



**CITY OF MATTAWA
COUNCIL MEETING AGENDA
DECEMBER 1, 2022
5:30 P.M.**

Call to Order:

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

I. Additions/Approval of Agenda:

II. Public Comments:

III. Workshop: Bodrero/CAD Homes Development Agreement

IV. Consent Agenda/Informational:

- Minutes- Council Meeting 11/17/22
- SCJ Alliance Update 12/1/22
- 2022 Claims EFT & Checks Approval #19525-19542 - \$50,368.99
- 2022 Payroll EFT & Checks Approval #31820-31826 - \$120,032.91

V. Reports:

Mayor Report

Council Report

Police Department Report

Public Works Department Report

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

- 1. Bodrero Annexation Proceedings Continuation**

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

- 1. Ord. 22-280 Budget 2023**
- 2. WWTF Improvements – Review of Bids**

VIII. Adjournment:



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

Memo

To: Mattawa City Council
CC: Mayor Maria Maggie Celaya
From: Rachelle Bradley, Contract Planner
Date: December 1, 2022
Proceeding Type: New Business
Subject: CAD Homes Development Agreement Workshop

Workshop Items

- 3, 5, or 7 year vesting period? Total?
- How long allowed for each development phase?
- Require traffic impact analysis – now or with subdivision application?
- Phasing requirements – infrastructure all first? Some first?
- Phasing requirements – road configuration of Ellice & William throughways
- Phasing requirements – requiring Portage Ave improvements at what point?
- What is required for the remaining unphased 13.74 acres?

Attachments

- Section 14 from Draft CAD Homes Development Agreement
- Draft Phasing Exhibit (C) proposed by developer/applicant

Section 14. Improvements and Phasing of Development. The parties acknowledge that the most efficient and economic development of the Subject Property depends upon numerous factors, such as market orientation and demand, interest rates, competition, and similar factors, and that generally it will be most economically beneficial to the ultimate purchasers of the Subject Property to have the rate of development determined by the Developer. However, the parties also acknowledge that because the Project will be phased, certain amenities associated with the Project must be available to all phases of the Project, in order to address health, safety, and welfare of the residents. The anticipated phasing of the Project is set forth in Exhibit "C" attached hereto and incorporated herein, which is intended to be representative only. Phase or build-out of the Project will be subject to the following conditions:

- A. Phasing or build-out of the Project shall be limited based on the timing of infrastructure improvements set forth herein.
- B. No fewer than 18 residential lots shall be included in a single phase of the Project (i.e. final plat), except for the final phase or if deviations from this limitation are approved by the Planning Agency.
- C. There is no limitation on the period of time that may elapse between phases subject to Section 7 above regarding the term of this Agreement. There is no requirement that phases occur in a certain order or be comprised of a certain type of housing, provided, however, that Phase I as set forth in Exhibit C shall be completed prior to any other Phase to allow for traffic access to the Project from Portage, William, and Ellice avenues. Any reconfiguration of Phase I set forth in Exhibit C shall include access from Portage, William, and Ellice avenues. Any phase shall make adequate provision for all necessary improvements to provide for the health, safety, and welfare of the residents, including street improvements, pedestrian facilities, potable water and fire flow facilities, sewer facilities, and other utilities.
- D. In the final plat for each phase Developer may designate tracts for future development, open space, stormwater, signage, common areas, and the like, which tracts shall not count against the residential unit limitations set forth elsewhere in this Agreement; provided, however, that in the event building permits for residential units within a tract designated as a future phase of development are sought during the term of this Agreement, the applicable residential unit limitations shall apply.
- E. Following approval of the subdivision application for the entire Project and the initial phase of the Project, each subsequent phase of the Project shall be administratively processed consistent with Chapter 17, Major Subdivisions, Title 16, MMC (as of the Effective Date and not as amended) and this Agreement unless the applicant proposes a substantive amendment outside of the original approval. 'Substantive amendment' as used herein shall mean an amendment to the formal notes on an approved plat or conditions of approval of the plat. "Minor amendments" shall be approved administratively and include, for example, such matters as lot

line reconfigurations and lot line eliminations (that do not increase the overall residential lot or unit count), and road alignment adjustments to reflect future design and construction (that do not alter the road standards as described in Sections 9, above).

