

City of Tekoa
COUNCIL MEETING AGENDA
Monday – March 17, 2025
Meeting time –6:00 p.m.
Tekoa City Hall

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIENCE:

III. ROLL CALL:

MAYOR SCHULZ:
CM DAN THOMAS:
CM MARGIE JAEGER:
CM PETE MARTIN:
CM MIKE HALE:
CM SHELLY AUSMUS:
CM DAVE TYSZ:
CM CHERI CURRIER:

IV. AGENDA MODIFICATIONS:

V. MARCH 3, 2025, COUNCIL MEETING MINUTES:

VI. PUBLIC COMMENTS, PUBLIC HEARINGS AND CORRESPONDENCE:

A. PUBLIC COMMENTS FROM THE AUDIENCE:

B. COMMUNITY GROUP UPDATES:

VII. UNFINISHED BUSINESS:

A. ETHICS POLICY:

B. HARASSMENT POLICY:

C. TINY HOMES:

D. ADD DRUG TESTING TO THE PERSONNEL POLICY:

E. SPRING CLEAN-UP DATES:

F. COMMUNITY SURVEY:

G. FINANCIAL REPORT:

VIII. NEW BUSINESS:

A. FILING DEADLINE FOR COUNCIL POSITIONS:

B. CENTURY WEST-PORT OF WHITMAN HYDROGEOLOGIC STUDY:

C. MRSC ROSTERS RESOLUTION 25-01:

VIII. ANNOUNCEMENTS AND REPORTS:

A. MAYOR'S REPORT:

B. STAFF REPORT:

C. COUNCIL REPORTS & COMMENTS:

X. APPROVAL OF VOUCHERS AND CLAIMS:

XI. EXECUTIVE SESSION:

XII. CONTINUED PUBLIC COMMENTS:

XIII. ADJOURNMENT:

Next meeting – Monday, April 7, 2025 – 6:00 P.M.

City of Tekoa
COUNCIL MEETING MINUTES
Monday – March 3, 2025, 6 P.M.
Tekoa City Hall

- I. **CALL TO ORDER:** Mayor Schulz called the meeting to order at 6:01 P.M.
- II. **PLEDGE OF ALLEGIANCE:** Mayor Schulz led in the Pledge of Allegiance.
- III. **ROLL CALL:**
- MAYOR SCHULZ: Present.
CM DAN THOMAS: Present.
CM MARGIE JAEGER: Present.
CM PETE MARTIN: Present.
CM MIKE HALE: Present.
CM SHELLY AUSMUS: Present.
CM DAVE TYSZ: Present.
CM CHERI CURRIER: Present.
- IV. **AGENDA MODIFICATIONS:** Mayor added Steven Thomas as item F.
- V. **FEBRUARY 18, 2025, COUNCIL MEETING MINUTES:** CM Hale moved to approve the February 18, 2025, council meeting minutes. CM Currier seconded the motion, and the motion passed unanimously.
- VI. **PUBLIC COMMENTS, PUBLIC HEARINGS AND CORRESPONDENCE:**
- A. **PUBLIC COMMENTS FROM THE AUDIENCE:** Doug Palmer spoke about his poor experiences with the Tekoa Care Center patients both downtown and at his home. He is concerned about the aggressive behavior he has experienced, and he does not think it is getting better. There was some discussion about options and ways to make sure citizens are heard. Darlene Pearson wants to recognize the good work by our public works employees, Steven Thomas and Jessica May-Johnson, for their great work during and after the flood.
- B. **COMMUNITY GROUP UPDATES:** None.
- C. **PORT OF WHITMAN:** Gabe Conley Natividad gave a presentation on what the Port of Whitman is doing re: the Tekoa Industrial Park site. They are working on water rights as well as other issues, currently. There was discussion.
- VII. **UNFINISHED BUSINESS:**
- A. **ETHICS POLICY:** The policy is ready to go. It just needs to be reviewed by the attorney.
- B. **HARASSMENT POLICY:** CM Martin explained the harassment policy should be ready to go in two weeks.

- C. TINY HOMES:** CM Ausmus will be getting the exact requirements for the needed changes from Atty. Hanson and it will go in the newsletter for April and be addressed the first meeting in April. There was discussion.
- D. ADD DRUG TESTING TO THE PERSONNEL POLICY:** CM Hale has researched the WACs and RCWs. His conclusion is that the city cannot drug test for pre-employment. We may still be able to require testing if there is an accident or incident. There was discussion. CM Hale will bring specifics to the council on whether the city can test if accidents or incidents occur.
- E. SPRING CLEAN-UP DATES/DUMPSTER RENTAL:** CM Ausmus has not been able to get ahold of the county landfill site to determine when the spring clean-up date this year will be. CM Ausmus moved to approve the funding at \$1500 or less to participate in the clean-up. CM Martin seconded the motion. There was discussion. The motion passed unanimously.
- F. COMMUNITY SURVEY:** CM Ausmus would like to clarify what the city is hoping to gain from the city survey, so it is most useful. There was discussion about the survey. The council will submit survey questions to the office by Friday, March 14, after which the questions will be distilled into a rough draft for the meeting on March 17.

