

UNION GAP CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY NOVEMBER 24, 2025 – 6:00 P.M.
CIVIC CAMPUS, 102 W. AHTANUM ROAD, UNION GAP

COUNCIL VALUES

*As a Council with a community centered approach, we are committed to
fiscal responsibility, transparency, and professionalism.*

The public will be allowed to comment on agenda items as they are presented during the meeting. Please signal the chair if you wish to comment on an item. Each speaker will have three (3) minutes to address the city council.

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. CONSENT AGENDA: There will be no separate discussion of these items unless a Council Member requests, in which event the item will be removed from the Consent Agenda and considered immediately following the Consent Agenda. All items listed are considered to be routine by the Union Gap City Council and will be enacted by one motion

A. Approval of Minutes:

Regular Council Meeting Minutes, dated November 10, 2025, as attached to the Agenda and maintained in electronic format

B. Approve Vouchers:

Claim Vouchers – EFT's, and Check No. 111313 and Vouchers No's. 111321 through 111393 for November 24, 2025, in the amount of \$399,142.80

Payroll Vouchers – EFT's, and Checks No's 111314 through 111320 for the month of October 2025, in the amount of \$551,691.35

III. PUBLIC HEARING

1. 2026 Final Budget

IV. GENERAL ITEMS

Finance & Administration

1. Ordinance No. - _____ - Adopting 2026 Budget
2. Ordinance No. - _____ - Craft Night Reserve Fund
3. Ordinance No. - _____ - Seniors Activity Fund

4. Ordinance No. - _____ - 2025 Budget Amendment – Library & Community Center Fund
5. Resolution No. - _____ - Refund Policy
6. Ordinance No. - _____ - 2026 Exempt Employee Annual Salary

V. PUBLIC HEARING

1. South 10th Avenue condemnation Action; Parcel 181336-34006

VI. GENERAL ITEMS

Public Works & Community Development

1. Ordinance No. - _____ - South 10th Avenue Condemnation Action; Parcel 181336-34006
2. Resolution No. - _____ - Drinking WA State Revolving Fund Construcion Loan – Main Street Water Main Improvements
3. Resolution No. - _____ - HLA Professional Service Agreement; Main Street Pavement Preservation
4. Resolution No. - _____ - Award of Bid – Street Sweeper Procurement
5. Ordinance No. - _____ - Amending UGMC Chapter 12.04 – Water Rates and Regulations
6. Resolution No. - _____ - WSDOE – Stormwater Capacity Agreement #WQSWCAP-2527-UniGap 00190

VII. RECESS TO 10 MINUTE EXECUTIVE SESSION

To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public; pursuant to RCW 42.30.110(1)c.

VIII. COMMITTEE REPORTS

IX. ITEMS FROM THE AUDIENCE: - Final Opportunity - The City Council will allow comments under this section on items NOT already on the agenda. Each speaker will have three (3) minutes to address the City Council. Any handouts provided must also be provided to the City Clerk and are considered a matter of public record

X. CITY MANAGER REPORT

XI. COMMUNICATIONS/QUESTIONS/COMMENTS

XII. DEVELOPMENT OF NEXT AGENDA

XIII. ADJOURN REGULAR MEETING



City Council Communication

Meeting Date: November 24, 2025
From: Lynette Bisconer, Director of Finance and Administration
Topic/Issue: Ordinance – Adopting 2026 Budget

SYNOPSIS: The City Council held a public hearing on the property tax revenues at the October 13, 2025 Regular Council Meeting, and public hearings on the 2026 Budget at the Regular Council meeting on October 27, 2025 and November 24, 2025.

RECOMMENDATION: Adopt and publish an ordinance adopting the 2026 Budget for the City of Union Gap, Washington.

LEGAL REVIEW: The City Attorney has reviewed this ordinance.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Ordinance

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____

AN ORDINANCE adopting the Budget for the City of Union Gap, Washington, for the fiscal year ending December 31, 2026.

WHEREAS, the City Council of the City of Union Gap, Washington, completed and placed on file with the City Clerk a proposed budget and estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of the City for the fiscal year ending December 31, 2026; and

WHEREAS, a notice was published that the City Council would meet on October 27, 2025 at 6:00 p.m., in the council chambers of city hall for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of the City an opportunity to be heard in a public hearing upon said budget; and

WHEREAS, the City Council did hold a public hearing at that time and place and did then consider the matter of the proposed budget for the fiscal year 2026; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City for the purpose set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of the City for the fiscal year 2026 and being sufficient to meet the various needs of the City during that period;

NOW THEREFORE, the City of Union Gap, does ordain as follows:

SECTION 1. The budget for the City of Union Gap, Washington for the year 2026 is hereby adopted at the fund level in its final form and content as set forth in the "2026 FINAL BUDGET TOTALS", copies of which are on file in the office of the City Clerk.

SECTION 2. Estimated resources for each separate fund of the City of Union Gap, and aggregate expenditures for all such funds for the year 2026 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2026 as set forth in the 2026 FINAL BUDGET TOTALS.

2026 FIANAL BUDGET TOTALS

FUND		Estimated Beginning Fund Balance	Estimated Revenues	Estimated Expenditures	Estimated Ending Fund Balance
001	Current Expense Fund	905,183.00	11,235,179.00	10,987,733.94	1,152,628.06
002	General Fund Reserve-"Rainy Day"	612,402.22	30,000.00	-	642,402.22
101	Street Fund	1,627,437.00	1,146,992.00	1,190,908.58	1,583,520.42
107	Lodging Tax Fund	757,573.58	280,425.00	384,598.00	653,400.58
108	Tourism Promotion Area Fund	451,475.78	239,250.00	189,498.00	501,227.78
109	Contingency Fund - "Agility Fund"	224,703.58	3,000.00	-	227,703.58
110	Craft Night Reserve Fund	-	-	-	-
114	Seniors Activity Fund	-	-	-	-
123	Criminal Justice Fund	1,375,523.12	487,606.00	730,840.96	1,132,288.16
126	Crime Prevention Assessment Fund	54,423.49	2,179.00	13,500.00	43,102.49
127	Commute Trip Reduction fund	975.46	-	-	975.46
128	Transit Sytem Fund	5,391,498.50	2,678,535.60	1,556,189.69	6,513,844.41
130	Community Policing Fund	10,863.93	300.00	8,524.00	2,639.93
131	Drug Seizure Forfeiture Fund	-	-	-	-
132	Community Events Fund	12,548.26	7,951.84	20,500.10	-
133	Marijuana Excise Tax Fund	359,390.81	57,000.00	226,741.00	189,649.81
170	Housing Rehabilitation Fund	13,447.94	715.00	1,300.00	12,862.94
305	Regional Beltway Connector Fund	243,527.68	4,735,931.56	4,862,137.56	117,321.68
306	Park Development Reserve Fund	222,865.82	34,365.00	17,500.00	239,730.82
311	Library & Community Center Fund	-	-	-	-
312	Public Works equipment Reserve Fund	348,059.80	245,500.00	232,500.00	361,059.80
313	Fire Department Reserve Fund	59,357.20	231,000.00	260,785.60	29,571.60
315	Police Vehicle Reserve Fund	190,028.75	2,000.00	100,000.00	92,028.75
316	Bulding Reserve Fund	644,063.19	10,000.00	-	654,063.19
317	Public Works Building Reserverve Fund	160,850.56	35,000.00	-	195,850.56
318	Municipal Capital Improvement Fund	1,765,203.00	140,000.00	675,000.00	1,230,203.00
320	City Hall Equipment Reserve Fund	26,295.94	20,400.00	20,000.00	26,695.94
321	Street Development Fund	361,343.27	3,851,473.00	3,506,595.00	706,221.27
324	Infrastructure Reserve Fund	2,828,825.82	688,000.00	1,011,066.56	2,505,759.26
325	Development Mitigation Reserve Fund	76,091.00	10,000.00	-	86,091.00
401	Water Fund	1,733,003.00	2,032,000.00	1,983,830.43	1,781,172.57
402	Garbage Fund	748,925.00	2,321,843.00	2,119,597.38	951,170.62
403	Sewer Fund	2,634,339.00	3,122,323.00	2,822,615.40	2,934,046.60
404	Water Improvement Reserve	2,617,824.60	564,500.00	1,074,000.00	2,108,324.60
405	Sewer Improvement Reserve	1,487,821.87	1,261,000.00	1,853,939.10	894,882.77
406	Garbage Reserve Fund	112,452.63	-	28,500.00	83,952.63
414	Water Deposits	48,182.28	25,000.00	73,182.28	-
427	ULID #97-3	-	-	-	-
428	ULID #97-4	-	-	-	-
429	ULID #98-1	-	-	-	-
430	ULID #98-2	-	-	-	-
433	ULID #98-3	-	-	-	-
630	General State/County-Shared Rev	-	-	-	-
633	Crime Victims Comp Cnty Share	-	-	-	-
637	Petty cash Fund	-	-	-	-
638	Advance Travel Fund	-	-	-	-
640	CourtRevenue Fund	-	-	-	-
641	PD Holding Acct	-	-	-	-
650	YVCRU Fund	13,000.00	350,000.00	337,000.00	26,000.00
		28,119,507.08	35,849,469.00	36,288,583.58	27,680,392.50
		\$63,968,976.08		\$63,968,976.08	

SECTION 3. The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditor's Office and to the Municipal Research and Services Center (MRSC).

SECTION 4. Effective Date. This ordinance shall be in full force and take effect five days after its publication.

Passed by the City Council of the City of Union Gap, at the regular meeting thereof this 24th day of November, 2025.

John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: November 24, 2025
From: Lynette Bisconer, Director of Finance & Administration
Topic/Issue: Ordinance – Craft Night Reserve Fund

SYNOPSIS: Craft Night Reserve Fund 110 was created by Council in 2011 for the purpose of promoting and furthering a craft night for the benefit of the Union Gap Library and its citizens. Funds have not been utilized since creation, and staff is now recommending the closure of the Craft Night Reserve Fund (110).

RECOMMENDATION: Adopt an Ordinance for the closure of Fund 110, transferring the remaining funds to Fund 001:

Fund	Amount	For
Craft Night Reserve Fund (110)	\$1,239.71	Union Gap Library Craft Night

LEGAL REVIEW: The City Attorney has reviewed this ordinance.

FINANCIAL REVIEW: There is \$1,239.71 remaining in the Craft Night Reserve Fund (110).

BACKGROUND INFORMATION: No Fund activity since creation.

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Ordinance

**CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____**

**AN ORDINANCE FOR THE CITY OF UNION GAP, WASHINGTON
PROVIDING FOR THE CLOSURE OF FUND 110 AND AUTHORIZING THE
TRANSFER OF MONEY FROM THE CLOSED FUND TO FUND 001.**

WHEREAS, in May, 2011, Fund number 110 was created for revenues and expenditures related to the Craft Night Reserve Fund; and,

WHEREAS, the Fund has not been utilized since its creation; and,

WHEREAS, as authorized by RCW 35A.33.120(5) the City now finds it necessary to close out Fund 110 and transfer the remaining funds to Current Expense - Fund 001.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. Providing for \$1,239.71 ending balance to be transferred to the General Fund (001).

Section 2. Findings. It is in the best interests of the City to close Fund 110 and to transfer the remaining moneys in that fund to Fund (001):

Section 3. Effective Date. This ordinance shall take effect five days after its publication.

PASSED BY THE CITY COUNCIL this 24rd day of November 2025.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: November 24, 2025
From: Lynette Bisconer, Director of Finance & Administration
Topic/Issue: Ordinance – Seniors Activity Fund

SYNOPSIS: Fund 114 was created by Staff in 2009 for activities related to the Seniors Activity Fund. Since activities are now managed through People for People, staff is recommending the closure of Fund 114 as costs are now budgeted in the General Fund (001).

RECOMMENDATION: Adopt an Ordinance for a Budget amendment, and for the closure of Fund 114, transferring the remaining funds to Fund 001:

Fund	Amount	For
Seniors Activity Fund (114)	\$14,450.86	Senior Center Supplies

LEGAL REVIEW: The City Attorney has reviewed this ordinance.

FINANCIAL REVIEW: There is \$14,450.86 remaining in the Seniors Activity Fund (114).

BACKGROUND INFORMATION: Senior center activities are now provided for by People for People.

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Ordinance

**CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____**

**AN ORDINANCE FOR THE CITY OF UNION GAP, WASHINGTON TO
PROVIDING FOR THE CLOSURE OF FUND 114 AND AUTHORIZING THE
TRANSFER OF MONEY FROM THE CLOSED FUND TO FUND 001.**

WHEREAS, in April, 2009, Fund number 114 was created for revenues and expenditures related to the Seniors Activity Fund; and,

WHEREAS, Senior Activities are currently managed through People for People and a separate Fund is no longer needed; and,

WHEREAS, as authorized by RCW 35A.33.120(5) the City now finds it necessary to close out Fund 114 and transfer the remaining funds to Current Expense - Fund 001.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP,
WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. The 2025 Budget is hereby amended to increase the expenditures of the Seniors Activity Fund (114) by \$15,135.93 providing for \$14,450.86 ending balance to be transferred to the General Fund (001).

Section 2. Findings. It is in the best interests of the City to close Fund 114 and to transfer the remaining moneys in that fund to Fund (001):

Section 3. Effective Date. This ordinance shall take effect five days after its publication.

PASSED BY THE CITY COUNCIL this 24th day of November 2025.

John Hodgkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: November 24, 2025
From: Lynette Bisconer, Director of Finance & Administration
Topic/Issue: Ordinance - 2025 Budget Amendment – Library & Community center Fund

SYNOPSIS: The Library & Community Center Project incurred revenue and expenditures in 2025, the project is now complete and the remaining funds are no longer needed for the project. Staff is recommending a budget amendment for 2025 activity and that the remaining funds be moved from Fund (311) to the current expense Fund (001) to cover future Library and Community center costs.

RECOMMENDATION: Adopt an Ordinance for a Budget amendment, and for the closure of Fund 311, transferring the remaining funds to Fund 001:

Fund	Amount	For
Library & Community Center (001)	\$87,639.52	Library & Community center costs

LEGAL REVIEW: The City Attorney has reviewed this ordinance.

FINANCIAL REVIEW: There is \$37,125.91 remaining in the Library & Community Center Fund (311).

BACKGROUND INFORMATION: Library & Community Center project is complete and the remaining funds can be used to fund ongoing Library and Community center costs.

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Ordinance

**CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____**

AN ORDINANCE FOR THE CITY OF UNION GAP, WASHINGTON AMENDING THE 2025 BUDGET AUTHORIZING REVENUES AND EXPENDITURES OF \$87,639.52 AND TO PROVIDING FOR THE 2025 ACTIVITY AND CLOSURE OF FUND 311 AND AUTHORIZING THE TRANSFER OF MONEY FROM THE CLOSED FUND TO FUND 001.

WHEREAS, on October 9, 2023, City Council approved Ordinance No. 3066 closing Fund number 111 and creating Fund number 311 for revenues and expenditures related to the Library and Community Center Project; and,

WHEREAS, the Library and Community Center Project is complete and the funds are no longer needed for the project; and,

WHEREAS, as authorized by RCW 35A.33.120(5) the City now finds it necessary to close out Fund 311 and transfer the remaining funds to Current Expense - Fund 001.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The 2025 Budget is hereby amended to increase the Library and Community Center Fund (311) by \$87,639.52 to be used for costs associated with the Library and Community Center Project.

Section 2. Expenditures of \$87,639.52, is approved, from the Library and Community center Fund (311) for costs incurred for the year of 2025.

Section 3. Findings. It is in the best interests of the City to close Fund 311 and to transfer the remaining moneys in that fund to Fund (001):

Section 4. Effective Date. This ordinance shall take effect five days after its publication.

PASSED BY THE CITY COUNCIL this 24th day of November 2025.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: November 24, 2025

From: Lynette Bisconer, Director of Finance & Administration

Topic / Issue: Resolution – Refund Policy

SYNOPSIS: During the 2025 accountability audit, the Washington State Auditor recommended adopting a Refund Policy, therefore City staff has combined the State Auditor recommendations and existing City practices, to create a new policy relating to procedures for Refunds.

RECOMMENDATION: Approve a Resolution creating a Refund Policy, per the State Auditor's recommendation.

LEGAL REVIEW: Reviewed by the City Attorney

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Resolution

**CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____**

A RESOLUTION of the City Council of the City of Union Gap, Washington, creating a refund policy.

WHEREAS, the Washington State Auditor's Office recommends that agencies develop written internal policies for refunds; and,

WHEREAS, as a result, the City needs to develop and adopt policies for managing these transactions; and,

WHEREAS, City staff has combined the State Auditor recommendations and existing City practices, to create a new policy relating to procedures for refunds.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP, WASHINGTON, RESOLVES AS FOLLOWS:

Section 1. The City Council finds it in the best interest of the City to have a refund Policy and hereby adopts the Refund Policy attached hereto as **Exhibit A**.

Section 2. Effective Date. This Resolution shall be effective upon its adoption by the City Council.

PASSED this 24th day of November 2025.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney

EXHIBIT A

REFUND POLICY

To provide administrative rules to regulate refunds for duplicate payments, unused permits or administrative errors, the following policy will be adhered to:

1. To initiate, approve, and record a refund payment, the process is subject to the same financial policies, procedures, and controls that govern disbursements made by any other means.
 - Duplicate, overpayments or corrections due to administrative errors posted to active utility accounts will not be refunded unless a request is made by the account holder, and may be transferred between the account holders multiple accounts.
 - Inactive utility account credits will be reviewed on a monthly basis and may be transferred to the account holders multiple accounts or will be refunded to the account owner.
 - Refunds will be processed without interest within 60 days of payment and will be reviewed by the Department Director and/or the City Manager.
 - Final approval by Council Members via Consent Agenda during Regular Council meetings.



City Council Communication

Meeting Date: December 24, 2025

From: Gregory Cobb, City Manager

Topic / Issue: Ordinance – 2026 Exempt Employees Annual Salary

SYNOPSIS: There was a recent review of comparisons for pay for the City's exempt positions. Those positions include City Manager, Director of Public Works and Community Development, Civil Engineer, Director of Finance and Administration, Police Chief, Police Lieutenant, and Operations Manager.

RECOMMENDATION: Adopt an ordinance authorizing 2026 - 2027 salary increases based on comparisons and cost-of-living raises consistent with the union employees.

LEGAL REVIEW: Reviewed by City Attorney.

FINANCIAL REVIEW: These costs are included in the 2026 budget.

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Ordinance
2. Exhibit A

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. ____

AN ORDINANCE authorizing salaries and wages for the City Manager, Director of Public Works and Community Development, Civil Engineer, Director of Finance and Administration, Police Chief, Police Lieutenant, and Operations Manager for 2026 - 2027.

WHEREAS, it is the desire of the City to provide the following exempt positions with cost-of-living increases, consistent with the union employees, as well as salary comparisons: City Manager, Director of Public Works and Community Development, Civil Engineer, Director of Finance and Administration, Police Chief, Police Lieutenant, and Operations Manager for 2026 - 2027;

WHEREAS, these cost-of-living increases are included in the 2026 budget;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DOES ORDAIN as follows:

SECTION 1. Salary and Wage Increases. The salaries and wages for the City Manager, Director of Public Works and Community Development, Civil Engineer, Director of Finance and Administration, Police Chief, Police Lieutenant, and Operations Manager shall be adjusted to reflect the 2026 cost of living increase, which is consistent with the union employees as well as salary comparisons. The new salaries are included on the worksheet attached hereto as Exhibit "A".

SECTION 2. Effective Date. This increase shall be effective January 1, 2026.

ORDAINED this 24th day of November, 2025.

John Hodkinson, City Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney

Exhibit "A"

Position		2026 4%	2027 2%
City Manager		\$165,097.90	\$168,399.86
Director of Public Works & Community Devel.		\$141,440.00	\$144,268.80
Civil Engineer		\$113,998.92	\$116,278.90
Director of Finance & Administration		\$141,440.00	\$144,268.80
Police Chief		\$145,600.00	\$148,512.00
Police Lieutenant		\$132,080.00	\$134,721.60
Operations Manager		\$110,414.85	\$112,623.15



City Council Communication

Meeting Date: November 24, 2025
From: Jason Cavanaugh; Director of Public Works & Community Development
Topic/Issue: Ordinance No. - South 10th Avenue Condemnation Action; Parcel 181336-34006

SYNOPSIS: On November 24, 2025 a Public Hearing was held to consider oral and written comments, regarding condemnation of land and real property interests required for the construction and implementation of the 10th Avenue South #475 Bridge Replacement Project.

This pertains to one parcel located at 2106 South 10th Avenue, Union Gap, Washington; Yakima County Assessor's Parcel Numbers 181336-34006.

RECOMMENDATION: Adopt an Ordinance authorizing and providing for the condemnation of land and real property interests required for the construction and implementation of the 10th Avenue South #475 Bridge Replacement Project.

LEGAL REVIEW: The City Attorney has reviewed this ordinance.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION:

ADDITIONAL OPTIONS:

ATTACHMENTS: 1. Ordinance

CITY OF UNION GAP, WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE authorizing and providing for the condemnation of land and real property interests required for the construction and implementation of the 10th Avenue South #475 Bridge Replacement Project within the City of Union Gap; directing the initiation of appropriate proceedings in the manner provided by law for said condemnation; providing for severability; establishing an effective date; and other matters relating thereto.

