

Tonasket City Council Agenda  
Tuesday, December 12, 2023  
6:00 pm

**VIRTUAL ZOOM MEETING ID 899 9139 9850**  
**Phone Number 1-253-205-0468**

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Public Comment (Agenda Items) (3 minutes per person)
- 5) Approval of Agenda **Action Item**
- 6) Public Comment (3 minutes per person)
- 7) Portable Toilet Bids **Action Item**
- 8) Kurt Holland- Varela & Associates
  - a) Approval of the Amendment to Owner-Engineer Agreement **Action Item**
  - b) Approval of payment to Rudnick and Son in the amount of \$196,560.24 for the 4<sup>th</sup> St Multimodal Improvements Project **Action Item**
  - c) Approval of payment to Varela in the amount of \$118,320.64 **Action Item**
- 9) Unfinished Business
  - a) NCW Library Agreement **Action Item**
- 10) Department Head Reports
- 11) Mayor/Council/Committee Reports
- 12) New Business
  - a) Ordinance #846, Amending the 2023 Budget Ordinance #839 and Budget Amendment Ordinance #841 **Action Item**
  - b) Ordinance #847, Adopting the 2024 Budget Ordinance and Budget Documents as presented **Action Item**
- 13) Miscellaneous and Correspondence
- 14) Consent Agenda: Minutes of the previous meeting, the November Payroll and December Bills **Action Item**
- 15) Administer Oath of Office- Ernesto Cerrillo, Alisa Weddle, & Jeff McMillan
- 16) Adjournment

Council Memo  
Tuesday, December 12, 2023  
6:00 pm

**VIRTUAL ZOOM MEETING ID 899 9139 9850**  
**Phone Number 1-253-205-0468**

**TO:** Mayor and City Councilmembers

**FROM:** City Clerk-Treasurer

The City received 4 Portable Toilet Bids. **Suggested Motion: I move to award the Portable Toilet Services for 2024 and 2025 for the City of Tonasket to .....**

Attached is an Amendment between The City of Tonasket and Varela Engineering for the Perfect Passage Project. **Suggested Motion: I move to approve the Amendment to Owner-Engineer Agreement.**

Payment to Rudnick and Son. **Suggested Motion: I move to approve the payment to Rudnick and Son in the amount of \$196,560.24 for the 4<sup>th</sup> Street Multimodal Improvements Project.**

Varela Payment. **Suggested Motion: I move to approve the payment to Varela Engineering for a portion of Phase 1 of the Perfect Passage Project in the amount of \$118,320.64.**

NCW Library Agreement. **Suggested Motion: I move to approve the finalized NCW Library Agreement.**

Ordinance #846. **Suggested Motion: I move to approve Ordinance #846, Amending the 2023 Budget Ordinance #839 and Budget Amendment Ordinance #841.**

Ordinance #847. **Suggested Motion: I move to approve Ordinance #847, Adopting the 2024 Budget Ordinance and Budget Documents as presented.**

DRAFT

Minutes of the Regular Meeting of the Tonasket City Council, November 28, 2023

**Present:** Mayor Maldonado, Councilmembers Levine, Weddle, Hill, and McMillan.

**Staff:** Pilkinton, Seydlitz.

The meeting was called to order at 6:00 pm and the pledge of allegiance was given by all.

Roll Call was taken.

**Public Comment (agenda)- None**

**Motion to approve the agenda.** M/Levine, S/McMillan. Carried 4:0.

**Motion to approve the minutes of the previous meeting.** M/Levine, S/McMillan. Carried 4:0.

**Public Comment (other)- None**

**Mary Lou Kriner – Chamber of Commerce –** Looking at what the Chamber is going to do in the future, more community and business involvement, no longer doing activities and events such as Founders Day or Winterfest. The RV Park is making money, and they want to give half earnings toward a playground climber in History Park, and possibly something in Little Learners Park. Then work with the city parks committee on what items are needed each year going forward.

**Executive Session- RCW 42.30.140(4)(b) Supersedes 42.30.110.** The Mayor and council members adjourned for an executive session.

**Unfinished Business:**

**Motion to approve the Proposed Library Contract with suggested revisions adding 2-hours at \$20 per hour for use of council room.** M/Levine, S/Weddle. Discussion. Carried 4:0.

**Mayor/Council/Committee Reports**

**Weddle –**

- Not a lot to report, no meetings, ate a lot of food.

**Hill-**

- Handed out Winterfest events list.

**McMillan- None**

**Levine-**

- Ate lots of turkey.

**Mayor-**

- Awesome Thanksgiving.
- Things are going good.
- Crematorium final signed.

**New Business:**

**Motion to adopt ordinance #845 which sets the tax levy for 2024.** M/Levine, S/McMillan. Discussion. Carried 4:0.

**Motion to approve the Teamsters Local No. 760 Labor Agreement by and between the City of Tonasket, Washington and Teamsters Local Union No. 760, January 1, 2024 through December 31, 2026.** M/Levine, S/Weddle. Carried 4:0.

**Motion to approve Resolution 2023-12 an Airport Land Lease Agreement with Kristi Kreig, M/Levine, S/Wedde. Discussion. Failed 1:3.**

**Motion to incorporate document that Hill presented to any further leases, M/McMillan, S/Hill. Discussion. Failed 0:4.**

Mayor appoints McMillan to interim Airport Committee.

Moved to next meeting agenda.

**Miscellaneous and Correspondence**

Pilkinton handed out 2024 Budget items for the council to review before the next meeting.

There being no further business the meeting was declared adjourned at 7:08 pm.

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**Gay Seydlitz, Utility Clerk**



## PORTABLE TOILET SERVICES BID FORM

I submit the following bid for supplying portable toilets for the City of Tonasket, for 2024 and 2025.

	Cost per month Without tax
1 Portable ADA/Wheelchair Accessible Toilet at City Cemetery	<u>600</u>
1 Portable ADA/Wheelchair Accessible Toilet at Little Learners Park	<u>600</u>
1 Portable Toilet at History Park (City Pool)	<u>500</u>
1 Portable Toilet at the Skate Park (Chief Tonasket Park)	<u>500</u>
1 Portable Toilet at the Baseball field (Chief Tonasket Park)	<u>500</u>
1 Portable Toilet at Triangle Park	<u>500</u>
Other toilets will be requested to be installed and removed upon request depending on activities that will require them.	<u>500</u> each

Austin Logistics LLC

\_\_\_\_\_  
Company Name

1420 Washington Blvd Ste 301

\_\_\_\_\_  
Address

Detroit

\_\_\_\_\_  
City

(800) 713-9796

\_\_\_\_\_  
Phone number



\_\_\_\_\_  
Authorized Signature



PORTABLE TOILET SERVICES BID FORM



I submit the following bid for supplying portable toilets for the City of Tonasket, for 2024 and 2025.

	Cost per month Without tax
1 Portable ADA/Wheelchair Accessible Toilet at City Cemetery	<u>100.00</u>
1 Portable ADA/Wheelchair Accessible Toilet at Little Learners Park	<u>100.00</u>
1 Portable Toilet at History Park (City Pool)	<u>90.00</u>
1 Portable Toilet at the Skate Park (Chief Tonasket Park)	<u>90.00</u>
1 Portable Toilet at the Baseball field (Chief Tonasket Park)	<u>90.00</u>
1 Portable Toilet at Triangle Park	<u>90.00</u>
Other toilets will be requested to be installed and removed upon request depending on activities that will require them.	<u>90.00</u> each

Herriman Speedy Tank Service, Inc  
Company Name

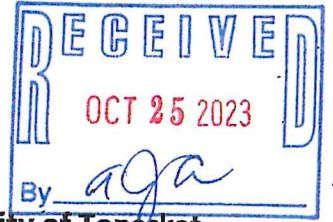
178 Weather Stone Rd  
Address

Omak, WA 99841  
City

509-826-1642  
Phone number

Belinda Herron  
Authorized Signature

PORTABLE TOILET SERVICES BID FORM



I submit the following bid for supplying portable toilets for the City of Tonasket, for 2024 and 2025.

One-time Fees		Cost per month
Delivery/Pick-Up		Without tax includes Monthly Rent + 4 Cleanings
\$ 50/50	1 Portable ADA/Wheelchair Accessible Toilet at City Cemetery	\$ 275
\$ 50/50	1 Portable ADA/Wheelchair Accessible Toilet at Little Learners Park	\$ 275
\$ 20/20	1 Portable Toilet at History Park (City Pool)	\$ 127.50
\$ 20/20	1 Portable Toilet at the Skate Park (Chief Tonasket Park)	\$ 127.50
\$ 20/20	1 Portable Toilet at the Baseball field (Chief Tonasket Park)	\$ 127.50
\$ 20/20	1 Portable Toilet at Triangle Park	\$ 127.50
\$ 20/20	Other toilets will be requested to be installed and removed upon request depending on activities that will require them.	See Above per toilet type each

Scott Septic and Rentals

Company Name

36 HART ROAD

Address

Oroville, WA. 98844

City

\* 509-999-9277 cell

Phone number 509-476-3874

Authorized Signature

10-20-20

### PORTABLE TOILET SERVICES BID FORM

I submit the following bid for supplying portable toilets for the City of Tonasket, for 2024 and 2025.

	Cost per month Without tax
1 Portable ADA/Wheelchair Accessible Toilet at City Cemetery	<u>125<sup>00</sup></u>
1 Portable ADA/Wheelchair Accessible Toilet at Little Learners Park	<u>125<sup>00</sup></u>
1 Portable Toilet at History Park (City Pool)	<u>95<sup>00</sup></u>
1 Portable Toilet at the Skate Park (Chief Tonasket Park)	<u>95<sup>00</sup></u>
1 Portable Toilet at the Baseball field (Chief Tonasket Park)	<u>95<sup>00</sup></u>
1 Portable Toilet at Triangle Park	<u>95<sup>00</sup></u>

Other toilets will be requested to be installed and removed upon request depending on activities that will require them. 65<sup>00</sup> each

*price includes weekly service, extra services are 25<sup>00</sup> each.*

*weekenders*  
Mrs Pumpco LLC  
Company Name

2228 Elmway  
Address

Oranogan WA  
City

509-422-3846  
Phone number

*M. P. Hilow*  
Authorized Signature

This is **EXHIBIT K – Amendment No 1**, consisting of **11** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated June 14, 2022.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. 1**

K1.01 *Background Data:*

- A. Owner: City of Tonasket
- B. Engineer: Varela & Associates, Inc.
- C. Project: Perfect Passage Road Improvements

K1.02 *Description of Amendment:*

The project Scope of Work shall be amended per the additions and changes described in Attachment A (i.e. A-1 and A-2) of this amendment. Compensation shall be on a time and expenses (T&E) or fixed cost (FC) basis as indicated on Attachment A. Individual work task items may exceed the budget shown on Attachment A-1 provided the Contract amount shown below is not exceeded.

Execution of this Amendment shall authorize the Engineer to proceed with all tasks.

K2.01 *Agreement Summary*

a. Original Project amount:	\$	<u>625,619</u>
b. Net change from previous Amendment (s):	\$	<u>0</u>
c. This Amendment amount:	\$	<u>788,121</u>
d. Adjusted Project amount:	\$	<u>1,413,740</u>

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is the date executed by the Owner.

OWNER:

City of Tonasket

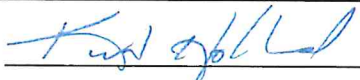
By: \_\_\_\_\_

Title: \_\_\_\_\_

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

ENGINEER:

Varela & Associates, Inc.

By: 

Title: PRINCIPAL

Date Signed: Nov 29, 2023



**City of Tonasket  
Perfect Passage Road Improvement Project**

**ATTACHMENT A-1 to EXHIBIT K AMENDMENT No. 1**

**November 29, 2023**

This amendment modifies the original agreement scope of work and estimated fees to include the additional services described herein and included in Attachment A-2.

When the original agreement was prepared the full funding package was not known. Additional awarded funding requirements increased various pre-estimated tasks such as WSDOT coordination and approval, environmental / cultural reviews, Department of Archaeology and historic preservation (DAHP). The initial agreement did not include construction phase services. The agreement also stated an amendment would be necessary to reconcile actual tasks/hours required. This amendment updates several tasks based on pre-design findings, actual design/construction manpower required, and adds construction phase services.

This amendment updates the engineering scope of work for the following:

- **Basic Services – Study and Report Phase.**
  - RD funding requires a Preliminary Engineering Report which was not included in the initial engineering scope.
  
- **Basic Services – Final Design Phase**
  - Overall Phase 1 design scope was increased to include the intersection with 4<sup>th</sup> and 1<sup>st</sup> street intersections. This resulted in additional design sheets and complexity.
  - The WSDOT design approval process was not included in the initial scope, this includes: pre-design layout and memo, lighting calculations, road section calculations, as well as various memos and coordination with WSDOT.  
WSDOT personnel has changed since the preliminary design approval, additional WSDOT input may occur with added costs.
  
- **Post-Construction Costs**
  - the following tasks were not included with initial scope of work.
    - Bid Period Assistance
    - Construction Engineering
    - Construction Inspection
    - Materials Testing /Quality Control
    - Record Drawings
  
- **Additional Services**
  - some of the tasks are complete and have been adjusted to reflect costs to-date. These tasks include:
    - Assistance with ROW,
    - environmental reviews
    - public meetings assistance.



- Other tasks that are related to an effort level per period of time have been updated to reflect the effort to-date, and estimated effort through the end of contract time (December 2024). These include:
  - o project Management / Client Meetings
  - o Financing and Funding Admin Assistance.
  
- Tasks not included in the initial scope of work include:
  - o Addressing DAHP Comments – this was associated with ECY funding requirements
  - o ECY Stormwater Approval – Phase 1.

Attachment A-2 provides a detailed hours estimate of the additional work.

**Attachment A-2 to Exhibit A  
Engineering Scope and Cost Worksheets  
SUMMARY**

City of Tonasket, WA					
Perfect Passage Road Improvements					
					5/25/2022
Job No.	Description	Fee Type (1)	Amended Scope	Original Scope	Amnd #1
<b>A1.01 Basic Services - Study and Report Phase</b>					
58-28-10	RD Preliminary Engineering Report (PER) - for Sewer Improvements	T&E	\$30,275	\$14,122	\$16,153
<b>Sub-Total</b>			<b>\$30,275</b>	<b>\$14,122</b>	<b>\$16,153</b>
<b>A1.02 Basic Services - Preliminary Design Phase; and A1.03 Basic Services - Final Design Phase</b>					
58-28-11	Design Survey and Basemap (Phases 1, 2, and 3)	T&E	\$26,448	\$21,368	\$5,080
58-28-12	Geotechnical Investigation (Phases 1, 2, and 3)	T&E	\$41,330	\$39,031	\$2,299
58-28-13	Preliminary Design; Assistance w/ City Selection of Pre-Design layout Components	T&E	\$57,580	\$54,592	\$2,988
58-28-14	Utility and WSDOT Pre-Design Coordination/Review	T&E	\$23,916	\$24,704	-\$788
58-28-15	WSDOT Design Approval	T&E	\$53,694	\$0	\$53,694
58-28-16	Phase 1 - 30% Design Drawings and Onsite Mtgs	T&E	\$68,618	\$68,158	\$460
58-28-17	Phase 2&3 - 30% Design Drawings	T&E	\$76,966	\$76,966	\$0
58-28-18	Phase 1 - Final Design, Plans, Specs, and Bid Documents	FC	\$321,036	\$197,880	\$123,156
58-28-19	Phases 2&3 - Final Design, Plans, Specs, and Bid Documents	FC	<i>to be deter.</i>	<i>to be deter.</i>	<i>to be deter.</i>
58-28-20	Phases 1 - Design Plans/Specs for EV-2 Charging Stations at 3rd & Whitcomb Ave.	FC	\$15,620	\$15,620	\$0
<b>Sub-Total</b>			<b>\$685,208</b>	<b>\$498,319</b>	<b>\$186,889</b>
<b>A1.04 Basic Services - Bidding or Negotiating Phase; and A1.05 Construction Phase; and A1.06 Post-Construction Phase</b>					
58-28-21	Bid Period Assistance	T&E	\$21,103	\$0	\$21,103
58-28-22	Construction Engineering	T&E	\$152,224	\$0	\$152,224
58-28-23	Construction Inspection	T&E	\$225,016	\$0	\$225,016
58-28-24	Materials Testing/Quality Control	T&E	\$50,560	\$0	\$50,560
58-28-25	Record Drawings	T&E	\$14,497	\$0	\$14,497
<b>Sub-Total</b>			<b>\$463,400</b>	<b>\$0</b>	<b>\$463,400</b>
<b>A2.01 - Additional Services</b>					
58-28-26	Assistance with Right-of-Way/Easement Acquisition	T&E	\$2,320	\$7,904	-\$5,584
58-28-27	Permit Assistance	T&E	\$3,572	\$3,572	\$0
58-28-28	Project Management/Client Meetings	T&E	\$65,178	\$17,900	\$47,278
58-28-29	Financing and Funding Admin Assistance	T&E	\$44,830	\$15,078	\$29,752
58-28-30	Public Meetings Assistance	T&E	\$6,638	\$9,632	-\$2,994
58-28-31	Environmental Review	T&E	\$66,756	\$40,274	\$26,482
58-28-32	Section 106 (Cultural Resources)	T&E	\$9,255	\$18,818	-\$9,563
58-28-33	Addressing DAHP Comments	T&E	\$6,760	\$0	\$6,760
58-28-34	ECY Stormwater Approval - Phase 1	T&E	\$29,548	\$0	\$29,548
<b>Sub-Total</b>			<b>\$234,857</b>	<b>\$113,178</b>	<b>\$121,679</b>
<b>TOTAL</b>			<b>\$1,413,740</b>	<b>\$625,619</b>	<b>\$788,121</b>