- F. Developer understands and agrees that each phasing proposal will be reviewed by the Public Works Department and the Fire Code Official to determine if a temporary emergency turnaround will need to be installed. If so, then a temporary easement(s) in the adjacent future tract for the constructed temporary turnaround will be part of the phased plat documents.
- G. Properties within the Columbia Basin Irrigation District right-of-way will require coordination with the Columbia Basin Irrigation District at time of subdivision application in accordance with RCW 58.17.310 and irrigation right-of-way provisions pursuant to RCW 87.03.
- H. The City of Mattawa Public Works Department will conduct an onsite pre-construction conference with the Developer before written authorization to proceed will be issued for each Phase.
 - 1. During construction, any release of oil, hydraulic fluids, fuels, other petroleum products, paints, solvents, or other deleterious materials must be contained and removed in a manner that will prevent their discharge into water or soil. The cleanup of spills shall take precedence over other work on the site.
- I. The Developer is required to obtain all state, local and federal permits including but not limited to the following required permits:
 - 1. The Developer must apply for coverage (including any applicable exemptions) under the Department of Ecology's Construction Stormwater General Permit at least 60 days prior to start of construction of any phase. Additionally, discharge from dry wells must comply with the ground water quality requirement (non-endangerment standard) at the top of the ground water table.
 - 2. City of Mattawa approval of Erosion, Sediment and Dust Control Plans integrated with Interim Stormwater Management Plans prepared in accordance with the Department of Ecology Stormwater Management Manual for Eastern Washington.
 - 3. City of Mattawa Mass Grading Permit; Building Permits
- J. Developer will submit an Environmental Checklist associated with this Agreement and the subdivision application for the Project with associated comment period. After consideration of all comments, the City's responsible official will issue a determination. This Agreement and associated determination shall be incorporated into and govern the SEPA review requirements for every building permit, development application, and phase of development within the Project.
- K. Since ground disturbance leads to weeds and dust, the portions of the site not proposed for development at this time shall remain undisturbed as much as possible. Disturbed areas that will not be built on, paved, or landscaped for more than 45 days shall be stabilized through long-term methods such as establishing dryland grasses or native shrub/steppe. The

Developer shall ensure that nuisances, such as weeds and dust that are not otherwise ordinarily occurring, do not develop.

- L. To facilitate orderly flow of traffic, provide safe pedestrian facilities, and provide sufficient utility connections, the developer shall construct full-width street and utility improvements in accordance with the City's Developer Standards for all streets within the plat and shall connect the streets to existing improved City streets. These connections shall follow the City's local street standards. In addition, street construction will be designed to promote pedestrian facilities and improvements. Developer shall construct full-width street and utility improvements as noted in Section 9, D above. Cul-de-sacs will not be permitted.
- M. The City and Developer agree that sewer and water service for the Project will be solely provided by line extensions and that no off-site sewer or water improvements or analysis are required as a condition to the development of the Property consistent with this Agreement. If temporary maintenance access is required, a temporary easement(s) in the adjacent future tract for the constructed temporary access will be part of the phased plat documents. Sewer and water connection fees and plant investment fees that are generally applicable to all customers served by the City shall be paid at the time of building permit application.
- N. As required, a sanitary sewer lift station shall discharge flow to the sewer improvements noted above with no further offsite or system analysis required. If temporary maintenance access is required, a temporary easement(s) in the adjacent future tract for the constructed temporary access will be part of the phased plat documents.
- O. The Washington State Department of Archaeological and Historic Preservation (DAHP) has determined the proposed subdivision to be an area characterized as moderate to high probability of encountering cultural resources. A professional archaeological survey of the project area was conducted. The report meets DAHP's Standards for Cultural Resource Reporting and no direct archeological supervision is recommended. An approved Inadvertent Discovery Plan (IDP) shall be submitted at the time of building permit application.
- P. A traffic impact analysis will be required at time of subdivision application. Developer understands and agrees that traffic mitigation requirements may include, but not limited to, the following:
 1. Street improvements to accommodate high traffic flow due to the development.
 2. Street continuation of Ellice and Williams avenues for future connections north.
 3. Future improvements to the property on the west side may require additional analysis. Full mitigations can't be determined until the land use for that property is identified.