VIII. NEW BUSINESS:

- A. ESTHER AND MONTEY BROWN-VARIANCE:** Esther Brown explained they live in the 5th-wheel on Crosby St. Their 6-month allowance for placing a home on the site is running out, and they are working on their loan. They would like to ask for a variance to live in their fifth wheel an additional six months. CM Tysz moved to approve the variance, and CM Martin seconded the motion. The motion passed unanimously.
- B. COUNCIL POLICY & PROCEDURES MANUAL UPDATE:** CM Ausmus spoke about the council policy and procedure manual and called attention to some of the rules and functions. CM Ausmus moved for the clerk to send a sample agenda to the council by Wednesday morning before the meeting, and the council will respond by Friday morning at 9AM. CM Martin seconded the motion, and the motion was approved unanimously. There was discussion about adding agenda items later in the process. CM Ausmus would like to review the policies and procedures each quarter for a season. There was discussion. CM Ausmus noted minutes styles and how they can be written for specific circumstances.
- C. CORRESPONDENCE-CLARIFICATION OF PROCEDURES:** CM Ausmus asked to clarify the procedures for reading correspondence vs. simply responding to the communication. The procedural outcome is that correspondence will be placed in the council packets and mentioned in the meeting. If someone wants their correspondence read but is unable to attend the meeting, they can have a proxy read it. There was extended discussion.
- D. FINANCIAL REPORT CLARIFICATIONS:** CM Hale called attention to the report he submitted at the last meeting. CM Ausmus noted the balances the city is required to carry from year to year and where ending balances come from. CM Ausmus requested debt schedules be added to the quarterly reports.
- E. STEVEN THOMAS:** The mayor relayed that Steven Thomas received an outside job offer today. The mayor explained where Steven is re: attaining his certifications. The mayor suggested raising Steven's wages as though he had his first two certifications. There was extended discussion.

IX. ANNOUNCEMENTS AND REPORTS:

- A. **MAYOR'S REPORT:** Mayor Schulz let the council know we did not get any grants for fog sealing this season. The city doesn't know about the gravel road paving grant, yet. There was discussion about sidewalk replacement. There was discussion and a suggestion that if the homeowner provided the material, the city could add the labor. The mayor brought up the .09 fund grant application and solicited ideas. CM Ausmus suggested presenting this to the Tekoa Chamber. CM Martin said the interpretive panels are ready to go whenever the city employees have time and the weather cooperates for installation. The mayor called the council's attention to the union notification in their packets. At some point the union will send a representative to let the council know what to expect and answer questions. There was discussion.
- B. **STAFF REPORT:** The public records request suit offer has been accepted by Mr. Hood, so the process is going forward and should be finalized soon.
- C. **COUNCIL REPORTS & COMMENTS:** CM Tysz commented that the budget committee will be meeting soon and has citizen volunteers. CM Ausmus commented that a citizen had questions about the top of Lake St. and paving. There was concern about maintaining the newly paved street in the Hay subdivision. CM Ausmus apologized about the implications of the previous meetings discussions if they negatively affected Kyle Dombroski's dog training business; that was not her intention. CM Martin reported on the Tekoa Golf Course building and that the board is leaning toward a feasibility study about remodeling the current clubhouse. More information is needed to make good decisions. The golf course needs some gravel for their road. CM Ausmus followed up re: the Tekoa Care Center. She will check in with the care center re: their efforts. CM Currier is donating some rock around the signs for the Welcome to Tekoa sign areas.
- X. **APPROVAL OF VOUCHERS AND CLAIMS:** None.
- XI. **EXECUTIVE SESSION:** None.
- XII. **CONTINUED PUBLIC COMMENTS:** Brad Chandler commented on a cross-reference survey and he suggests using examples. Brad also gave his perspective on what the council can expect from the union re: negotiations and ratifying the budget. His overall suggestion is to work with the union negotiator. CM Jaeger thinks it is important that the union process is clear for all the citizens of Tekoa.
- XIII. **ADJOURNMENT:** CM Ausmus moved to adjourn the meeting. CM Hale seconded the motion. The motion passed unanimously. Mayor Schulz adjourned the meeting at 8:30 P.M.

APPROVED:

Roy Schulz - Mayor

ATTEST:

Eliza Evans-Teague- Clerk/Treasurer

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF TEKOA, Washington adopting Chapter 1.05 “CODE OF ETHICS” thereby establishing standards of ethical conduct expected by City Officials and Employees of the City of Tekoa.

BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEKOA AS FOLLOWS:

Section 1: The following chapter is hereby adopted as Tekoa municipal code chapter 7.30 the following:

CODE OF ETHICS

Sections:

1.05.010- Declaration of Policy.

1.05.020- Code of Ethics.

1.05.030- Disclosure and Reporting of Conflicts of Interest.

1.05.010 - Declaration of Policy: High moral and ethical standards among public officials and public employees are essential to gain and maintain the confidence of the public because such confidence is essential to the conduct of free government. Public officials and public employees are agents of the people and hold their positions for the benefit of the people. The proper operation of democratic government requires that public officials and employees be independent and impartial when establishing policy and that their positions never be used for personal gain. A code of ethical conduct is necessary for the guidance of public officials where conflicts do occur as well as to prevent conflicts of interest.

1.05.020- Code of Ethics: The purpose of the code of ethics is to assist City officials and employees to establish guidelines to govern their own conduct as it relates to official City business. The code is also intended to help develop traditions of responsible public service. This code shall apply to all City Council, Planning Commission, and other City Boards and Commission members, as well as all City employees and appointed officers. An official or employee shall be deemed to have violated this code if they:

- (1) Receive or have any financial interest in any sale to or by the City of any service or property when such financial interest was received with the prior knowledge that the City intended to purchase such property or obtain such service;**
- (2) Accept or seek for others any service, information, or thing of value on more favorable terms than those granted to the public generally from any person, firm, or corporation having dealings with the City;**
- (3) Accept any material gift or favor from any person, firm, or corporation having any dealings with the City if they know or have reason to know that it was intended to obtain special consideration;**

(4) Influence the selection of or the conduct of business with a corporation, person, or firm having business with the City if they personally or through household relatives have a financial interest in or with the corporation, person, or firm;

(5) Is an employee, officer, partner, director, or consultant of any corporation, firm, or person having business with the City, unless they have disclosed such relationship as provided by this chapter; provided, that nothing herein shall be deemed to apply to consultants who render professional advice to corporations, arms or persons on matters unrelated to the business with the City. This provision shall not apply if the official or employee disqualifies themselves from all participation in the City business with the corporation, firm, or person;

(6) Engage in or accepts private employment or renders services for the private industry when such employment or service is incompatible with the proper discharge of their official duties, would impair their independence of judgment or action in the performance of their official duties, or would require or induce them to disclose confidential information acquired by reason of their official position;

