



# CITY OF MATTAWA COUNCIL MEETING AGENDA

May 1, 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. **Presentation: Climate Element Update – SCJ Alliance:**

IV. **Consent Agenda/Informational:**

- Minutes- Council Meeting Minutes 04.17.25 & Special Mtg. Minutes 04.10.25
- Gray & Osborne Project Summary 04.23.25
- Revenues & Expenditures YTD Report
- 2025 Claims EFT & Checks Approval #21003-21023 -- \$44,643.93
- 2025 Payroll EFT & Checks Approval #32023-32029 -- \$106,799.56
- Treasurer Report

V. **Reports:**

SCJ Alliance Report

- Monthly Planning Update 04.25.25

Mayor Report

Council Report

Police Department Report

Public Works Department Report

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

None.

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

1. Well 2 Re-Equipping Project - Change Order #3
2. Amendment 10 (Supplement 1) to Engineering Contract - Water Rights Assistance
3. Award of 2025 Pavement Construction Project
4. Approval of Engineering Construction Phase Supplement for Pavement Preservation Project
5. Resolution 25.05.02 Amending Personnel Policies

**VIII. Adjournment:**



**CITY OF MATTAWA  
COUNCIL MEETING MINUTES  
April 17, 2025  
5:30 PM**

**Call to Order/Roll Call**

Mayor Pro Tem Sun Hwang called the council meeting to order at 5:30 p.m. Council members present were Silvia Barajas, Tony Acosta, Alex Heredia, Fabiola Hernandez, and Wendy Lopez. M/s; Barajas / Acosta motion to excuse Brian Berghout. Motion carried.

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

Others present—City attorney Katherine Kenison, Jamin (G & O), Maria Vargas (GCHD), Roxanne Southwood and Valerie Ramirez-Garcia (NCW Libraries)

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

\*\*M/s; Barajas / Acosta motion to add the MOU agreement for police schedule to the agenda as item #6 and accept tonight’s agenda. Motion carried.

**II. Public Comments:**

\*\* Maria Vargas, a Healthy Communities and Families Manager, with Grant County Health District gave a brief presentation of the health board.

**III. Consent Agenda/Information**

- Minutes – Council Meeting 04.03.25
- Gray & Osborne Project Summary 04.09.25
- 2025 Claims EFT & Checks Approval #20980-21002 -- \$331,425.69
- 2025 Payroll EFT Approval -- \$9,400.00

\*\* 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 April 17<sup>th</sup>, 2025, the Council approved payment of 2025 Claims Checks Approval #20980-21002 in the amount of \$331,425.69, 2025 Payroll EFT Approval for \$9,400.00

**\*\* M/s; Acosta / Barajas motion that bills, checks, payroll, 04.03.25 meeting minutes be approved. Motion carried.**

#### **IV. Reports:**

##### **Mayor's Report**

- \*\* Mayor Celaya is absent today, Anabel read the mayor's notes on today's report.**
- \*\* Mayor is attending a funeral tonight of a longtime resident Mr. Eduardo Salas. Please keep his family in your thoughts.**
- \*\* We had a successful city clean-up day on Saturday. There were about 50 volunteers from local churches, businesses, and ITC Services. Washington Grower's League and Nutrition Spot donated garbage bags and gloves for this event. The volunteers from ITC Services also assisted public works with the spring clean-up event. Mayor will be sending them a thank-you letter on behalf of the city. We appreciate their community outreach efforts.**
- \*\* Mayor Celaya met with Jose Espindola this week to discuss the possibility of advertising local businesses through the athletics department. The city will assist with providing a list of local businesses.**
- \*\* Advertisements have been posted for the annual Easter Egg hunt this Saturday.**
- \*\* Advertisements have been posted for the annual Day of the Children celebration. Candies are needed for the pinatas, toys are needed for the raffles. A local church volunteered to have activities for the kids. We will have youth talent performances. We hope to see all council members at the event ready to volunteer.**
- \*\* Mayor is interested in attending the annual AWC conference this June 24-26<sup>th</sup>. She encourages elected officials to also attend since it is a great opportunity to learn more about their role and the conference provides a wealth of information of resources to small cities.**
- \*\* A few ago Mayor Celaya delivered community calendars to local businesses, she invited council members who are interested to also participate in handing out calendars.**

##### **Council Report**

- \*\* Councilman Hwang asked what time with the Easter Egg Hunt start, Councilwoman Hernandez said it will start at 10 am. Hernandez shared there are about 2k eggs, 19 baskets and 15 basketballs.**
- \*\* Councilwoman Lopez shared some of staff and elected official strengths from the survey during council retreat.**

##### **Police Department Report**

- \*\* Calls for service report was provided to council.**
- \*\* PD staff had a livescan training for about 5 hours, it was very informational and concluded the Livescan is a great piece of technology to have. Each officer has a login.**
- \*\* The black interceptor is at Day Wireless.**
- \*\* Officer Vasquez is leaving , his last day will be April 20<sup>th</sup>, he may be at the Easter event this Saturday.**
- \*\* Councilwoman Barajas said a resident is concerned about her child constantly leaving school premises. Chief said all they can do is contact the child if they see them walking around.**

### **Public Works Department Report**

- \*\* Graduation parade route update will be down Government Rd. north on Portage Ave. and through Priest Rapids and back to school. This new route will eliminate shutting down access to the whole city.
- \*\* 2025 Red Town Initiative project is out for bids.
- \*\* The spring cleanup had 103 participants, and all containers were filled by Saturday.
- \*\* Sun Plat update – sidewalk, curb and gutter have been completed.
- \*\* WWTF Improvements project – contractor is on-site and resumed work. They estimate completion by December 2025.
- \*\* Well No. 2 Re-Equipping project is working on irrigation system.

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

*None.*

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

1. **Mattawa Library Customer Service Technician- Introduction**  
Roxanne introduces Valerie as Mattawa's new customer service technician. Valerie gave a brief presentation on things that the local library offers and new things coming up within the next few months that include reading programs and enrichment activities starting in June. No action needed.
2. **Arbor Day Proclamation**  
Councilwoman Lopez read the proclamation on behalf of Mayor Celaya. The proclamation proclaimed Arbor Day for Mattawa on April 25<sup>th</sup>, 2025. No action needed.
3. **Senior Parade 2025 – Update**  
M/s Acosta / Lopez motion to approve the new parade route for the event application. Motion carried.
4. **Progress Estimate 5 – Well 2 Re-Equipping**  
M/s; Acosta / Barajas motion to approve. Motion carried.
5. **Progress Estimate 11 – WWTF Improvements**  
M/s; Acosta / Lopez motion to approve. Motion carried.
6. **MOU Agreement – Police Schedule**  
Due to staff shortage, a new schedule is needed to provide the best coverage. The MOU consists of a schedule of 7 shifts in a 2-week period.  
M/s; Acosta / Lopez motion to approve the MOU. Motion carried.

### **VII. Adjournment:**

The council meeting was adjourned at 7:15 P.M. M/s; Acosta / Barajas. Motion carried.

Respectfully submitted,

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Anabel Martinez, City Clerk

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Maria Celaya, Mayor



**CITY OF MATTAWA  
SPECIAL COUNCIL MEETING MINUTES  
April 10, 2025  
5:00 PM**

**Call to Order/Roll Call**

Mayor Maria Celaya called the council meeting to order at 5:00 p.m. Council members present were Sun Hwang, Brian Berghout, Silvia Barajas, Tony Acosta, 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

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**I. Staff Professional Development**

\*\* Anabel, Juan and chief Zesati presented the trainings/conferences of the department as well as the budget for the travel/training for 2023/2024 & 2025.

**II. Staff Policy Updates – Recommendations**

\*\* Chief Zesati recommended bringing back the take-home vehicle program for police officers. He provided information on the benefits of the program.

\*\* Juan recommended increasing the boot allowance to employees from \$200 to \$300 annually due to cost increases and inflation.

\*\* Anabel recommended increasing the vacation buyback accruals from 80 to 120 annually, since some employees are currently maxed out and are losing out on additional accrual.

**III. Council Presentations**

➤ Council Member in the Community – Councilwomen Wendy Lopez & Silvia Barajas

\*\*Councilwomen Lopez & Barajas did a presentation on council rules and regulations. They also did a few surveys that demonstrated the importance of needing one another and the value of everyone.

➤ History of Mattawa – Councilman Tony Acosta

\*\*Councilman Acosta did a PowerPoint presentation on the history of Mattawa. He provided pictures of newspaper clips of Mattawa during

incorporation, when it transitioned from town to city, Mattawa's first officials/ mayor, and the Columbia Basing Project.

- Tourism – Councilmen Sun Hwang & Brian Berghout  
\*\*Councilmen Hwang and Berghout presented on tourism and how to promote businesses. An idea is to provide signage before entering Mattawa to promote businesses and attract tourists.
- Community Survey – Council Members Fabiola Hernandez & Alex Heredia  
\*\*Councilwoman Hernandez did a presentation on the pros and cons of having a community library.

**IV. Staff Evaluation Form – Mayor Celaya**

Mayor Celaya presented the staff evaluation format and city values. She emphasized the benefits of utilizing this new form vs the old format to evaluate employees and for department heads to utilize the same format for their staff.

**V. City Values - Legal Counsel**

\*\*Council thought the city values on the employee evaluation goes along the city's vision and mission statement.

**VI. Adjournment:**

The special council meeting was adjourned at 7:46 P.M. M/s; Berghout / Barajas. Motion carried.

Respectfully submitted,

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Anabel Martinez, City Clerk

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Maria Celaya, Mayor

# Gray & Osborne/City of Mattawa Project Summary (4/23/25)

## 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
- Construction has resumed over the last month
- G&O is providing part-time inspection
- 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 will likely not start until next year.

