



CITY OF MATTAWA COUNCIL MEETING AGENDA

March 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 02.26.25
- Minutes- Council Meeting 02.20.25
- 2025 Claims EFT & Checks Approval #20903-20932 -- \$362,007.21
- 2025 Payroll EFT & Checks Approval #32009-32015 -- \$117,175.49

IV. Reports:

SCJ Alliance Report

- Planning Update 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. **Building Use & Maintenance Agreement (NCW Libraries)**

VII. **Adjournment:**

Gray & Osborne/City of Mattawa Project Summary (2/26/25)

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**
- **Final plat comments have been provided to the City**

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 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: September 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: July 2025

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 move forward with the 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 is ready for submission to Ecology**
- **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 May
- **Total Budget: \$134,000**

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

- Project Number: TBD
- Project Completion: 2025
- Funded: DWSRF
- City has approved the agreement for this work.
- The work will start with the siting analysis so that the City has a clear plan for the potential locations of Well 5.

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 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 would resume work in mid-March**
- **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
- **The City is on the draft Ecology funding list for this project**
- **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
- The environmental/cultural review is complete
- The geotechnical investigation is complete
- Need to coordinate with property owners and identify location of irrigation lines
- **Total Budget \$207,500**

Other Projects

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 – March 12, 2025, 3:30 pm



**CITY OF MATTAWA
COUNCIL MEETING MINUTES
February 20, 2025
5:30 PM**

Call to Order/Roll Call

Mayor Maria Celaya called the council meeting to order at 5:35 p.m. Council members present were Sun Hwang, Brian Berghout, Silvia Barajas, Tony Acosta, Alex Heredia, Fabiola Hernandez, and Wendy Lopez.

Staff present – Police Chief Alex Zesati, Public Works Director Juan Ledezma, City Clerk Anabel Martinez

Others present—City attorney Katherine Kenison, Chris Stokes, Rachele Bradley.

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I. Additions/Approval of Agenda:

**M/s; Berghout / Hwang motion to add to agenda SCJ Alliance project update under reports an amendment to Palm Sunday event permit application and accept tonight's agenda. Motion carried.

II. Public Comments:

** Father Berghout gave a brief introduction and said he would like to see construction like Lov's or a pilot project in Mattawa.

III. Consent Agenda/Information

- Gray & Osborne Project Summary 02.12.25
- Minutes – Council Meeting 02.06.25
- 2025 Claims EFT & Checks Approval #20887-20902 -- \$44,391.50
- 2025 Payroll EFT Approval -- \$10,300.00

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

** As of February 20th, 2025, the Council approved payment of 2025 Claims Checks Approval #20887-20902 in the amount of \$44,391.50, 2025 Payroll EFT Approval for \$10,300.00.

***** M/s; Berghout / Barajas motion that bills, checks, payroll, 02.06.25 meeting minutes be approved. Motion carried.***

IV. Reports:

Northwest Code Professional's Report

**Chris Stokes, Inspector, gave the council an introduction to the company and has worked in Mattawa for many years. With the recent higher demand for building permits, he would like to see the clerk's department receive training on building codes etc.

SCJ Alliance's Report

**Rachelle Bradley gave an overview of the current planning inquiries and development reviews.

Mayor's Report

** Mayor Celaya sent out an email notification to all organizations for the community events.

Council Report

**** Councilwoman Hernandez mentioned the dues & training budget and cost savings.

Police Department Report

** Chief Zesati said they reverted to Spillman as of 02/10/25 & provided calls for service report.

** There was a drive-by shooting that occurred last Thursday, there were a total of 6 suspects and all were juveniles. The incident occurred at the 500 block of 3rd Street.

**The potential new hire has been disqualified so we are back to square one.

**We will be at a firearms training next Friday on Rd. U.

**Councilman Acosta would like to see a game plan for Livescan instead of paying for an annual subscription.

Public Works Department Report

** Water repair on the 100th block of 2nd & 3rd street by alleyway.

** Well 2 project is ongoing.

** Staff attended professional development for water & pesticide credits.

**Boss Construction now estimates they will resume work and be on-site by mid-March.

**We are hiring! A utility maintenance I notice has been posted with an anticipated closing date of March 20th.

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

None.

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

1. Council Retreat – Discussion

The council discussed possible venues for the annual council retreat. It was mentioned that the Wanapum Heritage Center could be an ideal place, and Councilman Berghout was able to verify and confirm the location. Council would like to meet on April 10th starting at 5 pm with dinner. Councilmembers Lopez & Barajas would like to present on how to present ourselves as councilmembers, Councilman Acosta would like to present on Mattawa's history and decision making, Councilman Berghout would like to present on councilmember, and Councilman Hwang on tourism. No action is needed.

2. **Progress Estimate 3 – Well 2 Re- Equipping**
M/s; Heredia / Lopez motion to approve. Motion carried.

3. **Amendment Palm Sunday Parade Route**
M/s; Berghout / Lopez approve with public service fee. Motion carried.

VII. Adjournment:

The council meeting was adjourned at 7:23 P.M. M/s; Berghout / Barajas. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:32:40 Date: 03/03/2025