(7) Appear on behalf of a private interest before any regulatory or governmental agency against the interest of the City or represents a private interest in any action or proceeding against the interest of the City in any litigation to which the City is a party, unless they have a personal interest and this personal interest has been disclosed to the regulatory governmental agency. A City Council member may appear before regulatory governmental agencies on behalf of constituents in the course of their duties as a representative of the electorate or in the performance of public or civic obligations; however, no official or employee shall accept a retainer or compensation that is contingent upon a specific action by a City agency;

(8) Directly or indirectly possess a substantial or controlling interest in any business entity which conducts business or contracts with the City or in selling real estate, materials, supplies, or services to the City without disclosing such interest as provided by this chapter. An interest is not a substantial interest if such interest does not exceed one-tenth of one percent of the outstanding securities of the business concern; or, if the interest is an unincorporated business concern, one percent of the net worth of such concern, or the financial interest of a corporation, person or firm does not exceed five percent of the net worth of the employee and their household relatives;

(9) If a City Council member, has a financial or other private interest in any legislation or other matters coming before the council and fails to disclose such an interest on the records of the City Council. This provision shall not apply if the City Council member disqualifies themselves from voting by stating the nature and extent of such interest. Any other official or employee who has a financial or other private interest and who participates in discussion with or gives an official opinion to the City Council and fails to disclose on the records of the City Council the nature and extent of such interest is in violation of this chapter;

(10) Violate any provision of Chapter 42.20 or 42.23 RCW;

(11) Violate the appearance of fairness doctrine in Chapter 42.36 RCW

.1.05.030- Disclosure and Reporting of Conflict Interest:

(1) Upon accepting a position with the City of Tekoa as an employee, officer, elected or appointed official, or agent, it is the responsibility of the individual to immediately disclose any potential, real, or apparent conflicts of interest to the City Administrator or designee.

(2) All City of Tekoa employees, officers, elected or appointed officials, or agents, during the course of their affiliation with the City of Tekoa, shall take steps to avoid the appearance of a conflict of interest and shall report any potential conflict immediately to the City Administrator or designee for appropriate action. It is the responsibility of all individuals and vendors associated with the City of Tekoa to report any activity that is suspected to be in violation of the basic principles of this Code of Ethics.

Section 2: This ordinance shall be in full force and effect five days after it or a summary thereof, is published in the official newspaper of the City of Tekoa as required by law.

ADOPTED this _____ day of _____, 2025. By the City Council of the City of Tekoa.

APPROVED:

Mayor

ATTEST:

Clerk- Treasurer

Approved as to form:

Eric S. Hanson, City Attorney

Upon a finding by an employee's supervisor of reasonable suspicion that the employee's ability to properly perform the job has been lessened by the use of intoxicating liquor and/or drugs, the employee may be required to submit to alcohol or drug testing. In addition, an employee may be required to submit to alcohol or drug testing if the employee is injured or injures another employee during work hours or is involved in a work-related accident and the City reasonably suspects that the employee's actions or failure to act contributed to the injury or accident.

Thanks

Eric Hanson

<u>Position Info</u>	<u>Term</u>	<u>Elected/Appointed</u>	<u>2025 Ballot Term</u>	<u>Term Ends</u>
Mayor: Roy Schulz	4 yr	11/2023-Elected	4 yr term	Dec. 2027
1: Dan Thomas	4 yr	12/2024-Appointed	2 yr term	Dec. 2025
2: Margie Jaeger	4 yr	1/2023-Elected	4 yr term	Dec. 2027
3: Pete Martin	4 yr	1/2023-Elected	4 yr term	Dec. 2027
4: Mike Hale	4 yr	1/2023-Elected	2 yr term	Dec. 2025
5: Shelly Ausmus	4 yr	5/2024-Appointed	2 yr term	Dec. 2025
6: Dave Tysz	4 yr	1/2022-Elected	4 yr term	Dec. 2025
7: Cheri Currier	2yr	10/2024-Appointed	2 yr term	Dec. 2025

AGREEMENT AND AUTHORIZATION FOR ENGINEERING CONSULTING SERVICES

By this Agreement, effective March ____, 2025, **The City of Tekoa, Washington** (Client) authorizes **Century West Engineering Corporation** (Engineer) to carry out and complete the Scope of Services in consideration of the mutual covenants set forth in this Agreement, the *ENGINEERING CONSULTING TERMS AND CONDITIONS*, and the following additional attachments:

Project: Small Water System Management Program Including Water Resources Evaluation Project

Project No.: 30393.043.01

Scope of Services: See Attachment #1

Opinion of Probable Cost:

\$98,420.00

Time & Materials based upon a 3.06 multiplier, not to exceed specified amount without prior authorization by Client.

City of Tekoa

By: _____

Title: _____

Date: _____

Century West Engineering Corporation

By: _____

Matt Morkert P.E.

Title: Vice President

Date: _____

The Team will contact Ecology to discuss the portion of the Columbia River Basalt Group (CRBG) formation that the planned new production well could be completed within while remaining in compliance with the requirements of Water Right Certificate No. G3-26543.

Based on the review and discussion with Ecology, identify one or more potential target aquifers for the planned new groundwater production well and the approximate depth range(s) of drilling that could be required to complete a new production well within the target aquifer(s).

The team will prepare a technical memorandum summarizing the findings, conclusions and recommendations.

The team will prepare the application for change of a water right (Ecology Form ECY 040-1-97) on behalf of the City of Tekoa for submission to the Whitman County Conservancy Board if the new well may be used to draw upon the City of Tekoa's water rights. The application will include all necessary attachments including the hydrogeologic study identified in this task. The City or Tekoa or the POWC will be responsible to pay processing fee associated with the application submittal (identified on form 040-1-97).

This work shall be completed prior to any subsequent work or tasks identified below. Only upon approval and written authorization from the City of Tekoa will other work on this Contract be commenced.

