who has been appointed as such by the Employer, who has completed the probationary period, whose work schedule is at least eighty (80) hours per month for a minimum of five (5) months in a calendar year, and whose schedule may be either regular or irregular.
- 5.3 Probationary Employees: One who is newly hired, transferred or promoted and who has not completed twelve consecutive (12) months of service with the Employer since the first day of employment, transfer or promotion within the bargaining unit. A probationary employee shall work under the provisions of this Agreement, but only on a trial basis. During the probationary period, the employee may be discharged without cause and without further recourse including appeal. The twelve (12) month probationary period may be extended for an additional period up to six (6) months if necessary due to extended leaves and/or the need for further evaluation of performance.

ARTICLE 6 - SENIORITY

- 6.1 No employee shall acquire seniority until completion of the probationary period. A list of employees arranged in order of seniority with the Employer shall be given to the Union annually. When two (2) employees have the same hire date, the employee with the highest empirical ranking on the initial interview for employment shall be considered as senior. Initial seniority order shall be determined by the employee's length of continuous service with the Employer.
- 6.2 The seniority of an employee shall be considered broken and all rights forfeited when the employee:
- A. Voluntarily leaves the service of the Employer;
 - B. Is discharged for cause;
 - C. Is laid off for a period in excess of 12 consecutive months for a regular full-time employee or six consecutive (6) months for a regular part time employee;
 - D. Fails to return to work upon recall from an indefinite layoff within fourteen (14) calendar days after receipt of written notice from the Employer at the last known address appearing on the Employer's records.
 - E. A leave of absence longer than six (6) consecutive months.
- 6.3 There shall be no deduction from continuous service for any time lost which does not constitute a break in service.

ARTICLE 7 - LAYOFF AND RECALL

- 7.1 Order of layoff: In the event of a layoff for any reason, employees shall be laid off in the inverse order of their seniority in their classification. A layoff out of the inverse order of seniority may be made if, in the Employer's judgment, retention of special job skills is required. Should that occur, the Union may request verification of special skills.
- 7.2 Order of recall: Employees shall be called back from layoff according to seniority in the classification from which they were laid off unless, in the Employer's judgment, special skills are required. Callback from layoff status shall not extend more than one year for a regular full-time employee and more than six months for a regular part time employee.
- 7.3 Maximum layoff term: Layoff status shall not extend more than 12 months

for a regular full-time employee and more than six (6) months for a regular part time employee.

- 7.4 No accrual of benefits: Benefits shall not accrue during layoff. Layoff shall not affect seniority unless there is a break in service.

ARTICLE 8 - PROMOTION AND DEMOTION

- 8.1 The term "promotion" means the advancement of an employee to a higher paying assignment of work.
- 8.2 Notices of openings in positions covered by this Agreement shall be posted at City Hall and a copy sent to the Union. The notices will contain a description of the job, the qualifications, wage rates, and hours of work.
- 8.3 Application forms for the open positions will be available to bargaining unit employees at the City Hall and the openings will remain open for a period of not less than five (5) working days. Employees wishing to make application must do so within such period.
- 8.4 The applicant who is most qualified for the position advertised by virtue of training, qualifications, and/or experience as determined by the Employer may fill the open position. When making the selection, the Employer may consider such factors as prior evaluations, related applicable experience, interview evaluations, and test results. When qualifications are substantially equal between applicants as determined by the Employer, the employee with the highest seniority standing will fill the position. The Employer may make a temporary appointment from within the bargaining unit by seniority from among qualified employees during the posting period.
- 8.5 Trial period: Newly promoted employees shall be considered trial employees in the new position for a period not to exceed six (6) months. The trial period may be extended with written agreement from the Union. During a promotional trial period, an employee may be reverted to his/her former classification and such reversion shall not be subject to the grievance procedure. An employee whose promotion within the bargaining unit is not affirmed and who is reverted to his or her former classification has "bump back" rights to his or her former classification.
- 8.6 In the case of elimination of a position, the employee affected shall have

the opportunity to accept a voluntary layoff or a voluntary demotion, provided the employee is fully qualified to perform the work required by that position. If there is no position available to which the employee can be demoted, or if the employee is not qualified for the lower position, then the employee shall be laid off. Any employee displaced by a voluntary demotion shall also have the right to accept a voluntary layoff or voluntary demotion, provided there is a lower position to which the employee can be demoted. In the event the eliminated position is re-established, the employee originally affected shall have first opportunity to return to the re-established position, provided the employee is qualified to perform the work and provided there has been no break in service.

ARTICLE 9 - DEFINED LEAVES

9.1 Sick Leave

9.1.1 Accumulation: All regular, full-time employees shall accumulate sick leave at the rate of eight (8) hours for each full month of service from the first day of employment; regular part-time employees shall accumulate sick-leave on a pro-rated basis. Sick leave accumulated in one (1) year may be carried over to succeeding years to a maximum of nine hundred and sixty (960) hours. No compensation shall be paid for accrued sick leave upon separation from employment, regardless of whether the separation is voluntary or involuntary, or initiated by the Employer or the employee, except as follows:

9.1.1.1 Following 5 years of continuous employment with the City, the City will pay 50% of up to a maximum of 45 accrued, unused sick leave hours upon a voluntary separation of employment with the City.