As Of: 03/06/2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
18027	03/06/2025	03/06/2025	3627	ANATEK LABS INC-SPOKANE	370.00 RC Samples
534 10 41 02	Chemical Samples	401 000 534	Water Operatin	250.00	DW RC Samples
535 10 41 02	Testing Samples	405 000 535	Sewer Operatin	60.00	WWTP RC Samples
535 10 41 02	Testing Samples	405 000 535	Sewer Operatin	60.00	WWTP RC Samples
17985	03/06/2025	03/06/2025	3841	CAD HOMES	100.00 Refund Utility Deposit
589 30 01 00	Deposit Refunds - Custome	403 000 580	Customer Depo	100.00	Refund Utility Deposit
17983	03/06/2025	03/06/2025	3842	CAD HOMES	100.00 Refund Utility Deposit
589 30 01 00	Deposit Refunds - Custome	403 000 580	Customer Depo	100.00	Refund Utility Deposit
17987	03/06/2025	03/06/2025	3847	CAD HOMES	100.00 Refund Utility Deposit
589 30 01 00	Deposit Refunds - Custome	403 000 580	Customer Depo	100.00	Refund Utility Deposit
17984	03/06/2025	03/06/2025	3848	CAD HOMES	100.00 Refund Utility Deposit
589 30 01 00	Deposit Refunds - Custome	403 000 580	Customer Depo	100.00	Refund Utility Deposit
17986	03/06/2025	03/06/2025	3849	CAD HOMES	100.00 Refund Utility Deposit
589 30 01 00	Deposit Refunds - Custome	403 000 580	Customer Depo	100.00	Refund Utility Deposit
18029	03/06/2025	03/06/2025	1886	CENTURY LINK	73.18 WWTF SCADA System
535 10 42 00	Telephone	405 000 535	Sewer Operatin	73.18	WWTF SCADA System
18030	03/06/2025	03/06/2025	1886	CENTURY LINK	134.87 Lift Station
535 10 42 00	Telephone	405 000 535	Sewer Operatin	134.87	Lift Station
18002	03/06/2025	03/06/2025	1251	CITY OF MATTAWA-UTILITIES	411.94 City Of Mattawa Utilities February 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	161.93	Shop
572 20 47 00	Library - Utility Services	001 000 572	Current Expens	141.38	Library
18024	03/06/2025	03/06/2025	2847	DESERT VACTOR SERVICE INC	2,882.41 Parts/Supplies
534 10 48 03	System Repair & Maintenar	401 000 534	Water Operatin	1,337.71	Hydro Excavation- Clean Out
535 10 48 04	System Repairs / Maintenar	405 000 535	Sewer Operatin	824.87	Hydro Excavation-Clean Out 24'
542 30 48 00	City Street Maintenance	101 000 542	Street Fund	719.83	Hydro Excavation-Clean Out Storm Water
18033	03/06/2025	03/06/2025	2304	FIRST BANKCARD	1,066.46 Credit Card Expenses-MPD

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
521 10 49 00	Professional Services		001 000 521	121.72	Schedule Anywhere License
521 20 42 00	Telephone		001 000 521	93.92	Office Phone Line
521 22 35 00	LE Equipment/Supplies		001 000 521	113.72	Mag Pouch Pistol/Handcuff
521 22 35 00	LE Equipment/Supplies		001 000 521	737.10	Pistol Sight-Durable
18034	03/06/2025	03/06/2025	2304		
			FIRST BANKCARD	2,056.04	Credit Card Expenses-PW
518 70 31 00	Other Supplies And Furnitu		001 000 518	200.00	LED Lights City Hall
534 10 31 00	Office Supplies		401 000 534	158.79	LED Lights
534 10 41 05	Professional Services		401 000 534	2.99	Icloud Storage
534 10 43 00	Travel & Training		401 000 534	40.15	-811 Dig Safety Wenatchee- Alberto, Jose, Juan
534 10 43 00	Travel & Training		401 000 534	23.88	-811 Dig Safety Wenatchee- Alberto, Jose, Juan
534 10 43 00	Travel & Training		401 000 534	14.88	Evergree Rural Water Training- Jose F & Juan-Meal
534 10 43 00	Travel & Training		401 000 534	19.50	Evergree Rural Water Training- Jose F & Juan-Meal Breakfast
534 10 43 00	Travel & Training		401 000 534	15.64	Evergree Rural Water Training- Jose F & Juan-Meal Breakfast
534 10 43 00	Travel & Training		401 000 534	72.37	Evergree Rural Water Training- Jose F & Juan-Meal Dinner
534 10 43 00	Travel & Training		401 000 534	31.32	Evergree Rural Water Training- Jose F & Juan-Meal Dinner
534 10 47 01	Utilities		401 000 534	74.95	Shop Internet
534 10 48 02	Vehicle Repair & Maintena		401 000 548	179.92	For Lights/tire Pressure Monitoring System
534 10 48 03	System Repair & Maintena		401 000 534	140.91	Underseat Storage Truck/ Box Console For Truck
535 10 35 00	Small Tools & Equipment		405 000 535	265.97	Tools For Shop- Brush Set/ Mini Pick And Hook/wire Brushes/gloves/magnet Holder
535 10 41 04	Professional Services		405 000 535	21.67	Adobe Acrobat
535 10 43 00	Travel & Training		405 000 535	240.00	Pesticide Training
535 10 48 03	Vehicle Repair / Maintenan		405 000 535	151.75	Custom Bed Liner
535 10 48 03	Vehicle Repair / Maintenan		405 000 535	109.07	Bed Storage Organizer
535 10 48 03	Vehicle Repair / Maintenan		405 000 535	138.75	Underseat Storage Truck/ Box Console For Truck
542 30 43 00	Travel And Training		101 000 542	33.53	Meal Training - Flagger Yakima- Alberto Reyes
542 30 43 00	Travel And Training		101 000 542	120.00	Pesticide Training-Alberto Reyes
18035	03/06/2025	03/06/2025	2304		
			FIRST BANKCARD	2,175.54	Credit Card Expenses- Clerks
511 60 31 00	Elected Officials -Office &		001 000 511	185.27	Council Name Plates
514 23 31 00	Postage		001 000 514	36.50	Stamps
514 23 31 02	Office Supplies		001 000 514	59.38	Lenova Bag/ Note Pads/index Tab/envelopes
514 23 43 00	Travel & Education		001 000 514	150.00	Budget Training- Anabel
514 23 43 00	Travel & Education		001 000 514	1,000.00	Municipal Finance Training- Anabel & Jazmin
514 23 43 00	Travel & Education		001 000 514	40.00	Notary License- Jazmin