5000 Meetings and Coordination

Century West will participate in meetings with the City and POWC as the City Engineer associated with the allocation of water to the POWC development site. For the basis of this scope of work, it is anticipated that six, one hour meetings will be required with two of those meetings on site in the City of Tekoa. The remaining four meetings will be attended virtually. These meetings are anticipated to be with the Washington State Department of Health, Washington State Department of Ecology, Port of Whitman County, City of Tekoa, and other interested agencies. If more meetings are necessary than the amount of meetings assumed, an amendment may be necessary to include additional meetings.

SWSMP

1100 Managerial Chapter

Century West will utilize the SWSMP template from the Washington State Department of Health to create a new SWSMP for the City of Tekoa. The Managerial Chapter (chapter 1) will include the following:

- Creating a new water system service area map and a new facilities map meeting the requirements of DOH planning guidelines.

- Review of existing system components and complete an evaluation of water system capacity including storage, distribution, source, and treatment(if applicable). Identify limiting factor in system capacity.
- Evaluate the need for treatment on City Well Source 1 (Truax Well) based on new MCLs for parameters such as Manganese. Subconsultant cost is included in this task.
- Update the City's water system model with current conditions, incorporate changes to the model since the last version (2005), perform hydrant testing with the assistance of City personnel, calibrate the updated water model, run scenarios for future conditions and fire flow estimates.
- An additional capacity analysis for the POWC satellite area. Determine capacity requirements based on usage estimates provided by Syntier Engineering. Review storage, production, and distribution system capacity and requirements.

1300 Financial Chapter

The Financial Chapter of the SWSMP shall contain the following work items:

- Review of short-lived assets and cost of replacement and timeline for inclusion in the City budget.
- Determining the reserve funds necessary to complete short-lived asset repair or replacement.
- Review of long-lived asset inventory and plans for replacement over the next 10-20 years.
- Review of financing options and potential funding sources for long-lived asset replacement including reserve funds from the City Budget.
- Develop a 10 year budget for the system based on proposed improvements, potential rate increases, changes to the City budget, etc. Ensure the proposed budget allows the solvency of the City through the 10 year period.

1400 Other Documents

Assist the City in compiling all other documents required for the SWSMP. This will include, but is not limited to:

- Water Rights Documentation
- System inventory component documentation (pump data sheets, well logs, system components, etc.)
- A copy of the most recent sanitary survey
- An update to the WFI form
- A copy of the Annual Operating Permit
- A copy of the most recent Consumer Confidence Report
- Approval letter from WSDOH (after approved)
- WUE annual Reports
- Insurance Documents

30393.043.01

GRAND TOTAL

11. INDEMNIFICATION AND INSURANCE:

(a) Client agrees to indemnify, hold harmless and defend Engineer, its directors, officers, agents and employees, from and against any and all liabilities, claims, penalties, forfeitures, suits and the cost and expenses incidental thereto, including but not limited to reasonable attorney fees, which Engineer may hereafter incur, become responsible for or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects on the environment or any violation of governmental laws, regulations or orders caused by (1) Client's breach of any term or provision of this Agreement; (2) Client's negligent or wrongful act or omission in the performance of this Agreement; or (3) Client's generation, storage or release of waste products including hazardous waste..

(b) Engineer agrees to indemnify, hold harmless and defend Client, its directors, officers, agents and employees, from and against any and all liabilities, claims, penalties, forfeitures, suits and the cost and expenses incidental thereto, including but not limited to reasonable attorney fees, which Client may hereafter incur, become responsible for or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or adverse effects on the environment or any violation of governmental laws, regulations or orders caused by Engineer's (1) breach of any term or provision of this Agreement; or (2) any negligent or wrongful act or omission in the performance of this Agreement.

(c) In the event any claim arises as a result of the concurrent negligence of Engineer and Client, liability will be determined on the basis of the doctrine of comparative negligence. Each party shall promptly notify the other party, in writing, of any threatened or actual claim, action, or proceeding. Engineer and Client shall jointly control the defense.

(d) Notwithstanding any other provision contained in this Agreement, neither party shall be liable to the other party for any indirect, incidental, special or consequential damages of any kind, including without limitation, lost profits or loss of use, regardless of the cause, including negligence.

(e) Upon request, Engineer will provide Client with Certificates of Insurance for Workers Compensation, General, Auto and Professional Liability coverage. Client agrees to maintain, during the performance of Services, general liability and automobile liability insurance in the amount of one million dollars (\$1,000,000).

12. LIMITED LIABILITY: Client agrees that Engineer's liability to Client, contractors, subcontractors, and their agents, employees and consultants, and to all other third parties which may arise from or be due directly or indirectly to the negligent acts, errors and/or omissions of engineer, its agents, employees or consultants shall be limited to a continued aggregate not to exceed \$100,000 or the total amount paid in fees to Engineer, whichever is greater.

13. TERMINATION: Either party may terminate this Agreement upon thirty (30) days written notice to the other. Either party may terminate this Agreement immediately in the event of a material breach by the other party to perform in accordance with the terms hereof but only if said breach is through no fault of the terminating party and said breach is not corrected before the date of termination. If this Agreement terminates for Force Majeure, Client shall pay Engineer for all Services authorized and performed prior to the termination date including, if applicable, a prorated lump sum fee.

14. SUCCESSORS AND ASSIGNS: Neither Engineer nor Client may assign this Agreement without the prior written consent of the other. Engineer may, however, employ any other party or entity it deems necessary or proper for any part of the Services required to be performed by Engineer under the terms of this Agreement. The covenants, conditions and terms of this Agreement shall extend to and be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns of the parties hereto.

15. MISCELLANEOUS:

(a) This Agreement shall be governed by the laws of the State of Washington.

(b) Any claim brought by Client against Engineer must be brought no later than two years after the date of substantial completion of the Services hereunder or the expiration of the appropriate statute of limitations, whichever is earlier.