9.1.2 Employees accrue and may use sick leave during trial periods. Regular employees shall have six (6) days of sick leave available upon the commencement of employment as an advance of the first six months sick leave. If employment is ended for any reason and the employee has taken more sick leave than earned, his/her final salary payment shall be adjusted accordingly. Part-time employees shall receive sick leave on a pro-rata basis.

9.1.3 Accrual on leave: Sick leave shall not accrue during leaves of

absence without pay for more than half a month or more or layoffs. All employees on leave with pay will continue to accrue sick leave benefits.

- 9.1.4 Uses of sick leave: Sick leave may be used for medical or dental appointments, when an employee is incapacitated from the performance of assigned duties by reason of sickness, pregnancy, or injury resulting from causes beyond the employee's control, or to care for a child of the employee with a health condition that requires treatment or supervision; or a spouse, domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition.
- 9.1.5 The minimum increment for sick leave usage is fifteen (15) minutes.
- 9.1.6 Notification of sick leave absence shall be given to the Mayor or Clerk Treasurer on the first day of absence, no later than within one (1) hour prior to the assigned shift on the first day. The employee shall keep the Employer apprised of each subsequent day of absence. Failure to provide timely notification may constitute cause for loss of leave. When absence extends beyond three (3) days, the mayor may request verification from a recognized professional. A "recognized professional" for purposes of this verification means an independent medical professional qualified to treat the employee's medical condition and cannot include a medical professional who employs or whose clinic employs a spouse or immediate family member of the employee. Failure to provide such within a reasonable time shall be just cause for discipline.
- 9.1.7 Whenever an employee is on annual leave and becomes ill or injured so as to prevent employment if not on annual leave, the employee may charge such absence to the employee's accumulated sick leave account by satisfactory notice to the Employer. Upon request by the mayor, certification of such illness by a recognized professional may be required. A "recognized professional" for purposes of this verification means an independent medical professional qualified to treat

the employee's medical condition and cannot include a medical professional who employs or whose clinic employs a spouse or immediate family member of the employee. Failure to provide such within a reasonable time shall be just cause for discipline.

- 9.1.8 Coordination of disability benefits: Sick leave pay shall be reduced by any other benefits employee receives under this contract or by way of state or federal law so that the sum of the daily sick leave allowance provided by this contract plus those other benefits shall not exceed 100% of the regular hourly rate at straight time for any hour of time lost. Any portion of the sick leave pay allowance not received by the employee by reason of any such reduction shall be retained in the employee's accrued sick leave.
- 9.1.9 Accountability for Appropriate Use of Sick Leave: It is a reasonable expectation that employees maintain a regular attendance record and that they be provided the resources to be accountable for doing so. It is also a reasonable expectation that employees will use sick leave only for personal illness, injury or disability, FMLA, FLA and FCA as provided by federal and state laws, this labor agreement and applicable City policies. City management is responsible for the proper administration of sick leave benefits, which includes but is not limited to, verification of illnesses, injuries or disabilities from a licensed health care provider. The City may require proof of illness, injury or disability if the City has reason to believe the employee is inappropriately using sick leave during the current absence, or if the employee has been previously counseled about use of sick leave. Abuse of sick leave shall constitute serious misconduct and shall be grounds for corrective action or disciplinary action, up to and including suspension or dismissal. In addition, any employee found to have abused sick leave benefits shall further be required to reimburse to the City all sick leave days taken inappropriately from that employee's accrued annual leave and, if no accrued annual leave is available, the employee shall be required to reimburse to the City all compensation paid to such employee for the period of such absence. As a condition of being permitted to reimburse the City through a forfeiture of accrued annual leave, the

employee shall further forfeit the corresponding number of sick leave days that were taken inappropriately.

- 9.2 Bereavement Leave. In the event of the death of a member of the employee's immediate family, an employee may, with the consent of the Mayor or Mayor pro-tem, be absent from duty with pay for not more than three (3) consecutive days on any one occasion. The term "immediate family" means: Spouse, children (including step-children of the employee), grandchildren, parents, siblings, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents and equivalent step relatives of the employee or the employee's spouse or domestic partner. Bereavement Leave is not considered sick leave or vacation leave.
- 9.3 Maternity leave: No female employee will be required to leave work at the expiration of any arbitrary time period during pregnancy, but will be allowed to work as long as she is able to safely perform the duties of her job, and as long as her physician, in writing, advises. Periodic reports from her physician concerning the advisability of continuing work may be required. Absence for maternity leave will first be charged against compensatory time accrued, then sick leave accrued, then any other accrued leave. If all paid leave is exhausted, then any additional maternity leave shall be unpaid. Leaves of absence for maternity may be granted by the Mayor in accordance with the provisions of City Policy with regard to leaves of absence without pay. It is understood that both parties will work together to comply with the applicable provisions of state law to the extent that it addresses the issue of maternity leave and mandates certain policies upon local governments.
- 9.4 Childbirth leave: An employee may be absent for the birth or adoption of an employee's child. Childbirth leave shall be governed by applicable state and federal statute.
- 9.5 Military leave: Shall be as provided by applicable federal and state statute.
- 9.6 Leave of absence: A leave of absence without pay may be granted upon written approval of the Mayor. Such leave of absence may only be granted after the employee has exhausted all other accrued leave. A copy of the written approval shall be provided to the Union. Failure to report to duty after a leave of absence has expired shall be deemed an automatic resignation. In an emergency situation, the Employer may require that an

employee voluntarily interrupt a leave of absence. No annual leave or sick leave shall accrue during a leave of absence without pay.