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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 Line
518 30 49 14	Professional Services		001 000 518 Current Expens	259.55	Adobe Acrobat-Anabel
521 20 31 00	Office Supplies		001 000 521 Current Expens	52.57	MPD-Name Plate
534 10 30 02	Postage		401 000 534 Water Operatin	36.50	Stamps
534 10 41 05	Professional Services		401 000 534 Water Operatin	50.63	Phone Line
534 10 47 01	Utilities		401 000 534 Water Operatin	56.00	WWTP Internet
535 10 31 01	Postage		405 000 535 Sewer Operatin	36.50	Stamps
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	50.61	Phone Lines
537 10 31 01	Postage		420 000 537 Solid Waste Fu	36.50	Stamps
18036	03/06/2025	03/06/2025	3316 FORD MOTOR CREDIT COMPANY	3,269.63	MPD- Vehicle Lease 3/30/2025
591 21 70 00	Police Vehicles (3) 2021 Fo		102 000 594 Police Vehicle I	3,062.39	MPD- Vehicle Lease 3/30/2025
592 21 80 00	Police Vehicles (3) 2021 Fo		102 000 594 Police Vehicle I	207.24	MPD- Vehicle Lease 3/30/2025
18040	03/06/2025	03/06/2025	1675 GRANT COUNTY AUDITOR	997.39	Annual Voters Cost Election
514 40 50 00	Election Costs		001 000 514 Current Expens	997.39	Annual Voters Cost Election
18017	03/06/2025	03/06/2025	1698 GRANT COUNTY PUD	2,517.85	Power Billing January 2025
534 10 47 01	Utilities		401 000 534 Water Operatin	149.36	709 1st Street
534 10 47 01	Utilities		401 000 534 Water Operatin	159.29	710 1ST Street
535 10 47 00	Utilities		405 000 535 Sewer Operatin	75.34	8th Street Portage
535 10 47 00	Utilities		405 000 535 Sewer Operatin	2,133.86	U Rd.
18018	03/06/2025	03/06/2025	1698 GRANT COUNTY PUD	2,004.48	Power Billing January 2025
518 30 47 14	City Hall Utilities		001 000 518 Current Expens	218.47	City Hall
534 10 47 01	Utilities		401 000 534 Water Operatin	1,471.98	707 2nd Well
534 10 47 01	Utilities		401 000 534 Water Operatin	50.91	Boundary
572 20 47 00	Library - Utility Services		001 000 572 Current Expens	147.45	Library
576 80 47 00	Park Utilities		001 000 576 Current Expens	28.85	106 Portage Ave
576 80 47 00	Park Utilities		001 000 576 Current Expens	30.68	Manson Lane
576 80 47 00	Park Utilities		001 000 576 Current Expens	31.49	Control Circuit
576 80 47 00	Park Utilities		001 000 576 Current Expens	24.65	Park Outlet
18004	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	13,920.96	Sewer System Improvements Design- Professiona Services Jan. 1-25, 2025
594 35 63 01	Lift Station Upgrade		412 000 594 Sewer Capital I	13,920.96	Sewer System Improvements Design- Professiona Services Jan. 1-25, 2025

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18005	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	630.87	Lopez Subdivision- Professiona Services Jan. 1-25, 2025
518 30 49 01	Engineering Services		001 000 518 Current Expens	630.87	Lopez Subdivision- Professiona Services Jan. 1-25, 2025
18006	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	90.48	Bodrero Developement - Professiona Services Jan. 1-25, 2025
518 30 49 01	Engineering Services		001 000 518 Current Expens	90.48	Bodrero Developement - Professiona Services Jan. 1-25, 2025
18007	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	90.48	Hwang Subdivision - Professiona Services Jan. 1-25, 2025
518 30 49 01	Engineering Services		001 000 518 Current Expens	90.48	Hwang Subdivision - Professiona Services Jan. 1-25, 2025
18008	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	1,964.71	WWTF Improvement CA - Professiona Services Jan. 1-25, 2025
594 35 41 00	WWTF Improvements Proj		412 000 594 Sewer Capital I	1,964.71	WWTF Improvement CA - Professiona Services Jan. 1-25, 2025
18009	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	691.36	Water Rights Assistance - Professiona Services Jan. 1-25, 2025
534 10 41 03	Engineering Services		401 000 534 Water Operatin	691.36	Water Rights Assistance - Professiona Services Jan. 1-25, 2025
18010	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	6,076.76	2025 Red Town Initiative Design - Professiona Services Jan. 1-25, 2025
595 95 41 02	TIB Grant - 2025 Multiple		101 000 594 Street Fund	6,076.76	2025 Red Town Initiative Design - Professiona Services Jan. 1-25, 2025
18011	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	241.43	Catholic Charity Housing Services - Professiona Services Jan. 1-25, 2025
518 30 49 01	Engineering Services		001 000 518 Current Expens	241.43	Catholic Charity Housing Services - Professiona Services Jan. 1-25, 2025
18012	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	292.82	CDS Funding Compliance Assitance - Professiona Services Jan. 1-25, 2025

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 10 41 03	Engineering Services		401 000 534 Water Operatin	292.82	CDS Funding Compliance Assitance - Professiona Services Jan. 1-25, 2025
18013	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	44,283.55	Well 2 Final Design And Construction Adm. - Professiona Services Jan. 1-25, 2025
594 34 41 00	Well 2 Final Design & Con:		411 000 594 Water Capital I	44,283.55	Well 2 Final Design And Construction Adm. - Professiona Services Jan. 1-25, 2025
18014	03/06/2025	03/06/2025	1734 GRAY & OSBORNE INC	271.43	Water System Telemetry Improvement.- Professiona Services Jan. 1-25, 2025
594 34 41 01	Water System Telemetry Im		411 000 594 Water Capital I	271.43	Water System Telemetry Improvement.- Professiona Services Jan. 1-25, 2025
17988	03/06/2025	03/06/2025	286 KENISON P.S, KATHERINE L.	4,280.00	Legal Fees Jan. '25
515 41 41 00	Legal Fees		001 000 515 Current Expens	3,080.00	Legal Fees Jan. '25
515 41 41 01	Legal Fees -- Union Costs		001 000 515 Current Expens	1,200.00	Legal Fees Jan. '25 - Union
18001	03/06/2025	03/06/2025	2840 MATTAWA AUTO PARTS, LLC	23.83	Parts/Supplies
534 10 31 00	Office Supplies		401 000 534 Water Operatin	16.25	Towels
534 10 48 02	Vehicle Repair & Maintena		401 000 548 Water Operatin	7.58	Mac Belt Dressing
18020	03/06/2025	03/06/2025	3588 MCKINNEY COMMERCIAL GLASS & DOOR	150.68	Parts/Supplies
534 10 31 00	Office Supplies		401 000 534 Water Operatin	150.68	Trilogy Lockset- Well No3 Door
18023	03/06/2025	03/06/2025	324 MULTI AGENCY COMMUNICATION CENTER	2,868.69	Dispatch Services March 2025
522 20 42 02	MACC - Communications		107 000 522 Public Safety T	2,868.69	Dispatch Services March 2025
18019	03/06/2025	03/06/2025	625 NORCO	29.18	Cylinder Rental
534 10 31 01	Operating Supplies		401 000 534 Water Operatin	29.18	Cylinder Rental
18021	03/06/2025	03/06/2025	2798 PACIFIC OFFICE AUTOMATION	247.64	Monthly Equipment Jan. 2025
591 14 70 01	Copier Machine Lease - Clk		001 000 591 Current Expens	49.53	Monthly Equipment Jan. 2025
591 21 70 03	Copier Machine Lease - PD		001 000 591 Current Expens	49.53	Monthly Equipment Jan. 2025
591 34 70 01	Copier Machine Lease - PW		401 000 591 Water Operatin	49.53	Monthly Equipment Jan. 2025
591 35 70 02	Copier Machie Lease - PW		405 000 591 Sewer Operatin	49.53	Monthly Equipment Jan. 2025
591 37 70 01	Copier Machine Lease - PW		420 000 591 Solid Waste Fu	49.52	Monthly Equipment Jan. 2025
18022	03/06/2025	03/06/2025	2798 PACIFIC OFFICE AUTOMATION	247.64	Ink Usage For Month Jan. 2025