(c) In the event this Agreement should be referred to an attorney at law or agent for collection, Client agrees to pay such reasonable attorney's or agent's fees and costs as Engineer may incur to any attorney or agent in such collection even if no action is instituted. In the event an action is instituted to enforce any of the terms or conditions of this Agreement, the losing party shall pay to the prevailing party, in addition to the costs and disbursements allowed by statutes, such sum as the court may adjudge reasonable as attorney's fees in such action, in both trial and appellate courts.

(d) No waiver by either party of any provision of this Agreement shall be construed or deemed to be a waiver of (a) any other provision of this Agreement or (b) a subsequent breach of the same provision, unless such waiver be so expressed in writing and signed by the party to be bound.

(e) The terms and conditions of this Agreement contain a series of separate agreements. If in any proceeding a court or arbitrator shall refuse to enforce any of the separate agreements, any unenforceable agreement shall be deemed reduced or eliminated from the terms and conditions for the purpose of such proceeding, but only to the extent necessary to permit the remaining agreements to be enforced in such proceeding.

(f) This Agreement constitutes the entire agreement between Client and Engineer regarding the Services and supersedes all prior or contemporaneous oral or written representations or agreements. This Agreement shall not be modified except by a written document signed by both parties.



Tekoa Clerk <tekoaclerk@gmail.com>

SWSMP + Hydrogeo Study for POWC Property

1 message

Matt Morkert <MMorkert@centurywest.com>
To: Eliza Evans-Teague <tekoaclerk@gmail.com>
Cc: "tekoamayor@gmail.com" <tekoamayor@gmail.com>

Fri, Mar 14, 2025 at 2:06 PM

Hi Eliza and Roy,

Attached is the updated proposal to complete the Hydrogeologic study and if that is approved, move forward with the SWSMP update for the City.

I had Kara take a look at it to make sure it was approvable by her board before I sent it over to you. She was good with it and was going to take it to her board for approval next week.

I'm sending this over so that when the interlocal agreement gets approved by both you and POWC, you can execute this contract and we can get started with the Hydrogeo study portion.

Let me know if you have any questions! The entire cost of this agreement will be reimbursed by the POWC so it won't cost Tekoa anything.

Thanks! Have a great weekend!



Matt Morkert, P.E. | Operations Manager | Vice President

Spokane Office | 11707 E Montgomery Dr. | Spokane, WA 99206

☎ 509.838.3810 | 📠 509.951.9464 | mmorkert@centurywest.com

www.centurywest.com

 **SWSMP Project Task Order .pdf**
291K

MRSC ROSTERS RESOLUTION

Resolution No. 25-01

A RESOLUTION OF CITY OF TEKOA, WASHINGTON, ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER AND THE AUTHORITY TO USE THE ROSTER PROCESS TO AWARD SMALL PUBLIC WORKS CONTRACTS, A CONSULTANT SERVICES ROSTER FOR GENERAL CONSULTING AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES.

WHEREAS, RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded by a small works roster process; and

WHEREAS to be able to implement a small works roster and process, the CITY OF TEKOA is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS to be able to use Direct Contracting on occasion, the CITY OF TEKOA is required to develop a Business Utilization Plan; and

WHEREAS, chapter 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded using a vendor list.

NOW, THEREFORE, THE CITY OF TEKOA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Resolution No. 11-08 is hereby repealed and replaced with this Resolution.

Section 2. MRSC Rosters. CITY OF TEKOA hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington (MRSC).

Section 3. Small Works Roster. CITY OF TEKOA adopts the following to use in the management and awards of small public works projects as allowed under RCW 39.04.152. The CITY OF TEKOA will maintain separate procedures and contracting templates for small works roster contracts.

- A. Small Works, as defined by RCW 39.04.152 are public works projects estimated to cost \$350,000 or less, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.

- B. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with CITY OF TEKOA under selected project types and (work) categories.
- C. The Small Works Roster process is an alternative to publicly advertising public work projects.
- D. Every small works contract is subject to the same public works bidding, award, and compliance requirements of chapter 39.04 RCW unless specifically included in RCW 39.04.151-154, this resolution, or the incorporated policies or procedures.
- E. Small Work Roster contract procurements will be bid electronically through the CITY OF TEKOA's procurement processes using the MRSC portal, electronic bidding, etc., except as may be used in small works roster direct contracting process. (RCW 39.04.152(4))
- F. Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.
- G. **Invitations for bid** or direct contracting negotiations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- H. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid, unless using direct contracting where a contract will be awarded to a responsible contractor submitting a competitive bid or negotiated bid.
- I. Small Works bidding and award information will be entered by CITY OF TEKOA into the statewide small works roster platform immediately upon conclusion of each small works roster award.
- J. Small Works bidding and award data will be part of the CITY OF TEKOA's procurement files and records and all documents will be available for review with the CITY OF TEKOA's clerk/treasurer.
- K. **Annual Notification and Invitation.** At least once a year, MRSC shall, on behalf of the CITY OF TEKOA publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(c), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.

- L. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.

M. **Direct Contracting.**

The CITY OF TEKOA intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost \$150,000 or less, excluding sales tax. The CITY OF TEKOA has developed additional policies and procedures to ensure the CITY OF TEKOA uses Direct Contracting with the spirit and

1. Direct Contracting Procedures (including rotation and negotiation options)

2. Business Utilization Plan

The CITY OF TEKOA delegates authority to oversee and manage the use and outcomes of the small works roster to the clerk/treasurer. As the delegated authority, the Small Works Roster Program Manager will be responsible for ensuring all necessary policies, procedures, templates, contracts or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

Further, the Small Works Roster Program Manager will be responsible for establishing and implementing the CITY OF TEKOA's Business Utilization Plan and reporting annually on the utilization and improvements needed to the policy or contracting processes to meet or exceed the established goals for small business utilization through the Direct Contracting opportunities.

The Small Works Roster Program Manager will also be responsible for data collection, reporting, and similar on all activities, uses, and awards for small works and will ensure all information is provided to MRSC, the state, or the public as required or requested.

Section 4. Consultant Services Roster. CITY OF TEKOA adopts the use of the MRSC Rosters Consultant Roster (vendor list) to be used for the procurement and award of consultant services.