WHEREAS, the City Council held a public hearing on June 10, 2019, after due notice of the time and place being given by publication and posting, to consider adopting the Six Year Transportation Improvement Plan 2020-2025; and

WHEREAS, on June 10, 2019, the City Council passed Resolution 19-28, adopting the Six Year Transportation Plan 2020-2025, which included thereon the 10th Avenue South Bridge Replacement Project, which would replace the existing timber span bridge with a precast concrete girder and concrete pier bridge; and

WHEREAS, the 10th Avenue South # 475 Bridge Replacement Project (subsequently the "project") has been included on all subsequently adopted Six Year Transportation Plans since its initial inclusion thereon; and

WHEREAS, on April 19, 2020, the City published a request for proposals, soliciting proposals for the project, said project to consist of: (1) replacing an existing timber span bridge with precast concrete girder and concrete pier bridge due to low sufficiency rating, deteriorating girders, and weight restriction; (2) two 15 foot travel lanes; (3) one 5 foot bike lane; (4) a new sidewalk on both sides of the bridge; and (5) the possible acquisition of additional rights of way on the northeast side of the project; and

WHEREAS, on October 24, 2024, the Washington State Department of Transportation notified Yakima County that an inspection of the 10th Avenue South #475 bridge revealed concerns regarding newly discovered holes in the deck of the bridge and with the load accuracy rating of the bridge given the advanced deterioration of the deck and superstructure; and

WHEREAS, on November 1, 2024, the City closed the 10th Avenue South #475 Bridge due to holes in the deck of the bridge and advanced deterioration of the deck and superstructure; and

WHEREAS, due to the deteriorated condition of the 10th Avenue South #475 Bridge, the City determined that it was necessary to keep the bridge closed until it could be completely replaced; and

WHEREAS, the City has entered into negotiations with the owner of Parcel No. 181336-34006, Guillermo Garcia, to acquire part of the necessary right-of-way for the construction and

implementation of the project, together with a temporary construction easement, as further described in the attached Exhibit 1 (the "property"); and

WHEREAS, the City has been unable to negotiate an agreed price for the necessary right-of-way and property interest with the owner of the above-referenced parcel of land; and

WHEREAS, the City finds that the public health, safety, necessity, and convenience demand that the project be undertaken at this time and that in order to carry out the project it is necessary at this time for the City to acquire land, property, and property interests described herein; and

WHEREAS, the City finds and declares it necessary and in the best interest of the public that the land, property, and property interests described herein be condemned, appropriated, and taken for public use, including public travel, subject to the making or paying of just compensation to the owners thereof in the manner provided by law; and

WHEREAS, notice of the planned final action set forth herein was duly provided in accordance with RCW 8.12.005 and RCW 8.25.290.

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

Section 1. Public Use and Necessity. The construction of the project is a public use in accordance with RCW 8.12.030, which specifically authorizes cities to condemn land and property for, among other things, streets, avenues, and bridges. The construction of the project is also a public use in light of the present facts relating to said bridge, including, but not limited to, the bridge's low sufficiency rating, deteriorating girders, and weight restriction. The land, property, and property interests within Union Gap, Washington, as described herein, are necessary for construction of the project and these actions are in the best interests of the citizens of Union Gap, Washington.

Section 2. Eminent Domain. In the absence of a negotiated purchase with the owner of the property, the City Manager and/or his designees are hereby authorized to commence condemnation proceedings to acquire the land, property, and property interests necessary for the project pursuant to law, to determine and make or pay just compensation, and to take such other steps as may be necessary to complete acquisition of said land, property, and property interests. In doing so, the City Manager and/or his designees are authorized to adjust the extent of the property and property interests taken or acquired to facilitate implementation of this ordinance, provided that such adjustment shall not be inconsistent with the project. Nothing in this ordinance limits the City in its identification and acquisition of property and property rights necessary for these purposes. The City reserves the right to acquire other or different property in support of the project, as the same exists or may in the future be revised. The City Manager and/or his designees are further authorized to approve and enter into any and all such agreements, stipulations, and orders necessary to carry out the provisions of this ordinance.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Corrections. Upon the approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 5. Effective Date. This ordinance shall be in full force and effect five (5) days after final passage by the City and publication.

ORDAINED this 24th day of November, 2025.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: November 24, 2025
From: Jason Cavanaugh, Director of Public Works & Community Development
Topic/Issue: Resolution – Drinking WA State Revolving Fund Construction Loan – Main Street Water Main Improvements

SYNOPSIS: The City is interested in applying for DWSRF Construction Loan funding in an amount up to two million six hundred fifty thousand dollars (\$2,650,000) to assist with the Main Street Water Main Improvements Project.

RECOMMENDATION: Adopt a resolution authorizing the City Manager, to authorize preparation, sign and submit a Department of Health Drinking Water State Revolving Fund (DWSRF) Construction Loan Application, in an amount up to \$2,650,000, for the Main Street Water Main Improvements Project, and to execute all documentation necessary to complete the application submittal on behalf of the City.

LEGAL REVIEW: City Attorney has reviewed this resolution.

FINANCIAL REVIEW:

BACKGROUND INFORMATION:

ADDITIONAL OPTIONS:

ATTACHMENTS: 1. Resolution

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. ____

A RESOLUTION authorizing submission of a Department of Health Drinking Water State Revolving Fund (DWSRF) Construction Loan application for the Main Street Water Main Improvements project.

WHEREAS, the City of Union Gap is responsible for providing safe and reliable drinking water service to its residents and businesses; and

WHEREAS, the City has identified the need to update and improve portions of its water distribution system along Main Street to ensure continued compliance with Department of Health (DOH) regulations and to maintain adequate service to the community; and

WHEREAS, the Washington State Department of Health (DOH) Drinking Water State Revolving Fund (DWSRF) program provides low-interest construction loan funding to support eligible drinking water system improvements; and

WHEREAS, the City of Union Gap intends to apply for DWSRF Construction Loan funding in an amount up to two million six hundred fifty thousand dollars (\$2,650,000) to assist with the Main Street Water Main Improvements Project; and

WHEREAS, the DOH requires that the governing body formally authorize the submittal of the DWSRF application and designate an authorized representative for purposes of preparing, signing, and submitting application materials;

NOW, THEREFORE, BE IT RESOLVED BY THE UNION GAP CITY COUNCIL as follows:

The City Manager, or their designee, is authorized to prepare, sign, and submit a Department of Health Drinking Water State Revolving Fund (DWSRF) Construction Loan Application, in an amount up to \$2,650,000, for the Main Street Water Main Improvements Project, and to execute all documentation necessary to complete the application submittal on behalf of the City.

PASSED this 24th day of November, 2025.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: November 24, 2025
From: Jason Cavanaugh; Director of Public Works & Community Development
Topic/Issue: Resolution – HLA Professional Services Agreement; Main Street Pavement Preservation

SYNOPSIS: As required, the City advertised for statements of qualifications (SOQ) from firms interested in providing professional engineering design, bidding, planning, construction observation and funding administration services for the *2025 National Highway System Asset Management Program (NHS) funded project – Main Street Pavement Preservation*.

The Public Works Committee recommends Council authorize the City Manager to negotiate an agreement with HLA Engineering and Land Surveying in regards to the *2025 National Highway System Asset Management Program (NHS) funded project – Main Street Pavement Preservation*.

RECOMMENDATION: Authorize the City Manager to negotiate a Professional Services Agreement with HLA Engineering and Land Surveying Inc. as it pertains to the *2025 National Highway System Asset Management Program (NHS) funded project – Main Street Pavement Preservation*.

LEGAL REVIEW: This resolution has been reviewed by the City Attorney.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Resolution
2. HLA Engineering and Land Surveying Inc.; Statement of Qualifications

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A **RESOLUTION** authorizing the City Manager to negotiate a Professional Services Agreement, with HLA Engineering and Land Surveying Inc., for the 2025 National Highway System Asset Management Program (NHS) funded project – Main Street Pavement Preservation.

WHEREAS, the City advertised for statements of qualifications from firms interested in providing professional engineering design, bidding, planning, construction observation and funding administration services for the 2025 National Highway System Asset Management Program (NHS) funded project – Main Street Pavement Preservation; and

WHEREAS, it is the City's desires to enter into a Professional Services Agreement with HLA Engineering and Land Surveying Inc. for the Main Street Pavement Preservation.

NOW, THEREFORE, BE IT RESOLVED BY THE UNION GAP CITY COUNCIL as follows:

The City Manager is authorize to negotiate a Professional Services Agreement, with HLA Engineering and Land Surveying Inc., for the 2025 National Highway System Asset Management Program (NHS) funded project – Main Street Pavement Preservation.

PASSED this 24th day of November, 2025

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney

MUNICIPAL ENGINEERING SERVICES

MAIN STREET PAVEMENT PRESERVATION



CITY OF
UNION GAP
1883

Statement of Qualifications
November 2025





November 4, 2025

City of Union Gap
102 W. Ahtanum Road
Union Gap, WA 98903

Attn: Jason Cavanaugh, Director of Public Works and Community Development

Re: Municipal Engineering Services

Dear Jason and Members of the Selection Committee:

HLA Engineering and Land Surveying, Inc. (HLA), is pleased to submit a Statement of Qualifications (SOQ) to provide civil engineering design, bidding, planning, construction observation, and funding administration services for the City of Union Gap's 2025 National Highway System Asset Management Program (NHS) funded Main Street Pavement Preservation Project. These improvements will extend the service life of a key NHS corridor, maintain safe and reliable access for vehicles, pedestrians, and transit, and support the City's broader Main Street Revitalization vision.

HLA's former and ongoing work along Main Street, including the Civic Core design and the previously reconstructed segment, provides our team with a comprehensive understanding of existing roadway conditions, design priorities, and long term planning objectives. In addition, HLA assisted the City in securing federal NHS funds for this pavement preservation project, giving us firsthand knowledge of the associated requirements and enabling us to efficiently advance the work while supporting the City's goals. Our team was also heavily involved in obtaining funding for the ongoing Main Street Pedestrian Crossing projects.

Understanding the City's needs and being invested in delivering tangible improvements, we are equipped with the following keys to success:

- **Familiarity with federal funding requirements:** NHS funds come with specific requirements and processes to utilize the funding. HLA's experience with WSDOT Local Programs and federal funding requirements is unmatched in this region and will ensure the City properly administers funding through closeout and audit.
- **Project understanding:** A clear understanding of the project scope will improve collaboration between the consultant and the City. Our project insight allows us to develop targeted, cost-effective pavement repairs that extend roadway life while supporting future corridor enhancements..
- **Project Management:** Michael Uhlman, PE, will serve as project manager, leading design, construction administration, and funding coordination. HLA brings a proven record of delivering successful roadway projects with minimal disruption to businesses and the traveling public, emphasizing proactive communication, practical problem-solving, and efficient scheduling.

HLA's combination of local corridor knowledge, technical expertise, and experience coordinating multiple agencies and funding sources enables us to provide responsive, practical, and high-quality service to the City of Union Gap. We are prepared to support the City in achieving its short-term pavement preservation goals while maintaining alignment with the long-term vision for Main Street. We look forward to serving Union Gap and are eager to deliver this federally funded project with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Annen", is written over a light blue horizontal line.

Benjamin A. Annen, PE
Vice President



Highlights

Following are highlights of HLA's experience and ability to provide outstanding service to the City of Union Gap:

Specific Experience: HLA specializes in delivering professional municipal engineering, planning, and land surveying tailored to community needs. We have successfully completed innumerable federally funded street projects for rural communities, including several for Union Gap. We prepared the funding application for this National Highway System (NHS) Asset Management Program funded project. Therefore, we are very familiar with the City's requirements and understand project elements such as controlling costs, adhering to schedules, and collaborating effectively with Union Gap staff.

NHS Funding Experience: Each year, HLA completes four to six projects that use FHWA/WSDOT funds. NHS funds are administered by WSDOT Local Programs. We understand the procedures and documentation needed to successfully administer use of the funds, ensure the City's available grant dollars are maximized, and project files are ready to satisfy a federal audit at any time. Our experience with WSDOT Local Programs and federal funding requirements is unmatched in the region.

Key Personnel: The HLA team works on municipal projects every day. All personnel are familiar with Union Gap needs and recognize the necessity to collaborate with your staff. We have learned to act as an extension of City staff, developing personal relationships and taking ownership in your projects. Our people have specific street, sidewalk, and intersection design experience, and knowledge of federal funding programs.

Availability: Our 65-person team is comprised of 15 registered engineers, two licensed surveyors, three planners, and a strong support team. This highly qualified workforce, well-coordinated to deliver consistent and successful results. We are ready to support the City now and in the future.

Professional Reputation and References: Not only does HLA receive positive feedback from our clients, but we also receive accolades from the funding agencies we work with. We encourage you to contact the references we have provided at the end of this Statement of Qualifications.

"You truly are a team to be reckoned with. We are thankful beyond words."

*- Joyce Anstett, President
Sun Country Estates
Maintenance Association*

"Whenever we hear HLA has engineered and performed construction contract administration on a project we are auditing, we have no concerns all will be in order and will go smooth and quick."

- State Auditor

"Thank you for your thorough work. I appreciate you and HLA being the fantastic partner that you all are."

*- Michael Eklund-Grayum
City Administrator
City of Zillah*

"The City considers this contract complete and thanks you for your service, delivering on time, and under budget."

*- Bill Preston, PE
Community and Economic
Development Director
City of Yakima*





Project Understanding and Approach

HLA is uniquely positioned to deliver the City's Main Street Pavement Preservation project. Our team is already leading the Main Street Downtown Revitalization Phase 2 Project, which encompasses the civic core design elements for downtown Union Gap. This ongoing effort gives us an exceptional understanding of the corridor's existing conditions, design priorities, and long-term vision. The overlap between the two projects presents an opportunity to align design elements, coordinate funding strategies, and develop improvements that complement the City's broader revitalization goals.

Through our current and former Main Street work, HLA has direct familiarity with the roadway structure, including the old concrete highway panels beneath the existing asphalt surface. Reflective cracking and settlement patterns typical of this condition are evident, particularly near Main and Pine Streets by the post office, where earlier patch repairs are failing. This first-hand knowledge allows our team to tailor pavement preservation methods to address the corridor's specific challenges, focusing on practical solutions that extend pavement life without triggering full-depth reconstruction.

HLA understands the City's intent to complete targeted pavement repairs that maintain drivability and safety while pursuing future funding to rebuild Main Street as a slower-speed, pedestrian-oriented corridor. The planned improvements represent a short-term investment, a necessary step to maintain function and appearance while the City advances its long-term Main Street Revitalization and Beltway projects.

Our team has successfully implemented Kevlar fiber-reinforced hot mix asphalt (HMA) on several recent corridor projects, providing a cost-effective means of increasing pavement strength and reducing cracking. We are well-versed in the mix design and construction nuances associated with this material and plan to recommend its use for the Main Street Pavement Preservation Project. This approach has delivered strong performance on corridors such as Union Gap's Valley Mall Boulevard Corridor and Ahtanum Road, as well as Yakima's Nob Hill Boulevard and Summitview Avenue, and is expected to yield similar long-lasting benefits for Main Street.

We recognize the limitations created by the existing subgrade and underlying concrete structure. While future reconstruction will likely involve lowering the roadway six to twelve inches to correct the quarter-crown profile and address subgrade deficiencies, this preservation project will focus on achievable improvements within current funding limits. Our design approach will support future reconstruction phases, reducing potential rework and maximizing long-term value.



*Current conditions
along Main Street*



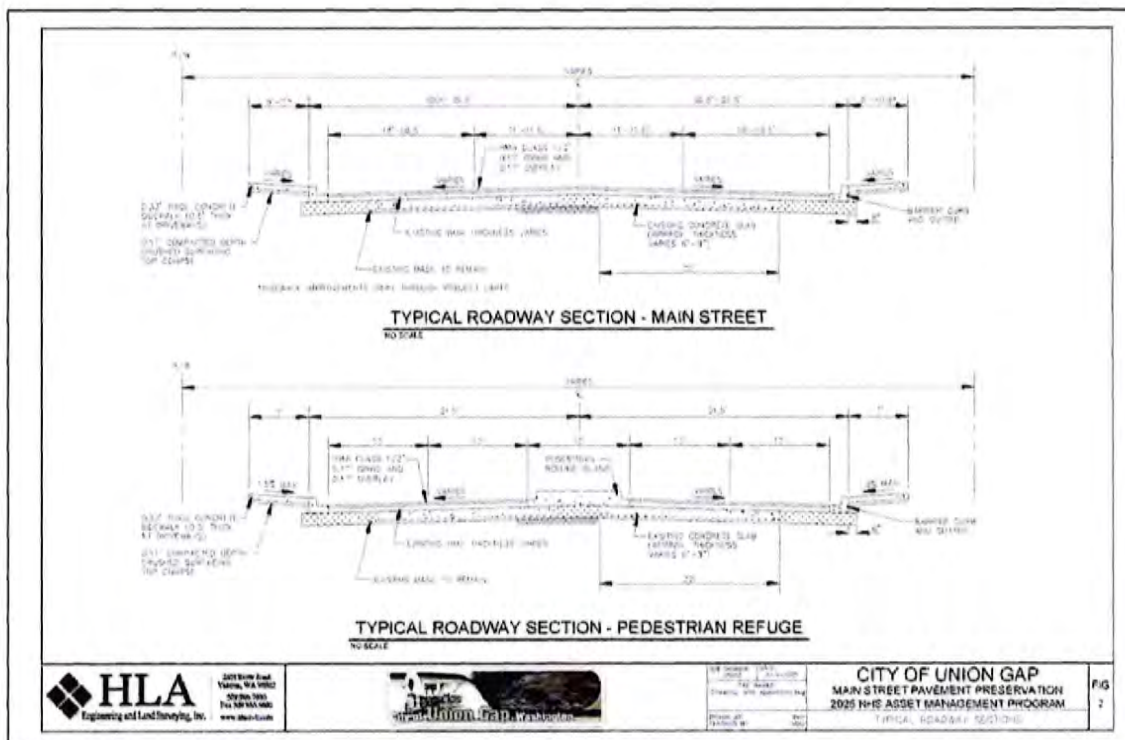
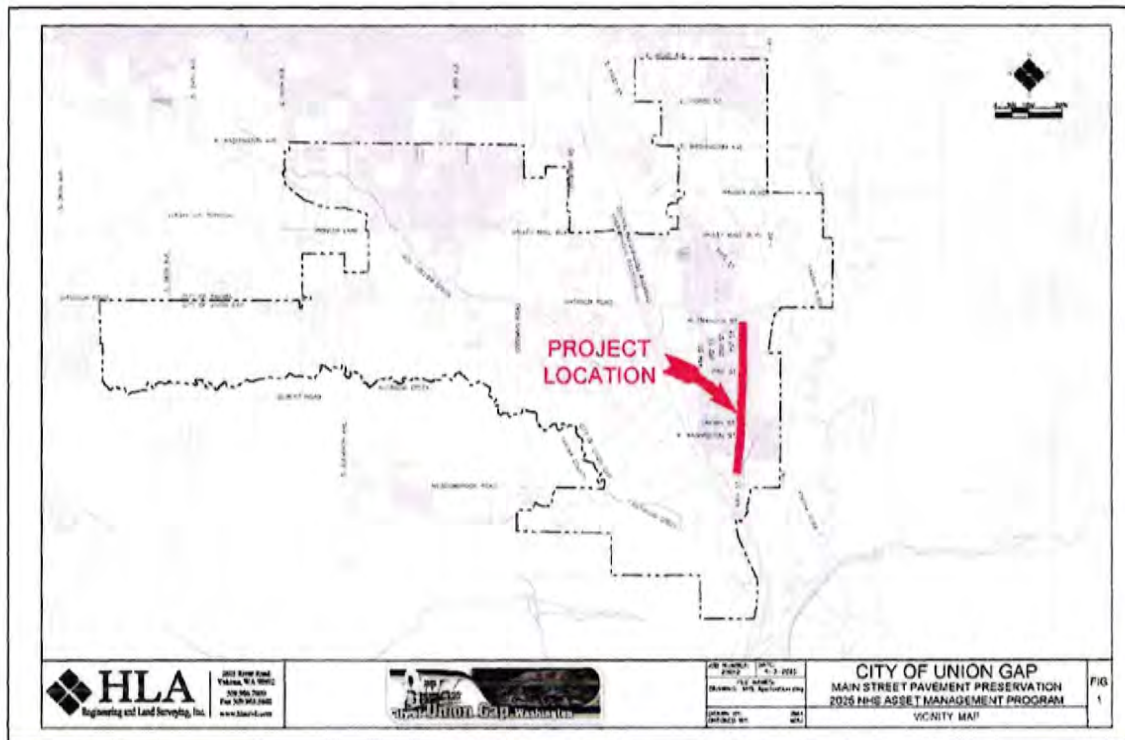
HLA's understanding of Union Gap's infrastructure plans and funding approach allows us to develop design solutions that fit the City's immediate needs while supporting its larger goals. Our team will actively coordinate with WSDOT to plan and implement traffic control measures and ramp signage that maintain safety and mobility along this NHS corridor. We have a proven record of successfully collaborating with Ecology on storm drainage design and permitting, ensuring that environmental requirements are addressed efficiently. Additionally, we will work closely with Union Gap Transit to maintain uninterrupted bus service throughout construction, integrating transit needs into phasing, detours, and traffic management plans to minimize impacts on riders and operations. We are also tracking upcoming Main Street improvements, including the pedestrian hybrid beacon at Washington Street and crossing islands near the post office, to plan construction sequencing and avoid overlap.

Recognizing the City's interest in replacing the existing watermain within the project limits, HLA is prepared to incorporate that work into the design if funding becomes available. We are proposing two construction schedules: one incorporating the watermain replacement and one as a stand-alone pavement project. This flexibility allows the project to move forward regardless of funding outcomes while maintaining compatibility with future improvements.