9.7 Jury Duty.

9.7.1 An employee subpoenaed for jury service in any municipal, county, state or federal court shall advise the Employer of such call. The employee shall be allowed a leave of absence to respond to the jury duty subpoena and shall be paid for the time lost from work, less the amount of compensation the employee received for jury service. The employee shall retain any payment received for mileage or out-of-pocket expenses.

9.7.2 An employee subpoenaed for jury duty shall have a special jury duty shift starting time of 8:00 a.m. for those days on which the employee is required to physically report for jury duty. Any employee reporting for jury duty, if excused for the balance of that day, shall report as soon as possible to the Employer for the purpose of working the balance of the special jury duty shift.

9.8 Witness subpoena.

9.8.1 If an employee is subpoenaed to testify as a witness in any matter as a regular part of the duties of the employee, then the employee shall be considered actually working for the time lost due to the subpoena. The employee shall receive normal pay for the time lost, less any compensation the employee received for responding to the subpoena.

9.9 Washington State Paid Family and Medical Leave (Chapter 50A.04 RCW)

9.9.1 The City will pay the employee's portion of the premiums through mandatory payroll deduction effective January 1, 2019.

ARTICLE 10 - HOURS OF WORK - OVERTIME

10.1 Five Day Work Week: For regular full-time employees, eight (8) hours within eight and one half (8-1/2) consecutive hours shall constitute a day's work. All employees shall be allowed one-half (1/2) hour unpaid for lunch.

The normal work week shall consist of five (5) consecutive eight (8) hour days within a calendar week of Sunday through Saturday. The normal work day shall be from 8:00 a.m. to 4:30 p.m.

- 10.2 Four Day Work Week-Public Works or Clerks: A work schedule of ten (10) hours of work within ten and one half (10 1/2) consecutive hours shall constitute a day's work. All employees shall be allowed thirty (30) minutes for lunch. The normal work week for such employees shall be four (4) consecutive days within a seven (7) consecutive day period. The normal work day will be from 7:00am to 5:30pm for clerks, and public works will be from 6:00 a.m. to 4:30 p.m. The Employer shall have sole discretion as to whether to permit a four day work week but must give a 7-day notice if required to change from (8) eight or (10) hours.

Maintenance Employees working a 4 day ten (10) ten hour shift shall have rotating days off; e.g., the employee that has weekend duty will work 5 days 8 hours shifts including weekend duty and one employee will work Monday – Thursday and other employee will work from Tuesday – Friday.

10.3 Overtime:

- 10.3.1 Those employees working a five (5) day eight (8) hour schedule shall be paid overtime for all hours worked in excess of forty (40) hours per week and shall be paid at the rate of time and one-half (1-1/2) his/her regular hourly rate.
- 10.3.2 Those employees working on a four (4) day ten (10) hour schedule shall be paid overtime for all hours worked in excess of forty (40) hours per week and shall be paid at the rate of time and one-half (1-1/2) his/her regular hourly rate.
- 10.3.3 Any time, which is already compensated at time and one-half (1-1/2), such as call-out pay, shall not be counted as "compensated time."
- 10.3.4 All overtime shall be computed and paid by rounding the time off to the nearest fifteen (15) minute increment. There shall be no pyramiding or compounding of overtime.

- 10.3.5 All overtime must be approved in advance and in writing, by the Public Works Director and/or the Mayor, unless the employee obtains verbal authorization documented by email or by phone call. Any overtime worked without such prior written approval shall be unauthorized and the failure to obtain written authorization prior to working overtime shall constitute serious misconduct and shall be subject to appropriate discipline.
 - 10.3.6 For purposes of overtime, only hours actually worked shall be included in calculating the number of hours worked; time spent on leave, including vacation, holidays, sick leave, and any other authorized leave, shall not be included in the calculation of hours worked.
- 10.4 Compensatory Time: If the Employer agrees to an employee request to receive compensatory time in lieu of overtime pay, the employee may receive compensatory time off, provided an employee may not accumulate more than sixty (60) hours of compensatory time. An employee may not use compensatory time during any scheduled work period that results in earning overtime, holiday pay, or additional compensatory time. Compensatory time must be used within the following monthly pay period that it was accrued, or it will be paid in cash at the end of that month. Employees must use compensatory time in thirty minute (30) increments.
- 10.5 Meal periods and breaks.
- 10.5.1 Meal periods. Meal periods are unpaid and shall be scheduled as near as reasonably possible to the middle of the shift.
 - 10.5.2 Breaks. Each employee shall receive a relief period not to exceed fifteen (15) minutes approximately halfway through the first half of the work shift, and another approximately halfway through the second half of the work shift. The relief periods shall be compensable time. Employees shall use their regular breaks during their shifts and may not use break time to leave early, extend a meal period, or otherwise "flex" work time.