**Attachment A-2 to Exhibit A**

City of Tonasket, WA		Engineering Scope and Cost Worksheets						Original Scope	Amnd #1
		FEE ESTIMATE WORKSHEET							
Perfect Passage Road Improvements		Sen. Engr / Prin.	Engr	Engr Tech	Fund Admin	Proj Assf	Direct Expense		
		\$ 190	\$155	\$142	\$100	\$92	\$1	TOTAL	TOTAL
<b>A1.01 Basic Services - Study and Report Phase</b>									
58-28-10	<b>RD Preliminary Engineering Report (PER) - for Sewer Improvements</b>								
	<i>USDA Rural Development (RD) funding may be utilized for sewer improvements. As a condition of funding, RD requires a Preliminary Engineering Report (PER) prepared in accordance w/ RUS Bulletin 1780-2. This tasks assumes the sewer improvements replace existing (no additions) and a GSP amendment is not required by ECY.</i>								
	Perform background research; assemble available water/sewer information		4	4				\$ 1,188	\$1,012
	Prepare exhibits and cost estimates	2	8	8	4			\$ 3,156	\$2,368
	Prepare PER report and narrative	32	53	20				\$ 17,135	\$7,098
	Address RD comments on PER - TBD based on comments; for budgeting purposes assume 20 hours Engr and 8 hrs tech	24	20	8				\$ 8,796	\$3,644
	<b>Subtotal</b>	<b>58</b>	<b>85</b>	<b>40</b>		<b>0</b>	<b>\$0</b>	<b>\$ 30,275</b>	<b>\$14,122</b>
<b>A1.02 Basic Services - Preliminary Design Phase</b>									
<b>A1.03 Basic Services - Final Design Phase</b>									
58-28-11	<b>Design Survey and Basemap (Phases 1, 2, and 3)</b>								
	Topographic survey*						\$15,000	\$ 15,000	\$15,000
	ROW/Boundary survey	<i>Not included; to be determined</i>						\$ -	
	Property title reports	<i>Not included; to be determined</i>						\$ -	
	Rag tape as-built of existing features/access/etc		12	12				\$ 3,564	\$3,036
	Create AutoCAD Basemap			52				\$ 7,384	\$2,832
	Expenses: travel, printing, misc.						\$500	\$ 500	\$500
	<i>*Survey subconsultant amounts will be adjusted (+/-) based on actual subconsultant proposals.</i>								
	<b>Subtotal</b>	<b>0</b>	<b>12</b>	<b>64</b>		<b>0</b>	<b>\$15,500</b>	<b>\$ 26,448</b>	<b>\$21,368</b>
58-28-12	<b>Geotechnical Investigation (Phases 1, 2, and 3)</b>								
	<b>Geotechnical investigation - Budinger &amp; Associates*</b>								
	The geotechnical investigation scope assumes 8 geotechnical test borings (roughly 400' spacing) with 4 additional misc borings at locations TBD; laboratory testing of soil samples to characterize soils, moisture content, gradation, etc.; calling utility locates and providing traffic control during for boring activities; report of findings will include results and recommendations. Work also includes flexible pavement design for asphalt section and assumes traffic information required is provided by WSDOT.								
	<i>Additional Evaluations to be determined based on WSDOT input.</i>								
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>\$41,330</b>	<b>\$ 41,330</b>	<b>\$39,031</b>

**Attachment A-2 to Exhibit A**

City of Tonasket, WA		Engineering Scope and Cost Worksheets						TOTAL	Original Scope	Amnd #1
		FEE ESTIMATE WORKSHEET								
Perfect Passage Road Improvements		Sen. Engr / Prin.	Engr	Engr Tech	Fund Admin	Proj Asst	Direct Expense			
		\$ 190	\$155	\$142	\$100	\$92	\$1			
58-28-13	<b>Preliminary Design; Assistance w/ City Selection of Pre-Design layout Components</b>									
	Prepare city workshop agenda; background information to assist in City decisions	4	16	16		8	\$1,500	\$ 7,748	\$8,924	
	Workshop meeting w/ City to review Downtown Corridor Redevelopment Master Plan and discuss basis for preliminary design layout; assume City selects configuration to be used in pre-design layout including: -road cross section/lanes number/lane width/etc. -design vehicle for each intersection -bulb-out locations -street lighting type/locations -landscaping concept	8	8					\$ 2,760	\$3,070	
	Prepare pre-design layout (plan view only) for all 3 phases	8	80	80				\$ 25,280	\$21,616	
	Concept rendering for landscaping		4				\$5,500	\$ 6,120	\$6,040	
	Prepare updated road sections and/or illustrative rendering(s) of proposed roadway for City input		8	16				\$ 3,512	\$3,912	
	Prepare updated cost estimate		8	16				\$ 3,512	\$2,968	
	Meeting w/ City to review pre-design materials	8	8					\$ 2,760	\$3,070	
	Attend public meeting(s)							\$ -		
	Allowance to update pre-design plan view drawings based on City/public input. Actual TBD based on input/requested revisions, etc.		16	24				\$ 5,888	\$4,992	
	<b>Subtotal</b>	<b>28</b>	<b>148</b>	<b>152</b>		<b>8</b>	<b>\$7,000</b>	<b>\$ 57,580</b>	<b>\$54,592</b>	
58-28-14	<b>Utility and WSDOT Pre-Design Coordination/Review</b>									
	<u>Utility coordination:</u>									
	Provide purveyors (water/sewer/power/communications) pre-design layout and summary of utility information needed/improvements proposed/coordination/relocations required		4					\$ 620	\$540	
	Mtg w/ utilities purveyors; obtain comments, design coordination, etc.	8	24	8				\$ 6,380	\$7,448	
	Budget allowance for additional utility coordination	2	40	8				\$ 7,800	\$8,576	
	<u>WSDOT:</u>							\$ -		
	Provide WSDOT traffic engineer w/ pre-design layout and memo summarizing City design intent for: lane widths, street parking, bulb-out locations, intersection design vehicle, ADA ramp layout, and lighting		16	8				\$ 3,616	\$3,104	
	Determine asphalt section design method and items needed from WSDOT. Assume WSDOT to provide ACP section design vehicle/count ESAL's and "Heavy Haul" requirements		8				\$1,500	\$ 2,740	\$2,580	
	Meet w/ WSDOT and obtain comments	8	8					\$ 2,760	\$2,456	
	Revisions to pre-design layout based on utility and/or WSDOT input (TBD)							\$ -		
	<b>Subtotal</b>	<b>18</b>	<b>100</b>	<b>24</b>		<b>0</b>	<b>\$1,500</b>	<b>\$ 23,916</b>	<b>\$24,704</b>	



**Attachment A-2 to Exhibit A**

City of Tonasket, WA		Engineering Scope and Cost Worksheets									
		FEE ESTIMATE WORKSHEET									
Perfect Passage Road Improvements		Sen. Engr / Prin.	Engr	Engr Tech	Fund Admin	Proj Asst	Direct Expense	TOTAL	Original Scope	Amnd #1	
58-28-15	<b>WSDOT Design Approval</b>	\$ 190	\$155	\$142	\$100	\$92	\$1				
<i>Per WSDOT requirements, the following documentation is required prior to approving improvements on US 97</i>											
	PDA 1.1 - Table of Contents			1				\$ 142			
	PDA 1.2 - Design Memorandum	24	40	24				\$ 14,168			
	PDA 2.2 - Environmental Review Summary (included in Environmental Documentation)	<i>not included at this time</i>						\$ -			
	PDA 2.3 - Basis of Design (assumed included in the Design Memorandum)							\$ -			
	PDA 3.3 - Design Analysis	8	8	2				\$ 3,044			
	PDA 3.6 - Alignment plans and Profiles (assuming design sheets for agency review are adequate)	<i>not included at this time</i>						\$ -			
	PDA 3.7 - Cost Estimate	2	4	4				\$ 1,568			
	Environmental documentation: PDA 4.1 & 4.2 (includes WSDOT environmental coordination with Trent deBoer, and Brian Pearson - does not include NEPA or other Federal Highway requirements)	2	24	8	4			\$ 5,636			
	SD 5.7 - Geotechnical Report (estimated cost for the illumination element of the WSDOT requirements, actual costs may vary)	4	4				\$3,500	\$ 4,880			
	SD 5.8 - Hydraulics Assessment / Report (ECY Hydraulic Report is not allowed as a substitute)	16	40	8				\$ 10,376			
	SD 5.10 - Illumination - Ztek Consultant (estimated cost for the illumination element of the WSDOT requirements, actual costs may vary)	2					\$5,500	\$ 5,880			
	SD 5.15 - Pedestrian Facilities (assumed included in the Design Memorandum)	<i>not included at this time</i>						\$ -			
	SD 6.2 - Justifications (assumed included in the Design Memorandum)	<i>not included at this time</i>						\$ -			
	SD 6.3 - Design Decisions (assumed included in the Design Memorandum)	<i>not included at this time</i>						\$ -			
	Budget of 32 hrs for WSDOT coordination with new personnel and design approval	16	32					\$ 8,000			
	<i>Additional evaluation / other To Be determined</i>										
	<b>Subtotal</b>	0	0	0		0	\$0	\$ 53,694	\$0	\$ 53,694	
58-28-16	<b>Phase 1 - 30% Design Drawings and Onsite Mtgs</b>										
	<i>This task assumes City/WSDOT/Utility concurrence with pre-design layout and to produce 30% design drawings.</i>										
	Site reconnaissance for design details	8	20	20				\$ 7,460	\$5,060		
	30% road/storm/water/sewer design drgs to include: road section, draft plan/profile road/storm sheets, water improvements plan view layout, sewer improvements plan/profile, illumination plan view	20	120	120			\$500	\$ 39,940	\$44,420		
	Landscape architectural preliminary plan						\$5,000	\$ 5,000	\$5,000		
	Internal review - QA/QC	8	16					\$ 4,000	\$3,536		
	Review meeting w/ City	16	10					\$ 4,590	\$3,070		
	Allowance for meetings w/ land owners to discuss construction coordination. Assume coordination does not affect selected improvements and/or overall layout.		24	24			\$500	\$ 7,628	\$7,072		
	Submit 30% design drawings to WSDOT and utility companies. Revisions based on comments.	<i>to be determined</i>									
	<b>Subtotal</b>	52	190	164		0	\$6,000	\$ 68,158	\$68,158	\$ -	
58-28-17	<b>Phase 2&amp;3 - 30% Design Drawings</b>										
	<i>This task assumes City/WSDOT/Utility concurrence with pre-design layout and to produce 30% design drawings.</i>										
	Site reconnaissance for design details		20	20					\$5,060		
	30% road/storm/water/sewer design drgs to include: road section, draft plan/profile road/storm sheets, water improvements plan view layout, sewer improvements plan/profile, illumination plan view	40	200	200			\$500	\$66,380	\$66,380		
	Internal review - QA/QC	8	8					\$2,456	\$2,456		
	Review meeting w/ City	8	8					\$3,070	\$3,070		
	Submit 30% design drawings to WSDOT and utility companies. Revisions based on comments.	<i>not included</i>									
	<b>Subtotal</b>	56	236	220		0	\$500	\$ 76,966	\$76,966	\$ -	

**Attachment A-2 to Exhibit A**

City of Tonasket, WA		Engineering Scope and Cost Worksheets						FEE ESTIMATE WORKSHEET		Original Scope	Amnd #1
		Sen. Engr / Prin.	Engr	Engr Tech	Fund Admin	Proj Asst	Direct Expense	TOTAL	TOTAL		
<b>Perfect Passage Road Improvements</b>		\$ 190	\$155	\$142	\$100	\$92	\$1				
58-28-18	<b>Phase 1 - Final Design, Plans, Specs, and Bid Documents</b>										
	60% Design; Front sheets, details, plan/profiles (estimate 28 sheets; Engr 8 hr/ea, Tech 8 hr/ea)	56	224	224	16		\$500	\$ 79,268	\$51,908		
	60% Design Review Memo, review with City	8	24					\$ 5,240	\$5,304		
	Prepare draft contract/bid documents, specifications	5	40					\$ 7,150	\$6,088		
	Prepare Traffic Control Plan	8	16	16				\$ 6,272	\$5,424		
	95% Design; Construction plans; bid docs (28 sheets; princ 4 hr/ea, Engr 4 hr/ea, Tech 8 hr/ea)	112	112	224	16		\$1,500	\$ 73,548	\$29,644		
	95% contract/bid documents, specifications		36					\$ 5,580	\$4,860		
	95% Design Review Memo, review with City	12	16					\$ 4,760	\$4,224		
	Final plans/specs Revisions	8	24	24			\$170	\$ 8,818	\$4,616		
	Internal QA/QC review	32	8	24				\$ 10,728	\$3,832		
	Project management/admin./design team coordination (8 hr/mnth for 12 months)	96						\$ 18,240	\$10,320		
	Electrical subconsultant	8					\$55,000	\$ 56,520	\$43,692		
	Landscape architect subconsultant	8			1		\$35,000	\$ 36,620	\$25,000		
	Update construction cost estimate	8	32	16				\$ 8,752	\$2,968		
	<b>Subtotal</b>	<b>361</b>	<b>532</b>	<b>528</b>		<b>0</b>	<b>\$92,170</b>	<b>\$ 321,496</b>	<b>\$197,880</b>	<b>\$ 123,616</b>	
58-28-19	<b>Phases 2&amp;3 - Final Design, Plans, Specs, and Bid Documents</b>										
	<i>Scope not identified at this time</i>										
	<i>to be determined</i>										
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>\$0</b>	<b>\$ -</b>	<b>\$0</b>		
58-28-20	<b>Phases 1 - Design Plans/Specs for EV-2 Charging Stations at 3rd &amp; Whitcomb Ave.</b>										
	<i>This tasks includes preparing design plans/specifications for 3 EV-2 charging stations at the parking lot located on the NE corner of 3rd and Whitcomb. This tasks assumes the charging stations will be bid with the Phase 1 improvements and thus separate bid documents for the stations is not included.</i>										
	Site reconnaissance for design details - assume coordinated with other site visits	4	4					\$ 1,228	\$1,228		
	Site improvements and/or modifications - assume 1 sheet	2	16	16				\$ 4,392	\$4,392		
	Electrical design/details						\$10,000	\$ 10,000	\$10,000		
	Additional stations/sites and/or bid documents										
	<i>to be determined</i>										
	<b>Subtotal</b>	<b>6</b>	<b>20</b>	<b>16</b>		<b>0</b>	<b>\$10,000</b>	<b>\$ 15,620</b>	<b>\$15,620</b>	<b>\$ -</b>	
	<u>Design Estimate:</u> <i>Design scope and fee estimate for Section A1.02 &amp; A1.03 - Basic Services - Preliminary and Final Design Phase do not include redesigns, alignment changes, additional investigations or other design alternations that occur due to City and/or agency review and comments. Additional scope/estimates will be developed if necessary at that time.</i>										
<b>A1.06 Post-Construction Phase</b>											
58-28-21	<b>Bid Period Assistance</b>							\$ -			
	Prepare Bid Docs (assume 12 sets)				8		\$250	\$ 1,050			
	Prepare for and conduct pre-bid conference, write up meeting minutes (inc electrical subconsultant), issue addenda, etc	8	24		1	10	\$375	\$ 6,635			
	Assist w/bid opening, bid review & tabulation, award recommendations, etc, (attend bid opening& council award)	1	40		16	20	\$0	\$ 9,830			
	assist with agreements, bonds, contract execution	4	4			24		\$ 3,588			
	<b>Subtotal</b>	<b>13</b>	<b>68</b>	<b>0</b>	<b>25</b>	<b>54</b>	<b>\$625</b>	<b>\$ 21,103</b>	<b>\$0</b>	<b>\$ 21,103</b>	



