



**CITY OF MATTAWA
COUNCIL MEETING AGENDA
FEBRUARY 17, 2022
5:30 P.M.**

Call to Order:

Roll Call: Mayor Maria Celaya, Sun Hwang, Brian Berghout, Silvia Barajas, Tony Acosta, Alex Heredia, Wendy Lopez, Youth Liaison Victor Perez

Additions/Approval of Agenda

Reports:

Mayor Report

Council Report

Student Liaison Report

Police Department Report

Public Works Department Report

Council, Items for Motion (Old Business):

1. Truck Regulations – Discussion

Council, Items for Motion (New Business):

1. TIB Consultant Agreement – 8th Street / Selkirk Ave.
2. Personnel Policies Chapter 7.4 Leave Without Pay – Clarification
3. Transportation Benefit District – Committee

Consent Agenda/Informational:

- Beverly Bridge Dedication Event – April 8, 2022
- Minutes- Council Meeting 02.03.22
- Liquor License Renewal – Jacalitos Gardis Antojitos

- 2022 Claims EFT & Checks Approval #19048-19080 - \$70,493.64
- 2022 Payroll EFT Approval -\$9,700.00

Public Comments:

Adjourn:



Transportation Improvement Board (TIB)
Consultant Agreement

TIB PROJECT NUMBER 6-E-862(002)-1	PROJECT PHASE (check one) <input checked="" type="checkbox"/> Design <input type="checkbox"/> Construction
PROJECT TITLE & WORK DESCRIPTION 8 th Street and Selkirk Avenue Improvements Design services for reclamation and overlay of 8 th Street and Selkirk Avenue, from the south end of Portage Avenue to 4 th Street.	
CONSULTANT NAME & ADDRESS Gray & Osborne, Inc. 1130 Rainier Avenue South, Suite 300, Seattle, Washington 98144	
AGREEMENT TYPE (check one)	
<input type="checkbox"/> LUMP SUM \$ _____ <input checked="" type="checkbox"/> COST PLUS FIXED FEE OVERHEAD COST METHOD OVERHEAD PROGRESS PAYMENT RATE 186.00 % <input type="checkbox"/> Actual Cost <input type="checkbox"/> Actual Cost Not To Exceed _____ % <input checked="" type="checkbox"/> Fixed Rate 42 % FIXED FEE \$7,889 <input type="checkbox"/> SPECIFIC RATES OF PAY <input type="checkbox"/> Negotiated Hourly Rate <input type="checkbox"/> Provisional Hourly Rate <input type="checkbox"/> COST PER UNIT WORK	
DBE PARTICIPATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No _____ %	WBE PARTICIPATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No _____ %
COMPLETION DATE December 31, 2023	MAXIMUM AMOUNT PAYABLE \$63,400.00

THIS AGREEMENT, made and entered into this _____ day of February 2022, between the City of Mattawa, Washington, hereinafter called the AGENCY, and the above organization hereinafter called the CONSULTANT. The Transportation Improvement Board hereinafter called the TIB, administers the following accounts: Urban Arterial Trust Account funds, Transportation Improvement Account funds, Small City Account funds, and City Hardship Assistance Account funds.

WITNESSETH THAT:

WHEREAS, the AGENCY desires to accomplish the above referenced project, with the aid of TIB funds in conformance with the rules and regulations promulgated by the TIB; and

WHEREAS, the AGENCY does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the PROJECT; and

WHEREAS, the CONSULTANT represents that he/she is in compliance with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish Consulting services to the AGENCY,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

**I
GENERAL DESCRIPTION OF WORK**

The work under this AGREEMENT shall consist of the above described work and services as herein defined and necessary to accomplish the completed work for this PROJECT. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work as designated elsewhere in this AGREEMENT.

**II
SCOPE OF WORK**

The Scope of Work and project level of effort for this project is detailed in Exhibit B attached hereto, and by this reference made a part of this AGREEMENT.



**III
GENERAL REQUIREMENTS**

All aspects of coordination of the work of this AGREEMENT, with outside agencies, groups or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups or individuals shall be coordinated through the AGENCY.

The CONSULTANT shall attend coordination, progress and presentation meetings with the AGENCY or such Federal, Community, State, City or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum number of hours or days notice required shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit B attached hereto and made part of this AGREEMENT. The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, that will outline in written and graphical form the various phases and the order of performance of the work in sufficient detail so that the progress of the work can easily be evaluated. Goals for Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Women-owned Business Enterprises (WBE) if required shall be shown in the heading of this Agreement.

The original copies of all reports, PS&E, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All designs, drawings, specifications, documents, and other work products prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for the PROJECT and are property of the AGENCY. Reuse by the AGENCY or by others acting through or on behalf of the AGENCY of any such instruments of service, not occurring as a part of this PROJECT, shall be without liability of legal exposure to the CONSULTANT.

**IV
TIME FOR BEGINNING AND COMPLETION**

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall be completed by the date shown in the heading of this AGREEMENT under completion date.

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY, in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD or governmental actions or other conditions beyond the control of the CONSULTANT. A prior supplemental agreement issued by the AGENCY is required to extend the established completion time.

**V
PAYMENT**

The CONSULTANT shall be paid by the AGENCY for completed work and services rendered under this AGREEMENT as provided in Exhibit C attached hereto, and by this reference made part of this AGREEMENT. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in Section II, Scope of Work.

**VI
SUBCONTRACTING**

The AGENCY permits subcontracts for those items of work as shown in Exhibit G to this Agreement. Compensation for this subconsultant work shall be based on the cost factors shown on Exhibit G, attached hereto and by this reference made a part of this AGREEMENT.

The work of the subconsultant shall not exceed its maximum amount payable unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, overhead, direct non-salary costs and fixed fee costs for the subconsultant shall be substantiated in the same manner as outlined in Section V. All subcontracts exceeding \$10,000 in cost shall contain all applicable provisions of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and subcontractor, any contract or any other relationship.

**VII
EMPLOYMENT**

The CONSULTANT warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability, or in its discretion, to deduct from the AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may or might arise under any Worker's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full or part time basis, or other basis, during the period of the contract, any professional or technical personnel who are, or have been, at any time during the period of the contract, in the employ of the STATE, or the AGENCY, except regularly retired employees, without written consent of the public employer of such person.

**VIII
NONDISCRIMINATION**

The CONSULTANT agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, marital status, sex, age or handicap except for a bona fide occupational qualification with regard to, but not limited to the following: employment upgrading, demotion or transfer, recruitment or any recruitment advertising, layoffs or terminations, rates of pay or other forms of compensation, selection for training, rendition of services. The CONSULTANT understands and agrees that if it violates this provision, this AGREEMENT may be terminated by the AGENCY and further that the CONSULTANT shall be barred from performing any services for the AGENCY now or in the future unless a showing is made satisfactory to the AGENCY that discriminatory practices have terminated and that recurrence of such action is unlikely.

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, and successors in interest agrees as follows:

- A. **COMPLIANCE WITH REGULATIONS:** The CONSULTANT shall comply with the Regulations relative to nondiscrimination in the same manner as in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this AGREEMENT.



- B. **NONDISCRIMINATION:** The CONSULTANT, with regard to the work performed by it during the AGREEMENT, shall not discriminate on the grounds of race, creed, color, sex, age, marital status, national origin or handicap except for a bona fide occupational qualification in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix II of the Regulations.
- C. **SOLICITATIONS FOR SUBCONSULTANTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT:** In all solicitations either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligations under this AGREEMENT and the Regulations relative to nondiscrimination on the grounds of race, creed, color, sex, age, marital status, national origin and handicap.
- D. **INFORMATION AND REPORTS:** The CONSULTANT shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the AGENCY or TIB to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of the CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information the CONSULTANT shall so certify to the AGENCY, or the TIB as appropriate, and shall set forth what efforts it has made to obtain the information.
- E. **SANCTIONS FOR NONCOMPLIANCE:** In the event of the CONSULTANT's noncompliance with the nondiscrimination provisions of this AGREEMENT, the AGENCY shall impose such sanctions as it or the Transportation Improvement Board may determine to be appropriate, including, but not limited to:
 1. Withholding of payments to the CONSULTANT under the AGREEMENT until the CONSULTANT complies, and/or
 2. Cancellation, termination or suspension of the AGREEMENT, in whole or in part.
- F. **INCORPORATION OF PROVISIONS:** The CONSULTANT shall include the provisions of paragraphs (A) through (G) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any subconsultant or procurement as the AGENCY or the Transportation Improvement Board may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the CONSULTANT may request the AGENCY to enter into such litigation to protect the interests of the AGENCY, and in addition, the CONSULTANT may request the TIB to enter into such litigation to protect the interests of the TIB.
- G. **UNFAIR EMPLOYMENT PRACTICES:** The CONSULTANT shall comply with RCW 49.60.180 prohibiting unfair employment practices and the Executive Orders numbered E.O.70-01 and E.O.66-03 of the Governor of the State of Washington.

**IX
TERMINATION OF AGREEMENT**

The right is reserved by the AGENCY to terminate this AGREEMENT at any time upon ten days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT as shown in Exhibit F for the type of AGREEMENT used.