4. Other mitigations as identified in the traffic impact analysis to be completed at subdivision level.

**CAD HOMES/BODRERO DEVELOPMENT AGREEMENT
EXHIBIT C**

Proposed Phasing





**CITY OF MATTAWA
COUNCIL MEETING MINUTES
NOVEMBER 17, 2022
5:30 PM**

Call to Order/Roll Call

The council meeting was called to order by Mayor Maria Celaya at 5:30 p.m. Council members present were Sun Hwang, Silvia Barajas, Tony Acosta, Alex Heredia, Fabiola Hernandez, Wendy Lopez. M/s; Lopez/ Hwang motion to excuse Brian Berghout. Motion carried. Brian Berghout arrived late.

Staff present – Police Chief Robert Salinas, Public Works Director Juan Ledezma, Deputy Clerk Jazmin Hernandez

Others Present: City Attorney Katherine Kenison, Peter Hernandez

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I. Additions/Approval of Agenda:

- ** Addition to agenda 3'' Water Meter Purchase and Phase I Environmental Site Assessment.
M/s; Acosta / Lopez motion to approve the additions. Motion carried.
- ** M/s; Acosta / Lopez approve tonight's agenda. Motion carried.

II. Public Comments:

**None

III: Public Hearings:

**2023 FINAL BUDGET HEARING
Public Hearing started at 5:38 P.M.**

**Councilman Acosta asked staff if all accounts are balanced.
Juan said yes, all account should be balanced, he will check with Anabel if a fund is over.
Councilman Acosta asked if grants transfer years. Juan said yes after each project is closed.
Councilwomen Hernandez asked if we are changing the ARPA funds and what is the financial bank fees.
Councilwomen Hernandez wants to thank Anabel for helping her understand more about the budget.
Councilwomen Lopez asked what is the council benefits?**

Public Hearing closed at 5:49 P.M

IV: Consent Agenda / Informational:

- ** Minutes – Council Meeting 11.03.22
- ** Gray & Osborne Update 11.4.22
- ** 2022 Claims EFT & Checks Approval #19498-19524- \$100,268.90
- ** 2022 Payroll EFT Approval- \$11,500.00

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

** As of November 17, 2022, the Council approved for payment of 2022 Claims EFT & checks approval #19498-19524 in the amount of \$100,268.90 , 2022 Payroll EFT approval in the amount of \$. 11,500.00.

**** M/s; Hernandez / Barajas motion that bills, checks, payroll, 11.03.22 meeting minutes be approved. Motion carried.**

III. Reports

Mayor's Report:

** Christmas in the park- would like to invite council members to the parade. Will not allow candies to be thrown at the parade as children can get hurt. Donations are needed for the event.

** Councilwomen Hernandez said Sabor Nayarit will be giving free Atole. Mayor Celaya said to let Sabor Nayarit know they need to get a hold of the health department and register to get a booth with the city.

Council's Report:

** None

Police Department's Report:

** Chief report Edgar is doing well. He completed his emergency, practical and written exam.

** We had an officer resigned on Saturday. We are conducting interviews on November 28th for new applicants.

** Mayor said we will be having an exit interview tomorrow, present will be Anabel, Jazmin, and commissioner Amanda. Would like to know if a council member is available, Councilwomen Lopez said she has been part of one previously would like to give the chance to another council member.

** Councilwomen Lopez asked if all applicants are locally. Chief respond yes all are entry level officers.

** Councilman Hwang said he can be part of the exit interview.

Public Works Department's Report:

** Juan reported we had a crazy windstorm. The park restroom flew across the street. The Park did not lose any trees, but we did lose few branches.

** Winterizing water meters throughout the city.

** WWTF Fire rebuild project will resuming soon, waiting on UV system to arrive. Anticipated completion date will be before Christmas or December 21st.

** Did a walk through on Government Rd. pathway project. We are still waiting on century link to relocate utilities; this can be 2 to 3 weeks out, the contracts dates are to stop on Friday until utilities are relocated. The project is still under warranty, the warranty will start when the project is accepted as complete by the city.

IV. Council Items For Motion (Old Business):

None.

V. Council Items For Motion (New Business):

1. Acceptance of CBHA Color Run Donation to Park & Rec- \$5,000

Councilman Acosta would like the city to send a thank you letter. M/s; Lopez / Acosta motion to approve. Motion carried.

2. Ratify Expenditure of Police Vehicle Maintenance Purchase

After few minutes of discussion council motioned to approve.

M/s; Hwang / Hernandez motion to approve this. Opposed, Acosta. Motion carried.

3. 3" Water Meter Purchase

Councilman Berghout asks if we are losing money on purchasing the meter for the school.