Union Gap places a high priority on maintaining business access during construction, particularly along the Main Street auto dealership corridor. Through our experience on busy street projects, HLA developed procedures and an understanding of the needs for sound public relations. Contacting property owners and residents early and often, and meeting on-site to discuss business access requirements, will improve public relations and the property owners experience throughout the duration of design and construction. If desired, our team can take a lead role in communicating with the general public; however, Union Gap's staff, utilizing the City's website and social media platforms, is capable of this process. We can provide support by preparing well thought out materials and staging plans for City Council and staff presentations. HLA can assist the City formulate news releases to inform the public of the scope, duration, and impacts to daily business operations and traffic commutes.

HLA offers comprehensive construction observation and administration services that ensure projects like Union Gap's Main Street Pavement Preservation are built to design intent, on schedule, and with minimal disruption to the public. Our construction team brings decades of experience overseeing roadway, utility, and streetscape projects throughout Central Washington, including numerous federally funded and NHS routes. We provide daily site observation, contractor communication, and documentation in accordance with WSDOT and FHWA standards. HLA's resident engineers work closely with the City, contractor, and design team to proactively address field issues, maintain traffic and business access, and verify quality of completed work. Our approach emphasizes responsive communication, detailed recordkeeping, and practical problem-solving, ensuring that construction proceeds smoothly and that the City's investment is protected from bid through closeout.

HLA's approach combines detailed technical knowledge with a comprehensive understanding of Union Gap's long-term transportation and economic development goals. Our familiarity with the corridor, experience with WSDOT and federal funding programs, and proactive coordination with multiple agency partners allow us to deliver improvements that address immediate infrastructure needs while supporting the City's broader vision for your Main Street revitalization.





Ability to Meet Schedule

HLA is committed to adapting our approach to meet Union Gap's specific needs. In our experience, working meetings with City staff to review plans and discuss design intent have proven highly effective in enhancing communication and aligning expectations. We propose scheduling these meetings approximately two weeks after each submittal. This allows the City flexibility to come prepared with either a full or partial review, depending on availability, recognizing the high demand on staff time.

Meeting project schedules is a core priority for HLA. We develop realistic schedules that align with agency processes and are committed to meeting established deadlines. Our strong track record with public agencies reflects our ability to manage resources efficiently, anticipate potential challenges, and maintain consistent progress. Our team is prepared to begin design work immediately and has developed the following proposed schedule for the Main Street Pavement Preservation project should the City decide to move forward without watermain improvements.

Main Street Pavement Preservation - Resurfacing Only	
Project Milestone	Completion Date
RFQ Response	November 4, 2025
Engineering Consultant Selection	November 25, 2025
Design Contract Executed (Including CA concurrence)	January 12, 2026
Project Kick-off Meeting	January 19, 2026
Begin Pre-Design and Topographic Survey (Pending weather)	January 26, 2026
Preliminary Right-of-Way Evaluation Complete	February 27, 2026
Submit 30% Design Plans	March 27, 2026
NEPA Kick-off Meeting, Section 106, APE, Etc.	April 2, 2026
Begin Right-of-Way/Easement Acquisition	Not Anticipated
30% Design Review Meeting with City	April 6, 2026
Stakeholder Outreach Initial Notifications (Union Gap Transit, WSDOT, Utilities)	April 13, 2026
Complete NEPA, Section 106, Etc.	May 29, 2026
Submit 60% Plans and Estimate	July 2, 2026
60% Design Review Meeting with City	July 13, 2026
Stakeholder Outreach Second Notifications (Union Gap Transit, WSDOT, Utilities)	July 16, 2026
Submit 90% Plans, Specifications, and Estimate (PS&E)	September 25, 2026
90% Design Review Meeting with City	October 1, 2026
Right-of-Way/Easement Acquisition Certification	Not anticipated
Submit 100% PS&E (City and WSDOT Local Programs)	November 4, 2026
Submit Obligation Paperwork	November 4, 2026
Obligation Complete	December 18, 2026
Advertise for Bids	January 12, 2027
Bid Opening	February 10, 2027
Bid Award	February 22, 2027
Begin Construction	March 29, 2027
End Construction (50 working days)	June 7, 2027



If the watermain is funded through the Drinking Water State Revolving Fund (for both design and construction) or through the Public Works Board (with a preconstruction application in 2025 followed by a construction application in 2026), the project will follow a different overall timeline. Because the design and construction of the watermain must be completed prior to the overlay, HLA has developed several strategies that would allow the City to initiate design on a schedule aligned with the planned overlay construction in spring 2027.

Main Street Pavement Preservation - Resurfacing and Watermain	
Project Milestone	Completion Date
RFQ Response	November 4, 2025
Engineering Consultant Selection (Incl. CA concurrence)	November 25, 2025
Design Contract Executed	January 12, 2026
Project Kick-off Meeting	January 19, 2026
Public Works Board Notification of Watermain Preconstruction Application	January 24, 2026
Begin Roadway Pre-Design and Topographic Survey (pending weather)	January 26, 2026
Enter into contract for design of Watermain Improvements and begin design	February 23, 2026
Preliminary Right-of-Way Evaluation Complete	February 27, 2026
Submit 30% Roadway Design Plans	March 27, 2025
Begin Right-of-Way/Easement Acquisition	Not Anticipated
30% Design Review Meeting with City	April 6, 2026
Stakeholder Outreach Initial Notifications (Union Gap Transit, WSDOT, Utilities)	April 13, 2026
30% Watermain Design Concept Plans	May 11, 2026
NEPA Kick-off Meeting, Section 106, APE, Etc.	May 15, 2026
Submit 60% Plans and Estimate (Roadway and Watermain)	July 2, 2026
60% Design Review Meeting with City	July 13, 2026
Stakeholder Outreach Second Notifications (Union Gap Transit, WSDOT, Utilities)	July 16, 2026
Complete NEPA, Section 106, Etc.	July 31, 2026
Submit 90% Plans, Specifications, and Estimate (PS&E)	September 25, 2026
90% Design Review Meeting with City	October 1, 2026
Right-of-Way/Easement Acquisition Certification	Not anticipated
Submit 100% PS&E (City and WSDOT Local Programs)	November 4, 2026
Submit Obligation Paperwork	November 4, 2026
Obligation Complete	December 18, 2026
Advertise for Bids	January 12, 2027
Bid Opening	February 10, 2027
Bid Award	February 22, 2027
Begin Construction	March 29, 2027
End Construction (125 working days)	September 24, 2027



MICHAEL D. UHLMAN, PE, PIC and Project Manager

Registration: Professional Civil Engineer - Washington

Education: BS 2009 Gonzaga University - Civil Engineering

MBA 2010 Gonzaga University

Michael has 15 years of experience in civil engineering, ten of those with HLA, and is responsible for project formulation, evaluating funding sources, engineering design, preparation of plans and specifications, and engineering reports. He has been involved with both federal and municipal projects, including state highways, county roads, city streets, bridges, domestic water systems, sewer systems, and irrigation system design. Michael's background also includes contracting and managing transportation and hydroelectric construction projects varying in size from \$3.7M to \$23M, which involved both traditional and design-build methods.



Principal Engineer

As Principal-In-Charge, Michael is responsible for dedicating the HLA resources needed to provide outstanding service to Union Gap. He will also lead this effort as Project Manager, bringing strong leadership, clear communication, and a deep understanding of the City's infrastructure. Michael's knowledge of past City projects and familiarity with regional construction practices allows him to deliver quick, informed decisions, minimizing response time and keeping projects moving forward.

At HLA, our project management approach is built on realistic scheduling, defined milestones, and a commitment to delivering on time. Detailed schedules guide the coordination of tasks and deliverables. These coordinated tasks are not stand alone, but simultaneous activities, managed by a project manager committed to keeping projects on track. Michael will advance schedules, oversee tasks and budget, and ensure clear communication across the team, resolving issues promptly to meet key deadlines.

Representative Project Experience:

- Union Gap - West Ahtanum Road Resurfacing
- Union Gap - Citywide Sidewalk Improvements
- Union Gap - Longfibre Road Resurfacing
- Union Gap - Valley Mall Boulevard Resurfacing - Phase 2
- Union Gap - Ahtanum Road and Main Street Stormwater Improvements
- Pasco - Court Street Overlay (Road 44 to Road 68; Road 40 to Road 44 and N. 20th Avenue to US 395)
- Pasco - Oregon Avenue Overlay - SR 397

Additional Union Gap Project Experience:

- Regional Beltway Area Utilities Extension
- East Washington Avenue Resurfacing
- South Broadway Area Sewer Extension
- Rock Avenue Sewer Extension
- MLK School Sidewalk and Safety Improvements
- South 14th Street Improvements
- West Ahtanum Road Reconstructoin





MARLA E. MEZA, PE, Project Engineer

Registration: Professional Civil Engineer - Washington

Education: BS 2020 University of Washington - Civil Engineering

Marla joined HLA in 2020 as a project engineer and is responsible for preparing funding applications, project design, engineering reports, feasibility studies, and environmental permitting. Her HLA project experience includes engineering design for the City of Pasco's Ainsworth Avenue Pavement Preservation project, preliminary design and public outreach for the City of Yakima's 6th Avenue Rebuild and Rail Renovation project, and plans and specifications for the City of Union Gap's Ahtanum Road Resurfacing and East Washington Avenue Resurfacing projects. Marla designed the City of Pasco's Oregon Avenue and Court Street Overlay projects and storm drainage improvements for the City of Union Gap.



*Professional
Engineer*

Representative Project Experience:

- Union Gap - Longfibre Road Resurfacing
- Union Gap - Valley Mall Boulevard Resurfacing - Phase 2
- Union Gap - Ahtanum Road and Main Street Stormwater Improvements
- Union Gap - East Washington Avenue Resurfacing
- Union Gap - West Ahtanum Road Resurfacing

TANNER W. CLINE, EIT, Project Engineer

Education: BS 2022 Gonzaga University - Civil Engineering

Tanner worked at HLA as an intern for three summers and was hired full-time as a project engineer in 2022. He is responsible for preparation of plans and specifications, funding applications, environmental permitting, and design. Tanner's recent project experience includes cost estimating for the City of Yakima's Nob Hill Boulevard Resurfacing and Pacific Avenue Sidewalk Improvements, construction observation for the City of Grandview's Wine Country Road and McCreddie Road Roundabout, and CAD efforts for the Cle Elum's First Street Downtown Revitalization - Phase 3 project.



Project Engineer

Relevant Project Experience:

- Union Gap - Citywide Sidewalk Improvements
- Union Gap - Valley Mall Boulevard Resurfacing - Phase 1
- Union Gap - Main Street Reconstruction - Phase 1
- Union Gap - West Ahtanum Road Resurfacing
- Cle Elum - SR 903 and Stafford Street Sidewalk Improvements



TIMOTHY D. FRIES, PLS, CFEDS, Project Surveyor

Registration: Professional Land Surveyor - Washington

Education: BS 2000 Central Washington University - Geography and Land Studies

Tim has more than 24 years of experience in land surveying, all of those with HLA. He manages HLA's survey crews, prepares right-of-way plans and legal descriptions, and is a skilled surveyor in the field. Tim understands the importance of providing detailed, accurate survey data for engineering design. He is responsible for project organization, survey research, construction calculations, boundary computations, and survey drafting. Tim is proficient in running Leica Total Stations, Data Collectors, and GPS receivers. He often accompanies our field survey crews, assisting with topographic mapping, setting survey control, boundary surveys, and construction staking. Tim is also our Certified Federal Surveyor (CFedS).



*Professional Land
Surveyor*

Representative Project Experience:

- Union Gap - Citywide Sidewalk Improvements
- Union Gap - Valley Mall Boulevard Resurfacing - Phases 1 and 2
- Union Gap - West Ahtanum Road Resurfacing
- Union Gap - Ahtanum Road and Main Street Stormwater Improvements
- Union Gap - East Washington Avenue Resurfacing

TED W. POOLER, Quality Control/Quality Assurance

Education: BS 2003 Montana Technological University - Mechanical Engineering

Taylor joined HLA in 2023 with over 19 years of experience, eight of those years working as a project engineer, and 11 years managing construction projects and engineering teams. He manages HLA's construction inspection and administration teams, providing project oversight from bid to project completion. With a unique understanding of both the design and construction processes, Taylor reviews plans and specifications prior to bid advertisement and coordinates construction inspection schedules and resources. He is skilled at problem solving and effectively communicates with project stakeholders, including the client, contractor, and HLA staff.



*Professional
Engineer*

Representative Project Experience:

- Union Gap - Regional Beltway Area Utilities Extension
- Union Gap - South Broadway Area Sewer Extension
- Pasco - Sandifur Parkway/Road 90 and Argent Road/Road 88 Ped Crossing
- Yakima - Fruitvale Boulevard/River Road/34th Avenue Roundabouts
- Yakima - 72nd Avenue and W. Washington Avenue Roundabout



TAYLOR L. DENNY, Construction Supervisor

Education: BS 2003 Montana Technological University - Mechanical Engineering

Taylor joined HLA in 2023 with over 19 years of experience, eight of those years working as a project engineer, and 11 years managing construction projects and engineering teams. He manages HLA's construction inspection and administration teams, providing project oversight from bid to project completion. With a unique understanding of both the design and construction processes, Taylor reviews plans and specifications prior to bid advertisement and coordinates construction inspection schedules and resources. He is skilled at problem solving and effectively communicates with project stakeholders, including the client, contractor, and HLA staff.

Representative Project Experience:

- Union Gap - Longfibre Road Resurfacing
- Union Gap - Valley Mall Boulevard Resurfacing - Phase 2
- Union Gap - West Ahtanum Road Resurfacing
- Union Gap - Regional Beltway Area Utilities Extension
- Union Gap - South Broadway Area Sewer Extension



*Director of
Construction
Operations*

ANGIE S. RINGER, Contract Administrator

Education: Yakima Valley Community College

Angie came to HLA in 2021 with over ten years of experience in engineering contract administration. She manages the construction contract process, communicating project documentation with the City, contractor, and HLA staff. Angie coordinates preconstruction meetings, processes contractor submittals, materials submittals, and provides the required documentation for project closeout. She is adept at creating, reviewing, and processing contract documents, progress payment requests, and project change orders. Angie ensures that the contractor complies with federal funding requirements. Her attention to detail and experience provides our clients with an audit-ready documentation package.

Representative Project Experience:

- Union Gap - Longfibre Road Resurfacing
- Union Gap - East Washington Avenue Resurfacing
- Union Gap - Valley Mall Boulevard Resurfacing - Phase 2
- Union Gap - Ahtanum Road and Main Street Stormwater Improvements
- Union Gap - West Ahtanum Road Resurfacing



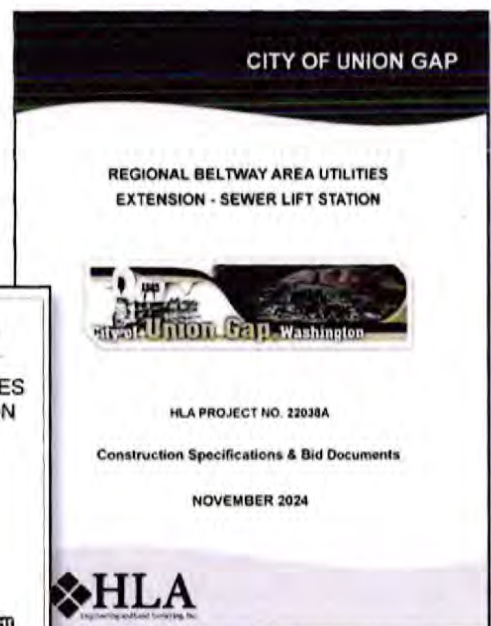
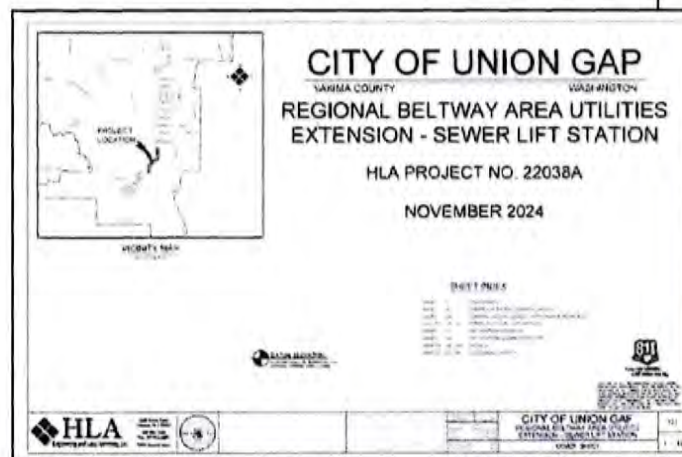
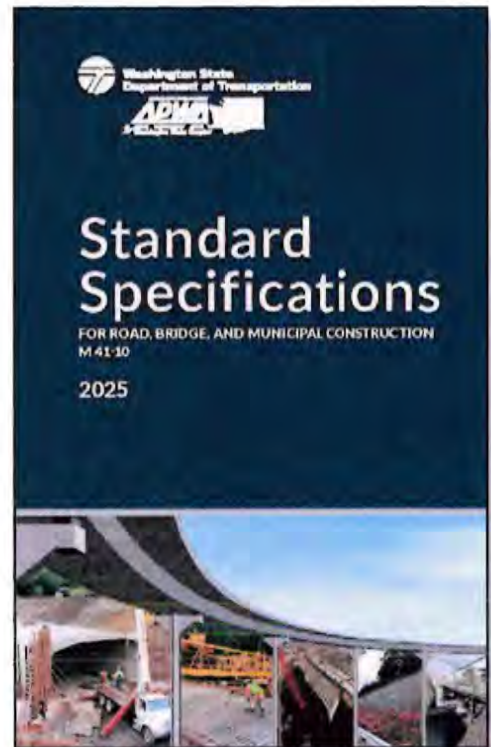


Plans, Specifications, and Estimates

Successful infrastructure projects begin with expert preparation of construction plans, specifications, and estimates. Contract documents must address public procurement procedures and include both local and funding agency requirements. Competitive bids are then secured, followed by timely funding reimbursements. HLA's ability to assist local agencies is based on completion of more than 1,300 infrastructure projects, including street, water, sewer, parks, and irrigation facilities.

Examples of past HLA infrastructure improvement projects are enclosed for your review. This extensive experience benefits the City of Union Gap in the following areas:

- Use of the WSDOT/APWA Standard Specification format to provide consistency and contractor familiarity.
- Development of an extensive library of proven standard details to be used in concert with Union Gap details.
- Improved quality using in-house checklists for design and preparation of contract documents, and procedures for document review by HLA and the City of Union Gap.
- Budget control through frequent interaction with Union Gap staff; recognizing a clear understanding of project scope, budget, and expectations is important to controlling costs.





Familiarity With WSDOT/FHWA Standards

The projects below show HLA's extensive experience designing and administering WSDOT/FHWA funded local projects. We understand the Local Agency Guidelines (LAG) Manual and have frequent discussions with WSDOT Local Programs and Headquarters staff. This experience translates into the level of service we will provide the City of Union Gap, completing your projects on time and guiding the City through the WSDOT/FHWA funding process.

City/Town	Project Name	Funding Program	Year Constructed	Status	Description	Construction Cost
Cle Elum	First Street Improvements Phase 3	STBG/TIB/County	2024-2025	Under construction	Downtown revitalization	\$3,400,000
Naches	Naches Trail Improvements	STBG/TAP	2025	Under construction	Construct new pathway	\$500,000
Cle Elum	Stafford Avenue Corridor Improvements	CDBG	2025	Constructed	Reconstruct	\$1,032,000
Grandview	Wine Country Road Sidewalk and Pathway Improvements	STBG/RMG	2025	Constructed	Construct new sidewalk and pathway	\$502,000
Yakima	2024 Northside Alley Paving	CMAQ	2025	Constructed	Reconstruct	\$420,000
Yakima	Fruitvale Blvd/River Rd/34th Ave Roundabouts	HSIP/TIB	2025	Under construction	Construct new roundabouts	\$3,900,000
Grandview	Old Inland Empire Highway Improvements	STP	2023-2025	Constructed	Reconstruct and widen	\$3,000,000
Yakima	North 1st Street Revitalization Phase 3	NHFP/TIB	2024-2025	Constructed	Reconstruct and revitalization	\$10,800,000
Prosser	Old Inland Empire Highway Improvements	STP/TAP/NHFP	2023	Constructed	Reconstruct and widen	\$1,490,000
Union Gap	Valley Mall Boulevard Resurfacing - Phase 2	NHS	2023	Constructed	Grind and overlay	\$954,000
Selah	Valleyview/Third/Southern Improvements	STP/TIB	2023	Constructed	Reconstruct	\$2,700,000
Sunnyside	6th Street Improvements	STBG	2023	Constructed	Reconstruct	\$4,300,000
Yakima	Summitview Avenue Resurfacing	NHS	2022	Constructed	Grind and overlay	\$2,600,000
Union Gap	West Ahtanum Road Resurfacing	STP	2022	Constructed	Grind and overlay	\$1,250,000
Moxee	Morrier Lane Extension	STP/TIB	2022	Constructed	Construct new roadway	\$3,200,000
Pasco	Oregon Avenue Overlay (SR 397)	NHS	2022-2025	Constructed	Grind and overlay, ADA ramps	\$2,520,000
Yakima	Northside Alley Paving	CMAQ	2021	Constructed	Reconstruct	\$504,000

This table is just a sampling of HLA's long history of delivering federally funded projects, as it only shows projects designed and administered in the last five years.



LAG Manual and NEPA Processes

HLA regularly completes projects funded through WSDOT/FHWA (e.g., STBG, STBG Set-aside, NHS, HSIP). As shown in the table on the previous page, we completed fourteen federally funded street projects in the last five years, with three others still under construction. A significant reason for this success is our familiarity with WSDOT/FHWA standards, the LAG Manual, and NEPA processes.