No payment shall be made for any work completed after ten days following receipt by the CONSULTANT of the Notice of Termination. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due computed as set forth herein above, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

In the event the services of the CONSULTANT are terminated by the AGENCY for fault on the part of the CONSULTANT, the above formula for payment shall not apply. In such an event, the amount to be paid shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which was satisfactorily completed to date of termination, whether that work is in a form or a type which is usable to the AGENCY at the time of termination; the cost to the AGENCY of employing another firm to complete the work required and the time which maybe required to do so, and other factors which affect the value to the AGENCY of the work performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount which would have been made using the formula set forth in the previous paragraph.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANT's failure to perform is without it or its employees fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY in accordance with the provision of this AGREEMENT.

In the event of the death of any member, partner or officer of the CONSULTANT or any of its supervisory personnel assigned to the project, or, dissolution of the partnership, termination of the corporation, or disaffiliation of the principally involved employee, the surviving members of the CONSULTANT hereby agree to complete the work under the terms of this AGREEMENT, if requested to do so by the AGENCY. The subsection shall not be a bar to renegotiation of the AGREEMENT between the surviving members of the CONSULTANT and the AGENCY, if the AGENCY so chooses.

In the event of the death of any of the parties listed in the previous paragraph, should the surviving members of the CONSULTANT, with the AGENCY's concurrence, desire to terminate this AGREEMENT, payment shall be made as set forth in the second paragraph of this section.

In the event this AGREEMENT is terminated prior to completion, the original copies of all reports and other data, PS&E materials furnished to the CONSULTANT by the AGENCY and documents prepared by the CONSULTANT prior to said termination, shall become and remain the property of the AGENCY and may be used by it without restriction. Such unrestricted use, not occurring as a part of this PROJECT, shall be without liability or legal exposure to the CONSULTANT.

Payment for any part of the work by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

**X
CHANGES OF WORK**

The CONSULTANT shall make such changes and revisions in the complete work of this AGREEMENT as necessary to correct errors appearing therein, when required to do so by the AGENCY, without additional compensation thereof.



Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under Section XIV.

**XI
DISPUTES**

Any dispute concerning questions of fact in connection with the work not disposed of by AGREEMENT between the CONSULTANT and the AGENCY shall be referred for determination to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT, provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to the scope of judicial review provided under Washington Case Law.

**XII
VENUE, APPLICABLE LAW AND
PERSONAL JURISDICTION**

In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the parties hereto agree that any such action shall be initiated in the Superior Court of the State of Washington, situated in the county the AGENCY is located in. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties to such action shall have the right of appeal from such decisions of the Superior court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county the AGENCY is located in.

**XIII
LEGAL RELATIONS AND INSURANCE**

The CONSULTANT shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accord with the laws of Washington.

The CONSULTANT shall indemnify and hold the AGENCY and the STATE of Washington, and their officers and employees harmless from and shall process and defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part from the CONSULTANT's negligence or breach of any of its obligations under this AGREEMENT; provided that nothing herein shall require a CONSULTANT to indemnify the AGENCY and the STATE against and hold harmless the AGENCY and the STATE from claims, demands or suits based solely upon the conduct of the AGENCY and the STATE, their agents, officers and employees and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT's agents or employees and (b) the AGENCY and the STATE, their agents, officers and employees, this indemnity provision with respect to (1) claims or suits based upon such negligence, (2) the costs to the AGENCY and the STATE of defending such claims and suits, etc. shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents or employees.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees against the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The CONSULTANT recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation.

Unless otherwise specified in the AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of an acceptable, supplemental agreement, the CONSULTANT shall provide on-call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume

no responsibility for: proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of the AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to RCW 48.

Insurance Coverage

A. Worker's compensation and employer's liability insurance as required by the STATE.

B. General commercial liability insurance in an amount not less than a single limit of one million and 00/100 Dollars (\$1,000,000.00) for bodily injury, including death and property damage per occurrence.

Excepting the Worker's Compensation insurance and any professional liability insurance secured by the CONSULTANT, the AGENCY will be named on all certificates of insurance as an additional insured. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within 14 days of the execution of this AGREEMENT to the AGENCY. No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT's professional liability to the AGENCY shall be limited to the amount payable under this AGREEMENT or one million dollars, whichever is the greater unless modified by Exhibit H. In no case shall the CONSULTANT's professional liability to third parties be limited in any way.

The AGENCY will pay no progress payments under Section V until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY and the STATE may take such other action as is available to them under other provisions of this AGREEMENT, or otherwise in law.

**XIV
EXTRA WORK**

A. The AGENCY may at any time, by written order, make changes within the general scope of the AGREEMENT in the services to be performed.

B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of the AGREEMENT, the AGENCY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify the AGREEMENT accordingly.

C. The CONSULTANT must submit any proposal for adjustment (hereafter referred to as proposal) under this clause within 30 days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a proposal submitted before final payment of the AGREEMENT.

D. Failure to agree to any adjustment shall be a dispute under the disputes clause. However nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.

E. Notwithstanding the terms and condition of paragraphs (a) and (b) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

**XV
ENDORSEMENT OF PLANS**

The CONSULTANT shall place his endorsement on all plans, estimates or any other engineering data furnished by him.

**XVI
TIB AND AGENCY REVIEW**

The AGENCY and TIB shall have the right to participate in the review or examination of the work in progress.

**XVII
CERTIFICATION OF THE
CONSULTANT AND THE AGENCY**

Attached hereto as Exhibit A-1, are the Certifications of the Consultant and the Agency.

**XVIII
COMPLETE AGREEMENT**

This document and referenced attachments contains all covenants, stipulations and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as an amendment to this AGREEMENT.

**XIX
EXECUTION AND ACCEPTANCE**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in the proposal, and the supporting materials submitted by the CONSULTANT, and does hereby accept the AGREEMENT and agrees to all of the terms and conditions thereof.

In witness whereof the parties hereto have executed this AGREEMENT as of the day and year first above written.

By _____ By _____
Michael B. Johnson, P.E., President Maria Celaya, Mayor

Consultant _____ City of _____
Gray & Osborne, Inc. Mattawa



EXHIBIT A-1 Certification of Consultant

Project No. 6-E-862(002)-1	City Mattawa
-------------------------------	-----------------

I hereby certify that I am Michael B. Johnson, P.E., a duly authorized representative of the firm of Gray & Osborne, Inc., whose address is 1130 Rainier Avenue South, Suite 300, Seattle, Washington 98144 and that neither I nor the above firm I here represent has:

- (a) Employed or retained for a commission, percentage, brokerage, contingent fee or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this contract.
- (b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of a firm or person in connection with carrying out the contract.
- (c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation or consideration of any kind for, or in connection with procuring or carrying out the contract; except as here expressly stated (if any):

I further certify that the firm I hereby represent is authorized to do business in the State of Washington and that the firm is in full compliance with requirements of the Board of Professional Registration.

I acknowledge that this certificate is to be available to the Transportation Improvement Board (TIB), in connection with this contract involving participation of TIB funds and is subject to applicable State and Federal laws, both criminal and civil.

_____ *Date*

_____ *Signature, Michael B. Johnson, P.E.*

Certification of Agency Official

I hereby certify that I am the AGENCY Official of the City of Mattawa, Washington and that the above consulting firm or his/her representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract to:

- (a) Employ or retain, or agree to employ or retain, any firm or person, or
- (b) Pay or agree to pay to any firm, person or organization, any fee, contribution, donation or consideration of any kind, except as here expressly stated (if any).

I acknowledge that this certificate is to be available to the TIB, in connection with this contract involving participation of TIB funds and is subject to applicable State and Federal laws, both criminal and civil.

_____ *Date*

_____ *Signature, Maria Celaya, Mayor*

EXHIBIT B-1 Scope of Work

Project No.

6-E-862(002)-1

Describe the Scope of Work

The City of Mattawa, with financial assistance (grant) from the Washington State Transportation Improvement Board (TIB), desires to improve 8th Street from Portage Avenue to Selkirk Avenue and Selkirk Avenue from 8th Street to 4th Street. The improvements will include pulverizing the existing roadway, adding crushed surfacing material, and a HMA wearing course. The approximate project limits are outlined below:



Cultural Resource Survey: DAHP staff determined that a Cultural Resource Assessment (CRA) is not required for this project. As such, services for a Cultural Resource Assessment have not been included in this scope of work.

Permits: It is anticipated that a SEPA checklist will not be required as part of this project. It is anticipated that an Ecology Construction Stormwater Erosivity Waiver will be required.

Topographic Survey: It is assumed that a full topographic survey of the project site will be completed. It is assumed that the footprint of the improvements will lie entirely within the existing right-of-way and will not require right of way acquisition.

Stormwater: This Contract assumes adequate downstream capacity exists and downstream or off-site storm improvements beyond the scope of this project will not be required. It is anticipated that existing stormwater facilities will only be adjusted to the new roadway grades and that sufficient capacity exists.

Roadway Section/Pavement Thickness: The existing roadway will be pulverized in-place, 4-inches of crushed surfacing material will be added, and a 2-inch HMA wearing course will be installed, consistent with past projects of this type within the City.

Roadway Geometry: It is anticipated that the existing roadway geometry will not be altered, It is anticipated that two 11-foot travel lanes, and four-foot shoulders will be rehabilitated along 8th Street and Selkirk Avenue, as described in the City's successful TIB application. There are not existing pedestrian facilities within the project vicinity and no new pedestrian facilities will be installed as part of this project.