Juan responded yes, but we still need to purchase the meter since meter no longer works.

M/s; Acosta/ Berghout motion to approve purchase. Motion carried.

4. Phase I Environmental Site Assessment

M/s; Acosta/Barajas motion to approve. Motion carried.

VI. The council meeting was adjourned at 6:27 P.M. M/s; Acosta / Hwang . Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor



City of Mattawa Planning: Bi-Weekly Update

Date: Thursday, December 1st, 2022

From: Rachelle Bradley, Mattawa Contract Planner SCJ Alliance

The purpose of this document is to provide the Mattawa City Council with a written update regarding current planning development for those who have submitted an application and paid fees as well as general planning inquiries. This report will be provided in the Council packet. SCJ Alliance Planning Consultants will provide a verbal update to the Council as substantive project updates are available.

Development Review

Project	Type	Status	Contact	SCJ Lead
1. Bodrero Annexation	Annexation/Development Agreement	Fees received. Negotiating development agreement and workshop scheduled with City Council 12/1	Drew Scott	Rachelle Bradley
2. Our Lady of the Desert Parish Worship Center CUP	Conditional Use Permit	No update, application is still incomplete.	Ed Luebben	Rachelle Bradley
3. Sonrise Orchards PUD	PUD – Minor Amendment	Currently being reviewed for minor amendment criteria compliance.	Jim Roberts	Rachelle Bradley
4. Family Dollar Store BSP	Binding Site Plan	Determination of incomplete application issued 10/20. Updated materials received 11/28.	Antonio Conti	Rachelle Bradley
5. Balaggan Short Plat	Short Plat & Building Permit	Pre-application meeting on 10/31 regarding townhomes proposal. Preliminary short plat approval expires Jan 2023.	Grace O'Hara	

Administrative Inquiries

Project	Type	Status	Contact	SCJ Lead
1. Catholic Charities	Building Permit Review	Received building permit application on 10/18 requesting additional signs. Reviewed application on 11/03 and determined additional information	M.C. Lundgren	Rachelle Bradley

			from applicant is required to fully review application.		
2.	Garcia Hulk Hauler	Zoning Verification	Reviewed Garcia Auto Shop zoning, code, and determined hulk hauler license is permitted. Awaiting completed application documents to sign as zoning official.	Alan Garcia	Rachelle Bradley

General Planning

	Project	Status	Contact	SCJ Lead
1.	Parks, Recreation, and Open Space Plan	Submitted RCO Grant on 11/05 to fund Mattawa PROS plan. Award notification expected in January	Rachelle Bradley	Rachelle Bradley
2.	Housing Action Plan	Plan draft and strategies are being developed.	Rachelle Bradley	Rachelle Bradley
3.	Comprehensive Plan, Development Regulations, and CAO update	Contract amendment being developed.	Rachelle Bradley	Rachelle Bradley
4.	Impact Fees	No update.	Rachelle Bradley	Rachelle Bradley

