



CITY OF MATTAWA
COUNCIL MEETING AGENDA
MARCH 02, 2023
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. Presentations

-Mattawa Shade Project

-Jonah Bartand – Zoning Change for parcels near Beverly/Schawana

-Housing Plan Strategies Workshop

IV. Consent Agenda/Informational:

- DRAFT Mattawa Housing Action Plan (Deliverable 3)
- Memo: Utility Rate Study
- Minutes- Council Meeting 02/16/23
- 2023 Claims EFT & Checks Approval #19699-19711 - \$48,747.49
- 2023 Payroll EFT & Checks Approval #31841-31847 - \$97,352.17

V. Reports:

Mayor Report

- Civil Service Update

Council Report

Police Department Report

Public Works Department Report

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

1. City Clean-Up Fee Schedule

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

1. Jonah Bartrand – Sentinel Shores, LLC – Letter of Support
2. Port's Infrastructure Improvements – Letter of Support
3. Event Permit from Catholic Church – Palm Sunday Procession
4. Event Permit from Catholic Church – Good Friday Procession
5. IFiber Communications Lease Agreement

**VIII. Executive Session: RCW 42.30.110
(g); To review the performance of a public employee.**

IX. Adjournment:

What is Middle Housing?

Middle Housing refers to homes that are on the building spectrum between single-family homes and large apartment buildings. Middle Housing contributes to the diversity of housing options both in form and affordability, increasing the housing stock while catering to a variety of demographics including millennials and multigenerational households that are looking for smaller homes in walkable neighborhoods.



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Middle Housing Examples



Cottage housing units are typically built at or below 1,200 sq. ft. By design, they are geared toward single-family tenancy. Cottage housing units are built around concepts of shared space and community, requiring a common courtyard or main area, but with a degree of privacy and independence for each household.



Townhomes are developments of at least three single-family units that extend from foundation to roof and have a public yard or right-of-way on not less than two sides. These provide more affordable options for moderate-income families, and allow a more moderate density of housing units than single-family homes.



Mixed Use developments are small- to medium-sized (2 to 3.5-story) attached structures consisting of one or more dwelling units above or behind a fire-separated flexible ground floor space that can accommodate a range of non-residential use. The flex space and residential unit typically have separate street entrances.



Other middle housing types may be considered as well, at the City's discretion. The goal of providing a range of housing types goes beyond the few described here. Many others are popular in housing discussions, such as tiny homes, mixed use, modular, manufactured, and non-traditional housing types such as shipping containers. See the Missing Middle Housing website (missingmiddlehousing.com) for more examples and information.

What are ADUs?

Accessory Dwelling Units (ADUs) create new housing opportunities while respecting the look and scale of single-dwelling development.

ADUs provide a mix of housing to support a variety of housing needs. For example, they provide a means for residents, particularly seniors, single parents, and families with grown children, to remain in their homes and neighborhoods, and obtain extra income, security, companionship, and care.

An ADU has all the basic facilities needed for day-to-day living independent of the main home, such as a kitchen, sleeping area, and a bathroom. As the term “accessory” implies, ADUs are generally defined to be smaller in size and prominence than the main residence on the lot.

An ADU may be created as a separate unit within an existing home (such as in an attic or basement), an addition to the home (such as a separate apartment unit with separate entrance), or in a separate structure on the lot (such as a converted garage).

Examples of Accessory Dwelling Units (ADUs)

ADUs in blue; main residence in white

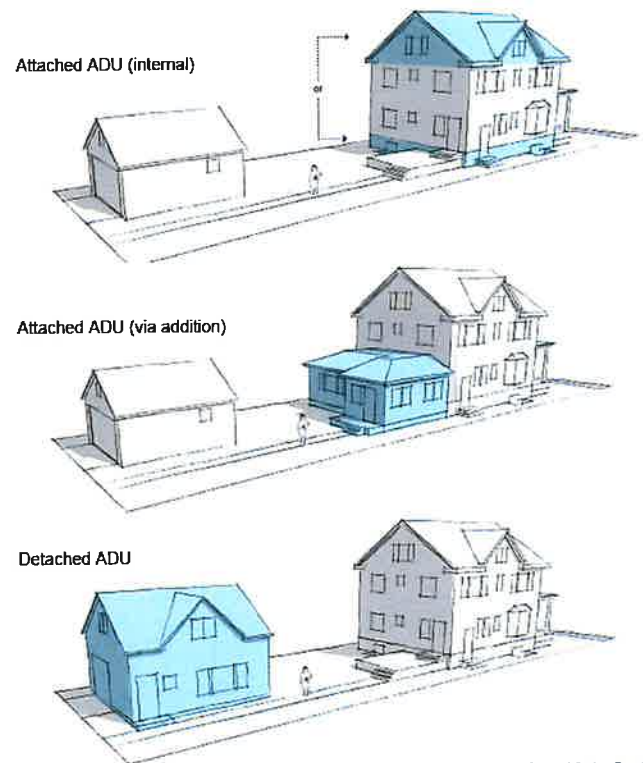


Image credit: City of Saint Paul, MN

Reducing Zoning and Permitting Barriers

Some Washington cities have changed some of their requirements, such as eliminating owner occupancy, to encourage the production of more ADUs. Another innovative approach is Leavenworth’s program to streamline its ADU permitting process by providing pre-approved ADU plans. Port Angeles is addressing cost barriers by eliminating requirements for ADUs to have separate utility connections and, instead, allowing ADUs to be connected to the primary dwelling unit for sewer and water services. Other cities, such as Spokane, have eliminated minimum lot size requirements and expanded the maximum ADU size permitted.

Fee Reductions & Waivers

Some cities such as Spokane and Port Angeles are temporarily waving building permit and other fees associated with ADU construction. Another approach to reducing costs is Spokane’s policy providing property tax exemptions for newly constructed ADUs.

The preliminary results appear to show that the reduced zoning requirements have resulted in more ADUs in these cities.



Housing Strategies and Actions

This Housing Action Plan (HAP) proposes housing strategies that meet six strategic objectives to guide the future of housing in Mattawa. These established objectives aim to address housing gaps and need discovered through a variety of efforts including stakeholder discussions, the community pop-up, survey outreach, public feedback, and discussions with staff and elected officials:

- Increase the **supply** and variety of housing to serve identified housing needs.
- Reduce **displacement** of low-income residents resulting from redevelopment.
- Ensure opportunities for housing **affordability** are provided for residents
- Accommodate **moderate-density** options within urban growth areas and the city.
- Create **homeownership** opportunities for residents, especially low and moderate-income households.
- Promote housing **stability** for all households.

The housing strategies recommended in this Housing Action Plan are overall goals for the city of Mattawa to achieve the city’s housing objectives to address housing needs. Each strategy is then accompanied by proposed actions to fulfill the housing strategy.

Strategies are accompanied by an anticipated timeframe whether the strategy is accomplished within one year (short-term), one to three years (mid-term), or more than three years (long-term) of HAP adoption. Estimates are also provided regarding the strategy’s expected cost investment level as well as projected effort by city staff.

Table 1. Summary of Recommended Strategies

Strategy	Lead	Timeframe	Investment	Effort	Objectives					
					Supply	Anti-Displacement	Affordability	Moderate-Density	Homeownership	Stability
1. UPDATE MATTAWA’S ZONING AND DEVELOPMENT REGULATIONS TO ENABLE DIVERSE HOUSING TYPES.	Planning Dept, Building Dept	Mid-Term	\$\$	Significant	x			x	x	
2. ALIGN DEVELOPMENT REGULATIONS AND POLICY DOCUMENTS TO REDUCE BARRIERS TO HOUSING PRODUCTION.	Planning Dept, City Legal	Short-Term	\$	Moderate	x		x	x		
3. BUILD PARTNERSHIPS WITH LOCAL HOUSING PROVIDERS AND DEVELOPERS TO FACILITATE AFFORDABLE HOUSING.	City, Washington Growers League, GCHA, Catholic Charities, Local Housing Providers	Long-Term	\$\$	Moderate	x		x		x	x
4. MAKE STRATEGIC INVESTMENTS IN INFRASTRUCTURE.	Public Works Dept, Engineering Dept	Long-Term	\$\$\$	Significant	x					
5. CONSIDER ANTI-DISPLACEMENT ACTIONS TO IMPROVE THE STABILITY	Planning Department	Short-Term	\$	Minimal		x				x

OF RENTER HOUSEHOLDS AND HOMEOWNERS.									
6. PROVIDE HOMEOWNERSHIP OPPORTUNITIES.	City Administration, Planning Dept	Mid-Term	\$\$	Moderate			x		x

STRATEGY 1. UPDATE MATTAWA’S ZONING AND DEVELOPMENT REGULATIONS TO ENABLE DIVERSE HOUSING TYPES.

Lead(s): **Planning and Building Departments** | Timeframe: **Medium** | Investment: **\$\$** | Effort: **Significant**

Supply | Anti-Displacement | Affordability | **Moderate-Density** | **Homeownership** | Stability

Most housing in Mattawa is manufactured and mobile housing (60%) or single-family housing (22%). Manufactured and mobile homes have a life expectancy of 30-55 years compared to stick-built housing which can last over 100 years. Enabling creative housing types and densities will more fully meet the needs of Mattawa’s diverse residents and community members. Community engagement also indicated that many Mattawa residents prefer moderate to high-density housing such as townhomes, micro-housing, and accessory dwelling units. Engagement results also indicated a desire to diversify housing away from manufactured, mobile, and duplex housing. Details on the community’s most preferred housing types and other possible types are as follows:

- **Micro-housing** entails very small dwelling units in a multifamily style. The most common type of micro-housing is a small efficiency dwelling unit (SEDU), which is a 220-300 square foot apartment with a private bathroom and kitchen. In contrast, a standard studio apartment is 300 square feet or larger. SEDUs are typically very affordable and can be located in different types of buildings such as townhouses or apartments. Micro-housing also has higher occupancy rates than traditional apartment units. Another type of micro-housing is congregate housing which mirrors dorm-style housing with shared living spaces. Micro-housing can provide permanent, affordable housing for low-wage earning 1-2 person households in Mattawa.
- **Townhomes** or townhouses are narrow, vertical multi-floor homes that share at least one wall with adjacent properties but have their own entrances. These buildings are often tall yet thin and attached to other townhomes in a long row. A townhouse unit is typically individually owned but part of a larger multifamily style with shared community expenses such as exterior building maintenance. Townhomes can provide multigenerational housing options and are scalable to affordability levels. Townhomes also provide a transitional housing option for the many professionals commuting to Mattawa for work.
- **Accessory Dwelling Unit** sometimes referred to as a mother-in-law unit, is a secondary dwelling unit that shares a lot with a larger, primary single-family home. Accessory dwelling units (ADUs) are smaller, independent residential dwelling units that can be attached or detached from the primary residence ADUs provide housing options for households with multiple generations to live on the same lot without risk of over-crowding. The Washington State Department of Commerce also provides guidance on implementing ADUs in cities.
- **Clustered cottage housing** or cottage housing is a cluster of small single-family dwelling units generally less than 1,500 square feet clustered around a common open space. Clustered housing requires a minimum housing unit amount and can provide a sense of community while quickly meeting housing supply needs. Although many households in Mattawa are 4-person households or greater, cottage housing provides the option for first-time homebuyers to afford a home. Clustered cottage housing can

also provide in-fill housing opportunities in single-family neighborhoods without altering the character of that neighborhood.

Gaps Addressed: Mattawa needs between 912 to 1,672 new housing units by 2040 depending on household size averages to meet future housing need projections. This equals a production rate of 45-84 housing units annually. Moderate-density housing and innovative types such as townhomes, clustered housing, and micro-housing provide less expensive and easily buildable housing to meet production rate needs. In the past decade, Mattawa has averaged producing 10.76 housing units annually based on residential permit activity with most of those units being multifamily residential. The permitting of diverse housing types provides opportunities for development cost-savings that can encourage the development of more housing to be more attainable for households regardless of income. Middle housing types such as duplexes, triplexes, and townhomes also provide affordable housing for young-adult families, which is a high need as two-thirds of the population is under the age of 34. Respondents to the survey also noted affordable housing for young families is the highest need in Mattawa.

Proposed Actions: The city can take the following actions to encourage accessory dwelling units, duplexes, micro-housing, clustered housing, and other diverse housing types:

- 1.1 Provide development standards for clustered or cottage housing development such as design standards for common spaces, increased open space minimums, and landscaping standards.
- 1.2 Offer density bonuses to allow a higher number of units than typical for the zone when building diverse housing types.
- 1.3 Reduce maximum lot coverages and setbacks for the development of middle housing types such as duplexes, triplexes, ADUs, cottage housing, or townhouses.
- 1.4 Offer design bonuses for accessory dwelling units to increase lot coverage maximums when design criteria are met such as a covered porch or entry, covered parking, or material accents.

Example Communities:

ADUs – The city of Blaine provides a property guide to homeowners to develop an accessory dwelling unit with optional design templates. Blaine’s code is flexible in permitting ADUs with varying unit sizes depending on lot size for detached ADUs and house area for attached ADUs. A lot coverage bonus is provided based on design standard criteria as well. Other example communities with successful ADU programs include Mason County and Portland, Oregon. In Portland, over 3,500 permits have been issued for ADUs¹.

Townhomes – Wenatchee in central Washington has been successful in attracting townhome developments since a recent code update in 2020. The code includes visual examples of what is permitted and not permitted for design such as width and access. The code also provides visuals of usable open space and recreation options. The visuals are particularly helpful for non-English speaking residents.

STRATEGY 2. ALIGN DEVELOPMENT REGULATIONS AND POLICY DOCUMENTS TO REDUCE BARRIERS TO HOUSING PRODUCTION.

Lead(s): **Planning Department and City Legal** | Timeframe: **Short** | Investment: **\$** | Effort: **Moderate**

Supply | Anti-Displacement | **Affordability** | **Moderate-Density** | Homeownership | Stability

¹ See “Accessory Dwelling Units at <https://mrsc.org/explore-topics/planning/housing/accessory-dwelling-units> for more code examples.

Mattawa will greatly benefit from aligning development regulations and policies throughout the city's planning documents to reduce barriers to housing production. The city should continue periodic updates of the Comprehensive Plan that ensures documents such as the Water System Plan, Housing Action Plan, and Capital Facilities Plan facilitate and support the Comprehensive Plan, especially the Land Use and Housing Elements. Even before the next periodic update in 2027 through Growth Management Act requirements, the city must initiate a Comprehensive Plan update to bring the city into compliance with state requirements and better serve the city's needs. This update will incorporate strategies and actions identified in this Housing Action Plan and further identify housing policies to meet housing needs in Mattawa. The update will also create a Future Land Use map for the city that will preserve and expand residential uses.

In addition, the city must update the land use code to reduce barriers to housing development. This includes removing inconsistencies in the code, such as the two separate off-street parking codes, allowing for more flexibility, and streamlining permit review processes. In particular, the code needs to be brought into compliance with state review requirements and timelines as well as simplified for useability with updated graphics and submission requirements.

Gaps Addressed: The city will be unable to successfully attract and incentivize housing development if policy documents and code regulations continue to be barriers. Stakeholders identified in interviews that zoning and development regulations need to be updated to meet market needs and allow for diversity in lot sizes and development density. The update of these regulations will also promote affordable homeownership options by encouraging diverse housing types and potentially introducing a new residential zone for the urban growth area.

Proposed Actions: Overall, barriers to housing production will reduce through an update to the Comprehensive Plan, Critical Areas Ordinance, and development regulations before the next periodic update in 2027. Other proposed actions to reduce barriers include:

- 2.1 Update the city's zoning map to align land uses for compatibility and preserve existing housing stock.
- 2.2 Combine and simplify off-street parking requirements in chapters 17.46 and 15.08 of the Mattawa Municipal Code.
- 2.3 Expand the applicability of residential performance standards in the R-2 zone to all zones where housing is permitted.
- 2.4 Include middle-housing types in the District Use Chart such as townhomes, accessory dwelling units, cottage housing, and other types across residential zones.
- 2.5 Allow accessory uses more broadly in residential zones and define accessory dwelling unit applicability and standards.

Example Community: Anacortes' unified development code provides a streamlined development code example. The city's permitted use chart includes a comprehensive list of residential types and outright permits most of them across residential zones. The code also has a comprehensive accessory uses and structures provision that clearly defines ADUs and design standards. Another success of the Anacortes code is the easy-to-follow permit process tables by type. Since the code updates the city has received an increase in diverse housing-type permit applications².

² Refer to "Anacortes is Getting Housing Done" at <https://mrsc.org/stay-informed/mrsc-insight/april-2022/anacortes-is-getting-housing-done>.

STRATEGY 3. BUILD PARTNERSHIPS WITH LOCAL HOUSING PROVIDERS AND DEVELOPERS TO FACILITATE AFFORDABLE HOUSING.

Lead(s): **City, Grant County Housing Authority, Washington Grower's League, Catholic Charities, Local Housing Providers** | Timeframe: **Long** | Investment: **\$\$** | Effort: **Moderate**

Supply | Anti-Displacement | **Affordability** | Moderate-Density | **Homeownership** | **Stability**

Historically, there has been little to no coordination regarding housing in Mattawa. As a result, housing needs have continued to grow as the limited housing supply, reduced homeownership opportunities, and minimal affordable housing gaps increase. Stakeholders indicated a strong desire to build partnerships with the city and community to provide more opportunities for achieving housing. To build partnerships the city can coordinate with local housing groups, non-profit developers, local employers, and faith-based organizations to support housing assistance programs, facilitate homeowner assistance, identify housing locations, or create development incentives.

Specifically, a housing action committee made up of public and private stakeholders is recommended to propose housing programs, and solutions, and track the implementation progress of the HAP. Since there is no housing committee for Grant County, the housing committee might include regional partners. A task the committee could tackle is designating residential targeted areas, affordability requirements, standards and guidelines, and potentially minimum residential densities for applicable areas for a Multifamily Tax Exemption (MFTE) program. The adoption of the MFTE program will provide subsidized housing options for low-income families regardless of employment. The committee can also provide monitoring and review of the effectiveness of the program and ensure that the program considers future updates to State law on MFTE programs.

Gaps Addressed: Housing in Mattawa has been largely driven by the city's agricultural economy. In Mattawa, most of the subsidized housing is provided specifically for temporary farm workers. Through the H-2A Temporary Agricultural Work Program farmworker housing is provided by the Grant County Housing Authority, Washington Grower's League, and other agricultural employers. However, to be eligible to live in H-2A housing, the head of household must be a farmworker with a home base at least 50 miles away from the home site. In addition, rental prices are set annually by the U.S. Department of Agriculture and Washington State Department of Commerce, not by income limits. Community outreach indicates that many temporary or previous residents would stay in Mattawa full-time if given the option for housing.

Proposed Actions:

- 3.1 Develop a housing committee made up of local housing stakeholders to propose programs, develop housing solutions, and track the implementation of the housing action plan.
- 3.2 Increase subsidized housing in Mattawa through programs such as adopting a Multifamily Tax Exemption program for affordable housing development.
- 3.3 Create development agreement standards to promote housing with provisions requiring a percentage of affordable housing and community benefits.
- 3.4 Engage developers and housing providers to provide design standards guidance to streamline permitting and review processes.

STRATEGY 4. MAKE STRATEGIC INVESTMENTS IN INFRASTRUCTURE.

Lead(s): **Public Works and Engineering Departments** | Timeframe: **Long** | Investment: **\$\$\$** | Effort: **Significant**

Supply | Anti-Displacement | Affordability | Moderate-Density | Homeownership | Stability

As indicated throughout this plan, Mattawa needs to increase the housing supply, however, development is constrained by limited infrastructure capacity. The city has grown rapidly between 1990 and 2010 the city experience an annual growth rate of eight percent that is expected to resume in the coming decades. The city's water, sewer, and transportation infrastructure have been unable to keep up with the growing demands. Stakeholders noted in interviews that the city's infrastructure capacity is a major constraint, as the service area is vast, and the stations are located many miles away, which leads to a high cost per linear foot. Many developers find it difficult to provide options at affordable rates.

Furthermore, transportation connectivity in Mattawa is restricted due to many dead-ends in the local road network, the highway main street, and the compact school district. Aside from stop signs, there is also only one controlled intersection in Mattawa, the roundabout at HWY-243 and Government Rd. Supplying sufficient housing in Mattawa will put additional strain on the transportation network. Before increased housing development the city will need to address and mitigate these infrastructure impacts. Not only transportation but water and sewer infrastructure as well.

Gaps Addressed: The city needs more housing units by 2040 than the city's infrastructure can serve without improvements. The city will need at least 900 available water connections by 2040 to meet housing targets. Mattawa's 2022 Water System Plan estimates that with recommended improvements and the commissioning of a new well approximately 400 more water connections will be available. The city will need to plan for additional services required through a comprehensive Capital Facilities plan that considers all projected capital facility needs, not just water.

According to the land capacity analysis in the Housing Needs Assessment, vacant land in the city's residential zones might add 120 units. However, the surrounding urban growth area has the potential to add about 6,000 housing units at full build-out. The city has received four annexation requests in the past three years, further supporting the need to plan for future infrastructure demands.

Proposed Actions:

- 4.1 Develop a comprehensive Capital Facilities Plan with periodic updates.
- 4.2 Update impact fees and processes to allocate funding for infrastructure improvements.
- 4.3 Prioritize funding opportunities for water and sewer service expansion and improvements.
- 4.4 Implement the Water System Plan recommendations to ensure sufficient water supply for future housing development.

STRATEGY 5. CONSIDER ANTI-DISPLACEMENT ACTIONS TO IMPROVE THE STABILITY OF RENTER HOUSEHOLDS AND HOMEOWNERS.

Lead(s): **Planning Department** | Timeframe: **Short** | Investment: **\$** | Effort: **Minimal**

Supply | Anti-Displacement | Affordability | Moderate-Density | Homeownership | Stability

Displacement is when households are involuntarily forced to relocate due to multiple factors such as evictions, increased housing costs, or redevelopment. Mattawa is ranked high on the social vulnerability index citywide, indicating residents are more susceptible to housing displacement (see Appendix D. Displacement Risk Analysis) compared to low social vulnerability communities. Mattawa's population is almost entirely Hispanic/Latino at

96.6% and income earners are significantly below county and state median household income averages earning only \$48,614.

Renters also make up a large portion of Mattawa's households (58%) and earn significantly less than homeowners. Renters in Mattawa are at an especially high risk of displacement due to likely facing significantly more housing challenges than homeowners in the city, including housing security risks, high upfront housing costs such as deposits, and the risk of losing housing if confronted with a sudden loss of income.

The city does not have any tenant protections or anti-displacement programs currently in place. Mattawa also does not have a full-time code enforcement officer, code enforcement is split across city staff and the Mattawa Police Department. As the city continues to grow, a full-time code enforcement officer may be necessary and it will be important to minimize displacement through evictions.

Gaps Addressed: The city projects the need for 125-229 additional housing units for extremely low-income individuals (less than 30% AMI) and eight units/beds dedicated to emergency housing. Allocating emergency shelters and adopting rent increase notice requirements or fee caps will support housing stability for these populations. Interestingly, 11% of survey respondents also indicated that they are staying with friends or family until they find something more permanent further supporting the need for improving housing stability options.

Considering anti-displacement actions such as creating a resource page with translated materials will support housing stability for tenants and homeowners. For example, Washington State already has tenant protections in place through the Residential Landlord-Tenant Act (RCW 59.18), however, these protections can be difficult to navigate and understand for renters, especially non-native English speakers. In Mattawa, 96.7 percent of the population speak Spanish at home and the remaining 2.5 percent speak English. Many of Mattawa's Spanish-speaking population have limited English proficiency – 2,357 residents, or 54 percent of the City's Spanish speakers, do not speak English well or at all. A resource webpage that provides translated resources for tenants will significantly reduce the resource barrier.