The following tasks of work will be performed:

Task 1 – Project Management

- A. Provide overall project management services including:
 - 1. Project staff management;
 - 2. Implementation of quality control program; and
 - 3. Management of project budget and schedule.

Task 2 – Community and Agency Coordination

- A. Participate at two project meetings with City staff to review project, project concerns, status of deliverables, budget, critical path items, any new project concerns, etc., during the course of the project.

Task 3 – Quality Assurance/Quality Control Meetings

- A. Conduct two in-house quality assurance/quality control (QA/QC) meetings during the course of the project. The meetings will take place at approximately 30 and 90 percent completion status. The meetings will include review by qualified senior staff members, key design team members, and Agency staff (as desired).
- B. Incorporate pertinent recommendations and suggestions into bid/construction documents regarding QA/QC reviews.

Task 4 – Project Funding Agency Coordination

- A. The Engineer shall coordinate their work (as applicable) as authorized by the City with the City's funding agency (TIB) and assist the City in preparing project forms, on-line reimbursement requests, and other required paperwork.

Task 5 – Right-of-Way and Topographical Survey

- A. Establish vertical and horizontal (right-of-way) control for survey and mapping within project corridor.
- B. Acquire records of survey, plat maps, assessor maps, etc., as required for establishing right-of-way. Identify right-of-way (centerline and edges).
- C. Acquire topographical survey of site (within and adjacent to project corridor) to include referencing surface grades, utility markings, pavement edges, curb and gutter, sidewalk, sidewalk curb ramps, driveways, utility structures, including utility poles, hydrants, valves, fences, major trees and significant landscaping, sanitary, and storm facilities, water facilities, etc., in sufficient detail to support design of the project.
- D. Acquire off-site survey at properties abutting project corridor, intersecting streets, and all driveways to facilitate incorporation of ingress/egress corridors into design and in sufficient details to identify impacts and provide adequate mitigation to adjacent properties. Extend topography up to 10 feet beyond back of curb/sidewalk, where determined to be necessary by the Engineer. Note: This work assumes right of access will be granted by property owners for this work if needed.
- E. Incorporate all electronic files (produced by survey) and create a base map of the project corridor, adjacent parcel lines, and existing utilities of record and/or surveyed utilities.

Task 6 – Preliminary Design

- A. Prepare preliminary plans (30 percent design level) in City approved format. The Plans will utilize Washington State Department of Transportation (WSDOT) and City design standards, as applicable.



- B. Prepare specifications in City-approved format, to also include proposal, contract, bonds, and insurance documents/requirements and related documentation. The Specifications will be prepared with reference to the WSDOT 2022 Standard Specifications for Road, Bridge, and Municipal Construction and City design standards, as applicable.
- C. Prepare preliminary plans, drawings, special details, etc., of all motorized and non-motorized facilities including road improvements, sidewalk curb ramps, road striping, minor landscaping, and related facilities at 90 percent level of design, and in City-approved format to include updated Engineer's construction cost estimate(s). Submit (two copies) of plan sets and specifications (including updated cost estimates) to City for review and comment at 90 percent. Incorporate applicable City comments. Format of plan sets shall be similar to other transportation and TIB funded products the Engineer has prepared for the City and modeled after the 2022 Standard Specifications.
- D. Visually assess the condition of existing storm drainage facilities. No analysis of the collection, treatment, and detention capacity of the stormwater system will be completed as part of these services. This Contract, including our scope of work, assumes adequate downstream capacity exists and downstream or off-site storm improvements beyond the scope of this project will not be required.

Task 7 – Temporary Construction and Right-of-Way Documentation

- A. Identify areas on adjacent private property where temporary construction permits need to be acquired to facilitate construction. This may include small, parallel, and adjacent strips of land or driveway areas needed to be reconstructed and incorporated into project documents.
- B. Prepare generic temporary construction permits for City distribution and acquisition as may be required.

Note: Right-of-way acquisition is not anticipated nor included in our scope of work. If such is required, it will be negotiated as an extra.

Task 8 – Final Design Plans and Specifications

- A. Prepare and submit final (100%) project plans, specifications, and cost estimates to include evaluation and/or incorporation of all previous and pertinent City, and/or funding agency review comments.
- B. Submit final plans, specifications, engineer's cost estimate (construction), and TIB Bid Authorization form to the City and TIB and solicit authorization to bid the project from both the City and TIB.
- C. Prepare and assist City in submitting Department of Ecology-required Construction Stormwater Erosivity Waiver (include generic copy in Specifications regarding transfer of coverage from City to Contractor).

Task 9 – Bid and Award Services

- A. Prepare bid advertisement and distribute to up to two newspapers (Daily Journal of Commerce as well as City's newspaper of record). Our fees do not include cost of publication of advertisements.
- B. Prepare and post electronic bid documents (PDF format) to Gray & Osborne's Bid Document Distribution System website. Maintain bidders list.
- C. Answer bid inquiries during bid phase, to include providing written clarification as may be required.
- D. Prepare and distribute any bid addenda as required.
- E. Attend bid opening, review bids tendered, check references of responsible, qualified low bidder, prepare and distribute bid summary, and prepare and transmit Engineer's "Letter of Recommendation for Award." Coordination with City and TIB.

**Construction Engineering Services**

The Engineer shall provide Construction Engineering Services as may be further desired by the City and at the City's option. If the City elects to exercise this option, the Engineer shall prepare a scope and fee for this additional work for the City's review and approval. Since the extent of this work cannot be reasonably determined at this time, it will be prepared at the completion of the design phase as a contract supplement. The Engineer will also be entitled to subcontract work to a qualified firm as further approved by the City.

Services Specifically Not Included:

- A. Any work associated with rectifying discrepancies in rights-of-way, record surveys, and plat maps. etc.
- B. Any work associated with right-of-way acquisition, including: appraisals, appraisal reviews, fair cost estimates of market value of properties, Project Funding Estimates (PFE), legal descriptions, deeds, schematic exhibits, negotiations, and conveyance documents.
- C. Any survey work associated with staking of right-of-way and/or property lines.
- D. Any work associated with the preparation and filing of easements and/or record surveys.
- E. Any costs associated with the actual purchase of real estate.
- F. Any costs associated with completion of a Cultural Resource Assessment (CRA).

Documents to be Furnished by the Consultant

- One (1) CD containing the Project Specifications and Construction Drawings in Portable Document Format (PDF).
- One (1) Set of Project Specifications (hard copy).
- One (1) Set of Full-Size Construction Drawings (hard copy, 22" x 34").
- One (1) Set of Half Size Construction Drawings (hard copy, 11" x 17").



EXHIBIT C-2

Payment

(Cost Plus Fixed Fee)

The CONSULTANT shall be paid by the AGENCY for completed work and services rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for all work performed or services rendered and for all labor, materials, equipment, and incidentals necessary to complete the work specified in Section II, "Scope of Work."

A. Actual Costs

Payment for all consulting services for this project shall be on the basis of the CONSULTANT's actual cost plus a fixed fee. The actual cost shall include direct salary cost, overhead, and direct nonsalary cost.

1. Direct Salary Costs

The direct salary cost is the direct salary paid to principals, professional, technical, and clerical personnel for the time they are productively engaged in work necessary to fulfill the terms of this AGREEMENT.

2. Overhead Costs

Overhead costs are those costs other than direct costs which are included as such on the books of the CONSULTANT in the normal everyday keeping of its books. Progress payments shall be made at the rate shown in the heading of this AGREEMENT, under "Overhead Progress Payment Rate." Total overhead payment shall be based on the method shown in the heading of the AGREEMENT. The three options are explained as follows:

- a. **Actual Cost:** If this method is indicated in the heading of the AGREEMENT, the AGENCY agrees to reimburse the CONSULTANT the actual overhead costs verified by audit, up to maximum amount payable, authorized under this AGREEMENT, when accumulated with all other actual costs.
- b. **Actual Cost Not To Exceed Maximum Percent:** If this method is indicated in the heading of this AGREEMENT, the AGENCY agrees to reimburse the CONSULTANT at the actual overhead rate verified by audit up to the maximum percentage shown in the space provided. Final overhead payment when accumulated with all other actual costs shall not exceed the total maximum amount payable shown in the heading of this AGREEMENT.
- c. **Fixed Rate:** If this method is indicated in the heading of the AGREEMENT, the AGENCY agrees to reimburse the CONSULTANT for overhead at the percentage rate shown. This rate shall not change during the life of the AGREEMENT.

A summary of the CONSULTANT's cost estimate and the overhead computation are attached hereto as Exhibits D and E and by this reference made part of this AGREEMENT. When an actual cost overhead rate or actual cost not to exceed overhead rate is used, the actual overhead rate determined at the end of each fiscal year shall be used for the computation of progress payments during the following year and for retroactively adjusting the previous year's overhead cost to reflect the actual rate.

The CONSULTANT shall advise the AGENCY as soon as possible of the actual overhead rate for each fiscal year and of the actual rate incurred to the date of completion of the work. The AGENCY and/or TIB may perform an audit of the CONSULTANT's books and records at any time during regular business hours to determine the actual overhead rate, if they so desire.