ACCOUNTS PAYABLE

City Of Mattawa

Time: 15:23:05 Date: 11/28/2022

As Of: 12/01/2022

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo		
15667	12/01/2022	12/01/2022	3236		911 SUPPLY PUBLIC SAFETY GEAR&APPAREL	85.61	MPD-Uniforms
	521 20 31 07	Uniforms	107 000 521	Public Safety T		85.61	Ties & Name Plates-Chief Salinas & Officer Villa
15672	12/01/2022	12/01/2022	3236		911 SUPPLY PUBLIC SAFETY GEAR&APPAREL	43.19	MPD-Uniforms
	521 20 31 07	Uniforms	107 000 521	Public Safety T		43.19	Ties & Name Plates- Chief Salinas & Officer Villa
15652	12/01/2022	12/01/2022	2401		A-1 PERFORMANCE INC.	219.35	Monthly Cleaning Services Nov. 2022
	518 30 48 00	Repair And Maintenance	001 000 518	Current Expens		219.35	Monthly Cleaning Services Nov. 2022
15666	12/01/2022	12/01/2022	2401		A-1 PERFORMANCE INC.	219.35	Monthly Cleaning Services Oct. 2022
	518 30 48 00	Repair And Maintenance	001 000 518	Current Expens		219.35	Monthly Cleaning Services Oct. 2022
15674	12/01/2022	12/01/2022	3519		APSCO LLC	297.33	WWTF Blower Filters
	535 10 48 04	System Repairs / Maintenar	405 000 535	Sewer Operatin		297.33	WWTF Blower Filters
15680	12/01/2022	12/01/2022	1681		BLUELINE EQUIPMENT, LLC	104.90	Refund Utility Billing Payment
	343 40 00 00	Water Sales	401 000 340	Water Operatin		-2.03	Refund Utility Billing Payment
	343 50 00 01	Sewer Sales	405 000 340	Sewer Operatin		-2.87	Refund Utility Billing Payment
	589 30 01 00	Deposit Refunds - Custome	403 000 580	Customer Depo		100.00	Refund Utility Billing Payment
15677	12/01/2022	12/01/2022	3130		CASCADE ANALYTICAL EUROFINS, EUROFINS I	369.00	RC Water Samples
	534 10 41 02	Chemical Samples	401 000 534	Water Operatin		330.00	RC Water Samples
	535 10 41 02	Testing Samples	405 000 535	Sewer Operatin		39.00	RC Water Samples
15654	12/01/2022	12/01/2022	1698		GRANT COUNTY PUD	2,241.77	Power Billing October 2022
	518 30 47 14	City Hall Utilities	001 000 518	Current Expens		168.40	City Hall
	534 10 47 01	Utilities	401 000 534	Water Operatin		1,860.52	707 2nd Well
	534 10 47 01	Utilities	401 000 534	Water Operatin		44.12	Boundary
	572 20 31 00	Library Maintenance And C	001 000 572	Current Expens		71.68	Library
	576 80 47 00	Park Utilities	001 000 576	Current Expens		25.69	Park
	576 80 47 00	Park Utilities	001 000 576	Current Expens		26.73	Manson Lane
	576 80 47 00	Park Utilities	001 000 576	Current Expens		23.09	Control Circuit
	576 80 47 00	Park Utilities	001 000 576	Current Expens		21.54	Outlets
15655	12/01/2022	12/01/2022	1698		GRANT COUNTY PUD	1,697.70	Power Billing October 2022
	534 10 47 01	Utilities	401 000 534	Water Operatin		46.31	709 1St Street
	535 10 47 00	Utilities	405 000 535	Sewer Operatin		71.86	8th St/Portage Ave
	535 10 47 00	Utilities	405 000 535	Sewer Operatin		1,465.50	U Rd.

ACCOUNTS PAYABLE

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Time: 15:23:05 Date: 11/28/2022

As Of: 12/01/2022

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
576 80 47 00	Park Utilities		001 000 576 Current Expens	72.93	104 Portage Ave	
576 80 47 00	Park Utilities		001 000 576 Current Expens	41.10	710 1St Street	
15669	12/01/2022	12/01/2022	286	KENISON P.S, KATHERINE L.	700.00	Legal Fees Oct. 2022
515 41 41 00	Legal Fees		001 000 515 Current Expens	700.00	Legal Fees Oct. 2022	
15681	12/01/2022	12/01/2022	2821	LEXIPOL	522.00	PoliceOne Academy Annual Rate Per User 8/1/2022-7/31/2023
521 20 41 00	Lexipol		107 000 521 Public Safety T	522.00	PoliceOne Academy Annual Rate Per User 8/1/2022-7/31/2023	
15668	12/01/2022	12/01/2022	324	MULTI AGENCY COMMUNICATION CENTER	2,532.40	Dispatch Services Nov. 2022
522 20 42 02	MACC - Communications		107 000 522 Public Safety T	2,532.40	Dispatch Services Nov. 2022	
15670	12/01/2022	12/01/2022	2798	PACIFIC OFFICE AUTOMATION	302.69	Monthly Equipment Usage Oct.2022
518 70 45 01	Copier Lease		001 000 518 Current Expens	101.00	Monthly Equipment Usage Oct.2022	
534 10 45 01	Copier Lease		401 000 534 Water Operatin	101.00	Monthly Equipment Usage Oct.2022	
535 10 45 01	Copier Lease		405 000 535 Sewer Operatin	100.69	Monthly Equipment Usage Oct.2022	
15673	12/01/2022	12/01/2022	358	POLLARD WATER	1,317.06	WWTF Clarifiers
535 10 35 00	Small Tools & Equipment		405 000 535 Sewer Operatin	1,317.06	WWTF Clarifiers	
15675	12/01/2022	12/01/2022	1247	RIO'S AUTO AG SUPPLY	87.59	Parts/Supplies
521 20 48 00	Vehicle Repair And Mainte		001 000 521 Current Expens	43.56	Oil Filters And Oild Full	
535 10 48 03	Vehicle Repair / Maintenanc		405 000 535 Sewer Operatin	28.91	Seafoam/Air Sensort/Magnetic Nick Tool	
535 10 48 04	System Repairs / Maintenan		405 000 535 Sewer Operatin	15.12	Gas Spout	
15678	12/01/2022	12/01/2022	3299	SOILTEST FARM CONSULTANTS INC	260.00	RC WWTP Samples
535 10 41 02	Testing Samples		405 000 535 Sewer Operatin	260.00	RC WWTP Samples	
15676	12/01/2022	12/01/2022	732	U.S CELLULAR	761.44	MPD- Cell Phone Services
521 20 42 00	Telephone		001 000 521 Current Expens	761.44	MPD-Phone Services	
15656	12/01/2022	12/01/2022	422	WA STATE AUDITOR'S OFFICE	5,626.00	Audit Period 20-21
518 23 41 00	State Auditor		001 000 518 Current Expens	1,200.00	Audit Period 20-21	
534 10 41 00	State Auditor		401 000 534 Water Operatin	1,200.00	Audit Period 20-21	
535 10 41 00	State Auditor		405 000 535 Sewer Operatin	1,200.00	Audit Period 20-21	
537 10 41 00	State Auditor		420 000 537 Solid Waste Fu	826.00	Audit Period 20-21	