10.6 Emergencies. When presented with an emergency, the Employer may alter the assigned work hours by giving prompt notification to the affected employees.

10.7 Shift exchanges. Employees may exchange shifts when unforeseen circumstances arise, provided they first request and receive approval from the Public Works Director or Mayor. Such exchanges in shifts shall not constitute a basis for entitlement to overtime compensation nor shall they place an employee in an overtime situation.

10.8 Call out - Call back.

10.8.1 An employee who is required to report to work after having completed the regular shift, excluding holdover and early reporting, shall be paid a minimum of two (2) hours at time and one-half. Hours actually worked in excess of the two (2) hour minimum shall be paid at straight time unless the employee is over the overtime threshold.

10.8.2 All normally scheduled overtime will be offered in order of seniority provided the employee is qualified and/or certified to perform the work. This shall not apply during emergency circumstances.

10.9 Standby.

10.9.1 The term "standby time" means that period of time when a qualified employee is not on regularly scheduled work hours but is required to be reasonably available for performance of emergency work. "Reasonably available" means that the employee is capable of responding on site within thirty (30) minutes from the time of call out, and that the employee is in a sober and fit for duty condition. Employees who are on standby shall be required to carry a fully charged and operational city cell phone or pager at all times and shall be required to respond immediately to

said cell phone or pager when summoned.

- 10.9.2 Standby time shall be equally rotated among all qualified employees of the bargaining unit.
- 10.9.3 All employees assigned to standby duty shall be paid \$~~34.050~~ per hour for each hour of standby duty served pursuant to the conditions established in section 10.9.1.
- 10.9.4 An employee who is unable to complete a standby assignment shall be replaced by the next scheduled standby employee. The replacement shall be paid at the rate established in 10.9.3. Any employee who is unable to complete a standby assignment for any reason other than excused from duty in accordance with the policies established for sick leave or other verifiable emergency beyond the employee's control, shall be subject to discipline. Such employee shall not receive standby pay for such standby duty.
- 10.9.5 Incapacity to serve on standby shall be reported immediately to the Public Works Director or Mayor. Incapacity to serve shall be interpreted to mean excused from duty in accordance with the policies established for sick leave.
- 10.9.6 When called to perform work on a standby basis, the standby employee shall be paid a maximum of two (2) hours at overtime pay, with all remaining time paid as standby duty.

10.10 Certification Requirements, Compensation, and Training:

For Utility Maintenance I, II, and III positions, the respective job descriptions are each amended to include the following additional certification requirements, for which the City will pay an additional \$~~1.0075~~/hour to each employee who obtains and maintains current certifications for all of the following:

- a. Public operator pesticide certification

- b. Traffic control flagger certification
- c. Standard first aid and CPR (adult and infant) certification

The above certifications must be obtained by the employee within one year of the execution date of this Agreement.

For the Utility Maintenance I position, the job description includes the additional requirement to obtain a Class A CDL with air brakes, doubles, triples, and tanker endorsements. The City will pay the cost of the initial training and medical exams every two years. The Class A CDL with said endorsements must be obtained within one year of the execution date of this Agreement.

For those employees required by the City to have certifications (other than the Class A CDL with air brakes endorsement), the City will pay the cost of testing to obtain and maintain the certification(s) up to a maximum of two (2) times per test. Employees who fail the testing process more than two (2) times shall be required to pay any and all associated costs related to the testing/certification and may be subject to discipline up to and including termination of employment for failing to meet position requirements. The Mayor at his/her sole discretion may allow for the payment of testing costs for non-required certifications. Failure to obtain and maintain any of the required certifications, CDL's, or endorsements shall constitute grounds for termination of employment.

ARTICLE 11 - HOLIDAYS

11.1 All regular full-time and part-time employees shall have the following paid holidays:

New Year's Day	Independence Day	Thanksgiving Day
M. L. King Day	Labor Day	Day after Thanksgiving
President's Day	Veteran's Day	Christmas Day
Memorial Day		Day After Christmas
One personal leave day		

- 11.2 When a holiday falls on Sunday, the Monday following shall be observed as the holiday. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. A holiday falling within a vacation period shall not constitute a vacation day, and a holiday occurring while an employee is on sick leave shall not count against the employee's sick leave credit.
- 11.3 Any employee who is required to work on a holiday, as observed by the City shall receive one and one half (1-1/2) times their regular rate of pay for the time worked. In addition, full time employees receive eight (8) hours of holiday pay and part-time employees shall receive pro-rated holiday pay.
- 11.4 To be eligible for personal leave days, an employee must have been employed for more than six (6) months as a regular full-time employee.
- 11.5 All requests for personal leave days are subject to approval in writing by the Mayor or his designee. Such request shall not be unreasonably denied. In the event the request is denied, the reasons for the denial shall be fully explained in writing. The Mayor or his designee shall respond to leave requests as soon after their submission as is practicable.