3. Direct Nonsalary Cost

Direct nonsalary costs will be reimbursed at the actual cost to the CONSULTANT applicable to this contract. These charges may include, but are not limited to the following items: travel, printing, long distance telephone, supplies, computer charges, and fees of subconsultants. Air or train travel will only be reimbursed to economy class levels unless otherwise approved by the AGENCY. The billing for nonsalary cost, directly identifiable with the Project, shall be an itemized listing of the charges supported by original bills or legible copies of invoices, expense accounts, and miscellaneous supporting data retained by the CONSULTANT. Copies of the original supporting documents shall be provided to the AGENCY upon request. All of the above charges must be necessary for services to be provided under this AGREEMENT.

4. Fixed Fee

The fixed fee, which represents the CONSULTANT's profit, is shown in the heading of this AGREEMENT under Fixed Fee. This fee is based on the scope of work defined in this AGREEMENT and the estimated man-months required to perform the stated scope of work. In the event a supplemental agreement is entered into for additional work by the CONSULTANT, the supplemental agreement may include provision for the added costs and appropriate additional fee. The fixed fee will be prorated and paid monthly in proportion to the percentage of work completed by the CONSULTANT and reported in the monthly progress reports accompanying the invoices.



Any portion of the fixed fee earned by not previously paid in the progress payments will be cover in the final payment, subject to the provisions of Section IX, Termination of Agreement.

5. Maximum Total Amount Payable

The maximum total amount payable, by the AGENCY to the CONSULTANT under this AGREEMENT, shall not exceed the amount shown in the heading of this AGREEMENT as maximum amount payable, which includes the Fixed Fee, unless a supplemental agreement has been negotiated and executed by the AGENCY prior to incurring any costs in excess of the maximum amount payable.

B. Monthly Progress Payments

The CONSULTANT may submit invoices to the AGENCY for reimbursement of actual costs plus the calculated overhead and fee not more often than once per month during the progress of the work. Such invoices shall be in a format approved by the AGENCY and accompanied by the monthly progress reports required under Section III, General Requirements, of the AGREEMENT. The invoices will be supported by itemized listing and support document for each item including direct salary, direct nonsalary, and allowable overhead costs to which will be added the prorated Fixed Fee.

C. Final Payment

Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the work under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such final payment by the CONSULTANT shall constitute a release of all claims of any nature which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said final payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

D. Inspection of Cost Records

The CONSULTANT and his subconsultants shall keep available for inspection by representatives of the AGENCY and/or TIB, for a period of three years after final payment, the cost records and accounts pertaining to this AGREEMENT. If any litigation, claim, or audit arising out of, in connection with, or related to this contract is initiated before the expiration of the three-year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed.



EXHIBIT D-1
Consultant Fee Determination Summary Sheet
(Lump Sum, Cost Plus Fixed Fee, Cost per Unit of Work)

Prepared by Michael M. Meskimen, P.E., Gray & Osborne, Inc.				Date February 10, 2022	
Project 8 th Street and Selkirk Avenue Improvements					
Direct Salary Cost (DSC)					
Classification	Man Hours		Rate		Cost
Principal-In-Charge	8	x	\$44 to \$66	=	\$432
Project Manager	54	x	\$42 to \$66	=	\$2,592
Civil Engineer	184	x	\$38 to \$44	=	\$7,544
AutoCad/GIS/ Tech./Engineering Intern	108	x	\$15 to \$46	=	\$3,888
Survey Crew (2 Person)	50	x	\$54 to \$82	=	\$3,250
Professional Land Surveyor	22	x	\$38 to \$54	=	\$1,078
TOTAL DSC					\$18,784
OVERHEAD (OH Cost including Salary Additives)					
OH Rate x DSC or 186% x \$18,784					\$34,938
FIXED FEE (FF)					
FF Rate x DSC or 42% x \$18,784					\$7,889
REIMBURSABLES					
Miscellaneous expenses, including mileage, technology fee, reproduction, etc.					\$1,789
SUBCONSULTANT COST (See Exhibit G)					\$0
GRAND TOTAL					\$63,400

EXHIBIT D-2
Consultant Fee Determination Summary Sheet
 (Specific Rates of Pay)
FEE SCHEDULE

Discipline or Job Title	Hourly Rate	Overhead 186%	Profit 42%	Rate Per Hour
AutoCAD/GIS Tech./Engineering Intern	\$15-\$46	\$27.90-\$85.56	\$6.30-\$19.32	\$49.20-\$150.88
Electrical Engineer	\$36-\$60	\$66.96-\$111.60	\$15.12-\$25.20	\$118.08-\$196.80
Structural Engineer	\$33-\$58	\$61.38-\$107.88	\$13.86-\$24.36	\$108.24-\$190.24
Environmental Tech./Specialist	\$25-\$46	\$46.50-\$85.56	\$10.50-\$19.32	\$82.00-\$150.88
Engineer-In-Training	\$28-\$48	\$52.08-\$89.28	\$11.76-\$20.16	\$91.84-\$157.44
Civil Engineer	\$33-\$44	\$61.38-\$81.84	\$13.86-\$18.48	\$108.24-\$144.32
Project Engineer	\$38-\$49	\$70.68-\$91.14	\$15.96-\$20.58	\$124.64-\$160.72
Project Manager	\$42-\$66	\$78.12-\$122.76	\$17.64-\$27.72	\$137.76-\$216.48
Principal-in-Charge	\$44-\$66	\$81.84-\$122.76	\$18.48-\$27.72	\$144.32-\$216.48
Resident Engineer	\$37-\$51	\$68.82-\$94.86	\$15.54-\$21.42	\$121.36-\$167.28
Field Inspector	\$28-\$47	\$52.08-\$87.42	\$11.76-\$19.74	\$91.84-\$154.16
Field Survey Crew (2 Person)	\$54-\$82	\$100.44-\$152.52	\$22.68-\$34.44	\$177.12-\$268.96
Field Survey Crew (3 Person)	\$91-\$116	\$169.26-\$215.76	\$38.22-\$48.72	\$298.48-\$380.48
Professional Land Surveyor	\$38-\$54	\$70.68-\$100.44	\$15.96-\$22.68	\$124.64-\$177.12
Secretary/Word Processor*	N/A	N/A	N/A	N/A

* Secretarial and clerical fees are not billed, but are included in the overhead multiplier listed. The same is true for accounting, bookkeeping, postage, in-house printing up to \$150, word processing, computer use, computer-aided drafting, and telephone and fax costs.

All actual out-of-pocket expenses incurred directly on the project are added to the billing. The billing is based on direct out-of-pocket expenses; meals, lodging, laboratory testing and transportation. The transportation rate is \$0.56 per mile or the current maximum IRS rate without receipt IRS Section 162(a).



**EXHIBIT E-1
 Breakdown of Overhead Cost**

GRAY & OSBORNE

COMPUTATION OF OVERHEAD MULTIPLIER

Federal, State, and Local Taxes	21.2%
Insurance and Medical.....	23.0%
Professional Development and Education	0.6%
Sick Leave, Vacations and Holidays.....	14.2%
Administration (Typing, CADD, GIS, Computer)**	37.2%
Rent, Utilities, and Depreciation.....	19.0%
Office Expenses, Support and Maintenance	5.1%
Travel.....	2.0%
Retirement and Incentive Program.....	63.4%
Facilities Cost of Capital	0.3%
TOTAL:	186.0%

**Administration expenses include secretarial and clerical work; GIS, CADD, and computer equipment; owned survey equipment and tools (stakes, hubs, lath, etc. – Note: mileage billed separately at rate noted); miscellaneous administration tasks; facsimiles; telephone; postage; and printing costs, which are less than \$150.



EXHIBIT F-1
Payment Upon Termination of Agreement
by the Agency Other than for Fault of the Consultant
(Refer to Agreement, Section IX)

Lump Sum Contracts

A final payment shall be made to the CONSULTANT which when added to any payments previously made shall total the same percentage of the Lump Sum Amount as the work completed at the time of termination is to the total work required for the PROJECT. In addition, the CONSULTANT shall be paid for any authorized extra work completed.

Cost Plus Fixed Fee Contracts

A final payment shall be made to the CONSULTANT which when added to any payments previously made, shall total the actual costs plus the same percentage of the fixed fee as the work completed at the time of termination is to the total work required for the PROJECT. In addition, the CONSULTANT shall be paid for any authorized extra work completed.

Specific Rates of Pay Contracts

A final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT plus and direct nonsalary costs incurred at the time of termination of this AGREEMENT.

Cost Per Unit of Work Contracts

A final payment shall be made to the CONSULTANT for actual units of work completed at the time of termination of this AGREEMENT.



EXHIBIT G-1 Subcontracted Work

The AGENCY permits subcontracts for the following portions of the work of this AGREEMENT:

N/A – No subcontractors on this project.

Anabel Martinez

From: Mayor Maria Maggie Celaya
Sent: Wednesday, February 9, 2022 9:55 PM
To: Anabel Martinez; Katherine Kenison (kkenison@basinlaw.com)
Subject: Policy: Leave without pay

Follow Up Flag: Follow up
Flag Status: Flagged

Policy 7.4 needs some clarification and more direction to staff as to how to make a request.

We need clarification from council on the 90 days of approved leave without pay. Should the 90 days be annually, during employment with the city or per occurrence?

It would also be helpful if it specified how the request should be made to the Mayor. I think it's best to receive a written request from the employee.

This is a item we will add to the next council meeting for clarification.