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:32:40 Date: 03/03/2025

As Of: 03/06/2025

Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
518 70 45 01	Copier Lease		001 000 518 Current Expens	61.91	Ink Usage For Month Jan. 2025	
521 20 31 00	Office Supplies		001 000 521 Current Expens	61.91	Ink Usage For Month Jan. 2025	
534 10 45 01	Copier Lease		401 000 534 Water Operatin	61.91	Ink Usage For Month Jan. 2025	
535 10 45 01	Copier Lease		405 000 535 Sewer Operatin	61.91	Ink Usage For Month Jan. 2025	
18037	03/06/2025	03/06/2025	2820	PETRO-USA MATTAWA MART	1,185.85	PW- Fuel Services
534 10 32 02	Fuel		401 000 535 Water Operatin	550.00	PW- Fuel Services	
535 10 32 00	Fuel		405 000 535 Sewer Operatin	550.00	PW- Fuel Services	
542 30 32 03	Fuel		101 000 542 Street Fund	85.85	PW- Fuel Services	
18038	03/06/2025	03/06/2025	2820	PETRO-USA MATTAWA MART	2,534.07	MPD- Fuel Services
521 20 32 03	Police Vehicle Fuel		107 000 521 Public Safety T	2,534.07	MPD- Fuel Services	
18031	03/06/2025	03/06/2025	3371	REYES, JOSE A	34.49	Meal Reimbursement Training Yakima- Pesticide
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	34.49	Meal Reimbursement Training Yakima- Pesticide	
18025	03/06/2025	03/06/2025	1247	RIO'S AUTO AG SUPPLY	37.23	Parts/Supplies
534 10 48 02	Vehicle Repair & Maintena		401 000 548 Water Operatin	1.54	Lic Plate For Trailer	
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	21.57	Snap Link	
576 80 48 00	Park Maintenance		001 000 576 Current Expens	14.12	Cycle Oil	
18003	03/06/2025	03/06/2025	3416	SCJ ALLIANCE	2,533.00	Planning Services Period Janaury 1-31, 2025
558 60 41 00	Planning-Zoning & Land U		001 000 558 Current Expens	2,533.00	Planning Services Period Janaury 1-31, 2025	
18028	03/06/2025	03/06/2025	3299	SOILTEST FARM CONSULTANTS INC	1,103.00	RC Samples
535 10 41 02	Testing Samples		405 000 535 Sewer Operatin	1,103.00	WWTP RC Samples	
18039	03/06/2025	03/06/2025	1979	THE BUILDING DEPARTMENT LLC	21,828.02	Fire/ Rental Inspections And Building Permits
524 20 41 00	Rental/Fire Inspection Cost		001 000 524 Current Expens	5,962.00	Fire/ Rental Inspections	
558 50 41 00	Building Permit & Plan Rev		001 000 558 Current Expens	15,866.02	Building Permits Fees	
18015	03/06/2025	03/06/2025	732	U.S CELLULAR	460.60	MPD-Cell Phone Services
521 20 42 00	Telephone		001 000 521 Current Expens	460.60	MPD-Cell Phone Services	
18016	03/06/2025	03/06/2025	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	109.54	PW- Cell Phone Services	
535 10 42 00	Telephone		405 000 535 Sewer Operatin	109.54	PW- Cell Phone Services	

ACCOUNTS PAYABLE

City Of Mattawa

Time: 16:32:40 Date: 03/03/2025

As Of: 03/06/2025

Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
537 10 42 00	Telephone		420 000 537 Solid Waste Fur	109.55	PW- Cell Phone Services
17990	03/06/2025	03/06/2025	143 WA STATE DEPT OF ECOLOGY	3,194.90	Hydro Study Loan
591 35 70 00	Hydro Study Re-Payment -		406 000 591 Sewer Debt Fur	2,207.51	Hydro Study Loan
591 35 79 00	Hydro Study Re- Payment -		406 000 591 Sewer Debt Fur	493.70	Hydro Study Loan
592 35 83 01	Hydro Study Re-Payment -		406 000 591 Sewer Debt Fur	493.69	Hydro Study Loan
18026	03/06/2025	03/06/2025	143 WA STATE DEPT OF ECOLOGY	2,072.00	Water Quality Program FY 2025
535 10 51 00	Permit Fees		405 000 535 Sewer Operatin	2,072.00	Water Quality Program FY 2025
18032	03/06/2025	03/06/2025	143 WA STATE DEPT OF ECOLOGY	50.00	Water Right Permit
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	50.00	Water Right Permit

Report Total: 130,418.97

Fund	
001 Current Expense Fund	35,491.01
101 Street Fund	7,197.90
102 Police Vehicle Fund	3,269.63
107 Public Safety Tax Fund	5,402.76
401 Water Operating Fund	6,298.07
403 Customer Deposit Fund	500.00
405 Sewer Operating Fund	8,428.48
406 Sewer Debt Fund	3,194.90
411 Water Capital Improvement	44,554.98
412 Sewer Capital Improvement	15,885.67
420 Solid Waste Fund	195.57

This report has been reviewed by:

Anabel Martinez

3/3/25

REMARKS:

Anabel Martinez - City Clerk

Date



City of Mattawa Planning: Monthly Update

Date: February 27, 2025

From: Rachelle Bradley, Mattawa Contract Planner SCJ Alliance

The purpose of this document is to provide the Mattawa City Council with a written monthly update regarding current planning development for those who have submitted an application and paid fees as well as general planning inquiries. This report will be provided in the Council packet as part of the consent agenda. SCJ Alliance Planning Consultants will provide a verbal update to the Council upon specific request.