- A. **Consultant Services.** Consultant services can be "personal services" such as technical expertise, studies, project management, planning, or similar, or "architecture and engineering services" or "professional services" services as defined by chapter 39.80 RCW. For all services, CITY OF TEKOA reserves the right to procure using methods other than formal sealed bidding (low bid) as afforded under RCW 39.04.190.
- B. **Soliciting to join the Consultant Roster.** MRSC Rosters, as provided as part of their membership service, will publish twice a year, in a newspaper of general circulation within the CITY OF TEKOA's county, a notice of the existence of the Consultant Roster and solicit consultants to join on our behalf. (RCW 39.04.190(2))

C. **Procuring Consultants.** The CITY OF TEKOA adopts the following as policies, procedures or similar when contracting for consultant services:

1. **Personal Services.**

- a. Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual in nature such as studies, accounting, legal, project management, or similar shall be procured using a Request for Proposal (RFP). Selection should be based on the best value provided to the CITY OF TEKOA and include scoring on experience and expertise in the field or industry needed, a proposed approach to completing services, capabilities of the businesses staff, time, and cost to complete the work.

2. **Professional Services.**

- a. Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, using the MRSC Consultant Roster. Procuring professionals will be through a Request for Qualification (RFQ) and/or Request for Proposals (RFP) with Qualifications. Price and/or the cost of the professional services will be 10% or less of the overall score. Selection criteria should clearly define the scope of services and the details on how the CITY OF TEKOA will determine the most qualified professional (or firm), which will be different depending on the CITY OF TEKOA need. Further, selection criteria shall include a plan, as appropriate, to include minority and women-owned firms, small business, and veteran-owned firms to the maximum extent practicable.

3. **Electronic Submissions.** As required by RCW 39.04.190(2), the CITY OF TEKOA established the following procedure for securing written proposals or submittals for consultant services.

- a. Unless otherwise adopted, through establishment of an e-procurement tool, the CITY OF TEKOA will use email communications to request and receive submissions.
- b. An RFQ or RFP shall be developed that will include at a minimum a description of the services needed, the time of performance, the scoring criteria with descriptions and relative weighting, the schedule with due dates, and any other relevant information. Attached to each RFQ or RFP shall be the intended contract to be signed.
- c. A selection committee will be formed with at least 3 staff members and/or members of the Tekoa City Council, to review and score the submissions. The selection committee will sign statements attesting they have no conflicts of interest in the matter and all proceedings will be confidential until Award.

- d. A list of business will be pulled from the MRSC Rosters consultant roster under the category of need, and an email request will be sent only to the businesses on the roster list of businesses.
- e. Once submittals are received, the selection committee will review, score, and recommend award to the consultant scored the highest.
- f. **Records.** The original request, responses, scoring, and award documentation will be kept in the CITY OF TEKOA's records and will be available upon request.

4. **Award of Consultant Contracts.**

There may be two methods for awarding consultant services contracts.

- a. The Tekoa City Council reviews and scores all proposal(s) or statements of qualifications received, negotiates or similar and then awards the contract; or
- b. If the City of Tekoa delegates the authority to award contracts to an applicable engineering firm for consulting services costing less than or equal to \$350,000, the applicable engineering firm shall have the authority to award contracts for consulting services without Tekoa City Council approval, provided that the Tekoa City Council shall ratify the applicable engineering firm's signature and delegation of authority through the CITY OF TEKOA's standard process for such matters. For consulting services anticipated with an anticipated value more than \$350,000, the Tekoa City Council shall review, score, and award all contracts for consulting services.

- D. **Posting of Awards.** In accordance with RCW 39.04.200, all consultant/services contract awards will be posted to the CITY OF TEKOA's website at least every other month.

Section 5. Vendor Roster. THE CITY OF TEKOA adopts the use of the MRSC Rosters Vendor Roster (vendor list) to be used for the procurement and award of materials, supplies, equipment or similar. The following vendor list roster procedures are established for use by the CITY OF TEKOA pursuant to RCW 39.04.190 and CITY OF TEKOA STATUTE:

- A. **Purchase of materials, supplies, or equipment not connected to a public works project.** The CITY OF TEKOA is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of the CITY OF TEKOA as provided in RCW 35.23.352. The CITY OF TEKOA will attempt to obtain the lowest practical price for such goods and services.

- B. **Publication.** At least twice per year, MRSC shall, on behalf of the CITY OF TEKOA, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add vendors licensed to do business in the State of Washington to the Vendor Roster at any time when a vendor completes the online application and meets and minimum requirements.
- C. **Electronic Quotations.** The CITY OF TEKOA shall use the following process to obtain written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
1. A written Invitation (to Bid or Quote) with description shall be drafted for the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, together with any evaluation criteria and any relevant information of the purchase. The contract intended to be signed by the successful vendor is also to be included in with the invitation.
 2. The Clerk/Treasurer or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain written quotations from the vendors for the required materials, supplies, or equipment.
 3. The Clerk/Treasurer or their designee, shall not share written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment.
 4. A written record shall be made by the Clerk/Treasurer or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor.
- D. **Determining the Lowest Responsible Bidder.** The CITY OF TEKOA shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and the CITY OF TEKOA may call for new bids.
- E. **Award.** All of the bids or quotations shall be collected by the Clerk/Treasurer or their designee. The Clerk/Treasurer or their designee, shall create a written record of all bids or quotations received, which shall be made available by request after the award of the contract.
1. The Clerk/Treasurer or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the Tekoa City Council. The Tekoa City Council shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or

2. If the Tekoa City Council delegates the authority to award bids to the Clerk/Treasurer of the CITY OF TEKOA for materials, supplies, or equipment costing less than or equal to the statutory threshold of the CITY OF TEKOA as provided in RCW 35.23.352, the Clerk/Treasurer shall have the authority to award public works contracts without Tekoa City Council approval, provided that the Tekoa City Council shall ratify the Clerk/Treasurer's approval at the next scheduled Tekoa City Council meeting by means of the consent agenda. For materials, supplies or equipment costing more than the statutory threshold of the CITY OF TEKOA as provided in RCW 35.23.352, the Tekoa City Council shall award all vendor contracts.