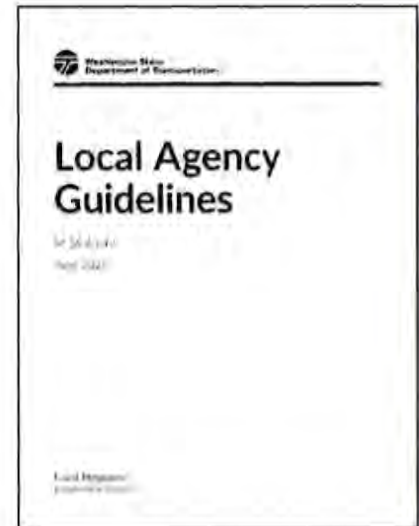
During the last ten years, the HLA team successfully navigated 62 federally funded projects through the required NEPA environmental process administered by WSDOT Local Programs. Based on this experience, we expect this City project will meet the standards for NEPA Categorical Exclusion. Nonetheless, the environmental compliance process must be completed.

The NEPA Categorical Exclusion Documentation Form, along with the Area of Potential Effect (APE), will be submitted to WSDOT Local Programs detailing the process taken to ensure environmental compliance. Both NEPA Categorical Exclusion and SEPA Categorical Exemption requirements must be satisfied. FHWA Categorical Exclusions are listed in 23 CFR 771.117.

Use of NHS federal funds adds complexity to the project administration process. HLA understands the complexity and funding nuances and is available to prepare all funding obligation documentation to allow City staff to simply review and submit the documents, lessening the burden of City resources. After consultant selection, multiple steps are required to obligate and use design phase (PE) funding.

Looking to the construction (CN) phase, HLA will be considering or including the following additional WSDOT/FHWA project requirements:

- Follow FHWA preconstruction conference requirements.
- Provide Record of Materials (ROM).
- Review and respond to Request for Approval of Materials (RAM) and monitor Buy America requirements.
- Review and log labor documents, including monitoring the Contractor's payment of prevailing wage rates which includes both state and federal rates.
- Use FHWA's Diversity Management and Compliance System (DMCS) tracking program to ensure prompt payment of Contractor and subcontractors each month.
- Follow additional inspection requirements such as inspector daily reports, wage rate interviews, etc.
- Process monthly reimbursement requests.



*NEPA Categorical Exclusion
Documentation Form
Valley Mall Boulevard Resurfacing
Phase 2 Improvements*



Land Surveying Services

HLA's professional land surveying services support not only our in-house engineering team, but also serve a broad range of clients including local engineering consultants, architects, counties, right-of-way agents, and contractors. The City of Union Gap frequently relies on HLA for survey record research and review. With two licensed professional land surveyors, skilled field crews, and advanced equipment, including a 3D survey scanner, we offer timely and accurate in-house surveying services. Our land surveying capabilities include:

- Technical reviews of plats, short plats, and boundary line adjustments.
- Preparation of legal descriptions for property acquisitions, rights-of-way, and easements.
- Topographic surveys for preparation of engineering design plans for streets and utilities.
- Boundary and topographic surveys, including ALTA surveys.
- Preparation of WSDOT/FHWA approved right-of-way plans.
- Construction staking and pavement marking layouts.
- GPS/GIS utility and resource inventory mapping.
- FEMA flood elevation certifications and letters of map amendment.
- Setting or re-setting property corners, section corners, or monuments.

Unmanned Aircraft System - Drone Services: To provide greater service to the City of Union Gap, our professionally trained drone pilot, with a Federal Aviation Administration's Small UAS certification (FAA Part 107 License), is available to offer the following drone services:

- Topographic surveys with GPS providing 2D, 3D, and elevation mapping.
- Aerial survey control.
- Construction observation, including volume measurements of stockpiles.
- Aerial photography prior to construction, during construction, and at construction completion.
- Facility monitoring, including structures without ground access.

Land Development - Regulatory and Legal Requirements, Zoning, and Land Use: Comprehensive plan amendment applications, rezone applications, binding site plan applications, SEPA applications, long plat applications, short plat applications, and boundary line adjustment applications are all part of our day-to-day activities at HLA.

As part of the services we provide to our many public agency clients, we review and comment on the following:

- Applications submitted by other consultants for new developments and plats.
- SEPA applications which may require comment regarding need for road and utility improvements.
- Subdivisions are reviewed to verify they conform to local and state codes and requirements.
- Final documents to ensure compliance with conditions of approval.
- Final binding site plan plats or short plats to confirm they meet local and state requirements.



*City of Yakima
First Street Downtown
Revitalization*



Construction Support Services

HLA provides construction support (administration) and inspection services for 35 to 45 construction projects each year. Having been through state and federal audits of projects utilizing a wide variety of funding sources, our field and office staff have developed procedures to ensure Union Gap will have the documentation needed for a successful audit regardless of the type of funding.

Additional detail for the construction support we provide is listed below. These services are client-driven and will be adjusted to best interface with Union Gap staff.

- Conduct weekly construction meetings:
 - ◊ Monitor the contractor's progress and adjustments necessary to meet the completion date.
 - ◊ Discuss quality of completed work and changes needed for compliance with specifications.
 - ◊ Anticipate problems and determine how to pay for work outside the original scope (if required).
- Consider the following when recommending monthly progress payments to the contractor:
 - ◊ Status of required labor document submittals and requirement to be current within 10 days of the end of each month for timely release of payment.
 - ◊ Coordination of quantities among the City, resident engineer, and contractor.
- Preparation of the Final Pay Estimate and contract closeout package:
 - ◊ Final Pay Estimate with final quantities accepted by the contractor.
 - ◊ Recommendation to accept project as complete.
 - ◊ Contractor's notarized statement indicating subcontractors have been paid.
 - ◊ Notice of Completion form needed to initiate State agency review – Department of Labor and Industries, Department of Revenue, and Employment Security Department.
- Monitor general contractor and subcontractor compliance with State labor standards:
 - ◊ Intents to Pay Prevailing Wages and Affidavits of Wages Paid.
 - ◊ Check of monthly certified payrolls.
 - ◊ Conduct employee wage rate interviews in the field.
 - ◊ Issue letters of non-compliance and/or letters of missing documents.
 - ◊ Additional contract requirements such as contractor licensing, current State industrial insurance, Disadvantaged Business Enterprise (DBE) status, and debarment (SAM).
- Assist Union Gap with the required administration of programs that are providing funding to the project:
 - ◊ Review local agency and funding agency grant/loan contracts and scope.
 - ◊ Address and incorporate special environmental compliance procedures.
 - ◊ Prepare agency reimbursement requests and final project closeout documentation.



Longfibre Road Resurfacing



*Valley Mall Boulevard
Resurfacing Phase 2*



Past Union Gap Projects

HLA takes pride in the work we do for the City of Union Gap. In the last ten years, HLA has completed or is working for the City on the projects listed below. As a result, we have developed strong relationships with staff and understand the nuances of working through the City's bidding and construction administration processes.

Transportation Projects

Main Street Downtown Revitalization Phase 2 - Civic Core
Ahtanum Road Underdrain Evaluation and Conceptual Design
Longfibre Road Resurfacing
Valley Mall Boulevard Resurfacing - Phase 2
West Ahtanum Road Resurfacing
East Washington Avenue Resurfacing
Main Street Reconstruction
Citywide Sidewalk Improvements
Ahtanum Road Widening
Valley Mall Boulevard Resurfacing - Phase 1
MLK School Sidewalk and Safety Improvements
South 14th Street Improvements
Valley Mall Boulevard/Goodman Road Traffic Signal
Regional Beltway - Phase 1
Longfibre Road Extension
West Ahtanum Road Reconstruction

Water System Improvements

W. Ahtanum Road Annexation - Water Main Extension
Water System Plan Update
Main Street/Rudkin Road Water System Improvements

Sanitary Sewer Improvements

General Sewer Plan Update
Regional Beltway Area Sewer Connection Evaluation
Regional Beltway Area Utilities Extension
South Broadway Area Sewer Extension
Sanitary Sewer Collection System Conceptual Layout
Rock Avenue Sewer Extension
City Hall Sewer Relocation

Other Projects

South Broadway Area Utility Outreach
Parks and Recreation Plan
Design and Construction Standards Update
Rudkin Road Storm Drainage Improvements
Community Center and Library Improvements
Ahtanum Road and Main Street Stormwater Improvements
Load Rate Study
Water Rights Administration
Ahtanum and Main Street Stormwater Improvements - Phases 1, 2, and 3
Pavement Management Program Report
Ahtanum Youth Park RCO Improvements
Main Street Revitalization Study and Civic Campus Study

\$33,703,581

*Total Funding Secured for Union
Gap in the Last Ten Years*



West Ahtanum Road Resurfacing



*Main Street Reconstruction
Phase 1*



City of Union Gap	NHS and Local Funds
<u>Valley Mall Boulevard</u>	Phase 1 \$2,162,000
<u>Resurfacing</u>	Phase 2 \$1,194,000

Valley Mall Boulevard (VMB) pavement surface conditions were poor with longitudinal, transverse, and alligator cracking, including rutting, and spalling along the entire section of roadway. Deterioration was caused by heavy vehicle traffic hauling freight and goods on the VMB corridor with direct access to I-82 and State Route 97. Roadway damage from vehicle traffic was limited to the pavement, so improvements to curb and gutter, street lighting, or storm drainage were unnecessary.

Paving fabric was originally considered for this project to delay reflective cracking. A supplier suggested the City consider Forta-Fi synthetic fiber instead of paving fabric. The product history suggested that Forti-Fi would prolong the onset of cracking, raveling, and rutting by significantly increasing the tensile strength of the asphalt. After approval from the client and funding agency, the product was change ordered into the project at no additional cost (including the deduction for paving fabric). Forta-Fi synthetic fiber blend was added directly to the asphalt mix during production per the manufacturer's recommendations.

HLA visited the asphalt plant to check the mixing method. The fibers could also be seen in the asphalt mix as it arrived on the project site. After being placed, tiny fibers extended from the finished mat. The exposed fiber ends were eventually worn off by traffic. Phase 1 work was completed in 2019, and the material is proving to be significantly stronger than unreinforced HMA. Forti-Fi was also used on Phase 2, extending the life of the pavement on this heavily traveled roadway.

Phase 1 construction, from 4th Street to S. 10th Avenue, included grinding and HMA overlay of existing roadway, new pavement markings, and installation of new signal detection loops. HLA inspection efforts focused work around catch basins, which was key to controlling surface smoothness and reducing humps. These concentrated inspection efforts ensured proper installment. Phase 2 construction completed grind and HMA overlay from South 10th Avenue to West Washington Avenue. Working mostly at night was convenient for both the contractor and the traveling public.

HLA provided environmental compliance including NEPA approval, topographic survey, field investigations, design, plans, specifications, engineer's estimate, bidding assistance, construction observation and management, and funding administration.



Forta-Fi Synthetic Fiber
Added to Asphalt



City of Union Gap

Federal and Local Funds

West Ahtanum Road Resurfacing

\$372,000

Ahtanum Road is an arterial serving as a major east/west corridor connecting Union Gap, Yakima, and Yakima County to the Interstate system. Ahtanum Road has become a major trucking route serving many of the regional industries such as agriculture. With HLA's assistance the City of Union Gap submitted a successful Surface Transportation Program Application through the Yakima Valley Council of Governments (YVCOG). Due to funding availability, the project was not constructed until 2022. NEPA and railroad coordination was completed by HLA prior to advertisement of the project. The project resurfaced more than one mile of Ahtanum Road between Main Street and 16th Avenue.

With an average mid-week traffic volume exceeding 10,000 daily vehicles, the Ahtanum pavement surface conditions were degrading with longitudinal, transverse, and alligator cracking, including many aged, deteriorated repairs. Improvements included grind and overlay of all lanes with fiber reinforced asphalt, pavement repair, crack sealing, utility adjustments, traffic signal controller upgrades, radar detection systems, and new pavement markings.

HLA services included funding acquisition assistance, engineer's estimate, preparation of plans and specifications, bidding assistance, construction observation and management, and funding administration.



City of Union Gap

TIB and Local Funds

Longfibre Road Resurfacing

\$372,000

Originally, the City received funding from the Transportation Improvement Board (TIB) Urban Arterial Preservation Program in the amount of \$362,530 for this project, however costs for improvements were less than originally estimated and funding was decreased by almost \$28,000. The Longfibre Road Resurfacing project resurfaced the dilapidated cracked roadway, with the existing pavement condition scoring only 54. Improvements to Longfibre Road were from Valley Mall Boulevard to Ahtanum Road and included grind and overlay of travel lanes, repair of pavement sections, crack sealing, and a coating of emulsified asphalt to the center turn lane. A radar detection system and pavement markings were also installed. Work on this busy roadway required carefully planned traffic control and much of the construction took place during night hours.

HLA assisted with TIB funding acquisition and provided plans, specifications, cost estimate, bidding assistance, and construction observation and administration.





CITY OF
UNION GAP
1883

**PAST
PERFORMANCE**

City of Yakima

NHS Funds

Summitview Avenue Resurfacing

\$2,489,000

As a major freight route, Summitview Avenue is classified as an arterial and serves as a major east/west corridor for the City. Experiencing continued degradation, HLA prepared a National Highway System (NHS) funding application for the City and secured \$2.3 million to resurface the roadway from 40th to 48th Avenues, and 56th to 72nd Avenues. Also included in the award was upgrading 24 pedestrian curb ramps for ADA compliance, installation of curb and gutter, manhole and valve box adjustments, crack sealing, and all pavement markings. A synthetic fiber was added to the hot mix asphalt to extend the life of the roadway by increasing the tensile strength of the asphalt. To alleviate disruption of traffic much of the work was performed at night.

HLA provided environmental compliance including NEPA approval, surveying, coordination with public and private utilities, asphalt cores, pavement design, final plans, specifications, and cost estimate, and construction obligation package for submission to WSDOT. Construction observation and administration was also provided by HLA.



City of Union Gap

REET, TIB, and
Local Funds

**Nob Hill Boulevard Resurfacing and
Pacific Avenue Sidewalk Improvements**

\$375,000

Though in different geographic areas, these projects were strategically combined to provide a larger economy of scale, increase bidder interest and ensure competitive bids, and save administrative costs. Nob Hill Boulevard's deteriorated roadway between 4th and 28th Avenues had significant longitudinal and transverse cracking. With real estate excise tax (REET) as match funds, Nob Hill Boulevard was improved, including mill and overlay, 55 ADA compliant curb ramps, storm water improvements, permanent signing, and pavement markings. Synthetic fibers were also added to the asphalt to extend its life. Transportation Improvement Board (TIB) Complete Streets funding was used for improvements to Pacific Avenue. Construction closed critical gaps in the sidewalk system, including curb and gutter, sidewalks, and cement concrete curb ramps.

HLA services included early assistance in acquiring funding, topographic survey, field investigations, design, plans, specifications, bidding assistance, construction observation and management, and funding administration.





Rocky Wallace

Public Works Director

City of Selah

Phone: (509) 698-7365

rocky.wallace@selahwa.gov

Relevant Projects

- 3rd Street Resurfacing
- Fremont Avenue Resurfacing - 16th Street to 11th Street
- 3rd Street Improvements
- Valleyview Avenue/S. Third Street/Southern Avenue Improvements
- Fremont Avenue Resurfacing

Dana Kallevig

Chief Engineer

City of Yakima

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Relevant Projects

- 6th Avenue Rebuild and Renovation
- 2024 Northside Alley Paving
- Nob Hill Boulevard Resurfacing and Pacific Avenue Sidewalk
- North First Street Revitalization - Phases 2 and 3
- 72nd Avenue and W. Washington Avenue Roundabout

Maria Serra, PE

Public Works Director

City of Pasco

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serram@pasco-wa.gov

Relevant Projects

- Ainsworth Avenue Pavement Preservation
- Sandifur Parkway/Road 90 and Argent Rd/Road 88 Ped Crossing
- Court Street Overlay (Road 40 to Road 44 and N. 20th Ave to US 395)
- Court Street Overlay (Road 44 to Road 68)
- Oregon Avenue Overlay (SR 397)

Shane Fisher

City Administrator

City of Grandview

Phone: (509) 882-9200

sfisher@grandview.wa.us

Relevant Projects

- Lower Yakima Valley Pathway Improvements
- Wine Country Road and McCreadie Road Roundabout
- Old Inland Empire Highway Improvements
- West Fifth Street and Elm Street Resurfacing Improvements
- Wine Country Road and Higgins Way Improvements

Michael Eklund-Grayum

City Administrator

City of Zillah

Phone: (509) 829-5151

mgrayum@cityofzillah.us

Relevant Projects

- 8th Street Improvements - Rainier Avenue to First Avenue
- Third Avenue Sidewalk Improvements
- Downtown Revitalization Project
- Chenaar Area Resurfacing and Downtown Sidewalks Improvements
- Merclyn Area Improvements

Matthew Lundh

Mayor

City of Cle Elum

Phone: (509) 674-2262

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Relevant Projects

- First Street Downtown Revitalization
- Stafford Street Corridor Improvements
- Citywide Safety Improvements
- First Street and Douglas Munro Intersection Improvements
- Second Street Roundabout



Success Through Experience

*One team, delivering meaningful projects,
making generational impacts in our communities.*

2803 River Road, Yakima, WA 98902 | (509) 966-7000 | www.hlacivil.com

City of Union Gap, Washington
Request for Statement of Qualifications
Municipal Engineering Services

The City of Union Gap is inviting Statements of Qualifications (SOQ) from firms interested in providing professional engineering design, bidding, planning, construction observation and funding administration services for the following: **2025 National Highway System Asset Management Program (NHS) funded project: Main Street Pavement Preservation.**

Project Description

The City of Union Gap has received federal NHS Asset Management Program funds for the Main Street Pavement Preservation Project. The project begins at the WSDOT turn-back limits on the south and extends north to Franklin Street, a total length of approximately 0.85 miles. Main Street is a four-lane principal arterial with curb and sidewalk. The existing pavement is in poor condition with rutting, cracking, and localized base failures. The planned improvements include milling and overlaying the existing pavement, patching failed sections, and restoring the roadway surface with a 2-inch HMA overlay. Curb is present along the entire segment, with gutters present in portions of the project area. Sidewalk conditions vary, and existing pedestrian facilities, including curb ramps, are not ADA compliant. The project will also include upgrading non-compliant ADA curb ramps and improving pedestrian crossings.

General Project Information

The total project cost for professional services and construction is approximately \$364,000. The DBE goal established for this project is 0%. Design is anticipated to begin in January 2026 and be complete by the end of 2028. The selected consultant will enter into a Cost Plus Fixed Fee agreement for this project and may include: plans, specifications, estimates, bid documents, and construction administration services. Price will not be a selection factor. Consultants shall be selected on their demonstrated ability to meet schedule requirements, familiarity with WSDOT/FHWA standards, and their DBE approach and commitment. The City will conduct discussions or interviews with three or more of the most highly qualified consultants following evaluation of SOQs before making a final selection for this project.

Evaluation Criteria

Statements of Qualifications for this solicitation shall be limited to twenty (20) pages excluding a one-page cover letter and front and back covers (if used). Selection criteria will include key personnel; familiarity with WSDOT/FHWA standards, LAG Manual and NEPA processes; firm experience with construction observation and administration; and past performance/references. Statement of Qualifications will be evaluated on a competitive basis using the above criteria. The jurisdiction will score the received Statement of Qualifications and may conduct interviews.

Submittal

SOQs shall be submitted electronically in PDF format to Jason Cavanaugh, Director of Public Works and Community Development, jason.cavanaugh@uniongapwa.gov by 10:00 a.m., Tuesday November 4, 2025. Questions regarding these services should be directed to Jason Cavanaugh, Director of Public Works and Community Development, City of Union Gap, 102 W Ahtanum Road, Union Gap, Washington, 98903. Phone: (509) 248-0432, Email: jason.cavanaugh@uniongapwa.gov.

Title VI Statement

The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

American with Disabilities Act (ADA) Information

The City, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities.

There is no DBE goal assigned by WSDOT for this project, but qualified disadvantaged, minority, and women-owned consultants are encouraged to respond. The City of Union Gap is an equal opportunity and affirmative action employer.

Dates of Publication:

October 14, 2025

October 21, 2025

October 28, 2025

Post: State Office of Minority and Women's Business Enterprises (OMWBE)

Request for Sole Source Consultant Services

Checklist for Submitting a Request for Sole Source Consulting Services

**(Adapted in part from a WSDOT Memorandum:
Request for Consultant Services, A&E Services Project Specific Sole Source)**

The following checklist must be provided with requests to use sole source consultant services, rather than competitive bid procedures, on a project:

Agency: City of Union Gap

Date: 11/17/2025

Project Title: Main Street Pavement Preservation

Federal-Aid Number: Not Assigned Yet

1. Checklist for a Supplement to an Existing Agreement

Description of the Existing Project:

Initials	Date or N/A	Checklist Items for a Supplement to an Existing Agreement
DD	11/17/2025	Date the project was originally advertised. 10/14/2025
	N/A	Date the original Agreement was executed.
	N/A	Completion date of the original Agreement.
	N/A	Total dollar amount of the original Agreement Click here to enter text.
	N/A	Date Supplemental Agreement Number 1 was executed.
	N/A	Completion date of Supplemental Agreement Number 1.
	N/A	Total dollar amount of Supplemental Agreement Number 1.
	N/A	Describe the reason(s) for Supplemental Agreement Number 1.

(Note: Using an electronic form of this checklist, provide the above information for each existing Supplemental Agreement, numbering the Supplements sequentially.)