**Attachment A-2 to Exhibit A**

City of Tonasket, WA		Engineering Scope and Cost Worksheets						FEE ESTIMATE WORKSHEET		Original Scope	Amnd #1
		Sen. Engr / Prin.	Engr	Engr Tech	Fund Admin	Proj Asst	Direct Expense	TOTAL	TOTAL		
<b>Perfect Passage Road Improvements</b>		\$ 190	\$155	\$142	\$100	\$92	\$1	TOTAL	TOTAL		
58-28-22	<b>Construction Engineering</b>										
	<i>Assume 160 calendar day construction contract (24weeks), include allowance for 2 week overrun (26weeks)</i>							\$ -			
	<i>Prep for and conduct pre-construction conference</i>	16	16	4			\$375	\$ 6,463			
	<i>Submittal Reviews</i>	5	49.5			33		\$ 11,659			
	<i>O&amp;M Manual Reviews</i>	1	16			8		\$ 3,406			
	<i>Pay Estimates</i>	4	42			48		\$ 11,686			
	<i>Construction engineering (interpretations, RFIs, C.O.'s, etc.) periodic on-site reviews, inspection supervision (20 hrs/week)</i>	64	480					\$ 86,560			
	<i>Weekly Construction Meetings (assume 24)</i>	40	69					\$ 18,295			
	<i>Electrical Subconsultant, onsite review, submittals, RFI, &amp; 2 trips.</i>						\$7,500	\$ 7,500			
	<i>Project Closeout</i>	2	12			48		\$ 6,656			
	<b>Subtotal</b>	132	684.5	4	0	137	7874.8	\$ 152,224	\$0	\$ 152,224	
58-28-23	<b>Construction Inspection</b>										
	<i>Assume 160 calendar day construction contract (24 weeks), Assume onsite inspection 45 hr/wk for 24wks, Resident Engr 2 hrs/wk for 12 wks</i>		240	1080			\$5,213	\$ 195,773			
	<i>Prep for and conduct pre-construction conference</i>	8	20	4	0			\$ 5,188			
	<i>Closeout (punch-list insp, final insp.)</i>			8	8		\$375	\$ 2,311			
	<i>Expenses: mileage, per diem, etc</i>						\$17,848	\$ 17,848			
	<i>11th Month Inspection</i>	8	8	8				\$ 3,896			
	<b>Subtotal</b>	16	268	1100	8	0	\$5,213	\$ 225,016	\$0	\$ 225,016	
58-28-24	<b>Materials Testing/Quality Control</b>										
	<i>3rd Party laboratory testing - (proctors, asphalt compaction and special inspections) - amount is estimated and will be adjust when the actual proposal costs are known.</i>	4	0	0	0	0	\$45,000	\$ 45,760			
	<i>Compaction Testing (assume 6 months)</i>						\$4,800	\$ 4,800			
	<b>Subtotal</b>	4	0	0	0	0	\$49,800	\$ 50,560	\$0	\$ 50,560	
58-28-25	<b>Record Drawings</b>										
	<i>38 sheets (Engr. 0.5 hrs/sht, Engr Tech 2 hrs/sht)</i>	4	19	76	0	0	\$0	\$ 14,497			
	<b>Subtotal</b>	4	19	76	0	0	0	\$ 14,497	\$0	\$ 14,497	
<b>A2.01 Additional Services</b>											
58-28-26	<b>Assistance with Right-of-Way/Easement Acquisition</b>										
	<i>At the time of this agreement, additional ROW and/or easements acquisition for the project is not known or anticipated. To our knowledge, the proposed improvements will be completed on City owned property and/or City public rights of way. However, after the survey is complete and during design additional ROW documentation and/or survey's may be required. Therefore, additional ROW and/or easement research or surveys may be necessary. Additional scope will be identified at that time, if needed.</i>								\$5,584		
	<i>Conduct initial ROW/easement research. Identify if additional investigations and/or surveys are needed.</i>								\$2,320		
	<i>Prepare RD ROW certification exhibit; assistance w/ Owner/attorney certifications</i>	8		8				\$ 2,320	\$2,320		
	<i>Conduct additional ROW work or surveys</i>										
	<b>Subtotal</b>	8	0	8		0	\$0	\$ 2,320	\$7,904	\$ (5,584)	
58-28-27	<b>Permit Assistance</b>										
	<i>Assistance in preparing permit applications for the following: (Assume any permit fees to paid by the Town)</i>								\$0		
	<i>Stormwater Construction Permit</i>		8	16		4	\$100	\$ 3,572	\$3,572		
	<i>Additional permits if required.</i>										
	<b>Subtotal</b>	0	8	16		4	\$100	\$ 3,572	\$3,572	\$ -	

**Attachment A-2 to Exhibit A**

City of Tonasket, WA		Engineering Scope and Cost Worksheets						TOTAL	Original Scope TOTAL	Amnd #1	
		FEE ESTIMATE WORKSHEET									
		Sen. Engr / Prin.	Engr	Engr Tech	Fund Admin	Proj Asst	Direct Expense				
<b>Perfect Passage Road Improvements</b>		\$ 190	\$155	\$142	\$100	\$92	\$1				
<b>58-28-28 Project Management/Client Meetings</b>											
Original Budget in 2022 was for 10 hrs per month for 6 months. The revised budget amends the existing task to include budge allowance for workshop meetings regarding project progress, status, outstanding items and to attend periodic council meeting to update council (through December 2024).		300			60		\$2,178	\$ 65,178	\$17,900		
<b>Subtotal</b>		<b>300</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>2178</b>	<b>\$ 65,178</b>	<b>\$17,900</b>	<b>\$ 47,278</b>	
<b>58-28-29 Financing and Funding Admin Assistance</b>											
Assumed budget allowance for financing and funding process and administrative assistance for various funders. Assume 16 hrs / mnth 1/1/23 -12/2024		32			384		\$350	\$ 44,830	\$15,078		
<b>Subtotal</b>		<b>32</b>	<b>0</b>	<b>0</b>	<b>384</b>	<b>0</b>	<b>\$350</b>	<b>\$ 44,830</b>	<b>\$15,078</b>	<b>\$ 29,752</b>	
<b>58-28-30 Public Meetings Assistance</b>											
Budget allowance for public meeting(s) and public relations assistance, as requested.		12	16	1	8	8	\$200	\$ 6,638	\$9,632		
<b>Subtotal</b>		<b>12</b>	<b>16</b>	<b>1</b>	<b>8</b>	<b>8</b>	<b>\$200</b>	<b>\$ 6,638</b>	<b>\$9,632</b>	<b>\$ (2,994)</b>	
<b>58-28-31 Environmental Review</b>											
<i>Assumes Dept of Ecology (Lead Agency), Dept of Commerce (Cooperating Agency), WSDOT (Cooperating Agency) environmental, design, and construction funding. Rural Development and/or CDBG funding may trigger additional environmental requirements at a later date if acquired. This scope of work does not include requirements from additional funding agencies.</i>											
<i>Assumes environmental impact statement (EIS) is not required</i>											
<i>The Tasks in this Section consist of consultation and coordination with federal agencies, gathering, reporting and maintain relevant documentation, coordination with the City, preparation of reports, forms and other environmental review tasks necessary for compliance with the appropriate funding agencies pursuant to the State Environmental Policy Act, WAC 197-11 and additional federal requirements as applicable and dependent on final funding package</i>											
SEPA Checklist incl. preparation of project exhibits (APE Map, soils map, FIRM, IPaC/ Official Species list); determination (assumes DNS); assist client in publication of DNS (15-day comment period)		0	36	4				\$ 6,148	\$3,246		
SEPA/NEPA agency consultation (30-day comment period) includes correspondence with review agencies			16	4		40		\$ 6,728	\$4,872		
NEPA Environmental Report (ER) per RD Instruction 1970-A: alternatives to the proposed action, environmental evaluation/ analysis, mitigation strategies, assist client in preparation and publication of forms			84	4				\$ 13,588	\$7,640		
NEPA documentation per WSDOT Local Programs Management Guidelines (LAG) Manual: prepare EA using documentation from RD ER (see above task), assist client in preparation and publication of forms			32	4				\$ 5,528	\$2,740		
SERP Checklist per ECY Funding Guidelines Appendix N using documentation from RD ER and SEPA review (see above tasks)			32	2				\$ 5,244	\$2,740		
Public outreach / engagement per ECY Funding Guidelines Appendix O: assist client in preparation and publication of outreach materials for public hearing			16					\$ 2,480	\$1,424		
Environmental Assessment (EA) per CDBG Management Handbook Section 6 using documentation from RD ER and SEPA review (see above tasks)			32					\$ 4,960	\$2,504		
Additional supplemental NEPA documentation: prepare environmental documentation based on additional funding agency direction		<i>to be determined</i>									
Prepare Environmental Review Record (ERR)			16	8				\$ 3,616	\$1,080		
Administrative duties including traveling to the project site, meetings with City, etc.		4	32	4				\$ 6,288	\$4,008		
Coordination with Lead Agency and Cooperating Agencies including meetings, progress memos, email communications, etc.		4	40			30		\$ 9,720	\$7,564		
Direct costs incurred to-date							\$2,456	\$ 2,456	\$2,456		
<b>Subtotal</b>		<b>8</b>	<b>336</b>	<b>30</b>	<b>70</b>	<b>70</b>	<b>\$2,456</b>	<b>\$ 66,756</b>	<b>\$40,274</b>	<b>\$ 26,482</b>	



**Attachment A-2 to Exhibit A**

City of Tonasket, WA		Engineering Scope and Cost Worksheets						TOTAL	Original Scope TOTAL	Amnd #1
		FEE ESTIMATE WORKSHEET								
Perfect Passage Road Improvements		Sen. Engr / Prin.	Engr	Engr Tech	Fund Admin	Proj Asst	Direct Expense			
		\$ 190	\$155	\$142	\$100	\$92	\$1			
58-28-32	<b>Section 106 (Cultural Resources)</b>									
	<i>Work performed to date is shown below. Initiation cultural resources began in August, 2021 per Dept of Commerce requirements for Direct Appropriation Grant</i>							\$ -		
	Prepare EZ-1 form, initiate consultation with DAHP/ Tribes (30-day comment period)							\$ -		
	Prepare cultural resource survey (CRS), initiate consultation with DAHP/ Tribes (30-day comment period)							\$ -		
	Prepare Tribal Oral History Report per Colville email date 2/9/2022, initiate consultation with DAHP/ Tribes (30-day comment period) Also refer to Statement of Work date 4/7/2022							\$ -		
	Request final determination (30-day comment period)							\$ -	\$1,424	
	Coordination with Lead Agency and Cooperating Agencies including meetings, progress memos, email communications, etc.	2	8					\$ 1,620	\$4,200	
	Direct costs incurred to-date							\$ 7,635	\$13,194	
	<b>Subtotal</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$ 9,255</b>	<b>\$18,818</b>	<b>\$ (9,563)</b>
58-28-33	<b>Addressing DAHP Comments</b>									
	Respond to DAHP request of APE revision to include adjacent buildings. Discussions between VA and DAHP resulted in DAHP rescinding their request of APE revision and additional investigations re addressing audio, visual, vibratory, etc. effects posed to the built environment.	22	16	0	1	0		\$ 6,760		
	Direct costs incurred to-date									
	<b>Subtotal</b>	<b>22</b>	<b>16</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>\$ 6,760</b>	<b>\$0</b>	<b>\$ 6,760</b>
58-28-34	<b>ECY Stormwater Approval - Phase 1</b>									
	Prepare ECY stormwater design report and treatment BMP calculation and water quality benefit calculations	24	24	4				\$ 8,848		
	Address ECY comments; follow up mtgs and coordination w/ ECY	8	8					\$ 2,760		
	Per ECY comment, revise location of 4th St. treatment BMP; update hydrology/hydraulic calculations and drawings for submittal to ECY	4	8	8				\$ 3,136		
	90% Design submittal/plans/specifications for ECY review		12	12				\$ 3,564		
	Update cost estimates w/ itemized ECY bid items			4				\$ 568		
	Budget to address ECY comments on 90% design submittal	16	32	16	4			\$ 10,672		
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$ 29,548</b>	<b>\$0</b>	<b>\$ 29,548</b>
	<b>TOTAL (Not to exceed w/o owner approval)</b>									
		<b>1195</b>	<b>2864.5</b>	<b>2489</b>	<b>312.5</b>	<b>281</b>	<b>\$256,408</b>	<b>\$ 1,413,740</b>	<b>\$625,619</b>	<b>\$ 788,121</b>



**VARELA**  
Engineering & Management

November 29, 2023

City of Tonasket  
209 S. Whitcomb Ave.  
Tonasket, WA 98855

ATTN: Mayor Maldonado and Council  
RE: 4<sup>th</sup> St. Multimodal Improvements  
Pay Estimate #2

Dear Mayor Maldonado and Council Members,

Please find attached Pay Estimate #2 from Rudnick and Sons, LLC for the 4<sup>th</sup> St Multimodal Improvements Project in the amount of \$196,560.24.

Pay Estimate #2 includes work performed from October 01, 2023 to November 03, 2023. The work includes but is not limited to:

**4<sup>th</sup> St. Multimodal Improvements Project:**

- Temporary traffic control
- Removal of cement conc. curb and gutter, asphalt conc. pavement
- Roadway excavation and haul
- Installation of cement conc. curb, gutter and sidewalk
- HMA pavement repair
- Permanent signage, striping

Varela recommends approval of Pay Estimate #2 in the amount of \$196,560.24.

Please sign the enclosed Pay Estimate and return to us for forwarding to the Contractor and funding agency. If you have any questions, please feel free to call.

Sincerely,

**Peter C. Cowger, PE**  
Civil Engineer

cc: file  
encl: As stated

Spokane  
601 W Mallon Ave, Suite A  
Spokane, WA 99201  
509.328.6066

varela-engr.com



**Contractor's Application for Payment**

<b>Owner:</b>	City of Tonasket	
<b>Engineer:</b>	Varela Engineering & Management	
<b>Contractor:</b>	Rudnick and Sons, LLC	
<b>Project:</b>	4th St. Multimodal Improvements	
<b>Application No.</b>	2	
<b>Application Period:</b>	10/1/2023	To 11/4/2023
		<b>Application Date:</b> 11/22/2023

1	Original Contract Price	\$263,055.00
2	Net change by Change Orders	\$0.00
3	Current Contract Price (Line 1 + Line 2).	\$263,055.00
4	Total Work completed	\$252,442.11
5	Total Retainage (5% of Work Completed)	\$12,622.11
6	Amount eligible to date (Line 4 - Line 5)	\$239,820.01
	Less previous payments (Line 6 from prior application)	\$43,259.77
8	<b>Amount due this application</b>	<b>\$196,560.24</b>
	Balance to finish, include retainage (Line 3 - Line 6)	\$23,234.99

**Contractor's Certification**  
 The undersigned Contract certifies, to the best of its knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contractor have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** Rudnick & Sons LLC

Signature: [Signature] Date: 11/29/23

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
By: <u>[Signature]</u>	By: _____
Title: <u>PROJECT ENGINEER</u>	Title: _____
Date: <u>11/22/23</u>	Date: _____

**Approved by Funding Agency**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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



# PAYMENT APPLICATION LOG



Owner: City of Tonasket  
 Engineer: Varela Engineering & Management  
 Contractor: Rudnick and Sons, LLC  
 Project: 4th St. Multimodal Improvements  
**BID SCHEDULE A - BID ITEMS**

DESCRIPTION (Bid Item)	BID SCHEDULE			PE #2		PE #1		TO DATE			
	UNIT PRICE	EST. QTY	AMOUNT	Quantity	Amount	Quantity	Amount	Quantity	Amount	%	
<b>Headings</b>											
1	SPCC Plan	\$ 500.00	1 LS	\$ 500.00	0.00	\$ -	1.00	\$ 500.00	1.00	\$ 500.00	100.00%
2	Mobilization	\$ 9,000.00	1 LS	\$ 9,000.00	0.00	\$ -	1.00	\$ 9,000.00	1.00	\$ 9,000.00	100.00%
3	Project Temporary Traffic Control	\$ 5,500.00	1 LS	\$ 5,500.00	0.90	\$ 4,950.00	0.10	\$ 550.00	1.00	\$ 5,500.00	100.00%
4	Remove Cement Conc. Curb and Gutter	\$ 21.00	850 LF	\$ 17,850.00	399.00	\$ 8,379.00	482.00	\$ 10,122.00	881.00	\$ 18,501.00	103.65%
5	Remove Cement Conc. Sidewalk	\$ 70.00	15 SY	\$ 1,050.00	18.00	\$ 1,260.00	0.00	\$ -	18.00	\$ 1,260.00	120.00%
6	Remove Asphalt Conc. Pavement	\$ 12.60	800 SY	\$ 10,080.00	743.89	\$ 9,373.01	107.11	\$ 1,349.60	851.00	\$ 10,722.61	106.38%
7	Roadway Excavation Incl. Haul	\$ 53.00	150 CY	\$ 7,950.00	81.00	\$ 4,293.00	75.00	\$ 3,975.00	156.00	\$ 8,268.00	104.00%
8	Crushed Surfacing Top Course	\$ 80.00	100 TON	\$ 8,000.00	70.00	\$ 5,600.00	0.00	\$ -	70.00	\$ 5,600.00	70.00%
9	HMA for Pavement Repair CL 3/8 PG 64/28	\$ 120.00	215 SY	\$ 25,800.00	265.00	\$ 31,800.00	0.00	\$ -	265.00	\$ 31,800.00	123.26%
10	Solid Wall PVC Storm Sewer Pipe 8 In. Diam.	\$ 120.00	30 LF	\$ 3,600.00	26.00	\$ 3,120.00	12.00	\$ 1,440.00	38.00	\$ 4,560.00	126.67%
11	Precast Concrete Combination Inlet Drywell	\$ 6,100.00	1 EA	\$ 6,100.00	0.00	\$ -	1.00	\$ 6,100.00	1.00	\$ 6,100.00	100.00%
12	Precast Concrete Drywell	\$ 5,500.00	2 EA	\$ 11,000.00	1.00	\$ 5,500.00	1.00	\$ 5,500.00	2.00	\$ 11,000.00	100.00%
13	Catch Basin Type 1	\$ 3,500.00	2 EA	\$ 7,000.00	1.00	\$ 3,500.00	2.00	\$ 7,000.00	3.00	\$ 10,500.00	150.00%
14	Adjust Manhole or Catch Basin	\$ 700.00	2 EA	\$ 1,400.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
15	Relocate Existing Fire Hydrant	\$ 3,500.00	1 LS	\$ 3,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
16	Adjust Valve Box	\$ 500.00	2 EA	\$ 1,000.00	1.00	\$ 500.00	0.00	\$ -	1.00	\$ 500.00	50.00%
17	Adjust Water Meter Box	\$ 600.00	2 EA	\$ 1,200.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
18	Landscape Restoration (Hydroseeding)	\$ 3,800.00	1 LS	\$ 3,800.00	0.25	\$ 950.00	0.00	\$ -	0.25	\$ 950.00	25.00%
19	Top Soil	\$ 19.00	250 SY	\$ 4,750.00	40.00	\$ 760.00	0.00	\$ -	40.00	\$ 760.00	16.00%
20	Cement Conc. Pedestrian Curb	\$ 35.00	135 LF	\$ 4,725.00	108.00	\$ 3,780.00	0.00	\$ -	108.00	\$ 3,780.00	80.00%
21	Cement Conc. Traffic Curb and Gutter	\$ 49.50	900 LF	\$ 44,550.00	889.00	\$ 44,005.50	0.00	\$ -	889.00	\$ 44,005.50	98.78%
22	Cement Conc. Driveway Entrance, Type 1	\$ 120.00	50 SY	\$ 6,000.00	63.00	\$ 7,560.00	0.00	\$ -	63.00	\$ 7,560.00	126.00%
23	Monument Case and Cover	\$ 500.00	1 EA	\$ 500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
24	Cement Conc. Sidewalk	\$ 105.00	400 SY	\$ 42,000.00	350.00	\$ 36,750.00	0.00	\$ -	350.00	\$ 36,750.00	87.50%
25	Cement Conc. Curb Ramp, Type Perpendicular A	\$ 2,500.00	2 EA	\$ 5,000.00	2.00	\$ 5,000.00	0.00	\$ -	2.00	\$ 5,000.00	100.00%
26	Cement Conc. Curb Ramp, Type Parallel A	\$ 2,300.00	7 EA	\$ 16,100.00	7.00	\$ 16,100.00	0.00	\$ -	7.00	\$ 16,100.00	100.00%
27	Permanent Signage	\$ 5,000.00	1 LS	\$ 5,000.00	1.00	\$ 5,000.00	0.00	\$ -	1.00	\$ 5,000.00	100.00%
28	Painted Stop Line	\$ 10.00	75 LF	\$ 750.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	0.00%
29	Painted Crosswalk Line	\$ 5.00	500 SF	\$ 2,500.00	448.00	\$ 2,240.00	0.00	\$ -	448.00	\$ 2,240.00	89.60%
30	Paint Line	\$ 1.00	4250 LF	\$ 4,250.00	4535.00	\$ 4,535.00	0.00	\$ -	4535.00	\$ 4,535.00	106.71%
31	Painted Bicycle Lane Symbol	\$ 325.00	8 EA	\$ 2,600.00	6.00	\$ 1,950.00	0.00	\$ -	6.00	\$ 1,950.00	75.00%
<b>TOTAL</b>				<b>\$ 263,055.00</b>		<b>\$ 206,905.51</b>		<b>\$ 45,536.60</b>		<b>\$ 252,442.11</b>	<b>95.97%</b>