- F. **Posting of Awards.** In accordance with RCW 39.04.200, all vendor contract awards will be posted to the CITY OF TEKOA's website at least every other month. The posting will include the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

PASSED this 17th day of March, 2025, and signed in authentication of its passage this 17th day of March, 2025.

APPROVED:

Mayor

ATTEST:

CLERK

APPROVED AS TO FORM:

ATTORNEY | LEGAL COUNSEL

TREASURER'S REPORT

Fund Totals

City Of Tekoa

02/01/2025 To: 02/28/2025

Time: 15:22:51 Date: 03/14/2025

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	198,292.91	35,227.33	29,059.46	204,460.78	6,444.30	5,416.35	0.00	216,321.43
101 Cemetery Department	90,496.09	1,200.00	417.37	91,278.72	1,034.19	0.00	0.00	92,312.91
104 Streets & Roads	25,611.89	1,086.12	13,141.00	13,557.01	7,256.58	514.52	0.00	21,328.11
105 Airport Fund	22,852.06	220.90	317.32	22,755.64	233.65	0.00	0.00	22,989.29
108 Fire Department	31,827.77	1,892.21	2,959.00	30,760.98	571.48	499.96	0.00	31,832.42
109 Criminal Justice Fund	33,162.98	1,974.93	1,041.10	34,096.81	185.00	856.10	0.00	35,137.91
114 Street Levy Fund	175.58	0.00		175.58	0.00	0.00	0.00	175.58
368 WSDOT-Airport Grant	0.00	0.00	683.24	-683.24	683.24	0.00	0.00	0.00
401 Water Fund	137,775.88	21,654.99	12,452.73	146,978.14	4,289.25	628.24	0.00	151,895.63
402 Sewer Fund	346,093.51	33,345.83	19,750.81	359,688.53	6,016.88	712.03	0.00	366,417.44
406 Sewer Debt Service	9,990.62	0.00		9,990.62	0.00	0.00	0.00	9,990.62
452 Water Reserve	146,384.21	231.82		146,616.03	0.00	0.00	0.00	146,616.03
456 Sewer Reserve Plant Project	223,160.51	353.40		223,513.91	0.00	0.00	0.00	223,513.91
458 DOE WWTP Planning Grant/Loan	0.00	30,772.45	30,772.45	0.00	0.00	0.00	0.00	0.00
703 Cemetery Endowment	119,693.12	189.55		119,882.67	0.00	0.00	0.00	119,882.67
	1,385,517.13	128,149.53	110,594.48	1,403,072.18	26,714.57	8,627.20	0.00	1,438,413.95

TREASURER'S REPORT

Account Totals

City Of Tekoa

02/01/2025 To: 02/28/2025

Time: 15:22:51 Date: 03/14/2025

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Checking	483,322.47	126,288.78	110,651.98	498,959.27	0.00	35,341.77	534,301.04
2 SIP Acct 02280	574,334.55	1,950.75	0.00	576,285.30	0.00	0.00	576,285.30
33 Debt Service Sewer - 680060110	9,990.62	0.00	0.00	9,990.62	0.00	0.00	9,990.62
38 US Bank Safekeeping Invest. **	297,016.40	0.00	0.00	297,016.40	0.00	0.00	297,016.40
39 US Bank-Inv. Checking***4734	20,753.09	0.00	32.50	20,720.59	0.00	0.00	20,720.59
999 Petty Cash	100.00	0.00	0.00	100.00	0.00	0.00	100.00
Total Cash:	1,385,517.13	128,239.53	110,684.48	1,403,072.18	0.00	35,341.77	1,438,413.95
	1,385,517.13	128,239.53	110,684.48	1,403,072.18	0.00	35,341.77	1,438,413.95