Development Review

	Project	Type	Status	Contact
1.	Bodrero Estates	Major Plat	No outstanding building permits. Awaiting Phase 3 and west property submissions.	Drew Scott, CAD Homes
2.	Hwang Final Plat	Major Plat	Planning and engineering comments provided to city staff on 2/26/25. Planning had the same comments as Engineering.	Sun Hwang
3.	S4 Retail Development	CUP and Variance	Followed up with WSDOT on 2/26/25 regarding TIA review. Civil sets received 2/12/25 with review underway by both Planning and Engineering	Hardeep Singh
4.	Balaggan Short Plat & Townhomes	Short Plat	Inquiry received 2/26/25 regarding planning process and civil sets submission. Provided information to city staff that improvements can be made but building permits will require final plat. Final plat requirements previously provided to applicant on 2/12/25.	Milenko Kulasevic, Draftco Designs
5.	Balaggan Travel Plaza	CUP	Counter complete application materials received on 2/26/25. Determination of completeness will be completed within 28 calendar days. Provided workflow and next steps information to applicant.	Shane O'Neill, Clover Planning
6.	Mendoza Multifamily SEPA Determination	SEPA	Provided letter requesting a full application with required materials on 2/20/25. Information provided insufficient for a SEPA review, need the SEPA checklist.	Octavio Mendoza
7.	Taylor's Landing MUPD	Mixed-Use Development	Application not yet received.	Mike Taylor, Taylor's Landing Development LLC
8.	Sonrise Orchards PUD	Minor Amendment	No updates.	Jim Roberts, JPR Land Development

Administrative Inquiries

	Project	Type	Status	Contact
1.	La Popular – Outdoor Dining Inquiry	Inquiry	Business owner inquired about outdoor dining allowances at restaurant on 2/18/25. Returned call with requested information on 2/27/25. Requested additional information.	Estavan Barajas, La Popular
2.	La Popular – Change of Use	Inquiry	Business owner inquired about shifting storage space to food prep space on 2/21/25. Returned call on 2/26/25.	Daniel Barajas, La Popular
3.	Port of Mattawa Stevens St Property	Informal Pre-Application Meeting	Met with the Port of Mattawa regarding development regulations at their Stevens St property on 2/19/25. Second meeting scheduled for 3/4/25. Reached out to WSDOT regarding roundabout proximity on 2/26/25.	Gil Alvarado, Port of Mattawa
4.	Catholic Charities Housing Services	Informal Pre-Application Meeting	No updates. Previous: Met with Catholic Charities housing services to discuss development plans and annexation requirements/process on 01/09/25.	Sergio Garcia
5.	201 Saddle Mtn Drive	Inquiry	No updates. Previous: Received inquiry regarding potential to subdivide lot and building an additional residence on 01/09/25. Review with options and FAQ development handout sent 02/03/25	Juan Bravo
6.	20743 SW Rd 24 City Services	Inquiry	No updates. Previous: Received inquiry on 01/30/25 about city utility connections outside of city limits within urban growth area. Provided applicable RCW details to applicant and PW dept on 02/04/25. Requested additional information from property owner/developer.	Jef Gallacci

General Planning

	Project	Status	Contact
1.	Mattawa Climate & Resiliency Element	No survey responses received, reconfiguring survey to be community health focused. Climate impacts memo nearly completed. Plan and policy audit complete with memo in progress. Interviews completed with stakeholders and community members.	Rachelle Bradley

BUILDING USE AND MAINTENANCE AGREEMENT

THIS AGREEMENT, entered into as of the 1st day of January 2025 between North Central Washington Libraries, an intercounty rural library district (hereinafter referred to as “NCW Libraries”) and Mattawa, Washington, a Washington municipal corporation (hereinafter referred to as the “Building Provider”).

I. RECITALS

WHEREAS, the community of Mattawa is located within NCW Libraries’ service area on unincorporated land, is annexed into the district, or is under an active contract with the library district for service; and

WHEREAS, it is the desire of the Building Provider that library services be available in the community through a branch library facility (“Library Quarters”); and

WHEREAS, the Building Provider is the owner or lessee of certain real property in Mattawa and desires to make the property available to NCW Libraries for the purpose of providing library service within the jurisdiction; and

WHEREAS, the Building Provider is also willing to provide such janitorial services, maintenance, and repair to said property as will be reasonably necessary for its continuing operation as a branch library; and

WHEREAS, both parties agree that NCW Libraries is not responsible for paying rent or other charges for use of the property; and

WHEREAS, NCW Libraries recognizes that the use of the Library Quarters by county residents living outside the Building Provider’s immediate jurisdiction may create additional janitorial expenses for the Building Provider; and

WHEREAS, NCW Libraries will agree to partially compensate the Building Provider for janitorial services rendered to the property; and

WHEREAS, the day-to-day management and operation of library services is the responsibility of NCW Libraries’ Executive Director or their designee, and will be subject to the policies and procedures of NCW Libraries;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties agree as follows:

II. AGREEMENT

- 1) Purpose. NCW Libraries (formerly North Central Regional Library District) was formed pursuant to Chapter 27.12 RCW, as an Intercounty Rural Library District in 1961 to serve Chelan, Douglas, Ferry, Grant, and Okanogan Counties. Beginning in 1982, incorporated cities and towns were given the opportunity to annex into NCW Libraries or contract with NCW Libraries for library services within their jurisdictions. The resulting “Building Use and Maintenance Agreements” (“Maintenance Agreement”) outlined each party’s role in the provision of library service to these jurisdictions. Under the Maintenance Agreement, NCW Libraries has maintained responsibility for providing staffing, materials, programming, and related items that make a space a “library.” Likewise, the Building Provider has been responsible for providing NCW Libraries with use of a building, or space within a building, that is suitable for use as a branch library in the respective jurisdiction. This agreement outlines the respective responsibilities of each party and the terms for NCW Libraries partial reimbursement of Library Quarter expenses incurred by the Building Provider.

- 2) Designation and Use of Library Quarters. The Building Provider is the owner, lessee, or otherwise has legal authority to provide certain real property located at 101 Manson Lane, Mattawa, WA (“Property”). The Building Provider shall provide, during the term of this Agreement, a building or space within a building at the Property suitable for use by NCW Libraries as a branch library (“Library Quarters”), and shall maintain such Library Quarters in good repair and maintenance for library purposes in compliance with NCW Libraries’ Siting, Relocation, and Acquisition Guidelines (as existing or amended) for the type of building, and as specifically set forth in Exhibit A attached to this Agreement and incorporated herein as if set forth in full. Such use shall be provided in consideration for NCW Libraries’ staffing and operating a branch library facility within the Library Quarters, and with the exception of payment by NCW Libraries as provided for in this Agreement, shall be available to NCW Libraries free of rent or other charges. The Building Provider acknowledges that NCW Libraries is not obligated to provide a building, space in a building, or utilities and maintenance for any building from which library services are provided except as in accordance with this Agreement.