Proposed Actions:

- 5.1 Create a resources webpage that is updated regularly for tenant information provided in English and Español.
- 5.2 Adopt local tenant protections such as requiring rent increase notices 90-180 days before the effective date and placing a cap on rent payment late fees.
- 5.3 Ensure future policies and code enforcement do not displace residents.
- 5.4 Designate seasonal farmworker housing as severe-weather shelters for emergency housing.

STRATEGY 6. PROVIDE HOMEOWNERSHIP OPPORTUNITIES.

Lead(s): **City Administration and Planning Department** | Timeframe: **Medium** | Investment: **\$\$** | Effort: **Moderate**

Supply | Anti-Displacement | **Affordability** | Moderate-Density | **Homeownership** | Stability

Ownership vacancy rates in Mattawa have essentially been zero percent for the past decade. Homeowners also make up less than half of households in Mattawa, which is the opposite of county and statewide trends. There is a significant need to increase homeownership opportunities.

Most people searching for ownership housing typically look in nearby Desert Aire since there has been so little housing available in Mattawa in recent years, though housing costs there are very high in comparison. This is also supported by survey responses where 75% of respondents indicated they attempted to purchase a home in the past year but encountered barriers to homeownership. The top two barriers were the inability to afford a home and difficulty finding housing in the right location. Additionally, many city staff, police officers, and professional employees live elsewhere due to the low availability of housing.

Gaps Addressed: In the past twelve years the city of Mattawa has issued only 11 single-family residential permits out of 140 total permits issued. The gap between new housing development is the continued focus on housing for temporary farm workers and low-income wage earners. Mattawa's housing stock is comprised primarily of mobile and manufactured homes. Most of these are "single-wide" or "double-wide" manufactured homes on single lots rather than in mobile home parks, though there are some mobile home parks in the city. About a quarter of Mattawa's homes are traditional "stick-built" single-unit detached homes, with a smaller share of duplexes, triplexes, and quadplexes.

Proposed Actions:

- 6.1 Adjust lot size minimums and permitted densities in residential zones.
- 6.2 Support education programs on homeownership.
- 6.3 Encourage rent-to-own opportunities and sweat equity programs.
- 6.4 Create a R-3 zone to permit low-density residential, especially within the urban growth area.
- 6.5 Reduce conditional use requirements for residential uses.

City of Mattawa

Housing Action Plan Draft



JANUARY 31, 2023



Acknowledgments

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This plan was made possible by Department of Commerce funding to support planning to complete specific actions that can increase housing options and support housing affordability.



Contents

Executive Summary	4
Introduction.....	7
Plan Development	8
Housing Needs Overview	8
Future Housing Needs by Income	11
Community and Stakeholder Participation	14
Policy and Regulations Evaluation.....	17
Housing Strategies and Actions	19
Implementation and Monitoring.....	26
Monitoring Work Plan	28
Appendix.....	30
A. Housing Needs Assessment.....	30
B. Future Housing Needs by Income Bracket.....	31
C. Community Engagement Results	33
D. Displacement Risk Analysis	34
E. Policy and Regulations Evaluation.....	36
F. Monitoring and Evaluation Work Plan	45



Executive Summary

Overview

The City of Mattawa has prepared this Housing Action Plan (HAP) with the support of the Washington Department of Commerce. In 2019, the Washington State Legislature enacted planning grants through House Bill 1923 to encourage cities that plan under the Growth Management Act (GMA) to complete specific actions that can increase housing options and support housing affordability.

The HAP provides a variety of community-led initiatives that encourage the provision of housing at prices attainable to all residents, now and in the future. This plan identifies Mattawa's most immediate housing needs and associated tools to address those needs.

Mattawa Housing Objectives

The HAP objectives listed below were developed from outreach efforts and the results of the housing needs assessment. The objectives drive the recommended actions and strategies. The strategies proposed in this plan aim to address six overall objectives for housing in Mattawa based on primary housing needs and outreach. These objectives are:

- Increase the **supply** and variety of housing to serve identified housing needs.
- Reduce **displacement** of low-income residents resulting from redevelopment.
- Ensure opportunities for housing **affordability** are provided for residents
- Accommodate **moderate-density** options within urban growth areas and the city.
- Create **homeownership** opportunities for residents, especially low and moderate-income households.
- Promote housing **stability** for all households.



Housing Terms

Accessory dwelling unit (ADU) sometimes referred to as a mother-in-law unit, is a secondary dwelling unit that shares a lot with a larger, primary single-family home. ADUs are smaller, independent residential dwelling units that can be attached or detached from the primary residence. Attached accessory dwelling units are referred to as AADUs.

Affordable housing means residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed thirty percent of the household's monthly income. For the purposes of housing intended for owner occupancy, affordable housing means residential housing that is within the means of low or moderate-income households.¹

Area Median Income (AMI) is the midpoint of a region's income distribution – half of the families in a region earn more than the median and half earn less than the median. For housing policy, income thresholds set relative to the area median income—such as 50% of the area median income—identify households eligible to live in income-restricted housing units and the affordability of housing units to low-income households.

Comprehensive Housing Affordability Strategy (CHAS) is a HUD-provided data set that demonstrates the extent of housing problems and housing needs, particularly for low-income households.²

Cost-Burdened Households means a household that is spending more than 30 percent of its monthly income on housing costs, including rent and utilities. A severely cost-burdened household spends more than 50 percent of its monthly income on housing costs.

Household consists of all the people who occupy a housing unit, whether a single person, a family, or unrelated persons living together.¹

Housing Unit a house, an apartment, or other group of rooms, or a single room, is regarded as a housing unit when it is occupied or intended for occupancy as separate living quarters.

Income-Restricted Housing refers to housing units that are only available to households with incomes at or below a set income limit and are offered for rent or sale at below-market rates.

Low-income household means a single person, family, or unrelated persons living together whose adjusted income is at or below eighty percent of the median family income adjusted for family size, for the county, city, or metropolitan statistical area, where the project is located, as reported by the United States department of housing and urban development.¹

Median Family Income (MFI) median income is based on the distribution of the total number of households and families including those with no income.³

¹ Definitions are set by the Washington State Legislature, see <https://app.leg.wa.gov/RCW/default.aspx?cite=84.14.010> for state housing definition.

² <https://www.huduser.gov/portal/datasets/cp.html>

³ <https://www.census.gov/quickfacts/fact/note/US/INC110221>



Middle housing types also known as “missing middle housing⁴” are infill housing types between single-family homes and high-density apartment buildings. Buildings such as duplexes and townhomes are diverse middle housing options both in affordability and form.

Moderate-income household means a single person, family, or unrelated persons living together whose adjusted income is more than eighty percent but is at or below one hundred fifteen percent of the median family income adjusted for family size, for the county, city, or metropolitan statistical area, where the project is located, as reported by the United States department of housing and urban development.¹

Permanent Supportive Housing is permanent housing in which housing assistance (e.g., long-term leasing or rental assistance) and supportive services are provided to assist households with at least one member (adult or child) with a disability in achieving housing stability.

Tenure relates to the ownership status of a housing unit. A housing unit is "owned" if the owner or co-owner lives in the unit, even if it is mortgaged or not fully paid for. A cooperative or condominium unit is "owned" only if the owner or co-owner lives in it. All other occupied units are classified as "rented," including units rented for cash rent and those occupied without payment of cash rent.

Universal Design is “the design and composition of an environment so that it can be accessed, understood, and used to the greatest extent possible by all people regardless of their age, size, or ability.” When integrated into the built environment, universal design principles ensure that residents who are aging or who have a disability are not blocked from accessing housing and services.⁵

Vouchers are provided as part of the HUD housing choice program, also known as Section 8 housing. The housing choice voucher program is the federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market. Since housing assistance is provided on behalf of the family or individual, participants can find their own housing, including single-family homes, townhouses, and apartments.⁶

⁴ See missing middle housing at <https://mrsc.org/explore-topics/planning/housing/missing-middle-housing>.

⁵ <https://universaldesign.ie/What-is-Universal-Design/>

⁶ See https://www.hud.gov/topics/housing_choice_voucher_program_section_8 for more details on the Housing Choice Program.



Introduction

This Housing Action Plan (HAP) is the City of Mattawa's comprehensive strategy to encourage the construction of additional affordable and market-rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family home market. Consistent with RCW 36.70A.600 the housing action plan includes:

- A housing needs assessment (Appendix A) that quantifies existing and projected housing needs (Appendix B) for all income levels, to encourage the construction of additional affordable and market-rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family home market;
- Analyzed population and employment trends with documentation of projections in the housing needs assessment;
- Strategies aimed to increase the supply of housing, and the variety of housing types, needed to serve identified housing needs specific to Mattawa;
- Strategies considered to minimize displacement of low-income residents resulting from redevelopment (Appendix C);
- A policy and regulation evaluation (Appendix D) that reviews and evaluates the city's current housing element adopted, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions;
- Incorporates and provides for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and local religious groups (Appendix E); and
- An implementation and monitoring plan that includes a schedule of programs and actions to implement the recommendations of the housing action plan.

The HAP provides actions that the city can take to facilitate the development of affordable and market-rate housing to support a variety of income levels for residents. The HAP also guides the implementation of the goals and policies outlined in the housing element of the Comprehensive Plan by identifying policy gaps and addressing those gaps in the strategies.



Plan Development

The Housing Action Plan is informed by the analysis of the housing needs assessment, extensive community engagement and participation, and evaluation of existing policies and regulations. The full housing needs assessment (Appendix A) provides quantitative data on the city's existing housing conditions, gaps, and projected needs. Community and stakeholder engagement results (Appendix E) lay out the community's vision for housing and emphasize which housing gaps are most important to address in the strategies. Evaluating existing policies and regulations further highlights current barriers to housing development and opportunities to reduce these barriers.

Housing Needs Overview

The full Housing Needs Assessment (Appendix A) was prepared for the City of Mattawa by Leland Consulting Services and SCJ Alliance. A housing needs assessment (HNA) is a tool for communities to understand the way that their unique demographics, housing stock, economy, and available land determine current and future housing needs. By analyzing each of these components, the HNA can show important gaps between the housing needs of residents and the available housing in a community and help plan for mitigating those gaps and ensuring access to housing for all economic and demographic segments of a community. This is an overview of the key findings and housing needs identified in the HNA. This effort was driven by an issue statement developed as a result of stakeholder interviews:

Housing Issue Statement

Mattawa is a predominantly Hispanic/Latino farming community of 3,335 people with unique housing needs and challenges stemming from its agricultural economy and unique demographics. Mattawa faces an aging housing stock comprised primarily of manufactured homes, a severe shortage of available housing at all price levels, and a high demand for farm worker and transitional housing.

Housing in Mattawa continues to be unaffordable and unattainable with a rapidly growing population. Mattawa has two different housing needs groups: temporary residents (farm workers) and full-time residents. There is not enough housing available for the needs of either group and as result, the cost of housing continues to increase. Housing strategies need to be created that address the temporary and permanent housing gaps in Mattawa. Key findings from Mattawa's Housing Needs Assessment are as follows:

- **Over half of the households are renters at 58 percent.** This is nearly the opposite of county and statewide trends. Renters often lack the housing security of homeowners and can be subject to rent increases or evictions. In addition, renters in Mattawa earn about half as much as homeowners and experience more difficulty paying for housing costs.



Figure 1. Tenure in Mattawa (2020)

- **Mattawa’s population is nearly entirely Hispanic / Latino, at 96.6 percent.** 96.7 percent of the population speak Spanish at home and the remaining 2.5 percent speak English. The high Hispanic population is an important consideration when planning for housing as well as developing easy-to-understand code regulations.
- **Mattawa’s workforce faces long commute times and geographic challenges related to employment opportunities.** The majority of residents in Mattawa do not work in the city and vice versa. The shortage of available housing results in many middle-income workers such as police officers and teachers being unable to find local housing.

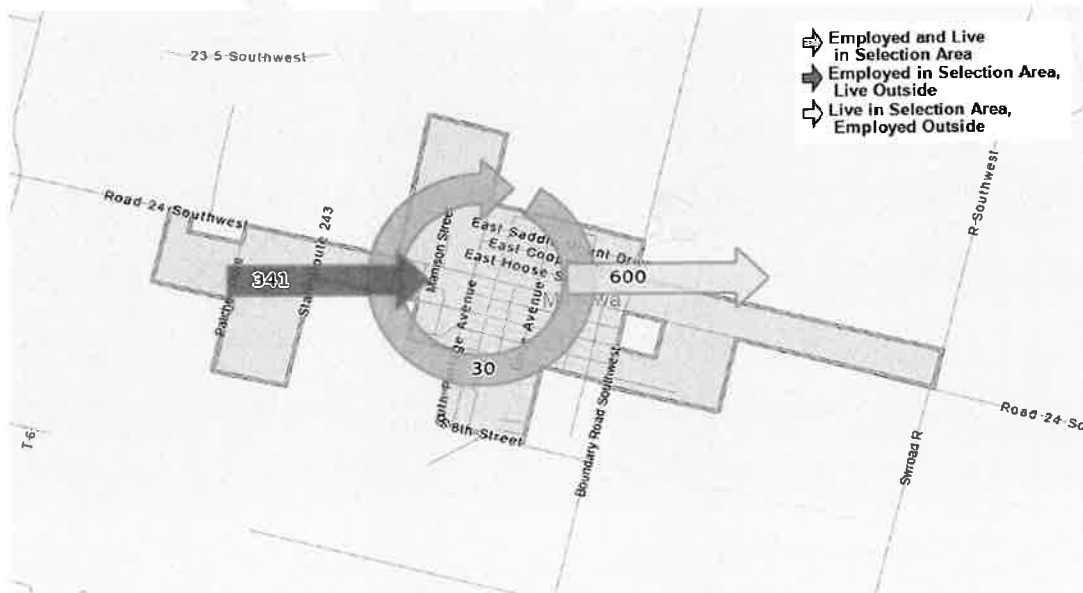


Figure 2. Commuting Patterns in Mattawa (2019)



- **Mattawa has a rapidly growing population with an annual 8 percent growth rate, but only 139 housing units have been built since 2010, reflecting 10 percent of the housing stock.** The production of housing units has not matched needs, particularly for market-rate housing.
- **Providing services to housing in Mattawa and the surrounding area is challenging.** There are multiple constraints to the city’s water, sewer, environmental, and transportation infrastructure that severely limit development potential. In particular, there are only 300 water connections available and one main thoroughfare.
- **Nearly 10 percent of Mattawa’s households are severely cost-burdened, spending over half their income on housing costs.** Almost two-thirds of extremely low-income households earning 30-50 percent AMI are also cost-burdened. These households can face difficult choices between prioritizing spending on housing and other household needs such as food and health care, and the number of cost-burdened households is compounded by the scant availability of low-cost housing in the city.

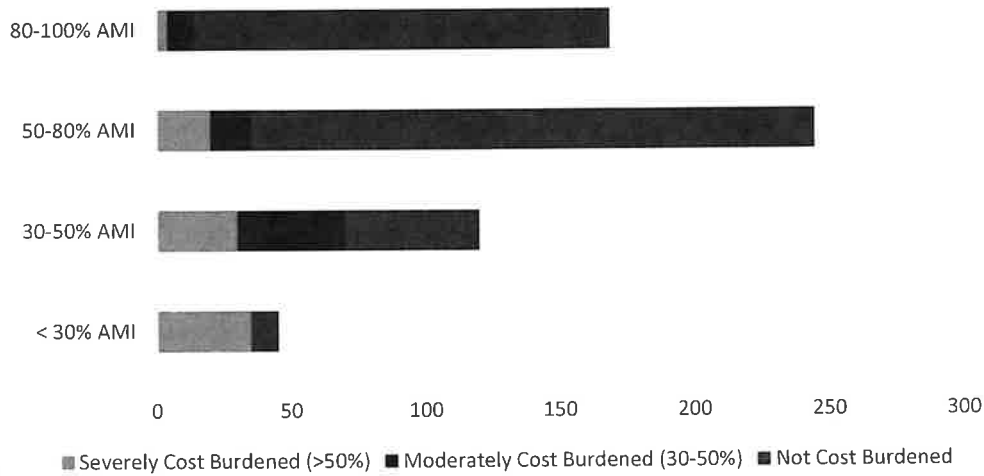


Figure 3. Cost-Burdened Households

- **Mattawa’s housing stock is comprised of 60% mobile and manufactured homes.** Manufactured and mobile homes have a life expectancy of 30-55 years compared to stick-built housing which can last over 100 years. About half of the housing units were built or installed before 1980, over 40 years ago, and in the next 15 years, many manufactured homes will need to be replaced.

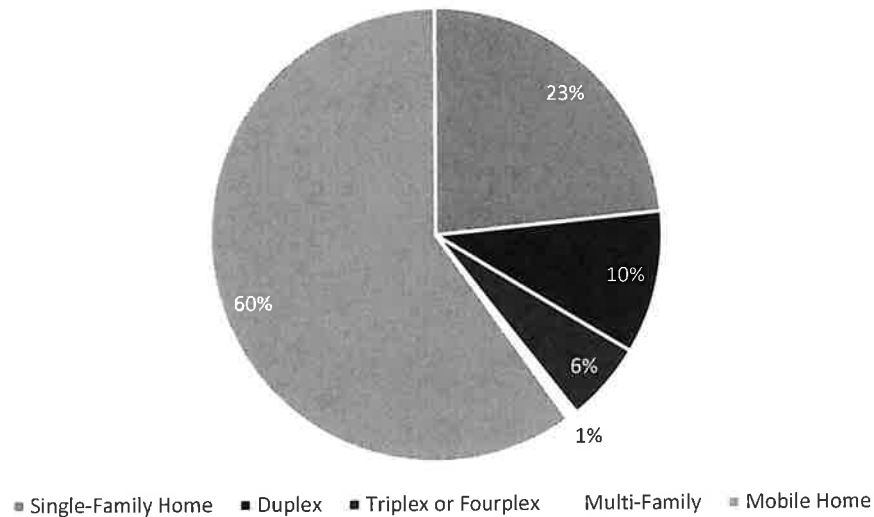


Figure 4. Mattawa Housing Types

The City of Mattawa faces parallel housing challenges for different population groups in the city – temporary workers and permanent residents. Much, though not all, of the city’s large Hispanic/Latino farmworker population, are temporary workers, and the Grant County Housing Authority as well as individual farm owners have created numerous multifamily developments to serve this transient population. However, for full-time residents – both agricultural workers and others – there is a severe lack of housing availability of all types, evidenced by low vacancy rates and extremely high household sizes indicative of overcrowding, as well as anecdotal evidence collected through interviews by the project team. In addition, forecast population growth will further increase the pressure on the housing market. This points to a strong need for housing construction of all types such as lower-cost manufactured homes and more farmworker housing, including the several developments currently in progress.

However, the housing type with the lowest availability and highest demand is single-family homes for middle-income earners, most of whom are commuting very long distances at present. As the Port of Mattawa continues to attract more diverse businesses to the region and land within the UGA is annexed, the development of a mix of housing types, including single-family, would help open up more housing for all income levels. At present, Mattawa households are staying put regardless of changes in employment, family size, or income due to the severe lack of housing options in the city. Creating more housing choices in the coming decades is important to better serve all Mattawa residents and allow for improvements in quality of life, income, and economic opportunities in the city and region.

Future Housing Needs by Income

Based on the 2021 median household income estimate of \$49,463, the average Mattawa household could afford to purchase a home priced around \$206,652 or rent a house for around \$828/month. Assuming no large increase in median incomes in the area, homes in the range of \$150,000 to \$250,000 and rental rates between \$800 and \$1200 per month are needed more than any other price level. The majority of households in Mattawa



are considered very low-income (37%) to low-income (44%), which indicates the need for affordable, market-rate housing that minimizes the cost-burdened status of households.

The 2018 Grant County Comprehensive Plan estimated that Mattawa would account for 6.39 percent of the county's population by 2038. Using this same share of the county population with the OFM population forecast for 2040 results in a projection of 8,498 people. This population projection can be used to estimate the number of housing units that will be needed in Mattawa by that time. This estimation provides two scenarios based on different household sizes. Current estimates show about four people per household in Mattawa. This is significantly higher than regional and statewide averages due to large family sizes, doubling up, and overcrowding among the farmworker population as discussed in "Household Size, Type, and Tenure" previously. The "high-household size" projection assumes a continuation of 4.14 persons per household and indicates that Mattawa would need 912 more housing units by 2040. The "low-household size" projection assumes that an increase in housing stock would shift average household sizes down to three people per household, the benchmark used in the 2018 Grant County Comprehensive Plan forecasts for needed households. This projection, therefore, produces a significantly higher number of needed units at 1,672 units required by 2040.

Based on the total housing unit need by high and low-household sizes respectively and using the Department of Commerce's Housing for All Planning Tool to calculate housing unit distribution by income bracket based on the 2040 allocation of need, Table 1 illustrates the new units needed under a medium growth scenario in 2040.

The very low-income bracket (>30-50% AMI) will need 126 additional units in the high household size scenario and 230 in the low household size scenario. The low-income bracket (50-80% AMI) will need 163 housing units in the low-household size scenario and 297 in the high-household size scenario. About half of these housing units should be rentals, consistent with the findings in the Low-Income and Cost-Burdened Households findings in this Housing Needs Assessment. The projected need for extremely low-income housing units, which fit HUD income-restricted housing requirements is 125 additional units in the high household size scenario and 229 in the low household size scenario. Over two-thirds of these units should be rentals and 8 units should be dedicated to emergency or temporary housing needs. For moderate-income households or greater, the majority of these units should be ownership households.



Table 1. 2040 New Units Needed under Future "Medium Growth" Scenario by Income Bracket

Income Level (% of Area Median Income)	Distribution of Units, Based on Allocation of Need	New Units Needed at Household Size: 4.14 (Mattawa)	New Units Needed at Household Size: 3 (Grant County)
Extremely Low-Income (0-30%)	11%	125	229
Very Low-Income (>30-50%)	24%	126	230
Low-Income (>50-80%)	29%	162	297
Moderate Income (>80-100%)	8%	79	145
Above Moderate Income (>100-120%)	6%	76	138
Greatly Above Median Income (120%+)	22%	344	633
TOTAL	100%	912	1,672

Sources: ESRI, American Community Survey (ACS), Table DP04, Grant County Comprehensive Plan (2018), Washington Office of Financial Management, Grant County, City of Mattawa, Leland Consulting Group, and WA State Commerce Draft Housing for All Planning Tool (2022)

Notably, the income bracket with the highest projected new units needed is the greatly above median income (120% AMI). The primary reason for this may be the low existing housing stock for this income bracket, which is estimated by the Department of Commerce at only 25 units. This reflects a lack of diversity in the housing options available to local households and a mismatch between available housing units and income levels. Most housing markets have some level of fluidity, as households sell and buy homes regularly to suit their needs at different stages of life. When there is no little-to-no fluidity in the housing market low-income populations are displaced as above moderate-income households occupy the limited available housing supply. Building market-rate housing that meets the housing needs of the above moderate-income households will free up sorely needed affordable housing options for low- to moderate-income households.



Community and Stakeholder Participation

The development of the housing action plan was guided and informed by the community and stakeholders. The public engagement included stakeholder interviews, a pop-up community event, and an online public survey. A comprehensive summary of the engagement results is included in Appendix E. Community Engagement Results. Each engagement type provided valuable insight into Mattawa's housing issues and needs. Throughout the participation process, translation services were provided to solicit as much feedback from the community as possible. Notably, many of the stakeholders, survey participants, and pop-up participants responded in Español.

Stakeholder Interviews

An important step in developing the HAP was to solicit input from a variety of local and regional stakeholders and utilize that information to understand and prioritize community needs. Stakeholder interviews were conducted with 18 individuals. The selected interviewees provided differing perspectives on housing issues, needs, and opportunities. Interviews were held with the local housing authority, developers, prominent property owners, realtors, and service providers. Stakeholder feedback is integrated throughout this plan and a comprehensive summary is included in Appendix E. Community Engagement Results.