## 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 for the project is complete
- Bids for the project were received on 4/8
- Award of the project is scheduled for the 5/1 council meeting

- **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 early September**
- **A change order for miscellaneous additional, City-requested items will be on the agenda for the 5/1 council meeting**
- **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 was completed – A follow up meeting is planned for May**
- **A scope of work to continue the work, assuming District concurrence will be on the agenda for the 5/1 council meeting**
- **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**
- **G&O is coordinating with DOH staff for funding requirements for contract documents**
- **Total Budget: \$134,000**

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

- Project Number: TBD
- Project Completion: 2025
- Funded: DWSRF
- **This work is starting 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 resumed work the week of 4/14**
- **The contractor's most recent schedule showed completion in early December 2025**
- **A few outstanding change order options are being discussed**
- **The contractor has filed a claim related to their previous protests – the claim is being evaluated and will be discussed with the City**
- **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
- **Draft contract documents were submitted to Ecology**
- **Coordinating with WSDOT and County for traffic control**
- **The poplar trees along the property line may require a realignment at the east end of the project**
- **Total Budget \$207,500**

**Other Projects**

***City Hall Feasibility Analysis – Jamin Ankney, Myron Basden***

Project Number 23856

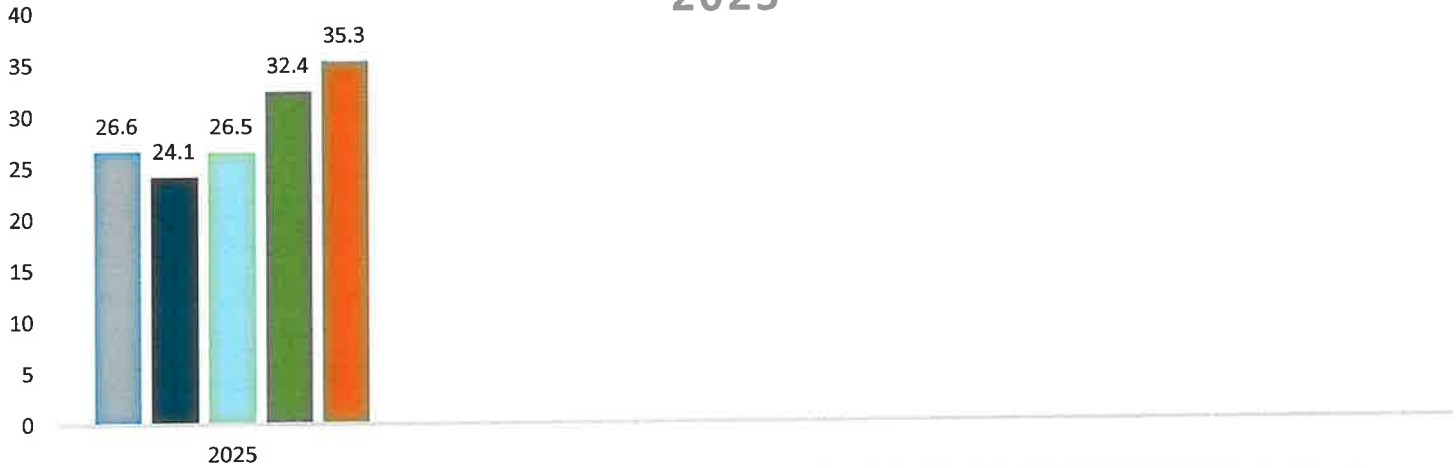
Project Completion: November 2023

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 – May 14, 2025, 3:30 pm*

## YEAR-TO-DATE REVENUES 2025



- In a 12-month basis we should be around **25% to 34%** of expected revenue received.

### **001 General Fund (26.6%):**

2025 Revenue Amount Budgeted: **\$1,597,807.00**

2025 Revenue Received: **\$424,935.09**

### **07 Public Safety Fund (24.1%):**

2025 Revenue Amount Budgeted: **\$269,000.00**

2025 Revenue Received: **\$64,953.61**

### **401 Water Operating Fund (26.5%):**

2025 Revenue Amount Budgeted: **\$901,415.00**

2025 Revenue Received: **\$239,146.93**

### **405 Sewer Operating Fund (32.4%):**

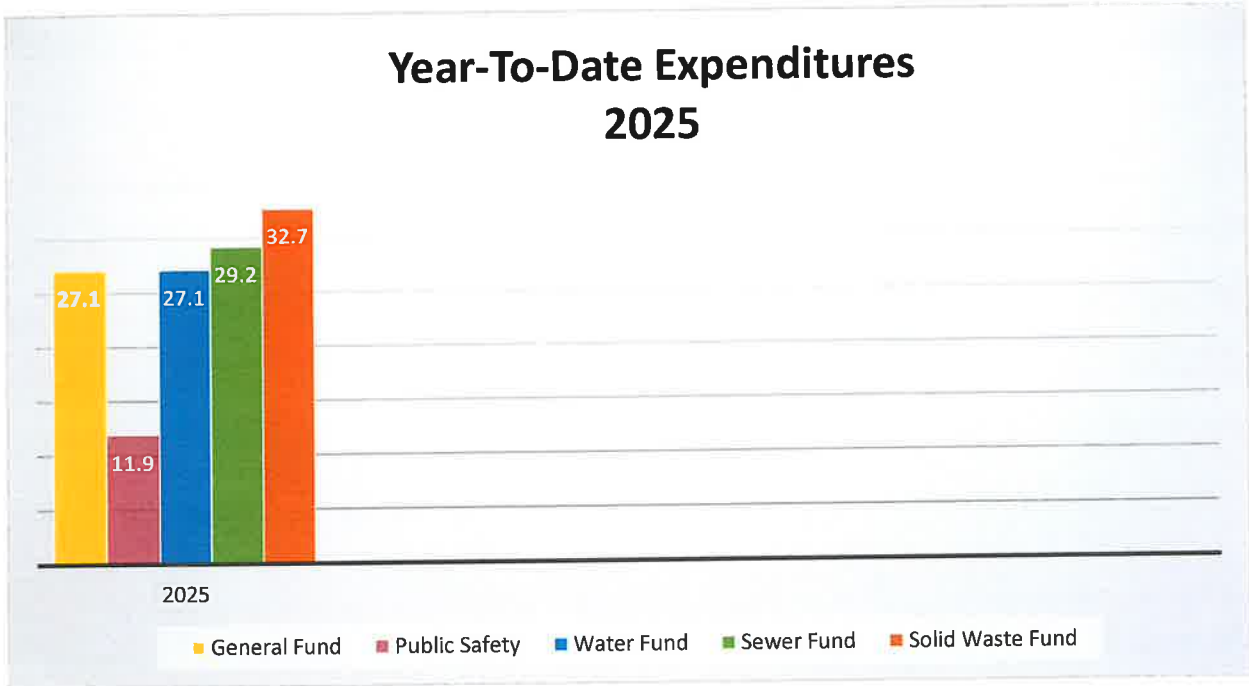
2025 Revenue Amount Budgeted: **\$956,735.00**

2025 Revenue Received: **\$310,033.62**

### **420 Solid Waste Fund (35.3%):**

2025 Revenue Amount Budgeted: **\$431,700.00**

2025 Revenue Received: **\$152,286.58**



- In a 12-month basis we should be at or less than **34%** in expenditures.

**General Fund (27.1%):**

2025 Expenditures Budgeted: **\$1,986,969.00**  
 2025 Expenditures: **\$537,549.95**

**Public Safety Fund (11.9%):**

2025 Expenditures Budgeted: **\$269,000.00**  
 2025 Expenditures: **\$32,034.29**

**Water Fund (27.1%):**

2025 Expenditures Budgeted: **\$900,598.60**  
 2025 Expenditures: **\$244,295.50**

**Sewer Fund (29.2%):**

2025 Expenditures Budgeted: **\$956,392.00**  
 2025 Expenditures: **\$279,036.21**

**Solid Waste (32.7%):**

2025 Expenditures Budgeted: **\$431,700.00**  
 2025 Expenditures: **\$141,230.95**

# ACCOUNTS PAYABLE

City Of Mattawa

Time:

As Of: 05/01/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>18161</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>3627 ANATEK LABS INC-SPOKANE</b>	<b>60.00</b>	<b>RC Samples</b>
	534 10 41 02	Chemical Samples	401 000 534 Water Operatin	60.00	RC Samples
<b>18170</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>3627 ANATEK LABS INC-SPOKANE</b>	<b>200.00</b>	<b>DC RC Samples</b>
	534 10 41 02	Chemical Samples	401 000 534 Water Operatin	200.00	DC RC Samples
<b>18172</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>1681 BLUELINE EQUIPMENT, LLC</b>	<b>284.44</b>	<b>PW- Parts/Supp</b>
	537 50 48 00	Clean-up Events	420 000 537 Solid Waste Fu	284.44	Gloves/paint
<b>18157</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>112 COLUMBIA BASIN HERALD</b>	<b>161.92</b>	<b>Ad. For Balagga</b>
	518 30 41 00	Publishing	001 000 518 Current Expens	161.92	Ad. For Balaggar
<b>18171</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>3679 CORRECT EQUIPMENT, INC.</b>	<b>8,556.66</b>	<b>PW- Water Met</b>
	534 10 48 01	Meter Installations	401 000 534 Water Operatin	8,556.66	PW- Water Meter
<b>18162</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>3858 CPU MATTAWA GROCERY</b>	<b>292.00</b>	<b>Postage</b>
	514 23 31 00	Postage	001 000 514 Current Expens	73.00	Postage
	534 10 30 02	Postage	401 000 534 Water Operatin	73.00	Postage
	535 10 31 01	Postage	405 000 535 Sewer Operatin	73.00	Postage
	537 10 31 01	Postage	420 000 537 Solid Waste Fu	73.00	Postage
<b>18158</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>121 DAILY JOURNAL OF COMMERCE</b>	<b>247.05</b>	<b>Red Town Initia</b>
	595 95 41 02	TIB Grant - 2025 Multiple	101 000 594 Street Fund	247.05	Red Town Initiati
<b>18163</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>2304 FIRST BANKCARD</b>	<b>6,088.19</b>	<b>Credit Card Exp</b>
	514 23 31 02	Office Supplies	001 000 514 Current Expens	21.62	Open/closed Sign
	514 23 31 02	Office Supplies	001 000 514 Current Expens	16.86	File Folders/ Bell
	514 23 31 02	Office Supplies	001 000 514 Current Expens	35.41	Desk Organizer/ l
	514 23 31 02	Office Supplies	001 000 514 Current Expens	22.95	Toilet Paper
	514 23 31 02	Office Supplies	001 000 514 Current Expens	107.57	Note Pads/ Hand Lysol
	514 23 31 02	Office Supplies	001 000 514 Current Expens	31.35	Hand Towel Paper
	514 23 31 02	Office Supplies	001 000 514 Current Expens	12.46	Certificate Paper
	514 23 31 02	Office Supplies	001 000 514 Current Expens	28.90	Copy Paper
	514 23 43 00	Travel & Education	001 000 514 Current Expens	100.00	WMCA Renewal
	514 23 43 00	Travel & Education	001 000 514 Current Expens	100.00	WMCA Renewal
	518 23 42 14	Telephone/Internet Expense	001 000 518 Current Expens	50.00	Monthly Web Site
	518 23 42 14	Telephone/Internet Expense	001 000 518 Current Expens	50.65	Office Phones
	518 23 42 14	Telephone/Internet Expense	001 000 518 Current Expens	74.90	City Hall Internet
	518 70 31 00	Other Supplies And Furnitu	001 000 518 Current Expens	39.60	Table Covers Lot
	518 70 31 00	Other Supplies And Furnitu	001 000 518 Current Expens	10.78	DHMI Cabel To
	518 70 31 00	Other Supplies And Furnitu	001 000 518 Current Expens	18.72	Pine Sol
	518 70 31 00	Other Supplies And Furnitu	001 000 518 Current Expens	30.03	Paper Cups For L
	521 10 49 00	Professional Services	001 000 521 Current Expens	50.00	Monthly Web Site
	521 20 31 00	Office Supplies	001 000 521 Current Expens	22.95	Toilet Paper
	521 20 31 00	Office Supplies	001 000 521 Current Expens	31.35	Hand Towel Paper
	521 20 31 00	Office Supplies	001 000 521 Current Expens	28.90	Copy Paper
	534 10 31 00	Office Supplies	401 000 534 Water Operatin	11.47	Toilet Paper
	534 10 31 00	Office Supplies	401 000 534 Water Operatin	15.68	Hand Towel Paper
	534 10 31 00	Office Supplies	401 000 534 Water Operatin	14.45	Copy Paper
	534 10 35 02	Reader Board Panels - ARP	401 000 534 Water Operatin	2,456.35	Reader Board LLI
	534 10 41 04	Publishing	401 000 534 Water Operatin	50.65	Office Phones
	534 10 41 05	Professional Services	401 000 534 Water Operatin	16.67	Monthly Web Site
	534 10 47 01	Utilities	401 000 534 Water Operatin	56.00	WWTP Internet