## CHANGE ORDERS

NO.	DESCRIPTION (Change Order Item)	CHANGE ORDER ITEMS			PE #2		PE #1		TO DATE		
		UNIT PRICE	EST. QTY	AMOUNT	Quantity	Amount	Quantity	Amount	Quantity	Amount	%
1			1 LS	\$ -		\$ -		\$ -		\$ -	#DIV/0!
2			1 LS	\$ -		\$ -		\$ -		\$ -	#DIV/0!
3			1 LS	\$ -		\$ -		\$ -		\$ -	#DIV/0!
4			1 LS	\$ -		\$ -		\$ -		\$ -	#DIV/0!
5			1 LS	\$ -		\$ -		\$ -		\$ -	#DIV/0!
6			1 LS	\$ -		\$ -		\$ -		\$ -	#DIV/0!
7			1 LS	\$ -		\$ -		\$ -		\$ -	#DIV/0!
8			1 LS	\$ -		\$ -		\$ -		\$ -	#DIV/0!
9			1 LS	\$ -		\$ -		\$ -		\$ -	#DIV/0!
10			1 LS	\$ -		\$ -		\$ -		\$ -	#DIV/0!
<b>TOTAL CHANGE ORDERS :</b>				<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	

ORIGINAL CONTRACT AMOUNT	\$ 263,055.00			
TOTAL CHANGE ORDERS TODATE	\$ -	\$ -	\$ -	\$ -
Original Contract Amount + Change Orders	\$ 263,055.00	\$ 206,905.51	\$ 45,536.60	\$ 252,442.11
LESS 5% RETAINAGE:	-	\$ 10,345.28	\$ 2,276.83	\$ 12,622.11
Amount Owed:	\$ 263,055.00	PE #2 \$ 196,560.24	PE #1 \$ 43,269.77	TO-DATE \$ 239,820.01





# LETTER OF TRANSMITTAL

- Hand Delivered   
E-mail   
U.S. Mail   
Overnight

To:	City of Tonasket
Attn:	Alice Attwood

Date:	2023-12-05
Project:	58-28 Perfect Passage Phase I
RE:	

Transmitted herewith are:

No. of Copies	Date	Description
1	11/17/23	Invoice 8306
1	12/1/23	Invoice 8306 Breakdown by Funder
1	12/1/23	Current VA Invoice Summary by Funder
1	12/5/23	Current Funding Tracker


- As Requested     FYI     For Your Review     For Your Approval     Please Reply

COMMENTS:

Alice,

Please find the attached Invoice 8306 and corresponding funding breakdown table.

All the best,  
Abby

SIGNED:   
cc: file



**VARELA**  
Engineering & Management

City of Tonasket  
c/o Alice Attwood  
PO Box 487  
Tonasket, WA 98855-04

Invoice number 8306  
Date 11/17/2023

Project 58-28 TONASKET PERFECT PASSAGE  
PHASE I

City of Tonasket  
Project 58-28 TONASKET PERFECT PASSAGE PHASE I

Invoice number 8306  
Date 11/17/2023

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### PROGRESS MEMO

For the period ending November 11, 2023

The City of Tonasket and Varela have applied for 13 different grant / loans, many of these funding applications ended up with requirements unknown at the time of our initial consultant agreement.

These impacts will be enumerated in a forthcoming amendment to the scope.

Task budgets based on an estimated effort per month: such as Financing and Funding Admin Assistance, Project Management/Client Meeting, etc will require more budget to cover the additional time to the end of the construction contract (estimated to be the end of 2024).

Overall we are over budget on the design due:

- Phase 1 scope of the project scope was increased to include the full intersection design of 4th and 1st Streets,
- Added federal regulatory requirements such as Build America, Buy America.
- RD's pre-design report was initially intended for only sanitary sewer elements of the project, it was rewritten to include water and storm improvements as well,
- Gov. Inslee signed Executive Order 21-02 which replaced Executive Order 0505 thus revising the states scrutiny of cultural resources, archaeological sites, historic structures, and tribal sacred places, required additional effort for archaeological and cultural clearances.
- WSDOT manpower turnover and impacts to the approval process.

An amendment for the construction management elements will include additional design budget to the above referenced tasks as well as construction phase services such as onsite inspection and material testing.

Task 10 – RD Preliminary Engineering Report (PER)

- PER amendment work with Dana, Abby, Jared and City Staff

Task 12 – Geotechnical Investigation

- Subconsultant geotechnical report regarding asphalt section analysis submission to WSDOT

Task 17 – Phase 2 & 3 – 30% Design

- Review phases 2 and 3 with PUD

Task 18 - Phase 1 - Design Plans/Specs

- Submitted Plans and specifications to Ecology and WSDOT for review and approval.
- Updated stormwater per DOE's comments
- Modified asphalt thickness to 10" and adjusted pipe bury depths.

Task 28 – Project Management / Client Meetings

- Tonasket Public Works Committee and council meetings April – November.
- Updated costs estimate for funding applications
- Budget update, QA / QC review and Design Team Meetings

Task 29 – Financing and Funding Admin Assistance

- Updating funding tracker reimbursement tracker
- Reviewing app for EV charging station
- Engineering Invoice 8206, 8172 reimbursement request
- ECY PRPR, DA #2revisions and submission to ECY
- Assisted with .09 application

Task 30 – Public Meetings Assistance

- Public Meeting preparation and presentation June 2023

Task 32 – Section 106 (Cultural Resources)

- Required update to Section 106 (Plateau Archaeological Investigations)

Task 34 – ECY Stormwater Approval – Phase 1

- Prepare ECY stormwater design report and treatment BMP calculation and water quality benefit calculations
- Address ECY comments; follow up mtgs and coordination w/ ECY
- Per ECY comment, revise location of 4th St. treatment BMP; update hydrology/hydraulic calculations and drawings for submittal to ECY
- 90% Design submittal/plans/specifications for ECY review

Description	Contract Amount	Percent Complete	Total Billed	Current Billed
<b>18 Phase 1-Final Design, Plans, Specs., and Bid Documents</b>	321,036.00	90.00	288,932.40	91,052.40
<b>Total</b>	321,036.00	90.00	288,932.40	91,052.40

City of Tonasket  
 Project 58-28 TONASKET PERFECT PASSAGE PHASE I

Invoice number 8306  
 Date 11/17/2023

**10 RD Preliminary Engineering Report (PER)-for sewer Improvements**

**Professional Fees**

	Hours	Rate	Billed Amount
Funding Specialist			
Abigail J. Gromlich	3.75	92.65	347.43
Engineer			
Dana V. Cowger	7.50	160.00	1,200.00
Jared T. Anderson	46.00	106.98	4,921.24
Project Engineer			
Nathan V. Hutchens	1.50	139.04	208.57
Phase subtotal			6,677.24

**12 Geotechnical Investigation**

**Professional Fees**

	Hours	Rate	Billed Amount
Engineer			
Jared T. Anderson	0.50	106.98	53.49

**17 Phase 2 & 3-30% Design Drawings**

**Professional Fees**

	Hours	Rate	Billed Amount
Principal Engineer			
Kurt E. Holland	3.00	176.81	530.44

**28 Project Management/Client Meeting**

**Professional Fees**

	Hours	Rate	Billed Amount
Principal Engineer			
Daniel D. Cowger	5.50	169.30	931.16
Kurt E. Holland	12.00	176.81	2,121.76
Phase subtotal			3,052.92

**29 Financing and Funding Admin. Assistance**

**Professional Fees**

	Hours	Rate	Billed Amount
Funding Specialist			
Abigail J. Gromlich	12.50	92.65	1,158.10

**30 Public Meetings Assistance**

**Professional Fees**

	Hours	Rate	Billed Amount
Principal Engineer Kurt E. Holland	9.00	176.81	1,591.32
<b>Reimbursables Expenses</b>			
	Units	Rate	Billed Amount
Mileages	330.00	0.655	216.15
Motel	1.00	104.87	104.87
	1.00	99.35	99.35
City of Tonasket	Invoice number	8306	
Project 58-28 TONASKET PERFECT PASSAGE PHASE I	Date	11/17/2023	

Phase subtotal 2,011.69

**32 Section 106 (Cultural Resources)**

**Subconsultant**

	Date	Cost Amount	Multiplier	Billed Amount
Plateau Archaeological Investigations LLC	05/01/2023	375.00	1.10	412.50

**34 ECY Stormwater Approval-Phase 1**

**Professional Fees**

	Hours	Rate	Billed Amount
Engineer			
Jared T. Anderson	21.50	106.98	2,300.14
Kevin J. Taft	84.50	106.98	9,040.10
Principal Engineer			
Daniel D. Cowger	12.00	169.30	2,031.62
Phase subtotal			13,371.86

Invoice total **118,320.64**

**Invoice Summary**

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Remaining Percent
10 RD PRELIMINARY ENGINEERING REPORT (PER) -FOR SEWER IMPROVEMENTS	30,275.00	17,630.94	6,677.24	5,966.82	19.71
11 DESIGN SURVEY AND BASEMAP	26,448.00	24,189.26	0.00	2,258.74	8.54
12 GEOTECHNICAL INVESTIGATION	41,330.00	41,507.11	53.49	-230.60	-0.56
13 PRELIMINARY DESIGN; ASSISTANCE W/CITY SELECTION OF PRE-DESIGN LAYOUT COMPONENTS	57,580.00	54,642.48	0.00	2,937.52	5.10
14 UTILITY AND WSDOT PRE-DESIGN COORDINATION/REVIEW	23,916.00	23,890.66	0.00	25.34	0.11
15 WSDOT DESIGN APPROVAL	53,694.00	12,967.72	0.00	40,726.28	75.85
16 PHASE 1-30% DESIGN DRAWINGS AND ONSITE MEETINGS	68,618.00	68,398.85	0.00	219.15	0.32
17 PHASE 2 & 3-30% DESIGN DRAWINGS	76,966.00	30,527.33	530.44	45,908.23	59.65
18 PHASE 1-FINAL DESIGN, PLANS, SPECS., AND BID DOCUMENTS	321,036.00	197,880.00	91,052.40	32,103.60	10.00
19 PHASE 2 & 3-FINAL DESIGN, PLANS, SPECS., AND BID DOCUMENTS	0.00	0.00	0.00	0.00	0.00
20 PHASES 1-DESIGN PLANS/SPECS., FOR EV-2 CHARGING STATIONS AT 3RD & "WHITCOMB AVE,	15,620.00	0.00	0.00	15,620.00	100.00

21 BID PERIOD ASSISTANCE	21,103.00	0.00	0.00	21,103.00	100.00
22 CONSTRUCTION ENGINEERING	152,224.00	0.00	0.00	152,224.00	100.00
23 CONSTRUCTION INSPECTION	225,016.00	0.00	0.00	225,016.00	100.00
24 MATERIALS TESTING/QUALITY CONTROL	50,560.00	0.00	0.00	50,560.00	100.00
25 RECORD DRAWINGS	14,497.00	0.00	0.00	14,497.00	100.00
26 ASSISTANCE WITH RIGHT-OF-WAY/EASEMENT ACQUISITION	2,320.00	378.87	0.00	1,941.13	83.67
27 PERMIT ASSISTANCE	3,572.00	0.00	0.00	3,572.00	100.00
28 PROJECT MANAGEMENT/CLIENT MEETING	65,178.00	27,367.59	3,052.92	34,757.49	53.33

**Invoice Summary**

Description	Contract Amount	Prior Billed	Current Billed	Remaining	Remaining Percent
29 FINANCING AND FUNDING ADMIN. ASSISTANCE	44,830.00	25,158.07	1,158.10	18,513.83	41.30
30 PUBLIC MEETINGS ASSISTANCE	6,638.00	3,063.39	2,011.69	1,562.92	23.55
31 ENVIRONMENTAL REVIEW	66,756.00	61,311.76	0.00	5,444.24	8.16
32 SECTION 106 (CULTURAL RESOURCES)	9,255.00	8,298.01	412.50	544.49	5.88
33 ADDRESSING DAHP COMMENTS	6,760.00	6,626.06	0.00	133.94	1.98
34 ECY STORMWATER APPROVAL-PHASE 1	29,548.00	19,009.07	13,371.86	-2,832.93	-9.59
Total	1,413,740.00	622,847.17	118,320.64	672,572.19	47.57

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
8306	11/17/2023	118,320.64	118,320.64				
	Total	118,320.64	118,320.64	0.00	0.00	0.00	0.00



City of Tonasket  
Perfect Passage Road Improvements

Invoice Breakdown by Funder / System

58-28	11/17/2023	\$118,320.64	ECY Stormwater	Water	Sewer	Sidewalks / ADA	Lights / trees etc	Paving / other	RD	Running Total Check
Invoice		8306								
Percentages			0%	18.7%	6.7%	21.3%	18.7%	34.6%		
10	RD Preliminary Engineering Report (PER)-for Sewer Improvements	\$6,677.24							\$6,677.24	\$6,677.24
11	Design Survey and Basemap	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Geotechnical Investigation	\$53.49	\$0.00	\$10.00	\$3.58	\$11.39	\$10.00	\$18.51	\$0.00	\$53.49
13	Preliminary Design; Assistance w/City Selection of Pre-Design Layout Components	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	Utility and WSDOT Pre-Design Coordination/Review	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	WSDOT Design Approval	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	Phase 1-30% Design Drawings And Onsite Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Phase 2 & 3-30% Design Drawings	\$530.44	\$0.00	\$99.19	\$35.54	\$112.98	\$99.19	\$183.53	\$0.00	\$530.44
18	Phase 1-Final Design, Plans, Specs., and Bid Documents	\$91,052.40	\$0.00	\$17,026.80	\$6,100.51	\$19,394.16	\$17,026.80	\$31,504.13	\$0.00	\$91,052.40
19	Phase 2 & 3-Final Design, Plans, Specs., and Bid Documents	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	Phases 1-Design Plans/Specs., For EV-2 Charging Stations at 3rd & Whitcomb Ave	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	Bid Period Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	Construction Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	Construction Inspection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	Materials Testing/Quality Control	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	Record Drawings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	Assistance With Right-of-Way/Easement Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	Permit Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	Project Management/Client Meeting	\$3,052.92	\$0.00	\$570.90	\$204.55	\$650.27	\$570.90	\$1,056.31	\$0.00	\$3,052.92
29	Financing and Funding Admin. Assistance	\$1,158.10	\$0.00	\$216.56	\$77.59	\$246.68	\$216.56	\$400.70	\$0.00	\$1,158.10
30	Public Meetings Assistance	\$2,011.69	\$0.00	\$376.19	\$134.78	\$428.49	\$376.19	\$696.04	\$0.00	\$2,011.69
Percentages			0%	18.7%	6.7%	21.3%	18.7%	34.6%		
31	Environmental Review	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
32	Section 106 (Cultural Resources)	\$412.50	\$0.00	\$77.14	\$27.64	\$87.86	\$77.14	\$142.73	\$0.00	\$412.50
33	Addressing DAHP Comments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
34	ECY Stormwater Approval - Phase 1	\$13,371.86	\$0.00	\$2,500.54	\$895.91	\$2,848.21	\$2,500.54	\$4,626.66	\$0.00	\$13,371.86
Total		\$118,320.64	\$0.00	\$20,877.32	\$7,480.11	\$23,780.04	\$20,877.32	\$38,626.62	\$6,677.24	\$118,320.64
			ECY	\$0.00						
			Commerce	\$111,643.40						
			RD	\$6,677.24						
				\$118,320.64						