Conversations with interviewees brought up multiple topics, generally categorized as housing needs, current conditions, or barriers to achieving affordable housing development. Many of these were detailed as issues or challenges that must be addressed as long-term solutions. The following section lists and summarizes these, including suggestions offered by interviewees.

Water and sewer infrastructure system is a barrier to affordable development.

Many people interviewed mentioned that affordable development is limited by service requirements. The infrastructure capacity is a major constraint, as the service area is vast, and the stations are located many miles away, which leads to a high cost per linear foot. It is difficult for developers to provide options at affordable rates. It was also noted that the permit process could be streamlined to assist development.

Not enough housing to meet the demand.

It was fairly unanimous amongst those interviewed that there is little to no available housing in Mattawa, either to rent or to own. Property owners receive multiple calls per month from potential applicants. The biggest demand is for 3-bedroom, 2-bathroom homes, but both lot size and price were indicated as being less important than availability. There is a preference to own, rather than rent, partly due to restrictions within apartments, and the desire to engage with community members outdoors in private yards.

There are currently multiple families sharing homes, and it is not unusual to find 12 or more people living in a 2- or 3-bedroom dwelling. There are also people renting garages or sheds, without access to utilities.

Parking challenges with the current housing situation.



Due to the nature of shared-family housing, it was mentioned that there are often 3-4 vehicles per household, which makes parking a challenge. It was expressed that the city's current parking requirements are acceptable, but that tandem parking could be considered for the city's code. An increase in housing units would likely lead to a decrease in parking conflicts.

It was also noted that road improvements should be considered, for example, a roundabout or traffic calming for both Boundary Street and Government Road. Many households have multiple drivers, and many workers commute from Othello, Ellensburg, the Tri-Cities, etc.

Prioritize housing options within city limits. Local residents are the most in need of homes, and many local workers budget a significant amount per year for fuel costs due to commuting. Many farm workers in Mattawa are not able to afford to live in the city permanently, despite the desire to stay on a long-term basis. Local services, like the fire department, police department, school, and medical clinic find it difficult to recruit new employees due to the lack of housing options. It is estimated that 70% of professionals commute to Mattawa for work. It was mentioned that people like work and the community, and people want to stay because the area tends to be more affordable.

The following section coalesces all interviewee comments and their various dimensions into distinct challenges future efforts must tackle. Resolutions for some issues may evolve as part of this report's preparation, while others may take time, supported by additional engagement, future policy development, and committed action.

Homeownership Options Needed

There is a high demand for homes to own, whether they be stick-built homes, mobile homes, or manufactured homes. The local culture is to be outside, to have a yard for gatherings, and to have pets. Apartments tend to have too many restrictions for tenants, and the city requires certified rental housing inspections. The costs for renting are not an incentive over homeownership, and it was mentioned that financing isn't necessarily a barrier; people have saved up money in case a house becomes available to own. However, several first-time homebuyers have been preapproved, only to find high prices and low availability.

The current housing stock is old, especially for trailer parks and manufactured homes. Developers noted that it would be better to replace them with new structures and to consider incorporating spaces for mobile homes to rent on lots with access to utilities.

Zoning in the city needs to be updated to current market needs and to allow for diversity in lot sizes and development density. Townhomes, duplexes, and multiplexes (4-6 units) are preferred for multifamily residences.

Building Partnerships

Based on these interviews, the opportunity exists – and perhaps requires – the development of local partnerships with the city and communities. The capacity of the city and the county to go it alone seems limited, so involving locals offers potential in terms of gaining capital, operational knowledge and insight, and lasting support. Some expressed a desire to be included on a more intimate level with decision-making and resource assistance. Perhaps owing to the nature of the small community, collaboration is key.

Mattawa's Neighborhood/Community Character



Mattawa doesn't have much to offer in terms of amenities or accommodations, but people like the work they find, and if they're able to attain housing, they are likely to stay. Owing to the seasonal farm work, the transient activity dominated the city, but the population is shifting to consist of more permanent residents, as the area in general has remained affordable. There is a high demand for commercial space, and the Port of Mattawa's event center is booked out beyond the next year.

Management Realities: Funding

The infrastructure capacity may be in conflict with the population data, which indicates that 9,000 people live in the area from "bridge to bridge." The Port of Mattawa, however, estimates that closer to 30,000 people live in the area. Implementing infrastructure improvements would likely necessitate funding in line with a more accurate population count. Some offered ideas and suggestions for this (e.g., tax increment financing), but it's clear that the difficult work to identify resource streams able to sustain operations and partner relationships is a critical priority.

Notable Quotes

"The area cries for more live, work, and play, which is expensive to develop."

"There is a need to consider capital facilities planning with housing development."

"Services and housing are landlocked, and not ready to keep up with the people."

Pop-Up Event

The City of Mattawa hosts multiple community events throughout the year, including a summer movie night series on Friday evenings that are popular. Before the movie showing, local organizations, businesses, and municipal services host informative booths for community members. At the first movie night event of 2022, the City and consultant team hosted a community pop-up about housing. The community was provided housing condition data such as household size, population growth, and cost-burdened households. There was also a land capacity map that showed zoning districts and vacant parcels in the city limits. Finally, the community was polled on their preferences for creative housing types. The housing preference board was in both English and Español. In addition, city staff provided translation services throughout the event to further explain the overall housing action planning effort.

There were approximately 40 community members that participated in the preference polling. Each participant was given 3-4 stickers to place next to visual images of creative housing types that were identified in previous stakeholder interviews and/or not readily accessible in the code. In addition, participants could add a housing type not listed, such as single-family homes, which was added to the Mattawa board. The top three housing type preferences were multiplex, micro apartment, and townhomes.

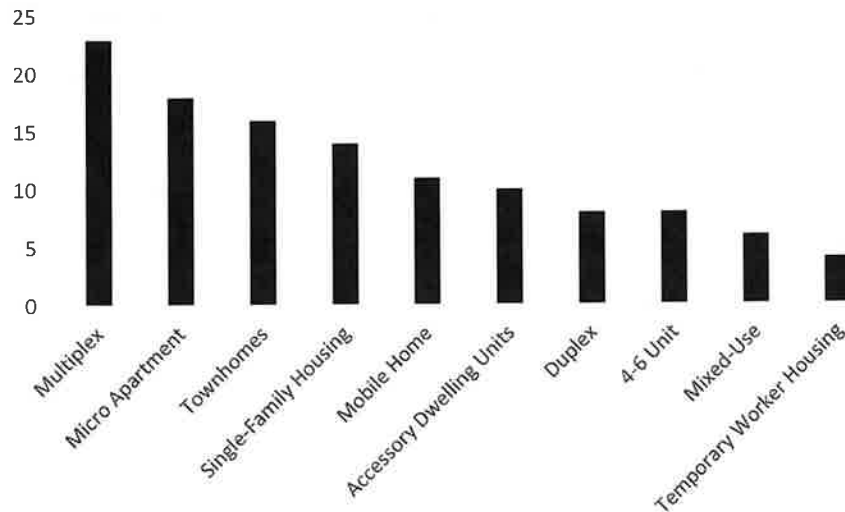


Figure 5. Housing Preference Open House Results

Overall, a common opinion at the pop-up was the need for more permanent housing, regardless of type. Participants were enthusiastic about the HAP efforts and outcome to facilitate bringing more housing to the area. The recent multiplex and apartment developments near the Government Road roundabout are popular across the community as flagstone multiplex examples. Micro-apartments were a top pick as an alternative permanent choice to temporary farm worker housing or for 1-2 person households. Townhomes in particular were a popular choice for young families and youth. There were mixed feelings about manufactured/mobile homes with many residents recognizing that manufactured homes are very affordable but tend to become easy eye-sores in established neighborhoods. Lastly, participants were unified in feeling there was sufficient temporary worker housing provided by Grant County Housing Authority and the agriculture industry.

Community Survey

In addition to the pop-up event, a community survey was published on the survey platform Alchemer availability in English and Español. The survey sought to collect information about the participant, individual housing needs, and polled housing preferences. The survey was broadcast to the public via social media, shared by Councilmembers, and available on the city's website front page. Responses were provided in both English and Español. **Full survey results are to be added to the final plan when the survey closes.**

Policy and Regulations Evaluation

The purpose of the policy and regulations evaluation is to evaluate the City of Mattawa's last adopted Comprehensive Plan Housing element and development regulations to determine the City's successes and barriers to developing housing related to the achievement of goals and policies and implementation consistent with RCW 36.70A.600 (2)(e)).



Policy Review

The policy evaluation analyzes housing-related goals and policies from the city's 2006 Comprehensive Plan. In addition to primarily reviewing the Housing Element, this document reviews other related Comprehensive Plan elements, including Land Use and Capital Facilities where policies related to housing are mentioned. This evaluation informs the strategies in the city's future Housing Action Plan. This evaluation takes into consideration the findings of the Housing Needs Assessment including anticipated growth, permit issuance trends, and identified gaps concerning the city's Comprehensive Plan policy implementation. The review considers the following evaluation criteria in terms of success in achieving housing unit needs as well as the achievement status of each goal and policy referenced. The full evaluation matrix and analysis are included in Appendix B.

Development Regulations Review

The city's development regulations can make or break housing production and supply specifically related to zoning, which regulates permitted uses. Zoning determines where and what can be built including housing density, size, and type. As described in the Land Capacity Analysis of this Housing Needs Assessment, Mattawa's zoning code contains two commercial and two residential districts: Residential Single-Family – Medium Density (R-1), Residential Multifamily – High Density (R-2), Community Business District (C-1), and General Commercial (C-2). Overall, Mattawa's zoning code is very simple and does not provide significant barriers to housing development. However, a code update could incentivize or facilitate intentional development that prioritizes housing, particularly in the C-1 and C-2 zones which make up 83% of the city and have the most vacant land available.

Mattawa's permitted use table or district use chart was last updated in 2007. The code indicates that "no use shall be allowed in a use district that is not listed in the use chart as either permitted, accessory or conditional use unless the administrator determines that an unlisted use is similar to one that is already enumerated in the use chart and may therefore be allowed, subject to the requirements associated with that use and all other applicable provisions of the town of Mattawa." Although residential uses are permitted to some extent in all zoning districts, Mattawa's Residential Zones only have the land capacity for an additional 120 units, when the city needs a minimum of 912 units at a high-household size projection. An overhaul of the development regulations and code, including updating the permitted use chart is necessary to facilitate and incentivize housing development in the C-1 and C-2 zones as well as designating low to-moderate density residential uses in the city's UGA. Some specific development regulation recommendations include:

- Outright permit accessory dwelling units across all residential zones
- Adopt a low-density residential zone for future annexation properties to facilitate single-family housing development
- Permit halfway or transitional housing in the R-2 zone
- Permit mixed-use planned developments across all zones as planned developments (PD)
- Add cottage housing, townhomes, and other innovative housing types to the use chart and permit where appropriate.
- Reduce conditional use permit requirements in residential zones where appropriate



Housing Strategies and Actions

This Housing Action Plan (HAP) proposes housing strategies that meet six strategic objectives to guide the future of housing in Mattawa. These established objectives aim to address housing gaps and need discovered through a variety of efforts including stakeholder discussions, the community pop-up, survey outreach, public feedback, and discussions with staff and elected officials:

- Increase the **supply** and variety of housing to serve identified housing needs.
- Reduce **displacement** of low-income residents resulting from redevelopment.
- Ensure opportunities for housing **affordability** are provided for residents
- Accommodate **moderate-density** options within urban growth areas and the city.
- Create **homeownership** opportunities for residents, especially low and moderate-income households.
- Promote housing **stability** for all households.

The housing strategies recommended in this Housing Action Plan are overall goals for the city of Mattawa to achieve the city’s housing objectives to address housing needs. Each strategy is then accompanied by proposed actions to fulfill the housing strategy.

Strategies are accompanied by an anticipated timeframe whether the strategy is accomplished within one year (short-term), one to three years (mid-term), or more than three years (long-term) of HAP adoption. Estimates are also provided regarding the strategy’s expected cost investment level as well as projected effort by city staff.

Table 2. Summary of Recommended Strategies

Strategy	Lead	Timeframe	Investment	Effort	Objectives					
					Supply	Anti-Displacement	Affordability	Moderate-Density	Homeownership	Stability
1. UPDATE MATTAWA’S ZONING AND DEVELOPMENT REGULATIONS TO ENABLE DIVERSE HOUSING TYPES.	Planning Dept, Building Dept	Mid-Term	\$\$	Significant	x			x	x	
2. ALIGN DEVELOPMENT REGULATIONS AND POLICY DOCUMENTS TO REDUCE BARRIERS TO HOUSING PRODUCTION.	Planning Dept, City Legal	Short-Term	\$	Moderate	x		x	x		
3. BUILD PARTNERSHIPS WITH LOCAL HOUSING PROVIDERS AND DEVELOPERS TO FACILITATE AFFORDABLE HOUSING.	City, Washington Growers League, GCHA, Catholic Charities, Local Housing Providers	Long-Term	\$\$	Moderate	x		x		x	x
4. MAKE STRATEGIC INVESTMENTS IN INFRASTRUCTURE.	Public Works Dept, Engineering Dept	Long-Term	\$\$\$	Significant	x					
5. CONSIDER ANTI-DISPLACEMENT ACTIONS TO IMPROVE THE STABILITY	Planning Department	Short-Term	\$	Minimal		x				x



OF RENTER HOUSEHOLDS AND HOMEOWNERS.									
6. PROVIDE HOMEOWNERSHIP OPPORTUNITIES.	City Administration, Planning Dept	Mid-Term	\$\$	Moderate			x		x

STRATEGY 1. UPDATE MATTAWA’S ZONING AND DEVELOPMENT REGULATIONS TO ENABLE DIVERSE HOUSING TYPES.

Lead(s): **Planning and Building Departments** | Timeframe: **Medium** | Investment: **\$\$** | Effort: **Significant Supply** | Anti-Displacement | Affordability | **Moderate-Density** | **Homeownership** | Stability

Most housing in Mattawa is manufactured and mobile housing (60%) or single-family housing (22%). Manufactured and mobile homes have a life expectancy of 30-55 years compared to stick-built housing which can last over 100 years. Enabling creative housing types and densities will more fully meet the needs of Mattawa’s diverse residents and community members. Community engagement also indicated that many Mattawa residents prefer moderate to high-density housing such as townhomes, micro-housing, and accessory dwelling units. Engagement results also indicated a desire to diversify housing away from manufactured, mobile, and duplex housing. Details on the community’s most preferred housing types and other possible types are as follows:

- **Micro-housing** entails very small dwelling units in a multifamily style. The most common type of micro-housing is a small efficiency dwelling unit (SEDU), which is a 220-300 square foot apartment with a private bathroom and kitchen. In contrast, a standard studio apartment is 300 square feet or larger. SEDUs are typically very affordable and can be located in different types of buildings such as townhouses or apartments. Micro-housing also has higher occupancy rates than traditional apartment units. Another type of micro-housing is congregate housing which mirrors dorm-style housing with shared living spaces. Micro-housing can provide permanent, affordable housing for low-wage earning 1-2 person households in Mattawa.
- **Townhomes** or townhouses are narrow, vertical multi-floor homes that share at least one wall with adjacent properties but have their own entrances. These buildings are often tall yet thin and attached to other townhomes in a long row. A townhouse unit is typically individually owned but part of a larger multifamily style with shared community expenses such as exterior building maintenance. Townhomes can provide multigenerational housing options and are scalable to affordability levels. Townhomes also provide a transitional housing option for the many professionals commuting to Mattawa for work.
- **Accessory Dwelling Unit** sometimes referred to as a mother-in-law unit, is a secondary dwelling unit that shares a lot with a larger, primary single-family home. Accessory dwelling units (ADUs) are smaller, independent residential dwelling units that can be attached or detached from the primary residence ADUs provide housing options for households with multiple generations to live on the same lot without risk of over-crowding. The Washington State Department of Commerce also provides guidance on implementing ADUs in cities.
- **Clustered cottage housing** or cottage housing is a cluster of small single-family dwelling units generally less than 1,500 square feet clustered around a common open space. Clustered housing requires a minimum housing unit amount and can provide a sense of community while quickly meeting housing supply needs. Although many households in Mattawa are 4-person households or greater, cottage housing provides the option for first-time homebuyers to afford a home. Clustered cottage housing can



also provide in-fill housing opportunities in single-family neighborhoods without altering the character of that neighborhood.

Gaps Addressed: Mattawa needs between 912 to 1,672 new housing units by 2040 depending on household size averages to meet future housing need projections. This equals a production rate of 45-84 housing units annually. Moderate-density housing and innovative types such as townhomes, clustered housing, and micro-housing provide less expensive and easily buildable housing to meet production rate needs. In the past decade, Mattawa has averaged producing 10.76 housing units annually based on residential permit activity with most of those units being multifamily residential. The permitting of diverse housing types provides opportunities for development cost-savings that can encourage the development of more housing to be more attainable for households regardless of income. Middle housing types such as duplexes, triplexes, and townhomes also provide affordable housing for young-adult families, which is a high need as two-thirds of the population is under the age of 34. Respondents to the survey also noted affordable housing for young families is the highest need in Mattawa.

Proposed Actions: The city can take the following actions to encourage accessory dwelling units, duplexes, micro-housing, clustered housing, and other diverse housing types:

- 1.1 Provide development standards for clustered or cottage housing development such as design standards for common spaces, increased open space minimums, and landscaping standards.
- 1.2 Offer density bonuses to allow a higher number of units than typical for the zone when building diverse housing types.
- 1.3 Reduce maximum lot coverages and setbacks for the development of middle housing types such as duplexes, triplexes, ADUs, cottage housing, or townhouses.
- 1.4 Offer design bonuses for accessory dwelling units to increase lot coverage maximums when design criteria are met such as a covered porch or entry, covered parking, or material accents.

Example Communities:

ADUs – The city of Blaine provides a property guide to homeowners to develop an accessory dwelling unit with optional design templates. Blaine’s code is flexible in permitting ADUs with varying unit sizes depending on lot size for detached ADUs and house area for attached ADUs. A lot coverage bonus is provided based on design standard criteria as well. Other example communities with successful ADU programs include Mason County and Portland, Oregon. In Portland, over 3,500 permits have been issued for ADUs⁷.

Townhomes – Wenatchee in central Washington has been successful in attracting townhome developments since a recent code update in 2020. The code includes visual examples of what is permitted and not permitted for design such as width and access. The code also provides visuals of usable open space and recreation options. The visuals are particularly helpful for non-English speaking residents.

STRATEGY 2. ALIGN DEVELOPMENT REGULATIONS AND POLICY DOCUMENTS TO REDUCE BARRIERS TO HOUSING PRODUCTION.

Lead(s): **Planning Department and City Legal** | Timeframe: **Short** | Investment: **\$** | Effort: **Moderate**

⁷ See “Accessory Dwelling Units at <https://mrsc.org/explore-topics/planning/housing/accessory-dwelling-units> for more code examples.



Supply | Anti-Displacement | Affordability | Moderate-Density | Homeownership | Stability

Mattawa will greatly benefit from aligning development regulations and policies throughout the city's planning documents to reduce barriers to housing production. The city should continue periodic updates of the Comprehensive Plan that ensures documents such as the Water System Plan, Housing Action Plan, and Capital Facilities Plan facilitate and support the Comprehensive Plan, especially the Land Use and Housing Elements. Even before the next periodic update in 2027 through Growth Management Act requirements, the city must initiate a Comprehensive Plan update to bring the city into compliance with state requirements and better serve the city's needs. This update will incorporate strategies and actions identified in this Housing Action Plan and further identify housing policies to meet housing needs in Mattawa. The update will also create a Future Land Use map for the city that will preserve and expand residential uses.

In addition, the city must update the land use code to reduce barriers to housing development. This includes removing inconsistencies in the code, such as the two separate off-street parking codes, allowing for more flexibility, and streamlining permit review processes. In particular, the code needs to be brought into compliance with state review requirements and timelines as well as simplified for useability with updated graphics and submission requirements.

Gaps Addressed: The city will be unable to successfully attract and incentivize housing development if policy documents and code regulations continue to be barriers. Stakeholders identified in interviews that zoning and development regulations need to be updated to meet market needs and allow for diversity in lot sizes and development density. The update of these regulations will also promote affordable homeownership options by encouraging diverse housing types and potentially introducing a new residential zone for the urban growth area.

Proposed Actions: Overall, barriers to housing production will reduce through an update to the Comprehensive Plan, Critical Areas Ordinance, and development regulations before the next periodic update in 2027. Other proposed actions to reduce barriers include:

- 2.1 Update the city's zoning map to align land uses for compatibility and preserve existing housing stock.
- 2.2 Combine and simplify off-street parking requirements in chapters 17.46 and 15.08 of the Mattawa Municipal Code.
- 2.3 Expand the applicability of residential performance standards in the R-2 zone to all zones where housing is permitted.
- 2.4 Include middle-housing types in the District Use Chart such as townhomes, accessory dwelling units, cottage housing, and other types across residential zones.
- 2.5 Allow accessory uses more broadly in residential zones and define accessory dwelling unit applicability and standards.

Example Community: Anacortes' unified development code provides a streamlined development code example. The city's permitted use chart includes a comprehensive list of residential types and outright permits most of them across residential zones. The code also has a comprehensive accessory uses and structures provision that clearly defines ADUs and design standards. Another success of the Anacortes code is the easy-to-follow permit process tables by type. Since the code updates the city has received an increase in diverse housing-type permit applications⁸.

⁸ Refer to "Anacortes is Getting Housing Done" at <https://mrsc.org/stay-informed/mrsc-insight/april-2022/anacortes-is-getting-housing-done>.



STRATEGY 3. BUILD PARTNERSHIPS WITH LOCAL HOUSING PROVIDERS AND DEVELOPERS TO FACILITATE AFFORDABLE HOUSING.

Lead(s): City, Grant County Housing Authority, Washington Grower's League, Catholic Charities, Local Housing Providers | Timeframe: Long | Investment: \$\$ | Effort: Moderate

Supply | Anti-Displacement | Affordability | Moderate-Density | Homeownership | Stability

Historically, there has been little to no coordination regarding housing in Mattawa. As a result, housing needs have continued to grow as the limited housing supply, reduced homeownership opportunities, and minimal affordable housing gaps increase. Stakeholders indicated a strong desire to build partnerships with the city and community to provide more opportunities for achieving housing. To build partnerships the city can coordinate with local housing groups, non-profit developers, local employers, and faith-based organizations to support housing assistance programs, facilitate homeowner assistance, identify housing locations, or create development incentives.

Specifically, a housing action committee made up of public and private stakeholders is recommended to propose housing programs, and solutions, and track the implementation progress of the HAP. Since there is no housing committee for Grant County, the housing committee might include regional partners. A task the committee could tackle is designating residential targeted areas, affordability requirements, standards and guidelines, and potentially minimum residential densities for applicable areas for a Multifamily Tax Exemption (MFTE) program. The adoption of the MFTE program will provide subsidized housing options for low-income families regardless of employment. The committee can also provide monitoring and review of the effectiveness of the program and ensure that the program considers future updates to State law on MFTE programs.

Gaps Addressed: Housing in Mattawa has been largely driven by the city's agricultural economy. In Mattawa, most of the subsidized housing is provided specifically for temporary farm workers. Through the H-2A Temporary Agricultural Work Program farmworker housing is provided by the Grant County Housing Authority, Washington Grower's League, and other agricultural employers. However, to be eligible to live in H-2A housing, the head of household must be a farmworker with a home base at least 50 miles away from the home site. In addition, rental prices are set annually by the U.S. Department of Agriculture and Washington State Department of Commerce, not by income limits. Community outreach indicates that many temporary or previous residents would stay in Mattawa full-time if given the option for housing.