2. Checklist for Both a New Agreement and Supplement to an Existing Agreement

Initials	Date or N/A	Checklist Items – New and Supplements to Agreements
DD	11/17/2025	Describe the proposed project for the Sole Source Agreement: The proposed project is the Union Gap Main Street Pavement Preservation Project, funded through the Federal NHS Asset Management Program. The project extends approximately 0.85 miles from the WSDOT turnback limits on the south to Franklin Street on the north. Work includes pavement milling, patching localized base failures, and placement of a 2-inch HMA overlay. Additional improvements include upgrading non-compliant ADA curb ramps, addressing variable sidewalk conditions, and improving pedestrian crossings to meet ADA standards.

Initials	Date or N/A	Checklist Items – New and Supplements to Agreements
DD	11/17/2025	State the specific intended purpose of the Agreement and describe the services and/or deliverables that are needed: (<i>Note: If two or more phases of work are anticipated, describe each phase separately.</i>) The purpose of this Agreement is to provide professional engineering services necessary to deliver the Main Street Pavement Preservation Project, funded through the 2025 NHS Asset Management Program. The project will rehabilitate approximately 0.85 miles of Main Street from the WSDOT turnback limits to Franklin Street. The roadway is in poor condition with severe rutting, cracking, and localized base failures, and existing pedestrian facilities are not ADA compliant. The Agreement will support all elements required to design and deliver the federally funded project, including preparing plans, specifications, and estimates (PS&E), developing bid documents, assisting with advertising and award, and providing construction administration services. Deliverables will include project design documents, cost estimates, ADA curb ramp upgrades, pavement restoration plans, and all supporting materials needed to meet WSDOT/FHWA requirements for federal project delivery.
DD	11/17/2025	Date that the sole source consulting services are desired. Upon approval from Council on 12/8/2025, the sole source consulting services are desired to begin immediately.
DD	11/17/2025	Duration of work/phase 1 of work Phase 1 (Preliminary Engineering) is anticipated to begin upon Council approval on 12/8/2025 and continue through December 2028, consistent with the project schedule in the NHS Asset Management Program application. (Repeat this line for each phase of work, numbering them sequentially.) Describe the funding sources of the project (including participation percentages): The project is funded entirely through the Federal NHS Asset Management Program. The total project cost is \$1,575,000, with 100% of the funding provided by the federal program and no local match required.
DD	11/17/2025	Provide the estimated cost of the services that will be performed by the sole source consultant”: The estimated cost for the services to be performed by the sole source consultant is \$169,000
DD	11/17/2025	Provide the estimated cost of services to be provided by a subconsultant: No subconsultant services are anticipated for this agreement; estimated subconsultant cost is \$0.
DD	11/17/2025	Describe the work to be performed by a subconsultant: No subconsultant work is anticipated for this agreement.

Initials	Date or N/A	Checklist Items – New and Supplements to Agreements
DD	11/17/2025	Provide justification for the use of sole source consultant services (i.e., how it was determined that competitive procurement is not appropriate for this project) by giving an explanation to the items listed below: The City of Union Gap conducted a competitive solicitation in accordance with WSDOT Local Agency Guidelines (LAG) requirements, including public advertisement and open solicitation for Statements of Qualifications. Only one SOQ was received by the published deadline. Because the procurement followed all competitive requirements and yielded a single qualified respondent, further advertisement is not expected to increase competition. The sole respondent demonstrated the necessary qualifications, experience with WSDOT/FHWA standards, and capability to perform the required services for this federally funded project. Re-advertising the project would delay delivery and jeopardize the federal schedule and authorization timelines associated with the NHS Asset Management Program. For these reasons, the use of a sole source consultant is justified, as the City complied with competitive solicitation requirements, received only one SOQ, and re-advertising would not be in the best interest of the project or the funding agency.
DD	11/17/2025	Describe the unique nature of the services and/or the unique qualifications, abilities or expertise of the consultant to meet the agency's needs (e.g., describe how they are highly specialized or one-of-a-kind, include other factors which may be considered, such as what is their past performance, cost effectiveness [learning curve], and /or the follow-up nature of the required services): HLA Engineering and Land Surveying, Inc. has unique qualifications that make them especially suited for this project. They are currently leading the City's Main Street Downtown Revitalization Phase 2 project, giving them direct, up-to-date familiarity with the Main Street corridor, its pavement structure, ADA deficiencies, and long-term design intent. HLA also prepared the NHS funding application for this project and has delivered more than 60 WSDOT/FHWA-funded projects, demonstrating specialized expertise in LAG procedures, NEPA compliance, ADA design, Buy America, and federal audit requirements. Their strong past performance on numerous Union Gap resurfacing and roadway projects ensures minimal learning curve, cost-effective delivery, and continuity with existing corridor planning efforts.
DD	11/17/2025	Describe other special circumstances which may be relevant, such as confidential investigations, copyright restrictions or time constraints. If time constraints are applicable, identify when the agency was on notice of the need for the services and the entity that imposed the constraints, explain the

Initials	Date or N/A	Checklist Items – New and Supplements to Agreements
		authority (if not obvious) of the entity to impose them, and provide the timelines within which the work must be accomplished. This project is funded through the NHS Asset Management Program, which imposes federal obligation and delivery deadlines administered by WSDOT Local Programs. The City must begin Preliminary Engineering immediately upon Council approval to maintain compliance with the federal timeline. Delays in consultant selection or re-advertisement would jeopardize the schedule for PE obligation, NEPA completion, PS&E development, and construction obligation, all of which must be completed within the timeframes established by WSDOT/FHWA.
DD	11/17/2025	Describe the availability of consultants in the location required (e.g., if the proposed consultant is the only source available in the geographical area, state the basis for this conclusion and the rationale for limiting the size of the geographical area selected): The City advertised this project in accordance with WSDOT LAG requirements, using open public solicitation without restricting the geographic area. Multiple qualified firms in the region were eligible to submit Statements of Qualifications; however, only one SOQ was received by the published deadline. Because the solicitation was open and publicly advertised, and the City did not limit the pool of respondents geographically, the single response reflects the availability of consultants for this specific scope at this time rather than any limitation imposed by the City.
DD	11/17/2025	Disadvantaged Business Enterprise (DBE) goals may apply on a federally funded project. Explain reason(s) for waiving DBE participation goals: WSDOT Local Programs established a 0% DBE goal for this NHS-funded project. Because the State determined that no DBE participation goal was required, there is no DBE target to waive.

Agency



Signature of Agency Official

11/17/2015

Date

Recommended Approval

Region Local Programs Engineer

Date

Approval

Local Programs

Date



City Council Communication

Meeting Date: November 24, 2025
From: Jason Cavanaugh, Director of Public Works & Community Development
Topic/Issue: Award of Bid – Street Sweeper Procurement

SYNOPSIS: On November 12, 2025, a bid opening was held at City Hall for the City of Union Gap Street Sweeper Procurement. A total of three (3) bids were received. The apparent low bid was submitted by PacWest Machinery, but the proposal was determined to be non-responsive due to exceptions taken to the required specifications.

The next lowest responsive and responsible bidder was Enviro-Clean Equipment, with a total bid of \$367,555.40, fully meeting all specification requirements. A Recommendation of Award letter is attached.

RECOMMENDATION: Adopt a resolution accepting the bid submitted by Enviro-Clean Equipment as the lowest responsive and responsible bid for the Union Gap Street Sweeper Procurement Project, in the amount of \$367,555.40, and authorizing the City Manager to execute all necessary procurement documents on behalf of the City.

LEGAL REVIEW: The City Attorney has reviewed.

FINANCIAL REVIEW: Funded through the CMAQ program.

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS:

1. Resolution
2. City of Union Gap Public Works *"Recommendation of Award"* letter
3. Bid Summary

CITY OF UNION GAP, WASHINGTON
RESOLUTION NO. _____

A RESOLUTION accepting the lowest responsible bidder, Enviro-Clean Equipment's bid, and awarding the contract for the Street Sweeper Procurement project to Enviro-Clean Equipment.

WHEREAS, the City advertised for bids for the Street Sweeper Procurement project;

WHEREAS, three bids were received and reviewed, and PacWest Machinery—the apparent low bidder—was determined to be non-responsive due to exceptions taken to the required specifications;

WHEREAS, Enviro-Clean Equipment submitted the lowest responsive and responsible bid in the amount of \$367,555.40;

NOW, THEREFORE, BE IT RESOLVED BY THE UNION GAP CITY COUNCIL as follows:

That the City accepts the lowest responsive and responsible bidder, Enviro-Clean Equipment, and awards the contract for the Street Sweeper Procurement project to Enviro-Clean Equipment in the amount of \$367,555.40.

PASSED this 24th day of November 2025.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney



CITY OF
UNION GAP
1883

November 19, 2025

City of Union Gap
102 W. Ahtanum Rd
Union Gap, WA 98903

Attn: Jason Cavanaugh, Public Works Director

Re: City of Union Gap
Street Sweeper Procurement
Recommendation of Award

Dear Mr. Cavanaugh:

The bid opening for the above-referenced procurement was held at the City of Union Gap at 11:00 a.m. on Wednesday, November 12, 2025. A total of three (3) bids were received. The apparent low bid was submitted by PacWest Machinery; however, after review, the proposal was determined to be non-responsive due to exceptions taken to the required specifications.

The next lowest responsive and responsible bidder is Enviro-Clean Equipment, with a total bid amount of \$367,555.40, fully meeting all specification requirements. Based on my review of the bid proposals and confirmation from WSDOT Local Programs that the City cannot accept bids with exceptions, I recommend awarding the procurement contract to Enviro-Clean Equipment in the amount of \$367,555.40.

Enclosed please find the Bid Summary for your review. Please let me know if you have any questions or need additional information.

Sincerely,

David Dominguez
Civil Engineer



City of Union Gap

Union Gap Street Sweeper Procurement

Federal Aid No. CM-1335(014)

Bid Opening Tabulation Sheet

Bid Opening Date: November 12, 2025 Time: 11:00 a.m. Location: Council Chambers - 102 W. Ahtanum Road, Union Gap, WA

#	Bidder Name	Base Bid	Sales Tax	Total Bid	Bid Bond (Y/N)	Notes / Irregularities
1	Enviro-Clean Equipment	\$339,700.00	\$27,855.40	\$367,555.40	Yes	Bidder Question
2	PacWest Machinery	\$305,000.00	\$25,010.00	\$330,010.00	Yes	Bidder Question
3	SWS Equipment	\$394,053.98	\$35,858.91	\$429,912.89	Yes	Bidder Question: City of Yakima Equivalent

Opened By: Lynette Bisconier

Witness: Jason Cavanaugh

David Dominguez

Remarks:



City Council Communication

Meeting Date: November 24, 2025
From: Jason Cavanaugh, Director of PW & Community Development
Topic/Issue: Ordinance – Amending UGMC Chapter 12.04 - Water Rates and Regulations

SYNOPSIS: Amending Union Gap Municipal Code Section 12.04 relating to water rates and regulations. It is necessary to modify the monthly water serviced rate to be paid to the City for the provision of water services.

Periodic updates are necessary to assure system needs are evaluated and addressed, and to meet City of Union Gap's priority capital improvement projects as recommended in the Water System Plan.

The following rates and charges are fixed for the use of facilities and furnishing of services of the waterworks system, to become effective for the first water billing occurring after the effective date listed.

RECOMMENDATION: Adopt and publish an ordinance amending Union Gap Municipal Code Chapter 12.04, Water Rates and Regulations.

LEGAL REVIEW: The City Attorney reviewed this updated ordinance.

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Ordinance

CITY OF UNION GAP, WASHINGTON
ORDINANCE NO. _____

AN ORDINANCE relating to utility rates; modifying the monthly water serviced rate to be paid to the City for the provision of water services; amending sections of the Union Gap Municipal Code (UGMC) Sections 12.0; providing for severability and establishing effective dates.

WHEREAS, it is necessary to modify water service rates and charges to meet City of Union Gap's priority capital improvement projects as recommended in the Water System Plan.

WHEREAS, periodic updates are necessary to assure needs are evaluated and potential issues addressed.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP DOES ORDAIN as follows:

Section 1. Union Gap Municipal Code (UGMC) Sections 12.04 *Water Rates and Regulations* amended.

Section 12.04 of the Union Gap Municipal Code is hereby amended as follows:

The following rates and charges are fixed for the use of facilities and furnishing of services of the waterworks system, to become effective for the first water billing occurring after January 1, 2026.

Chapter 12.04 - WATER RATES AND REGULATIONS

12.04.010 Connection permit.

All applications for water service from the municipal water system of the city shall be made to the public works director and no person shall make any connection with the water system of the city or add to an existing connection any additional unit without first making such application and securing from the public works director a permit for the making of such connection and all such connections shall be made under the supervision of the public works director.

12.04.015 Water rights.

All properties making new connections to the municipal water system, which property has, until the new connection, been served by an individual private well, shall be required to properly decommission the private exempt well and cooperate with the city in transferring all applicable water rights to the city of Union Gap. Property owners making

connections to the municipal water system who have decommissioned an exempt well and who have transferred water rights to the city of Union Gap shall be compensated for such decommissioning and for such transfer.

As and for compensation to such property owners, the city of Union Gap shall pay the costs associated with the decommissioning of the exempt well and the installation of the meter, but shall not pay the costs associated with the property owner's connection to the municipal water system, and the city shall not pay any infrastructure costs associated with the water system and applicable to any particular property upon connection to the municipal water system. After an exempt well is decommissioned on a property and water rights transferred, no new exempt well may thereafter be drilled on that property.

This section shall not have retroactive effect. Any properties that made connections to the municipal water system prior the effective date of this section are not considered "new" connections and not subject to the provisions of this section.

Property owners that have connected to the municipal water system prior to the effective date of subsection (a) of this section and still maintain private wells on their property may not thereafter discontinue use of municipal water for domestic service. In the event such a property owner does so discontinue use and thereafter utilizes a private well on their property, the property will be subject to the provisions of subsection (a) of this section at such time the property owner desires to continue use of the municipal water system.

12.04.020 Separate connections—Exception.

In making all connections with the municipal water system, each property capable of title transfer and each residence or business located on any one property and not joined with other residences or businesses thereon inseparably shall be considered as an individual consumer and each individual consumer shall be supplied through a separate service connection and meter; however, that in case of businesses not being capable of separate title transfer, the owner thereof may nevertheless by arrangement with the public works department provide for the property multiple service connections and meters to serve each of the various units located thereon; provided, however, that all buildings, although joined together by party wall or similar attachment, if nonetheless capable of separate title transfer, shall have, for each divisible part thereof, separate service connections and meters.

Each meter shall be of a size requested by the consumer, but in no event shall the meter be smaller than the service line from the meter to the building to be served.

12.04.023 Temporary use of city fire hydrants—Permit—Requirements.

(a) All persons desiring to connect to city fire hydrants for a temporary water supply must first submit an application on the application form provided by the city and must receive permission from the city prior to initiating the connection.

(b) Persons using a city hydrant as a temporary water supply shall pay a deposit on the City provided water meter and associated equipment as outlined below:

- i. One hundred-fifty dollars (\$150.00) for a three-quarters-inch or one inch meter; and
- ii. Four hundred-fifty dollars (\$450) for a 1 ½" meter; and
- iii. Eleven hundred dollars (\$1100.00) for a two-inch and above meter.

(c) In the event all city equipment is not promptly returned, or is returned in damaged condition, the user shall become liable to the city for the full replacement cost.

12.04.025 Fire services.

All fire service lines, including those supplying sprinkler fire protection systems and private fire hydrants, shall have a detector check installed at the property line of the premises being served.

All fire service connections between the city water mains and property lines shall be installed and maintained by the city public works department at the expense of the owner or occupant of the premises being served, and shall be the property of the city.

At the time of making application for such services the applicant shall file with the public works department detailed plans showing all piping installed or to be installed for fire protection, all fire gates, automatic sprinklers and all other outlets, gates or appurtenances. Each fire service connection shall have a gate valve with an adequate valve box installed between the main and the property line of the premises served. Each meter shall be housed in a vault.

Fire service connections shall not be used for combined fire protection and commercial purposes where separate service connections can be installed. The use of water through a fire service connection for any purpose other than the extinguishing of fire on the premises is prohibited unless a meter is installed to measure all water so used.

12.04.028 Fire service inspection.

The public works director shall inspect all fire service connections, including piping, valves and other appurtenances connected thereto, and the premises served thereby, at regular intervals and as often as found necessary.

The public works director shall keep a record of all inspections made. Should the public works director find that water is used for any purpose other than the extinguishing of a fire upon the premises through a fire service line not equipped with a meter capable of measuring the full flow of water, the owner or occupant will be given notice to discontinue such use. If such use is not discontinued within ten (10) days from such notice being given, water service to the premises shall be discontinued until such time as the owner or occupant presents a plan satisfactory to the public works director to comply with the requirements of such notice.

No charge will be made for water used in extinguishing fires.

12.04.030 Fee for connection-Infrastructure charge for water. Fee for Connection.

The charge for making a service connection, including fire hydrants and lines, from the main trunk line to the private water line of the applicant on the applicant's property shall be as set forth below in this section.

No water service will be provided until the connection fee has been paid in full, and no second or subsequent service connection will be allowed unless all previous connection fees have been paid.

These installation charges will be reviewed each year by the Public Works Director, by May 1st, to make any necessary updates.

(a) 2026 Water Service Installation Charges.

Item	¾" Service	1" Service
Corporation stop	223.76	279.51
Copper and poly pipe	123.00	198.00
Setter	258.83	486.33
Water meter	465.00	465.00
Meter box and lid	373.15	373.15
Gravel	300.00	300.00
Street surface repair	425.00	425.00
Sub-total	2168.74	2526.99
10% on materials	216.87	252.69
Equipment rental	450.00	450.00
Subtotal	2835.61	3229.68
8.2% sales tax	232.52	264.83
Sub-total	3068.13	3494.51
Labor	556.48	556.48
Total	3624.61	4050.99

- Meter Sizes: 1½", 2", 3", 4" and 6" (not listed above) will be billed at cost, plus 10%

(b) Infrastructure Charge for Water.

Infrastructure Charge Per Equivalent Residential Unit (ERU)

Infrastructure Charge	\$1,844.26 per ERU
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The infrastructure charge is based on equivalent residential units (ERUs). An ERU is a baseline number representing average residential household water consumption. An ERU will be applied to nonresidential flow by comparison to an average household (e.g., if a nonresidential customer uses fifty (50) times the flow of an average household, this use would be expressed as fifty (50) ERUs).

An ERU is one thousand four hundred (1,400) cubic feet of water per month, which is the normal water consumption for a single-family residence or a single residential unit on a multifamily service.

For connections other than a single-family residence or one residential unit on a multifamily service, the number of ERUs will be estimated based on available water meter usage data, to be reviewed following one year's water usage.

Reference may also be had to Table G2-1 of the Criteria for Sewage Works Design published by the Washington State Department of Ecology, which table is incorporated herein by this reference (including all amendments thereto) as if fully set forth. A refund or additional payment may be required following that review of one year's water usage period.

(c) Waiver of Infrastructure Charge for Water-eligible Transfer.

The infrastructure charge for water shall be waived for eligible transfers within the city.

An eligible transfer occurs when an existing business in the city connected to the city water system prior to February 25, 1999, relocates to a new business location within the city.

12.04.040 Utility deposit.

A utility deposit in the amount of seventy-five dollars (\$75.00) shall be paid by applicants for city water service when the premises to be served, whether residential or business, is to be occupied or used by a renter or lease holder.

A combined utility (water/sewer/garbage) deposit in the amount of one hundred fifty dollars (\$150.00) shall be paid by applicants for the same when the premises to be served, whether residential or business, is to be occupied or used by a renter or lease holder.

12.04.050 Water rates.

- (a) The following rates and charges are fixed for the use of facilities and furnishing of services of the waterworks system, to become effective for the first water billing occurring after January 1, 2026:

Monthly Ready to Serve Charge				
Effective Date	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
Residential Users:				
¾-inch meter	25.31	27.08	28.98	31.01
1-inch meter	35.85	38.36	41.05	43.92
Commercial Users:				
¾-inch meter	28.83	32.43	36.48	41.04
1-inch meter	41.75	46.97	52.84	59.45
1½-inch meter	52.82	59.42	66.85	75.21
2-inch meter	79.87	89.85	101.08	113.72
3-inch meter	122.95	138.32	155.61	175.06
4-inch meter	215.23	242.13	272.40	306.45
6-inch meter	568.93	640.05	720.06	810.07
Volume Charge (per 100 cubic feet)				
Effective Date	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
Residential Users:				
Volume charge	1.26	1.35	1.44	1.54
Commercial Users:				
Volume charge	1.39	1.56	1.76	1.98
Monthly Sprinkler Charge				
Effective Date	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
2-inch sprinkler	17.00	19.13	21.52	24.21
2½-inch sprinkler	21.29	23.95	26.94	30.31
4-inch sprinkler	34.04	38.30	43.09	48.48
6-inch sprinkler	51.04	57.42	64.60	72.68
8-inch sprinkler	68.05	76.56	86.13	96.90
10-inch sprinkler	85.23	95.88	107.87	121.35

Monthly Fire Service Standby Charge				
Effective Date	Jan. 1, 2025	Jan. 1, 2026	Jan. 1, 2027	Jan. 1, 2028
Residential Users:				
Fire Hydrant	34.47	38.78	43.63	49.08

(b) The rates and charges set forth above reflect an annual increase effective each January 1.

For Residential connections, starting on January 1, 2026 the rate increase for years 2026 through 2028 shall be set at a rate of seven (7) percent. The annual rate adjustment shall be three (3) percent or calculated using the percentage change in the Consumer Price Index (CPI) for the twelve (12) month period ending the immediately preceding June 30th, whichever is greater. The percentage increase shall be applied automatically to all rates and charges without further action by the City Council.