## INVOICE TRACKER

INVOICE DATE	INVOICE #	VENDOR	AMOUNT	ECY	DA #1 (Commerce)
				\$ 1,135,200.00	\$ 1,664,040.00
07/08/22	8088	Varela Engineering & Management	\$ 26,088.97	\$ 17,246.34	\$ 8,842.63
08/12/22	8110	Varela Engineering & Management	\$ 4,921.81	\$ 2,572.92	\$ 2,348.89
08/23/22	8113	Varela Engineering & Management	\$ 15,087.83	\$ 3,835.31	\$ 11,252.52
08/09/22	1895-01	Tribe	\$ 95.04	\$ 71.28	\$ 23.76
10/11/22	1895-02	Tribe	\$ 352.72	\$ 264.54	\$ 88.18
10/12/22	8137	Varela Engineering & Management	\$ 65,543.38	\$ 17,156.08	\$ 37,433.01
11/16/22	8160	Varela Engineering & Management	\$ 70,052.82	\$ 20,279.26	\$ 49,520.99
12/13/22	1895-03	Tribe	\$ 303.33	\$ 227.50	\$ 75.83
12/14/22	8164	Varela Engineering & Management	\$ 65,137.95	\$ 19,904.47	\$ 45,233.48
01/16/23	8175	Varela Engineering & Management	\$ 102,893.26	\$ 27,893.03	\$ 72,769.10
03/02/23	8182	Varela Engineering & Management	\$ 139,646.10	\$ 20,549.23	\$ 116,451.07
04/17/23	8200	Varela Engineering & Management	\$ 39,157.09	-	\$ 38,538.24
05/01/23	8206	Varela Engineering & Management	\$ 64,190.00	-	\$ 63,261.73
06/13/23	1895-04	Tribe	\$ 4,982.04	-	\$ 4,982.04
09/19/23	8272	Varela Engineering & Management	\$ 30,127.96	-	\$ 30,127.96
11/17/23	8306	Varela Engineering & Management	\$ 118,320.64	-	\$ 111,643.40
<b>Totals</b>			\$ 746,900.94	\$ 129,999.96	\$ 592,592.83

**Ordinance No. 846**

**An Ordinance of the City of Tonasket, Washington  
amending the 2023 Budget Ordinance #839 and Budget  
Amendment Ordinance #841**

**Whereas**, the City Council of the City of Tonasket adopted the budget for 2023, Ordinance #839, and Budget Amendment #841, and,

**Whereas**, the City Council did not include the additional funds from the Transportation Improvement Board at the time the budget was adopted, and,

**Now, Therefore, Be It Ordained by the City Council of the City of Tonasket, Washington**, as follows:

<u>Section 1.</u>	<u>City Street Fund</u>		
<u>Account No. and Name</u>	<u>Revenues</u>	<u>Budget</u>	<u>Amend. Ord</u>
101 334 03 85 00	TIB Grant	-0-	354,140.00
	<u>Expenditures</u>		
101 595 30 63 00	TIB Project	-0-	354,140.00
Total Revenues and Expenditures of 2023 Budget Ordinance #846 Increase			8,709,527.67 <u>354,140.00</u> 9,063,667.67
TOTAL AMENDED BUDGET-2023			

**THIS ORDINANCE** shall become effective from and after its passage by the Council, approval by the Mayor and five days after publication by law.

Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Alice J. Attwood, Clerk-Treasurer

\_\_\_\_\_  
René Maldonado, Mayor

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael D. Howe, Attorney

## **BUILDING USE AND MAINTENANCE AGREEMENT**

THIS AGREEMENT, entered into as of the 1<sup>st</sup> day of January 2024 between North Central Washington Libraries, an intercounty rural library district (hereinafter referred to as “NCW Libraries”) and Tonasket, Washington, a Washington municipal corporation (hereinafter referred to as the “Building Provider”).

### **I. RECITALS**

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

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

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

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

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

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

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

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

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

## II. AGREEMENT

- 1) Purpose. NCW Libraries (formerly North Central Regional Library District) was formed pursuant to Chapter 27.12 RCW, as an Intercounty Rural Library District in 1961 to serve Chelan, Douglas, Ferry, Grant, and Okanogan Counties. Beginning in 1982, incorporated cities and towns were given the opportunity to annex into NCW Libraries or contract with NCW Libraries for library services within their jurisdictions. The resulting "Building Use and Maintenance Agreements" ("Maintenance Agreement") outlined each party's role in the provision of library service to these jurisdictions. Under the Maintenance Agreement, NCW Libraries has maintained responsibility for providing staffing, materials, programming, and related items that make a space a "library." Likewise, the Building Provider has been responsible for providing NCW Libraries with use of a building, or space within a building, that is suitable for use as a branch library in the respective jurisdiction. This agreement outlines the respective responsibilities of each party and the terms for NCW Libraries partial reimbursement of Library Quarter expenses incurred by the Building Provider.
  
- 2) Designation and Use of Library Quarters. The Building Provider is the owner, lessee, or otherwise has legal authority to provide certain real property located at 209 S. Whitcomb Ave., Tonasket, WA ("Property"). The Building Provider shall provide, during the term of this Agreement, a building or space within a building at the Property suitable for use by NCW Libraries as a branch library ("Library Quarters"), and shall maintain such Library Quarters in good repair and maintenance for library purposes in compliance with NCW Libraries' Siting, Relocation, and Acquisition Guidelines (as existing or amended) for the type of building, and as specifically set forth in Exhibit A attached to this Agreement and incorporated herein as if set forth in full. Such use shall be provided in consideration for NCW Libraries' staffing and operating a branch library facility within the Library Quarters, and with the exception of payment by NCW Libraries as provided for in this Agreement, shall be available to NCW Libraries free of rent or other charges. The Building Provider acknowledges that NCW Libraries is not obligated to provide a building, space in a building, or utilities and maintenance for any building from which library services are provided except as in accordance with this Agreement.
  
- 3) Size of Library Quarters. As of the date of execution of this Agreement, the parties specify that the Library Quarters consist of 2175 square feet, including the entirety of the library portion of



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

4) Maintenance and Operations.

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

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

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

January 1, 2024, through December 31, 2026	\$4.00 per Square Foot
January 1, 2027 through December 31, 2029	\$4.25 per Square Foot

NCW Libraries will pay the Building Provider an additional reimbursement for occasional use of the city council chambers located in the Tonasket municipal building, as outlined in Addendum A.

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

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

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

- 10) Indemnification. The Building Provider shall defend, indemnify, and hold harmless NCW Libraries, its officers, officials, employees and volunteers from and against any and all

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

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

- 11) Insurance. Each party shall secure and maintain during the term of this Agreement such property insurance at levels appropriate for protection of its respective Library Quarters property. Each party shall also secure and maintain general liability insurance covering personal injury and property damage applicable to its operation and use of the Library Quarters with minimum limits of \$1,000,000 per occurrence. Either party may substitute a self-insurance program or plan for the general liability insurance required under this agreement upon approval by the other party. Either party may request verification of liability insurance at any time.
  
- 12) Term. Unless earlier terminated as set forth herein, this Agreement shall be effective January 1, 2024, and shall remain in force and effect until December 31, 2029. Upon expiration of the original term, unless a party has given notice of intent not to renew (by October 1) or the Building Provider is in default under this Agreement, this Agreement shall be renewed and extended on a year-to-year basis after December 31, 2029.
  
- 13) Termination. This Agreement shall terminate upon the earlier of the following: (i) upon the expiration of the Term, including any renewal Term; (ii) upon thirty (30) days advance written notice given by one party to the other “for cause” stemming from breach of the Agreement; (iii) at the end of any calendar year during the original term or any annual renewal term by written notice of termination delivered to the other party by October 1 of such year; or (iv) upon mutual agreement of the parties. If a notice of termination is provided by NCW Libraries prior to expiration of the Term (including any renewal Term), the Building Provider shall be paid for all services rendered up to the date of termination.
  
- 14) Nonwaiver. Any waiver at any time by either party of any right with respect to any matter arising under this Agreement shall not be considered a waiver of any subsequent default or matter.
  
- 15) Nondiscrimination. In the performance of this Agreement, the Parties shall, at all times, comply with any and all federal, state, or local laws, ordinance rules, or regulations with respect

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

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

**City of Tonasket**

Attn: City Clerk-Treasurer  
209 S. Whitcomb Ave.  
Tonasket, WA 98823

**NCW Libraries**

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

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

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

NCW LIBRARIES

By: \_\_\_\_\_  
Board of Trustees Chair

Attested By:

\_\_\_\_\_  
Secretary

CITY OF TONASKET, WASHINGTON

By: \_\_\_\_\_  
Mayor

Attested By:

\_\_\_\_\_  
Clerk

## **ADDENDUM A**

The parties recognize that NCW Libraries staff and patrons may benefit from the occasional use of the Tonasket City Council chambers. In anticipation of this use, NCW Libraries agrees to pay the City of Tonasket no less than \$480 per year during the term of this agreement. Both parties agree that this payment anticipates approximately 2 hours of use per month, and a total of 24 hours per year. For any annual use that exceeds this amount, NCW Libraries agrees to pay the City of Tonasket at a rate of \$20 per hour, or \$40 per hour when use of room equipment is needed.

## **EXHIBIT A**

### **Guidelines for Library Facility Siting, Relocation, or Acquisition**

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

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

### Legal Considerations:

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

### Site Selection:

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

### Site Capacity, Layout, and Infrastructure:

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

### Visibility and Neighborhood Suitability:

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

### Building Structure/Layout

- Building Envelope/Thermal/Acoustical
  - a. No active water leaks or visible signs of mold or mildew resulting from previous water intrusion.
  - b. Secure, weather sealed, and lockable windows and doors. Energy efficient windows are encouraged.

- c. Cladding and waterproofing materials free from damage and in good working order.
- Systems
  - d. Mechanical
    - i. Functional heating and cooling system compliant with local codes (based on age of building) and sized adequately for occupancy and includes mechanical ventilation.
    - ii. Exhaust fans in all public restrooms that meet local codes.
  - e. Electrical
    - i. Electrical service that meets local codes and is adequate for occupancy type based on age of building.
    - ii. Adequate interior lighting in good repair and maintenance. Ballasts, lamps, and fixtures replaced as needed.
    - iii. Adequate exterior lighting for safety.
  - f. Low Voltage/Internet Service
    - i. One gigabyte Fiberoptic service to building.
    - ii. Ability for NCW Libraries to provide surface mounted infrastructure for security, safety, and network systems.
    - iii. Ability for NCW Libraries to modify door hardware/frame to install card readers as needed.
  - g. Plumbing
    - i. Water service compliant with local codes and sized adequately for occupancy.
    - ii. Sewer service compliant with local codes and sized adequately for occupancy.
    - iii. Functional water heater for public restrooms.
    - iv. Restroom facilities include at minimum a toilet and sink for handwashing.
    - v. No active leaks in plumbing systems.
  - h. Fire/Life Safety
    - i. Fire detection system.
    - ii. If a fire suppression system is in place or code required (based on age of building), building owner to ensure proper function and ongoing annual certification.
    - iii. Code compliant quantity of fire extinguishers. Fire extinguishers should be wall mounted in a cabinet for staff and patron safety, for extinguishers that are accessible to the general public. Other wall mounts are acceptable for back of house spaces like behind the service point, in a staff break room or work room, etc. Fire extinguisher annual certification by building owner.
    - iv. Compliant emergency exit signage.
- Indoor Air Quality
  - i. Library space should be free from airborne hazardous materials that could pose a health risk to staff or patrons including, but not limited to exposed asbestos, lead, and mold.
  - j. The space should be free from unpleasant odors at the time of library occupancy. This includes, but is not limited to must, smoke, and sewage.
  - k. No evidence of frequent or ongoing pest infestations including, but not limited to rodents or insects.
- Finishes
  - l. Wall finishes that are free from damage, neutrally colored, and cleanable.



- m. Flooring that is free from damage, and neutrally colored.
- n. Ceiling surfaces that are free from damage.

Preferred or Supplemental Features for Library Occupancy:

1. Building Structure/Layout
  - a. Space to include a moderate amount of storage in conditioned space.
  - b. Partitioned off room(s) for staff work and break space.
  - c. Interior spaces that meet or exceed applicable ADA requirements.
2. Building Envelope/Thermal/Acoustical
  - a. Double paned or better vinyl windows.
  - b. Acoustical batt insulation installed in interior partition walls, especially staff offices and restrooms.
  - c. Insulation at all exterior walls, ceilings, and floor.
3. Systems (in addition to minimum code compliance)
  - a. Mechanical
  - b. Electrical
    - i. Additional room on electrical panel for future expansion.
    - ii. T-12 or better light fixtures, preferably LED.
    - iii. Occupancy sensors installed at infrequently used spaces such as restrooms, offices, meeting spaces, and back of house spaces for energy efficiency.
    - iv. Code compliant emergency lighting.
  - c. Plumbing
    - i. Floor drains in all public restrooms to meet local codes.
    - ii. Low flow plumbing fixtures that meet current EPA standards.
  - d. Fire
    - i. Heat detectors installed in public restrooms in lieu of smoke detectors.
    - ii. A code-compliant fire suppression system.
4. Indoor Air Quality
  - a. For new construction projects and remodels, NCW Libraries prefers the use and installation of low/no-VOC products such as paint, flooring adhesives, etc.
5. Exterior
  - a. Bike racks
  - Hardscapes free from obvious tripping hazards.
  - Landscaping regularly maintained and not overgrown during library's occupancy.
  - Adequate drainage to prevent future water infiltration.
  - b.
6. Finishes
  - a. Walk off mat or other robust flooring solution at any building entrances.
7. Accessories
  - a. Public restrooms to include a baby changing station, mirror, hand dryer or paper towel dispenser, waste disposal, and toilet seat cover dispenser.

## EXHIBIT B

### Sample Janitorial Scope

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

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

	Frequency Need:	High	Moderate	Low
<b>A</b>	<b>Dust, wipe, spot clean to include:</b>			
1	Service points (EX: circulation desk)	Daily	Twice Weekly	Once Weekly
2	Wipe table surfaces and bases	Daily	Twice Weekly	Once Weekly

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

**Definitions:**

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

High WPL, MPL

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

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

**ORDINANCE NO. 847**

**An Ordinance of the City of Tonasket, Washington, adopting  
the budget of the ensuing fiscal and calendar year of 2024.**

**WHEREAS**, the City Council of the City of Tonasket did heretofore make and file its preliminary budget for the ensuing calendar year 2024 and gave notice of the time and place of the hearing thereon pursuant to statute, and all persons appearing at said hearing have been heard and full consideration thereto given.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TONASKET, WASHINGTON** as follows:

Section 1. The budget for the various departments for the needs and operation of the City of Tonasket for the fiscal year ending December 31, 2024 is hereby fixed and determined in accordance with copy therefore now filed in the office of the City Clerk and by this reference made a part thereof, at the fund level listed below.

Section 2. A summary of the totals of estimated revenues and appropriations for each separate fund and aggregate total for all such funds combined as contained in said adopted budget as follows:

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>
Current Expense	1,577,659.69	1,577,659.69
Cumulative Police Fund	73,653.65	73,653.65
Cemetery Operating	76,300.00	76,300.00
Cemetery Trust	36,797.97	36,797.97
Cemetery Improvement	2,234.89	2,234.89
City Street Fund	145,830.50	145,830.50
City Street Reserve	21,030.00	21,030.00
City Street Perfect Passage	1,372,058.79	1,372,058.79
American Rescue Plan	326,975.38	326,975.38
Gerhard Operating Fund	9,763.45	9,763.45
Hotel/Motel Fund	20,200.00	20,200.00
Swim Pool Fund	135,500.00	135,500.00
City Hall/Park Reserve Fund	41,970.07	41,970.07
Cumulative Building Fund	96,503.49	96,503.49
Capital Improvement Fund	127,116.61	127,116.61
Pool Reserve Fund	11,223.20	11,223.20
Equipment Fund	23,028.48	23,028.48
Police Equipment Fund	10,332.54	10,332.54
Water Fund	721,807.36	721,807.36
Water Reserve Fund	28,703.44	28,703.44
Water Bond Redemption Fund	231,436.44	231,436.44
Water Bond Reserve	131,638.90	131,638.90
Perfect Passage Water Fund	249,772.19	249,772.19
Sewer Fund	590,600.00	590,600.00
Sewer Reserve Fund	396,146.36	396,146.36
Sewer Bond Redemption	99,991.17	99,991.17
Sewer Bond Reserve Fund	74,374.19	74,374.19
Perfect Passage Sewer Project	232,602.06	232,602.06
Storm Water Fund	65,487.67	65,487.67
Storm Water Perfect Passage	1,227,392.44	1,227,392.44
<b>Total</b>	<b>\$8,158,130.93</b>	<b>\$8,158,130.93</b>

**This Ordinance** shall become effective from and after its passage by the Council, approval by the Mayor and five days after publication as required by law.