Proposed Actions:

- 3.1 Develop a housing committee made up of local housing stakeholders to propose programs, develop housing solutions, and track the implementation of the housing action plan.
- 3.2 Increase subsidized housing in Mattawa through programs such as adopting a Multifamily Tax Exemption program for affordable housing development.
- 3.3 Create development agreement standards to promote housing with provisions requiring a percentage of affordable housing and community benefits.
- 3.4 Engage developers and housing providers to provide design standards guidance to streamline permitting and review processes.



STRATEGY 4. MAKE STRATEGIC INVESTMENTS IN INFRASTRUCTURE.

Lead(s): **Public Works and Engineering Departments** | Timeframe: **Long** | Investment: **\$\$\$** | Effort: **Significant**
Supply | Anti-Displacement | Affordability | Moderate-Density | Homeownership | Stability

As indicated throughout this plan, Mattawa needs to increase the housing supply, however, development is constrained by limited infrastructure capacity. The city has grown rapidly between 1990 and 2010 the city experience an annual growth rate of eight percent that is expected to resume in the coming decades. The city's water, sewer, and transportation infrastructure have been unable to keep up with the growing demands. Stakeholders noted in interviews that the city's infrastructure capacity is a major constraint, as the service area is vast, and the stations are located many miles away, which leads to a high cost per linear foot. Many developers find it difficult to provide options at affordable rates.

Furthermore, transportation connectivity in Mattawa is restricted due to many dead-ends in the local road network, the highway main street, and the compact school district. Aside from stop signs, there is also only one controlled intersection in Mattawa, the roundabout at HWY-243 and Government Rd. Supplying sufficient housing in Mattawa will put additional strain on the transportation network. Before increased housing development the city will need to address and mitigate these infrastructure impacts. Not only transportation but water and sewer infrastructure as well.

Gaps Addressed: The city needs more housing units by 2040 than the city's infrastructure can serve without improvements. The city will need at least 900 available water connections by 2040 to meet housing targets. Mattawa's 2022 Water System Plan estimates that with recommended improvements and the commissioning of a new well approximately 400 more water connections will be available. The city will need to plan for additional services required through a comprehensive Capital Facilities plan that considers all projected capital facility needs, not just water.

According to the land capacity analysis in the Housing Needs Assessment, vacant land in the city's residential zones might add 120 units. However, the surrounding urban growth area has the potential to add about 6,000 housing units at full build-out. The city has received four annexation requests in the past three years, further supporting the need to plan for future infrastructure demands.

Proposed Actions:

- 4.1 Develop a comprehensive Capital Facilities Plan with periodic updates.
- 4.2 Update impact fees and processes to allocate funding for infrastructure improvements.
- 4.3 Prioritize funding opportunities for water and sewer service expansion and improvements.
- 4.4 Implement the Water System Plan recommendations to ensure sufficient water supply for future housing development.

STRATEGY 5. CONSIDER ANTI-DISPLACEMENT ACTIONS TO IMPROVE THE STABILITY OF RENTER HOUSEHOLDS AND HOMEOWNERS.

Lead(s): **Planning Department** | Timeframe: **Short** | Investment: **\$** | Effort: **Minimal**



Supply | **Anti-Displacement** | Affordability | Moderate-Density | **Homeownership** | **Stability**

Displacement is when households are involuntarily forced to relocate due to multiple factors such as evictions, increased housing costs, or redevelopment. Mattawa is ranked high on the social vulnerability index citywide, indicating residents are more susceptible to housing displacement (see Appendix D. Displacement Risk Analysis) compared to low social vulnerability communities. Mattawa's population is almost entirely Hispanic/Latino at 96.6% and income earners are significantly below county and state median household income averages earning only \$48,614.

Renters also make up a large portion of Mattawa's households (58%) and earn significantly less than homeowners. Renters in Mattawa are at an especially high risk of displacement due to likely facing significantly more housing challenges than homeowners in the city, including housing security risks, high upfront housing costs such as deposits, and the risk of losing housing if confronted with a sudden loss of income.

The city does not have any tenant protections or anti-displacement programs currently in place. Mattawa also does not have a full-time code enforcement officer, code enforcement is split across city staff and the Mattawa Police Department. As the city continues to grow, a full-time code enforcement officer may be necessary and it will be important to minimize displacement through evictions.

Gaps Addressed: The city projects the need for 125-229 additional housing units for extremely low-income individuals (less than 30% AMI) and eight units/beds dedicated to emergency housing. Allocating emergency shelters and adopting rent increase notice requirements or fee caps will support housing stability for these populations. Interestingly, 11% of survey respondents also indicated that they are staying with friends or family until they find something more permanent further supporting the need for improving housing stability options.

Considering anti-displacement actions such as creating a resource page with translated materials will support housing stability for tenants and homeowners. For example, Washington State already has tenant protections in place through the Residential Landlord-Tenant Act (RCW 59.18), however, these protections can be difficult to navigate and understand for renters, especially non-native English speakers. In Mattawa, 96.7 percent of the population speak Spanish at home and the remaining 2.5 percent speak English. Many of Mattawa's Spanish-speaking population have limited English proficiency – 2,357 residents, or 54 percent of the City's Spanish speakers, do not speak English well or at all. A resource webpage that provides translated resources for tenants will significantly reduce the resource barrier.

Proposed Actions:

- 5.1 Create a resources webpage that is updated regularly for tenant information provided in English and Español.
- 5.2 Adopt local tenant protections such as requiring rent increase notices 90-180 days before the effective date and placing a cap on rent payment late fees.
- 5.3 Ensure future policies and code enforcement do not displace residents.
- 5.4 Designate seasonal farmworker housing as severe-weather shelters for emergency housing.

STRATEGY 6. PROVIDE HOMEOWNERSHIP OPPORTUNITIES.

Lead(s): **City Administration and Planning Department** | Timeframe: **Medium** | Investment: **\$\$** | Effort: **Moderate**



Supply | Anti-Displacement | **Affordability** | Moderate-Density | **Homeownership** | Stability

Ownership vacancy rates in Mattawa have essentially been zero percent for the past decade. Homeowners also make up less than half of households in Mattawa, which is the opposite of county and statewide trends. There is a significant need to increase homeownership opportunities.

Most people searching for ownership housing typically look in nearby Desert Aire since there has been so little housing available in Mattawa in recent years, though housing costs there are very high in comparison. This is also supported by survey responses where 75% of respondents indicated they attempted to purchase a home in the past year but encountered barriers to homeownership. The top two barriers were the inability to afford a home and difficulty finding housing in the right location. Additionally, many city staff, police officers, and professional employees live elsewhere due to the low availability of housing.

Gaps Addressed: In the past twelve years the city of Mattawa has issued only 11 single-family residential permits out of 140 total permits issued. The gap between new housing development is the continued focus on housing for temporary farm workers and low-income wage earners. Mattawa’s housing stock is comprised primarily of mobile and manufactured homes. Most of these are “single-wide” or “double-wide” manufactured homes on single lots rather than in mobile home parks, though there are some mobile home parks in the city. About a quarter of Mattawa’s homes are traditional “stick-built” single-unit detached homes, with a smaller share of duplexes, triplexes, and quadplexes.

Proposed Actions:

- 6.1 Adjust lot size minimums and permitted densities in residential zones.
- 6.2 Support education programs on homeownership.
- 6.3 Encourage rent-to-own opportunities and sweat equity programs.
- 6.4 Create a R-3 zone to permit low-density residential, especially within the urban growth area.
- 6.5 Reduce conditional use requirements for residential uses.

Implementation and Monitoring

The city’s implementation of the six strategy recommendations and accompanying actions will require coordinated efforts among city departments, staff, and local organizations. The majority of recommendations are intended to be achieved by the city with support from other organizations and entities. Each action is provided in the following implementation table to provide clear guidance on which department or entity is responsible for leading the action implementation, the type of action process, and anticipating timing to complete the action. This implementation table is meant to be reviewed and updated through the monitoring process to better meet the identified strategies.

Table 3. Implementation of Recommended Actions

Action	Implementation Lead(s)	Type of Action	Proposed Timing Short-Term = <1 year Mid-Term = 1-3 years Long-Term = >3 years
Strategy 1. Update Mattawa’s zoning and development regulations to enable diverse housing types.			



1.1 Provide development standards for clustered or cottage housing development such as design standards for common spaces, increased open space minimums, and landscaping standards.	Planning and Building Departments	Legislative	Short-Term
1.2 Offer density bonuses to allow a higher number of units than typical for the zone when building diverse housing types.	Planning Department	Legislative	Mid-Term
1.3 Reduce maximum lot coverages and setbacks for the development of middle housing types such as duplexes, triplexes, ADUs, cottage housing, or townhouses.	Planning Department	Legislative	Short-Term
1.4 Offer design bonuses for accessory dwelling units to increase lot coverage maximums when design criteria are met such as a covered porch or entry, covered parking, or material accents.	Planning Department	Legislative	Mid-Term
Strategy 2. Align development regulations and policy documents to reduce barriers to housing production.			
2.1 Update the city's zoning map to align land uses for compatibility and preserve existing housing stock.	Planning Department	Legislative	Short-Term
2.2 Combine and simplify off-street parking requirements in chapters 17.46 and 15.08 of the Mattawa Municipal Code.	Planning Department	Legislative	Mid-Term
2.3 Expand applicability of residential performance standards in the R-2 zone to all zones where housing is permitted.	Planning Department	Legislative	Short-Term
2.4 Include middle-housing types in the District Use Chart such as townhomes, accessory dwelling units, cottage housing, and other types across residential zones.	Planning Department	Legislative	Short-Term
2.5 Allow accessory uses more broadly in residential zones and define accessory dwelling unit applicability and standards.	Planning Department	Legislative	Short-Term
Strategy 3. Build partnerships with local housing providers and developers to facilitate affordable housing.			
3.1 Develop a housing committee made up of local housing stakeholders to propose programs, develop housing solutions, and track implementation of the housing action plan.	City and Local Housing Providers	Administrative	Mid-Term, Ongoing
3.2 Increase subsidized housing in Mattawa through programs such as adopting a Multifamily Tax Exemption program for affordable housing development.	City and Local Housing Providers	Administrative	Long-Term
3.3 Create development agreement standards to promote housing with provisions requiring a percentage of affordable housing and community benefits.	Planning Department and City Legal	Legislative	Mid-Term
3.4 Engage developers and housing providers to provide design standards guidance to streamline permitting and review processes.	City and Local Housing Providers	Administrative	Mid-Term, Ongoing



Strategy 4. Make strategic investments in infrastructure.			
4.1 Develop a comprehensive Capital Facilities Plan with periodic updates.	Public Works and Engineering Departments	Legislative	Long-Term, Ongoing
4.2 Update impact fees and processes to allocate funding for infrastructure improvements.	Public Works and Engineering Departments	Administrative	Mid-Term, Ongoing
4.3 Prioritize funding opportunities for water and sewer service expansion and improvements.	Public Works and Engineering Departments	Administrative	Long-Term, Ongoing
4.4 Implement the Water System Plan recommendations to ensure sufficient water supply for future housing development.	Public Works and Engineering Departments	Administrative	Long-Term, Ongoing
Strategy 5. Consider anti-displacement actions to improve the stability of renter households and homeowners.			
5.1 Create a resources webpage that is updated regularly for tenant information provided in English and Español.	City Administration	Administrative	Short-Term, Ongoing
5.2 Adopt local tenant protections such as requiring rent increase notices 90-180 days before the effective date and placing a cap on rent payment late fees.	City Legal	Legislative	Mid-Term
5.3 Ensure future policies and code enforcement do not displace residents.	City Administration	Administrative	Long-Term, Ongoing
5.4 Designate seasonal farmworker housing as severe-weather shelters for emergency housing.	City Administration and Planning	Administrative	Mid-Term
Strategy 6. Provide homeownership opportunities.			
6.1 Adjust lot size minimums and permitted densities in residential zones.	Planning Department	Legislative	Short-Term
6.2 Support education programs on homeownership.	City Administration	Administrative	Mid-Term
6.3 Encourage rent-to-own opportunities and sweat equity programs.		Administrative	Mid-Term
6.4 Create an R-3 zone to permit low-density residential, especially within the urban growth area.	Planning Department	Legislative	Long-Term
6.5 Reduce conditional use requirements for residential uses.	Planning Department	Legislative	Short-Term

Monitoring Work Plan

The following is a monitoring work plan for the city to assess key performance indicators in achieving the city's six housing objectives. This work plan is a template to be completed annually to review the effectiveness of the recommended strategies and actions.

Work plan template to be completed in the final plan.



DRAFT



Appendix

A. Housing Needs Assessment

To be inserted in final plan design.

DRAFT



B. Future Housing Needs by Income Bracket

Based on the 2021 median household income estimate of \$49,463, the average Mattawa household could afford to purchase a home priced around \$206,652 or rent a house for around \$828/month. Assuming no large increase in median incomes in the area, homes in the range of \$150,000 to \$250,000 and rental rates between \$800 and \$1200 per month are needed more than any other price level. The majority of households in Mattawa are considered very low-income (37%) to low-income (44%), which indicates the need for affordable, market-rate rate housing that minimizes the cost-burdened status of households.

The 2018 Grant County Comprehensive Plan estimated that Mattawa would account for 6.39 percent of the county's population by 2038. Using this same share of the county population with the OFM population forecast for 2040 results in a projection of 8,498 people. This population projection can be used to estimate the number of housing units that will be needed in Mattawa by that time. This estimation provides two scenarios based on different household sizes. Current estimates show about four people per household in Mattawa. This is significantly higher than regional and statewide averages due to large family sizes, doubling up, and overcrowding among the farmworker population as discussed in "Household Size, Type, and Tenure" previously. The "high-household size" projection assumes a continuation of 4.14 persons per household and indicates that Mattawa would need 912 more housing units by 2040. The "low-household size" projection assumes that an increase in housing stock would shift average household sizes down to three people per household, the benchmark used in the 2018 Grant County Comprehensive Plan forecasts for needed households. This projection, therefore, produces a significantly higher number of needed units at 1,672 units required by 2040.

Based on the total housing unit need by high and low-household sizes respectively and using the Department of Commerce's Housing for All Planning Tool to calculate housing unit distribution by income bracket based on the 2040 allocation of need, Table 1 illustrates the new units needed under a medium growth scenario in 2040.

The very low-income bracket (>30-50% AMI) will need 126 additional units in the high household size scenario and 230 in the low household size scenario. The low-income bracket (50-80% AMI) will need 163 housing units in the low-household size scenario and 297 in the high-household size scenario. About half of these housing units should be rentals, consistent with the findings in the Low-Income and Cost-Burdened Households findings in this Housing Needs Assessment. The projected need for extremely low-income housing units, which fit HUD income-restricted housing requirements is 125 additional units in the high household size scenario and 229 in the low household size scenario. Over two-thirds of these units should be rentals and 8 units should be dedicated to emergency or temporary housing needs. For moderate-income households or greater, the majority of these units should be ownership households.

Table 4. 2040 New Units Needed under Future "Medium Growth" Scenario by Income Bracket

Income Level (% of Area Median Income)	Distribution of Units, Based on Allocation of Need	New Units Needed at Household Size: 4.14 (Mattawa)	New Units Needed at Household Size: 3 (Grant County)
Extremely Low-Income (0-30%)	11%	125	229



Very Low-Income (>30-50%)	24%	126	230
Low-Income (>50-80%)	29%	162	297
Moderate Income (>80-100%)	8%	79	145
Above Moderate Income (>100-120%)	6%	76	138
Greatly Above Median Income (120%+)	22%	344	633
TOTAL	100%	912	1,672

Sources: ESRI, American Community Survey (ACS), Table DP04, Grant County Comprehensive Plan (2018), Washington Office of Financial Management, Grant County, City of Mattawa, Leland Consulting Group, and WA State Commerce Draft Housing for All Planning Tool (2022)

Notably, the income bracket with the highest projected new units needed is the greatly above median income (120% AMI). The primary reason for this may be the low existing housing stock for this income bracket estimated at only 25 units. This reflects a lack of diversity in the housing options available to local households and a mismatch between available housing units and income levels. Most housing markets have some level of fluidity, as households sell and buy homes regularly to suit their needs at different stages of life. When there is no little-to-no fluidity in the housing market low-income populations are displaced as above moderate-income households occupy the limited available housing supply. Building market-rate housing that meets the housing needs of the above moderate-income households will free up affordable housing options for low- to moderate-income households



C. Community Engagement Results

[To be added when community survey is completed on 2/28]

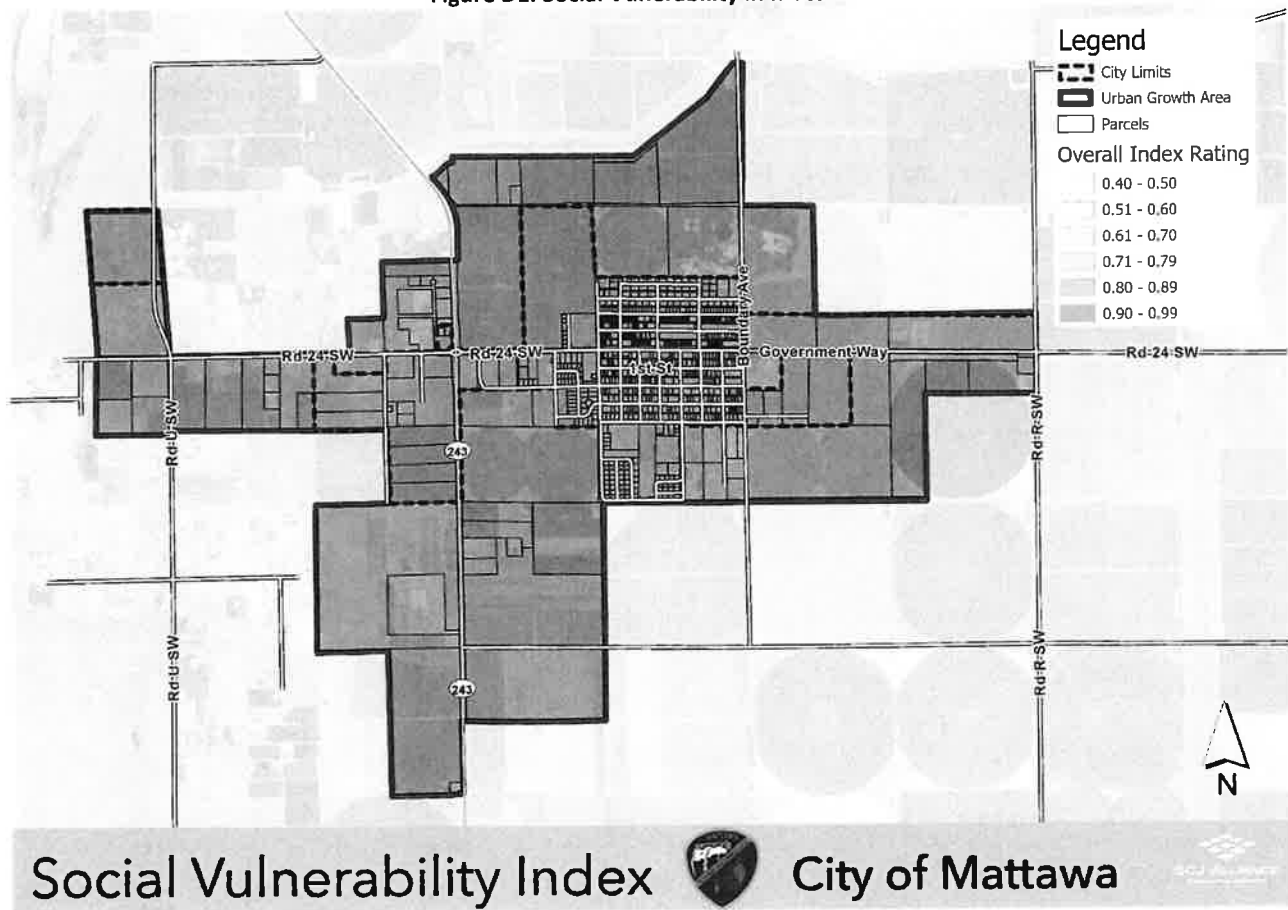
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D. Displacement Risk Analysis

Displacement refers to instances when a household is forced or pressured to move from their home against their will. Low-income populations are at high risk of displacement resulting from redevelopment. In particular, cost-burdened and severely cost-burdened households are at the highest risk of displacement when housing costs rise or life circumstances change due to already paying more than 30% of their income on housing. Nearly 10 percent of Mattawa’s households are severely cost-burdened, spending over half of their income on housing costs. Many households in Mattawa are at risk of displacement regardless of location due to temporary farmworker housing limitations, a high number of renter households, and lower-than-average median income citywide.

Figure D1. Social Vulnerability in Mattawa



Displacement risk analysis results identify most if not all of Mattawa with high vulnerability concerns. Social vulnerability refers to the potential negative effects on communities caused by external stresses on human health. Such stresses put these populations at high risk of displacement and more susceptible to suffering and economic loss. As shown in Figure D1, the social vulnerability is high at 0.91 for all of Mattawa and the



surrounding urban growth area. Mattawa is also home to many persons of color (96% Hispanic/Latino) and non-English speaking residents who face disproportionate displacement risk.

Renters have the highest risk of displacement than any other population in Mattawa. Renters make up 58% of the households in Mattawa and earn significantly less than homeowners. On average, the median household income for renters in 2020 was \$33,125, compared with \$64,583 for homeowners—only about half as much. Given that two-thirds of Mattawa residents are renters, this confirms that Mattawa’s rental households likely face significantly more housing challenges than homeowners in the city, including housing security risks, high upfront housing costs such as deposits, and the risk of losing housing if confronted with a sudden loss of income. Significantly, most multifamily rental units are located in the C-2 zone such as the Orchard Apartments, Mattawa Apartments, and Grant Housing Authority apartments. There are also rental duplexes and small 4-6 unit buildings located throughout the city. As Mattawa continues to grow and commercial development expands, it will be important to have incentives and policies in place that protect multifamily housing developments and rentals to minimize the displacement of renters and low-income populations.

Currently, the city does not have a code enforcement officer that can monitor or enforce evictions. The City’s Police Department enforces code violations, including evictions. Mattawa has an eviction rate of 0.3%, which represents the number of eviction filings per 100 renters (Eviction Lab, 2020), which is lower than the County’s rate of 1%. In 2020, only 2 evictions were filed in Mattawa that threatened two households. Based on interviews with the Police Department and public outreach, the most common reason for evictions is due to farm workers overcrowding or inhabiting non-dwelling structures such as sheds or garages, which are not always reported as evictions. While residential eviction is disruptive to individuals, inadequate space for living and poor housing conditions can be hazardous. Evictions can be avoided by increasing the housing supply for both temporary farm workers and permanent residents to reduce overcrowding and unlawful habitations.

Overall, most of Mattawa’s residents are at risk of displacement but certain populations such as renters are more susceptible to being threatened by evictions, are severely cost-burdened, and are located in high-risk areas such as general commercial cores. Strategies proposed in the Housing Action Plan and anti-displacement policy implementation should be strongly considered citywide.



E. Policy and Regulations Evaluation

The purpose of this evaluation is to evaluate the City of Mattawa's last adopted Comprehensive Plan Housing element and related elements to determine the City's successes and barriers to developing housing related to the achievement of goals and policies and implementation consistent with RCW 36.70A.600 (2)(e)). This policy evaluation informs the strategies in the city's future Housing Action Plan. In addition to primarily reviewing the Housing Element, this document reviews other related Comprehensive Plan elements, including Land Use and Capital Facilities where policies related to housing are mentioned.