ARTICLE 12 - ANNUAL LEAVE

- 12.1 All regular full-time employees and regular part-time employees shall be entitled to annual leave with pay at their regular rate according to the following schedule; regular part-time employees shall receive pro-rated vacation accruals.

Hours Accrued per Month of Continuous Service:

During 0-4 years	8
During 5-9 years	102
During 10-14 years	153.33
During 15+ years	175.0

- 12.2 A probationary employee shall accrue annual leave but shall not be entitled to use it until after successful completion of the probation period.
- 12.3 Annual leave may be accumulated up to a maximum of two hundred and

forty (240) compensable hours as of December 31 of any year. No employee shall receive compensation at retirement, upon discharge or separation from employment for more than 240 hours of accrued annual leave.

- 12.4 Accrued annual leave up to the maximum 240 hours shall be paid to all regular employees who are discharged, laid off, or who voluntarily leave the service of the Employer.
- 12.5 The annual leave of each qualified employee shall be approved and scheduled by the Mayor or their designee with due regard to desire, seniority, and preference of the employees. Annual leave requests must be submitted thirty (30) days in advance whenever possible. All requests for annual leave are subject to approval in writing by the Mayor or his designee. If such request is denied, the reasons for the denial shall be fully explained in writing. The Mayor or his designee shall respond to leave requests as soon after their submission as is practicable.

ARTICLE 13 - PAY ARRANGEMENTS

- 13.1 Compensation schedule. The City is on a monthly pay schedule. Employees are paid monthly on the last day of each month. They may have a draw on the 15th of the month up to forty percent (40%) of their net monthly pay. If a regularly scheduled payday falls on Saturday, Sunday or a holiday, pay checks will be distributed on the preceding working day.
- 13.2 The Employer shall furnish each employee with an itemized statement of earnings and deductions, specifying wage rate, hours paid, and other compensation payable to include vacation and sick-leave accruals, as well as any and all deductions from gross wages for the pay period.

No claim for wages shall be recognized unless presented to the City and the Union within thirty (30) calendar days from the date of the pay period giving rise to such claim and/or the date the employee knew or reasonably should have known about the claim. In the event the claim is timely, as outlined in this section, the wage correction shall be limited to thirty (30) calendar days prior to the date the written claim is received.

- 13.3 Upon separation from employment for any reason other than termination or death the employee shall be required to give a two (2) week notice in order

to receive the annual leave cash out. All regular full time and regular part time employees shall receive all monies due on the next payroll cycle. Monies due consist of the following types of compensation which are accrued and unused: Wages, authorized overtime, compensatory time, and annual leave with two weeks' notice. In case of death of an employee, such compensation shall be paid to the beneficiary of the deceased.

ARTICLE 14 – DISCIPLINE

14.1 The Employer may discharge or suspend an employee for just cause but no employee shall be discharged or suspended unless a written warning notice pursuant to Section 4.3 has previously been given to such employee and copy to the Union of a complaint against him/her concerning his/her work or conduct. Notwithstanding this notice requirement, the Employer may immediately suspend without pay or discharge an employee for serious misconduct. The provisions of this Article shall not apply to probationary employees. The term "serious misconduct" shall include but not be limited to the following examples of conduct:

- a) acts of dishonesty, such as theft, fraud, embezzlement, material misrepresentation, and falsification of documents/information;
- b) excessive or chronic absenteeism or tardiness;
- c) significant dereliction and/or neglect of duty;
- d) abuse of leave;
- e) unauthorized overtime;
- f) harassment, discrimination or retaliation in violation of city policies;
- g) use of drugs, alcohol or any other substance in violation of city policies;
- h) acts of violence including threats and assaults;
- i) commission of a criminal act;
- j) refusal to carry out a lawful and reasonable instruction that is part of the job;
- k) excessive disregard for the safety of others;
- l) examples listed in Section 4.3.

Employees will be entitled to a Loudermill pre-discipline/termination hearing, with the right to Union representation, to present evidence, arguments, and witnesses in their defense when the discipline proposed is termination, suspension without pay, or disciplinary demotion.

- 14.2 The Employer shall give to the affected employee a copy of the suspension, disciplinary demotion, or discharge notice and at the same time send a copy to the Union. The notice is effective upon delivery to the employee, not receipt by the Union.
- 14.3 An employee may request an investigation of his/her discharge, unpaid suspension, or disciplinary demotion notice. The Union shall have the right to protest any such discharge, unpaid suspension, or disciplinary demotion notice. Any such protest shall be presented to the Employer in writing by the employee within fourteen (14) calendar days after the discharge, suspension, or demotion and if not presented within such period, the right of protest shall be waived.
- 14.4 The Union shall take this protest up with the Employer and if it is not resolved within twenty-one (21) calendar days from the date on which the Employer received the written protest from the employee, the matter may be submitted to the terms of Article 15, Section 15.4, of this Agreement.