**PASSED BY THE COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**APPROVED:**

\_\_\_\_\_  
**Alisa Weddle, Mayor Pro Tem**

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Alice J. Attwood, Clerk-Treasurer**

\_\_\_\_\_  
**Michael D. Howe, Attorney**

## 2024 Budget Items

	2023 Budget	2024 Request
<b>Hotel/Motel Funds:</b>		
Tonasket Airport Improvement Club	750.00	1,000.00
Tonasket Rodeo Club—Rodeo Royalty	3,000.00	3,000.00
Tonasket Chamber of Commerce	3,000.00	4,000.00
TVBRC	5,000.00	5,000.00
<b>Total</b>	<b>11,750.00</b>	<b>13,000.00</b>

### City Hall Requests

- 1) Paint City Hall and Library in budget CIP fund
- 2) Replace Sign City Hall-Library Sign on building in budget in CIP Fund
- 3) Resurface City Hall Parking Lot, VIC, History Park in budget in City Hall Park Fund
- 4) Replace Cemetery sign in budget (researching cost)
- 5) Vehicle for City employees in budget in Current Expense Fund
- 6) Cemetery Project in budget in Cemetery Fund
- 7) Camera for Chief Tonasket Park in budget in Current Expense Fund
- 8) Drinking fountains --- in budget in current Expense Fund
- 9) ~~Basketball hoop—History Park~~
- 10) Chief Tonasket Park trail repair area where bridges were in budget Current Expense Fund
- 11) Dog Park ---Chief Tonasket Park not in budget
- ~~12) Business License~~
- 13) Streets—where are we with chip and crack seal? TTB

### Public Works Requests

- 1) Cost of Living Increase for all part of union agreement
- 2) Continue full payment of medical, dental and vision for all part of union agreement
- 3) Continue with a part time/seasonal person in budget
- 4) Sand if needed \$2500 in budget Street Fund
- 5) Cold mix \$7000 in budget Street Fund
- 6) Hot mix 2 loads in budget Street Fund
- 7) U.V. Lights \$3500 in budget in Sewer Fund
- 8) Yearly generator inspection \$700 in budget in Sewer Fund
- 9) Water pump Station \$10,000 not in budget
- 10) Cover over clarifier in budget in Sewer Reserve Fund
- 11) Up grade sewer line on East Winesap to the end of the street. Not in budget

### Other Items discussed at workshop

~~Technology at city~~

Wastewater plant computer in budget Sewer Fund

Pole building cameras working on costs

Electricity to pole building working on costs

Camera at Skate park in budget Current Expense

Road Grader Not in Budget

I Pads for council In Budget C E

Rock Rake not in budget researching

Airport side Taxiways for discussion

Pea Gravel for History park In budget

### 2024 Wages

The following wages for employees of the City of Tonasket are hereby fixed as follows to commence January 1, 2024. (Does not include longevity)

Mayor	\$650.00 per month		Current Expense Fund
Councilmembers (current)	\$75 per regular meeting & \$75 per one extra council meeting per month		Current Expense Fund
Judge	\$175.00 per month		Current Expense Fund
Clerk-Treasurer	6,503.46 per month		36% Current Exp. Fund 32% Water Fund 32% Sewer Fund
Utility Clerk/Court Clerk	21.57 per hr.		10% Judicial 25% Current Expense 32.5% Water Fund 32.5% Sewer Fund
Deputy Clerk-Treasurer	25.31 per hr.		30% Current Expense 10% Cemetery Operating 30% Water Fund 30% Sewer Fund
Part Time Clerical	16.28 - 17.00 per hr.		34% Current Expense 33% Water Fund 33% Sewer fund
Bldg Official Permit/Administrator Code Enforcement	\$2,834.00 per month		100% Current Expense
City Superintendent	37.52 per hr.	these per centages may change	15% City Street 50% Water Fund 35% Sewer Fund
Assistant Superintendent	31.17 per hr	accord. to certs. and job	15%City Street 35% Water Fund 50% Sewer Fund
#1 W/S/St Maintenance	26.25 per hr	descrip.	15% City Street 42.5% Water Fund 42.5% Sewer Fund

#2 Maint.	21.57 per hr	15% Park
	March - October	15% Cemetery
		20% Street
		25% Water
		25% Sewer
	Nov - Feb	30% City Street
		35% Water Fund
		35% Sewer Fund

Seasonal position	\$15.74 - 16.00 per hour	75% Park
		25% Cemetery

Swim Pool Manager	17.50 - 18.00	100% Pool Fund
Swim Pool Lifeguards	16.28 per hour	100% Pool Fund
Swim Pool Lifeguards fill in for manager and if have WSI	16.53 per hour	100% Pool fund

Extra labor, overtime, and time worked in the Parks & Cemetery by the Public Works Dept. min. wage up to \$35.02 per hour. Also, includes the City Street Fund, Water Fund & Sewer Fund.

The rates above do not include the longevity pay.

The Public Works Department, full time employees will receive \$50 per day for on call time on weekends and holidays. Then they will receive a minimum of 2 hours at time and one-half for inspection of the water and sewer systems on the weekends and holidays.

CITY OF TONASKET  
2024 Budget

PROPERTY VALUATION \$79,033,878.00

PROPERTY TAX REVENUE

Distribution:	Current Expense	70,332.69
	City Street	92,970.00
		<b>163,302.69</b>

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**CURRENT EXPENSE FUND 001 REVENUES**

001.308.91 BEGINNING NET CASH & INVESTMENTS (ESTIMATED) 800,000.00

001.310.00 TAXES

001.000.000.311.10.00	General Property Tax	70,332.69
001.000.000.313.11.00	Sales & Use	310,000.00
001.000.000.313.15.00	1/10th Criminal Justice Funds	27,500.00
001.000.000.313.71.00	Criminal Justice Sales Tax	19,000.00
001.000.000.316.41.00	P.U.D. Utility Tax	110,000.00
001.000.000.316.46.00	Television Cable Tax (Charter Franchise)	4,500.00
001.000.000.316.47.00	Telephone Utility Tax	21,000.00
001.000.000.316.48.00	Water/Sewer Utility Tax	85,000.00
001.000.000.316.48.01	Garbage Collection Tax	12,000.00
001.310.000.	<b>TOTAL TAXES</b>	<b>659,332.69</b>

001.322.00 LICENSES AND PERMITS

001.000.000.321.91.00	Franchise Fee	250.00
001.000.000.321.99.00	Peddlers/Sign/Misc. Permits	500.00
001.000.000.322.10.00	Building Permits	5,000.00
001.000.000.345.81.00	Zoning	600.00
001.320.00.00	<b>TOTAL LICENSES AND PERMITS</b>	<b>6,350.00</b>

001.330.00 INTERGOVERNMENTAL REVENUE

001.000.000.335.00.91	PUD in Lieu of Taxes	12,000.00
001.000.000.336.00.98	City's Assistance	53,000.00
001.000.000.336.02.31	DNR PILT	500.00
001.000.000.336.02.51	Fish & Wildlife PILT	2,000.00
001.000.000.336.06.21	Criminal Justice - Violent Crimes/Pop.	750.00
001.000.000.336.06.42	Marijuana Excise Tax	4,500.00
001.000.000.336.06.26	Criminal Justice - Special Programs	1,000.00
001.000.000.336.06.51	Criminal Justice - DUI	100.00
001.000.000.336.06.94	Liquor Excise Tax	7,000.00
001.000.000.336.06.95	Liquor Profits	7,000.00
001.330.00.00	<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>87,850.00</b>



CITY OF TONSKET  
2024 BUDGET

001.340.00	CHARGES FOR SERVICES		
001.000.000.341.33.00	Court Administration Fees	100.00	
001.000.000.341.33.06.10	Time Pay - Keep	50.00	
001.000.000.341.81.00	Copies Made	50.00	
001.000.000.342.21.00	Emergency Service Fees	50.00	
001.000.000.345.83.00	Plan Check Fees	1,000.00	
001.340.00.00	TOTAL CHARGES FOR SERVICES		1,250.00
001.350.00	FINES AND FORFEITURES		
001.000.000.353.10.00	Traffic Infractions	1,000.00	
001.000.000.359.90.01	Miscellaneous	50.00	
001.350.00.00	TOTAL FINES AND FORFEITURES		1,050.00
001.360.00	MISCELLANEOUS		
001.000.000.361.11.00	Interest on Investments	5,000.00	
001.000.000.361.40.00	Interest on Sales Tax	150.00	
001.000.000.361.40.04	Interest on R.E. Tax	50.00	
001.000.000.362.40.01	Youth Center Rent	200.00	
001.000.000.362.50.01	NCW Library	8,700.00	
001.000.000.362.50.02	Airport Space Rental	5,000.00	
001.000.000.362.50.04	RR Lease Payment	277.00	
001.000.000.362.50.06	Park & City Property Use Fee	550.00	
001.000.000.369.91.00	Miscellaneous Revenue	100.00	
001.000.000.369.91.01	Dog Tags	200.00	
001.000.000.369.91.02	Misc./Refunds	100.00	
001.380.00.00	TOTAL MISCELLANEOUS REVENUES		20,327.00
001.000.000.397.00.03.00	Transfer In W/S Penalty	1,500.00	
001.360.00.00	TOTAL CURRENT EXPENSE REVENUES AND BEGINNING NET CASH & INVESTMENTS (ESTIMATED)		1,577,659.69

CITY OF TONASKET  
2024 BUDGET

**CURRENT EXPENSE FUND NO. 001 EXPENDITURES**

001.510.00 GENERAL GOVERNMENT SERVICES

001.511.60 LEGISLATIVE

001.000.000.511.60.10	Council Salaries	10,500.00	
001.000.000.511.60.20	Council Benefits	850.00	
001.000.000.511.60.41	Publishing	2,000.00	
001.000.000.511.60.40	Professional Service	500.00	
001.000.000.511.60.43	Council Travel	3,000.00	
001.000.000.511.60.48	Education/Tuition	1,500.00	
001.000.000.511.60.49	Miscellaneous	1,500.00	
001.000.000.511.60.42	Election Service	2,000.00	
001.000.000.594.60.50	Capital outlay	6,000.00	l pads
001.511.00.00	<b>TOTAL LEGISLATIVE</b>		<b>27,850.00</b>

001.512.00 JUDICIAL

001.000.001.512.50.10	Judge Salary	2,500.00	
001.000.001.512.50.20	Judge Benefits	300.00	
001.000.002.512.50.10	Court Clerk Salary	4,900.00	
001.000.002.512.50.20	Court Clerk Benefits	3,000.00	
001.000.003.512.50.31	Operating Supplies	250.00	
001.000.003.512.50.41	Interpreter/Professional Service	200.00	
001.000.003.512.50.42	Communication	500.00	
001.000.003.512.50.43	Travel	200.00	
001.000.003.512.50.49	Miscellaneous	500.00	
001.512.00.00	<b>TOTAL JUDICIAL</b>		<b>12,350.00</b>

001.513.10 EXECUTIVE

001.000.004.513.10.10	Mayor Salary	7,800.00	
001.000.004.513.10.20	Mayor Benefits	700.00	
001.000.004.513.10.30	Small Tools and Minor Equip	500.00	
001.000.004.513.10.43	Travel Expense	1,000.00	
001.000.004.513.10.49	Misc.	1,000.00	
001.000.004.513.10.49.10	Training	1,000.00	
001.513.10.00	<b>TOTAL EXECUTIVE</b>		<b>12,000.00</b>

001.514.00 FINANCIAL AND ADMINISTRATION

001.000.005.514.23.10	Clerk/Treasurer Salary	30,000.00	
001.000.005.514.23.20	Clerk/Treasurer Benefits	13,000.00	
001.000.006.514.23.10	Utility Clerk Salary	13,000.00	
001.000.006.514.23.20	Utility Clerk Benefits	6,000.00	
001.000.007.514.23.10	Deputy Clerk-Treas. Salary	17,000.00	
001.000.007.514.23.20	Deputy Clerk-Treas. Benefits	7,500.00	

CITY OF TONASKET  
2024 BUDGET

001.000.008.514.23.10	Part time Clerical	1,000.00	
001.000.008.514.23.21	Part time Clerical Benefits	330.00	
001.000.008.511.60.49.01	Association of Washington Cities	750.00	
001.000.008.514.23.31	Office and Operating Supplies	5,300.00	
001.000.008.514.23.31.01	Community Appreciation	3,000.00	
001.000.008.514.23.35	Small Tools and Minor Equipment	3,000.00	
001.000.008.514.23.41	Janitorial Contract	4,500.00	
001.000.008.514.23.41.02	Legal & Professional Services	43,000.00	
001.000.008.514.20.41	Audit	10,000.00	
001.000.008.514.23.42	Communication	2,000.00	
001.000.008.514.23.43	Travel Expense	2,700.00	
001.000.008.514.23.46	Insurance	17,831.00	
001.000.008.514.23.48	Repairs and Maintenance	3,500.00	
001.000.008.514.23.49	Education, Tuition and Dues	2,500.00	
001.000.008.514.23.47	Utilities	5,300.00	
001.000.008.518.20.45	Railroad Lease (VIC)	275.00	
001.000.008.518.90.49	Miscellaneous	250.00	
001.000.008.525.60.40	Emergency Services	4,000.00	
001.000.008.558.70.41	Community Development Director	7,500.00	
001.000.008.558.70.49	Economic Alliance/RC&D/Chamber Dues	500.00	
001.000.008.566.10.40	Alcohol Counseling	350.00	
001.000.008.569.10.41	Agency on Aging	500.00	
001.000.008.594.14.64	Capital Outlay	30,000.00	city car
001.000.008.594.14.64.03	South Access Planning	15,000.00	
001.514.00.00	TOTAL FINANCIAL AND ADMINISTRATION		
001.510.00.00	TOTAL GOVERNMENTAL SERVICES		249,586.00
001.520.00	SECURITY OF PERSONS AND PROPERTY		
001.521.00	LAW ENFORCEMENT		
001.000.009.524.60.10	Code Enforcement Wages	17,000.00	
001.000.009.524.60.20	Benefits	3,000.00	
001.000.009.524.60.49	Training & Equipment	10,000.00	
001.000.009.521.80.40	Audit	6,000.00	
001.000.009.521.10.21	LEOFF 1 Medical	4,000.00	
001.000.009.521.20.41	Law Enforcement Contract	271,682.00	
001.000.009.521.20.41.05	Sheriff Contract Extra	5,000.00	
001.000.009.521.20.41.06	Professional Service	25,000.00	
001.000.009.521.20.46	Insurance	16,831.00	
	Repair & Maint.	3,000.00	
001.000.009.521.20.40	Dispatch Service	10,000.00	
001.000.009.521.23.44	County Task Force	5,000.00	
001.000.009.523.60.40	Booking and Jail Fees	30,000.00	
001.000.009.523.60.40.01	Prisoner Medical	2,500.00	
001.000.009.594.021.61	Building Removal	25,000.00	
001.521.00.00	TOTAL LAW ENFORCEMENT		434,013.00

CITY OF TONASKET  
2024 BUDGET

001.522.00	FIRE CONTROL		
001.000.010.522.20.45	Hydrant Rental	2,000.00	
001.000.010.522.20.40	Fire Contract	51,372.02	
001.522.20.00	TOTAL FIRE CONTROL		53,372.02
001.524.00	BUILDING INSPECTOR/ADMINISTRATOR		
001.000.011.524.20.31	Office Supplies and Publications	2,000.00	
001.000.011.524.20.41.01	Building Inspector Contract	19,000.00	
001.000.011.524.20.42	Communications	800.00	
001.000.011.524.20.49.01	Miscellaneous	300.00	
001.000.011.524.20.41	Plan Check	1,000.00	
	Repair & maint.	3,000.00	
001.000.011.594.64.00.00	Capital Outlay	1,000.00	
001.524.00.00	TOTAL BUILDING INSPECTOR/ADMINISTRATOR		27,100.00
001.539.00	HEALTH EXPENDITURES		
001.000.013.554.20.41	Mosquito Control	700.00	
001.000.013.554.20.41.01	Professional Service	1,000.00	
001.000.013.594.54.64	Dog Pound Improvements	500.00	
001.539.00.00	TOTAL HEALTH EXPENDITURES		2,200.00
001.546.00	AIRPORT EXPENDITURES		
001.000.014.546.20.10	Wages	1,000.00	
001.000.014.546.10.20	Benefits	400.00	
001.000.014.546.10.31	Operating Supplies	1,500.00	
001.000.014.546.10.32	Fuel	1,000.00	
001.000.014.546.10.42	Communication	1,300.00	
001.000.014.546.10.46	Insurance	6,000.00	
001.000.014.546.10.47	Utilities	2,100.00	
001.000.014.546.10.48	Repairs and Maintenance	1,500.00	
001.000.014.546.10.49	Miscellaneous	500.00	
001.000.014.594.00.00	Project	7,500.00	
	Project	5,000.00	
001.546.00.00	TOTAL AIRPORT EXPENDITURES		27,800.00
001.572.00	LIBRARY SERVICES		
001.000.015.572.10.46	Insurance	5,000.00	
001.000.015.572.20.10	Public Works Wages	1,500.00	
001.000.015.572.20.20	Public Works Benefits	500.00	
001.000.015.572.20.31	Supplies	1,000.00	
001.000.015.572.20.41	Janitorial Service	4,100.00	
001.000.015.572.20.47	Utilities	6,000.00	
001.000.015.572.20.48	Repairs and Maintenance	2,000.00	
001.000.015.594.72.60	Capital Outlay--Door		
001.572.00.00	TOTAL LIBRARY EXPENDITURES		20,100.00