Policy Evaluation Criteria

This evaluation takes into consideration the findings of the Housing Needs Assessment including anticipated growth, permit issuance trends, and identified gaps concerning the city's Comprehensive Plan policy implementation. The review considers the following evaluation criteria in terms of success in achieving housing unit needs as well as the achievement status of each goal and policy referenced:

Connection to the HNA or HAP objectives

- C – continuing need for the goal/policy to meet identified gaps in the HNA or HAP objectives
- A – amend to address HNA gaps
- N – not directly related to housing needs or objectives

Achievement of goals, policies, and actions

- E – early or not yet initiated
- M – moderate progress
- C – completed



Figure E6. Policy Evaluation Matrix

Goal, Policy, or Action Number	Adopted Housing Element Goals, Policies, and Actions	Status	Connection to the HNA or HAP	Achievement of Goals, Policies, and Actions	Recommendation
LAND USE ELEMENT					
LU1.1	Managing [sic] growth so that the delivery of public facilities and services will occur in a fiscally responsible manner to support development and redevelopment in the town.	The city regularly updates its Water System Plan and will regularly update the Comprehensive Plan, including the capital facilities element.	N	M	Regularly update facilities plans and comprehensive planning documents.
LU1.5	Encourage land use planning techniques to provide housing for all economic levels, thereby promoting a balanced community.	The city would like to amend its development regulations to allow greater flexibility in the zoning regulations of housing types and densities.	N	E	Update zoning code.
LU1.6	Provide safe and comfortable residential neighborhoods by developing a well-balanced combination of land uses and efficient transportation systems.	The city's zoning map and existing land uses are mismatched limiting code effectiveness to balance land uses.	N	E	Update City's zoning map.
LU2.1	Review the Urban Growth Area, minimally every ten years, to determine adequate land for development.	The city has not reviewed the UGA since the last comp plan update in 2006.	N	E	Collaborate with County to assess the UGA boundary and designate



					placeholder zoning.
LU2.2	Maintain the zoning to allocate enough land for a variety of necessary sites and uses including varying densities for commercial, industrial, residential, and mixed-use development.	No variety in the code. Only two residential zoning districts and two commercial zoning districts.	A	E	Update the zoning code to allow more diverse housing types and densities.
LU2.3	Eliminate incompatible land uses or blighting influences through active code enforcement.	The city does not enforce the codes.	N	E	Research funding for a code enforcement officer.
LU2.5	Promote harmony between business, industry, and residential areas, through balanced zoning, open space corridors, and public involvement.	Similar to LU 1.6, H4	N	E	Update zoning code.
LU4.2	Support balanced housing options to encourage employment opportunities.	Recent housing developments have been focused on temporary farm worker housing primarily multi-family rentals.	C	E	Update zoning code to permit housing diversity.
LU5	Conserve the character of residential neighborhoods through the maintenance and support of existing and future recreational and cultural activities.	City hosts and supports existing cultural and recreational activities at Hund Memorial Park and throughout the city.	N	M	Update zoning code to increase open space requirements to meet recreational and cultural space needs.
HOUSING ELEMENT					
H1	Promote and assist in the development of affordable	City code does include affordable housing requirements or incentives, code update will	C	E	Update zoning code.



	housing on all residentially zoned properties.	include incentives to encourage affordable housing			
H1.1	Surplus municipally owned properties suitable for residential development at a reduced cost to those developers constructing "affordable" housing.	City policy is for development to pay for development. The city does not have surplus properties or the resources to obtain them.	A	E	Amend the objective to promote affordable housing through other methods such as development agreements that require a certain percentage of affordable homes.
H1.2	Promote new residential development at densities that will allow cost savings and consolidation of services.	No flexibility in density in the code. Only two residential zoning districts.	C	E	Update zoning code.
H1.3	Maintain Development Codes, Zoning, and other regulatory measures to allow [sic].	The city maintains and updates development codes and zoning as required by the GMA	C	M	Update development regulations.
H1.4	Allow non-conforming existing platted lots to be developed.	The city does not want to continue non-conforming uses and wants to phase them out.	A	E	Update zoning code.
H1.5	Support auxiliary apartments in residential zones for low to moderate-income housing.	City wants to make accessory dwelling units more accessible throughout the code.	A	E	Update language to be inclusive of "accessory dwelling units".
H1.6	Flexibility regarding density, and parking requirements for elderly housing encouraging smaller units and more compact housing types (cluster,	The code does not allow flexibility in density or parking requirements. Lot size minimums and high parking requirements i.e. general retail is 1 space/100 sf	A	E	Update zoning code.



	townhouses, apartments).				
H1.7	Allow zero-lot-line development to encourage efficient land use.	Code allows this in some districts for certain uses. Not directly related to housing.	N	C	Update zoning code.
H1.8	Maintain zoning and develop requirements that allow for manufactured homes in residential zones provided building requirements are met.	Manufactured homes are permitted throughout residential districts and have separate development regulations.	C	C	Continue permitting manufactured homes.
H2	Encourage the development of mixed uses within commercially designated areas	Code only permits mixed-uses through a mixed-use planned development in the C-2 zone.	A		Update the zoning code to permit mixed uses outright in the C-1 zone.
H2.1	Allow multi-family housing within existing retail commercial areas in particular in existing commercial or community structures as long as the street level use remains commercial.	Residential developments in commercial is only multi-family and do not have street-level commercial.	A	E	Update the zoning code and enforce the code to maintain the commercial character of the C-1 District while promoting multi-family residential.
H3	Regularly examine the needs of the current residents, in order to direct new housing development, rehabilitated housing, and assisted housing to where it is most needed.	City is completing this housing action planning effort and will continue to assess housing needs in future comprehensive plan periodic updates.	C	C	Periodically update the Comprehensive Plan



H3.1	Promote strategies and programs that encourage homeownership, rehabilitation and new construction.	The city needs to develop a housing program to provide these services.	A	E	Create a housing education program.
H3.2	Seek out State and Federal housing programs and make recommendations regarding future grant applications that will assist in providing affordable housing. Emphasis should be given to programs that involve partnerships between the public and private sectors in the development of housing.	The city does not pursue housing programs or funding.	A	E	Amend the objective in the next comp plan update to generally promote public-private partnerships for housing opportunities.
H4	Preserve the fabric and character of existing residential neighborhoods.	Similar to LU 1.6, LU 2.5	N	E	Update City's zoning map.
H4.1	Protect public health and safety by preventing the encroachment of incompatible land uses.	City to evaluate screening and buffering during the code update. Currently, there are very few requirements for screening and buffering.	N	E	Update zoning code.
H4.2	The town will require vegetated buffers between new residential areas and main roads and areas zoned for different uses, such as farmland.	Similar to H4.1	N	M	Update zoning code, evaluate incompatible uses, and reduce the opportunity for incompatible uses to be cited adjacently. Include screening and buffering in the code update.
H4.3	Promote cluster development, placed off main arterial	Similar to H4.1, H4.2	N	M	Update zoning code.



	roads, with vegetated buffer strips between homes and main roads.				
H5	Encourage the preservation of the existing housing stock through rehabilitation efforts.	The city does not currently provide rehabilitation support programs or services.	A	E	Develop housing rehabilitation support services such as a community-wide clean-up or partner with Grant County Housing Authority
H5.1	Support coordination with neighborhood-based groups or other volunteer organizations to promote housing rehabilitation and community revitalization efforts.	The city continues to support housing groups and provide permit technical assistance to local, small-scale developers.	N	E	Update zoning code to streamline permit processes for housing development.
CAPITAL FACILITIES ELEMENT					
CF1.11	The town will emphasize capital improvement projects which promote the conservation, preservation, or revitalization of commercial, industrial, and residential areas of Mattawa.	Similar to LU1.1	N	E	Regularly update facilities plans and comprehensive planning documents.

Development Regulations Review

The city's development regulations can make or break housing production and supply specifically related to zoning, which regulates permitted uses. Zoning determines where and what can be built including housing density, size, and type. As described in the Land Capacity Analysis of this Housing Needs Assessment, Mattawa's zoning code contains two commercial and two residential districts: Residential Single-Family – Medium Density



(R-1), Residential Multifamily – High Density (R-2), Community Business District (C-1), and General Commercial (C-2). Overall, Mattawa’s zoning code is very simple and does not provide significant barriers to housing development. However, a code update could incentivize or facilitate intentional development that prioritizes housing, particularly in the C-1 and C-2 zones which make up 83% of the city and have more vacant land available.

Mattawa’s permitted use table or district use chart was last updated in 2007. The code indicates that “no use shall be allowed in a use district that is not listed in the use chart as either permitted, accessory or conditional use unless the administrator determines that an unlisted use is similar to one that is already enumerated in the use chart and may therefore be allowed, subject to the requirements associated with that use and all other applicable provisions of the town of Mattawa.” The following acronyms apply to the following use chart. If there is nothing located in the district for that use listed, that use is not allowed.

- PRM - Permitted Use
- ACC - Accessory Use
- CUP - Conditional Use Permit
- PD - Planned Development

Table E5. MMC 17.40 District Use Chart

	R-1	R-2	C-1	C-2
RESIDENTIAL USES				
Accessory Dwelling	CUP	PRM		
Assisted Living Facility		PRM	PRM	
Bed and Breakfast		PRM		
Caretaker’s Residence				ACC
Carport, Garage, Detached	ACC	ACC		
Condominiums - Residential		PRM		
Construction Office, associated with: valid building permit	PRM	PRM	PRM	PRM
Convalescent Home		PRM	PRM	
Covered Outdoor’ Patios	ACC	ACC	ACC	
Day Care Center		CUP	CUP	
Day Care Home	PRM	PRM		
Duplex Dwelling	PRM	PRM		
Fences, Residential	ACC	ACC		
Fences, Security				
Group Home		PRM		
Halfway House				
Home Occupation	PRM	PRM		
Manufactured Home		PRM		



	R-1	R-2	C-1	C-2
Manufactured Home, Designated	PRM	PRM		
Manufactured Home Park (Mobile Home Park)		PD		
Mixed Use Planned Development	PRM	PRM		PRM
Modular Dwelling	PRM	PRM		
Multifamily Dwelling		PRM	PRM	PRM
Outdoor Fireplace	ACC	ACC		
Residential Planned Development	PRM	PRM		
Renting 4 rooms or less, within a home - not independent units		PRM		
Rooming/Lodging House		PRM		
Single-Family Dwelling	PRM	PRM		
Storage of 1 each, boat, TT, motor home, or pickup truck, outside of setbacks	PRM	PRM		
Swimming Pools, Private, Hot Tubs	PRM	PRM		

Although residential uses are permitted to some extent in all zoning districts, Mattawa’s Residential Zones only have the land capacity for an additional 120 units, when the city needs a minimum of 912 units at a high-household size projection (see Table 7. Potential Housing Unit Development in Mattawa and UGA). An overhaul of the development regulations and code, including updating the permitted use chart is necessary to facilitate and incentivize housing development in the C-1 and C-2 zones as well as designating low to-moderate density residential uses in the city’s UGA. Some specific recommendations include:

- **Outright permit accessory dwelling units across all residential zones**
- **Adopt a low-density residential zone for future annexation properties to facilitate single-family housing development**
- **Permit halfway or transitional housing in the R-2 zone**
- **Permit mixed-use planned developments across all zones as planned developments (PD)**
- **Add cottage housing, townhomes, and other innovative housing types to the use chart and permit where appropriate.**
- **Reduce conditional use permit requirements in residential zones where appropriate**



F. Monitoring and Evaluation Work Plan

To be developed in final plan

DRAFT



MEMORANDUM

TO: MATTAWA CITY COUNCIL
FROM: NANCY WETCH, P.E.
MICHAEL WOODKEY, P.E.
DATE: JANUARY 20, 2023
SUBJECT: WATER AND SEWER UTILITY RATE
STUDY UPDATE
CITY OF MATTAWA, GRANT COUNTY,
WASHINGTON
G&O #22813.00

The purpose of this Memo is to provide an updated evaluation of the City's rate structure as it relates to cost recovery for operation and maintenance (O&M) costs, existing and future debt service, future capital improvement projects, and maintaining adequate levels of cash reserves. For each utility, this Memo provides various rate alternatives, which result in healthy fund balances through the year 2029. Capital improvement expenses are considered from the City's *2022 Water System Plan*, *2017 Wastewater Facility Plan* (including subsequent budget adjustments thereto), and other capital improvements desired by the City. This Memo serves as a supplement to the City's *2018 Water and Sewer Utility Rate Study*. The rate evaluation and forecasting strategy used in this evaluation is consistent with the methodology used previously.

WATER UTILITY

Overall Summary

The water utility is in reasonable financial health, based on a review of historical cash flows (2017 through 2021). Current water rates generate sufficient revenue to pay for water system O&M costs and annual debt service, however, existing rates do not generate the revenue necessary to fund the Capital Improvement Plan included in the *2022 Water System Plan*. This Memo provides various rate alternatives for the City through 2029, which can fund the proposed Capital Improvement Plan while maintaining reasonable financial health within the water utility.

Financial Evaluation

Historical revenue and expenditures for the water operating fund from 2017 to 2021 are given in Table 1. The water utility has maintained positive net operating revenues for 3 of the last 5 years. Negative net operating revenues experienced in 2020 and 2021 can be attributed to *Water System Plan*-related expenses. This planning-related expense was anticipated by the City, and sufficient cash reserves were available to fund the planning effort.



TABLE 1
Water Utility Financial Information

	2017	2018	2019	2020	2021
Revenues					
Water Sales	\$401,326	\$429,622	\$451,751	\$456,938	\$504,601
Taxes	\$58,844	\$63,189	\$66,120	\$68,018	\$73,703
Bulk, Hydrant Meter Water Sales, and Fees	\$35,736	\$24,403	\$14,006	\$29,456	\$16,023
Investment Interest and Surplus Sales	\$7,483	\$15,133	\$13,555	\$6,649	\$12,755
Administrative and Hook Up Fees	\$2,575	\$4,864	\$5,425	\$2,075	\$1,275
Engineering/Professional Services	\$0	\$0	\$0	\$1,967	\$12,855
Late Fees	\$6,181	\$6,039	\$7,264	\$1,930	\$4,472
Total Revenues	\$512,145	\$543,249	\$558,122	\$567,033	\$625,684
Expenditures					
Wages and Benefits	\$162,998	\$176,179	\$216,126	\$196,492	\$194,674
Taxes	\$101,020	\$106,955	\$114,187	\$126,417	\$146,706
Debt Service	\$70,144	\$70,107	\$70,069	\$70,029	\$69,987
Vehicles, Equipment, and Tools	\$7,533	\$13,050	\$15,388	\$46,491	\$62,256
Utilities	\$39,124	\$27,539	\$33,752	\$38,517	\$34,880
Water System Repairs and Capital Improvements	\$35,874	\$3,098	\$23,841	\$26,390	\$30,010
Engineering/Professional Services	\$16,935	\$11,009	\$3,947	\$18,323	\$59,896
Administrative	\$9,501	\$15,152	\$21,322	\$17,668	\$17,747
Chemicals and Sampling	\$6,416	\$14,052	\$10,036	\$13,521	\$10,144
Insurance	\$11,147	\$12,504	\$15,361	\$13,000	\$17,128
Water Meters	\$3,381	\$19,461	\$7,895	\$11,023	\$11,922
Permits and Fees	\$4,204	\$5,911	\$2,497	\$6,011	\$8,706
Miscellaneous	\$255	\$2,738	\$896	\$4,430	\$0
Travel and Training	\$2,838	\$2,460	\$5,856	\$2,034	\$2,205
Total Expenditures	\$471,370	\$480,215	\$541,172	\$590,347	\$666,261
Beginning/Ending Cash					
Beginning Cash	\$815,876	\$856,652	\$919,686	\$936,636	\$913,322
Net Revenues	\$40,776	\$63,034	\$16,950	(\$23,314)	(\$40,576)
Ending Cash	\$856,652	\$919,686	\$936,636	\$913,322	\$872,745

Existing Water Rates Evaluation

Water rates are included in Appendix W of the Mattawa City Code. A summary of water rates as of January 2022 are provided in Table 2.



TABLE 2
Existing Water Rates

Customer Type	Monthly Rate (Includes 20,000 Gallons)	Average Use Rates (\$/1,000 Gallons)		
		20,000 Gallons - 35,000 Gallons	35,000 Gallons - 80,000 Gallons	Over 80,000 Gallons
Residential Connections, Per Unit	\$28.99	\$0.60	\$0.70	\$1.05
Commercial, Per Meter	\$28.99	\$0.60	\$0.70	\$1.05
Mobile Home Parks, Per Space	\$28.99	\$0.60	\$0.70	\$1.05

An evaluation of the City’s existing rate structure against the *American Water Works Association (AWWA) Principles of Water Rates, Fees, and Charges* is provided in Table 3. In general, the City’s existing rate structure is consistent with these standardized rate metrics, with the exception of effectively promoting conservation. The volume allowance included with each rate payers’ base rate (20,000 gallons) exceeds typical base allowances in neighboring communities.

TABLE 3
Existing Water Rate Evaluation

Criteria	Description
Cost Recovery	<ul style="list-style-type: none"> Revenues are greater than expenses. City has met this requirement 3 of last 5 years.
Revenue Stability	<ul style="list-style-type: none"> City receives 81 percent of revenue from base rates. The system is generally considered stable.
Simplicity/Understandability	<ul style="list-style-type: none"> The City rates are simple, with a base rate and a volume charge.
Affordability	<ul style="list-style-type: none"> Typical monthly bill is \$29.98 (approximately \$360 annually). Currently the rates are less than 1 percent of median household income (MHI=\$48,614).
Promotion of Conservation	<ul style="list-style-type: none"> The existing rate structure only charges for a volume over 20,000 gallons.
Legality/Defendability	<ul style="list-style-type: none"> Existing rate structure charges all accounts within the City limits, similarly.
Equitability	<ul style="list-style-type: none"> Water bill is generally proportional to usage.

Table 4 presents a comparison for the average, single-family residential bill for the City of Mattawa, as compared to other eastern Washington cities. This evaluation is completed by applying each City’s rate structure to the average water usage for a typical, single-family residential customer within the City (711.6 gallons per day, per the *2022 Water System Plan*).



TABLE 4
Water Bill Comparison⁽¹⁾

City	Base Rate (\$)	Volume Included in Base Rate (Gallons)	Overage Rate (\$/Gallon)	Monthly Bill (\$)⁽¹⁾
Okanogan	\$61.07	3,000	\$0.002680	\$111.04
Soap Lake	\$41.19	3,740	\$0.003676	\$107.01
Zillah	\$16.93	2,244	Tiered Rates	\$104.95
Wenatchee	\$15.58	0	\$0.003368	\$88.48
Chelan	\$61.57	7,000	\$0.001680	\$86.17
Toppenish	\$48.48	4,488	\$0.001859	\$80.37
Cle Elum	\$55.03	8,977	\$0.001658	\$76.03
Ephrata	\$55.80	0	\$0.000900	\$75.28
Royal City	\$51.10	10,000	\$0.001970	\$74.04
Yakima	\$12.55	0	\$0.002780	\$72.72
Mabton	\$45.85	4,010	\$0.001457	\$71.54
Ellensburg	\$25.80	0	\$0.001920	\$67.36
Sunnyside	\$17.73	2,244	\$0.002400	\$64.29
Entiat	\$42.31	0	\$0.001000	\$63.95
Grandview	\$23.77	0	Tiered Rates	\$62.82
George	\$49.03	8,000	\$0.009800	\$62.40
Kittitas	\$43.57	10,000	\$0.000570	\$50.21
Omak	\$34.34	7,480	\$0.000975	\$48.15
Spokane	\$18.23	0	Tiered Rates	\$42.66
Moses Lake	\$22.52	0	\$0.000561	\$34.66
Mattawa	\$28.99	20,000	Tiered Rates	\$29.98
Quincy	\$15.46	2,992	\$0.000589	\$26.45

(1) Based on average water use per day, for a City of Mattawa, single-family residential customer (711.6 gallons per day).

In order to evaluate the equitability of the existing water rates, the portion of revenue received from a customer classification is compared to the portion of water usage which that classification consumes. For a perfectly equitable rate structure, water revenue would be directly proportional to water rate revenue. In practice, however, perfect equitability within a rate structure is generally not attainable. This evaluation is provided in Table 5. Customer classifications identified in red provide proportionally less revenue than their associated water consumption.



TABLE 5
Equitability Evaluation

Customer Classification	Percent of Water Revenue	Percent of Water Usage
Multi-Family Users Out of Town	4.9%	1.7%
Residential Out of Town	3.7%	1.5%
Multi-Family Users (Residential)	18.3%	11.7%
Commercial Out of Town	6.2%	4.7%
Commercial in Town	11.5%	13.6%
Residential	52.8%	62.1%
City Water Accounts	2.4%	4.3%
Senior Discount	0.3%	0.5%

An analysis of the existing rate structure’s ability to promote conservation is presented in Table 6. As mentioned previously, the rate structure’s 20,000-gallon base volume allowance is much higher than the typical base allowance provided by neighboring cities. For a rate structure to incentive conservation, the unit cost of water should increase as more water is consumed. However, under the current rate structure, customers consuming in excess of 20,000 gallons per month on average pay less per 1,000 gallons (1 kgal) of water consumed than customers in 0-20,000 gallon per month of consumption range.

TABLE 6
Conservation Analysis

Customer Classification	Percent of Billings by Monthly Consumption (Kgal/Month) 2017 through 2021				
	0-5	5-10	10-15	15-20	20+
Commercial	6%	2%	1%	1%	4%
Residential	13%	20%	12%	9%	33%
Total	19%	21%	13%	10%	37%
Average Bill \$/kgal	\$13.79	\$4.43	\$3.27	\$2.54	\$1.30

Future Water Rate Evaluation

The Capital Improvement Plan identified in the *2022 Water System Plan* includes approximately \$8 million of water system capital improvements to be completed through 2029. Financing for these improvements is assumed to be provided by new debt service, and to be paid by rate payers.

Over the past 5 years, the City has adopted a 3 percent annual rate increase. Assuming this rate increase continues through 2029, Table 7 presents the projected revenues, expenditures (O&M), capital improvement expenditures, net revenues, and ending cash balance for the water utility (all-funds). As shown in Table 7, continuing with 3 percent rate increases will not sustainably fund the adopted Capital Improvement Plan, and results in negative net operating revenues exceeding \$200,000 by 2029.



TABLE 7
Financial Projections – 3 Percent Annual Increase

	2022	2023	2024	2025	2026	2027	2028	2029
Revenues								
Water Sales (3 Percent Rate Increase from Rate Model)	\$484,116	\$498,634	\$513,593	\$529,001	\$544,871	\$561,217	\$578,053	\$595,395
Growth Revenue (1.258 Percent Growth)	\$0	\$6,271	\$12,999	\$20,211	\$27,931	\$36,189	\$45,013	\$54,434
GFC Revenue	\$38,881	\$39,370	\$39,865	\$40,366	\$40,874	\$41,388	\$41,908	\$42,435
Other Revenue	\$124,306	\$128,482	\$132,804	\$137,275	\$141,902	\$146,689	\$151,642	\$156,768
Total Revenues	\$647,303	\$672,757	\$699,261	\$726,853	\$755,577	\$785,482	\$816,617	\$849,033
Expenditures								
Total Expenditures	\$495,347	\$514,428	\$534,265	\$554,885	\$576,322	\$643,608	\$621,777	\$645,864
Capital Improvements								
Total Capital Improvements	\$1,724,000	\$40,170	\$45,619	\$33,875	\$6,254,452	\$49,849	\$42,986	\$56,574
Capital Improvements Funding								
New Loans – Debt Proceeds	\$1,690,000				\$6,212,809			
New Loans – Debt Service			(\$78,792)	(\$78,792)	(\$78,792)	(\$78,792)	(\$368,450)	(\$368,450)
Existing Debt Service	(\$69,944)	(\$69,899)	(\$69,852)	(\$69,804)	(\$69,753)	(\$69,701)	\$0	\$0
Net Capital Improvements	\$1,620,056	(\$69,899)	(\$148,644)	(\$148,596)	\$6,064,263	(\$148,493)	(\$368,450)	(\$368,450)
Beginning/Ending Cash								
Beginning Cash (401, 402, 404, 407, and 411)	\$1,236,026	\$1,284,039	\$1,332,298	\$1,303,032	\$1,292,528	\$1,281,594	\$1,225,127	\$1,008,532
Net Revenues	\$48,012	\$48,260	(\$29,267)	(\$10,503)	(\$10,934)	(\$56,467)	(\$216,595)	(\$221,855)
Ending Cash	\$1,284,039	\$1,332,298	\$1,303,032	\$1,292,528	\$1,281,594	\$1,225,127	\$1,008,532	\$786,677
Typical Monthly Bill	\$30	\$31	\$32	\$33	\$34	\$35	\$36	\$37



Four rate structure alternatives were developed, which provide revenue to maintain sufficient ending cash balances, while funding the proposed Capital Improvement Plan. Each rate structure is described in Table 8. Financial projections are provided in Table 9 through Table 12.