For Commercial connections, starting on January 1, 2026 the rate increase for years 2026 through 2028 shall be set at a rate of twelve and one half (12.5) percent. The annual rate adjustment shall be three (3) percent or calculated using the percentage change in the Consumer Price Index (CPI) for the twelve (12) month period ending the immediately preceding June 30th, whichever is greater. The percentage increase shall be applied automatically to all rates and charges without further action by the City Council.

(c) Each individual residential dwelling unit in a multifamily structure will be charged the three-fourths-inch meter monthly ready-to-serve charge per unit with a volume charge. Some examples of an "individual residential dwelling unit in a multifamily structure" include one apartment unit, one condominium unit, a mobile home or a manufactured home, or one unit in a duplex, triplex or four-plex.

(d) All users with meters larger than one inch shall be charged at the rate set for commercial users. Multifamily residential units with meters larger than one inch shall be charged per unit as described in subsection (c) above.

(e) There shall be a basic monthly charge of seventy-one dollars and sixty-one cents (\$71.61) for each bulk water service, plus three-dollars and ninety-three cents (\$3.93) per one hundred (100) cubic feet, at times and places specified by the public works director of the city. This basic monthly charge shall increase annually at the rate of twelve and one half (12.5) percent for years 2027 and 2028. Annual increases starting in year 2029 will be at a rate of three (3) percent, or calculated using the percentage change in the Consumer Price Index (CPI) for the twelve (12) month period ending the immediately preceding June 30th, whichever is greater. The percentage increase shall be applied

automatically to all rates and charges without further action by the City Council. The annual increase are effective each January 1 thereafter.

(f) The charge for the use of facilities and furnishing of meter service outside the city corporate limits shall be one hundred fifty (150) percent of the rates set above.

12.04.070 Connection size for more than two units.

Multiple-family residential units, such as apartments, motels and condominiums, and multiple occupancy commercial buildings, shall have service connections and meter sizes as prescribed by the public works director.

12.04.080 Mobile homes and house trailers served by one meter.

In the case of mobile homes and house trailers, whether they are located in courts, cabin camps or private premises, or elsewhere, the charge for water service shall be made against the individual to whom water service is supplied on the premises upon which such mobile home or house trailer is situated. In the event there are multiple mobile homes or house trailers located in a court, cabin camp, private premises or elsewhere and those mobile homes or house trailers are served by one meter, then the charge for water service shall be made against the person or party who has applied for and signed for water service for the premises.

12.04.090 More than one meter.

Where an individual consumer is supplied with water through more than one metered service, charges shall be computed separately for each individual meter. However, where a customer has installed more than one meter for accounting purposes only, and an injustice would result by reason of the customer paying more than one ready-to-serve charge for a single service, then only one ready-to-serve charge shall be imposed which charge shall be calculated based upon the largest meter size used by that customer.

12.04.100 Payment.

The charges and rates in this chapter shall be paid by the fifteenth day of the month following the month of billing, to the city treasurer, who is authorized and empowered to collect and receipt for such payments.

12.04.110 Penalty charges, disconnections and re-connections.

(a) A penalty of ten dollars (\$10.00) shall be charged on bills that have not been paid by the fifteenth of the month. A penalty notice will be mailed out to the address on file, and to the owner of the property if applicable, and will also serve as a ten-days notice that the account is delinquent and will be disconnected if not paid. Failure to receive a billing statement does not relieve the utility account from receiving charges or penalties. In addition to other lawful remedies to the city with regard to the collection of delinquent

water charges, the city is authorized to discontinue delivery of water to any residence when the occupant thereof has failed to pay the delinquent charges within ten (10) days after the charges become delinquent. Water charges are deemed to be delinquent if not received by the city by five o'clock p.m. on the fifteenth day of the month following the month of billing. If the date of disconnection falls on a Friday, weekend or holiday, disconnection will take place on the next regular business day. In the event the city discontinues water service and delivery to a residence, then delivery of water shall not be commenced until full payment of the entire account balance, including reconnection charges and penalties thereof, is made. Charges for re-connection shall be forty dollars (\$40.00).

(b) Prior to cut off of service, the person or persons owning and/or using the water service subject to cut off may request an additional ten-day extension or grace period. The ten-day grace period will stay the action to cut off services for an additional ten (10) days beyond the cutoff date specified in subsection (a) above. The city treasurer shall provide for the grace period when requested. The extension or grace period provided for in this subsection is only available twice in a calendar year. No additional grace periods are available. During the ten-day grace period the entire account balance must be paid. Where a person or persons owning and/or using the water service subject to cut off requests an extension and does not pay the entire account balance, including any reconnection charge, in full during the grace period, the water service will be discontinued and a forty dollar (\$40.00) re-connection charge will be assessed. Additionally, that person will be unable to request any further extensions under this subsection until the next calendar year.

(c) Water service shall not be cut off and discontinued under the provisions of this section where the delinquent amount is ten dollars (\$10.00) or less.

(d) Customers who have had their water service cut off and/or disconnected for nonpayment may request the city to reconnect their water service during qualifying heat-related events. The city may require the customer requesting the reconnection to enter into a repayment plan before service is reconnected, under the following criteria:

- (1) Monthly payments cannot exceed six percent of the customer's monthly income;
- (2) The payment plan should be designed to pay the past due bill by the following May 15 or as soon as possible thereafter, to comply with the six percent limit requirement;
- (3) Customers are allowed to agree to more than six percent of their monthly income, however, the customer would not be considered in default if they later fail to comply with the payment plan.

(e) Upon receiving a reconnection request from an eligible customer during or in anticipation of an announced heat-related event, the city shall promptly make reasonable attempts to reconnect water service. Service shall remain connected until the qualifying heat-related event has passed.

Editor's note— Ord. No. 3051, § 1, adopted Aug. 14, 2023, amended the title of § 12.04.110 to read as herein set out. The former § 12.04.110 title pertained to penalty charge for late payment.

12.04.120 Unlawful acts.

It is unlawful for any person to break, deface or damage any pipeline valve, water meter or other water works appliance or fixture, or to make any connection with the water system of the city, or to add to an existing connection any additional unit, or to use any water furnished by the system, without securing a permit therefor from the public works director, or to interfere in any manner with the proper operation of any part of the water system of the city.

It is unlawful for any person, except in case of fire upon the premises, to break or disturb any seal placed by the public works department or to open any fire hydrant or to use water through any fire service connection unless a meter is installed thereon.

Anyone found to have engaged in conduct rendered unlawful by this section shall be guilty of a criminal misdemeanor and subject to up to ninety (90) days in jail and a fine up to one thousand dollars (\$1,000.00).

12.04.130 - Impeding access to meters.

It is unlawful to block or otherwise impede water meters, pipeline valves, or other waterworks appliances, or fixtures, from access by city personnel.

This chapter includes, but is not limited to, parking vehicles, or otherwise placing any object or thing across, along, or over such meter, appliance, or fixture.

Anyone found to have engaged in conduct rendered unlawful by this section shall be found to have committed a civil infraction and subject to civil penalty of two hundred fifty dollars (\$250.00).

12.04.140 - Vehicle impound.

Any vehicle which violates Section 12.04.130 is subject to immediate impound.

The registered owner of the vehicle shall be responsible for all costs associated with the impound, including any charges for storage of the vehicle following impound.

Section 2. Effective Date.

This ordinance shall take effect on January 1, 2026.

Section 3. Severability.

Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the valid of the remaining portions of this Ordinance or its application to other persons or circumstances.

ADOPTED this 24th day of November, 2025.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney



City Council Communication

Meeting Date: November 24, 2025
From: Jason Cavanaugh, Director of Public Works & Community Development
Topic/Issue: Resolution - WSDOE - Stormwater Capacity Agreement #WQSWCAP-2527-
UniGap 00190

SYNOPSIS: The purpose of this Agreement, between the City and the Washington State Department of Ecology, is to provide funds to carry out the requirements described in reference to the 2025-2027 Biennial Stormwater Capacity Grant. This project will assist Phase I & II Permittees in implementation or management of municipal stormwater programs by reducing stormwater pollutants discharged to state water bodies. The grant amount is \$120,000.

RECOMMENDATION: Adopt a resolution authorizing the City Manager to sign Agreement WQSWCAP-2527-UniGap-00190, with the Washington State Department of Ecology, for the 2025-2027 Biennial Stormwater Capacity Grant.

LEGAL REVIEW: City Attorney has reviewed this resolution.

FINANCIAL REVIEW:

BACKGROUND INFORMATION:

ADDITIONAL OPTIONS:

ATTACHMENTS:

1. Resolution
2. WSDOE Stormwater Capacity Agreement #WQSWCAP-2527-UniGap 00190

**CITY OF UNION GAP, WASHINGTON
RESOLUTION NO.**

A RESOLUTION authorizing the City Manager to sign Agreement WQSWCAP-2527-UniGap-00190, with the Washington State Department of Ecology, for the 2025-2027 Biennial Stormwater Capacity Grant Program.

WHEREAS, the Washington Department of Ecology can facilitate the distribution of grant money funds to the City of Union Gap for its use in improving stormwater management and water quality protection with the development and implementation of a stormwater management program; and

WHEREAS, in order to participate in such funding, the City of Union Gap must comply with various requirements as set forth in the document titled "Washington State Department of Ecology Agreement No. WQSWCAP-2527-UniGap-00190"; and

WHEREAS, it is the desire of the City to enter into the agreement, and accept the grant funding of \$120,000, for the purpose of ensuring that Union Gap improves stormwater management and water quality protection; and

WHEREAS, this project will assist Phase I & II Permittees implementation or management of municipal stormwater programs by reducing stormwater pollutants discharged to state water bodies.

NOW, THEREFORE, BE IT RESOLVED BY THE UNION GAP CITY COUNCIL as follows:

The City Manager is authorized to sign Agreement WQSWCAP-2527-UniGap-00190, with the Washington State Department of Ecology, for the 2025-2027 Biennial Stormwater Capacity Grant Program.

PASSED this 24th day of November, 2025.

John Hodkinson, Mayor

ATTEST:

APPROVED AS TO FORM:

Lynette Bisconer, City Clerk

Jessica Foltz, City Attorney



Agreement No. WQSWCAP-2527-UniGap-00190

WATER QUALITY STORMWATER CAPACITY AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF UNION GAP

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY,” and City of Union Gap, hereinafter referred to as the “RECIPIENT,” to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	2025-2027 Biennial Stormwater Capacity Grant
Total Cost:	\$120,000.00
Total Eligible Cost:	\$120,000.00
Ecology Share:	\$120,000.00
Recipient Share:	\$0.00
The Effective Date of this Agreement is:	07/01/2025
The Expiration Date of this Agreement is no later than:	03/31/2027
Project Type:	Capacity Grant

Project Short Description:

This project will assist Phase I and II Permittees in implementation or management of municipal stormwater programs.

Project Long Description:

N/A

Overall Goal:

This project will improve water quality in the State of Washington by reducing stormwater pollutants discharged to state water bodies.

RECIPIENT INFORMATION

Organization Name: City of Union Gap

Federal Tax ID: 91-6001287

UEI Number: R9B9C53VD1G3

Mailing Address: PO Box 3008
Union Gap, WA 98903

Physical Address: 102 W Ahtanum Rd

Organization Email: david.dominguez@uniongapwa.gov

Contacts

Project Manager	David Dominguez Civil Engineer 102 W Ahtanum Rd Union Gap, Washington 98903 Email: david.dominguez@uniongapwa.gov Phone: (509) 249-9211
Billing Contact	Lynette Bisconer Director of Finance & Administration 102 W Ahtanum Rd Union Gap, Washington 98903 Email: lynette.bisconer@uniongapwa.gov Phone: (509) 248-0432
Authorized Signatory	Gregory Cobb City Manager 102 W Ahtanum Rd Union Gap, Washington 98903 Email: gregory.cobb@uniongapwa.gov Phone: (509) 248-0432

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Water Quality
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Water Quality
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Kyle Graunke PO Box 47600 Olympia, Washington 98504-7600 Email: kygr461@ecy.wa.gov Phone: (360) 628-3890
Financial Manager	Kyle Graunke PO Box 47600 Olympia, Washington 98504-7600 Email: kygr461@ecy.wa.gov Phone: (360) 628-3890

SCOPE OF WORK

Task Number: 1 Task Cost: \$5,000.00

Task Title: Project Administration/Management

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: Maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; and the EAGL (Ecology Administration of Grants and Loans) recipient closeout report (including photos, if applicable). In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be available upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY's grant and loan administrative requirements.

Task Expected Outcome:

- * Timely and complete submittal of requests for reimbursement, quarterly progress reports, and Recipient Closeout Report.
- * Properly maintained project documentation.

Project Administration/Management

Deliverables

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges or changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Closeout Report (EAGL Form).	

SCOPE OF WORK

Task Number: 2 Task Cost: \$115,000.00

Task Title: Permit Implementation

Task Description:

Conduct work related to implementation of municipal stormwater National Pollutant Discharge Elimination System (NPDES) permit requirements. If the RECIPIENT is out of compliance with the Municipal Stormwater National Pollutant Discharge Elimination System (NPDES) permit, the RECIPIENT will use funds to attain compliance where applicable. The following is a list of elements projects may include:

- 1) Public education and outreach activities, including stewardship activities.
- 2) Public involvement and participation activities.
- 3) Illicit discharge detection and elimination (IDDE) program activities, including:
 - a) Mapping of municipal separate storm sewer systems (MS4s).
 - b) Staff training.
 - c) Activities to identify and remove illicit stormwater discharges.
 - d) Field screening procedures.
 - e) Complaint hotline database or tracking system improvements.
- 4) Activities to support programs to control runoff from new development, redevelopment, and construction sites, including:
 - a) Development of an ordinance and associated technical manual or update of applicable codes.
 - b) Inspections before, during, and upon completion of construction, or for post-construction long-term maintenance.
 - c) Training for plan review or inspection staff.
 - d) Participation in applicable watershed planning effort.
- 5) Pollution prevention, good housekeeping, and operation and maintenance program activities, such as:
 - a) Inspecting and/or maintaining the MS4 infrastructure.
 - b) Developing and/or implementing policies, procedures, or stormwater pollution prevention plans at municipal properties or facilities.
- 6) Annual reporting activities.
- 7) Establishing and refining stormwater utilities, including stable rate structures.
- 8) Water quality monitoring to implement permit requirements for a Water Cleanup Plan (Total Maximum Daily Load (TMDL)). Note that any monitoring funded by this program requires submittal of a Quality Assurance Project Plan (QAPP) that ECOLOGY approves prior to awarding funding for monitoring. Monitoring must directly meet a Phase I or II permit requirement.
- 9) Structural stormwater controls program activities (Phase I permit requirement).
- 10) Source control for existing development (Phase I permit requirement), including:
 - a) Inventory and inspection program.
 - b) Technical assistance and enforcement.
 - c) Staff training.
- 11) Equipment purchases that result directly in improved permit compliance. Equipment purchases must be specific to implementing a permit requirement (such as a vacuum truck) rather than general use (such as a pick-up truck). Equipment purchases over \$5,000.00 must be pre-approved by ECOLOGY.

Documentation of all tasks completed is required. Documentation may include field reports, dates and number of inspections conducted, dates of trainings held and participant lists, number of illicit discharges investigated and removed, summaries of planning, stormwater utility or procedural updates, annual reports, copies of approved QAPPs, summaries of structural or source control activities, summaries of how equipment purchases have increased or

improved permit compliance.

Ineligible expenses include capital construction projects, incentives or give-a-ways, grant application preparation, Technology Assessment Protocol - Ecology (TAPE) review for proprietary treatment systems, or tasks that do not support Municipal Stormwater Permit implementation.

Task Goal Statement:

This task will improve water quality in the State of Washington by reducing the pollutants delivered by stormwater to lakes, streams, and the Puget Sound by implementing measures required by Phase I and II NPDES permits.

Task Expected Outcome:

RECIPIENTS will implement measures required by Phase I and II NPDES permits.

Permit Implementation

Deliverables

Number	Description	Due Date
2.1	Documentation of tasks completed	

BUDGET

Funding Distribution EG260250

NOTE: The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.

Funding Title: 2025-2027 Stormwater Capacity Grant Funding Type: Grant
Funding Effective Date: 07/01/2025 Funding Expiration Date: 03/31/2027

Funding Source:

Title: Model Toxics Control Stormwater Account (MTCSA)

Fund: FD

Type: State

Funding Source %: 100%

Description: MTCSA

Approved Indirect Costs Rate: Approved State Indirect Rate: 30%

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

2025-2027 Stormwater Capacity Grant	Task Total
Grant and Loan Administration	\$ 5,000.00
Permit Implementation	\$ 115,000.00

Total: \$ 120,000.00

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
2025-2027 Stormwater Capacity Grant	0.00 %	\$ 0.00	\$ 120,000.00	\$ 120,000.00
Total		\$ 0.00	\$ 120,000.00	\$ 120,000.00

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY

EXCLUSION:

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
4. The RECIPIENT/CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
5. The RECIPIENT/CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.sam.gov <http://www.sam.gov> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov>.

For more details on FFATA requirements, see www.fsr.gov <http://www.fsr.gov>.

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf) <https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\)](https://sam.gov/SAM) <https://sam.gov/SAM> exclusion list.

GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

07/01/2023 Version

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/2301002.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
 - * For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.
 - For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section

106).

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
- Make the IDP readily available to anyone working at the project site.
- Discuss the IDP with staff, volunteers, and contractors working at the project site.
- Implement the IDP when Cultural Resources or human remains are found at the project site.

c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.

- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.

d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.

- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.

e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.

b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.

c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.

d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.

e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.

f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.

g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.

i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according

to this Agreement, as appropriate, or upon completion of an audit as specified herein.

j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures.

RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.

e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: <http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: <https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
- e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
- f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
 - 1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
 - 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
- g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT. RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.

b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination. Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the

funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions

CONSENT AGENDA

UNION GAP CITY COUNCIL REGULAR MEETING
UNION GAP COUNCIL CHAMBERS
Union Gap, Washington
November 10, 2025, Regular Meeting
MINUTES

Call to Order

Mayor Hodkinson called the Regular Meeting of the Union Gap City Council to order at 6:00 p.m.

Council Members Present

Council Members Dailey, Galloway, Wentz, Fredrickson, Schilling, and Sewell were present.

Staff Present

City Manager Cobb, City Attorney Rio, Police Chief Soptich, Fire Chief Markham, Finance & Administration Director Bisconer, and Civil Engineer Dominguez were present.

Audience Present

See attached list.

Pledge of Allegiance

Council Member Galloway led the Pledge of Allegiance.

Consent Agenda

Motion by Council Member Wentz, second by Council Member Galloway, to approve the consent agenda as follows:

Regular Council Meeting Minutes, dated October 13, 2025, as attached to the agenda and maintained in electronic format

Regular Council Meeting Minutes, dated October 27, 2025, as attached to the agenda and maintained in electronic format

Claims Vouchers – EFT's, and Check No's 111250 through 111312 for November 10, 2025, in the amount of \$280,690.40

Petty Cash Vouchers – Check No. 1942, in the amount of \$120.00

Advance Travel Vouchers – Check No's 1372 through 1375 in the amount of \$1,123.65

USDA Voucher – EFT for October 1, 2025 in the amount of \$114,307.00

Motion carried unanimously.

CITY OF UNION GAP REGULAR COUNCIL MEETING MINUTES – November 10, 2025

Finance & Administration

Resolution No. – 25-76 – ILA – Joint Purchase of Fire Apparatus Motion by Council Member Wentz, second by Council Member Galloway, to approve Resolution No. – 25-76 – ILA – Joint Purchase of Fire Apparatus. Motion carried unanimously.

Ordinance No. 3131 – Interfund Loan – Ladder Truck Motion by Council Member Wentz, second by Council Member Sewell to adopt Ordinance No. – 3131 – Interfund Loan – Ladder Truck. Motion carried unanimously.

Police

Resolution No. – 25-77 – Interlocal Agreement – Inmate Housing with City of Sunnyside Motion by Council Member Wentz, second by Council Member Dailey to approve Resolution No. – 25-77 – Interlocal Agreement Inmate Housing with City of Sunnyside. Motion carried unanimously.

Public Works & Community Development

Ordinance No. – 3132 – Amending & Replacing Union Gap Municipal Code section 5.04.110, Classification-Collection-Fee, and section 5.04.112 Annual Rate Increase Motion by Council Member Wentz, second by Council Member Galloway to approve Ordinance No. – 3132 - Amending & Replacing Union Gap Municipal Code section 5.04.110, Classification-Collection-Fee, and section 5.04.112 Annual Rate Increase. Motion carried unanimously.

Committee Reports

Council Member Schilling reported the availability of the Washington Collaborative Elected Leaders packet for review. She noted that the packet contains information relevant to the class she attended last year.

Items from the Audience:

Rick Green addressed the Council to express his concern about Code Enforcement fines related to weed control on a right-of-way adjacent to his property. He questioned the legitimacy of the ordinance and stated his intent to pursue legal action against the City. Mr. Green also expressed interest in running for City Council in the upcoming election. City Manager Cobb suggested that Mr. Green schedule a meeting with the Police Chief and himself to discuss the Code Enforcement situation further.

CITY OF UNION GAP REGULAR COUNCIL MEETING MINUTES – November 10, 2025

City Manager Report

City Manager Cobb reported that the Yakima Valley Conference of Government (YVCOG) General Meeting is scheduled for March 18, 2026, at the Community Center; Cobb also reported that the Audit Exit Meeting will be held on December 3rd. Council Members Schilling, Hodkinson, Galloway, and Fredrickson expressed their intent to attend the Audit Exit Meeting.

Communications/Questions/
Comments

None.

Development of Next Agenda

None.