- 3) Size of Library Quarters. As of the date of execution of this Agreement, the parties specify that the Library Quarters consist of 1680 square feet, including the entirety of the interior spaces of

the property. The parties may mutually agree, in writing, to a subsequent change, alteration, or modification of the size of the Library Quarters, which new resulting square footage shall be used as the basis for payment by NCW Libraries pursuant to Section 8 of this Agreement.

4) Maintenance and Operations.

- A. NCW Libraries will make a good faith effort to provide reasonable oversight and mitigation efforts to aid the Building Provider in fulfilling their obligations for maintenance and operation services as set forth herewith. NCW Libraries will provide security oversight in the regular course of operations and will provide timely report to the Building Provider of any concerns or ongoing issues.
- B. NCW Libraries shall be responsible for all costs associated with providing the following maintenance and operations for the Library Quarters:
 - I. Management, supervision, and hiring of all NCW Libraries personnel
 - II. Furniture, shelving, materials, equipment, technology, and other supplies necessary for the operation of a branch library
 - III. Exterior book drops
 - IV. Exterior signage
 - V. Any necessary modifications or changes to ensure security, including door hardware and camera systems
 - VI. Telephone and Internet service
- C. The Building Provider shall be responsible for all costs associated with providing the following maintenance and operations services for the Library Quarters:
 - i. All designated parking areas, sidewalks, driveways, fences, and storm drains
 - ii. Utility services and meters including natural gas, electricity, water, sewer, refuse collection, and recycling service where available
 - iii. Fire detection including smoke and carbon monoxide detectors, fire extinguishers, and fire suppression systems where installed
 - iv. Landscaping, including but not limited to lawn care and all snow removal that ensures access to the Library Quarters
 - v. Repairs and maintenance to the building envelope including but not limited to the roof, doors, windows, exterior cladding, and waterproofing
 - vi. All plumbing systems, including but not limited to interior drains, valves, faucets, water heaters, and flush meters

- vii. Repairs and maintenance to the heating and cooling equipment
 - viii. Janitorial and maintenance services to keep the Library Quarters in neat and clean condition as further defined in Exhibit B to this Agreement
 - ix. Abatement or prevention of conditions causing unpleasant odors (i.e., mold, sewage), or airborne hazardous materials that could pose a health risk to staff or patrons including, but not limited to, exposed asbestos, lead, and mold.
 - x. Control and prevention of pest infestations including, but not limited to, rodents or insects.
- 5) Furnishings and Equipment. The Library Quarters and all furnishings, fixtures, and equipment provided by the Building Provider shall remain the property of the Building Provider, subject only to NCW Libraries' right of use during the term of this Agreement. NCW Libraries may also provide furnishings, fixtures, and equipment within and to facilitate use of the Library Quarters, which furnishings and equipment will remain the property of NCW Libraries.
- 6) Internet and Telephone Service. NCW Libraries, at its sole expense, shall provide telephone service and 24/7 internet service to the Library Quarters using wi-fi and wired ethernet connections. NCW Libraries shall be responsible for the installation of internet service, telephone service, and wireless networking at or serving the Library Quarters. NCW Libraries will utilize Internet Service Providers of their choosing and will determine the range and quality of said service. Thereafter, NCW Libraries shall be responsible for all coordination and costs of internet and telephone repair and maintenance and all ongoing costs for providing internet and telephone services including, but not limited to, monthly internet and telephone usage fees.
- 7) Communication between Parties. Except in the case of an emergency requiring immediate action by the Building Provider, the Parties agree to communicate in advance to coordinate planned maintenance or improvement projects that may impact public access and/or use of the Library Quarters.

- 8) Partial Compensation of Building Provider Expenses. NCW Libraries will pay the Building Provider, as partial compensation for janitorial expenses provided to the Library Quarters each year, per the table below:

January 1, 2025, through December 31, 2026	\$4.00 per Square Foot
January 1, 2027 through December 31, 2029	\$4.25 per Square Foot

- 9) Compensation Schedule. NCW Libraries shall pay the Building Provider as set forth in Section 8 in two equal bi-annual payments due within 30 days following the regular June and November meetings of the NCW Libraries' Board of Trustees. NCW Libraries shall pay the (undisputed portion of the) charges and/or notify the Building Provider that a dispute exists concerning the charges within thirty (30) days of the date the bi-annual payment is due.

In the event NCW Libraries notifies the Building Provider that a dispute exists concerning any charges, authorized representatives from NCW Libraries and the Building Provider will meet in an effort to resolve the dispute. If NCW Libraries and the Building Provider are unable to resolve the dispute to both parties' satisfaction, then the Building Provider must file suit to resolve the dispute concerning the charges in accordance with the other provisions of this Agreement. Any suit filed for purposes of resolving a dispute concerning a disputed charge must be filed by the Building Provider within one hundred twenty (120) days of the date the payment for the applicable charges is due from NCW Libraries or the Building Provider's request for payment shall be deemed waived.

The Building Provider shall not assess a late payment penalty or charge regardless of the date payment is received. In addition, interest charges shall not accrue on disputed charges.

- 10) Indemnification. The Building Provider shall defend, indemnify, and hold harmless NCW Libraries, 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 Building Provider's maintenance and use of Library Quarters, or from the conduct of Building Provider's business, or from any activity, work

or thing done, permitted, or suffered by Building Provider in or about the Library Quarters, except only such injury or damage as shall have been occasioned by the sole negligence of NCW Libraries. The Building Owner expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agree that the obligation to indemnify, defend and hold harmless provided for herein extends to any claim brought by or on behalf of any employee of the Building Provider and includes any judgment, award or costs thereof, including attorney's fees. The Building Provider's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the Building Provider and NCW Libraries shall apply only to the extent of the negligence or willful misconduct of the Building Provider.

NCW Libraries shall defend, indemnify, and hold harmless the Building Provider, 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 NCW Libraries' use of the Library Quarters, or from the conduct of NCW Libraries' business, or from any activity, work or thing done, permitted, or suffered by NCW Libraries in or about the Library Quarters, except only such injury or damage as shall have been occasioned by the sole negligence of the Building Provider. NCW Libraries expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agree that the obligation to indemnify, defend and hold harmless provided for herein extends to any claim brought by or on behalf of any employee of NCW Libraries and includes any judgment, award or costs thereof, including attorney's fees. NCW Libraries' obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of NCW Libraries and the Building Provider shall apply only to the extent of the negligence or willful misconduct of NCW Libraries.