TABLE 8

Rate Alternative Summary

Alternative	Description	Rate Model Determination	Financial Projection
Alternative 1 – Rate Increase	Implement aggressive rate increases for all customer classifications each year.	See table for increase schedule.	See Table 9
Alternative 2 – Base Volume Modifications with Rate Increase	Progressively lower the volume of water included in the Base Rate with moderate rate increases.	Lower volume included in the Base Rate to 5,000 gallons by 2028.	See Table 10
Alternative 3 – Ready-To-Serve Rate Structure	Charge for fixed costs incurred, for providing service and all volume usage.	Implement a Ready-To-Serve rate by 2025. Modify overage tiers to promote conservation.	See Table 11
Alternative 4 – Staff Preferred, Base Volume Modifications with Rate Increase	Lower the volume of water included in the Base Rate, with moderate rate increases.	Lower volume included in the Base Rate to 14,000 gallons in 2023.	See Table 12



TABLE 9
Variable Annual Rate Increase

	2022	2023	2024	2025	2026	2027	2028	2029
Revenues								
Rate Increase	-	12.0%	12.0%	12.0%	6.0%	4.5%	4.5%	3.0%
Water Sales (Rate Increase Varies)	\$484,116	\$542,204	\$607,268	\$680,141	\$720,949	\$753,392	\$787,294	\$810,913
Growth Revenue (1.258 Percent Growth)	\$0	\$6,819	\$15,370	\$25,985	\$36,957	\$48,580	\$61,306	\$74,137
GFC Revenue and Administrative Fees	\$38,881	\$39,370	\$39,865	\$40,366	\$40,874	\$41,388	\$41,908	\$42,435
Other Revenue	\$124,306	\$136,107	\$149,197	\$163,725	\$172,715	\$180,319	\$188,259	\$194,484
Total Revenues	\$647,303	\$724,499	\$811,700	\$910,216	\$971,495	\$1,023,679	\$1,078,768	\$1,121,970
Expenditures								
Total Expenditures	\$495,347	\$526,410	\$560,025	\$596,449	\$624,744	\$696,456	\$679,318	\$705,132
Capital Improvements								
Total Capital Improvements	\$1,724,000	\$40,170	\$45,619	\$33,875	\$6,254,452	\$49,849	\$42,986	\$56,574
Capital Improvements Funding								
New Loans – Debt Proceeds	\$1,690,000				\$6,212,809			
New Loans – Debt Service			(\$78,792)	(\$78,792)	(\$78,792)	(\$78,792)	(\$368,450)	(\$368,450)
Existing Debt Service	(\$69,944)	(\$69,899)	(\$69,852)	(\$69,804)	(\$69,753)	(\$69,701)	\$0	\$0
Net Capital Improvements	\$1,620,056	(\$69,899)	(\$148,644)	(\$148,596)	\$6,064,263	(\$148,493)	(\$368,450)	(\$368,450)
Beginning/Ending Cash								
Beginning Cash (401, 402, 404, 407, and 411)	\$1,236,026	\$1,284,039	\$1,372,059	\$1,429,471	\$1,560,768	\$1,717,330	\$1,846,212	\$1,834,226
Net Revenues	\$48,012	\$88,021	\$57,412	\$131,297	\$156,562	\$128,882	(\$11,985)	(\$8,186)
Ending Cash	\$1,284,039	\$1,372,059	\$1,429,471	\$1,560,768	\$1,717,330	\$1,846,212	\$1,834,226	\$1,826,040
Typical Monthly Bill	\$30	\$34	\$38	\$42	\$45	\$47	\$49	\$51



TABLE 10
Base Allowance Modification

	2022	2023	2024	2025	2026	2027	2028	2029
Revenues								
Rate Increase	-	10.0%	10.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Base Volume	20,000	17,500	15,000	12,500	10,000	7,500	5,000	5,000
Water Sales (Rate Increase Varies)	\$484,116	\$534,813	\$591,499	\$631,325	\$675,160	\$724,391	\$781,185	\$822,964
Growth Revenue (1.258 Percent Growth)	\$0	\$6,726	\$14,971	\$24,120	\$34,610	\$46,710	\$60,830	\$75,239
GFC Revenue and Administrative Fees	\$38,881	\$39,370	\$39,865	\$40,366	\$40,874	\$41,388	\$41,908	\$42,435
Other Revenue	\$124,306	\$134,813	\$146,437	\$155,182	\$164,702	\$175,244	\$187,190	\$196,593
Total Revenues	\$647,303	\$715,722	\$792,772	\$850,993	\$915,346	\$987,733	\$1,071,114	\$1,137,231
Expenditures								
Total Expenditures	\$495,347	\$524,377	\$555,689	\$583,025	\$612,152	\$688,481	\$677,638	\$708,446
Capital Improvements								
Total Capital Improvements	\$1,724,000	\$40,170	\$45,619	\$33,875	\$6,254,452	\$49,849	\$42,986	\$56,574
Capital Improvements Funding								
New Loans – Debt Proceeds	\$1,690,000				\$6,212,809			
New Loans – Debt Service			(\$78,792)	(\$78,792)	(\$78,792)	(\$78,792)	(\$368,450)	(\$368,450)
Existing Debt Service	(\$69,944)	(\$69,899)	(\$69,852)	(\$69,804)	(\$69,753)	(\$69,701)	\$0	\$0
Net Capital Improvements	\$1,620,056	(\$69,899)	(\$148,644)	(\$148,596)	\$6,064,263	(\$148,493)	(\$368,450)	(\$368,450)
Beginning/Ending Cash								
Beginning Cash	\$1,236,026	\$1,284,038	\$1,365,314	\$1,408,134	\$1,493,632	\$1,606,638	\$1,707,548	\$1,689,589
Net Revenues	\$48,012	\$81,276	\$42,820	\$85,498	\$113,005	\$100,911	(\$17,960)	\$3,761
Ending Cash	\$1,284,038	\$1,365,314	\$1,408,134	\$1,493,632	\$1,606,638	\$1,707,548	\$1,689,589	\$1,693,350
Typical Monthly Bill	\$30	\$35	\$39	\$44	\$48	\$53	\$58	\$61
Conservation Factor	100%	98%	96%	94%	92%	90%	89%	87%



SEWER UTILITY

Overall Summary

The sewer utility is in reasonable financial health based on a review of historical cash flows (2017 through 2021). Current sewer rates generate sufficient revenue to pay for system O&M costs and annual debt service, however, existing rates do not generate the revenue necessary to fund the City's upcoming WWTF Improvements Project and other sewer system improvements currently in the planning phase, and recommended by City Public Works Staff. This Memo provides various rate alternatives for the City through 2029, which can fund the upcoming WWTF Improvements Project and other capital improvements, while maintaining reasonable financial health within the sewer utility.

Financial Evaluation

Historical revenue and expenditures for the sewer operating fund from 2017 to 2021 are given in Table 13. The sewer system experienced a fire at the WWTF in 2019. Expenditure related to the fire are anticipated to be recovered from the City's insurance, and therefore have been excluded from this evaluation.



TABLE 13
Sewer Operating Fund Financial Information

	2017	2018	2019	2020	2021
Revenues					
Sewer Sales	\$362,402	\$401,497	\$456,984	\$506,375	\$535,383
Taxes	\$53,706	\$59,757	\$68,260	\$71,774	\$79,106
Investment Interest and Surplus Sales	\$4,367	\$7,935	\$5,283	\$3,283	\$1,761
Administrative and Hook Up Fees	\$3,824	\$650	\$925	\$2,275	\$1,275
Engineering/Professional Services	\$0	\$0	\$0	\$0	\$0
Fines and Penalties	\$2,803	\$2,859	\$4,105	\$834	\$1,634
Insurance Recoveries (WWTF Fire Revenue)*	\$0	\$0	\$0		
Total Revenues	\$427,101	\$472,697	\$535,557	\$584,541	\$619,159
Expenditures					
Wages and Benefits	\$213,101	\$219,346	\$252,320	\$251,295	\$230,656
Taxes	\$71,399	\$81,601	\$89,410	\$107,757	\$111,592
Debt Service	\$43,188	\$42,726	\$42,264	\$41,802	\$41,340
Vehicles, Equipment, and Tools	\$2,629	\$4,417	\$8,773	\$26,591	\$20,788
Utilities	\$18,742	\$27,760	\$29,995	\$23,259	\$24,711
Sewer System Repairs and Capital Improvements	\$31,354	\$36,733	\$52,314	\$47,717	\$72,262
Engineering/Professional Services	\$15,206	\$6,529	\$7,726	\$11,396	\$16,485
Administrative	\$8,034	\$16,121	\$14,607	\$11,849	\$14,331
Chemicals and Sampling	\$17,951	\$23,372	\$17,863	\$24,874	\$18,880
Insurance	\$14,470	\$15,828	\$19,343	\$15,550	\$17,128
Permits and Fees	\$4,127	\$4,604	\$3,608	\$3,194	\$3,973
Miscellaneous	\$500	\$0	\$0	\$20	\$0
Travel and Training	\$1,388	\$0	\$1,480	\$55	\$1,004
WWTF Fire Expenditures*	\$0	\$0	\$0		
Total Expenditures	\$442,090	\$479,037	\$539,703	\$565,358	\$573,149
Beginning/Ending Cash					
Beginning Cash	\$562,946	\$547,957	\$541,617	\$537,472	\$556,655
Net Revenues	(\$14,989)	(\$6,340)	(\$4,146)	\$19,183	\$46,010
Ending Cash	\$547,957	\$541,617	\$537,472	\$556,655	\$602,665

Existing Sewer Rates Evaluation

Sewer rates are included in Appendix S of the Mattawa City Code. A summary of sewer rates as of January 2022 are provided in Table 14.



TABLE 14
Existing Sewer Rates

Customer Class	Base Rate	Additional Charges
Residential	\$40.95	N/A
Church/Gathering Hall	\$40.95	\$12.30 For each restroom over one.
Schools	\$143.93	\$2.12 Per 1,000 gallons of water used.
Hotels/Motels	\$40.95	\$15.86 Per rental unit. \$12.60 Per restroom located outside of the rental unit, in excess of two.
Self-service Laundries	\$52.30	\$0.13 Per 1,000 gallons of water over 10,000 gallons per month.
Service Stations	\$40.95	\$12.30 For each restroom over one.
Restaurants	\$40.95	\$12.30 For each restroom in excess of two.
Commercial	\$40.95	\$12.30 For each restroom over one.
Car Washes	\$49.79 (per stall)	N/A
Industrial	\$40.95	\$1.48 Per month, per employee over three.

An evaluation of the City's existing rate structure against the American Water Works Association's (AWWA) *Principles of Water Rates, Fees, and Charges*, is provided in Table 15. The City's existing rate structure lacks simplicity, with multiple customer classifications and varying levels of volume charges.



TABLE 15
Existing Sewer Rate Evaluation

Criteria	Description
Cost Recovery	Revenues are greater than expenses. The City has met this requirement 2 of last 5 years (within 4 percent of other years).
Revenue Stability	84 Percent of all sewer rate revenue is paid for, by residential users who are not charged by volume for usage.
Simplicity/Understandability	The City rates are not simple, with 10 separate customer classifications. The City rates may be difficult to administer.
Affordability	Currently the rates equal 1.0 percent of median household income (MHI=\$48,614).
Promotion of Conservation	The existing rate structure does not charge for volume usage for a majority of customers.
Legality/Defendability	Existing rate structure charges vary significantly among customer classifications.
Equitability	Sewer bill should be proportional to usage.

Table 16 presents a comparison of the average single-family residential bill for the City of Mattawa, as compared to other eastern Washington cities. This evaluation is completed by applying each City's rate structure to the average winter water usage for a typical, single-family, residential customer within the City (343.3 gallons per day, per 2017 through 2021 billing data).



TABLE 16
Sewer Bill Comparison⁽¹⁾

City	Base Rate (\$)	Volume Included in Base Rate (Gallons)	Overage Rate (\$/Gallon)	Monthly Bill (\$)⁽¹⁾
Omak	\$83.68	Flat	\$0.000000	\$83.68
Sunnyside	\$40.65	2,244	\$0.004830	\$80.25
Entiat	\$80.15	Flat	\$0.000000	\$80.15
Yakima	\$24.62	0	\$0.004790	\$74.64
Soap Lake	\$74.48	Flat	\$0.000000	\$74.48
Toppenish	\$68.66	Flat	\$0.000000	\$68.66
Mabton	\$68.00	Flat	\$0.000000	\$68.00
Wenatchee	\$66.58	Flat	\$0.000000	\$66.58
Grandview	\$35.32	5,000	\$0.005590	\$65.74
Okanogan	\$56.72	Flat	\$0.000000	\$56.72
Royal City	\$55.25	Flat	\$0.000000	\$55.25
Cle Elum	\$54.96	Flat	\$0.000000	\$54.96
Kittitas	\$54.24	Flat	\$0.000000	\$54.24
Roslyn	\$52.99	Flat	\$0.000000	\$52.99
Chelan	\$51.99	Flat	\$0.000000	\$51.99
Zillah	\$23.87	0	\$0.002630	\$51.33
Spokane	\$47.41	Flat	\$0.000000	\$47.41
Ephrata	\$46.50	Flat	\$0.000000	\$46.50
George	\$43.10	Flat	\$0.000000	\$43.10
Mattawa	\$40.95	Flat	\$0.000000	\$40.95
Moses Lake	\$37.99	Flat	\$0.000000	\$37.99
Ellensburg	\$37.55	Flat	\$0.000000	\$37.55

(1) Based on average winter water use per day, for a City of Mattawa, single-family, residential customer (343.3 gallons per day).

In order to evaluate the equitability of the existing sewer rates, the portion of revenue received from a customer classification is compared to the portion of winter water usage. This evaluation is provided in Table 17.



TABLE 17
Equitability Evaluation

Customer Classification	Percent of Water Revenue	Percent of Water Usage
City Water Accounts	0.5%	0.3%
Commercial in Town	9.3%	10.8%
Commercial Out of Town	3.6%	5.6%
Multi-Family Users (Residential)	12.1%	21.3%
Multi-Family Users Out of Town	2.6%	6.1%
Residential	70.9%	55.7%
Residential Out of Town	0.6%	0.0%
Senior Discount	0.4%	0.2%

Future Sewer Rate Evaluation

The City’s upcoming sewer system capital improvements include over \$8 million of WWTF Improvements, lift station rehabilitation, and other collection system improvements through 2029. Financing for these improvements is assumed to be provided by a combination of grant funding and new debt service to be paid by rate payers.

The City has adopted a rate schedule through 2029, which includes 6 percent rate increases through 2023, and 1 percent annual rate increases thereafter. Table 18 presents the projected revenues, expenditures (O&M), capital improvement expenditures, net revenues, and ending cash balance for the sewer utility (all-funds). As shown in Table 18, continuing with the scheduled rate increases will not sustainably fund the future capital improvements, and results in negative net operating revenues of nearly \$200,000 by 2027.



TABLE 18
Financial Projections – Scheduled Increase

	2022	2023	2024	2025	2026	2027	2028	2029
Revenues								
Rate Increase	-	6.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Sewer Sales (Scheduled Increases)	\$553,106	\$586,292	\$592,155	\$598,076	\$604,057	\$610,098	\$616,199	\$622,361
Growth Revenue (1.258 Percent Growth)	\$0	\$7,373	\$14,988	\$22,849	\$30,965	\$39,340	\$47,983	\$56,899
Other Revenue	\$90,068	\$95,209	\$96,342	\$97,491	\$98,657	\$99,841	\$101,043	\$102,263
Total Revenues	\$643,174	\$688,874	\$703,485	\$718,416	\$733,679	\$749,279	\$765,225	\$781,523
Other Revenues								
GFC Income	\$32,401	\$32,808	\$33,221	\$33,639	\$34,062	\$34,490	\$34,924	\$35,363
ULID Income	\$39,417	\$37,052	\$34,829	\$32,739	\$30,775	\$28,929	\$0	\$0
Expenditures								
Total Expenditures	\$548,704	\$568,551	\$583,215	\$598,294	\$613,802	\$629,751	\$646,153	\$663,022
Capital Improvements								
WWTF Improvements		\$2,478,500	\$2,478,500					
Portage Avenue Lift Station Elimination				\$1,200,000	\$1,200,000			
Other Collection System Improvements						\$333,333	\$333,333	\$333,333
Capital Improvements Funding								
New Loans – Debt Proceeds		\$1,625,828	\$1,625,828	\$780,000	\$780,000	\$216,667	\$216,667	\$216,667
Grant Proceeds		\$852,673	\$852,673	\$420,000	\$420,000	\$116,667	\$116,667	\$116,667
New Debt Service (WWTF Improvements*, Portage, Other)			(\$49,400)	(\$49,400)	(\$49,400)	(\$141,967)	(\$141,967)	(\$180,537)
Existing Debt Service (WWTF Improvements*, etc.)	(\$86,209)	(\$92,099)	(\$236,273)	(\$235,771)	(\$235,267)	(\$234,761)	(\$153,272)	(\$153,272)
Beginning/Ending Cash								
Beginning Cash (All Sewer Funds)	\$1,414,540	\$1,494,619	\$1,592,703	\$1,495,349	\$1,396,678	\$1,296,725	\$1,102,944	\$961,700
Net Revenues	\$80,079	\$98,084	(\$97,354)	(\$98,671)	(\$99,953)	(\$193,781)	(\$141,244)	(\$179,946)
Ending Cash (All Sewer Funds)	\$1,494,619	\$1,592,703	\$1,495,349	\$1,396,678	\$1,296,725	\$1,102,944	\$961,700	\$781,754
Typical Monthly Bill	\$41	\$43	\$44	\$44	\$45	\$45	\$46	\$46



Four rate structure alternatives were developed, which provide revenue to maintain sufficient ending cash balances, while funding the proposed capital improvement projects. Each rate structure is described in Table 19. Financial projections are provided in Table 20 through Table 22.

TABLE 19
Rate Alternative Summary

Alternative	Description	Rate Model Determination	Financial Projection
Alternative 1 – Rate Increase (Staff Preferred)	Implement rate increases for all customer classifications each year. Maintain existing rate structure.	See Table for increase schedule.	See Table 20
Alternative 2 – Volume Charges (Winter Water Usage)	Begin charging by volume (for winter water usage).	Lower volume included in the base rate to 5,000 gallons by 2029.	See Table 21
Alternative 3 – Ready-To-Serve Rate Structure	Charge for fixed costs incurred, for providing service and all volume usage.	Implement a Ready-To-Serve Rate by 2025. Modify overage tiers to promote conservation.	See Table 22



TABLE 20
Variable Annual Rate Increase

	2022	2023	2024	2025	2026	2027	2028	2029
Revenues								
Rate Increase	-	12.0%	12.0%	12.0%	6.0%	4.5%	4.5%	3.0%
Water Sales (Rate Increase Varies)	\$484,116	\$542,204	\$607,268	\$680,141	\$720,949	\$753,392	\$787,294	\$810,913
Growth Revenue (1.258 Percent Growth)	\$0	\$6,819	\$15,370	\$25,985	\$36,957	\$48,580	\$61,306	\$74,137
GFC Revenue and Administrative Fees	\$38,881	\$39,370	\$39,865	\$40,366	\$40,874	\$41,388	\$41,908	\$42,435
Other Revenue	\$124,306	\$136,107	\$149,197	\$163,725	\$172,715	\$180,319	\$188,259	\$194,484
Total Revenues	\$647,303	\$724,499	\$811,700	\$910,216	\$971,495	\$1,023,679	\$1,078,768	\$1,121,970
Expenditures								
Total Expenditures	\$495,347	\$526,410	\$560,025	\$596,449	\$624,744	\$696,456	\$679,318	\$705,132
Capital Improvements								
Total Capital Improvements	\$1,724,000	\$40,170	\$45,619	\$33,875	\$6,254,452	\$49,849	\$42,986	\$56,574
Capital Improvements Funding								
New Loans – Debt Proceeds	\$1,690,000				\$6,212,809			
New Loans – Debt Service			(\$78,792)	(\$78,792)	(\$78,792)	(\$78,792)	(\$368,450)	(\$368,450)
Existing Debt Service	(\$69,944)	(\$69,899)	(\$69,852)	(\$69,804)	(\$69,753)	(\$69,701)	\$0	\$0
Net Capital Improvements	\$1,620,056	(\$69,899)	(\$148,644)	(\$148,596)	\$6,064,263	(\$148,493)	(\$368,450)	(\$368,450)
Beginning/Ending Cash								
Beginning Cash (401, 402, 404, 407, and 411)	\$1,236,026	\$1,284,039	\$1,372,059	\$1,429,471	\$1,560,768	\$1,717,330	\$1,846,212	\$1,834,226
Net Revenues	\$48,012	\$88,021	\$57,412	\$131,297	\$156,562	\$128,882	(\$11,985)	(\$8,186)
Ending Cash	\$1,284,039	\$1,372,059	\$1,429,471	\$1,560,768	\$1,717,330	\$1,846,212	\$1,834,226	\$1,826,040
Typical Monthly Bill	\$30	\$34	\$38	\$42	\$45	\$47	\$49	\$51



TABLE 21
Implement Volume Charges

	2022	2023	2024	2025	2026	2027	2028	2029
Revenues								
Rate Increase	-	10.0%	10.0%	6.0%	6.0%	6.0%	6.0%	6.0%
Base Volume	20,000	17,500	15,000	12,500	10,000	7,500	5,000	5,000
Water Sales (Rate Increase Varies)	\$484,116	\$534,813	\$591,499	\$631,325	\$675,160	\$724,391	\$781,185	\$822,964
Growth Revenue (1.258 Percent Growth)	\$0	\$6,726	\$14,971	\$24,120	\$34,610	\$46,710	\$60,830	\$75,239
GFC Revenue and Administrative Fees	\$38,881	\$39,370	\$39,865	\$40,366	\$40,874	\$41,388	\$41,908	\$42,435
Other Revenue	\$124,306	\$134,813	\$146,437	\$155,182	\$164,702	\$175,244	\$187,190	\$196,593
Total Revenues	\$647,303	\$715,722	\$792,772	\$850,993	\$915,346	\$987,733	\$1,071,114	\$1,137,231
Expenditures								
Total Expenditures	\$495,347	\$524,377	\$555,689	\$583,025	\$612,152	\$688,481	\$677,638	\$708,446
Capital Improvements								
Total Capital Improvements	\$1,724,000	\$40,170	\$45,619	\$33,875	\$6,254,452	\$49,849	\$42,986	\$56,574
Capital Improvements Funding								
New Loans – Debt Proceeds	\$1,690,000				\$6,212,809			
New Loans – Debt Service			(\$78,792)	(\$78,792)	(\$78,792)	(\$78,792)	(\$368,450)	(\$368,450)
Existing Debt Service	(\$69,944)	(\$69,899)	(\$69,852)	(\$69,804)	(\$69,753)	(\$69,701)	\$0	\$0
Net Capital Improvements	\$1,620,056	(\$69,899)	(\$148,644)	(\$148,596)	\$6,064,263	(\$148,493)	(\$368,450)	(\$368,450)
Beginning/Ending Cash								
Beginning Cash	\$1,236,026	\$1,284,038	\$1,365,314	\$1,408,134	\$1,493,632	\$1,606,638	\$1,707,548	\$1,689,589
Net Revenues	\$48,012	\$81,276	\$42,820	\$85,498	\$113,005	\$100,911	(\$17,960)	\$3,761
Ending Cash	\$1,284,038	\$1,365,314	\$1,408,134	\$1,493,632	\$1,606,638	\$1,707,548	\$1,689,589	\$1,693,350
Typical Monthly Bill	\$30	\$35	\$39	\$44	\$48	\$53	\$58	\$61
Conservation Factor	100%	98%	96%	94%	92%	90%	89%	87%



January 23, 2023
Page 23

CONCLUSION

The findings of this analysis were presented to City Council in August 2022. Council directed City Staff to develop a new Appendix S and Appendix W to include the staff preferred rate structure alternatives for each utility.