CITY OF TONASKET  
2024 BUDGET

001.573.60	YOUTH CENTER FACILITY EXPENDITURES		
001.000.016.573.60.31	Operating Supplies	800.00	
001.000.016.573.60.41	Janitorial Services	500.00	
001.000.016.573.60.47	Utilities	4,500.00	
001.000.016.573.60.48	Repairs and Maintenance	4,000.00	
001.000.016.596.01.00	Capital Outlay	4,000.00	window coverings
001.575.60.00	TOTAL YOUTH CENTER EXPENDITURES		13,800.00
001.576.80	PARK EXPENDITURES		
001.000.018.576.80.10	Park Caretaker/Irrigator Wages	18,000.00	
001.000.018.576.80.20	Park Personnel Benefits	7,000.00	
001.000.018.576.80.31	Operating Supplies	10,000.00	
001.000.018.576.80.32	Fuel	3,500.00	
001.000.018.576.80.35	Small Tools and Minor Equipment	2,000.00	
001.000.018.576.80.41.01	Tree Maintenance	10,000.00	
001.000.018.576.80.44	Irrigation Assessment	2,800.00	
001.000.018.576.80.47	Utilities	3,800.00	
001.000.018.597.00.00	Transfer to Sewer	500.00	
001.000.018.576.80.48	Repairs and Maintenance	4,400.00	
001.000.018.576.80.49	Misc/Portable Toilet Rental	3,500.00	
001.000.018.594.76.64.01	Capital Outlay	5,000.00	drinking fount.
001.000.018.576.80.41.02	Mosquito control	1,000.00	
001.000.018.594.76.60	Capital Outlay	12,500.00	
001.576.80.00	TOTAL PARK EXPENDITURES		84,000.00
001.597.00	TRANSFERS		
001.000.100.597.01.00.06	Transfer to Cemetery Fund	16,375.00	
001.000.100.597.01.00.03	Transfer to Equipment Fund	10,000.00	
001.000.100.597.00.00.00	Transfer to City Hall/Park Fund	2,000.00	
001.000.100.597.01.00.02	Transfer to Cumulative BLDG Fund	25,000.00	
001.597.00.00	TOTAL TRANSFERS		53,375.00
001.576.00	TOTAL EXPENDITURES		1,009,012.00
001.000.000.508.91.00	Ending Cash Balance		560,113.67
	TOTAL CURRENT EXPENSE EXPENDITURES & ENDING CASH		1,577,659.69



CITY OF TONASKET  
2024 BUDGET

**CUMULATIVE POLICE FUND NO. 002 REVENUES**

002.308.51	BEGINNING NET CASH & INVESTMENTS (EST)		71,653.65
002.000.000.361.11.00	Interest on Investment	2,000.00	
002.308.80.00	TOTAL CUMULATIVE POLICE FUND & BEGINNING NET CASH & INVESTMENTS		73,653.65

**CUMULATIVE POLICE FUND NO. 002 EXPENDITURES**

002.000.00	CAPITAL EXPENDITURES		
002.000.000.594.00.00	In Reserve	73,653.65	
002.000.00.00	TOTAL CUMULATIVE POLICE FUND EXPENDITURES		73,653.65

**CEMETERY OPERATING FUND NO. 003 REVENUES**

003.308.51	BEGINNING NET CASH & INVESTMENTS (EST.)		10,000.00
003.000.000.343.60.00	Purchase of Graves	3,500.00	
003.000.000.343.60.01	Cemetery Perpetual Care	3,800.00	
003.000.000.343.60.02	Open and Close	4,000.00	
003.000.000.343.60.03	Liners	4,000.00	
003.000.000.343.60.04	Location Fee	100.00	
003.000.000.361.11.00	Interest on Investments	150.00	
003.000.000.369.91.00	Misc	25.00	
003.000.000.397.10.10	Transfer from Cemetery Trust	4,350.00	
003.000.000.397.10.11	Transfer from Current Expense	16,375.00	
	Sale of Property	30,000.00	
003.343.00.00	TOTAL CEMETERY REVENUES AND BEGINNING NET CASH & INVESTMENTS		76,300.00

**CEMETERY OPERATING FUND NO. 003 EXPENDITURES**

003.536.00	CEMETERY OPERATING		
003.000.000.536.20.10	Salaries	13,500.00	
003.000.000.536.20.20	Personnel Benefits	6,500.00	
003.000.000.536.20.41	Portable Restroom	1,000.00	
003.000.000.536.50.31	Office and Operating Supplies	4,000.00	
003.000.000.536.50.32	Fuel	3,500.00	
003.000.000.536.50.34	Grave Liners	3,200.00	
003.000.000.536.50.35	Small Tools and Minor Equipment	300.00	
003.000.000.536.50.44	Excise Tax & Irrigation Assessment	2,900.00	
003.000.000.536.50.48	Repairs and Maintenance	1,100.00	
003.000.000.536.50.49	Miscellaneous	100.00	
003.000.000.597.80.00	Transfer to Repay Sewer Fund-Backhoe	200.00	
003.000.000.594.36.00	Capital Outlay (from sale of property)	30,000.00	Cem Project
003.000.000.594.36.01	Capital Outlay (from Current Expense)	10,000.00	Sign & Project
	TOTAL CEMETERY OPERATING EXPENDITURES		
003.000.000.508.51	Ending Cash	-	
	TOTAL CEMETERY OPERATING EXPENDITURES		76,300.00

CITY OF TONASKET  
2024 BUDGET

**CEMETERY TRUST FUND 004 REVENUES**

004.308.41	BEGINNING CASH AND INVESTMENTS		<b>36,597.97</b>
004.000.000.343.60.00	Perpetual Care	200.00	
	<b>TOTAL CEMETERY TRUST REVENUES</b>		<b>36,797.97</b>

**CEMETERY TRUST FUND NO. 004 EXPENDITURES**

004.000.000.597.00.00	In Reserve	32,447.97	
004.000.000.597.10.00	Transfer to Cemetery Operating	4,350.00	
	<b>TOTAL CEMETERY TRUST EXPENDITURES</b>		<b>36,797.97</b>

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**CEMETERY IMPROVEMENT FUND NO. 005 REVENUES**

005.308.41	BEGINNING NET CASH & INVESTMENTS (EST.)		<b>2,214.89</b>
005.000.000.361.11.00	Interest on Investments	20.00	
005.360.00.00	<b>TOTAL CEMETERY IMPROVEMENT REVENUES &amp; BEGINNING NET CASH &amp; INVESTMENTS (EST.)</b>		<b>2,234.89</b>

**CEMETERY IMPROVEMENT FUND NO. 005 EXPENDITURES**

005.530.00	CEMETERY IMPROVEMENT		
005.000.000.594.36.64	Capital Outlay	2,234.89	
005.536.00.00	<b>TOTAL CEMETERY IMPROVEMENT EXPENDITURES</b>		<b>2,234.89</b>

CITY OF TONASKET  
2024 BUDGET

**CITY STREET FUND NO. 101 REVENUES**

101.308.91	BEGINNING NET CASH & INVESTMENTS (EST.)		20,000.00
101.334.00.00	TRANSPORTATION		
101.000.000.311.10.00	Property Tax	92,970.00	
101.000.000.336.00.87	State Fuel Tax	22,000.00	
101.000.000.336.00.71	Multimodal Trans	1,500.00	
101.000.000.361.11.00	Interest on Investments	50.00	
	Transfer In	9,310.50	
	<b>TOTAL CITY STREET REVENUES AND BEGINNING NET CASH &amp; INVESTMENTS</b>		<b>145,830.50</b>

**CITY STREET FUND NO. 101 EXPENDITURES**

101.540.00	TRANSPORTATION		
101.000.000.542.30.10	Salaries, Traveled Way	38,000.00	
101.000.000.542.30.20	Personnel Benefits	17,000.00	
101.000.000.542.30.31	Operating Supplies	3,000.00	
101.000.000.542.30.32	Fuel - Traveled Way	2,000.00	
101.000.000.542.30.35	Small Tools and Minor Equipment	3,000.00	
101.000.000.542.30.48	Repairs and Maintenance	9,000.00	cold & hot mix
101.000.000.542.30.49.01	Training	1,500.00	
	Publications	500.00	
101.000.001.542.61.48	Sidewalks	1,000.00	
101.000.001.542.63.47	Lighting	18,000.00	
101.000.001.542.64.48	Signs	1,500.00	
101.000.002.542.66.10	Salaries, Snow and Ice Control	8,000.00	
101.000.002.542.66.20	Personnel Benefits	3,500.00	
101.000.002.542.66.31	Operating Supplies	3,000.00	sand
101.000.002.542.66.32	Fuel - Snow and Ice	1,200.00	
101.000.002.542.66.48	Repairs and Maintenance	3,000.00	
101.000.003.542.67.10	Salaries, Street Cleaning	5,000.00	
101.000.003.542.67.20	Personnel Benefits	2,500.00	
101.000.003.542.67.32	Fuel - Street Cleaning	2,000.00	
101.000.003.542.67.48	Repairs & Maint.-Street Sweeper	2,000.00	
101.000.004.543.50.42	Communications (City Shop)	1,500.00	
101.000.004.543.50.46	Insurance	9,000.00	
101.000.004.543.50.47	Utility Service, Shop	2,500.00	
101.000.004.543.50.40	Drug and Alcohol Testing	150.00	
101.000.004.591.95.00	Roof Payment	1,480.50	
101.000.005.597.00.00	Payment to Sewer Fund	500.00	
101.000.004.595.63.02.00	Cap Outlay--Street Work	4,000.00	
101.000.005.597.00.00.02	Transfer to Street Reserve Fund	1,000.00	
101.000.005.597.00.00.03	Transfer to Water Reserve Fund	500.00	
101.000.005.597.00.00.04	Transfer to Sewer Reserve Fund	500.00	
101.504.00.00	<b>TOTAL CITY STREET EXPENDITURES</b>		<b>145,830.50</b>
101.000.000.508.41.00	ENDING CASH & INVESTMENTS	-	
	<b>TOTAL CITY STREET EXPENDITURES</b>		<b>145,830.50</b>

CITY OF TONASKET  
2024 BUDGET

**CITY STREET RESERVE FUND NO. 102 REVENUES**

**RESERVE FUND**

102.308.51	BEGINNING NET CASH & INVESTMENTS		18,660.00
102.000.000.369.20.00	Franchise Fee	1,270.00	
102.000.000.361.11.00.	Interest	100.00	
102.000.000.397.00.04	Transfer in from City Street Fund	1,000.00	
102.000.00.00	<b>TOTAL CITY STREET RESERVE REVENUES &amp; BEG. NET CASH</b>		<b>21,030.00</b>

**CITY STREET RESERVE FUND NO. 102 EXPENDITURES**

**RESERVE FUND**

102.000.000.597.00.00	In Reserve	21,030.00	
102.000.000.594.42.64	Capital Outlay		
102.000.00.00	<b>TOTAL CITY STREET RESERVE EXPENDITURES</b>		<b>21,030.00</b>

**STREET FUND - PERFECT PASSAGE PROJECT REVENUES**

103.308.51	BEGINNING NET CASH & INVESTMENTS		50,000.00
103.000.000.334.03.60	WSDOT Grant	600,000.00	
	Commerce Capital Budget	722,058.79	
	<b>TOTAL STREET FUND PERFECT PASSAGE REVENUES</b>		<b>1,372,058.79</b>

**STREET FUND - PERFECT PASSAGE PROJECT EXPENDITURES**

103.000.000.595.70.60	WSDOT	600,000.00	
	Commerce Capital budget	722,058.79	
103.000.000.595.70.62	TIB Complete Streets	50,000.00	
	<b>TOTAL STREET FUND-PERFECT PASSAGE EXPENDITURES</b>		<b>1,372,058.79</b>

**AMERICAN RESCUE PLAN No. 104 REVENUES**

104.308.31	BEGINNING NET CASH AND INVESTMENTS		325,975.38
104.000.000.361.11.00	Interest on Investments	1,000.00	
	<b>TOTAL CORONAVIRUS FISCAL RECOVERY</b>		<b>326,975.38</b>

**AMERICAN RESCUE PLAN NO. 104 EXPENDITURES**

104.000.000.594.60.00	Capital outlay--Expansion of City Hall	326,975.38	
	<b>TOTAL AMERICAN RESCUE PLAN EXPENDITURES</b>		<b>326,975.38</b>

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**GERHARD OPERATING FUND NO. 106 REVENUES**

106.308.41	BEGINNING NET CASH & INVESTMENTS (EST.)		9,563.45
106.000.000.361.11.00	Interest on Investments	200.00	
106.306.00.00	TOTAL GERHARD OPERATING REVENUES & BEGINNING NET CASH & INVESTMENTS (EST.)		9,763.45

**GERHARD OPERATING FUND NO. 106 EXPENDITURES**

106.550.00	ECONOMIC ENVIRONMENT		
106.000.000.571.20.31	Winterfest Childrens Candy Canes	100.00	
106.550.00.00	TOTAL GERHARD OPERATING EXPENDITURES		
106.000.000.508.41.00	ENDING CASH & INVESTMENTS	9,663.45	
	GERHARD OPERATING FUND EXPENDITURES		9,763.45

**HOTEL/MOTEL FUND NO. 108 REVENUES**

108.308.31	BEGINNING NET CASH & INVESTMENTS (EST.)		13,000.00
108.000.000.313.31.00	Hotel/Motel Transient Tax	7,000.00	
108.000.000.361.11.00	Interest on Investments	200.00	
108.313.00.00	TOTAL HOTEL/MOTEL REVENUES & BEGINNING NET CASH & INVESTMENTS		20,200.00

**HOTEL/MOTEL FUND NO. 108 EXPENDITURES**

108.557.30.00	TOURISM		
108.000.000.557.30.41	Advertising Tourism	13,000.00	
108.000.000.594.57.64	In Reserve	7,200.00	
108.557.30.00	TOTAL HOTEL/MOTEL EXPENDITURES		20,200.00



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**SWIM POOL FUND NO. 111 REVENUES**

111.308.31	BEGINNING NET CASH & INVESTMENTS (EST.)		
111.000.000.311.10.00	Tonasket Parks & Rec. District	119,602.00	
111.000.000.311.10.00.01	Tonasket Parks & Rec. District -Grant	1,398.00	
111.000.000.347.30.00	Admission	4,000.00	
111.000.000.347.60.00	Swim Lessons	6,000.00	
111.000.000.347.60.01	Season Pass	3,500.00	
111.000.000.347.60.02	Pool Rental	1,000.00	
	<b>TOTAL SWIM POOL REVENUES</b>		<b>135,500.00</b>

**SWIM POOL FUND NO. 111 EXPENDITURES**

111.000.000.576.20.10	Pool Wages	40,000.00	
111.000.000.576.20.12	Wages for Public works	9,000.00	
111.000.000.576.20.14	Wages for City Hall	1,900.00	
111.000.000.576.20.20	Pool Personnel Benefits	7,000.00	
111.000.000.576.20.22	Benefits for Public Works	3,500.00	
111.000.000.576.20.24	Benefits for City Hall	700.00	
111.000.000.576.20.31	Propane	500.00	
111.000.000.576.20.30	Supplies	17,000.00	
111.000.000.576.20.41	Permits	350.00	
111.000.000.576.20.42	Communications	1,200.00	
111.000.000.576.20.43	Training	2,850.00	
111.000.000.576.20.47	Utilities	5,500.00	
111.000.000.576.20.48	Repairs & Maintenance	45,000.00	
111.000.000.576.20.40	Excise Tax	1,000.00	
	<b>TOTAL SWIM POOL EXPENDITURES</b>		<b>135,500.00</b>

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**CITY HALL/CITY PARK RESERVE FUND NO. 301 REVENUES**

301.308.41	BEGINNING NET CASH AND INVESTMENTS (EST)		39,770.07
301.000.000.361.11.00	Interest on Investments	200.00	
301.000.000.397.00.00	Transfer In from Current Expense	2,000.00	
301.306.00.00	<b>TOTAL CITY HALL/CITY PARK RESERVE FUND REVENUES</b>		<b>41,970.07</b>

**CITY HALL/CITY PARK RESERVE FUND NO. 301 EXPENDITURES**

<b>301.000.00 CAPITAL EXPENDITURES</b>			
301.000.000.594.01.00	In reserve for parks	12,000.00	
301.000.000.594.00.00	Capital Outlay	29,970.07	
301.000.00.00	<b>TOTAL CITY HALL/CITY PARK EXPENDITURES</b>		<b>41,970.07</b>

**CUMULATIVE BUILDING FUND NO. 304 REVENUES**

304.308.51	BEGINNING NET CASH & INVESTMENTS (est)		70,503.49
304.000.000.361.11.00	Interest on Investments	1,000.00	
304.000.000.397.00.00	Transfer In From Current Expense	25,000.00	
	<b>TOTAL CUMULATIVE BUILDING FUND REVENUES &amp; BEGINNING NET CASH &amp; INVESTMENTS</b>		<b>96,503.49</b>

**CUMULATIVE BUILDING FUND NO. 304 EXPENDITURES**

<b>304.000.00 CAPITAL IMPROVEMENT</b>			
304.000.000.594.00.00	In Reserve	96,503.49	
304.000.00.00	<b>TOTAL CUMULATIVE BUILDING FUND EXPENDITURES</b>		<b>96,503.49</b>

**CAPITAL IMPROVEMENT FUND NO. 305 REVENUES**

**PUBLIC WORKS TRUST FUND**

305.308.31	BEGINNING NET CASH & INVESTMENTS (EST.)		117,116.61
305.000.000.318.34.00	Real Estate Excise Tax	4,000.00	
305.000.000.318.35.00	Real Estate Excise Tax 2nd	4,000.00	
305.000.000.361.11.00	Interest on Investments	2,000.00	
305.308.80.00	<b>TOTAL C.I.P. REVENUES &amp; BEGINNING NET CASH AND INVESTMENTS (EST.)</b>		<b>127,116.61</b>