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

7.4 LEAVE WITHOUT PAY

The Mayor may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leave balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, pursuing an education, or fulfilling a military obligation in excess of twenty-one (21) days per year.

Only regular full-time and part-time employees who have satisfactorily completed their trial period are eligible for leave without pay. The following requirements apply:

1. Leave may be granted to an employee for a period of up to ninety (90) days upon the approval of the Mayor.
2. Accrued compensatory time, if any, and vacation leave must be exhausted prior to taking any leave without pay.
3. An employee's benefits are suspended during the period of unpaid leave until the employee returns to work. Vacation, sick leave and/or any other benefits do not accrue while an employee is on leave without pay.
4. In certain circumstances, self-payment of benefits may apply. Upon mutual agreement between the employee and the City, and in accordance with terms and conditions of the insurance policy, the City will continue health insurance coverage at the employee's expense during an approved unpaid leave of absence, COBRA (Comprehensive Omnibus Budget Reconciliation Act) continuation rights may apply in the event coverage is not extended through the City.
5. An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. An employee returning from a temporary disability may, at the City's option, return to the same position or similar position at a comparable rate of pay.
6. If the leave without pay is due to an illness, the City may require a doctor's certificate stating that the employee is capable of returning to work and performing the work, duties and responsibilities of the employee's position.
7. Leave without pay is charged from the first working day of absence through the last working day of absence.
8. Leave without pay is deducted from an employee's monthly pay check at a daily rate dependent on the number of calendar days in the month in which the leave without pay occurred, or at an hourly rate of 1/8 or 1/7 of the daily rate for leave taken by the hour.
9. Employees who are required by the city to take leave without pay shall accrue vacation and sick leave at their regular rate during said leave.

~~~~~  
Greetings from Washington State Parks and Recreation Commission,

We are nearing the completion of the Beverly Bridge project spanning the Columbia River to connect the Palouse to Cascade Trail to Beverly and all points east on this great lineal trail. We now have a firm Grand Opening Celebration date set for Friday, April 8<sup>th</sup>, 2022, at 1:00 p.m.

We would like to extend an invitation for your community to have a presence at one of the scenic overlooks on the bridge during the dedication event. After the ceremony on the west side of the bridge, visitors would have the opportunity to learn more about your community as they travel east across the bridge. What would this look like? It could be an ambassador with a few brochures, some photos of your town, a banner, or it could be any of these! This would be your space to set up and tell folks about your town, its services, and its relationship to this great railroad turned lineal trail. As part of this, State Parks hang a banner at each scenic overlook with the names of the communities. You are welcome to simply attend as an honored guest as well.

Would you do us the favor of responding, even if you are unable to attend? We hope to firm up the attendees list by Friday March 4<sup>th</sup>, 2022 with a follow up call the week of March 7<sup>th</sup>. For your information, the scenic overlooks are 10' wide by 5' deep. This photo shows the space you would have for your community. (The railing will be installed by that time!)



Thanks so much for considering this opportunity!



**Scott Griffith**  
South East Region Manager

**270 9<sup>th</sup> Street NE, Suite 200 | East Wenatchee, WA 98802**  
**Tel (509) 665-4314 | mobile (509) 668-1054 | fax (509) 886-6232**

EMBRACE YOUR  
**NATURE**



## **Student Liaison's Report**

\*\* Youth Liaison Perez asked Juan if he could provide a map of the 6-year plan so he can take back the information to the students on which roads will be repaired.

## **Police Department's Report**

\*\* Interim Chief Araguz spoke more about the incident that officer Zesati assisted.

\*\* Assisted a chief's meeting and discussed topics about local area crimes, collaboration & what we need to do moving forward. Told them we were still looking for a permanent chief of police.

## **Public Works Department's Report**

\*\* Installed water service line at the school.

\*\* Development at Blanca Court is ongoing.

\*\* Water System Plan is ongoing.

\*\* There was a faulty breaker at the WWTF, pushed back date for completion.

\*\* Councilman Berghout asked about an update on the post office, Juan said the cluster boxes have arrived, they are awaiting other supplies before installation, Mattawa contract has been extended for the month of February, the mobile unit will be available for two months.

## **Council Items For Motion (Old Business)**

None.

## **Council Items For Motion (New Business)**

### **1. Port of Mattawa – Zoning Code Request Letter – Discussion**

#### **➤ SCJ Alliance Zoning Code Recommendation**

Gil Alverado, Port of Mattawa's planner, discussed on a request to council to amend the city's zoning chart so a C-Store can be permitted instead of requiring a CUP process. SCJ Alliance recommended to hold off on updating use chart and to continue to require a CUP process instead of amending the zoning. The process for both would take around the same timeframe. M/s; Acosta / Berghout motion to move forward with SCJ Alliance recommendation to use CUP. Motion carried.

### **2. Letter of Support for Port of Mattawa Event Center Renovation & Upgrade Project**

Lars Leland explained the funding would help upgrade the Port's event center to hopefully provide market space rental, business conferences, meetings, and to overall expand the building. M/s; Berghout / Acosta motion to have mayor sign the letter of support. Motion carried.

### **3. G & O Water & Sewer Rate Study Update**

G & O explained the rate study, Juan explained that this was ARPA eligible. M/s; Barajas / Lopez motion to approve option 1 abs use ARPA funds. Motion carried.

### **4. Ordinance No. 22-671 Amending Chapter 2.04.040 Youth Liaison Position**

M/s; Heredia / Barajas motion to approve the ordinance. Motion carried.

**5. Resolution 22.02.01 Amending Personnel Policies (Employee Incentives)**

M/s; Berghout / Hwang motion to approve this resolution. Motion carried.

**6. Resolution 22.02.02 Amending Personnel Policies (Political Activities)**

M/s; Heredia / Barajas motion to approve this resolution. Motion carried.

**7. Council Retreat – Council Discussion & Date Selection**

Council decided to have the council retreat on Tuesday, March 1<sup>st</sup> at 5 pm.

**8. AWC Scholarship – ARPA Funding Assistance**

Mayor Celaya explained this scholarship is for 2 hours of ARPA assistance and any time over the 2 hours the city will need to pay. M/s; Acosta / Heredia motion to have staff apply for this scholarship. Motion carried.

**9. TIB Complete Street Grant**

M/s; Berghout / Lopez motion to accept the nomination and to apply and submit for the grant. Motion carried.

**10. Council Selection – Hiring Board**

After council discussion, Councilwoman Lopez was nominated to be part of the interview board for hiring process.

**Consent Agenda**

- Minutes – Council Meeting 01.20.2022
- 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 3<sup>rd</sup>, 2022, the Council approved for payment of 2022 Claims EFT & checks approval #19032-19047 in the amount of \$19,544.68, 2022 Payroll EFT & checks approval #31744-31749 in the amount of \$105,504.29.

M/s; Hwang / Heredia motion that bills, checks, payroll, 01.20.22 meeting minutes be approved passed unanimously. Motion carried.

**Public Comments**

\*\* Councilman Acosta asked if there has been any interest on the council vacancy.

The council meeting was adjourned at 7:16 P.M. M/s; Heredia / Acosta. Motion carried.

Respectfully submitted,

---

Anabel Martinez, City Clerk

---

Maria Celaya, Mayor

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 02/06/2022

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF MATTAWA  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20220531

| LICENSEE                              | BUSINESS NAME AND ADDRESS                                                                                | LICENSE NUMBER | PRIVILEGES                            |
|---------------------------------------|----------------------------------------------------------------------------------------------------------|----------------|---------------------------------------|
| 1. GARCIA, ESTEBAN<br>GARCIA, DORELIS | JACALITOS GARDIS ANTOJITOS & MEXICAN KITCHEN<br>319/321 E GOVERNMENT WAY #1 1/2<br>MATTAWA WA 99349 0000 | 429581         | BEER/WINE REST - BEER<br>OFF PREMISES |

# ACCOUNTS PAYABLE

City Of Mattawa

Time: 15:53:42 Date: 02/14/2022

As Of: 02/17/2022

Page: 1

| Accts<br>Pay # | Received                  | Date Due          | Vendor      | Amount                                         | Memo                                                           |
|----------------|---------------------------|-------------------|-------------|------------------------------------------------|----------------------------------------------------------------|
| <b>14827</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>1622</b> | <b>ALSCO</b>                                   | <b>68.34 City Hall Mat Maint. Feb. 2,2022</b>                  |
| 518 30 48 00   | Repair And Maintenance    |                   | 001 000 518 | Current Expens                                 | 68.34 City Hall Mat Maint. Feb. 2,2022                         |
| <b>14828</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>1622</b> | <b>ALSCO</b>                                   | <b>87.13 Library Mat Maint. Feb. 2,2022</b>                    |
| 572 20 31 00   | Library Maintenance And C |                   | 001 000 572 | Current Expens                                 | 87.13 Library Mat Maint. Feb. 2,2022                           |
| <b>14846</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>1622</b> | <b>ALSCO</b>                                   | <b>8.00 City Hall Mat Maint. Jan 5,2022- Service Charge</b>    |
| 518 30 48 00   | Repair And Maintenance    |                   | 001 000 518 | Current Expens                                 | 8.00 City Hall Mat Maint. Jan 5,2022- Service Charge           |
| <b>14847</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>1622</b> | <b>ALSCO</b>                                   | <b>8.00 City Hall Mat Maint. Dec. 22,2021- Service Charge</b>  |
| 518 30 48 00   | Repair And Maintenance    |                   | 001 000 518 | Current Expens                                 | 8.00 City Hall Mat Maint. Dec. 22,2021- Service Charge         |