NW/cah



**CITY OF MATTAWA
COUNCIL MEETING MINUTES
FEBRUARY 16, 2023
5:30 PM**

Call to Order/Roll Call

The council meeting was called to order by Mayor Maria Celaya at 5:32 p.m. Council members present were Sun Hwang, Brian Berghout, Silvia Barajas, Tony Acosta, Alex Heredia, Fabiola Hernandez, Wendy Lopez.

Staff present – Public Works Director Juan Ledezma, City Clerk Anabel Martinez

Others Present: City Attorney Katherine Kenison, SCJ Alliance (Rachelle Bradley), German Godinez

~ ~ ~ ~ ~

I. Additions/Approval of Agenda:

** M/s; Berghout / Barajas motion to add to the agenda a letter of support of Bridge Improvements within Grant & Adams counties as item #3 under new business, Spring clean-up proposal fee as item #4, Updating Saddle Mountain Wireless contract as item #5, changing meeting time as item #2 in old business. Motion carried.

** M/s; Berghout / Lopez approve tonight's agenda. Motion carried.

II. Public Comments:

** German Godinez had a few suggestions for council. He encourages council to place a small biography by their picture in city webpage, encourages council meetings to be recorded and uploaded in city webpage, and to have a road improvement plan to share with community.

III. Consent Agenda/Informational:

- ** ADU Proposal from German Godinez
- ** Minutes – Council Meeting 02/02/23
- ** 2023 Claims EFT & Checks Approval #19669-19698 - \$63,784.54
- ** 2023 Payroll EFT Approval - \$8,700.00
- ** Treasurer Report

** 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 16, 2023, the Council approved for payment of 2022 Claims EFT & checks approval #19669-19698 in the amount of \$63,784.54, 2023 Payroll EFT approval in the amount of \$8,700.00.

** M/s; Berghout / Barajas motion that bills, checks, payroll, 02.02.23 meeting minutes, treasurer report be approved. Motion carried.

IV. Reports

Mayor's Report:

- ** The Port and city retreat will be on February 25, 2023.
- ** Mayor Celaya met to plan for El Día del Niño, there will be a parade. The date is April 29, 2023.
- ** High school students would like to present for the city to have more trees along the walkway called Mattawa Shade Project. They would like to present next meeting.
- ** There was no meeting with the rep, it will be until next week.

Council's Report:

- ** Councilwoman Lopez says there is a lot of garbage on Blanca Court, the carwash cans have no lids, Juan said he will reach out to the owner.
- ** Councilmember Acosta commented on deadline to additions to agenda. He says there is not enough time to review items added to agenda.

Police Department's Report:

- ** Mayor Celaya said Chief Salinas is out sick, she will report his department's report.
- ** Alejandro is our new hire, he started on February 14th, his tentative date for academy is set for March 21st.
- ** New vehicles update: one vehicle is currently being upfitted with its emergency equipment, once completed they will begin on the 2nd vehicle.

Public Works Department's Report:

- ** City hall property damage is estimated to cost around 15k, estimated repair time to be 6 to 8 weeks out.
- ** Reader board; panels are back ordered
- ** Street: Potholes repair-500 lbs. of dry asphalt, there are communication issues with the crosswalk beacon will be reaching out to vendor.
- ** WWTF Rebuild is ongoing.
- ** Repair & maintenance on 2" water meters.
- ** Provided map of parking alternatives for the park.

V. Council Items For Motion (Old Business):

1. WSD Snowplowing ILA – Update
No action needed.

2. Changing of Meeting Time

Councilmember Berghout would like to change the council meeting time to 6pm because he gets out at 5pm and has to travel from Yakima to Mattawa. After some discussion, it was recommended that Brian look for other alternates live joining virtually or other options. No action needed.

VI. Council Items For Motion (New Business):

- 1. TIB Consultant Agreement: Riverview Ave. Improvements (Complete Streets)
M/s; Acosta / Berghout approve mayor to sign. Motion carried.**
- 2. Revised Progress Estimate 12 - Phase III Equipment Installation
M/s; Berghout / Acosta motion to approve. Motion carried.**
- 3. Bridges Support Letters – Adams/Grant Counties
M/s; Berghout / Barajas to have Mattawa added as a support city in the list and to approve the 4 letters of support needed. Motion carried.**
- 4. Spring Clean-up Fee Schedule Proposal
Council reviewed the options for fees, no action needed.**
- 5. Saddle Mountain Wireless Contract
Would like an extension to term and are requesting to assign a 3rd party vendor name purchaser instead of Ifiber Communications to Zply. Katherine will create agreement. No action needed.**

IV. The council meeting was adjourned at 6:48 P.M. M/s; Acosta / Heredia. Motion carried.

Respectfully submitted,

Anabel Martinez, City Clerk

Maria Celaya, Mayor

ACCOUNTS PAYABLE

City Of Mattawa

As Of: 04/16/2023

Time: 15:10:23 Date: 02/27/2023

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
15939	03/02/2023	03/02/2023	3236	911 SUPPLY PUBLIC SAFETY GEAR&APPAREL	180.28	MPD- Uniforms- Officer Vazquez
	521 22 35 00	LE Equipment/Supplies	001 000 521	Current Expens	180.28	Duty Belt/ Inner Belt/Spray Pouch
15927	03/02/2023	03/02/2023	2401	A-1 PERFORMANCE INC.	238.27	Monthly Cleaning Service Fee Feb. 2023
	518 30 48 00	Repair And Maintenance	001 000 518	Current Expens	238.27	Monthly Cleaning Service Fee Feb. 2023
15942	03/02/2023	03/02/2023	3130	CASCADE ANALYTICAL EUROFINS, EUROFINS I	222.00	Samples Testing
	534 10 41 02	Chemical Samples	401 000 534	Water Operatin	222.00	Samples Testing
15928	03/02/2023	03/02/2023	112	COLUMBIA BASIN HERALD	48.00	Ad. Summary For Ordinance 23-682
	518 30 41 00	Publishing	001 000 518	Current Expens	48.00	Ad. Summary For Ordinance 23-682
15929	03/02/2023	03/02/2023	112	COLUMBIA BASIN HERALD	368.95	Ad. For Notice Of Developement Agreement Bodrero
	558 60 41 00	Planning-Zoning & Land U	001 000 558	Current Expens	368.95	Ad. For Notice Of Developement Agreement Bodrero 2/2/2023
15930	03/02/2023	03/02/2023	112	COLUMBIA BASIN HERALD	368.95	Ad. For Notice Of Developement Agreement Bodrero
	558 60 41 00	Planning-Zoning & Land U	001 000 558	Current Expens	368.95	Ad. For Notice Of Developement Agreement Bodrero 1/19/23
15936	03/02/2023	03/02/2023	2304	FIRST BANKCARD	2,815.55	Credit Card Expenses Clerks
	514 23 31 02	Office Supplies	001 000 514	Current Expens	51.99	Binders/Clorox Wipes/Staples
	514 23 43 00	Travel & Education	001 000 514	Current Expens	64.24	Officer Villa Graduation In Burrien-Meal Anabel/Jazmin
	514 23 43 00	Travel & Education	001 000 514	Current Expens	447.00	Seminars/Training-Jazmin
	514 23 43 00	Travel & Education	001 000 514	Current Expens	895.00	Seminars/training-Erika
	514 23 49 02	Assoc. Dues/AWC	001 000 514	Current Expens	75.00	WFOA Membership-Anabel
	514 23 49 02	Assoc. Dues/AWC	001 000 514	Current Expens	75.00	WFOA Membership-Jazmin
	518 23 42 14	Telephone/Internet Expense	001 000 518	Current Expens	48.08	Office Phone Lines
	518 23 42 14	Telephone/Internet Expense	001 000 518	Current Expens	67.95	City Hall Internet
	518 30 48 00	Repair And Maintenance	001 000 518	Current Expens	557.68	Reader Board Parts
	518 30 49 14	Professional Services	001 000 518	Current Expens	259.55	Anabel-Acorbat Pro. Sub.
	521 40 43 00	Travel	001 000 521	Current Expens	58.74	Officer Villa Graduation In Burrien-Fuel
	521 40 49 00	Training	001 000 521	Current Expens	64.23	Officer Villa Graduation In Burrien-Meal Robert/Maybeline
	534 10 42 00	Telephone	401 000 534	Water Operatin	48.07	Office Phone Lines

ACCOUNTS PAYABLE

City Of Mattawa

As Of: 04/16/2023

Time: 15:10:23 Date: 02/27/2023

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
535 10 42 00	Telephone		405 000 535 Sewer Operatin	48.07	Office Phone Lines
535 10 47 00	Utilities		405 000 535 Sewer Operatin	54.95	WWTF Internet Services
15955 03/02/2023 03/02/2023 2304 FIRST BANKCARD				1,446.62	Credit Card Expenses- PW
534 10 41 05	Professional Services		401 000 534 Water Operatin;	16.25	Adobe Pro
534 10 41 05	Professional Services		401 000 534 Water Operatin;	0.99	Icloud Storage
535 10 48 03	Vehicle Repair / Maintenanc		405 000 535 Sewer Operatin	34.66	Trailer Y Splitter
537 10 48 01	Vehicle Repair & Maintena		420 000 537 Solid Waste Fu	250.25	Towing Mirror
542 30 43 00	Travel And Training		101 000 542 Street Fund	51.50	WSDA Pesticide Lic Renewal/Juan
542 30 43 00	Travel And Training		101 000 542 Street Fund	120.00	WSU Pesticide Training-Jose Reyes
542 30 43 00	Travel And Training		101 000 542 Street Fund	240.00	WSU Pesticide Training- Juan & Jose Fernandes
542 30 48 01	Vehicle Repair & Maintena		101 000 542 Street Fund	131.70	Straight Plow
542 30 48 01	Vehicle Repair & Maintena		101 000 542 Street Fund	414.87	DrivewayMarker/Lighting LED/Leveling Ligt Kit/Towing Mirror/Snow Plow Blade
542 30 48 01	Vehicle Repair & Maintena		101 000 542 Street Fund	186.40	Cutting Edge Snowplow
15956 03/02/2023 03/02/2023 2304 FIRST BANKCARD				639.26	Credit Card Expenses-MPD
521 10 49 00	Professional Services		001 000 521 Current Expens	108.20	Schedule Anywhere License- Jan
521 10 49 00	Professional Services		001 000 521 Current Expens	108.20	Schedule Anywhere License- December 2022
521 10 49 00	Professional Services		001 000 521 Current Expens	89.84	Office Phone Lines
521 20 31 00	Office Supplies		001 000 521 Current Expens	18.40	Flashdrive
521 20 32 03	Police Vehicle Fuel		107 000 521 Public Safety T	20.00	Officer Villa Graduation -Rober Fuel
521 20 32 03	Police Vehicle Fuel		107 000 521 Public Safety T	47.00	Officer Villa Graduation -Rober Fuel
521 20 48 00	Vehicle Repair And Mainte		001 000 521 Current Expens	34.60	Wash Brush/Tire Foam
521 22 35 00	LE Equipment/Supplies		001 000 521 Current Expens	133.02	Storage Containers
521 40 49 00	Training		001 000 521 Current Expens	80.00	Public Record Case Law-Training Robert
15943 03/02/2023 03/02/2023 3046 GLOBAL CHEMICALS INC				10,675.58	PW- Green Fire & Asphalt
534 10 48 03	System Repair & Maintena		401 000 534 Water Operatin;	2,668.90	PW- Green Fire & Asphalt
535 10 48 04	System Repairs / Maintenar		405 000 535 Sewer Operatin	2,668.90	PW- Green Fire & Asphalt
542 30 48 00	City Street Maintenance		101 000 542 Street Fund	1,779.26	PW- Green Fire & Asphalt
572 20 31 00	Library Maintenance And C		001 000 572 Current Expens	1,779.26	PW- Green Fire & Asphalt
576 80 48 00	Park Maintenance		001 000 576 Current Expens	1,779.26	PW- Green Fire & Asphalt
15924 03/02/2023 03/02/2023 1698 GRANT COUNTY PUD				2,292.70	Power Billing Jan. 2023
534 10 47 01	Utilities		401 000 534 Water Operatin;	254.75	709 1st Street
535 10 47 00	Utilities		405 000 535 Sewer Operatin	76.66	8th St/ Portage Ave
535 10 47 00	Utilities		405 000 535 Sewer Operatin	1,458.71	U Rd
576 80 47 00	Park Utilities		001 000 576 Current Expens	182.68	104 Portage Ave
576 80 47 00	Park Utilities		001 000 576 Current Expens	319.90	710 1St Street

ACCOUNTS PAYABLE

City Of Mattawa

As Of: 04/16/2023

Time: 15:10:23 Date: 02/27/2023

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15925	03/02/2023	03/02/2023	1698 GRANT COUNTY PUD	1,886.07	Power Billing Jan. 2023
518 30 47 14	City Hall Utilities		001 000 518 Current Expens	226.85	City Hall
534 10 47 01	Utilities		401 000 534 Water Operatin	1,379.59	707 2nd Well
534 10 47 01	Utilities		401 000 534 Water Operatin	48.40	Boundary Ave
572 20 31 00	Library Maintenance And C		001 000 572 Current Expens	126.27	Library
576 80 47 00	Park Utilities		001 000 576 Current Expens	24.76	106 Portage Ave
576 80 47 00	Park Utilities		001 000 576 Current Expens	28.27	Park
576 80 47 00	Park Utilities		001 000 576 Current Expens	27.30	Control Circuit
576 80 47 00	Park Utilities		001 000 576 Current Expens	24.63	Park Outlets
15931	03/02/2023	03/02/2023	1734 GRAY & OSBORNE INC	10,621.88	Well 2 Rehabilitation And Re-Equipping Professional Services Form Jan. 2 To Jan. 28, 2023
594 34 63 03	Well #2 Rehabilitation & R		401 000 594 Water Operatin	10,621.88	Well 2 Rehabilitation And Re-Equipping Professional Services Form Jan. 2 To Jan. 28, 2023
15932	03/02/2023	03/02/2023	1734 GRAY & OSBORNE INC	109.13	Well #2 Investigation Professional Services October 9 To November 5, 2022
594 34 48 00	Well #2 Upgrade		401 000 594 Water Operatin	109.13	Well #2 Investigation Professional Services October 9 To November 5, 2022
15933	03/02/2023	03/02/2023	1734 GRAY & OSBORNE INC	2,309.20	Basketball Court And Parking Lot Improvements Professional Services Jan. 2 To Jan. 28, 2023
594 76 63 01	2022 Paul Lauzier Grant - I		001 000 594 Current Expens	2,309.20	Basketball Court And Parking Lot Improvements Professional Services Jan. 2 To Jan. 28, 2023
15934	03/02/2023	03/02/2023	1734 GRAY & OSBORNE INC	664.62	8th Street & Selkirk Ave Improvements Professional Services Jan. 2 To Jan. 28, 2023
595 95 63 05	TIB - 8th St/Selkirk/Portage		101 000 594 Street Fund	664.62	8th Street & Selkirk Ave Improvements Professional Services Jan. 2 To Jan. 28, 2023
15935	03/02/2023	03/02/2023	1734 GRAY & OSBORNE INC	587.28	WWTF Fire Assistance Professional Services Jan. 2 To Jan. 28, 2023
535 10 41 08	Professional Services - WW		405 000 535 Sewer Operatin	587.28	WWTF Fire Assistance Professional Services Jan. 2 To Jan. 28, 2023
15941	03/02/2023	03/02/2023	329 H & N ELECTRIC	532.25	PW-Parts/Supplies
535 10 48 02	Sewer Plant Maintenance		405 000 535 Sewer Operatin	532.25	Influ. Pump

ACCOUNTS PAYABLE

City Of Mattawa

As Of: 04/16/2023

Time: 15:10:23 Date: 02/27/2023

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
15944	03/02/2023	03/02/2023	237	H. D. FOWLER CO	2,680.56 PW-Parts/Supplies
	534 10 48 01	Meter Installations	401 000 534	Water Operatin;	2,680.56 Water Meter Bolt Oval/Lead Free Valve
15945	03/02/2023	03/02/2023	237	H. D. FOWLER CO	483.19 PW-Parts/Supplies
	534 10 48 01	Meter Installations	401 000 534	Water Operatin;	483.19 Meter Box
15940	03/02/2023	03/02/2023	324	MULTI AGENCY COMMUNICATION CENTER	2,284.34 Dispatch Services March 2023
	522 20 42 02	MACC - Communications	107 000 522	Public Safety T;	2,284.34 Dispatch Services March 2023
15923	03/02/2023	03/02/2023	2798	PACIFIC OFFICE AUTOMATION	247.64 Monthly Equipment Fee Jan. 2023
	518 70 45 01	Copier Lease	001 000 518	Current Expens	82.55 Monthly Equipment Fee Jan. 2023
	534 10 45 01	Copier Lease	401 000 534	Water Operatin;	82.55 Monthly Equipment Fee Jan. 2023
	535 10 45 01	Copier Lease	405 000 535	Sewer Operatin	82.54 Monthly Equipment Fee Jan. 2023
15926	03/02/2023	03/02/2023	2729	QUADIENT FINANCE USA INC.	150.00 Postage Machine
	514 23 31 00	Postage	001 000 514	Current Expens	60.00 Postage
	521 20 31 02	Postage	001 000 521	Current Expens	30.00 Postage
	534 10 30 02	Postage	401 000 534	Water Operatin;	30.00 Postage
	535 10 31 01	Postage	405 000 535	Sewer Operatin	30.00 Postage
15938	03/02/2023	03/02/2023	732	U.S CELLULAR	763.68 MPD- Cell Phone Service
	521 20 42 00	Telephone	001 000 521	Current Expens	763.68 MPD- Cell Phone Service
15937	03/02/2023	03/02/2023	496	WESTERN STATES EQUIPMENT CO	1,110.47 WWTP Troubleshoot -Engine
	535 10 48 02	Sewer Plant Maintenance	405 000 535	Sewer Operatin	1,110.47 WWTP Troubleshoot -Engine

Report Total: 43,726.47

Fund	
001 Current Expense Fund	12,205.78
101 Street Fund	3,588.35
107 Public Safety Tax Fund	2,351.34
401 Water Operating Fund	18,646.26
405 Sewer Operating Fund	6,684.49
420 Solid Waste Fund	250.25

ACCOUNTS PAYABLE

City Of Mattawa

As Of: 04/16/2023

Time: 15:10:23 Date: 02/27/2023
Page: 5

Accts	Received	Date Due	Vendor	Amount	Memo
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This report has been reviewed by:

Anabel Martinez 2/27/23
Anabel Martinez - City Clerk Date

REMARKS:

**CITY OF MATTAWA
STAFF REPORT**

To: City Council
From: Mayor Celaya & Public Works Department
Date: March 2, 2023
Proceeding Type: Old Business
Subject: Proposal City Clean Up Disposal Fee Schedule

Legislative History:

- | | |
|------------------------|-------------------|
| • First Presentation: | February 16, 2023 |
| • Second Presentation: | March 2, 2023 |
| • Requested Action: | Motion Needed |
-

Staff Report Summary

The subject in front of City Council is to consider a disposal fee schedule for city clean up events that require large landfill container(s).

Background

The City has had annual spring clean-up events for city residents. In the past the city was able to provide this event free for city residents. This was possible through Grant County Public Works Solid Waste and Consolidated Waste Disposal Service waiving disposal fees with minimal to no cost. The participation rate for the spring cleanup event ranges from 180- 250 visits with an average of 220 visits. The current cost to have a spring cleanup event is approximately \$2,000.

To off-set the cost of providing this event; having a disposal fee schedule is recommended. The Grant County Solid Waste Landfill Disposal Fee Schedule and the Mattawa Drop Box Disposal Fee Schedule were reviewed. The goal of implementing a City Cleanup Disposal fee is too "break-even". The best case scenario is that a surplus is created through a fee option; the worst case scenario would have a decrease in participation and having the garbage containers unfilled.

The proposed City Cleanup Disposal fee options are as follow:

Option 1

Flat Rate of \$10 per vehicle
\$4 per tire (35" in diameter or less)

Option 2

Passenger Car- \$10
SUV/Truck- \$15
Vehicle with Trailer -\$20 (6'x10' max)
\$4 per tire (35" in diameter or less)

Option 3

Donations
(Donation box, by donation only)

Option 4

Flat Rate of \$10 per vehicle
Plus \$5 per vehicle with trailer (6'x10' max)
\$4 per tire (35" in diameter or less)

Option 5

Passenger Car- \$10
SUV/Truck- \$20
Vehicle with Trailer -\$30 (6'x10' max)
\$4 per tire (35" in diameter or less)

No commercial vehicles or trailers.

Fiscal and Policy Implications

Fiscal implications consist of adding and implementing disposal fees to off-set cleanup event(s) cost. No policy Implications are anticipated, besides adding disposal fees to city fee schedule.

FUND	BARS	LINE ITEM	AMOUNT BUDGETED	CURRENT EXPENDITURE	REMAINING AMOUNT

Options

1. Authorize a City Cleanup Disposal fee Option to be included in the city fee schedule.
2. Do not authorize a City Cleanup Disposal fee to be included in the city fee schedule; have the city cover the cost.
3. Discontinue City Cleanup Disposal events.
4. Table for next meeting.

Staff Recommendation

1. Authorize a City Cleanup Disposal fee Option 4 to be included in the city fee schedule.

Option 4

Flat Rate of \$10 per vehicle
 Plus \$5 per vehicle with trailer (6'x10' max)
 \$4 per tire (35" in diameter or less)

Attachments

A.	N/A
----	-----

Engineering Review

The following documents are attached and subject to engineer review:

Type of Document	Title of Document	Date Reviewed by Engineering
▪ N/A		

Legal Review

The following documents are attached and subject to legal review:

Type of Document	Title of Document	Date Reviewed by Legal Counsel
▪ N/A		

Financial Review

The following documents are subject to financial review:

Title of Document	Initials	Date Reviewed by Financial
▪ Staff Report & Attachments		

Comment:



CITY OF MATTAWA

■ 521 E. Government Road ■ Mattawa, Washington 99349 ■ 509.932.4037

Mach 2, 2023

RE: **Support of Funding Request by the Port of Mattawa for the Port's Wastewater Infrastructure Improvement Project**

To Whom it May Concern:

We are writing in support of the Port of Mattawa's request for funding of the Port's Wastewater Infrastructure Improvement Project in Mattawa, WA, a rural socioeconomically disadvantaged community (in central Washington) in which 98% of the students are minority and 92% qualify for free and reduced price lunch.