# ACCOUNTS PAYABLE

City Of Mattawa

Time:

As Of: 05/01/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	11.47	Toilet Paper
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	15.67	Hand Towel Paper
535 10 31 00	Office Supplies		405 000 535 Sewer Operatin	14.45	Copy Paper
535 10 35 01	Reader Board Panels - ARP		405 000 535 Sewer Operatin	2,456.35	Reader Board LII
535 10 41 04	Professional Services		405 000 535 Sewer Operatin	50.65	Office Phones
535 10 41 05	Engineering -- W/S Rate St		405 000 535 Sewer Operatin	16.67	Monthly Web Site
537 10 41 02	Professional Services		420 000 537 Solid Waste Fu	16.66	Monthly Web Site
<b>18166</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>2304 FIRST BANKCARD</b>	<b>1,560.44</b>	<b>Credit Card Exp</b>
521 10 49 00	Professional Services		001 000 521 Current Expens	121.72	Schedule Anywh
521 20 32 03	Police Vehicle Fuel		107 000 521 Public Safety T	40.00	Fuel
521 20 42 00	Telephone		001 000 521 Current Expens	93.95	Office Phone
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	1,304.77	Firearms- Suppre
<b>18176</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>2304 FIRST BANKCARD</b>	<b>685.10</b>	<b>Credit Card Exp</b>
534 10 31 00	Office Supplies		401 000 534 Water Operatin;	125.92	Project Managem
534 10 31 00	Office Supplies		401 000 534 Water Operatin;	17.33	Connection Cont
534 10 41 05	Professional Services		401 000 534 Water Operatin;	74.95	Internet Shop
534 10 41 05	Professional Services		401 000 534 Water Operatin;	2.99	Icloud Storage
534 10 41 05	Professional Services		401 000 534 Water Operatin;	21.67	Acrobat Pro
534 10 43 00	Travel & Training		401 000 534 Water Operatin;	106.00	Juan- WDM 4 Ex
535 10 43 00	Travel & Training		405 000 535 Sewer Operatin	307.84	Manuel Cross Co
572 20 31 00	Library Maintenance And C		001 000 572 Current Expens	28.40	Cleaning Cloth T
<b>18164</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>223 GRANT COUNTY HEALTH DISTRICT</b>	<b>1,000.00</b>	<b>City Contributio</b>
562 73 51 00	Grant County Health Servic		001 000 562 Current Expens	1,000.00	City Contribution
<b>18149</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>1698 GRANT COUNTY PUD</b>	<b>2,193.09</b>	<b>Power Billing M</b>
534 10 47 01	Utilities		401 000 534 Water Operatin;	135.11	709 1st Street
534 10 47 01	Utilities		401 000 534 Water Operatin;	145.42	710 1st Street
535 10 47 00	Utilities		405 000 535 Sewer Operatin	68.72	8th Portage Ave
535 10 47 00	Utilities		405 000 535 Sewer Operatin	1,843.84	U Rd
<b>18150</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>1698 GRANT COUNTY PUD</b>	<b>1,859.88</b>	<b>Power Billing M</b>
518 30 47 14	City Hall Utilities		001 000 518 Current Expens	149.13	City Hall
534 10 47 01	Utilities		401 000 534 Water Operatin;	1,493.29	707 2nd Well
534 10 47 01	Utilities		401 000 534 Water Operatin;	36.37	Boundary
572 20 47 00	Library - Utility Services		001 000 572 Current Expens	77.35	Library
576 80 47 00	Park Utilities		001 000 576 Current Expens	24.97	106 Portage
576 80 47 00	Park Utilities		001 000 576 Current Expens	28.75	Manson Lane
576 80 47 00	Park Utilities		001 000 576 Current Expens	26.90	Control Circuit
576 80 47 00	Park Utilities		001 000 576 Current Expens	23.12	Outlets
<b>18160</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>3712 INTERNATIONAL INSTITUTE MUNICIPAL CLER</b>	<b>220.00</b>	<b>IIMC Dues</b>
514 23 49 02	Assoc. Dues/AWC		001 000 514 Current Expens	220.00	IIMC Dues
<b>18153</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>286 KENISON P.S, KATHERINE L.</b>	<b>2,980.00</b>	<b>Legal Fees Marc</b>
515 41 41 00	Legal Fees		001 000 515 Current Expens	2,711.80	Legal Fees Marcl
515 41 41 01	Legal Fees -- Union Costs		001 000 515 Current Expens	268.20	Legal Fees Marcl
<b>18156</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>1900 MATTAWA TIRE SERVICES LLC</b>	<b>890.10</b>	<b>MPD- Veh. Mai</b>
521 20 48 00	Vehicle Repair And Mainte		001 000 521 Current Expens	890.10	Automatic Transr Ford Explorer
<b>18173</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>1900 MATTAWA TIRE SERVICES LLC</b>	<b>950.48</b>	<b>2025 Spring Cle</b>

# ACCOUNTS PAYABLE

City Of Mattawa

Time:

As Of: 05/01/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
	537 50 48 00	Clean-up Events	420 000 537 Solid Waste Fu	950.48	2025 Spring Clea	
<b>18174</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>1900</b>	<b>MATTAWA TIRE SERVICES LLC</b>	<b>250.71</b>	<b>2025 Spring Cle</b>
	537 50 48 00	Clean-up Events	420 000 537 Solid Waste Fu	250.71	2025 Spring Clea	
<b>18168</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>324</b>	<b>MULTI AGENCY COMMUNICATION CENTER</b>	<b>2,868.69</b>	<b>Dispatch Service</b>
	522 20 42 02	MACC - Communications	107 000 522 Public Safety T	2,868.69	Dispatch Services	
<b>18151</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>2798</b>	<b>PACIFIC OFFICE AUTOMATION</b>	<b>227.63</b>	<b>Ink Usage For M</b>
	518 70 45 01	Copier Lease	001 000 518 Current Expens	56.91	Ink Usage For M	
	521 20 31 00	Office Supplies	001 000 521 Current Expens	56.91	Ink Usage For M	
	534 10 45 01	Copier Lease	401 000 534 Water Operatin	56.91	Ink Usage For M	
	535 10 45 01	Copier Lease	405 000 535 Sewer Operatin	56.90	Ink Usage For M	
<b>18165</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>2798</b>	<b>PACIFIC OFFICE AUTOMATION</b>	<b>247.64</b>	<b>Monthly Equipm</b>
	591 14 70 01	Copier Machine Lease - Cl	001 000 591 Current Expens	49.63	Monthly Equipm	
	591 21 70 03	Copier Machine Lease - PD	001 000 591 Current Expens	49.63	Monthly Equipm	
	591 34 70 01	Copier Machine Lease - PW	401 000 591 Water Operatin	49.63	Monthly Equipm	
	591 35 70 02	Copier Machie Lease - PW	405 000 591 Sewer Operatin	49.63	Monthly Equipm	
	591 37 70 01	Copier Machine Lease - PW	420 000 591 Solid Waste Fu	49.12	Monthly Equipm	
<b>18154</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>2729</b>	<b>QUADIENT FINANCE USA INC.</b>	<b>1,170.00</b>	<b>Lease Agreemen</b>
	591 14 70 00	Postage Machine Lease - C	001 000 591 Current Expens	234.00	Lease Agreement	
	591 21 70 02	Postage Machine Lease - PI	001 000 591 Current Expens	234.00	Lease Agreement	
	591 34 70 00	Postage Machine Lease - P'	401 000 591 Water Operatin	234.00	Lease Agreement	
	591 35 70 01	Postage Machine Lease - P'	405 000 591 Sewer Operatin	234.00	Lease Agreement	
	591 37 70 00	Postage Machine Lease - P'	420 000 591 Solid Waste Fu	234.00	Lease Agreement	
<b>18177</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>1247</b>	<b>RIO'S AUTO AG SUPPLY</b>	<b>59.93</b>	<b>Parts/ Supplies</b>
	521 22 35 00	LE Equipment/Supplies	001 000 521 Current Expens	34.42	MPD- Battery	
	521 22 35 00	LE Equipment/Supplies	001 000 521 Current Expens	11.43	MPD- Prime Mal	
	534 10 31 01	Operating Supplies	401 000 534 Water Operatin	14.08	PW- Screwdriver	
<b>18175</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>3299</b>	<b>SOILTEST FARM CONSULTANTS INC</b>	<b>1,871.00</b>	<b>WWTP RC Sam</b>
	535 10 41 02	Testing Samples	405 000 535 Sewer Operatin	1,871.00	WWTP RC Samp	
<b>18155</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>732</b>	<b>U.S CELLULAR</b>	<b>1,068.44</b>	<b>MPD- SIMs Car</b>
	521 20 42 00	Telephone	001 000 521 Current Expens	1,068.44	MPD- SIMs Carc	
<b>18167</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>732</b>	<b>U.S CELLULAR</b>	<b>460.65</b>	<b>MPD- Cell Phon</b>
	521 20 42 00	Telephone	001 000 521 Current Expens	460.65	MPD- Cell Phone	
<b>18159</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>143</b>	<b>WA STATE DEPT OF ECOLOGY</b>	<b>1,103.66</b>	<b>Loan #EL16063</b>
	591 35 72 12	DOE SWD Princ Loan EL1	406 000 591 Sewer Debt Fur	808.11	Loan #EL160638	
	592 35 83 12	DOE SWD Interest Loan E	406 000 591 Sewer Debt Fur	295.55	Loan #EL160638	
<b>18169</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>2931</b>	<b>WA STATE DEPT. OF ENTERPRISE SERVICES</b>	<b>400.00</b>	<b>LESO 2025</b>
	521 20 49 02	Association Dues & Etc.	001 000 521 Current Expens	400.00	LESO 2025	
<b>18152</b>	<b>05/01/2025</b>	<b>05/01/2025</b>	<b>2957</b>	<b>WASTE MANAGEMENT</b>	<b>67.44</b>	<b>Waste Services \</b>
	535 10 47 00	Utilities	405 000 535 Sewer Operatin	67.44	Waste Services W	