- 11) Insurance. Each party shall secure and maintain during the term of this Agreement such property insurance at levels appropriate for protection of its respective Library Quarters property. Each party shall also secure and maintain general liability insurance covering personal injury and property damage applicable to its operation and use of the Library Quarters with minimum limits of \$1,000,000 per occurrence. Either party may substitute a self-insurance program or plan for the general liability insurance required under this agreement upon approval by the other party. Either party may request verification of liability insurance at any time.

- 12) Term. Unless earlier terminated as set forth herein, this Agreement shall be effective January 1, 2025, and shall remain in force and effect until December 31, 2029. Upon expiration of the original term, unless a party has given notice of intent not to renew (by October 1) or the Building Provider is in default under this Agreement, this Agreement shall be renewed and extended on a year-to-year basis after December 31, 2029.

- 13) Termination. This Agreement shall terminate upon the earlier of the following: (i) upon the expiration of the Term, including any renewal Term; (ii) upon thirty (30) days advance written notice given by one party to the other “for cause” stemming from breach of the Agreement; (iii) at the end of any calendar year during the original term or any annual renewal term by written notice of termination delivered to the other party by October 1 of such year; or (iv) upon mutual agreement of the parties. If a notice of termination is provided by NCW Libraries prior to expiration of the Term (including any renewal Term), the Building Provider shall be paid for all services rendered up to the date of termination.

- 14) Nonwaiver. Any waiver at any time by either party of any right with respect to any matter arising under this Agreement shall not be considered a waiver of any subsequent default or matter.

- 15) Nondiscrimination. In the performance of this Agreement, the Parties shall, at all times, comply with any and all federal, state, or local laws, ordinance rules, or regulations with respect

to nondiscrimination and equal employment opportunity, which may at any time be applicable.

- 16) Notice. Notices pursuant to this Agreement shall be in writing and may be mailed or delivered. If mailed such notices shall be sent postage prepaid, by certified or registered mail. Notices delivered personally shall be deemed communicated as of actual receipt, mailed notices shall be deemed communicated three (3) dates following the date of mailing. All notices shall be sent to the following addresses, unless written notice of a different address or notice is provided by a Party to the other Party:

City of Mattawa

Attn: City Clerk-Treasurer
521 Government Road
Mattawa, WA 99349

NCW Libraries

Attn: Executive Director
16 N. Columbia Street
Wenatchee, WA 98801

- 17) Prior Agreements. This agreement shall supersede any earlier agreement, written or oral, between the parties pertaining to the subject matter of this agreement.

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IN WITNESS WHEREOF, the parties hereto have executed this instrument in duplicate the day and year first above written.

NCW LIBRARIES

By: _____
Board of Trustees Chair

Attested By:

Secretary

CITY OF MATTAWA, WASHINGTON

By: _____
Mayor

Attested By:

Clerk

EXHIBIT A

Guidelines for Library Facility Siting, Relocation, or Acquisition

NCW Libraries has established the following guidelines to be considered in siting library facilities.

NCW Libraries recognizes that buildings and spaces under current occupancy may not meet all the established or desired minimum requirements as set forth in these guidelines. Building Owners are not expected to make immediate upgrades to reach compliance with minimum requirements. However, NCW Libraries does expect Building Owners to align with these requirements when they perform system and building upgrades, and to be capable of meeting the requirements if or when the library is relocated into a new space. Site selection should always consider the current long-range facility plan.

Legal Considerations:

- In accordance with 27.12 RCW, NCW Libraries policy will prevail in all matters related to NCW Libraries facilities.
- No easements or other legal considerations that would unduly restrict use of the property or impose financial or other liability on NCW Libraries.
- Zoning requirements for library use can be achieved within a reasonable time period.
- Existing buildings should be capable of passing a structural assessment for use as a public library.

Site Selection:

- Define **need** for services based on distance from other locations, demographics of local area, and other relevant criteria.
- Establish **demand** for services through metrics including but not limited to number of active library cards, percentage of users versus non-users, and other output measures.
- Determine the **service level needed** including self-serve, remote or full service, open hours, and staffing capacity.
- Establish **financial value** of site based on costs and availability of space, opportunity for donated land or buildings, available capital funding and other factors.
- Determine **equity of site** for underserved populations, including identifying who is served, accessibility of location, and how access to library resources impacts the community.

Site Capacity, Layout, and Infrastructure:

- Clear, legally compliant means of ingress/egress.
- Adequate parking or transit access onsite or nearby to support anticipated regular level of patron usage.
- Free and clear access for emergency vehicles, materials deliveries, and waste removal.
- Space to place an exterior book drop, ideally drive up, sized adequately for anticipated branch usage.
- Entryways that comply with applicable ADA requirements for the age of structure.

Visibility and Neighborhood Suitability:

- Facility should be compatible in appearance with the neighborhood and its surroundings.
- Site should be easily visible from the street.
- Placement of the library on the site should have minimal adverse environmental impact and fit with the historical context of the neighborhood.

Building Structure/Layout

- **Building Envelope/Thermal/Acoustical**
 - a. No active water leaks or visible signs of mold or mildew resulting from previous water intrusion.
 - b. Secure, weather sealed, and lockable windows and doors. Energy efficient windows are encouraged.
 - c. Cladding and waterproofing materials free from damage and in good working order.
- **Systems**
 - d. **Mechanical**
 - i. Functional heating and cooling system compliant with local codes (based on age of building) and sized adequately for occupancy and includes mechanical ventilation.
 - ii. Exhaust fans in all public restrooms that meet local codes.
 - e. **Electrical**
 - i. Electrical service that meets local codes and is adequate for occupancy type based on age of building.
 - ii. Adequate interior lighting in good repair and maintenance. Ballasts, lamps, and fixtures replaced as needed.
 - iii. Adequate exterior lighting for safety.
 - f. **Low Voltage/Internet Service**
 - i. One gigabyte Fiberoptic service to building.
 - ii. Ability for NCW Libraries to provide surface mounted infrastructure for security, safety, and network systems.
 - iii. Ability for NCW Libraries to modify door hardware/frame to install card readers as needed.
 - g. **Plumbing**
 - i. Water service compliant with local codes and sized adequately for occupancy.
 - ii. Sewer service compliant with local codes and sized adequately for occupancy.
 - iii. Functional water heater for public restrooms.
 - iv. Restroom facilities include at minimum a toilet and sink for handwashing.
 - v. No active leaks in plumbing systems.
 - h. **Fire/Life Safety**
 - i. Fire detection system.
 - ii. If a fire suppression system is in place or code required (based on age of building), building owner to ensure proper function and ongoing annual certification.
 - iii. Code compliant quantity of fire extinguishers. Fire extinguishers should be wall mounted in a cabinet for staff and patron safety, for extinguishers that are

accessible to the general public. Other wall mounts are acceptable for back of house spaces like behind the service point, in a staff break room or work room, etc. Fire extinguisher annual certification by building owner.