ARTICLE 15 - GRIEVANCE PROCEDURE

- 15.1 "Grievance" as used herein shall mean an alleged violation of a specific term or terms of this Agreement, or a dispute involving an interpretation of a term or terms of this Agreement. The Union shall not be required to press employee grievances if, in the Union's opinion, such lack merit.
- 15.2 STEP I: An employee having a grievance shall submit it in writing with sufficient information (including details of the complaint, the names of any witnesses, copies of relevant documents, photographs, communications, etc.) necessary for the Employer to rule on the merits of the grievance, on a prescribed form designed jointly by the parties within fourteen (14) calendar days of the concern giving rise to the grievance, or within fourteen (14) calendar days of the date on which such matter reasonably should have become known to the employee, or it shall be deemed waived. The employee is to first discuss the matter with his/her immediate supervisor, to provide an opportunity for clarification and/or appropriate adjustment, consistent with the terms of this Agreement. If the agreement is not satisfactorily resolved within five (5) calendar days, it shall be referred to Step II. The employee shall have the option of being accompanied by his/her union representative if he/she feels that it is necessary.

- 15.3 STEP II: If a grievance is not resolved in Step I, the grievance shall be submitted to the department head or Mayor within ten (10) calendar days of it being referred to Step II, otherwise said appeal or grievance is forever waived and shall be null and void. Failure to pursue a grievance to the next step renders final and conclusive the last determination and response. An attempt will be made to resolve the grievance with the department head and/or Mayor, the Union representative(s), and the grievant(s), within ten (10) calendar days after receipt of the written grievance. If the grievance is not satisfactorily resolved within this ten (10) calendar day period, it shall be referred to Step III, or it shall be deemed waived, unless otherwise agreed to by the parties.
- 15.4 STEP III: The grievance shall be referred to a committee consisting of four (4) members, two (2) appointed by the Employer and two (2) appointed by the Union. The Union and Employer shall constitute such committee within ten (10) calendar days following referral of the grievance to Step III. Such committee shall attempt to reach a majority decision on such dispute or grievance. If such committee fails to reach a majority decision on such dispute or grievance submitted to it within ten (10) calendar days following its constitution, either party shall have the right to submit the dispute or grievance to expedited mediation/arbitration. There shall be no intentional or knowing withholding by either side of known facts or evidence, relating to a grievance prior to arbitration. Such withholding shall result in said facts and/or evidence not being admissible in arbitration. In this event the parties shall request a list of eleven arbitrators from PERC. The parties shall alternate striking until one name remains unless the parties can mutually agree on a name. The moving party shall strike the first name.
- 15.5 Arbitration. The arbitrator shall commence hearings within a reasonable period of time after his selection and shall render his award in writing within thirty (30) calendar days. The award of the arbitrator, together with his/her written findings and conclusions shall be final and binding upon the parties to this Agreement, and upon the complaining employee or employees, if any. The Arbitrator is not vested with the power to change, alter or modify this Agreement in any of its parts. The arbitrator shall consider and decide only the question or issue raised up to Step I, unless otherwise stipulated by the parties. The arbitrator's fees and expenses, the cost of any hearing room and recording equipment, shall be borne equally by the City and the Union. All other costs and expenses shall be borne by the party incurring

them. The arbitrator shall not have the authority to award punitive damages.

Either party has the right to have a representative represent them at any step of the grievance procedure.

15.6 The following grievance principles shall govern and be controlling in any and all grievances:

1. While the grievant may be "made whole", any punitive award shall be void and unenforceable.
2. Unless agreed otherwise, an arbiter will hear only one grievance at a time.

15.7 The arbitrator's fees and expenses, the cost of any hearing room, shall be borne equally by the Employer and the Union. All other costs and expenses shall be borne by the party incurring them. The costs of transcribing the proceedings shall be incurred by the party requesting review.

15.8 Time limits are mandatory but may be extended by mutual agreement. Provided, however, any request for extension must be made before the applicable time limit has expired.

15.9 All grievances as defined in this Article shall be settled in accordance with the procedures outlined above, and there shall be no lockout, strike, or interruption of work or slowdown during the life of this Agreement.

ARTICLE 16 - HEALTH CARE BENEFIT PLANS

The City will make available to regular full-time employees a health care plan; the city contribution is 100% for the employee, spouse and qualified dependents. Health care benefits are not available to regular part time employees.

16.1 The Employer shall pay each month into the following employee health care benefit plans, on behalf of each regular full-time employee of the bargaining unit who was compensated for a minimum of 80 hours or more in the preceding month.

16.1.1 Medical Plan: Teamsters Plan A

16.1.2 Dental Plan: Teamsters Plan A

16.1.3 Vision Plan: Plan Ext

16.2 The Union agrees during the life of this Agreement that it will not request any additional benefits for any of the above listed employee benefit plans.

ARTICLE 17 - PENSION

17.1 The Employer shall participate in the PERS and LEOFF retirement systems as required by statute. Should employees wish to participate in the Teamsters trust retirement plan, by reducing their hourly pay and having such monies paid to the trust, the parties agree to meet and discuss the matter.

ARTICLE 18 - GENERAL PROVISIONS

18.1 Non-Discrimination: No employee shall be unlawfully discriminated against for upholding Union principles.

18.2 Union Investigation and Visitation Privileges: The Business Representatives or steward of the Union may visit the work location of employees at any reasonable time and location for the purpose of investigating grievances. Such representatives shall limit their activities during such investigations to matters relating to this Agreement, provided however, they shall not interfere with the operation or normal routine of any department.