# ACCOUNTS PAYABLE

City Of Mattawa

Time:

As Of: 05/01/2025

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
				Report Total:	38,025.14
<u>Fund</u>					
			001 Current Expense Fund	10,745.10	
			101 Street Fund	247.05	
			107 Public Safety Tax Fund	2,908.69	
			401 Water Operating Fund	14,024.60	
			405 Sewer Operating Fund	7,137.63	
			406 Sewer Debt Fund	1,103.66	
			420 Solid Waste Fund	1,858.41	

This report has been reviewed by:

Anabel Martinez  
Anabel Martinez - City Clerk

4/28/25  
Date

REMARKS:

# TREASURER'S REPORT

## Fund Totals

City Of Mattawa

12/01/2024 To: 12/31/2024

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 Current Expense Fund	1,109,982.47	195,439.20	174,812.41	1,130,609.26	32,779.44	54,194.62	-34,057.85	1,183,525.47
101 Street Fund	305,486.43	63,867.98	17,019.55	352,334.86	7,369.38	725.21	0.00	360,429.45
102 Police Vehicle Fund	-107,829.02	121,045.39	13,183.99	32.38	9,914.36	0.00	0.00	9,946.74
103 Multimodal Transportation Fund	94,702.76	2,148.27		96,851.03	0.00	0.00	0.00	96,851.03
106 LFRF Fund	277,184.97	0.00	273,633.76	3,551.21	0.00	0.00	0.00	3,551.21
107 Public Safety Tax Fund	165,217.62	23,471.07	5,758.69	182,930.00	3,276.99	0.00	0.00	186,206.99
140 Transportation Benefit Fund	436,410.92	7,940.02	74,000.00	370,350.94	0.00	0.00	0.00	370,350.94
350 Capital Improvement Fund	299,304.59	1,901.46		301,206.05	0.00	0.00	0.00	301,206.05
401 Water Operating Fund	923,338.15	144,700.19	66,835.33	1,001,203.01	5,428.10	9,326.24	-3,728.34	1,012,229.01
402 Water Bond Debt Fund	41,382.14	0.00	3,944.36	37,437.78	0.00	0.00	0.00	37,437.78
403 Customer Deposit Fund	2,100.00	1,700.00	800.00	3,000.00	725.70	0.00	-200.00	3,525.70
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	973,482.00	160,095.72	61,244.97	1,072,332.75	8,372.24	9,849.00	-5,269.26	1,085,284.73
406 Sewer Debt Fund	536,794.63	237.04	2,991.26	534,040.41	0.00	0.00	0.00	534,040.41
407 Water Emergency Fund	63,312.18	10.84		63,323.02	0.00	0.00	0.00	63,323.02
408 Sewer Emergency Fund	21,545.60	3.69		21,549.29	0.00	0.00	0.00	21,549.29
410 Sewer Reserve Fund	84,907.75	14.54		84,922.29	0.00	0.00	0.00	84,922.29
411 Water Capital Improvement	616,783.72	25,155.63	469,423.70	172,515.65	1,083.74	0.00	0.00	173,599.39
412 Sewer Capital Improvement	860,903.58	107,129.50	23,632.47	944,400.61	0.00	0.00	0.00	944,400.61
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	125,415.37	37,708.74	39,863.98	123,260.13	158.25	1,457.09	-1,933.89	122,941.58
460 Water System Construction	73,796.49	0.00		73,796.49	0.00	0.00	0.00	73,796.49
639 Custodial Fund	795.50	46.50	339.00	503.00	339.00	0.00	-15.00	827.00
	<b>7,009,506.41</b>	<b>892,615.78</b>	<b>1,227,483.47</b>	<b>6,674,638.72</b>	<b>69,447.20</b>	<b>75,552.16</b>	<b>-45,204.34</b>	<b>6,774,433.74</b>

(A)

(D)

(C)

(B)

# TREASURER'S REPORT

## Account Totals

City Of Mattawa

12/01/2024 To: 12/31/2024

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Checking	3,945,678.96	535,088.66	843,967.61	3,636,800.01	-45,069.34	144,999.36	3,736,730.03
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	268,064.72	1,047.72	0.00	269,112.44	0.00	0.00	269,112.44
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	72,711.60	46,673.48	73,709.94	45,675.14	-135.00	0.00	45,540.14
<b>Total Cash:</b>	<b>7,009,506.41</b>	<b>582,809.86</b>	<b>917,677.55</b>	<b>6,674,638.72</b>	<b>-45,204.34</b>	<b>144,999.36</b>	<b>6,774,433.74</b>
	7,009,506.41	582,809.86	917,677.55	6,674,638.72	-45,204.34	144,999.36	6,774,433.74

(A)

(B)

# TREASURER'S REPORT

## Outstanding Vouchers

City Of Mattawa

12/01/2024 To: 12/31/2024

As Of: 12/31/2024 Date: 04/22/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	3937	12/30/2024	Util Pay	1		XPRESS BILL PAY	1,946.04	Xpress Import - CC - 12-30-2024__daily_batch.csv
2024	3938	12/31/2024	Util Pay	1		BATCH UTILITY CUSTOMER	5,779.77	
2024	3939	12/31/2024	Tr Rec	1		WAHLUKE SCHOOL DISTRICT	24,130.20	
2024	3940	12/31/2024	Util Pay	1		BATCH UTILITY CUSTOMER	700.00	
2024	3941	12/31/2024	Tr Rec	1		UTILITY TAX TELEPHONE	16.68	
2024	3942	12/31/2024	Tr Rec	1		UTILITY TAX TELEPHONE	0.27	
2024	3943	12/31/2024	Tr Rec	1		UTILITY TAX TELEPHONE	61.59	
2024	3944	12/31/2024	Tr Rec	1		UTILITY TAX TELEPHONE	9.79	
2024	3945	12/31/2024	Tr Rec	1		UTILITY TAX TELEPHONE	5.23	
2024	3946	12/31/2024	Util Pay	1		BATCH UTILITY CUSTOMER	407.78	
2024	3947	12/31/2024	Tr Rec	1		CAD HOMES, LLC, BODRERO ESTATES	9,365.06	Building Permit Lot 6 And 40 New Homes
2024	3948	12/31/2024	Tr Rec	1		MISC/FAX/NOTARY/ETC	0.45	
2024	3949	12/31/2024	Tr Rec	1		UTILITY TAX TELEPHONE	14.66	
2024	3950	12/31/2024	Tr Rec	1		UTILITY TAX TELEPHONE	457.84	
2024	3951	12/31/2024	Tr Rec	1		UTILITY TAX TELEPHONE	11.08	
2024	3952	12/31/2024	Util Pay	1		XPRESS BILL PAY	1,962.90	Xpress Import - CC - 12-31-2024__daily_batch.csv
2024	3954	12/31/2024	Util Pay	1		BATCH UTILITY CUSTOMER	200.00	
Receipts Outstanding:							45,069.34	(a)
2024	3906	12/31/2024	Payroll	1	EFT	AFLAC	495.08	Pay Cycle(s) 12/01/2024 To 12/31/2024 - AFLAC PRE TAX; Pay Cycle(s) 12/01/2024 To 12/31/2024 - AFLAC
2024	3919	12/31/2024	Claims	1	EFT	U.S CELLULAR	520.41	PW & Clerks/Mayor Cell Phone Services
2024	3917	12/31/2024	Claims	1	EFT	FIRST BANKCARD	7,958.25	Credit Card Expenses- PW; Credit Card Expenses- Clerks; Credit Card Expenses- MPD
2024	3916	12/31/2024	Claims	1	EFT	CENTURY LINK	207.09	WWTF SCADA; Lift Station
2024	3915	12/31/2024	Payroll	1	EFT	WASHINGTON TEAMSTERS WELFARE TRUST	12,705.70	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Teamsters Medical
2024	3914	12/31/2024	Payroll	1	EFT	WA STATE SUPPORT REGISTRY	508.88	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Child Support
2024	3913	12/31/2024	Payroll	1	EFT	WA STATE EMPLOYMENT SECURITY	494.21	4th Quarter Unemployment: 10/01/2024 - 12/31/2024
2024	3912	12/31/2024	Payroll	1	EFT	WA STATE DEPT. OF RETIREMENT	12,054.40	Pay Cycle(s) 12/01/2024 To 12/31/2024 - PERS 2; Pay Cycle(s) 12/01/2024 To 12/31/2024 - LEOFF 2
2024	3911	12/31/2024	Payroll	1	EFT	WA STATE DEPT OF LABOR & INDUSTRIES	13,487.84	4TH Quarter L&I: 10/01/2024 - 12/31/2024
2024	3910	12/31/2024	Payroll	1	EFT	ESD - PFML	1,205.00	Pay Cycle(s) 10/01/2024 To 12/31/2024 - PFML