- iv. Compliant emergency exit signage.
- Indoor Air Quality
 - i. Library space should be free from airborne hazardous materials that could pose a health risk to staff or patrons including, but not limited to exposed asbestos, lead, and mold.
 - j. The space should be free from unpleasant odors at the time of library occupancy. This includes, but is not limited to must, smoke, and sewage.
 - k. No evidence of frequent or ongoing pest infestations including, but not limited to rodents or insects.
- Finishes
 - l. Wall finishes that are free from damage, neutrally colored, and cleanable.
 - m. Flooring that is free from damage, and neutrally colored.
 - n. Ceiling surfaces that are free from damage.

Preferred or Supplemental Features for Library Occupancy:

1. Building Structure/Layout
 - a. Space to include a moderate amount of storage in conditioned space.
 - b. Partitioned off room(s) for staff work and break space.
 - c. Interior spaces that meet or exceed applicable ADA requirements.
2. Building Envelope/Thermal/Acoustical
 - a. Double paned or better vinyl windows.
 - b. Acoustical batt insulation installed in interior partition walls, especially staff offices and restrooms.
 - c. Insulation at all exterior walls, ceilings, and floor.
3. Systems (in addition to minimum code compliance)
 - a. Mechanical
 - b. Electrical
 - i. Additional room on electrical panel for future expansion.
 - ii. T-12 or better light fixtures, preferably LED.
 - iii. Occupancy sensors installed at infrequently used spaces such as restrooms, offices, meeting spaces, and back of house spaces for energy efficiency.
 - iv. Code compliant emergency lighting.
 - c. Plumbing
 - i. Floor drains in all public restrooms to meet local codes.
 - ii. Low flow plumbing fixtures that meet current EPA standards.
 - d. Fire
 - i. Heat detectors installed in public restrooms in lieu of smoke detectors.
 - ii. A code-compliant fire suppression system.
4. Indoor Air Quality
 - a. For new construction projects and remodels, NCW Libraries prefers the use and installation of low/no-VOC products such as paint, flooring adhesives, etc.
5. Exterior

- a. Bike racks
- Hardscapes free from obvious tripping hazards.
- Landscaping regularly maintained and not overgrown during library's occupancy.
- Adequate drainage to prevent future water infiltration.
 - b.
- 6. Finishes
 - a. Walk off mat or other robust flooring solution at any building entrances.
- 7. Accessories
 - a. Public restrooms to include a baby changing station, mirror, hand dryer or paper towel dispenser, waste disposal, and toilet seat cover dispenser.

EXHIBIT B

Sample Janitorial Scope

Below is a sample janitorial scope by branch frequency need. Need levels have been determined based on historical materials circulation and use data as well as size of population served. Mattawa is in the LOW need level.

The scope below seeks to right-size cleaning frequency given the factors listed above and provide more consistency across the Library District. The scope listed below represents suggestions for minimum cleaning. NCW Libraries recognizes that often a branch is not opened for a full eight hours or everyday. For further definitions of "daily" and "weekly," please see definitions listed below the table.

Frequency Need:		High	Moderate	Low
A	Dust, wipe, spot clean to include:			
1	Service points (EX: circulation desk)	Daily	Twice Weekly	Once Weekly
2	Wipe table surfaces and bases	Daily	Twice Weekly	Once Weekly
3	Chairs - including backs and seats	Daily	Twice Weekly	Once Weekly
4	Dust high use horizontal surfaces	Daily	Twice Weekly	Once Weekly
5	Interior handrails, if existing	Daily	Twice Weekly	Once Weekly
6	Clean glass at entrances, if existing	Daily	Twice Weekly	Once Weekly
7	Sanitize and wipe down drinking fountains	Daily	Twice Weekly	Once Weekly
8	Sanitize staff breakroom surfaces	Daily	Twice Weekly	Once Weekly
9	Window sills and bookshelves	Monthly	Monthly	Monthly
10	Remove cobwebs inside library	As-needed	As-needed	As-needed
11	Spot clean walls, switch plate covers, and doors	As-needed	As-needed	As-needed
B	Bathrooms (both public and staff) to include:			
1	Sanitize toilets, wash basins and countertops	Daily	Twice Weekly	Once Weekly
2	Sweep and mop floors	Daily	Twice Weekly	Once Weekly
3	Empty trash receptacles and replace liners	Daily	Twice Weekly	Once Weekly
4	Clean mirrors	Daily	Twice Weekly	Once Weekly
5	Replenish supplies	Daily	Twice Weekly	Once Weekly
6	Disinfect all high-touch areas including, door handles and baby changing tables	Daily	Twice Weekly	Once Weekly
C	Floors to include:			
1	Sweep and mop all solid surface floors, including stairs	Daily	Twice Weekly	Once Weekly
2	Vacuum all carpeted floors	Daily	Twice Weekly	Once Weekly
3	Spot clean stains on carpet	As-needed	As-needed	As-needed
4	Sweep and detail stairs and treads, if existing	As-needed	As-needed	As-needed
5	Full building carpet clean (where applicable)	Twice Annually	Annually	Annually
5	Scrub solid surface floors in public area w/electric scrubber	Monthly	Quarterly	Twice Annually
D	Waste removal to include:			
1	Remove garbage from cans in public spaces and replace liners	Daily	Twice Weekly	Once Weekly
2	Remove garbage from cans in staff spaces and replace liners	Daily	Twice Weekly	Once Weekly
3	Remove recycling from public spaces and staff desks	Daily	Twice Weekly	Once Weekly

Definitions:

Daily: once for every 8 hours of Library open hours. (EX: if a branch is open 6 hours on Friday and 4 on Saturday, the branch should be cleaned once)
 Weekly: once per every 6 days open to the public.

High WPL, MPL

Moderate Cash, Eph, Leav, Omak, Quincy, Rep, Ton, Winthrop

Low Brew, Bpt, Che, CC, Cur, Ent, EW, Geo, GC, Man, Matt, Oka, Oro, Pat, Pesh, RC, SL, War, Wat.