18.3 Bulletin Board: General Teamsters Local 760 shall be entitled to the use of one (1) bulletin board. The bulletin board shall be located in a conspicuous place within the employees' work place. The bulletin board shall be used for Union business only.

18.4 It is the intent of the Employer to provide a safe working environment inasmuch as such may be within the knowledge and control of the Employer. Employees are encouraged to bring any safety concerns or suggestions to the attention of the Mayor or Mayor-pro temp.

18.5 The work of the Union shall normally be performed by employees belonging to said unit.

18.6 Medical Exams: Any physical examination, T.B. skin test, X-rays, and/or inoculations required by the Employer shall be taken on Employer time and

shall be paid by the Employer, provided the services are by a physician or institution specified by the Employer.

18.7 Uniforms: The City shall supply regular employees working in the Public Works Department with work boots, coveralls and a work jacket on a quartermaster system.

18.8 Gender: Where masculine or feminine gender has been used in any provision of this Agreement, it is used solely for the purpose of illustration and shall not in any way be used to designate the sex of the employee eligible for any positions, classification, or the benefits provided in this Agreement.

18.9 Liability Insurance: The Employer agrees to provide reasonable insurance coverage and defense on behalf of the employee for potential liability of the employee to third parties due to good faith effort to carry out the duties of the Employer.

18.10 Equipment and Clothing: All protective clothing and safety equipment required by law for the employee during their employment shall be purchased and remain the property of the Employer. All City property in the possession of employees upon termination of employment shall be returned to the Mayor or his/her designee.

18.11 Personal tools/equipment. The City shall not be responsible for use or loss of personal tools and equipment unless requested by the City.

18.12 Subcontracting. The Employer shall have the right to contract out or subcontract work, without negotiations about the decision and/or its effects, the work which has previously or historically been contracted out or subcontracted.

Bargaining the Effects of New Contracting Out/Subcontracting. The Employer shall have the right to contract out or subcontract work not previously contracted out which would adversely affect the normal hours of current bargaining unit employees at the time the Employer implements such position. Prior to the Employer implementing the contracting out or subcontracting, the Employer will provide thirty (30) calendar days written notice of its position and any requested supporting information to the Union and provide an opportunity to negotiate the Employer's position and any

effects. If the parties are unable to reach agreement the Employer may implement the contracting out/subcontracting.

Bonafide Emergency. The notice and discussion provisions of this Article regarding the Employer's position to contract out or subcontract work and its effect shall not apply in situations where the Employer contracts out or subcontracts work to provide services in the event of a bonafide emergency.

ARTICLE 19 - PERSONNEL FILES

- 19.1 Employees shall have the right subject to the provisions of RCW 49.12.260 (as now enacted or hereafter amended), to review material in their personnel files maintained by the Employer. Upon request, copies of all Employers' documents in the personnel file shall be provided to the employee. Records retained in the personnel file which pertain directly to the employee are subject to review or request for a copy. The Employer reserves the right to protect the confidentiality of any information which pertains to individuals other than the employee.
- 19.2 The Employer will notify an employee, in writing, of any derogatory or negative report that is placed in the employee's file within ten (10) calendar days of such action.
- 19.3 After two (2) years, an employee may request that derogatory material, other than yearly evaluations, be expunged from the employee's file. Decisions on such requests shall be made by the Mayor in his/her sole discretion. Any record removed from the personnel file shall be retained by the City pursuant to records retention statutes.
- 19.4 When an employee reviews the employee's personnel file, the employee will sign and date the review to indicate the fact that the employee has reviewed the file.

ARTICLE 20 – NO STRIKE-NO LOCKOUT

- 20.1 The Employer and the Union agree that the public interest requires the efficient and uninterrupted performance of all Employer services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. During the life of this Agreement, neither the Union nor the

employees shall cause, condone or participate in any strike, work stoppage, slow down or other interference with Employer functions by employees under this Agreement, and should the same occur, the Union agrees to take appropriate steps to end such interference. City employees who engage in any of the above-referenced activities shall not be entitled to any pay and/or benefits during the period in which he/she is engaged in such activity. Employees covered by this Agreement who engage in any of the foregoing actions shall be subject to appropriate disciplinary action as may be determined by the Employer. The determination as to whether disciplinary action shall be taken is one left to the sole discretion of the Employer. Any disciplinary action shall still be subject to the Grievance Procedure as outlined in Article 15.

ARTICLE 21 - SAVINGS CLAUSE

21.1 If any portion of this Agreement or any addenda to it should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any portion should be restrained by such tribunal, the remainder shall not be affected, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at mutually satisfactory terms.

ARTICLE 22 - ENTIRE AGREEMENT

22.1 This Agreement constitutes the entire agreement between the parties. No express or implied statement or previously written or oral statements shall add to or supersede any of its provisions.

ARTICLE 23 - SUBSTANCE ABUSE POLICY

23.1 Shall be per City policy.

ARTICLE 24 - WAGE RATES

For the term of this Agreement, employees shall be paid in accordance with the Wage Rate Schedule attached as Exhibit "A" to this Agreement.