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As Of: 12/01/2022

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
542 30 41 02	State Auditor		101 000 542 Street Fund	1,200.00	Audit Period 20-21
15671	12/01/2022	12/01/2022	143 WA STATE DEPT OF ECOLOGY	1,103.66	Loan Payment #EL160638
591 35 72 12	DOE SWD Loan EL160638		406 000 591 Sewer Debt Fur	761.14	Loan Payment #EL160638
592 35 83 12	DOE SWD Interest Loan E		406 000 591 Sewer Debt Fur	342.52	Loan Payment #EL160638
15653	12/01/2022	12/01/2022	471 WAHLUKE SCHOOL DISTRICT	15,350.57	COPS Grant Expenditures #9
521 10 10 02	Contracts & Consultants - V		105 000 521 COPS Grant	8,095.14	COPS Grant Expenditures #9
521 40 43 01	Travel & Training - (COPS		105 000 521 COPS Grant	7,255.43	COPS Grant Expenditures #9

Report Total: 33,841.61

Fund	
001 Current Expense Fund	3,695.86
101 Street Fund	1,200.00
105 COPS Grant	15,350.57
107 Public Safety Tax Fund	3,183.20
401 Water Operating Fund	3,583.98
403 Customer Deposit Fund	100.00
405 Sewer Operating Fund	4,798.34
406 Sewer Debt Fund	1,103.66
420 Solid Waste Fund	826.00

This report has been reviewed by:

Anabel Martinez

Anabel Martinez - City Clerk

11/28/22

Date

REMARKS:



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

Memo

To: Mattawa City Council
CC: Mayor Maria Maggie Celaya
From: Rachelle Bradley, Contract Planner
Date: December 1, 2022
Proceeding Type: Old Business
Subject: Bodrero Annexation/CAD Homes Development Agreement Decision – Continuation

Overview

Staff is requesting a continuation date certain of January 5th, 2022 regarding decision of the Bodrero Annexation application.

Background

City council tabled decision on the Bodrero Annexation to allow staff additional time to collect information requested by council during the October 5th, and 20th meetings. The primary concerns brought up by city council were related to school, fire, parks, and police impacts related to the preliminary housing development proposal following annexation. In addition, city council and staff are concerned the development is not certain following annexation and the city will acquire 40.50 acres of undeveloped land. Requiring a development agreement that also sets conditions and expectations upfront for the applicant/developer enables the city to mitigate risk to approving the annexation.

Since council's decision staff has coordinated with agencies, drafted development agreement language, and proposed conditions. The earliest staff was able to meet with most agencies was on November 14th and November 21st with the school district. Meeting with these agencies was critical to assessing anticipated impacts to these systems and setting conditions in the development agreement to address these impacts.

Timeline

The following is an application timeline from the date application was received through now.