# TREASURER'S REPORT

## Outstanding Vouchers

City Of Mattawa

12/01/2024 To: 12/31/2024

As Of: 12/31/2024 Date: 04/22/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	3909	12/31/2024	Payroll	1	EFT	ESD - LTC	1,321.14	Pay Cycle(s) 10/01/2024 To 12/31/2024 - WA Long Term Care
2024	3908	12/31/2024	Payroll	1	EFT	UMPQUA BANK 1117 MATTAWA	21,793.95	941 Deposit for Pay Cycle(s) 12/01/2024 - 12/31/2024
2024	3907	12/31/2024	Payroll	1	EFT	AWC EMPLOYEE BENEFIT TRUST	9,233.94	Pay Cycle(s) 12/01/2024 To 12/31/2024 - AWC Employee Benefit Trust
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	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	3344	11/16/2023	Claims	1	20128	ACTION TARGET LAW ENFORCEMENT TARGETS INC	511.18	MPD-Supplies
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	0.00	Bank Fees April 2024 VOID VENDOR DID NOT RECEIVED CHECK
2024	2522	08/15/2024	Claims	1	20596	U.S. BANK MUN INV. ACCOUNT	0.00	Bank Fees July 2024 VOID VENDOR DID NOT RECEIVED CHECK
2024	2921	09/25/2024	Claims	1	20656	CHICAGO TITLE COMPANY	1,083.74	Earnest Money Deposit (Troxel Property)
2024	3363	11/07/2024	Claims	1	20703	MAIL DROP 1GH2X2 COLUMBIA BANK MERCHANT SERVICES	0.00	Ad. For Public Hearing Notice S4 Retail Variance CUP-VOID WRONG VENDOR
2024	3783	12/19/2024	Claims	1	20781	ASSOCIATION OF GRANT CO. CITIES & TOWNS	25.00	Annual Dues 2024
2024	3784	12/19/2024	Claims	1	20782	SILVIA BARAJAS	100.00	Re-Issue Lost Check #19803 Under Laureano Barajas For Refund Of Utility Deposit.
2024	3788	12/19/2024	Claims	1	20786	GRANT COUNTY PUD	1,985.04	Power Billing Nov. 2024
2024	3797	12/19/2024	Claims	1	20795	MAYBELINE PANTALEON	46.88	Re-Issue Losat Ck - Reimb. On Fuel/Meal During Interview W/ DEA In Spokane, WA - Ck# 17351
2024	3801	12/19/2024	Claims	1	20799	SOILTEST FARM CONSULTANTS INC	1,794.00	RC Samples
2024	3802	12/19/2024	Claims	1	20800	U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fees Nov. 2024
2024	3803	12/19/2024	Claims	1	20801	USA BLUEBOOK	251.92	Parts./Supplies
2024	3806	12/19/2024	Claims	1	20804	WA STATE TREASURER	339.00	Bldg. State Code Fee
2024	3807	12/19/2024	Claims	1	20805	WASTE MANAGEMENT	144.01	Waster Services
2024	3920	12/31/2024	Claims	1	20806	ANATEK LABS INC-SPOKANE	920.00	RC Samples

# TREASURER'S REPORT

## Outstanding Vouchers

City Of Mattawa

12/01/2024 To: 12/31/2024

As Of: 12/31/2024 Date: 04/22/2025

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	3921	12/31/2024	Claims	1	20807	CESAR BAUTISTA BAUTISTA	100.00	Refund Utility Deposit
2024	3922	12/31/2024	Claims	1	20808	CAD HOMES LLC	100.00	Refund Utility Deposit
2024	3923	12/31/2024	Claims	1	20809	CAD HOMES LLC	100.00	Refund Utility Deposit
2024	3924	12/31/2024	Claims	1	20810	CAD HOMES LLC	100.00	Refund Utility Deposit
2024	3925	12/31/2024	Claims	1	20811	CAD HOMES LLC	100.00	Refund Utility Deposit
2024	3926	12/31/2024	Claims	1	20812	DOOLEY ENTERPRISES INC	1,437.38	MPD-Ammunition
2024	3927	12/31/2024	Claims	1	20813	GRANT COUNTY PUD	2,603.33	Power Billing Nov. 2024
2024	3928	12/31/2024	Claims	1	20814	GRANT COUNTY PUD	1,786.60	Power Billing Nov. 2024
2024	3929	12/31/2024	Claims	1	20815	JESSE MORALES-RANGEL	178.85	Reimbursment For Boots
2024	3930	12/31/2024	Claims	1	20816	NORCO	60.42	Cylinder Rentals
2024	3931	12/31/2024	Claims	1	20817	PACIFIC OFFICE AUTOMATION	247.64	Monthly Equipment Nov. 2024
2024	3932	12/31/2024	Claims	1	20818	JOSE A REYES	200.00	Reimbursment Boots/Shoes
2024	3933	12/31/2024	Claims	1	20819	RIO'S AUTO AG SUPPLY	17.53	Parts/Supplies
2024	3934	12/31/2024	Claims	1	20820	THINK TANK SANITATION INC.	1,120.00	Park Restrooms
2024	3935	12/31/2024	Claims	1	20821	U.S CELLULAR	762.24	MPD Cell Phone Services
2024	3936	12/31/2024	Claims	1	20822	USA BLUEBOOK	53.54	WWTP Lab Testing
2024	3955	12/31/2024	Claims	1	20828	GORDON LOWELL	140.92	Blow Out Irrigation Lines
2024	3958	12/31/2024	Claims	1	20829	ANATEK LABS INC-SPOKANE	185.00	RC Samples
2024	3959	12/31/2024	Claims	1	20830	CITY OF MATTAWA-UTILITIES	338.23	City Of Mattawa Utilities Dec. 2024
2024	3960	12/31/2024	Claims	1	20831	COLUMBIA BASIN HERALD	485.01	Ad Notice For SP Balaggan: Ad Summary Ordinance 24-698 And 24-699; Ad Summary Ordinance 24-697
2024	3961	12/31/2024	Claims	1	20832	GRANT COUNTY PUD	1,985.04	Power Billing December 2024
2024	3962	12/31/2024	Claims	1	20833	KATHERINE L. KENISON P.S	10,520.00	Legal Fees Nov 2024; Legal Fees Dec. 2024
2024	3963	12/31/2024	Claims	1	20834	LEXIPOL LLC	600.32	Police One Academy Annual 2024-2025
2024	3964	12/31/2024	Claims	1	20835	MARTY'S HARDWARE	832.10	Parts/Supplies
2024	3965	12/31/2024	Claims	1	20836	MATTAWA AUTO PARTS, LLC	48.72	Parts/Supplies
2024	3966	12/31/2024	Claims	1	20837	NORCO	29.18	Cylinder Rental
2024	3967	12/31/2024	Claims	1	20838	OXARC	45.30	Chlorine
2024	3968	12/31/2024	Claims	1	20839	PETRO-USA MATTAWA MART	3,800.15	PW- Fuel Services; MPD- Fuel Services
2024	3969	12/31/2024	Claims	1	20840	RIO'S AUTO AG SUPPLY	26.19	Parts/Supplies
2024	3970	12/31/2024	Claims	1	20841	STERICYCLE INC	158.32	Shredding Services 12/13/2024
2024	3971	12/31/2024	Claims	1	20842	THE BUILDING DEPARTMENT LLC	8,345.75	Rental/Fire Inspections And Building Permit Fees; Rental/Fire Inspections And Building Permit Fees
2024	3972	12/31/2024	Claims	1	20843	THINK TANK SANITATION INC.	225.00	Park Restrooms
2024	3973	12/31/2024	Claims	1	20844	U.S. BANK MUN INV. ACCOUNT	26.00	Bank Fees Dec 2024
2024	3974	12/31/2024	Claims	1	20845	UTILITIES UNDERGROUND	3.96	Excavation Notification (3)

# TREASURER'S REPORT

## Outstanding Vouchers

City Of Mattawa

12/01/2024 To: 12/31/2024

As Of: 12/31/2024 Date: 04/22/2025

Time: 17:05:41 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	3976	12/31/2024	Claims	1	20857	DAY WIRELESS SYSTEMS	12,308.08	Equipment/Upfitting Police Vehicle 2025 Ford
2024	3307	10/31/2024	Payroll	1	31985	FABIOLA G HERNANDEZ	115.44	
2024	3570	11/29/2024	Payroll	1	31988	ANTONIO D ACOSTA	115.44	
2024	3573	11/29/2024	Payroll	1	31990	BRIAN BERGHOUT	115.44	
2024	3577	11/29/2024	Payroll	1	31992	FABIOLA G HERNANDEZ	115.44	
2024	3882	12/31/2024	Payroll	1	31995	ANTONIO D ACOSTA	115.44	
2024	3884	12/31/2024	Payroll	1	31996	SILVIA BARAJAS	115.44	
2024	3885	12/31/2024	Payroll	1	31997	BRIAN BERGHOUT	115.44	
2024	3886	12/31/2024	Payroll	1	31998	MARIA MAGGIE CELAYA	873.50	
2024	3889	12/31/2024	Payroll	1	31999	FABIOLA G HERNANDEZ	115.44	
2024	3904	12/31/2024	Payroll	1	32000	TEAMSTERS LOCAL #760	263.00	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Union Dues
2024	3905	12/31/2024	Payroll	1	32001	WA STATE LABOR COALITION	192.00	Pay Cycle(s) 12/01/2024 To 12/31/2024 - Union Dues (PD)
							144,999.36	
2024	3953	12/31/2024	Util Pay	9		XPRESS BILL PAY	135.00	Xpress Import - iPay - 12-31-2024__daily_batch.csv
Receipts Outstanding:							135.00	
							144,999.36	

Fund	Claims	Payroll	Total
001 Current Expense Fund	32,779.44	54,194.62	86,974.06
101 Street Fund	7,369.38	725.21	8,094.59
102 Police Vehicle Fund	9,914.36	0.00	9,914.36
107 Public Safety Tax Fund	3,276.99	0.00	3,276.99
401 Water Operating Fund	5,428.10	9,326.24	14,754.34
403 Customer Deposit Fund	725.70	0.00	725.70
405 Sewer Operating Fund	8,372.24	9,849.00	18,221.24
411 Water Capital Improvement	1,083.74	0.00	1,083.74
420 Solid Waste Fund	158.25	1,457.09	1,615.34
639 Custodial Fund	339.00	0.00	339.00
	69,447.20	75,552.16	144,999.36

**TREASURER'S REPORT**

**Signature Page**

City Of Mattawa

12/01/2024 To: 12/31/2024

Time: 17:05:41 Date: 04/22/2025

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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: Shabir Aziz 4/22/25 Signed: \_\_\_\_\_  
Clerk / Treasurer / Date Mayor / Date