ARTICLE 25 - CITY POLICIES

Employees covered by this Agreement shall be subject to all existing or future city policies, rules and regulations not otherwise in direct conflict with the terms and conditions of this Agreement.

ARTICLE 26 - TERM OF AGREEMENT

- 26.1 Except where otherwise specifically provided, this Agreement shall be in full force and effect from, the date of full ratification by both parties and shall remain in full force and effect through December 31, 2024. Either party may initiate negotiations for the next Agreement within one hundred twenty (120) days of the expiration of this Agreement.
- 26.2 Annual re-openers shall be available for the Employer to address only the issues related to insurance and benefits.

IN WITNESS WHEREOF, the Company and the Union have hereunto set their hands and seals this _____ day of _____, 202~~5~~¹.

CITY OF MATTAWA, WASHINGTON

TEAMSTERS LOCAL 760

Mayor

Leonard J. Crouch
Secretary Treasurer

APPENDIX "A"
2019-2021 WAGE RATES AND COMPENSATION

ARTICLE 1A - WAGE RATES

1.A.1 The following wage rates shall be effective during the term of this Agreement:

	Title		Step 1	Step 2	Step 3	Step 4	Step 5
1	Utility Maintenance I	Full Time	\$ 17,2765.66 57	\$ 18,506.68	\$ 19,737.79	\$ 22,190.01	\$ 24,652.23
2	Utility Maintenance II	Full Time	\$ 21,6219.50	23,160.88	24,702.28	27,815.08	\$ 30,8927.86
3	Utility Maintenance III	Full Time	\$ 22,0819.91	23,661.34	25,242.76	28,405.61	\$ 31,5628.46
4	Customer Service Clerk*	Full Time	\$ 16,664.49	\$ 17,114.84	\$ 17,565.83	\$ 19,767.82	\$ 21,9519.79
5	Deputy Clerk/Treasurer	Full Time	\$ 17,806.66 05	\$ 19,077.19	\$ 20,3518.35	\$ 22,880.63	\$ 25,422.92
6	Police Clerk	Part Time	\$ 16,9766.58	\$ 18,106.89	\$ 19,237.95	\$ 21,490.05	\$ 23,772.19

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*Customer Service Clerk position starting wage will remain the current Washington State minimum wage as amended.

Bilingual Pay per city policy

ARTICLE 1B - STEP INCREASES

Starting Rate: 70%
Six Months: 75%
Twelve Months: 80%
Twenty-Four Months: 90%
Thirty-Six Months: 100%

ARTICLE 1C -

January 1, 202~~25~~²⁵ ~~6.03-5%~~ (The parties acknowledge that the 6% COLA is a one-time increase to reflect a needed wage adjustment and is not precedential for future bargaining and lower COLA's shall not constitute regressive bargaining by the City.)

January 1, 202~~63~~⁶³ ~~4.03-5%~~

January 1, 202~~74~~⁷⁴ ~~4.03-5%~~

ARTICLE 1D – LONGEVITY PAY

The City agrees to pay longevity pay as follows:

- a. After 5 or more years of service: ~~\$1090~~^{\$1090}/month
- b. After 10 or more years of service: ~~\$1650~~^{\$1650}/month
- c. After 15 or more years of service: ~~\$2240~~^{\$2240}/month
- d. After 20 or more years of service: ~~\$2870~~^{\$2870}/month
- e. After 25 or more years of service: ~~\$3545~~^{\$3545}/month

ARTICLE 1E – EDUCATION INCENTIVE PAY

The City agrees to pay education incentive pay as follows:

- a. AA degree: ~~32~~³²%
- b. BA or BS degree: ~~53~~⁵³%
- c. Master's degree: ~~54~~⁵⁴%

If the degree is required by the employee's job description, there is no entitlement to any education incentive pay.

**APPENDIX B
LETTER OF UNDERSTANDING**

BY AND BETWEEN

CITY OF MATTAWA
AND
TEAMSTERS LOCAL NO. 760
Affiliated with the International Brotherhood of Teamsters

PENSION CONTRIBUTIONS

The undersigned parties have agreed the contributions made to the Western Conference of Teamsters Pension Trust on behalf of the employees of City of Mattawa are calculated as follows:

The Contributions reflected in the Collective Bargaining Agreement are a result of diverting wages from Appendix A bracketed amounts are the full rate without the diversion. The wages in Appendix A outside of the brackets reflect the wage amounts after the aforementioned diversion has occurred based on a monthly wage rate.

IN WITNESS WHEREOF, the Company and the Union have hereunto set their hands and seals this _____ day of _____, 202~~4~~⁵.

CITY OF MATTAWA, WASHINGTON

TEAMSTERS LOCAL#760

Leonard J. Crouch
Secretary Treasurer

**APPENDIX C
AFFECTED EMPLOYEES**

The employee positions affected by this Agreement include:

1. Deputy Clerk/Treasurer
2. Customer Service Clerk
3. Police Clerk

4. Maintenance III
5. Maintenance II
6. Maintenance I