| <b>14848</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>1622</b> | <b>ALSCO</b>                                   | <b>8.79 Library Mat Maint. Dec. 22,2021- Service Charge</b>    |
| 572 20 31 00   | Library Maintenance And C |                   | 001 000 572 | Current Expens                                 | 8.79 Library Mat Maint. Dec. 22,2021- Service Charge           |
| <b>14849</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>1622</b> | <b>ALSCO</b>                                   | <b>8.79 Library Mat Maint. Jan. 5, 2022- Service Charge</b>    |
| 572 20 31 00   | Library Maintenance And C |                   | 001 000 572 | Current Expens                                 | 8.79 Library Mat Maint. Jan. 5, 2022- Service Charge           |
| <b>14840</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>2912</b> | <b>AXON ENTERPRISE, INC</b>                    | <b>7,171.32 MPD- Body Dock:Evidence Storage:Body Cameras</b>   |
| 521 20 35 00   | Axon Cameras              |                   | 107 000 521 | Public Safety T                                | 7,171.32 MPD- Body Dock:Evidence Storage:Body Cameras          |
| <b>14866</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>3415</b> | <b>BIG BEND COMMUNITY COLLEGE</b>              | <b>95.00 PW-Albert Reyes: Training Community Education Cls</b> |
| 542 30 43 00   | Travel And Training       |                   | 101 000 542 | Street Fund                                    | 95.00 PW-Albert Reyes: Training Community Education Cls        |
| <b>14857</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>3130</b> | <b>CASCADE ANALYTICAL EUROFINS, EUROFINS I</b> | <b>297.00 PW-Testing Samples- Monthly TC</b>                   |
| 534 10 41 02   | Chemical Samples          |                   | 401 000 534 | Water Operatin                                 | 297.00 PW-Testing Samples- Monthly TC                          |
| <b>14858</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>3130</b> | <b>CASCADE ANALYTICAL EUROFINS, EUROFINS I</b> | <b>34.20 Testing Samples</b>                                   |
| 535 10 41 02   | Testing Samples           |                   | 405 000 535 | Sewer Operatin                                 | 34.20 Testing Samples                                          |
| <b>14859</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>3130</b> | <b>CASCADE ANALYTICAL EUROFINS, EUROFINS I</b> | <b>171.00 Testing Samples</b>                                  |
| 535 10 41 02   | Testing Samples           |                   | 405 000 535 | Sewer Operatin                                 | 171.00 Testing Samples                                         |
| <b>14860</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>3130</b> | <b>CASCADE ANALYTICAL EUROFINS, EUROFINS I</b> | <b>34.20 Testing Samples</b>                                   |

# ACCOUNTS PAYABLE

City Of Mattawa

Time: 15:53:42 Date: 02/14/2022

As Of: 02/17/2022

Page: 2

| Accts<br>Pay # | Received                   | Date Due          | Vendor                      | Amount           | Memo                                              |
|----------------|----------------------------|-------------------|-----------------------------|------------------|---------------------------------------------------|
| 535 10 41 02   | Testing Samples            |                   | 405 000 535 Sewer Operatin  | 34.20            | Testing Samples                                   |
| <b>14861</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>3130</b>                 |                  | <b>CASCADE ANALYTICAL EUROFIN</b>                 |
|                |                            |                   |                             | <b>1,014.00</b>  | <b>Testing Samples</b>                            |
| 534 10 41 02   | Chemical Samples           |                   | 401 000 534 Water Operatin  | 1,014.00         | Testing Samples                                   |
| <b>14832</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>1886</b>                 |                  | <b>CENTURY LINK</b>                               |
|                |                            |                   |                             | <b>63.33</b>     | <b>WWTF SCADA System</b>                          |
| 535 10 42 00   | Telephone                  |                   | 405 000 535 Sewer Operatin  | 63.33            | WWTF SCADA System                                 |
| <b>14833</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>1886</b>                 |                  | <b>CENTURY LINK</b>                               |
|                |                            |                   |                             | <b>119.34</b>    | <b>Liftstation Line</b>                           |
| 535 10 42 00   | Telephone                  |                   | 405 000 535 Sewer Operatin  | 119.34           | Liftstation Line                                  |
| <b>14842</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>3404</b>                 |                  | <b>CITY OF GRANGER</b>                            |
|                |                            |                   |                             | <b>5,546.10</b>  | <b>MPD- Interim Chief Araguz Services</b>         |
| 521 20 10 00   | Police Chief Wages         |                   | 001 000 521 Current Expens  | 5,546.10         | MPD- Interim Chief Araguz Services                |
| <b>14875</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>443</b>                  |                  | <b>CITY OF MATTAWA-PETTY CASH</b>                 |
|                |                            |                   |                             | <b>61.08</b>     | <b>Petty Cash</b>                                 |
| 514 23 31 00   | Postage                    |                   | 001 000 514 Current Expens  | 7.58             | Postage                                           |
| 518 30 47 14   | City Hall Utilities        |                   | 001 000 518 Current Expens  | 15.76            | Drinking Water                                    |
| 521 20 31 02   | Postage                    |                   | 001 000 521 Current Expens  | 37.74            | MPD Postage                                       |
| <b>14845</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>1251</b>                 |                  | <b>CITY OF MATTAWA-UTILITIES</b>                  |
|                |                            |                   |                             | <b>268.64</b>    | <b>City Utilities Jan. 2022</b>                   |
| 518 30 47 14   | City Hall Utilities        |                   | 001 000 518 Current Expens  | 80.43            | City Hall                                         |
| 543 30 47 00   | Utilities                  |                   | 101 000 543 Street Fund     | 80.41            | Shop                                              |
| 572 20 31 00   | Library Maintenance And C  |                   | 001 000 572 Current Expens  | 107.80           | Library                                           |
| <b>14844</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>112</b>                  |                  | <b>COLUMBIA BASIN MEDIA GROUP</b>                 |
|                |                            |                   |                             | <b>97.80</b>     | <b>Ad. Position For Council Member Vacancy #6</b> |
| 518 30 41 00   | Publishing                 |                   | 001 000 518 Current Expens  | 97.80            | Ad. Position For Council Member Vacancy #6        |
| <b>14835</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>108</b>                  |                  | <b>CONSOLIDATED DISPOSAL</b>                      |
|                |                            |                   |                             | <b>20,250.72</b> | <b>Waste Services Jan. 2022</b>                   |
| 537 10 33 00   | Consolidated Disposal      |                   | 420 000 537 Solid Waste Fu  | 20,250.72        | Waste Services Jan. 2022                          |
| <b>14856</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>173</b>                  |                  | <b>EVERGREEN RURAL WATER</b>                      |
|                |                            |                   |                             | <b>270.00</b>    | <b>PW-Annual Membership 2022</b>                  |
| 534 10 41 05   | Professional Services      |                   | 401 000 534 Water Operatin  | 270.00           | PW-Annual Membership 2022                         |
| <b>14830</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>3316</b>                 |                  | <b>FORD MOTOR CREDIT COMPANY</b>                  |
|                |                            |                   |                             | <b>3,269.63</b>  | <b>MPD- Vehicle Lease</b>                         |
| 594 21 70 04   | Vehicles Lease - Principal |                   | 107 000 594 Public Safety T | 2,605.63         | MPD- Vehicle Lease                                |
| 594 21 80 05   | Vehicles Lease - Interest  |                   | 107 000 594 Public Safety T | 664.00           | MPD- Vehicle Lease                                |
| <b>14836</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>199</b>                  |                  | <b>GALL'S LLC-BLUMENTHAL UNIFORMS</b>             |
|                |                            |                   |                             | <b>1,222.73</b>  | <b>MPD-Uniforms</b>                               |

# ACCOUNTS PAYABLE

City Of Mattawa

Time: 15:53:42 Date: 02/14/2022

As Of: 02/17/2022

Page: 3

| Accts<br>Pay # | Received                   | Date Due          | Vendor                      | Amount                                   | Memo                                    |                                    |
|----------------|----------------------------|-------------------|-----------------------------|------------------------------------------|-----------------------------------------|------------------------------------|
| 521 20 31 07   | Uniforms                   |                   | 107 000 521 Public Safety T | 713.09                                   | Officer Barajas- Jumpsuit               |                                    |
| 521 20 31 07   | Uniforms                   |                   | 107 000 521 Public Safety T | 612.55                                   | Officer Barajas- Jumpsuit               |                                    |
| 521 20 31 07   | Uniforms                   |                   | 107 000 521 Public Safety T | -102.91                                  | Officer Arredondo Pants - Credit        |                                    |
| <b>14873</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>1698</b>                 | <b>GRANT COUNTY PUD</b>                  | <b>1,854.05</b>                         | <b>Power Billing January 2022</b>  |
| 542 63 47 00   | Street Lighting            |                   | 101 000 542 Street Fund     | 170.18                                   | Street Lights - Park                    |                                    |