## City of Mattawa Planning: Monthly Update

**Date:** April 25, 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	Received building permits for lots 36 and 37 on 4/21/25 that are currently in review. Awaiting Phase 3 and west property submissions.	Drew Scott, CAD Homes
2. Hwang Final Plat	Major Plat	Awaiting updated final plat materials based on comments and verification later for final plat as of 3/3/25.	Sun Hwang
3. S4 Retail Development	CUP and Variance	City received update site proposal on 4/22/25 and provided updated TIA to WSDOT for their review on 4/23/25.	Hardeep Singh
4. Balaggan Short Plat & Townhomes	Short Plat	Planning review on the building permit provided on 04/09/25.	Milenko Kulasevic, Draftco Designs
5. Balaggan Travel Plaza	CUP	Notice of hearing issued on 4/9/25 in the newspaper and agency referral noticing on 4/15/25 with comment period closing 4/28/25.	Shane O'Neill, Clover Planning
6. Mendoza Multifamily SEPA Determination	SEPA	Awaiting updated materials requested on 2/20/25.	Octavio Mendoza
7. Taylor's Landing MUPD	Mixed-Use Development	Application not yet received.	Mike Taylor, Taylor's Landing Development LLC
8. Sunrise Orchards PUD	Minor Amendment	No updates.	Jim Roberts, JPR Land Development

## *Administrative Inquiries*

	<b>Project</b>	<b>Type</b>	<b>Status</b>	<b>Contact</b>
1.	La Popular – Outdoor Dining Inquiry	Inquiry	Business owner inquired about outdoor dining allowances at restaurant on 2/18/25. Applicant provided additional information on 4/3/25 and review provided by planning on 4/21/25.	Estavan Barajas, La Popular
2.	104 Hoose St - Shed	Inquiry	Shed building permit received on 4/1/25 with planning review completed on 4/15/25.	Andres Negrete

## *General Planning*

	<b>Project</b>	<b>Status</b>	<b>Contact</b>
1.	Mattawa Climate & Resiliency Element	Climate Impacts Memo finalized, plans and policy audit in last draft, vulnerability assessment initiated. Workshop presentation on 5/1/25 with status and upcoming timeline.	Rachelle Bradley

### CHANGE ORDER 3

<b>Project Title</b>	Well 2 Re-Equipping		
<b>Owner</b>	City of Mattawa	<b>Contractor Name</b>	POW Contracting
<b>Change Order No.</b>	3	<b>Contractor Address</b>	P.O. Box 4772 Pasco, Washington 99301
<b>Change Order Date</b>	May 1, 2025		
<b>G&amp;O No.</b>	24846		

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The following changes are hereby made to the Contract Documents:

**ITEM 1: Additional Fencing and Gate**

Additional fencing as required to relocate the north side of the fence 35 feet north. Relocate the 20-foot cantilevered rolling gate to the entrance from the roadway at the northeast corner of the fenced area and relocate the two pedestrian gates. Add an additional 10-foot cantilevered rolling gate on the west side of the fence.

The lump sum cost for this work is:.....\$24,500.00

**Justification:** The additional work is at the request of the Owner.

**Working Days:** 1 working day is added to the Substantial and Physical Completion Contract Times.

**ITEM 2: Basalt Landscaping Rock**

In place of the specified sod restoration, install four inches of 1-inch to 2-inch clean crushed basalt landscaping rock over two inches of compacted CSTC or CSBC over landscaping fabric in the area bounded by the gravel wellhouse yard and entrance, Portage Avenue, and the stage access sidewalk. Perform clearing, grubbing, and grading as required. Top of basalt rock to be 1 inch below 4 x 4 edging and sidewalk.

The lump sum cost for this work is:.....\$5,250.00

**Justification:** The additional work is at the request of the Owner.

**Working Days:** 1 working day is added to the Substantial and Physical Completion Contract Times.

**ITEM 3: Concrete Apron**

Construct a 4-inch concrete apron around the wellhouse stairs extending 10 feet east, 10 feet west, and 20 feet south from the east, west, and south sides of the stairs, with welded wire reinforcement (maximum 4 inch openings, 6 ga) and control joints in a 10 foot by 10 foot grid, over 4 inches of compacted CSTC. Slope to drain away from the stairs at 0.5 percent to 1 percent. Construct isolation joints with joint filler between the new apron and the stairs and the retaining walls. Perform additional site grading, fill, and sod restoration with a maximum slope of 8 percent.

The lump sum cost for this work is:.....\$34,500.00

**Justification:** The additional work is at the request of the Owner.

**Working Days:** 4 working days are added to the Substantial and Physical Completion Contract Times.

**CHANGE TO CONTRACT PRICE**

Original Contract Amount (without tax): .....\$2,028,000.00  
Current Contract Amount, as adjusted by previous change orders:.....\$2,065,125.00  
The Contract Amount due to this Change Order will be increased by: .....\$64,250.00  
The new Contract Amount (without tax) due to this Change Order will be:.....\$2,129,375.00


**CHANGE TO CONTRACT TIME**

The Substantial Completion Contract Time will be increased by 6 working days, for a total of 212 working days.

The Physical Completion Contract Time will be increased by 6 working days, for a total of 222 working days.

This document will become a supplement to the Contract and all provisions in the Contract will apply hereto. The Contractor acknowledges and agrees that by executing this change order he foregoes all rights and privileges of acquiring any additional compensation for any known or unknown claims of any type or nature, to include but not be limited to, any additional work, delays, extended office overhead, design omissions, changed site conditions, or any oral directions as of the date of the execution of this change order.

**GRAY & OSBORNE, INC.**  
**(RECOMMENDED)**

 \_\_\_\_\_ Date 4/23/2025

**POW CONTRACTING**  
**(ACCEPTED)**

 \_\_\_\_\_ Date 04/23/25

**CITY OF MATTAWA**  
**(ACCEPTED)**

\_\_\_\_\_ Date \_\_\_\_\_

**AMENDMENT NO. 10 (SUPPLEMENT 1)  
TO  
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

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

Water Rights Assistance

See attached Exhibits A and B for scope and fee. Original Amendment 10 \$9,930 plus this Amendment 10 (Supplement 1) \$9,700 for a total not-to-exceed cost of \$19,630.

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

**GRAY & OSBORNE, INC.**

**CITY OF MATTAWA**

By:   
(Signature)

By: \_\_\_\_\_  
(Signature)

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

Name: \_\_\_\_\_  
(Print)

Date: 4/21/25

Date: \_\_\_\_\_

"Equal Opportunity/Affirmative Action Employer"

## **EXHIBIT A**

### **SCOPE OF WORK**

#### **CITY OF MATTAWA WATER RIGHTS ASSISTANCE AMENDMENT 10 (SUPPLEMENT 1)**

This Scope of Work presents the professional engineering services requested by the City of Mattawa (City) related to the water rights assistance described below. The purpose of this Scope of Work is to supplement the existing engineering services agreement between the City and Gray & Osborne (G&O) for water rights assistance. G&O will retain the services of a water rights subconsultant, Aspect Consulting, a Geosyntec Company (Aspect), to provide portions of the Scope of Work presented herein.

When the City began serving the School District facilities, the School District's water rights were not transferred to the City's wells. The School District's demand should continue to be charged against their water rights, but that procedural step was omitted at the time. The City, along with Aspect and G&O, met with the School District under the original Scope of Work to discuss the situation and possible solutions to benefit both the City and the School District. Based on this discussion, additional meetings and tasks are planned. The goal of this Scope of Work is to cover the tasks included in next phase of the project, assuming the School District agrees to proceed.

#### **PROJECT MANAGEMENT (TO INCLUDE QA/QC)**

Provide overall project management as well as in-house quality assurance and quality control (QA/QC) reviews by senior staff members of all documents in order to address the relevant issues that may affect the project. The project management task also covers oversight of the project schedule and budget.

#### **WATER RIGHTS ASSISTANCE**

Tasks included in this Scope of Work to assist the City with water rights are described below:

1. Assist the City in next steps towards transfer of the School District water right permit G3-25671 to the City.
2. Follow up meeting and coordination with the School District and the City to solidify next steps in the water right transfer and permitting process.
3. Coordination and outreach to the Department of Ecology regarding the proposed permitting process.
4. Preparing a deed to convey ownership of the School District water right to the City.

5. Preparing an *Assignment of Application or Permit to Appropriate or Store Water* form (ECY 040-1-61) to reflect the City's ownership of the School District right in Ecology's records.
6. Preparing a service agreement between the School District and the City.

Depending upon the results of this phase, future phases will likely include preparation of a water right change application and processing of the change application through the Grant County Water Conservancy Board and may include completion of a Certified Water Rights Examination. Budget amendments for these phases will be prepared for City approval, if they are determined to be necessary.

#### **SERVICES NOT INCLUDED**

- All publication and filing fees associated with the application process.
- Efforts to respond to public or agency comments in excess of the levels described herein.
- Work associated with an appeal of Ecology's decision on the application.
- Preparation of a water right change application and processing of the change application through the Grant County Water Conservancy Board.
- Completion of a Certified Water Rights Examination.

#### **PROJECT BUDGET**

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

## EXHIBIT B

### ENGINEERING SERVICES SCOPE AND ESTIMATED COST

#### CITY OF MATTAWA WATER RIGHTS ASSISTANCE - AMENDMENT 10 (SUPPLEMENT 1)

Tasks	Principal Hours	Project Manager Hours	Civil Engineer Hours
Project Management (to include QA/QC)	2	2	
Water Rights Assistance		2	2
Hour Estimate:	2	4	2
Fully Burdened Billing Rate Range:*	\$165 to \$265	\$148 to \$265	\$115 to \$190
Estimated Fully Burdened Billing Rate:*	\$220	\$180	\$145
Fully Burdened Labor Cost:	\$440	\$720	\$290

Total Fully Burdened Labor Cost:	\$	1,450
Subconsultant:		
Aspect Consulting, LLC	\$	7,500
Subconsultant Overhead (10%)	\$	750
<b>TOTAL ESTIMATED COST:</b>	<b>\$</b>	<b>9,700</b>

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



April 23, 2025

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

SUBJECT: REVIEW OF BIDS, 2025 PAVEMENT PRESERVATION  
CITY OF MATTAWA, GRANT COUNTY, WASHINGTON  
G&O #24881.00

Dear Ms. Martinez:

On April 22, 2025, the City of Mattawa received five responsive bids for the 2025 Pavement Preservation. The responsive bids ranged from \$912,101.00 to \$1,216,017.00. The Engineer's Estimate was \$1,101,695.00. Each proposal was checked for correctness of extensions of the prices per unit and the total price. Three corrections were made; however, these corrections did not change the position of the low bidder. The bidders and their respective bid amounts, including sales tax where applicable, are as follows:

- 1. Tommer Construction Company (Ephrata, Washington) .....\$912,101.00
- 2. Sierra Santa Fe Corporation (Ridgefield, Washington) .....\$1,029,777.00
- 3. Central Washington Asphalt, Inc. (Moses Lake, Washington).....\$1,032,000.00
- 4. Granite Construction Company (Pasco, Washington) .....\$1,040,754.50
- Engineer's Estimate .....\$1,101,695.00**
- 5. Interstate Concrete and Asphalt, Inc. dba American Rock Products (Wapato, Washington) .....\$1,216,017.00

The lowest responsive bidder, Tommer Construction Company of Ephrata, Washington, is currently a Washington State registered and licensed contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal bidding protests have been recorded. In accordance with RCW 39.04, we have verified the lowest bidder, Tommer Construction Company of Ephrata, Washington, has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist, including documentation, is attached for the City's file. We have also reviewed the Supplemental



Ms. Anabel Martinez  
April 23, 2025  
Page 2

Bidder Criteria information submitted by Tommer Construction Company and they appear to meet the requirements of the Supplemental Bidder Responsibility Criteria.

Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder:

Tommer Construction Company  
5720 Highway 28 West  
Ephrata, Washington 98823

Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.

Michael Woodkey, P.E.

MW/js  
Encl.  
By email

BIDDER		ENGINEER'S ESTIMATE				TOMMER CONSTRUCTION COMPANY		SIERRA SANTA FE CORPORATION		CENTRAL WASHINGTON ASPHALT, INC.		GRANITE CONSTRUCTION COMPANY		INTERSTATE CONCRETE AND ASPHALT, INC. DBA AMERICAN ROCK PRODUCTS	
BIDDER ADDRESS						5720 Highway 2W West - P.O. Box 1150 Ephrata, WA 98823 374,869-00 TOMMECC159LF 5% BID BOND		P.O. Box 1058 Ridgefield, WA 98642 532,223-03 SIERRSF033MM 5% BID BOND		P.O. Box 939 Moses Lake, WA 98837 229,112-00 CENTRWAI81PG 5% BID BOND		7131 North Railroad Avenue Pasco, WA 99301 572,672-04 GRANICC916DL 5% BID BOND		377 Parker Bridge Road Wapato, WA 98951 700,174-00 AMERIRP821DR 5% BID BOND	
NO	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
1	Mobilization, Cleanup, and Demobilization	1 LS	\$98,000.00	\$98,000.00	\$45,499.10	\$45,499.10	\$150,609.10	\$150,609.10	\$102,000.00	\$102,000.00	\$110,000.00	\$110,000.00	\$93,200.00	\$93,200.00	
2	SPEC Plan	1 LS	\$780.00	\$780.00	\$500.00	\$500.00	\$525.00	\$525.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00	
3	Project Temporary Traffic Control	1 LS	\$59,000.00	\$59,000.00	\$80,000.00	\$80,000.00	\$105,000.00	\$105,000.00	\$81,017.50	\$81,017.50	\$103,300.00	\$103,300.00	\$60,000.00	\$60,000.00	
4	Pulverize Existing Asphalt	41,890 SY	\$3.00	\$125,670.00	\$1.38	\$57,808.20	\$3.78	\$158,344.20	\$1.25	\$52,362.50	\$1.25	\$52,362.50	\$5.30	\$222,017.00	
5	Excavation, Embankment and Grading, Incl. Haul	880 CY	\$60.00	\$52,800.00	\$24.33	\$21,410.40	\$29.42	\$25,809.60	\$40.00	\$35,200.00	\$0.00	\$0.00	\$79,200.00	\$28.00	\$24,640.00
6	Crushed Surfacing Top Course for Prelevel	6,790 TN	\$45.00	\$305,550.00	\$32.13	\$218,162.70	\$26.32	\$178,712.80	\$35.00	\$237,650.00	\$46.00	\$312,340.00	\$44.00	\$298,760.00	
7	Crushed Surfacing Repair	1,970 TN	\$45.00	\$88,650.00	\$28.80	\$56,736.00	\$26.32	\$51,830.40	\$40.00	\$78,800.00	\$46.00	\$90,620.00	\$44.00	\$86,680.00	
8	Aggregate for Seal Coat	83,780 SY	\$1.75	\$146,613.00	\$2.03	\$170,073.40	\$2.32	\$194,369.60	\$2.25	\$188,505.00	\$2.40	\$201,972.00	\$2.00	\$167,560.00	
9	Emulsified Asphalt for Seal Coat	220 TN	\$750.00	\$165,000.00	\$800.00	\$176,000.00	\$550.00	\$121,000.00	\$800.00	\$176,000.00	\$9.25	\$2,035.00	\$830.00	\$182,600.00	
10	Emulsified Asphalt for Fog Seal	200 TN	\$700.00	\$140,000.00	\$1,250.00	\$250,000.00	\$2,800.00	\$560,000.00	\$900.00	\$180,000.00	\$1,300.00	\$260,000.00	\$1,300.00	\$260,000.00	
11	Adjust Manhole	22 EA	\$1,000.00	\$22,000.00	\$1,100.00	\$24,200.00	\$526.00	\$11,572.00	\$1,500.00	\$33,000.00	\$1,465.00	\$32,230.00	\$620.00	\$13,640.00	
12	Adjust Valve Box	6 EA	\$800.00	\$4,800.00	\$1,100.00	\$6,600.00	\$210.55	\$1,263.30	\$1,100.00	\$6,600.00	\$1,190.00	\$7,140.00	\$750.00	\$4,500.00	
13	Cast-In-Place Monument	13 EA	\$1,000.00	\$13,000.00	\$2,000.00	\$26,000.00	\$1,052.00	\$13,676.00	\$1,100.00	\$14,300.00	\$1,415.00	\$18,395.00	\$960.00	\$12,480.00	
14	Painted Stop Line	140 LF	\$7.00	\$980.00	\$14.40	\$2,016.00	\$12.65	\$1,771.00	\$9.00	\$1,260.00	\$12.00	\$1,680.00	\$15.00	\$2,100.00	
15	Paint Line	1,940 LF	\$2.50	\$4,850.00	\$1.08	\$2,095.20	\$2.10	\$4,074.00	\$3.25	\$6,305.00	\$2.00	\$3,880.00	\$11.00	\$21,340.00	
	Subtotal			\$1,101,695.00		\$912,101.00		\$1,029,777.00		\$1,032,000.00		\$1,040,754.50		\$1,216,017.00	
	Sales Tax at 0.5% (Per W.S. Revenue Rule 171)			\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	
	<b>TOTAL CONSTRUCTION COST</b>			\$1,101,695.00		\$912,101.00		\$1,029,777.00		\$1,032,000.00		\$1,040,754.50		\$1,216,017.00	

CITY OF MATTAWA, WASHINGTON  
2025 PAVEMENT PRESERVATION  
GRAY & OSBORNE #24881

DATE: 4/2025  
DRAWN: JS  
CHECKED: CW  
APPROVED: MW

GRAY & OSBORNE, INC.  
CONSULTING ENGINEERS

## Mandatory Bidder Responsibility Checklist

The following checklist will be used in documenting that a Bidder meets the mandatory responsibility criteria. The Engineer should print a copy of documentation from the appropriate website to include with this checklist in the contract file.

<b>General Information</b>							
Owner/Project Name: City of Mattawa / 2025 Pavement Preservation	Project Number: 24881						
Bidder's Business Name: Tommer Construction Company, Inc.	Bid Submittal Deadline: 04/22/2025						
<b>Contractor Registration</b>							
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>							
License Number: TOMMECC159LF	Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
Effective Date (must be effective on or before Bid Submittal Deadline): 06/06/1985	Expiration Date: 03/13/2027						
<b>Current UBI Number</b>							
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>							
UBI Number: 600 032 222	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>						
<b>Industrial Insurance Coverage/Worker Compensation</b>							
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>							
Account Number: GLA018545309	Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
<b>Employment Security Department Number</b>							
Employment Security Department Number: 339227-00-7							
<ul style="list-style-type: none"> <li>• Has Bidder provided account number on the Bid Form? <span style="float: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></span></li> <li>• And/or have you asked the Bidder for documentation from Employment Security Department on account number? <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span></li> </ul>							
<b>State Excise Tax Registration Number</b>							
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>							
Tax Registration Number: 600 032 222	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>						
<b>Certification of Compliance with Wage Payment Statutes Clause Signed</b>							
(See Proposal for Required Clause or Signed Certification Form) <span style="float: right;">Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></span>							
<b>Not Disqualified from Bidding</b>							
<a href="https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx">https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx</a>							
Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span>							
<b>Public Works Requirements Training</b>							
<a href="https://secure.lni.wa.gov/verify/">https://secure.lni.wa.gov/verify/</a>							
Contractor: <table style="display: inline-table; vertical-align: top; margin-left: 20px;"> <tr> <td>Is Exempt from this Requirement</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Has Completed Training</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Has Not Completed Training</td> <td><input type="checkbox"/></td> </tr> </table>		Is Exempt from this Requirement	<input checked="" type="checkbox"/>	Has Completed Training	<input type="checkbox"/>	Has Not Completed Training	<input type="checkbox"/>
Is Exempt from this Requirement	<input checked="" type="checkbox"/>						
Has Completed Training	<input type="checkbox"/>						
Has Not Completed Training	<input type="checkbox"/>						
<b>Excluded Parties Listing System (Federal Funded Projects)</b>							
<a href="https://www.sam.gov/">https://www.sam.gov/</a>							
Does the Bidder have an Active Exclusion? <span style="float: right;">Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></span>							
<b>Checked by:</b>							
Name: Kaleb Johnson, P.E.	Date: 04/24/2025						

# Washington State Department of Revenue



## < Business Lookup

### License Information:

[New search](#) [Back to results](#)

**Entity name:** TOMMER CONSTRUCTION COMPANY INC

**Business name:** TOMMER CONSTRUCTION COMPANY

**Entity type:** [Profit Corporation](#)

**UBI #:** 600-032-222

**Business ID:** 001

**Location ID:** 0001

**Location:** Active

**Location address:** 5720 HIGHWAY 28 W  
EPHRATA WA 98823-9693

**Mailing address:** PO BOX 1150  
EPHRATA WA 98823-1150

**Excise tax and reseller permit status:** [Click here](#)

**Secretary of State information:** [Click here](#)

### Endorsements

Endorsements held	License #	Count	Details	Status	Expiration	First issue
			▼			

Endorsements held	License #	Count	Details	Status	Expiration	First issue
Ephrata General Business - Non-Resident	9943			Active	Nov-30-21	Nov-05-21
Kennewick General Business - Non-Resident				Active	Nov-30-21	Apr-17-21
Minor Work Permit				Active	Nov-30-21	Jun-26-21
Moses Lake General Business - Non-Resident	BUS1998			Active	Nov-30-21	Aug-12-21
Othello General Business - Non-Resident				Active	Jun-30-21	Jun-25-21
Quincy General Business - Non-Resident	2019-086			Active	Nov-30-21	Feb-20-21
Soap Lake General Business - Non-Resident				Active	Jun-30-21	Jul-05-20