Adjournment of Meeting

Mayor Hodkinson adjourned the regular meeting at 6:21 p.m.


Gregory Cobb, City Manager

ATTEST:


Lynette Bisconer, City Clerk

6:00 P.M. ~ November 10, 2025

ADDRESS

Ricky Groom	11/10/2025	109 E. WA. STR
CHRIS MUNSON	11/10/2025	
Jeanna Hernandez	11/10/25	Yakima
Ledia Galloway	11-10-25	2781-5 TH ST



City Council Communication

Meeting Date: November 24, 2025
From: Lynette Bisconer, Director of Finance and Administration
Topic/Issue: Claim Vouchers – November 24, 2025

SYNOPSIS: Claim Vouchers Dated November 24, 2025

RECOMMENDATION: Request Council to approve EFTs and Voucher No. 111313 and Vouchers Nos. 111321 through 111393 in the amount of \$399,142.80.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Claim Voucher Register
2. Detailed Claim Voucher Register

WARRANT/CHECK REGISTER

CITY OF UNION GAP

Time: 10:10:49 Date: 11/19/2025

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Trans	Date	Type	Acct #	War #	Claimant	Amount	Memo
6870	11/10/2025	Claims	2	EFT	US BANK - CHECKING	32.00	INV MAINT FEE - 10/2025
6974	11/18/2025	Claims	2	EFT	US BANK - CHECKING	281.52	ANALYSIS FEE - 10/2025
6987	11/18/2025	Claims	2	EFT	WA STATE DEPT OF REVENUE	18,569.64	EXCISE TAX 10/2025
6992	11/24/2025	Claims	2	EFT	CENTURY LINK - LD	67.50	LONG DISTANCE - 11/2025
6993	11/24/2025	Claims	2	EFT	OFFICE DEPOT-CITY HALL	127.98	STEEL RULER, SCISSORS, STAPLE REMOVER, & 4PK COMBO INK CARTRIDGE
6994	11/24/2025	Claims	2	EFT	SPECTRUM ENTERPRISE	347.45	CIVIC CENTER TV SERVICE - 10/2025; LIBRARY & COMMUNITY CENTER TV SERVICE - 11/2025
6995	11/24/2025	Claims	2	EFT	US BANK CARDMEMBER SVC	6,776.81	HDMI 4K 50" CABLE; HOT CUPS & LIDS; BREAKFAST & LUNCH FOR SGT TESTING; GIFT CARDS FOR 2025 PUMPKIN CONTEST; PUMPKINS FOR 2025 PUMPKIN CONTEST; COSTCO CAKES - CELEBRATION FOR OFFICE J. BROWNELL & A. LE
6768	11/06/2025	Claims	2	111313	REPUBLIC PUBLISHING CO	902.80	ADVERTISEMENT FOR BIDS - NEW PM - CERTIFIED STREET SWEEPER
6996	11/24/2025	Claims	2	111321	JESUS ULISES ADAME RANGEL	190.60	2025 SAFETY BOOT REIMBURSEMENT - J. ADAME
6997	11/24/2025	Claims	2	111322	ADVANCED TRAVEL EXP. FUND	253.00	REIMBURSE # 1246 - LECC TRAINING - SEATTLE, WA - B. NUNEZ
6998	11/24/2025	Claims	2	111323	AMAZON CAPITAL SERVICES, INC	374.58	HDMI ADAPTER & 3 TIER UTILITY CART; IPHONE 16 PHONE CASE PROTECTORS
6999	11/24/2025	Claims	2	111324	SAMANTHA BARTH	21.43	OVERPAYMENT REFUND - UB ACT #15750 - 308 W CALIFORNIA STREET
7000	11/24/2025	Claims	2	111325	BASIN DISPOSAL OF YAKIMA, LLC	130,705.96	GARBAGE/RECYCLING SERVICE - 11/2025
7001	11/24/2025	Claims	2	111326	BATTERIES PLUS BULBS	54.13	CUSTOM BATTERY PACK 3 CELL TEC9003
7002	11/24/2025	Claims	2	111327	CANON FINACIAL SERVICES	241.94	PD COPIERS - 11/2025
7003	11/24/2025	Claims	2	111328	CASCADE NATURAL GAS CORP	1,209.89	CIVIC CAMPUS - 10/2025; FIRE DEPT - 10/2025 & PD ANNEX BLDG - 10/2025; LIBRARY & COMMUNITY CENTER - 10/2025; 4401 1/2 MAIN STREET & 4401 MAIN STREET # 2 - 10/2025
7004	11/24/2025	Claims	2	111329	CENTRAL WA AG MUSEUM	9,500.00	GENERAL MGR SVC - 10/2025 - P. STRATER & C. REESE; 2026 SPONSORSHIP DEVELOPMENT ACTIVITY - 10/01/2025 - 10/31/2025
7005	11/24/2025	Claims	2	111330	CENTRAL WASHINGTON FAIR ASSOC.	3,266.67	SPF SALES/MARKETING - 11/2025
7006	11/24/2025	Claims	2	111331	CHRISTENSEN, INC.	1,072.65	PD FUEL - 11/01/2025 - 11/15/2025
7007	11/24/2025	Claims	2	111332	CI INFORMATION MANAGEMENT	308.60	PD SHRED SERVICE - 10/2025; CITY HALL SHRED SERVICE - 10/2025
7008	11/24/2025	Claims	2	111333	CINTAS CORP #605	79.57	CIVIC CENTER & PD MAT SERVICE - 11/14/2025
7009	11/24/2025	Claims	2	111334	CITY OF YAKIMA	1,108.97	11 E COLI TESTS - 11/14/2025
7010	11/24/2025	Claims	2	111335	CLASSIC CAR WASH	104.00	PD CAR WASHES - 10/2025
7011	11/24/2025	Claims	2	111336	COPIERS NORTHWEST	186.33	PD COPIERS LEASE - 10/2025
7012	11/24/2025	Claims	2	111337	CORE & MAIN LP	3,311.78	WATER PARTS - SOLARITY

WARRANT/CHECK REGISTER

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7013	11/24/2025	Claims	2	111338	JOHN COURIER	36.54	OVERPAYMENT REFUND - UB ACCT # 2471 - 1812 S 18TH STREET
7014	11/24/2025	Claims	2	111339	CURTIS BLUE LINE		Incorrect Inv selected
7015	11/24/2025	Claims	2	111340	DAILY JOURNAL OF COMMERCE	779.10	AD FOR BIDS - STREET SWEEPER
7016	11/24/2025	Claims	2	111341	DAY WIRELESS	235.55	2139 TECHNICIAN LABOR
7017	11/24/2025	Claims	2	111342	DLT SOLUTIONS, LLC	223.92	SALES TAXES FOR ANNUAL SUBSCRIPTION RENEWAL INV # 5362291A
7018	11/24/2025	Claims	2	111343	MARGITA A. DORNAY	19,500.00	PROSECUTING ATTORNEY - 11/2025
7019	11/24/2025	Claims	2	111344	EDGE CONSTRUCTION SUPPLY	89.33	AERVOE CONST GREEN INVERTED MARKING PAINT
7020	11/24/2025	Claims	2	111345	ROSA FLORES	500.00	CLEANING/DAMAGE DEPOSIT REFUND - ACTIVITIES BLDG RENTAL - 11/08/2025
7021	11/24/2025	Claims	2	111346	H.D. FOWLER COMPANY	458.36	2" MIPS QUICK JOINT BRASS BALL CORP VALVE
7022	11/24/2025	Claims	2	111347	HLA ENGINEERING & LAND SURVEYING INC	61,013.78	PROFESSIONAL ENGINEER SERVICES - 10/2025
7023	11/24/2025	Claims	2	111348	INLAND FIRE PROTECTION INC	204.06	INSPECTION JOB #44479364 - 10/31/2025 - CIVIC CENTER, 10 LB TEAR DOWN - FIRE DEPT STATION #96
7024	11/24/2025	Claims	2	111349	INTERSTATE BATTERIES OF COLUMBIA VALLEY	161.31	MT-24F
7025	11/24/2025	Claims	2	111350	INTOXIMETERS	258.33	DRYGAS 55L/223PPM
7026	11/24/2025	Claims	2	111351	JOHN DEERE FINANCIAL	308.91	2XL LIME CLASS HI-VISIBLE PANTS & MENS INSULATED BIB BLACK 2XL; 25 X 33 BALE STACK COVER; RETURN OF MENS 3XL WINTER GEAR JACKET
7027	11/24/2025	Claims	2	111352	KAZCADE ENGRAVING & TROPHIES	110.36	8X10 PLAQUE & ENGRAVED PLATE - A. MARKHAM
7028	11/24/2025	Claims	2	111353	KELLEY CREATE	59.52	CONTRACT BASE FEE - 11/14/2025 - 12/13/2025
7029	11/24/2025	Claims	2	111354	KITTITAS & YAKIMA VALLEY UC	125.00	WORK RELATED EXAM - 10/29/2025 - J. ADAME
7030	11/24/2025	Claims	2	111355	LYNN PEAVEY COMPANY	148.09	EVIDENCE TAPE
7031	11/24/2025	Claims	2	111356	M SEVIGNY CONSTRUCTION	1,053.33	WATER DEPOSIT REFUND - UB ACCT # 15861 - 1175 MARKET STREET - HYDRANT METER
7032	11/24/2025	Claims	2	111357	MALLORY SAFETY & SUPPLY LLC	865.43	MAKOG-003 MEC7 SENSOR MOISTURE
7033	11/24/2025	Claims	2	111358	MANSFIELD ALARM CO INC	521.51	FIRE DEPT - 107 W. AHTANUM RD - AES RADIO MONITORING - 12/01/2025 - 02/28/2026; CIVIC CENTER - 102 W AHTANUM RD - FIRE ALARM & SECURITY ALARM MONITORING - 12/01/2025 - 02/28/2026
7034	11/24/2025	Claims	2	111359	MENKE JACKSON BEYER LLP	2,303.70	10TH AVE BRIDGE REPLACEMENT; RE PROPERTY PURCHASE - 10/2025
7035	11/24/2025	Claims	2	111360	MINUTEMAN PRESS	698.00	#10 SECURITY TINT WINDOW ENVELOPES, REGULAR, NO PERMIT -BNW LOGO ONLY, #10 SECURITY TINT ENVELOPES, & DOOR HANGERS
7036	11/24/2025	Claims	2	111361	ROBERT R NORTHCOTT	525.00	PUBLIC DEFENDER

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7037	11/24/2025	Claims	2	111362	OFFICE SOLUTIONS NORTHWEST	156.87	CONSERVE PLASTIBANDS, SMEAD SUPERTAB FILE FOLDERS, COPY PAPER, HIGHLIGHTERS, & POST IT NOTES; COPY PAPER
7038	11/24/2025	Claims	2	111363	PACIFIC POWER	6,975.88	FIRE DEPT - 11/2025 & PD ANNEX BLDG - 11/2025; CIVIC CAMPUS - 11/2025; LIBRARY/COMMUNITY CENTER - 10/2025; LIFT STATION - 11/2025
7039	11/24/2025	Claims	2	111364	PEOPLE FOR PEOPLE	2,400.00	SENIOR NUTRITION TEMPORARY SITE MANAGER - 10/2025
7040	11/24/2025	Claims	2	111365	CARLOS JAVIER PERDOMO	132.02	2025 SAFETY BOOT REIMBURSEMENT - C. PERDOMO
7041	11/24/2025	Claims	2	111366	PETTY CASH	19.69	MISC RECEIPTS - 11/2025
7042	11/24/2025	Claims	2	111367	DANIEL B. POLAGE	8,400.00	PUBLIC DEFENDER SERVICE - 11/2025
7043	11/24/2025	Claims	2	111368	POLLARDWATER.COM	292.36	QC PITOT GA LFI CASE & HYD FLOW NOZ 2-1/2 NST
7044	11/24/2025	Claims	2	111369	REPUBLIC PUBLISHING CO	1,878.70	SUMMARY OF ORDINANCES PASSED - NO. 3130; NOTICE OF PUBLIC HEARING - 11/24/2025 - 2026 FINAL BUDGET; ADVERTISEMENT FOR BIDS - NEW PM - CERTIFIED STREET SWEEPER; NOTICE OF ENVIRONMENTAL REVIEW - 2500 S
7045	11/24/2025	Claims	2	111370	SHUEL'S LUMBER CO.	436.48	4X4 - 12FT PRE TREATED POSTS & 2X6 - 8FT, ROUTER BIT, & 1BTX92
7046	11/24/2025	Claims	2	111371	SINCLAIR BROADCAST GROUP	165.00	TV ADS - AGRICOPIA 2025
7047	11/24/2025	Claims	2	111372	DON C. SMITH	1,064.80	LEOFF 1 RETIREE RX
7048	11/24/2025	Claims	2	111373	STATE AUDITOR'S OFFICE	16,353.60	2024 AUDIT - AUDIT # 62481 - 10/2025
7049	11/24/2025	Claims	2	111374	THE JANITOR'S CLOSET	239.23	CIVIC CENTER SUPPLIES - TOWELS, FOAM SOAP, & REGULAR SOAP
7050	11/24/2025	Claims	2	111375	THE REAL YELLOW PAGES	211.00	PARK AD - WHITE & YELLOW PAGES - 11/2025
7051	11/24/2025	Claims	2	111376	TRAFFIC SAFETY SUPPLY CO INC	56.66	4X4 WOOD POST CAP 12" BLADE
7052	11/24/2025	Claims	2	111377	U.S. CELLULAR	888.27	PD PHONE SERVICE - 10/2025
7053	11/24/2025	Claims	2	111378	UNION GAP POLICE EMPLOYEES FOUNDATION	80.00	2 MILE FUN RUN PARTICIPANT REGISTRATION
7054	11/24/2025	Claims	2	111379	UNITED STATES POSTMASTER	1,053.93	UB POSTAGE - 11/2025
7055	11/24/2025	Claims	2	111380	VINTIQUES OF YAKIMA	7,500.00	VINTIQUES OF YAKIMA 2025 SUPPLIES & ADVERTISEMENT - LTAC REIMBURSEMENT
7056	11/24/2025	Claims	2	111381	WA STATE TREASURER	17,099.24	CJRS-10/2025
7057	11/24/2025	Claims	2	111382	WEAVER DISTRIBUTING	16.10	METAL SCREWS, HEX ZINC, & WASHERS; 3/4 DROP IN STEEL ANCHOR ZINC & SOCKER SET SCREWS
7058	11/24/2025	Claims	2	111383	GENE E. WEINMANN	90.00	CDBG COORDINATOR
7059	11/24/2025	Claims	2	111384	WELLS FARGO VENDOR FIN SERV	1,043.64	KYOCERA TASKALFA 6054C1 LEASE - 11/2025
7060	11/24/2025	Claims	2	111385	YAKIMA CO DEPT OF CORRECTIONS	59,260.98	INMATE HOUSING & MEDICAL - 10/2025
7061	11/24/2025	Claims	2	111386	YAKIMA CO FINANCIAL SERVICES	477.44	LIQUOR BOARD PROFITS - 3RD QTR 2025

WARRANT/CHECK REGISTER

CITY OF UNION GAP

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7062	11/24/2025	Claims	2	111387	YAKIMA CO PUBLIC SERVICES	878.25	GRAVEL ROAD SURFACE STABILIZATION - LABOR, SUPPLIES, & EQUIPMENT; CREDIT FOR SUPPLIES BILLED IN ERROR
7063	11/24/2025	Claims	2	111388	YAKIMA CO TREAS PROSECUTING	234.04	CVC-10/2025
7064	11/24/2025	Claims	2	111389	YAKIMA COOPERATIVE ASSN	352.06	CITY HALL GENERATOR - 75.8000 GALLONS & WINTERIZER
7065	11/24/2025	Claims	2	111390	YAKIMA REG.CLEAN AIR AUTHORITY	896.50	2025 SUPPLEMENTAL INCOME PRO RATA SHARE FEE - 4TH QTR 2025
7066	11/24/2025	Claims	2	111391	YAKIMA WASTE SYSTEMS INC	899.83	WASTE SERVICE - 10/2025
7067	11/24/2025	Claims	2	111392	YORKS PEST CONTROL, LLC	281.32	GENERAL PEST CONTROL - LIBRARY & COMMUNITY CENTER - 09/08/2025; GENERAL PEST CONTROL - CIVIC CENTER - 09/08/2025
7074	11/24/2025	Claims	2	111393	CURTIS BLUE LINE	33.98	16" NICKEL TIE BAR - BRETT SEDGE; SZ 34W WOOL LT CLASSIC PANTS - H. KINCAID; RETURN OF SZ 8/REGULAR BLACK WOMAN'S V2 TACTICAL PANTS - H. KINCAID; CLASS A PANTS - SIZE 30W DARK NAVY

001 Current Expense Fund	127,799.98
101 Street Fund	3,373.45
107 Lodging Tax Fund	13,766.67
108 Tourism Promotion Area Fund	6,665.00
114 Seniors Activity Fund	328.67
128 Transit System Fund	5,421.47
130 Community Policing Fund	329.89
170 Housing Rehabilitation Fund	90.00
306 Park Development Reserve Fund	1,250.00
321 Street Development Reserve Fund	1,742.00
324 Infrastructure Reserve Fund	6,085.00
401 Water Fund	12,991.26
402 Garbage Fund	141,376.00
403 Sewer Fund	12,103.86
404 Water Improvement Reserve	23,392.05
405 Sewer Improvement Reserve	20,327.73
414 Water Deposits	1,111.30
630 General State/County-Shared Rev Fund	84.68
633 Crime Victims Comp Cnty Share	234.04
640 Court Revenue Fund	17,014.56
650 YVCRU Fund	3,655.19
	Claims: 399,142.80
	399,142.80



City Council Communication

Meeting Date: November 24, 2025
From: Lynette Bisconer, Director of Finance and Administration
Topic/Issue: Payroll Vouchers – October 2025

SYNOPSIS: Payroll Vouchers for the month of October 2025

RECOMMENDATION: Request Council to approve EFT's, and Check No's. 111314 through 111320 in the amount of \$551,691.35.

LEGAL REVIEW: N/A

FINANCIAL REVIEW: N/A

BACKGROUND INFORMATION: N/A

ADDITIONAL OPTIONS: N/A

ATTACHMENTS: 1. Payroll Voucher Register

WARRANT/CHECK REGISTER

CITY OF UNION GAP

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6870	11/10/2025	Claims	2	EFT	US BANK - CHECKING	32.00	INV MAINT FEE - 10/2025
			001 - 514 23 49 00 - MISCELLANEOUS			32.00	
6974	11/18/2025	Claims	2	EFT	US BANK - CHECKING	281.52	ANALYSIS FEE - 10/2025
			001 - 514 23 49 00 - MISCELLANEOUS			281.52	ANALYSIS FEE - 10/2025
6987	11/18/2025	Claims	2	EFT	WA STATE DEPT OF REVENUE	18,569.64	EXCISE TAX 10/2025
			001 - 511 60 49 10 - EXTERNAL TAXES			569.18	
			001 - 524 20 49 01 - EXTERNAL TAXES-BUILDING			14.23	
			401 - 534 50 49 01 - EXTERNAL TAXES			5,855.27	
			404 - 534 50 49 04 - EXTERNAL TAXES			32.27	
			403 - 535 50 49 02 - EXTERNAL TAXES			3,184.93	
			405 - 535 50 49 05 - EXTERNAL TAX - SEWER INFRAS			37.73	
			402 - 537 50 49 01 - EXTERNAL TAXES			8,793.87	
			001 - 576 80 53 00 - EXTERNAL TAXES			82.16	
6992	11/24/2025	Claims	2	EFT	CENTURY LINK - LD	67.50	LONG DISTANCE - 11/2025
			001 - 513 10 47 00 - CIVIC CAMPUS UTILITIES - EXEC			3.40	
			001 - 514 23 47 00 - CIVIC CAMPUS UTILITIES-FINAN			4.75	
			001 - 514 30 47 00 - CIVIC CAMPUS UTILITIES - CLER			4.27	
			001 - 515 31 47 00 - CIVIC CAMPUS UTILITIES-LEGAL			2.06	
			001 - 521 50 47 00 - PD FACILITIES CIVIC CAMP UTILI			43.21	
			001 - 524 10 47 01 - CIVIC CAMPUS UTILITY-BUILDIN			2.18	
			401 - 534 50 47 01 - CIVIC CAMPUS UTILITIES-WATEI			1.98	
			403 - 535 50 47 01 - CIVIC CAMPUS UTILITIES-SEWEF			1.43	
			402 - 537 50 47 01 - CIVIC CAMPUS UTILITES - GARB			0.15	
			101 - 542 30 47 01 - CIVIC CAMPUS UTILITIES-STREE			0.27	
			101 - 543 30 47 01 - CIVIC CAMPUS UTILITIES-STREE			0.73	
			128 - 547 10 47 01 - CIVIC CAMPUS UTILITIES-TRAN			0.61	
			001 - 558 60 47 01 - CIVIC CAMPUS UTILITIES-PLAN			1.89	
			001 - 576 80 47 01 - CIVIC CAMPUS UTILITIES-PARKS			0.57	
6993	11/24/2025	Claims	2	EFT	OFFICE DEPOT-CITY HALL	127.98	STEEL RULER, SCISSORS, STAPLE REMOVER, & 4PK COMBO INK CARTRIDGE
			001 - 513 10 31 00 - SUPPLIES			58.81	
			001 - 513 10 31 00 - SUPPLIES			0.55	
			001 - 514 23 31 00 - SUPPLIES			0.55	
			001 - 514 30 31 00 - SUPPLIES			58.80	
			001 - 514 30 31 00 - SUPPLIES			0.55	
			001 - 524 20 31 00 - SUPPLIES-BUILDING			0.55	
			401 - 534 50 31 00 - SUPPLIES			1.62	
			401 - 534 50 31 00 - SUPPLIES			0.55	
			403 - 535 50 31 00 - SUPPLIES			1.62	
			403 - 535 50 31 00 - SUPPLIES			0.55	
			402 - 537 50 31 00 - SUPPLIES			1.62	
			402 - 537 50 31 00 - SUPPLIES			0.55	
			101 - 542 30 31 00 - SUPPLIES			0.55	
			001 - 558 60 31 00 - SUPPLIES			0.55	
			001 - 576 80 31 00 - SUPPLIES			0.56	
6994	11/24/2025	Claims	2	EFT	SPECTRUM ENTERPRISE	347.45	CIVIC CENTER TV SERVICE - 10/2025; LIBRARY & COMMUNITY CENTER TV SERVICE - 11/2025
			001 - 513 10 47 00 - CIVIC CAMPUS UTILITIES - EXEC			7.84	
			001 - 514 23 47 00 - CIVIC CAMPUS UTILITIES-FINAN			10.94	
			001 - 514 30 47 00 - CIVIC CAMPUS UTILITIES - CLER			9.84	
			001 - 515 31 47 00 - CIVIC CAMPUS UTILITIES-LEGAL			4.76	
			001 - 521 50 47 00 - PD FACILITIES CIVIC CAMP UTILI			99.63	
			001 - 524 10 47 01 - CIVIC CAMPUS UTILITY-BUILDIN			5.02	
			401 - 534 50 47 01 - CIVIC CAMPUS UTILITIES-WATEI			4.56	
			403 - 535 50 47 01 - CIVIC CAMPUS UTILITIES-SEWEF			3.32	
			402 - 537 50 47 01 - CIVIC CAMPUS UTILITES - GARB			0.35	
			101 - 542 30 47 01 - CIVIC CAMPUS UTILITIES-STREE			0.63	
			101 - 543 30 47 01 - CIVIC CAMPUS UTILITIES-STREE			1.67	