CHECK REGISTER

City Of Tekoa

Time: 15:23:45 Date: 03/14/2025

02/01/2025 To: 02/28/2025

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
179	02/14/2025	Payroll	1	EFT	Eliza Evans-Teague	2,095.09	
180	02/14/2025	Payroll	1	EFT	Nicole S. Hughes	1,825.18	
181	02/14/2025	Payroll	1	EFT	Jessica N. May-Johnson	1,841.59	
182	02/14/2025	Payroll	1	EFT	Steven Thomas	2,207.30	
237	02/28/2025	Payroll	1	EFT	Eliza Evans-Teague	2,098.90	
238	02/28/2025	Payroll	1	EFT	Nicole S. Hughes	1,876.59	
239	02/28/2025	Payroll	1	EFT	Jessica N. May-Johnson	2,185.13	
240	02/28/2025	Payroll	1	EFT	Steven Thomas	2,866.85	
246	02/28/2025	Payroll	1	EFT	Kathleen Houston	181.98	
251	02/28/2025	Payroll	1	EFT	David E Tysz	36.34	
274	02/14/2025	Payroll	1	EFT	941 Pmt	2,559.52	941 Deposit for Pay Cycle(s) 02/14/2025 - 02/14/2025
275	02/28/2025	Payroll	1	EFT	941 Pmt		This tax payment was made in two payments that span the end of the month (one doesn't clear until the next month).
293	02/28/2025	Claims	1	EFT	Department of Revenue	2,297.76	February 2025 Excise Tax-W/S
294	02/28/2025	Payroll	1	EFT	Association Of Washington Cities	922.43	Pay Cycle(s) 02/01/2025 To 02/28/2025 - Life Insurance; Pay Cycle(s) 02/01/2025 To 02/28/2025 - LEOFF Retiree; Pay Cycle(s) 02/01/2025 To 02/28/2025 - AWC-LTD
295	02/28/2025	Payroll	1	EFT	WA State Support Registry DSHS	177.26	Pay Cycle(s) 02/01/2025 To 02/28/2025 - DSHS
296	02/28/2025	Payroll	1	EFT	Dept. Of Retirement Sys.	3,518.14	Pay Cycle(s) 02/01/2025 To 02/28/2025 - PERS II; Pay Cycle(s) 02/01/2025 To 02/28/2025 - PERS III
306	02/06/2025	Claims	1	EFT	Department of Revenue	2,625.22	January 2025 Excise Tax
307	02/28/2025	Payroll	1	EFT	941 Pmt	3,439.90	941 Deposit for Pay Cycle(s) 02/28/2025 - 02/28/2025
188	02/14/2025	Claims	1	17697	Anatek Labs Inc	1,930.00	250377, 2500364, 2501074, 2501282, 2502596, 2502988
189	02/14/2025	Claims	1	17698	Board For Volunteer Firefighters	1,180.00	Volunteer Firefighters Disability and Pension
193	02/14/2025	Claims	1	17699	Banner Bank	4,264.87	January 2025 Statement
194	02/14/2025	Claims	1	17700	Kayla Billington	212.67	Inv. 2522
195	02/14/2025	Claims	1	17701	Century West Engineering	30,772.45	Inv. 249073, 249021, 248837, 248721,
196	02/14/2025	Claims	1	17702	Coleman Oil	392.88	Inv. CP-0220368
197	02/14/2025	Claims	1	17703	Inland NW Partners	150.00	2025 Membership
198	02/14/2025	Claims	1	17704	JMT Corp	2,644.93	Inv. 104380
199	02/14/2025	Claims	1	17705	Master Meter, Inc	2,022.00	Inv. 279510
200	02/14/2025	Claims	1	17706	Oxarc Inc.	1,445.36	32249970, 61940034
201	02/14/2025	Claims	1	17707	Palouse River Counseling	141.09	7/2024-1/2025
202	02/14/2025	Claims	1	17708	USA Blue Book	44.66	Inv. 598425
203	02/14/2025	Claims	1	17709	Whitman County Auditor	4,738.50	2024 Election Expenses
204	02/14/2025	Claims	1	17710	Washington State Treasurer	305.50	Q1-Q4 2024 Building Code Fees
205	02/14/2025	Claims	1	17711	Wilbur Ellis Co	1,362.25	16935420
241	02/28/2025	Payroll	1	17712	Rachelle L. Ausmus	36.34	
242	02/28/2025	Payroll	1	17713	Michael Bogenreif	395.89	
243	02/28/2025	Payroll	1	17714	Cherleen Currier	36.34	
244	02/28/2025	Payroll	1	17715	Michael Hale	36.34	
245	02/28/2025	Payroll	1	17716	Steven W Haxton	447.98	
247	02/28/2025	Payroll	1	17717	Margie Jaeger	36.34	
248	02/28/2025	Payroll	1	17718	Peter Martin	36.34	

CHECK REGISTER

City Of Tekoa

02/01/2025 To: 02/28/2025

Time: 15:23:45 Date: 03/14/2025

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
249	02/28/2025	Payroll	1	17719	Roy Schulz	408.82	
250	02/28/2025	Payroll	1	17720	Daniel Thomas	36.34	
252	02/28/2025	Payroll	1	17721	Dana Wilkinson	58.87	
253	02/28/2025	Payroll	1	17722	Dana Wilkinson	165.58	
254	02/28/2025	Claims	1	17723	Avista Utilites	9,929.96	February Statement
256	02/28/2025	Claims	1	17724	Benjamin Merritt dba Merritt Home Works	3,125.86	Inv. C-1234, Empire Theatre Repair
257	02/28/2025	Claims	1	17725	Bishop Law Office	700.00	March 2025 Retainer
258	02/28/2025	Claims	1	17726	Board For Volunteer Firefighters	140.00	Remainder of 2025 Volunteer Firefighters Disability and Pension fees
259	02/28/2025	Claims	1	17727	City Of Tekoa	1,254.00	February 2025 W/S/G
260	02/28/2025	Claims	1	17728	Cougar Graphics	35.88	Business cards
261	02/28/2025	Claims	1	17729	Dept Of Labor & Industry	95.40	2025 boiler inspection
262	02/28/2025	Claims	1	17730	Eliza Evans-Teague	30.00	Mileage Reimbursement, lab samples
263	02/28/2025	Claims	1	17731	Interstate Concrete & Asphalt	642.42	Inv. 17767660
264	02/28/2025	Claims	1	17732	John Deere Financial	591.94	Inv. 5860194, 5882947, 5884098, 5884108, 5891662, 5897870
265	02/28/2025	Claims	1	17733	Dba Ackerman Heating & Ai Mike's Mech. Services, LLC	849.28	Inv. 47910717, 59965576
266	02/28/2025	Claims	1	17734	State Auditors Office	5,564.00	Inv. L166329
267	02/28/2025	Claims	1	17735	Tekoa Chamber Of Commerce	75.00	Annual Membership-2025
268	02/28/2025	Claims	1	17736	WA Airport Management Assoc.	60.00	Inv. 03117
269	02/28/2025	Claims	1	17737	Ronald G. Anderson	185.00	February 2025 Medical Ins. Premium
270	02/28/2025	Claims	1	17738	Jessica May-Johnson	30.00	Mileage Reimbursement-lab samples
271	02/28/2025	Claims	1	17739	JUB Engineers Inc	719.20	Inv. 0181331
273	02/28/2025	Payroll	1	17740	Kevin Turnbough	359.22	
001 General Fund						28,903.33	
101 Cemetery Department						417.37	
104 Streets & Roads						13,231.00	
105 Airport Fund						233.65	
108 Fire Department						2,959.00	
109 Criminal Justice Fund						1,041.10	
368 WSDOT-Airport Grant						683.24	
401 Water Fund						12,452.73	
402 Sewer Fund						19,750.81	
458 DOE WWTP Planning Grant/Loan						30,772.45	
						110,444.68	Claims: 80,558.08 Payroll: 29,886.60