**CAPITAL IMPROVEMENT FUND NO. 305 EXPENDITURES**

**PUBLIC WORKS TRUST FUND**

<b>305.000.00 CAPITAL IMPROVEMENT</b>			
305.000.000.594.00.01	In Reserve	97,116.61	
305.000.000.594.76.60	Capital Outlay	30,000.00	paint city hall & sign
305.596.00.00	<b>TOTAL CAPITAL IMPROVEMENT EXPENDITURES</b>		<b>127,116.61</b>

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**POOL RESERVE FUND NO. 311 REVENUES**

311.308.51.00	BEGINNING NET CASH AND INVESTMENTS (EST)		11,123.20
311.000.000.361.11.00	Investment Interest	100.00	
	<b>TOTAL POOL RESERVE FUND REVENUES</b>		<b>11,223.20</b>

**POOL RESERVE FUND NO. 311 EXPENDITURES**

311.000.000.594.00.00	In Reserve	11,223.20	
	<b>TOTAL POOL RESERVE FUND EXPENDITURES</b>		<b>11,223.20</b>

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**EQUIPMENT FUND NO. 312 REVENUES**

312.308.51	BEGINNING NET CASH AND INVESTMENTS (EST)		12,828.48
312.000.000.397.00.02	Transfer In from Current Expense	10,000.00	
312.000.000.361.11.00	Investment Interest	200.00	
	<b>TOTAL EQUIPMENT FUND REVENUES</b>		<b>23,028.48</b>

**EQUIPMENT FUND NO. 312 EXPENDITURES**

312.000.000.594.42.60	Capital Outlay	23,028.48	
	<b>TOTAL EQUIPMENT FUND EXPENDITURES</b>		<b>23,028.48</b>

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**POLICE EQUIPMENT FUND NO. 313 REVENUES**

313.308.51	BEGINNING NET CASH AND INVESTMENTS (EST)		10,232.54
313.000.000.361.11.00	Investment Interest	100.00	
	<b>TOTAL POLICE EQUIPMENT REVENUES</b>		<b>10,332.54</b>

**POLICE EQUIPMENT FUND NO. 313 EXPENDITURES**

313.000.000.594.00.00	In reserve	10,332.54	
	<b>TOTAL POLICE EQUIPMENT EXPENDITURES</b>		<b>10,332.54</b>

CITY OF TONASKET  
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**WATER FUND NO. 401 REVENUES**

401.308.31	BEGINNING NET CASH & INVESTMENTS (EST.)		180,000.00
401.343.40.00	UTILITIES		
401.000.000.343.40.00	Water Revenues	525,000.00	
401.000.000.343.40.02	Bulk Water Sales	1,500.00	
401.000.000.343.40.03	Turn Off Fee	150.00	
401.000.000.343.40.04	Hydrant Rental	2,000.00	
401.000.000.359.00.00	Water Penalty	6,500.00	
401.000.000.361.11.00	Interest on Investments	2,000.00	
401.000.000.397.00.00	Transfer In from Bond Reserve	4,657.36	
401.343.00.00	TOTAL WATER REVENUES & BEGINNING NET CASH AND INVESTMENTS (EST.)		721,807.36

**WATER FUND NO. 401 EXPENDITURES**

401.534.00	WATER EXPENDITURES		
401.000.000.534.80.10	Salaries	180,000.00	
401.000.000.534.80.20	Personnel Benefits	74,700.00	
401.000.000.534.80.31	Office and Operating Supplies	10,000.00	
401.000.000.534.80.32	Fuel	1,800.00	
401.000.000.534.80.35	Small Tools and Minor Equipment	3,000.00	
401.000.000.534.80.41	Professional Service	28,000.00	
401.000.000.534.80.41.10	Janitor Service-City Hall	4,050.00	
401.000.000.534.80.43	Travel Expense	1,500.00	
401.000.000.534.80.44.01	Excise Tax	34,000.00	
401.000.000.534.80.46	Insurance	18,000.00	
401.000.000.534.80.47	Utilities	27,500.00	
401.000.000.534.80.48	Repairs and Maintenance	8,000.00	
401.000.000.534.80.49	Misc. and Tuition	2,000.00	
	Training	1,500.00	
401.000.000.534.80.40	Drug and Alcohol Testing	150.00	
401.000.000.534.90.31	Supplies for City Shop	400.00	
401.000.000.534.90.31.01	Polyphosphates and Chlorine	13,000.00	
401.000.000.534.90.32	Heating for City Shop	1,000.00	
401.000.000.534.90.35	Small Tools & Minor Equipment-Shop	250.00	
401.000.000.534.90.41.01	Water Testing	3,500.00	
401.000.000.534.90.42	Communicatons-Shop	2,100.00	
401.000.000.534.90.42.10	Communicatons-City Hall	1,900.00	
401.000.000.534.90.47	Utility Services-Shop	2,300.00	
401.000.000.534.90.47.10	Utility Services-City Hall	1,800.00	
401.000.000.534.90.48	Bldg. Repair and Maintenance-Shop	1,000.00	
401.000.000.534.90.49	Audit	8,000.00	
401.000.000.558.70.41	Community Development Director	6,000.00	
401.000.000.594.34.63	Capital Outlay	15,000.00	
401.000.100.597.00.07	Transfer w/s/penalty to Sewer	7,000.00	
401.000.100.597.00.08	Transferw/s penalty to C.E.	2,000.00	

CITY OF TONASKET  
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401.000.000.591.34.00	Payment for Shop Roof	2,220.75	(semi annual payment)
401.000.100.597.00.00	Transfer to Water Reserve Fund	3,000.00	
401.000.100.597.00.90	Transfer to Debt Service RD	103,166.58	
401.000.100.597.34.00	Transfer to Debt Service CVB	16,775.77	
401.534.00.00	TOTAL WATER EXPENDITURES		582,613.70
401.100.100.508.00.00	ENDING CASH & INVESTMENTS	133,194.26	
401.534.00.00	TOTAL WATER EXPENDITURES		721,807.36

**WATER RESERVE FUND NO. 410 REVENUES**

410.308.31	BEGINNING NET CASH & INVESTMENTS		25,403.44
410.000.000.361.11.00	Interest on Investment	300.00	
410.000.000.397.00.00	Transfer from Water Fund	3,000.00	
410.000.00.00	TOTAL WATER-SEWER REVENUE BEG. NET CASH & INVESTMENTS		28,703.44

**WATER RESERVE FUND NO. 410 EXPENDITURES**

410.000.000.594.60.00	Capital Outlay	28,703.44	
410.000.00.00	TOTAL WATER RESERVE EXPENDITURES		28,703.44

**WATER BOND REDEMPTION FUND NO. 411 REVENUES**

411.308.31	BEGINNING NET CASH & INVESTMENTS		77,942.54
	Contribution from Bond Reserve	33,551.55	
411.000.000.397.34.01	Contribution from Water Fund-CVB	16,775.77	
411.000.000.397.34.04	Contribution from Water Fund-RD	103,166.58	
411.397.00.00	TOTAL DEBT SERVICE REVENUES AND BEGINNING NET CASH AND INVESTMENTS		231,436.44

**WATER BOND REDEMPTION FUND NO. 411 EXPENDITURES**

411.590.00	DEBT SERVICE - WATER BOND		
411.000.000.591.34.72	Principal on Water Revenue Bonds - CVB	48,004.87	
411.000.000.592.34.83	Interest on Water Revenue Bonds - CVB	2,322.45	
411.000.000.591.34.73	RD Principal	36,585.84	
411.000.000.592.34.84	RD Interest	54,844.16	
411.590.00.00	TOTAL WATER BOND REDEMPTION FUND		141,757.32
411.000.000.594.00.00	In Reserve	89,679.12	
411.590.00.00	TOTAL WATER BOND REDEMPTION FUND EXPENDITURES		231,436.44



CITY OF TONASKET  
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**WATER BOND RESERVE FUND NO. 412 REVENUES**

412.308.31	BEGINNING NET CASH & INVESTMENTS		129,638.90
412.000.000.361.11.00.00	Interest on Investments	2,000.00	
	<b>TOTAL BEGINNING NET CASH &amp; INVESTMENTS</b>		<b>131,638.90</b>

**WATER BOND RESERVE FUND NO. 412 EXPENDITURES**

412.000.000.597.60.00	Transfer to Bond Redemption	33,551.54	
412.000.000.597.61.00	Transfer to Water Fund	4,657.36	
	Reserve Requirement for RD	91,430.00	
412.590.00.00	<b>TOTAL WATER BOND RESERVE</b>		<b>131,638.90</b>

**PERFECT PASSAGE WATER FUND NO. 413 REVENUES**

413.308.31	BEGINNING NET CASH & INVESTMENTS		0
413.000.000.	revenues	249,772.19	
	<b>TOTAL BEGINNING NET CASH &amp; INVESTMENTS</b>		<b>249,772.19</b>

**PERFECT PASSAGE WATER FUND NO. 413 EXPENDITURES**

413.000.000.594.60	expenditure	249,772.19	
	<b>TOTAL PERFECT PASSAGE WATER FUND EXPENDITURES</b>		<b>249,772.19</b>

CITY OF TONASKET  
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**SEWER FUND NO. 420 REVENUES**

420.308.31	BEGINNING NET CASH & INVESTMENTS (EST.)		120,000.00
420.343.00.00	UTILITIES		
420.000.000.343.50.00	Sewer Receipts	389,000.00	
420.000.000.343.50.04	Parry's Acres Receipts	65,000.00	
420.000.000.359.00.00	Sewer Penalty	2,000.00	
420.000.000.361.11.00	Interest on Investments	1,000.00	
420.000.000.397.00.00	Transfers In/Backhoe Payments	500.00	
420.000.000.397.80.00	Transfers In/ Interest	100.00	
420.000.000.397.00.03	Transfer in w/s penalty	5,000.00	
	Parry Sewer Fee	8,000.00	
	<b>TOTAL SEWER REVENUES &amp; BEGINNING NET CASH &amp; INVESTMENTS (EST)</b>		<b>590,600.00</b>

**SEWER FUND NO. 420 EXPENDITURES**

420.535.00.00	SEWER EXPENDITURES		
420.000.000.535.80.10	Salaries	180,000.00	
420.000.000.535.80.20	Personnel Benefits	75,000.00	
420.000.000.535.80.31	Office and Operating Supplies	10,000.00	
420.000.000.535.80.32	Fuel	1,800.00	
420.000.000.535.80.35	Small Tools & Minor Equipment	4,000.00	uv lights \$3500.00
420.000.000.535.80.41	Professional Services	25,000.00	
420.000.000.535.80.41.10	Janitor Service-City Hall	4,050.00	
420.000.000.535.80.43	Travel Expense	1,500.00	
420.000.000.535.80.44.01	Excise Taxes	8,500.00	
420.000.000.535.80.46	Insurance	17,000.00	
420.000.000.535.80.47	Utilities	23,000.00	
420.000.000.535.80.47.10	Utilities-City Hall	1,800.00	
420.000.000.535.80.48	Repairs and Maintenance	4,000.00	\$700 gen inspec
420.000.000.535.80.49	Misc, Tuition and Dues	1,500.00	
	Training	1,500.00	
420.000.000.535.80.40	Drug and Alcohol Testing	150.00	
420.000.000.535.90.31	Supplies for City Shop	500.00	
420.000.000.535.90.32	Heating for City Shop	1,200.00	
420.000.000.535.90.35	Small Tools & Minor Equipment/Shop	500.00	
420.000.000.535.90.42	Communications-City Shop	2,000.00	
420.000.000.535.90.42.10	Communications-City Hall	1,700.00	
420.000.000.535.90.47	Utility Services-City Shop	2,100.00	
420.000.000.535.90.48	Bldg., Repair and Maintenance/Shop	500.00	
420.000.000.535.90.49	Discharge Permit and Testing	18,000.00	
420.000.000.535.90.49.01	Audit	8,000.00	
420.000.000.558.60.41	Community Development Director	6,500.00	
420.000.000.594.35.63	Capital Outlay	12,500.00	
420.000.000.591.35.00	Payment for Shop Roof	2,220.75	(semi annual payment)
420.000.000.597.60.00	Transfer to Sewer Reserve Fund	3,000.00	

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420.000.100.597.08.00	Transfer to Debt Service ECY	3,444.24	
420.000.100.597.00.00.04	Transfer to Debt Service	26,240.30	
420.000.100.597.00.00.05	Transfer to Debt Service RD	67,356.00	
420.535.00.00	TOTAL SEWER EXPENDITURES		512,561.29
420.100.100.508.00	ENDING CASH & INVESTMENTS	76,038.71	
	TOTAL SEWER EXPENDITURES		590,600.00

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**SEWER RESERVE FUND NO. 421 REVENUES**

421.308.31.00	BEGINNING CASH & INVESTMENTS		389,646.36
421.000.000.361.11.00	Interest on Investments	3,000.00	
421.000.000.397.03.00	Transfer from Sewer Fund	3,000.00	
421.000.000.397.05.00	Transfer from Current Expense Fund	500.00	
	TOTAL SEWER RESERVE REVENUES		396,146.36

**SEWER RESERVE FUND NO. 421 EXPENDITURES**

421.000.000.594.60.11	In Reserve for Clarifier roof	30,000.00	roof
421.000.000.594.60.10	In Reserve	366,146.36	
	TOTAL SEWER RESERVE EXPENDITURES		396,146.36

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**SEWER BOND REDEMPTION FUND NO. 422 REVENUES**

422.308.31	BEGINNING NET CASH & INVESTMENTS		2,950.63
422.000.000.397.35.50	Contribution from Sewer Fund ECY	3,444.24	
422.000.000.397.35.30	Transfer In from Sewer Fund SRF	26,240.30	
422.000.000.397.35.40	Transfer In from Sewer Fund RD	67,356.00	
	TOTAL REVENUES AND BEGINNING NET CASH & INVESTMENTS		99,991.17

**SEWER BOND REDEMPTION FUND NO. 422 EXPENDITURES**

422.591.00	EXPENDITURES		
422.000.000.591.35.70	Sewer Principal ECY-Bonaparte	2,673.79	
422.000.000.591.35.78.05	SRF Principal Parry's Acres	21,826.71	
422.000.000.591.35.78.08	RD Principal	45,341.66	
422.000.000.592.35.83.02	Sewer Interest ECY-Bonaparte	770.45	
422.000.000.592.35.83.05	SRF Interest-Parry's Acres	4,413.59	
422.000.000.592.35.83.08	RD Interest	22,014.34	
	TOTAL EXPENDITURES		97,040.54
422.100.100.508.00.00	Ending Cash and Investments	2,950.63	
	TOTAL SEWER BOND REDEMPTION		99,991.17

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**SEWER BOND RESERVE FUND NO. 423 REVENUES**

423.308.31	BEGINNING NET CASH & INVESTMENTS		<b>74,450.66</b>
423.000.000.361.11.00	Interest on Investments	50.00	
	<b>TOTAL BEGINNING NET CASH &amp; INVESTMENTS</b>		<b>74,500.66</b>

**SEWER BOND RESERVE FUND NO. 423 EXPENDITURES**

423.000.000.594.60.00	In Reserve	74,374.19	
	<b>TOTAL SEWER BOND RESERVE EXPENDITURES</b>		<b>74,374.19</b>

**PERFECT PASSAGE SEWER PROJECT FUND NO. 424 REVENUES**

424.308.31	BEGINNING NET CASH AND INVESTMENTS		
424.000.000.334.04.20	Commerce Capital Budget	232,602.06	
	<b>TOTAL SEWER PROJECT REVENUES &amp; BEGINNING NET CASH AND INVESTMENTS</b>		<b>232,602.06</b>

**PERFECT PASSAGE SEWER PROJECT FUND NO. 424 EXPENDITURES**

424.000.000.594.35.61.41	Eng PP Commerce	232,602.06	
	<b>TOTAL SEWER PROJECT EXPENDITURES</b>		<b>232,602.06</b>

**STORM WATER FUND NO. 430 REVENUES**

430.308.31	BEGINNING NET CASH & INVESTMENTS		<b>52,287.67</b>
430.000.000.343.10	Storm Water Revenues	13,000.00	
430.000.000.361.11	Interest on Investments	200.00	
	<b>TOTAL STORM WATER REVENUES &amp; BEGINNING NET CASH AND INVESTMENTS</b>		<b>65,487.67</b>

**STORM WATER FUND NO. 430 EXPENDITURES**

430.000.000.531.00.41.00	Professional Service	65,487.67	
	<b>TOTAL STORM WATER EXPENDITURES</b>		<b>65,487.67</b>

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**STORM WATER -PERFECT PASSAGE PROJECT FUND NO. 432 REVENUES**

432.308.31	BEGINNING NET CASH & INVESTMENTS		
432.334.03.10.10	DOE Grant	1,038,700.00	
432.391.80.00.10	DOE Loan	183,300.00	
	Commerce Capital budget	5,392.44	
	<b>TOTAL STORM WATER PERFECT PASSAGE REVENUES</b>		<b>1,227,392.44</b>
	<b>STORM WATER PERFECT PASSAGE EXPENDITURES</b>		
432.594.31.60.10	DOE Grant Expenditures	1,038,700.00	
432.594.31.60.12	DOE Loan Expenditures	183,300.00	
	Commerce Capital budget	5,392.44	
	<b>TOTAL STORM WATER PERFECT PASSAGE REVENUES</b>		<b>1,227,392.44</b>

**GERHARD TRUST FUND NO. 700**

This is a Trust fund and the interest goes directly to Gerhard Operating. The principal cannot be spent and is not included in the total budget.

3,500.00	3,500.00
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