## Owners and officers on file with the Department of Revenue

**Owners and officers**

**Title**

MOLITOR, JADA T

TOMMER, CHRISTOPHER J



**Owners and officers**

**Title**

TOMMER, DONNA LEE

TOMMER, NICHOLAS J

The Business Lookup information is updated  
nightly. Search date and time: 4/25/2025  
7:29:06 AM

**Contact us**

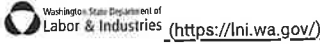
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# Contractors

## TOMMER CONSTRUCTION COMPANY

**Owner or tradesperson**

Principals  
TOMMER, CHRISTOPHER JOHN, PRESIDENT  
  
MOLITOR, JADA NICOLE TOMMER, VICE PRESIDENT  
  
TOMMER, DONNA LEE, SECRETARY  
TOMMER, NICHOLAS JOHN, TREASURER  
TOMMER, LARRY A SR  
(End: 01/01/1980)  
TOMMER, KAY  
(End: 01/01/1980)  
TOMMER, LAWRENCE A  
(End: 03/07/2011)

PO BOX 1150  
EPHRATA, WA 98823  
509-787-3311  
GRANT County

Doing business as  
**TOMMER CONSTRUCTION COMPANY**

WA UBI No.  
**600 032 222**

Business type  
**Corporation**  
Governing persons  
**JADA T MOLITOR**  
CHRISTOPHER JOHN TOMMER;  
JADA T MOLITOR;  
CHRISTOPHER JOHN TOMMER;  
DONNA LEE TOMMER;  
KATHERINE TOMMER;  
LARRY TOMMER SR;  
NICHOLAS J TOMMER;

## Registration

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

**Construction Contractor**

**Active**  
Meets current requirements.

License specialties  
**GENERAL**

License no.  
**TOMMECC159LF**  
Effective — expiration  
**06/06/1985 — 03/13/2027**

L&I Contractor Registration:  
**1-800-647-0982 - Email: ContReg@Lni.wa.gov**

**Bond**

**Travelers Cas and Surety Co of America** \$30,000.00

Bond account no.  
**NG9760**

Received by L&I  
**10/01/2024**

Effective date  
**09/30/2024**  
Expiration date  
**Until Canceled**

**Bond history**

**Insurance**

<b>Zurich American Insurance Comp</b>	\$1,000,000.00
Policy no.	
<b>GLA018545309</b>	
Received by L&I	Effective date
<b>10/01/2024</b>	<b>09/30/2024</b>
	Expiration date
	<b>09/30/2025</b>

**Insurance history**

**Savings**

No savings accounts during the previous 6 year period.

**Lawsuits against the bond or savings**

No lawsuits against the bond or savings accounts during the previous 6 year period.

**L&I Tax debts**

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

**License Violations**

No license violations during the previous 6 year period.

**Certifications & Endorsements**

**OMWBE Certifications**

No active certifications exist for this business.

**Apprentice Training Agent**

No active Washington registered apprentices exist for this business. Washington allows the use of apprentices registered with Oregon or Montana. Contact the [Oregon Bureau of Labor & Industries](#) or [Montana Department of Labor & Industry](#) to verify if this business has apprentices.

**Workers' Comp**

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

This company has multiple workers' comp accounts.

**Active accounts**

L&I Account ID	<b>Account is current.</b>
<b>374,868-00</b>	

Doing business as

**TOMMER CONSTRUCTION COMPANY**

Estimated workers reported

**Quarter 4 of Year 2024 "31 to 50 Workers"**

L&I account contact

**T0 / MICHELE GARRETT (360) 902-4620 - Email: GAMI235@lni.wa.gov**

[Track this contractor](#) ?

**Public Works Requirements**

Verify the contractor is eligible to perform work on public works projects.

**Required Training - Effective July 1, 2019**

Exempt from this requirement.

**Contractor Strikes**

No strikes have been issued against this contractor.

**Contractors not allowed to bid**

No debarments have been issued against this contractor.

**Workplace Safety & Health**

Check for any past safety and health violations found on jobsites this business was responsible for.

Inspection results date	Violations
<b>08/27/2021</b>	
Inspection no.	
<b>317964900</b>	

Location  
13642 Stratford Rd NE  
Moses Lake, WA 98837

Inspection results date  
03/03/2021

No violations

Inspection no.  
317962504

Location  
5720 Hwy 28 West  
Ephrata, WA 98823

Inspection results date  
07/30/2020

Violations

Inspection no.  
317959280

Location  
5720 Hwy 28 West  
Ephrata, WA 98823

 An official website of the United States government [Here's how you know](#)



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Mar 8, 2025



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Apr 22, 2025



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- All Words 
- Exact Phrase 

e.g. 123456789, Smith Corp

tommer 

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Excluded Entity 

Federal Organizations 

Exclusion Program



Location



Dates



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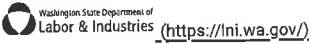
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# Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name:

WA UBI Number:

License Number:

Principal:

RCW:

From:  To:

Penalty Due:

Wage Due:

[Download all debarment data](#)

Show  per page  
Showing 0 records  
FirstPreviousNextLast

Company Name	UBI	License	Principals	Related Business	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
--------------	-----	---------	------------	------------------	--------	-----	--------------	------------	-------------	-----------

There are no records that match your search criteria.

Show  per page  
Showing 0 records  
FirstPreviousNextLast

**CITY OF MATTAWA  
STAFF REPORT**

---

To: City Council & Mayor Celaya  
 From: City Staff  
 Date: May 1, 2025  
 Proceeding Type: New Business  
 Subject: Amending Personnel Policies

---

**Legislative History:**

- |                        |               |
|------------------------|---------------|
| • First Presentation:  | May 1, 2025   |
| • Second Presentation: |               |
| • Requested Action:    | Motion Needed |

**Staff Report Summary**

The subject before the City Council is to authorize and amend as needed the personnel policies.

Exhibit A would amend chapter 1.10 Safety Equipment, the amendment would be to change the personal equipment reimbursement from \$200 to \$300.

Exhibit B would amend chapter 7.2 Vacation, the amendment would be to change the annual maximum vacation buyback from 80 to 120 hours.

**Background**

Exhibit A – Due to inflation and cost of goods, an increase is recommended.

Exhibit B – Due to cap accruals and/or staff shortages, employees are losing out on vacation. The extra 40 hours buyback would be estimated to be about \$900 to \$2k per employee, depending on the hourly rate.

**Fiscal and Policy Implications**

Budget amendment may be needed.

FUND	BARS	LINE ITEM	AMOUNT BUDGETED	CURRENT EXPENDITURE	REMAINING AMOUNT	
General, water, sewer, solid waste	Multiple wage/salary bars depending on employee/department		\$ \$	\$ \$		% %

**Options**

1. Motion to approve Resolution 25.05.02 Amending Personnel Policies
2. Motion to not approve Resolution 25.05.02 Amending Personnel Policies

3. Table for next meeting

**Staff Recommendation**

1. Motion to approve Resolution 25.05.02 Amending Personnel Policies

**Attachments**

A.	Resolution 25.05.02 (Exhibit A & B)
----	-------------------------------------

The following documents are attached and subject for review:

<b>Review by:</b>	<b>Type of Document</b>	<b>Title of Document</b>	<b>Date Reviewed</b>	<b>Comment:</b>
Engineering	▪ N/A			
Legal	▪ N/A			
Financial	▪ N/A			
<b>Comment:</b>				

RESOLUTION NO. 25.05.02

A RESOLUTION OF THE CITY OF MATTAWA AMENDING THE  
PERSONNEL POLICIES

**RECITALS:**

1. The City Council of Mattawa is authorized to establish and amend as needed the personnel policies for the City.
2. Current City personnel policies require amendment to ensure consistency with City policy.

**NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mattawa:**

Section 1.10 "Safety Equipment" and Section 7.2 "Vacation" of the personnel policies for the City of Mattawa are amended as set forth in the attached Exhibit A & Exhibit B

ADOPTED by the City Council of the City of Mattawa, Washington, this 1<sup>st</sup> day of May 2025.

---

Maria Celaya, Mayor

**ATTEST:**

---

Anabel Martinez, City Clerk

## EXHIBIT A

### 1.10 SAFETY EQUIPMENT

The City shall provide the following safety equipment to all employees required by OSHA, WISHA, or L&I to use such equipment:

- a. Safety helmets;
- b. Safety vests;
- c. Hearing protection
- d. Safety goggles
- e. Gloves
- f. Police duty belts
- g. Boots

#### 1.10.1 Personal Equipment Allowance

The City may authorize a personal equipment reimbursement to public works and police employees not to exceed ~~\$200~~ \$300 in a calendar year for safety shoes/boots ~~and police duty belts~~.

The personal equipment reimbursement will only be provided to employees who actually require specialized safety equipment, the needed item requires input by the employee (e.g. shoe size / style, waist size, prescription, etc.), and that equipment is not already provided by the City.

Reimbursement may only be made after the employee has submitted proper documentation and receipts to the City confirming the necessity for, amount and date of, the purchase. Items purchased for which reimbursement is made shall be used by the employee only for City business and shall not be replaced unless determined to be unserviceable by the City.

In the event a piece of equipment is unserviceable the item will be presented to a supervisor for inspection. If the supervisor deems the equipment unserviceable the item will be returned to the department/City and the employee authorized to use the equipment allowance. In the event the employee requires more than the ~~\$200~~ \$300 reimbursement amount, the employee will be responsible for any expenditures above the ~~\$200~~ \$300 reimbursement limit.

## EXHIBIT B

### VACATION BUYBACK (7.2 Vacation)

Vacation buyback – For the purposes of reducing excess vacation accrual employees will receive bi-annually at a maximum of ~~80~~ 120 hours of accrued vacation annually, so long as one workweek of accrued vacation remains for the benefit of the employee. This compensation shall occur in May and October of each year. The employee must have his/her request in before the pay period ends, and the money must be available in the budget.