This project would increase the capacity of the Port of Mattawa's industrial wastewater treatment system, especially for wine waste, which is a byproduct of the wine grape crushing process, as the Port of Mattawa has become a major or key area for the production of bulk wine juice in Washington State. Additionally, the expansion of wastewater treatment capacity of the Port's Industrial Wastewater System will allow the Port of Mattawa to keep up with rapidly growing wine crushing/processing industry in central Washington. Moreover, the bulk wine grape juice that is produced in Mattawa is used by wineries all over Washington State, which helps to promote and enhance tourism in our region.

More importantly, the wine grape crushing industry has created and retained over 200 jobs in the Mattawa area, and it is projected that this infrastructure expansion will help to create more jobs and stimulate economic development and increase the tax base as it will allow for the wine grape crushing companies to continue to grow and hire more people in the Mattawa community.

Without this much needed infrastructure improvement and expansion, the Port of Mattawa cannot keep up with the increasing amount of raw wine waste that is discharged because of more and more wine being produced in the Mattawa area. As a result, this could adversely impact the economic growth of wine grape processing and wine production in the greater Mattawa area, thus also negatively impacting jobs and economic development in Mattawa, a rural socioeconomically disadvantaged community in central Washington.

In conclusion, we would urge your support of the Port of Mattawa's request for funding of this important Wastewater Infrastructure Improvement Project, as it will retain and create jobs and increase economic development and opportunities in the Mattawa community, and help continue to allow for the growth of the wine grape crushing and processing industry in central Washington.

Sincerely,

Maria Celaya
Mayor



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

Event Permit
Ordinance 15-566

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

Rec'd on 2/24/23
- will need "45-day Policy" waived
J.M.

Event Title: Palm Sunday Event Date April 2, 2023

Summary of Event

Palm Sunday Procession

Location (be specific)

Park, down portage to eighth street until reaching church entrance

DATE/TIME

Setup	Date <u>April 2, 2023</u>	Time <u>10:45 am</u>	Day of Week <u>Sunday</u>
Event Starts	Date <u>April 2, 2023</u>	Time <u>11:00</u>	Day of Week <u>Sunday</u>
Event Ends	Date <u>April 2, 2023</u>	Time <u>12:00</u>	Day of Week <u>Sunday</u>
Dismantle	Date _____	Time _____	Day of Week _____

Estimated Attendance 100+
Will there be a paid admission? Yes/No No
Is your event open to the public? Yes/No

Applicant's Name Rev. Lalo Barragan
Phone (509) 932 5424

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

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

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

Rev. Lalo Barragan

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

Applicant's Mailing Address

301 E. 8th St Mattawa, WA 99349

Applicant's Email

office@ourladyofthedesperitparish.org

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

Rev. Lalo Barragan

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

(509) 952-0010

Mark all that apply

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

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

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

Garbage Disposal

Police Department Public Service

Public Work Public Service

- one on duty officer

- one on call public works

Office Usage Only



Our Lady of the Desert Parish

301 E 8th St.
Mattawa, WA 99349
Phone: 509-932-5424
office@ourladyofthedesertparish.org

February 22, 2023

City of Mattawa
521 E. Government Way
Mattawa, WA 99349

To whom it may concern,

Our Lady of the Desert will be doing their Annual Palm Sunday Procession that will take place on April 2nd, 2023. We are asking the City of Mattawa to approve the Procession that will begin in Hund Memorial Park until reaching the church entrance (see the map attached). During this procession, we are expecting about 100 of our parishioners to participate. Below is the additional event information:

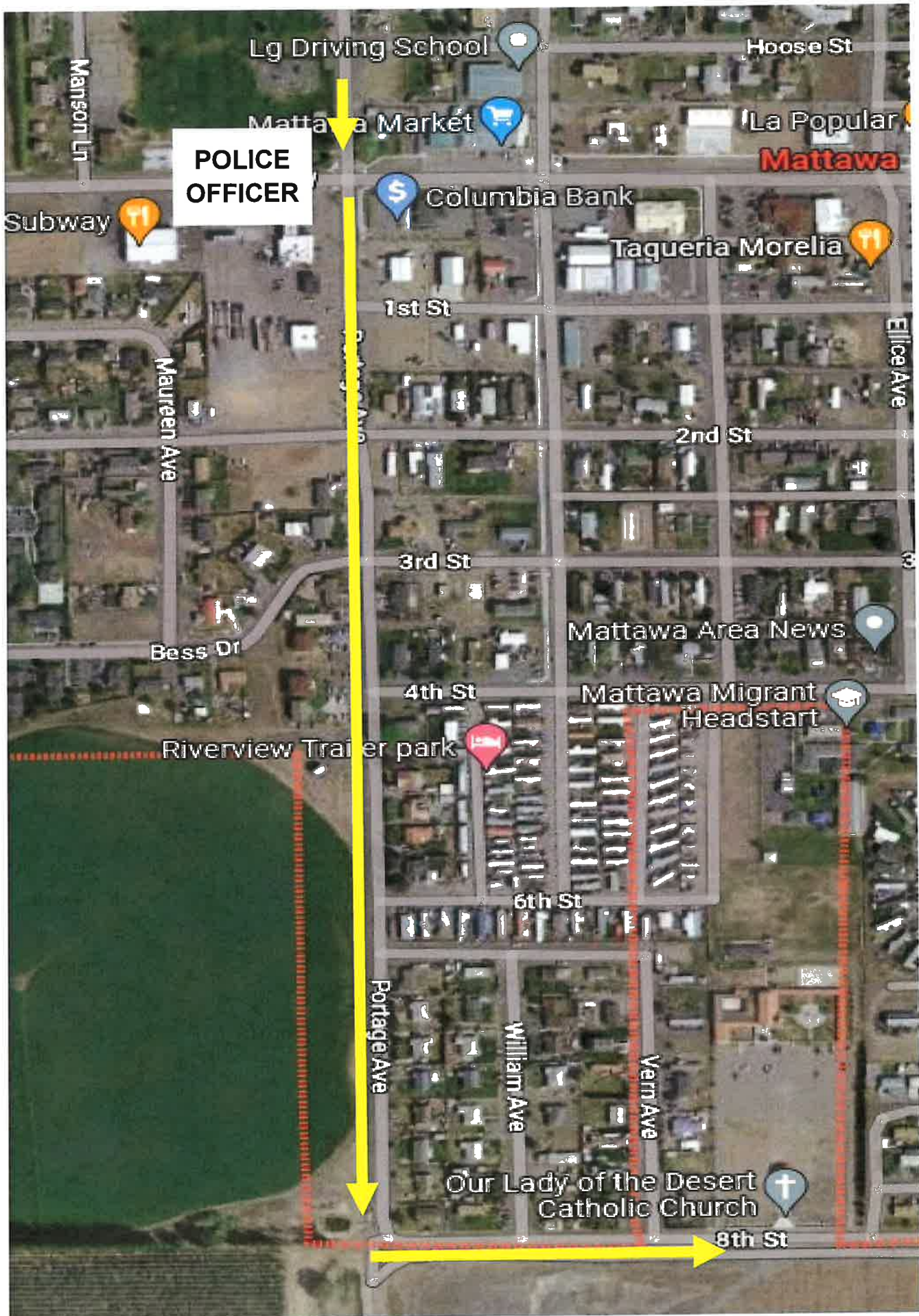
- We will NOT have horses, cars, or floats during this procession
- We will NOT require garbage cans or bathrooms
- We DO request the assistance of ONE police officer that is already on duty to help stop traffic on the corner of Portage and Government (Columbia Bank).
- We DO request the assistance of Public Works to assist a group of our volunteers in closing the road from Hund Park to the Church.

Attached is a map detailing the route of the procession.

Thank you,

Amelia Perez
Administrative Assistant





ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 4/2/2023

Cancellation Date of Endorsement: 4/3/2023

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

Location: Our Lady of the Desert
301 E. 8th Street
P.O. Box 1185
Mattawa, WA 99349

Certificate No. 8509 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

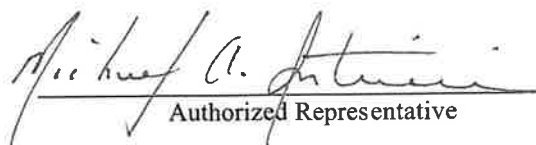
It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)

City of Mattawa
521 E. Government Road
P.O. Box 965
Mattawa, WA 99349

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage only extends for claims arising out of Our Lady of the Desert's Palm Sunday Procession on April 2, 2023 from 11:30am-12:30pm.


Authorized Representative

Certificate of Coverage

Date: 2/23/2023

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

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

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

Covered Location
 Our Lady of the Desert
 301 E. 8th Street
 P.O. Box 1185
 Mattawa, WA 99349

Coverages

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

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability	8509	7/1/2022	7/1/2023	Each Occurrence	1,000,000
<input checked="" type="checkbox"/> Occurrence				General Aggregate	2,000,000
<input type="checkbox"/> Claims Made				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage only extends for claims arising out of Our Lady of the Desert's Palm Sunday Procession on April 2, 2023 from 11:30am-12:30pm.

Holder of Certificate

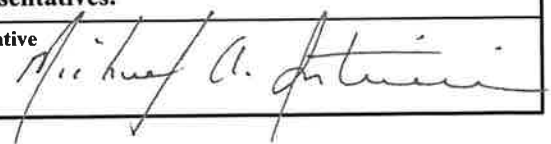
Cancellation

Additional Protected Person(s)

City of Mattawa
 521 E. Government Road
 P.O. Box 965
 Mattawa, WA 99349

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

Authorized Representative



0166003214



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

Event Permit
Ordinance 15-566

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

Rec'd on 2/27/23
-will need "45-day policy"
waived.

-JUL-

Event Title: Good Friday Event Date April 7th 2023

Summary of Event

Good Friday Procession

Location (be specific)

Daycare parking lot, right on 4th St, up Selkirk, towards 8th St, into the church parking lot

DATE/TIME

Setup	Date <u>April 7th, 2023</u>	Time <u>6:45 pm</u>	Day of Week <u>Friday</u>
Event Starts	Date <u>April 7th, 2023</u>	Time <u>7:00 pm</u>	Day of Week <u>Friday</u>
Event Ends	Date <u>April 7th, 2023</u>	Time <u>8:45 pm</u>	Day of Week <u>Friday</u>
Dismantle	Date _____	Time _____	Day of Week _____

Estimated Attendance 75+

Will there be a paid admission? Yes/No No

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

Applicant's Name Rev. LALO Burragan

Phone (509) 932-5424

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

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

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

Rev. Lalo Barragan

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

Applicant's Mailing Address

301 E. 8th St Mattawa, WA 99349

Applicant's Email

office@ourladyofthedesertparish.org

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

Rev. Lalo Barragan

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

(509) 952-0010

Mark all that apply

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

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

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

Garbage Disposal

Police Department Public Service

- one on duty officer

Public Work Public Service

- one on call public works

Office Usage Only



Our Lady of the Desert Parish

301 E 8th St.

Mattawa, WA 99349

Phone: 509-932-5424

office@ourladyofthedesertparish.org

February 23, 2023

City of Mattawa
521 E. Government Way
Mattawa, WA 99349

To Whom it may concern,

Our Lady of the Desert will be doing their Annual Good Friday Procession that will take place on April 7th, 2023. We are asking the city of Mattawa to approve the Procession that will begin in the Migrant Head start preschool parking lot until reaching the front entrance of the church. (See the map attached). During this event, we are expecting about 75 or more of our parishioners to participate. There will be church leader escorts that will be wearing reflective gear directing the way toward the church for those who decide to attend. Below is the additional event information.

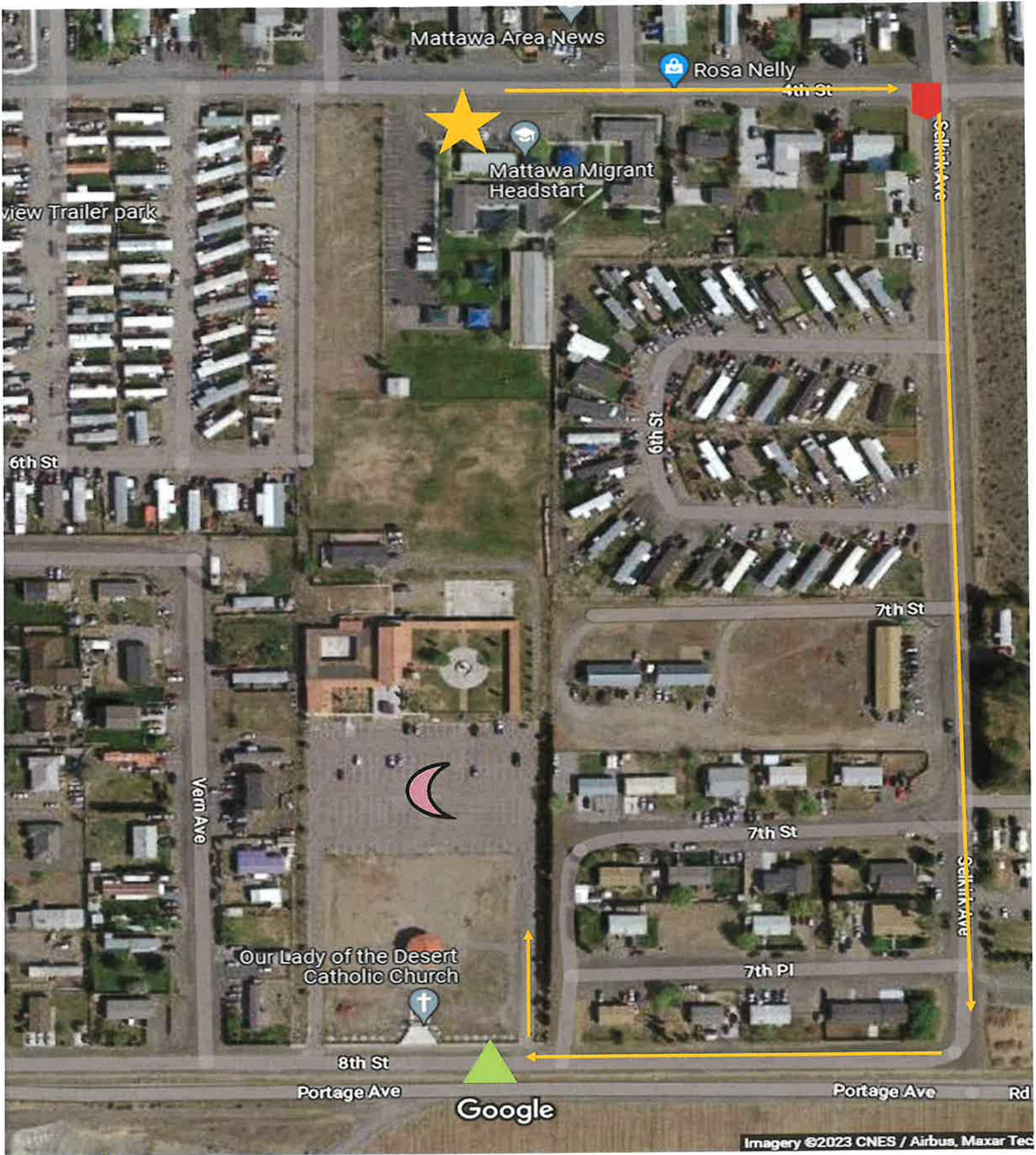
- We will NOT have horses, cars, or floats during the procession
- We will NOT require garbage cans or bathrooms
- We DO request the assistance of ONE police officer that is already on duty to help stop traffic at the stop sign of Selkirk Fourth St.
- We DO request the assistance of public works to assist a group of our volunteers in closing the road from Mattawa Migrant Head start fourth St. to the catholic church.

Attached is a map detailing the route of the procession.

Thank you,

Amelia Perez
Administrative Assistant





 **Start**

 **Public worker**

 **Police Officer**

 **Destination**

Certificate of Coverage

Date: 2/27/2023

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

Covered Location
 Our Lady of the Desert
 301 E. 8th Street
 P.O. Box 1185
 Mattawa, WA 99349

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

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

Coverages

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

Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
Property				Real & Personal Property	
D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8509	7/1/2022	7/1/2023	Each Occurrence	1,000,000
				General Aggregate	2,000,000
				Products-Comp/OP Agg	
				Personal & Adv Injury	
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
Excess Liability				Each Occurrence	
				Annual Aggregate	
Other				Each Occurrence	
				Claims Made	
				Annual Aggregate	
				Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage only extends for claims arising out of Our Lady of the Desert's Good Friday Procession on April 7, 2023 from 6:45pm-8:45pm.

Holder of Certificate

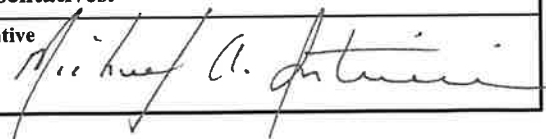
Cancellation

Additional Protected Person(s)

 City of Mattawa
 521 E. Government Road
 P.O. Box 965
 Mattawa, WA 99349

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

Authorized Representative



0166003216

ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 4/7/2023

Cancellation Date of Endorsement: 4/8/2023

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

Location: Our Lady of the Desert
301 E. 8th Street
P.O. Box 1185
Mattawa, WA 99349

Certificate No. 8509 of The Catholic Mutual Relief Society of America is amended as follows:

SECTION II - ADDITIONAL PROTECTED PERSON(S)


It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

Schedule - ADDITIONAL PROTECTED PERSON(S)
City of Mattawa
521 E. Government Road
P.O. Box 965
Mattawa, WA 99349

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage only extends for claims arising out of Our Lady of the Desert's Good Friday Procession on April 7, 2023 from 6:45pm-8:45pm.


Authorized Representative

Assignment and Assumption of Telecommunications Service and Lease Agreement and Landlord's Consent

This Assignment and Assumption of Telecommunications Service and Lease Agreement and Landlord's Consent (the "Agreement"), is made as of this _____ day of February, 2023, between, the City of Mattawa, Washington, a non-charter code city, referred to as the "Landlord," and IFiber Communications Corporation, a Washington Corporation dba Saddle Mountain Wireless, Inc., referred to as the "Assignor," and Zply Wireless, LLC, a Delaware limited liability company authorized and licensed to business in Washington State, referred to as the "Assignee."

Recitals

A. The Landlord and the Assignor, as tenant, entered into a written lease agreement dated _____ (the "Lease"), covering the water tanks premises located at First Street and Broadway in Mattawa, Washington, as such premises are more particularly described in the Lease (the "Demised Premises").

B. A true and complete copy of the Lease is annexed to and made a part of this Agreement as Exhibit A.

C. The Assignor wishes to assign the Lease to the Assignee and the Assignee desires to assume the Lease from the Assignor.

D. The Landlord is willing to consent to the assignment and assumption of the Lease, but only upon the terms and conditions set forth in this Agreement.

Now, therefore, in consideration of the premises and the mutual covenants set forth in this Agreement, the receipt and sufficiency of which are acknowledged by the parties, it is agreed as follows:

1. Recitals The Recitals section of this Agreement is incorporated herein by reference as if set forth at length.
2. Defined Terms. For purposes of this Agreement, the terms used in this Agreement as defined terms which are not herein defined shall have the meaning ascribed to such terms in the Lease.
3. Assignment. The Assignor assigns, transfers, and sets over unto the Assignee all of the Assignor's right, title, and interest in and to the Lease.
4. Assumption. The Assignee assumes the obligation of the Assignor for the full and punctual payment and performance of all of the terms, conditions, and covenants of the Lease on the Assignor's part as tenant thereunder to be paid and performed, including, but not limited to, the payment of rent and any other charges or sums required of the tenant to be paid under the Lease.

5. Consent to Assignment. Subject to the terms, covenants and conditions of this Agreement, the Landlord consents to the assignment by the Assignor to the Assignee of all of the Assignor's right, title, and interest in and to the Lease. The Landlord's consent may not be assigned.

6. Condition of Premises. No representations or warranties have been made by the Landlord to the Assignee regarding the condition of the Demised Premises. The Assignee represents, warrants and acknowledges that the Assignee is not relying upon any representation or warranty by the Landlord in entering into this Agreement.

7. Lease in Full Force with Extension of Term. Except as expressly provided in this Agreement, all of the terms, conditions and covenants of the Lease shall remain in full force and effect and nothing in this Agreement shall be deemed to: (a) modify, waive or affect any of the terms, conditions or covenants of the Lease; (b) waive any breach of the Lease; (c) waive any of the Landlord's rights against any one liable for performance under the Lease; or (d) enlarge Landlord's obligations under the Lease. The Lease term shall be extended through December 31, 2023, upon which date it shall expire unless otherwise renewed as provided for therein.

8. No Defaults or Claims. The Assignor and the Assignee hereby certify and agree that: (a) the Landlord is not in default under any of the terms of the Lease; (b) all obligations and conditions under the Lease to be performed to date by the Landlord have been satisfied; (c) no event has occurred which with the passage of time or the giving of notice, or both, would constitute an event of default by the Landlord under the Lease; and (d) the Assignor and the Assignee have no current defenses or claims against the Landlord or rights of offset against any rent or other charges payable under the Lease, or otherwise. The Landlord hereby certifies, without the benefit of any inspection or investigation, and reserves any rights with respect to any default that would be revealed by such an inspection or investigation, that to its actual knowledge that as of the date executed by Landlord below: (a) the Assignor, as tenant, is not in default under any of the terms of the Lease; (b) all obligations and conditions under the Lease to be performed to date by the Assignor, as tenant, have been satisfied; and (c) no event has occurred which with the passage of time or the giving of notice, or both, would constitute an event of default by the Assignor, as tenant, under the Lease.

9. Assignor and Assignee Liable. The Assignor and the Assignee shall each be primarily liable, jointly and severally, for the due and punctual payment, performance, and observance of all of the terms, conditions and covenants of the Lease on the tenant's part to be performed, including, but not limited to, the payment of rent and any other charges or sums required under the Lease of the tenant.

10. Limitation of Consent of Landlord. The Landlord's consent to the assignment shall not be deemed to be a consent to any other assignment of the Lease or any subletting of all or part of the Premises. The Landlord shall not be deemed a party to the assignment and assumption between the Assignor and the Assignee.

11. Indemnification. The Assignor and the Assignee shall jointly and severally indemnify, defend and save the Landlord harmless from and against any claims, suits, or damages (including, without limitation, reasonable attorney's fees) which may be asserted against the

Landlord for brokerage commissions and/or similar commissions or fees in connection with this Agreement or otherwise in connection with the assignment.

12. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington and venue of any action shall lie in Grant County, Washington.

13. Entire Agreement. This Agreement and the Lease constitute the entire agreement between the parties. No change, addition or modification to this Agreement shall be effective unless signed in writing by the parties.

14. Miscellaneous. In all references in this Agreement to any parties, persons, entities or corporations, the use of any particular gender or the plural or singular number is intended to include the appropriate gender or number as the text of this Agreement may require.

15. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties, their heirs, executors, administrators, personal or legal representatives, successors and permitted assigns, as the case may be.

16. Counterparts. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original.

17. Authority. The parties signing this Agreement individually represent and warrant that they have the authority to sign this Agreement on behalf of the party for whom they are executing this Agreement and to bind such party to this Agreement.

IFIBER COMMUNICATIONS CORORATION ZIPLY WIRELESS, LLC
DBA SADDLE MOUNTAIN WIRELESS, INC.

By: _____

By: _____

Title: _____

Title: _____

CITY OF MATTAWA

By: _____

Maggie Celaya, Mayor

STATE OF WASHINGTON)
)
COUNTY OF GRANT) ss.

I certify that I know or have satisfactory evidence that Maggie Celaya is the person who appeared before me and said person acknowledged that she signed this instrument, on oath stated that she was authorized to execute the instrument and acknowledged it as Mayor of the City of Mattawa, and acknowledged it to be the free and voluntary act of such party for the uses and purposes mentioned in this instrument.

DATED: _____, 2023.

Notary Type or Print Name
NOTARY PUBLIC for State of Washington,
residing at: _____
My commission expires: _____