- May 9, 2022 – Application Received
- June 16, 2022 – Council decides to move forward with annexation application review
- June-August, 2022 – Staff discussion and draft staff report
- August 5, 2022 – Notice of application issued and public and agency comment opens
- August 19, 2022 – Public and agency comment closes
- September 15, 2022 – Public Hearing, one comment received supporting application from Port Planner

- October 6, 2022 – City Council Hearing; Planner recommends to approve with condition of development agreement. City council requests additional information and further comments from Fire District, School District, City Police, and Parks Department regarding impacts. Motion to table until next meeting.
- October 20, 2022 – Staff recommends to further research impacts and move up the development agreement requirement to in conjunction with the annexation in order to address impacts through conditions. Motion to table until December 8th, 2022 to allow for development agreement negotiation.
- October-November, 2022 – Staff reaches out to School District and Fire Chief to schedule a meeting. Agreement language drafting.
- November 14, 2022 – Planner, Legal, Engineer, Public Works Director, Police Chief, city staff, and Fire Chief meet to address annexation impacts and set conditions. School is not present.
- November 21, 2022 – Planner, Police Chief, Public Works Director, and school district Superintendent, Maintenance Manager, and Building Manager meet to address annexation impacts and set condition specific to the school.
- November 22, 2022 – Agreement draft sent to city Legal
- November 28, 2022 – Redlines of draft received with questions to City Council for decision.
- December 1, 2022 – Workshop with city council regarding development agreement decisions

Alternatives

The alternative is to make a decision on the Bodrero Annexation application without the fully negotiated development agreement, furthering risk on the city to annex a property without development guarantees.

Staff Recommendation

Staff recommends continuing negotiation of the development agreement with a negotiation period anticipated for December 2-16th and notice period December 22-January 5th with decision on January 5th to approve the fully negotiated development agreement and decide whether or not to approve the Bodrero Annexation.

Recommended motion:

“I move to continue consideration of the Bodrero annexation proceedings for parcel #191539000 to January 5th, 2022 in order for the City and Applicant to negotiate a development agreement prior to the annexation decision.”

Decision Timeline

- December 1, 2022; Council workshop
- December 2-16, 2022; Negotiation period
- December 19, 2022; Notice issued to newspaper and adjacent property owners
- December 22, 2022; Public comment opens
- January 5, 2022; Public comment closes, public hearing & decision

ORDINANCE 22-280

AN ORDINANCE ADOPTING THE BUDGET FOR THE CITY OF MATTAWA,
WASHINGTON FOR THE FISCAL YEAR ENDING DECEMBER 31, 2023.

WHEREAS, the Mayor of the City of Mattawa, Washington has completed and placed on file with the City Clerk a proposed budget and estimate of the amount of money required to meet the public expenses of the government of the City for the fiscal year ending December 31st, 2023; a notice was published that the Mattawa City Council would meet on November 3rd and November 17th, 2021 at 5:30 p.m. in Mattawa, WA. for the purpose of giving taxpayers an opportunity to be heard upon said budget and making and adopting the said budget; and

WHEREAS, the City Council did meet at the proposed time and place and did consider the matter of the proposed budget; and

WHEREAS, the proposed budget does not exceed the lawful limits of taxation allowed by law to be levied on the property within the City of Mattawa for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of the City for the year 2023 and being sufficient to meet the various needs of the City during such time.

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

Section 1. The budget for the City of Mattawa, Washington for the year 2023 is hereby adopted at the fund level in its final form and content as set forth in the document entitled *City of Mattawa 2023 Budget*, three copies of which are on file in the Office of the Clerk.

Section 2. Estimated resources, including fund balances or working capital for each separate fund of the City of Mattawa, and aggregate totals (net of transactions between funds) for all such funds combined, for the year 2023 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2023 as set forth below:

FUND	BEGINNING BALANCE	REVENUES	EXPENDITURES	ENDING BALANCE
001-- CURRENT EXPENSE FUND	\$965,000.00	\$1,380,968.00	\$1,793,019.00	\$552,949.00
101--STREET FUND	\$530,408.00	\$144,450.00	\$243,450.00	\$431,408.00
102--POLICE VEHICLE FUND	\$24,428.65	\$20,025.00	\$39,500.00	\$4,953.65
103--MULTIMODAL TRANSPORTATION FUND	\$73,867.00	\$8,000	\$0	\$81,867.00
106--LFRF FUND	\$1,284,776.97	\$0	\$3,535.00	\$1,284,776.97
107—PUBLIC SAFETY TAX FUND	\$266.00	\$175,355.00	\$175,621.00	\$0
140--TRANSPORTATION BENEFIT DIST.	\$273,163.00	\$65,000.00	\$0	\$338,163.00
350--CAPITAL IMPROVEMENT FUND	\$157,750.00	\$30,500.00	\$0	\$188,250.00
401 – WATER OPERATING FUND	\$765,250.00	\$730,265.00	\$714,011.00	\$781,504.00
402--WATER DEBT FUND	\$37,436.71	\$69,900.00	\$69,900.00	\$37,436.71
403—CUSTOMER DEPOSIT FUND	\$20,728.00	\$3,206.00	\$1,849.00	\$22,085.00
404—WATER RESERVE FUND	\$79,333.63	\$0	\$0	\$79,333.63
405—SEWER OPERATING FUND	\$313,544.00	\$804,800.00	\$803,617.00	\$314,727.00
406—SEWER DEBT FUND	\$311,000.00	\$35,800.00	\$55,214.88	\$291,585.12
407—WATER EMERGENCY FUND	\$61,951.00	\$200.00	\$0	\$62,151.00
408—SEWER EMERGENCY FUND	\$21,082.00	\$100.00	\$0	\$21,182.00
410—SEWER RESERVE FUND	\$83,082.00	\$200.00	\$0	\$83,282.00

411—WATER CAPITAL IMPROVEMENT FUND	\$474,826.00	\$600.00	\$36,750.00	\$438,676.00
412—SEWER CAPITAL IMPROVEMENT FUND	\$674,000.00	\$16,000.00	\$36,750.00	\$653,250.00
420—SOLID WASTE FUND	\$102,585.92	\$402,600.00	\$401,250.00	\$103,935.92
460—WATER SYSTEM CONSTRUCTION FUND	\$73,796.49	\$0	\$0	\$73,796.49
TOTALS	\$6,328,275.37	\$3,887,969.00	\$4,374,466.88	\$5,841,777.49

Section 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the Washington State Auditor’s Office and to the Association of Washington Cities.

Section 4. This ordinance shall be in full force and take effect January 1, 2023, after publication according to law.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR of the City of Mattawa, Washington this 1st day of December 2022.

ATTEST:

Maria Celaya, Mayor

Anabel Martinez, Clerk/Treasurer

APPROVED AS TO FORM:

Katherine L. Kenison, City Attorney

PASSED THIS 1st DAY OF DECEMBER, 2022

APPROVED THIS 1st DAY OF DECEMBER, 2022

PUBLISHED THIS 7th DAY OF DECEMBER, 2022



November 28, 2022

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

SUBJECT: REVIEW OF BIDS, WWTF IMPROVEMENTS
CITY OF MATTAWA, GRANT COUNTY, WASHINGTON
G&O #19044.00

Dear Ms Martinez:

On November 1, 2022, the City of Mattawa received eight bids for the Wastewater Treatment Facility Improvements.


The bids ranged from \$4,569,777.07 to \$5,452,140.60. The Engineer's Estimate was \$4,505,104. Each proposal was checked for correctness of extensions of the prices per unit and the total price. The bidders and their respective bid amounts, including sales tax where applicable, are as follows.

	Engineer's Estimate	\$4,505,104.00
1.	Boss Construction, Inc. (Bellingham, WA)	\$4,569,777.07
2.	Prospect Construction, Inc. (Puyallup, WA)	\$4,582,305.40
3.	Strider Construction Company, Inc. (Bellingham, WA)	\$4,597,515.00
4.	Rotschy, Inc. (Vancouver, WA)	\$4,898,574.32
5.	McClure and Sons, Inc. (Mill Creek, WA).....	\$5,027,306.91
6.	Goodman & Mehlenbacher Enterprise, Inc. (Kennewick, WA)	\$5,079,624.00
7.	Pacific Civil & Infrastructure, Inc. (Tacoma, WA)	\$5,108,030.22
8.	Apollo, Inc. (Kennewick, WA).....	\$5,452,140.60

Two formal bid protests have been recorded in regard to the requirement for a portion of the project work to be performed by a licensed Plumbing Contractor. Due to these bid protests, we would recommend that the City reject the bids received for this project, clarify the plumbing requirements in the bid documents and re-bid. Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.


Leigh K. Nelson, P.E.

LKN/sr
Encl.

cc: Department of Ecology