| 542 63 47 00   | Street Lighting            |                   | 101 000 542 Street Fund     | 1,683.87                                 | Street Lights                           |                                    |
| <b>14874</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>1193</b>                 | <b>MARTY'S HARDWARE</b>                  | <b>622.08</b>                           | <b>Parts/Supplies</b>              |
| 514 23 31 02   | Office Supplies            |                   | 001 000 514 Current Expens  | 25.44                                    | Broom:Hang Strips                       |                                    |
| 521 22 35 01   | Law Enforcement - Small T  |                   | 107 000 521 Public Safety T | 292.62                                   | Display Alarm                           |                                    |
| 534 10 31 00   | Office Supplies            |                   | 401 000 534 Water Operatin  | 82.50                                    | Bunge Cord:Spray Paint:Bulbs:Can Holder |                                    |
| 534 10 31 00   | Office Supplies            |                   | 401 000 534 Water Operatin  | 62.86                                    | HD Plug:Range Plug                      |                                    |
| 534 10 31 01   | Operating Supplies         |                   | 401 000 534 Water Operatin  | 15.80                                    | Paper Towels:Windex Cleaner:Clorox      |                                    |
| 534 10 48 01   | Meter Installations        |                   | 401 000 534 Water Operatin  | 3.89                                     | Male Adapter                            |                                    |
| 534 10 48 03   | System Repair & Maintenan  |                   | 401 000 534 Water Operatin  | 1.95                                     | Slip Cap                                |                                    |
| 534 10 48 03   | System Repair & Maintenan  |                   | 401 000 534 Water Operatin  | 1.31                                     | Nails                                   |                                    |
| 534 10 48 03   | System Repair & Maintenan  |                   | 401 000 534 Water Operatin  | 22.21                                    | Foam Insulation                         |                                    |
| 534 10 48 03   | System Repair & Maintenan  |                   | 401 000 534 Water Operatin  | 23.82                                    | Flip Cover:Snap Cover                   |                                    |
| 534 10 48 03   | System Repair & Maintenan  |                   | 401 000 534 Water Operatin  | 2.17                                     | Flip Cover                              |                                    |
| 534 10 48 03   | System Repair & Maintenan  |                   | 401 000 534 Water Operatin  | 10.29                                    | PVC Coupling                            |                                    |
| 535 10 48 02   | Sewer Plant Maintenance    |                   | 405 000 535 Sewer Operatin  | 21.13                                    | Ball Valves                             |                                    |
| 535 10 48 04   | System Repairs / Maintenan |                   | 405 000 535 Sewer Operatin  | 16.80                                    | Socket Coupling                         |                                    |
| 542 30 48 02   | Repair And Maintenance     |                   | 101 000 542 Street Fund     | 39.29                                    | Primer:Reed Enamel                      |                                    |
| <b>14865</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>2840</b>                 | <b>MATTAWA AUTO PARTS, LLC</b>           | <b>51.95</b>                            | <b>Parts/Supplies</b>              |
| 534 10 32 02   | Fuel                       |                   | 401 000 535 Water Operatin  | 12.99                                    | De-Icer Washer Fluid                    |                                    |
| 534 10 48 02   | Vehicle Repair & Maintenan |                   | 401 000 548 Water Operatin  | 38.96                                    | Mobili OW20                             |                                    |
| <b>14837</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>1900</b>                 | <b>MATTAWA TIRE CENTER</b>               | <b>13.88</b>                            | <b>MPD-Vehicle Maint.</b>          |
| 521 20 48 00   | Vehicle Repair And Mainten |                   | 001 000 521 Current Expens  | 13.88                                    | MPD-Vehicle Maint.                      |                                    |
| <b>14870</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>1900</b>                 | <b>MATTAWA TIRE CENTER</b>               | <b>524.60</b>                           | <b>PW- Vehicle Maint.</b>          |
| 534 10 48 02   | Vehicle Repair & Maintenan |                   | 401 000 548 Water Operatin  | 262.30                                   | Tire Services- Ford Ranger              |                                    |
| 535 10 48 03   | Vehicle Repair / Maintenan |                   | 405 000 535 Sewer Operatin  | 262.30                                   | Tire Services- Ford Ranger              |                                    |
| <b>14838</b>   | <b>02/17/2022</b>          | <b>02/17/2022</b> | <b>324</b>                  | <b>MULTI AGENCY COMMUNICATION CENTER</b> | <b>2,532.40</b>                         | <b>Dispatch Services Feb. 2022</b> |
| 522 20 42 02   | MACC - Communications      |                   | 107 000 522 Public Safety T | 2,532.40                                 | Dispatch Services Feb. 2022             |                                    |

# ACCOUNTS PAYABLE

City Of Mattawa

Time: 15:53:42 Date: 02/14/2022

As Of: 02/17/2022

Page: 4

| Accts<br>Pay # | Received          | Date Due                  | Vendor      | Amount                               | Memo                                                               |
|----------------|-------------------|---------------------------|-------------|--------------------------------------|--------------------------------------------------------------------|
| <b>14864</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>625</b>  | <b>NORCO</b>                         | <b>25.83</b> <b>Cylinder Rental Jan. 2022</b>                      |
|                | 534 10 31 01      | Operating Supplies        | 401 000 534 | Water Operatin                       | 25.83 Cylinder Rental Jan. 2022                                    |
| <b>14843</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>2798</b> | <b>PACIFIC OFFICE AUTOMATION</b>     | <b>303.27</b> <b>Printer Ink Usage Jan. 2022</b>                   |
|                | 518 70 45 01      | Copier Lease              | 001 000 518 | Current Expens                       | 101.09 Printer Ink Usage Jan. 2022                                 |
|                | 534 10 45 01      | Copier Lease              | 401 000 534 | Water Operatin                       | 101.19 Printer Ink Usage Jan. 2022                                 |
|                | 535 10 45 01      | Copier Lease              | 405 000 535 | Sewer Operatin                       | 100.99 Printer Ink Usage Jan. 2022                                 |
| <b>14839</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>2820</b> | <b>PETRO-USA MATTAWA MART</b>        | <b>2,830.99</b> <b>MPD-Fuel Services</b>                           |
|                | 521 20 32 03      | Police Vehicle Fuel       | 107 000 521 | Public Safety T                      | 2,830.99 MPD-Fuel Services                                         |
| <b>14869</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>2820</b> | <b>PETRO-USA MATTAWA MART</b>        | <b>939.85</b> <b>PW Fuel Services Jan. 2022</b>                    |
|                | 534 10 32 02      | Fuel                      | 401 000 535 | Water Operatin                       | 469.93 PW Fuel Services Jan. 2022                                  |
|                | 535 10 32 00      | Fuel                      | 405 000 535 | Sewer Operatin                       | 469.92 PW Fuel Services Jan. 2022                                  |
| <b>14867</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>3371</b> | <b>REYES, JOSE A</b>                 | <b>96.08</b> <b>Reimbursement Purchase A Fan Motor For Well #3</b> |
|                | 534 10 48 03      | System Repair & Maintenan | 401 000 534 | Water Operatin                       | 96.08 Reimbursement Purchase A Fan Motor For Well #3               |
| <b>14876</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>3416</b> | <b>SCJ ALLIANCE</b>                  | <b>1,997.50</b> <b>Planning Services Fees Dec. 2021</b>            |
|                | 558 60 41 00      | Planning-Zoning & Land U  | 001 000 558 | Current Expens                       | 1,997.50 Planning Services Fees Dec. 2021                          |
| <b>14877</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>3416</b> | <b>SCJ ALLIANCE</b>                  | <b>6,116.25</b> <b>Planning Services Fees Jan. 2022</b>            |
|                | 558 60 41 00      | Planning-Zoning & Land U  | 001 000 558 | Current Expens                       | 6,116.25 Planning Services Fees Jan. 2022                          |
| <b>14871</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>3299</b> | <b>SOILTEST FARM CONSULTANTS INC</b> | <b>590.00</b> <b>Samples Analysis</b>                              |
|                | 534 10 41 02      | Chemical Samples          | 401 000 534 | Water Operatin                       | 142.00 Samples Analysis                                            |
|                | 535 10 41 02      | Testing Samples           | 405 000 535 | Sewer Operatin                       | 153.00 Samples Analysis                                            |
|                | 535 10 41 02      | Testing Samples           | 405 000 535 | Sewer Operatin                       | 153.00 Samples Analysis                                            |
|                | 535 10 41 02      | Testing Samples           | 405 000 535 | Sewer Operatin                       | 142.00 Samples Analysis                                            |
| <b>14834</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>3405</b> | <b>STERICYCLE INC</b>                | <b>117.09</b> <b>Shredding Services 1/5/22</b>                     |
|                | 518 30 49 14      | Professional Services     | 001 000 518 | Current Expens                       | 58.53 Shredding Services 1/5/22                                    |
|                | 521 10 49 00      | Professional Services     | 001 000 521 | Current Expens                       | 58.56 Shredding Services 1/5/22                                    |
| <b>14852</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>2140</b> | <b>THINK THANK SANITATION INC.</b>   | <b>225.00</b> <b>Portable Restroom Jan. 2022</b>                   |
|                | 576 80 47 00      | Park Utilities            | 001 000 576 | Current Expens                       | 225.00 Portable Restroom Jan. 2022                                 |
| <b>14841</b>   | <b>02/17/2022</b> | <b>02/17/2022</b>         | <b>732</b>  | <b>U.S CELLULAR</b>                  | <b>712.79</b> <b>MPD- Cell Phone Services &amp; Hot Spots</b>      |

# ACCOUNTS PAYABLE

City Of Mattawa

Time: 15:53:42 Date: 02/14/2022

As Of: 02/17/2022

Page: 5

| Accts<br>Pay # | Received                    | Date Due          | Vendor                                     | Amount          | Memo                                                                          |
|----------------|-----------------------------|-------------------|--------------------------------------------|-----------------|-------------------------------------------------------------------------------|
| 521 20 42 00   | Telephone                   |                   | 001 000 521 Current Expens                 | 712.79          | MPD- Cell Phone Services & Hot Spots                                          |
| <b>14850</b>   | <b>02/17/2022</b>           | <b>02/17/2022</b> | <b>732 U.S CELLULAR</b>                    | <b>548.70</b>   | <b>PW Dept. Cell Phone Services &amp; Clerk/Mayor<br/>Cell Phone Services</b> |
| 518 23 42 14   | Telephone/Internet Expense  |                   | 001 000 518 Current Expens                 | 142.94          | Mayor/Clerks Cell Phone Services                                              |
| 534 10 42 00   | Telephone                   |                   | 401 000 534 Water Operatin                 | 135.26          | PW Dept Cell Phone Services                                                   |
| 535 10 42 00   | Telephone                   |                   | 405 000 535 Sewer Operatin                 | 135.26          | PW Dept Cell Phone Services                                                   |
| 537 10 42 00   | Telephone                   |                   | 420 000 537 Solid Waste Fu                 | 135.24          | PW Dept Cell Phone Services                                                   |
| <b>14826</b>   | <b>02/17/2022</b>           | <b>02/17/2022</b> | <b>274 UNITED STATES POSTAL SERVICES</b>   | <b>160.00</b>   | <b>Utilities Postage Fees February 2022</b>                                   |
| 534 10 30 02   | Postage                     |                   | 401 000 534 Water Operatin                 | 54.00           | Utilities Postage Fees February 2022                                          |
| 535 10 31 01   | Postage                     |                   | 405 000 535 Sewer Operatin                 | 53.00           | Utilities Postage Fees February 2022                                          |
| 537 10 31 01   | Postage                     |                   | 420 000 537 Solid Waste Fu                 | 53.00           | Utilities Postage Fees February 2022                                          |
| <b>14862</b>   | <b>02/17/2022</b>           | <b>02/17/2022</b> | <b>1807 USA BLUEBOOK</b>                   | <b>713.25</b>   | <b>PW- Parts/Supplies</b>                                                     |
| 535 10 31 00   | Office Supplies             |                   | 405 000 535 Sewer Operatin                 | 356.63          | Gloves Boxes And Buffer Pack                                                  |
| 535 10 41 02   | Testing Samples             |                   | 405 000 535 Sewer Operatin                 | 356.62          | Gloves Boxes And Buffer Pack                                                  |
| <b>14863</b>   | <b>02/17/2022</b>           | <b>02/17/2022</b> | <b>1807 USA BLUEBOOK</b>                   | <b>389.76</b>   | <b>PW-Parts/Supplies</b>                                                      |
| 534 10 31 01   | Operating Supplies          |                   | 401 000 534 Water Operatin                 | 389.76          | Chlorine SwifTest Dispenser                                                   |
| <b>14829</b>   | <b>02/17/2022</b>           | <b>02/17/2022</b> | <b>613 UTILITIES UNDERGROUND</b>           | <b>6.16</b>     | <b>Excavation Notification(4) Jan. 2022</b>                                   |
| 534 10 47 01   | Utilities                   |                   | 401 000 534 Water Operatin                 | 6.16            | Excavation Notification(4) Jan. 2022                                          |
| <b>14853</b>   | <b>02/17/2022</b>           | <b>02/17/2022</b> | <b>3362 VISION MUNICIPAL SOLUTIONS LLC</b> | <b>2,803.09</b> | <b>IT Services:Email Plan</b>                                                 |
| 511 60 41 00   | Professional Services - Cou |                   | 001 000 511 Current Expens                 | 700.79          | IT Services:Email Plan                                                        |
| 518 80 41 01   | Computer Support/Mainten    |                   | 001 000 518 Current Expens                 | 700.79          | IT Services:Email Plan                                                        |
| 521 10 49 00   | Professional Services       |                   | 001 000 521 Current Expens                 | 700.79          | IT Services:Email Plan                                                        |
| 534 10 48 00   | Computer Support/Mainten    |                   | 401 000 534 Water Operatin                 | 300.00          | IT Services:Email Plan                                                        |
| 535 10 48 01   | Computer Support/Mainten    |                   | 405 000 535 Sewer Operatin                 | 300.00          | IT Services:Email Plan                                                        |
| 537 10 41 01   | Computer Support/Mainten    |                   | 420 000 537 Solid Waste Fu                 | 100.72          | IT Services:Email Plan                                                        |
| <b>14854</b>   | <b>02/17/2022</b>           | <b>02/17/2022</b> | <b>3362 VISION MUNICIPAL SOLUTIONS LLC</b> | <b>2,498.17</b> | <b>IT Services:Email Plan</b>                                                 |
| 511 60 41 00   | Professional Services - Cou |                   | 001 000 511 Current Expens                 | 868.88          | IT Services:Email Plan                                                        |
| 518 80 41 01   | Computer Support/Mainten    |                   | 001 000 518 Current Expens                 | 325.85          | IT Services:Email Plan                                                        |
| 521 10 49 00   | Professional Services       |                   | 001 000 521 Current Expens                 | 868.96          | IT Services:Email Plan                                                        |
| 534 10 48 00   | Computer Support/Mainten    |                   | 401 000 534 Water Operatin                 | 200.00          | IT Services:Email Plan                                                        |
| 535 10 48 01   | Computer Support/Mainten    |                   | 405 000 535 Sewer Operatin                 | 200.00          | IT Services:Email Plan                                                        |

# ACCOUNTS PAYABLE

City Of Mattawa

Time: 15:53:42 Date: 02/14/2022

As Of: 02/17/2022

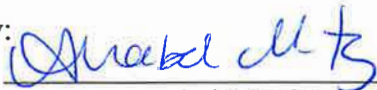
Page: 6

| Accts<br>Pay # | Received                  | Date Due          | Vendor                     | Amount                                           | Memo                                  |                                        |
|----------------|---------------------------|-------------------|----------------------------|--------------------------------------------------|---------------------------------------|----------------------------------------|
| 537 10 41 01   | Computer Support/Mainten  |                   | 420 000 537 Solid Waste Fu | 34.48                                            | IT Services:Email Plan                |                                        |
| <b>14855</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>3362</b>                | <b>VISION MUNICIPAL SOLUTIONS LLC</b>            | <b>195.39</b>                         | <b>IT Services:Email Plan</b>          |
| 521 10 49 00   | Professional Services     |                   | 001 000 521 Current Expens | 195.39                                           | IT Services:Email Plan                |                                        |
| <b>14851</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>143</b>                 | <b>WA STATE DEPT OF ECOLOGY</b>                  | <b>1,103.66</b>                       | <b>Loan Payment #EL160638</b>          |
| 591 35 72 12   | DOE SWD Loan EL160638     |                   | 406 000 591 Sewer Debt Fur | 743.04                                           | Loan Payment #EL160638                |                                        |
| 592 35 83 12   | DOE SWD Interest Loan E   |                   | 406 000 591 Sewer Debt Fur | 360.62                                           | Loan Payment #EL160638                |                                        |
| <b>14868</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>143</b>                 | <b>WA STATE DEPT OF ECOLOGY</b>                  | <b>1,450.19</b>                       | <b>PW: WWTP-Bisolids Annual Permit</b> |
| 535 10 51 00   | Permit Fees               |                   | 405 000 535 Sewer Operatin | 1,450.19                                         | PW: WWTP-Bisolids Annual Permit       |                                        |
| <b>14831</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>2957</b>                | <b>WASTE MANAGEMENT</b>                          | <b>399.98</b>                         | <b>WWTF Garbage Disposal Container</b> |
| 535 10 48 02   | Sewer Plant Maintenance   |                   | 405 000 535 Sewer Operatin | 399.98                                           | WWTF Garbage Disposal Container       |                                        |
| <b>14872</b>   | <b>02/17/2022</b>         | <b>02/17/2022</b> | <b>494</b>                 | <b>WILSON ORCHARD &amp; VINEYARD SUPPLY, INC</b> | <b>308.91</b>                         | <b>PW-Parts/Supplies</b>               |
| 534 10 48 03   | System Repair & Maintenan |                   | 401 000 534 Water Operatin | 308.91                                           | Dry Glue:Ball Valve:Handle Ball Valve |                                        |

Report Total: 70,306.01

| Fund                       |           |
|----------------------------|-----------|
| 001 Current Expense Fund   | 19,895.69 |
| 101 Street Fund            | 2,068.75  |
| 107 Public Safety Tax Fund | 17,319.69 |
| 401 Water Operating Fund   | 4,351.17  |
| 405 Sewer Operating Fund   | 4,992.89  |
| 406 Sewer Debt Fund        | 1,103.66  |
| 420 Solid Waste Fund       | 20,574.16 |

This report has been reviewed by:



2/14/22

REMARKS:

Anabel Martinez - City Clerk

Date