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			128 - 547 10 47 01 - CIVIC CAMPUS UTILITIES-TRANS			1.40	
			001 - 558 60 47 01 - CIVIC CAMPUS UTILITIES-PLAN			4.36	
			001 - 572 50 47 00 - UTILITIES - LIBRARY			95.92	
			001 - 575 50 47 01 - UTILITIES - COMM CTR			95.91	
			001 - 576 80 47 01 - CIVIC CAMPUS UTILITIES-PARKS			1.30	
6995	11/24/2025	Claims	2	EFT	US BANK CARDMEMBER SVC	6,776.81	HDMI 4K 50" CABLE; HOT CUPS & LIDS; BREAKFAST & LUNCH FOR SGT TESTING; GIFT CARDS FOR 2025 PUMPKIN CONTEST; PUMPKINS FOR 2025 PUMPKIN CONTEST; COSTCO CAKES - CELEBRATION FOR OFFICE J. BROWNELL & A. LE
			001 - 511 60 31 01 - SUPPLIES			73.73	
			001 - 511 60 42 01 - COMMUNICATION			0.48	
			001 - 513 10 42 01 - COMMUNICATION			0.42	
			001 - 514 23 42 00 - COMMUNICATIONS			127.86	
			001 - 514 30 42 00 - COMMUNICATIONS			88.04	
			001 - 514 30 43 00 - TRAVEL			45.02	
			001 - 514 30 43 00 - TRAVEL			156.42	
			001 - 517 91 31 00 - WELLNESS - SUPPLIES			100.00	
			001 - 517 91 31 00 - WELLNESS - SUPPLIES			49.96	
			001 - 517 91 31 00 - WELLNESS - SUPPLIES			77.43	
			001 - 521 10 31 00 - PD ADMIN SUPPLIES			137.54	
			001 - 521 10 31 00 - PD ADMIN SUPPLIES			66.99	
			001 - 521 10 31 00 - PD ADMIN SUPPLIES			110.89	
			001 - 521 10 32 00 - PD ADMIN FUEL			82.37	
			001 - 521 10 42 00 - PD ADMIN COMMUNICATIONS			12.75	
			001 - 521 10 42 00 - PD ADMIN COMMUNICATIONS			1.91	
			001 - 521 10 43 00 - PD ADMIN TRAVEL			30.79	
			001 - 521 22 31 00 - PATROL SUPPLIES			55.98	
			001 - 521 22 31 00 - PATROL SUPPLIES			12.67	
			001 - 521 22 31 00 - PATROL SUPPLIES			-72.72	
			001 - 521 22 32 00 - PATROL FUEL			60.66	
			001 - 521 22 32 00 - PATROL FUEL			29.92	
			001 - 521 22 49 00 - PATROL MISCELLANEOUS			64.00	
			130 - 521 30 31 30 - SUPPLIES			345.85	
			130 - 521 30 31 30 - SUPPLIES			-15.96	
			001 - 521 40 31 00 - PD TRAINING SUPPLIES			9.18	
			001 - 521 40 31 00 - PD TRAINING SUPPLIES			95.38	
			001 - 521 40 31 00 - PD TRAINING SUPPLIES			62.48	
			001 - 521 40 49 00 - PD TRAINING MISCELLANEOUS			25.08	
			001 - 524 20 31 00 - SUPPLIES-BUILDING			17.30	
			001 - 524 20 31 00 - SUPPLIES-BUILDING			248.10	
			001 - 524 20 42 00 - COMMUNICATION-BUILDING			25.51	
			401 - 534 50 42 00 - COMMUNICATION			36.88	
			401 - 534 50 43 00 - TRAVEL			209.62	
			403 - 535 50 42 00 - COMMUNICATION			36.88	
			403 - 535 50 43 00 - TRAVEL			209.62	
			402 - 537 50 42 00 - COMMUNICATION			36.88	
			101 - 542 30 43 00 - TRAVEL			209.63	
			001 - 558 60 31 00 - SUPPLIES			17.29	
			114 - 571 21 31 14 - SUPPLIES-SENIOR CENTER			88.23	
			114 - 571 21 31 14 - SUPPLIES-SENIOR CENTER			148.17	
			001 - 571 21 42 00 - COMMUNICATION			0.02	
			001 - 576 80 42 00 - COMMUNICATION			2.37	
			650 - 589 40 04 00 - OPERATIONS - PROFESSIONAL !			60.45	
			650 - 589 40 04 00 - OPERATIONS - PROFESSIONAL !			60.45	
			650 - 589 40 05 00 - OPERATIONS - SMALL TOOLS &			2,165.91	
			650 - 589 40 08 00 - OPERATIONS - REPAIRS & MAIN			168.38	
			650 - 589 40 09 01 - TRAINING - MISCELLANEOUS			1,200.00	
			650 - 589 40 09 01 - TRAINING - MISCELLANEOUS			779.00	
			650 - 589 40 09 01 - TRAINING - MISCELLANEOUS			-779.00	
6768	11/06/2025	Claims	2	111313	REPUBLIC PUBLISHING CO	902.80	ADVERTISEMENT FOR BIDS - NEW PM - CERTIFIED STREET SWEEPER

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			001 - 558 60 44 00 - ADVERTISING			902.80	
6996	11/24/2025	Claims	2	111321	JESUS ULISES ADAME RANGEL	190.60	2025 SAFETY BOOT REIMBURSEMENT - J. ADAME
			401 - 534 50 21 00 - UNIFORMS & EQUIPMENT			63.53	
			403 - 535 50 21 00 - UNIFORMS & EQUIPMENT			63.53	
			101 - 542 30 21 00 - UNIFORMS & EQUIPMENT			63.54	
6997	11/24/2025	Claims	2	111322	ADVANCED TRAVEL EXP. FUND	253.00	REIMBURSE # 1246 - LECC TRAINING - SEATTLE, WA - B. NUNEZ
			001 - 521 40 43 00 - PD TRAINING TRAVEL			253.00	
6998	11/24/2025	Claims	2	111323	AMAZON CAPITAL SERVICES, INC	374.58	HDMI ADAPTER & 3 TIER UTILITY CART; IPHONE 16 PHONE CASE PROTECTORS
			001 - 513 10 31 00 - SUPPLIES			19.50	
			001 - 521 22 31 00 - PATROL SUPPLIES			262.81	
			114 - 571 21 31 14 - SUPPLIES-SENIOR CENTER			92.27	
6999	11/24/2025	Claims	2	111324	SAMANTHA BARTH	21.43	OVERPAYMENT REFUND - UB ACT #15750 - 308 W CALIFORNIA STREET
			414 - 582 10 04 14 - DEPOSIT REFUND			21.43	
7000	11/24/2025	Claims	2	111325	BASIN DISPOSAL OF YAKIMA, LLC	130,705.96	GARBAGE/RECYCLING SERVICE - 11/2025
			402 - 537 60 49 00 - CONTRACTED SERVICES			130,705.96	
7001	11/24/2025	Claims	2	111326	BATTERIES PLUS BULBS	54.13	CUSTOM BATTERY PACK 3 CELL TEC9003
			401 - 534 50 31 00 - SUPPLIES			54.13	
7002	11/24/2025	Claims	2	111327	CANON FINACIAL SERVICES	241.94	PD COPIERS - 11/2025
			001 - 591 21 71 09 - SBITA TECH LEASE - POLICE CLE			241.94	
7003	11/24/2025	Claims	2	111328	CASCADE NATURAL GAS CORP	1,209.89	CIVIC CAMPUS - 10/2025; FIRE DEPT - 10/2025 & PD ANNEX BLDG - 10/2025; LIBRARY & COMMUNITY CENTER - 10/2025; 4401 1/2 MAIN STREET & 4401 MAIN STREET # 2 - 10/2025
			001 - 513 10 47 00 - CIVIC CAMPUS UTILITIES - EXEC			24.03	
			001 - 514 23 47 00 - CIVIC CAMPUS UTILITIES-FINAN			33.52	
			001 - 514 30 47 00 - CIVIC CAMPUS UTILITIES - CLER			30.15	
			001 - 515 31 47 00 - CIVIC CAMPUS UTILITIES-LEGAL			14.59	
			001 - 521 50 47 00 - PD FACILITIES CIVIC CAMP UTILI			305.24	
			001 - 521 50 47 00 - PD FACILITIES CIVIC CAMP UTILI			21.20	
			001 - 522 50 47 00 - FD FACILITIES - UTILITIES			173.18	
			001 - 524 10 47 01 - CIVIC CAMPUS UTILITY-BUILDIN			15.39	
			401 - 534 50 47 01 - CIVIC CAMPUS UTILITIES-WATEI			13.96	
			403 - 535 50 47 00 - UTILITIES			114.63	
			403 - 535 50 47 01 - CIVIC CAMPUS UTILITIES-SEWEF			10.16	
			402 - 537 50 47 00 - UTILITIES			330.03	
			402 - 537 50 47 01 - CIVIC CAMPUS UTILITES - GARB			1.06	
			101 - 542 30 47 01 - CIVIC CAMPUS UTILITIES-STREE			1.92	
			101 - 543 30 47 01 - CIVIC CAMPUS UTILITIES-STREE			5.13	
			128 - 547 10 47 01 - CIVIC CAMPUS UTILITIES-TRANS			4.29	
			001 - 558 60 47 01 - CIVIC CAMPUS UTILITIES-PLANF			13.35	
			001 - 572 50 47 00 - UTILITIES - LIBRARY			24.41	
			001 - 575 50 47 01 - UTILITIES - COMM CTR			69.65	
			001 - 576 80 47 01 - CIVIC CAMPUS UTILITIES-PARKS			4.00	
7004	11/24/2025	Claims	2	111329	CENTRAL WA AG MUSEUM	9,500.00	GENERAL MGR SVC - 10/2025 - P. STRATER & C. REESE; 2026 SPONSORSHIP DEVELOPMENT ACTIVITY - 10/01/2025 - 10/31/2025

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					108 - 557 30 44 03 - ADVERTISING-AG MUSEUM	4,000.00	
					107 - 571 10 41 00 - PROF SVCS-AG MUSEUM	5,500.00	
7005	11/24/2025	Claims	2	111330	CENTRAL WASHINGTON FAIR ASSOC.	3,266.67	SPF SALES/MARKETING - 11/2025
					107 - 557 30 41 02 - STATE FAIR PARK	3,266.67	
7006	11/24/2025	Claims	2	111331	CHRISTENSEN, INC.	1,072.65	PD FUEL - 11/01/2025 - 11/15/2025
					001 - 521 21 32 00 - INVESTIGATION FUEL	61.91	
					001 - 521 22 32 00 - PATROL FUEL	1,010.74	
7007	11/24/2025	Claims	2	111332	CI INFORMATION MANAGEMENT	308.60	PD SHRED SERVICE - 10/2025; CITY HALL SHRED SERVICE - 10/2025
					001 - 511 60 41 01 - PROFESSIONAL SERVICES	17.43	
					001 - 513 10 41 01 - PROFESSIONAL SERVICES	17.43	
					001 - 514 23 41 00 - PROFESSIONAL SERVICES	17.43	
					001 - 514 30 41 00 - PROFESSIONAL SERVICES	17.43	
					001 - 521 50 41 00 - PD FACILITIES PROFESSIONAL S	204.20	
					001 - 524 20 41 00 - PROFESSIONAL SERVICES-BUILT	8.72	
					401 - 534 50 41 00 - PROFESSIONAL SERVICES	3.49	
					403 - 535 50 41 00 - PROFESSIONAL SERVICES	3.49	
					402 - 537 50 41 00 - PROFESSIONAL SERVICES	3.49	
					101 - 542 30 41 00 - PROFESSIONAL SERVICES	3.49	
					001 - 558 60 41 00 - PROFESSIONAL SERVICES	8.72	
					001 - 576 80 41 03 - PROFESSIONAL SERVICES	3.28	
7008	11/24/2025	Claims	2	111333	CINTAS CORP #605	79.57	CIVIC CENTER & PD MAT SERVICE - 11/14/2025
					001 - 513 10 48 01 - CIVIC CAMPUS MAINTENANCE-	4.01	
					001 - 514 23 48 01 - CIVIC CAMPUS MAINTENANCE-	5.59	
					001 - 514 30 48 01 - CIVIC CAMPUS MAINTENANCE-	5.03	
					001 - 515 31 48 00 - CIVIC CAMPUS MAINTENANCE-	2.43	
					001 - 521 50 48 01 - PD FACILITIES CIVIC CAMPUS M	50.94	
					001 - 524 20 48 01 - CIVIC CAMPUS MAINTENANCE-	2.57	
					401 - 534 50 48 01 - CIVIC CAMPUS MAINTENANCE-	2.33	
					403 - 535 50 48 01 - CIVIC CAMPUS MAINTENANCE-	1.69	
					402 - 537 50 48 01 - CIVIC CAMPUS MAINTENANCE-	0.18	
					101 - 542 30 48 01 - CIVIC CAMPUS MAINTENANCE-	0.32	
					101 - 543 30 48 01 - CIVIC CAMPUS MAINTENANCE-	0.86	
					128 - 547 10 48 01 - CIVIC CAMPUS MAINTENANCE-	0.72	
					001 - 558 60 48 01 - CIVIC CAMPUS MAINTENANCE-	2.23	
					001 - 576 80 48 01 - CIVIC CAMPUS MAINTENANCE	0.67	
7009	11/24/2025	Claims	2	111334	CITY OF YAKIMA	1,108.97	11 E COLI TESTS - 11/14/2025
					403 - 535 50 41 03 - INTERGOVERNMENTAL PROFES	1,108.97	
7010	11/24/2025	Claims	2	111335	CLASSIC CAR WASH	104.00	PD CAR WASHES - 10/2025
					001 - 521 21 48 00 - INVESTIGATION REPAIRS & MAI	6.50	
					001 - 521 22 48 00 - PATROL REPAIRS & MAINT	97.50	
7011	11/24/2025	Claims	2	111336	COPIERS NORTHWEST	186.33	PD COPIERS LEASE - 10/2025
					001 - 521 10 45 00 - PD ADMIN RENTALS & LEASES	186.33	
7012	11/24/2025	Claims	2	111337	CORE & MAIN LP	3,311.78	WATER PARTS - SOLARITY
					401 - 534 50 31 00 - SUPPLIES	3,311.78	
7013	11/24/2025	Claims	2	111338	JOHN COURIER	36.54	OVERPAYMENT REFUND - UB ACCT # 2471 - 1812 S 18TH STREET
					414 - 582 10 04 14 - DEPOSIT REFUND	36.54	
7014	11/24/2025	Claims	2	111339	CURTIS BLUE LINE		Incorrect Inv selected
7015	11/24/2025	Claims	2	111340	DAILY JOURNAL OF COMMERCE	779.10	AD FOR BIDS - STREET SWEEPER
					403 - 594 35 64 20 - MACHINERY & EQUIPMENT - S1	779.10	

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7016	11/24/2025	Claims	2	111341	DAY WIRELESS	235.55	2139 TECHNICIAN LABOR
					001 - 521 22 48 00 - PATROL REPAIRS & MAINT	235.55	
7017	11/24/2025	Claims	2	111342	DLT SOLUTIONS, LLC	223.92	SALES TAXES FOR ANNUAL SUBSCRIPTION RENEWAL INV # 5362291A
					001 - 524 20 49 00 - MISCELLANEOUS-BUILDING	44.78	
					001 - 558 60 49 00 - MISCELLANEOUS	44.78	
					401 - 591 34 70 01 - SBITA TECH LEASE - WATER	44.78	
					101 - 591 43 70 09 - SBITA TECH LEASE - STREET RO/	44.78	
					403 - 591 50 70 04 - SBITA TECH LEASE - SEWER	44.80	
7018	11/24/2025	Claims	2	111343	MARGITA A. DORNAY	19,500.00	PROSECUTING ATTORNEY - 11/2025
					001 - 515 31 41 02 - LEGAL SERVICES - PROS. ATTNY	19,500.00	
7019	11/24/2025	Claims	2	111344	EDGE CONSTRUCTION SUPPLY	89.33	AERVOE CONST GREEN INVERTED MARKING PAINT
					403 - 535 50 31 00 - SUPPLIES	89.33	
7020	11/24/2025	Claims	2	111345	ROSA FLORES	500.00	CLEANING/DAMAGE DEPOSIT REFUND - ACTIVITIES BLDG RENTAL - 11/08/2025
					001 - 582 10 00 03 - RESERVATION DEPOSIT REFUND	500.00	
7021	11/24/2025	Claims	2	111346	H.D. FOWLER COMPANY	458.36	2" MIPS QUICK JOINT BRASS BALL CORP VALVE
					401 - 534 50 31 00 - SUPPLIES	458.36	
7022	11/24/2025	Claims	2	111347	HLA ENGINEERING & LAND SURVEYING INC	61,013.78	PROFESSIONAL ENGINEER SERVICES - 10/2025
					403 - 531 30 41 23 - STORMWATER - PROFESSIONAL	798.17	
					401 - 534 50 41 00 - PROFESSIONAL SERVICES	1,995.41	
					404 - 534 50 41 07 - WATER SYST PLAN UPDATE-PRC	21,069.75	
					404 - 534 50 41 08 - PROF SERVICES - S BROADWAY	1,490.75	
					404 - 534 50 49 49 - MISCELLANEOUS-WATER RIGHT	799.28	
					403 - 535 50 41 00 - PROFESSIONAL SERVICES	1,640.67	
					101 - 543 30 41 00 - PROFESSIONAL SERVICES	1,194.75	
					128 - 547 10 41 00 - PROFESSIONAL SERVICES	4,400.00	
					306 - 576 80 41 06 - PROFESSIONAL SERVICES - PAR	1,250.00	
					405 - 594 35 67 56 - REGIONAL BELTWAY SEWER LIF	20,290.00	
					324 - 595 10 41 27 - MAIN ST IMPR REVIT PHASE II -	6,085.00	
7023	11/24/2025	Claims	2	111348	INLAND FIRE PROTECTION INC	204.06	INSPECTION JOB #44479364 - 10/31/2025 - CIVIC CENTER; 10 LB TEAR DOWN - FIRE DEPT STATION #96
					001 - 513 10 48 01 - CIVIC CAMPUS MAINTENANCE-	2.71	
					001 - 514 23 48 00 - REPAIRS & MAINTENANCE	3.78	
					001 - 514 30 48 01 - CIVIC CAMPUS MAINTENANCE-	3.40	
					001 - 515 31 48 00 - CIVIC CAMPUS MAINTENANCE-	1.65	
					001 - 521 50 48 01 - PD FACILITIES CIVIC CAMPUS M	34.44	
					001 - 522 50 35 00 - FD FACILITIES - SMALL TOOLS &	150.26	
					001 - 524 20 48 01 - CIVIC CAMPUS MAINTENANCE-	1.74	
					401 - 534 50 48 01 - CIVIC CAMPUS MAINTENANCE-	1.58	
					403 - 535 50 48 01 - CIVIC CAMPUS MAINTENANCE-	1.14	
					402 - 537 50 48 01 - CIVIC CAMPUS MAINTENANCE-	0.12	
					101 - 542 30 48 01 - CIVIC CAMPUS MAINTENANCE-	0.22	
					101 - 543 30 48 01 - CIVIC CAMPUS MAINTENANCE-	0.58	
					128 - 547 10 48 01 - CIVIC CAMPUS MAINTENANCE-	0.48	
					001 - 558 60 48 01 - CIVIC CAMPUS MAINTENANCE-	1.51	
					001 - 576 80 48 01 - CIVIC CAMPUS MAINTENANCE	0.45	
7024	11/24/2025	Claims	2	111349	INTERSTATE BATTERIES OF COLUMBIA VALLEY	161.31	MT-24F
					403 - 531 30 31 00 - STORMWATER - SUPPLIES	8.07	
					401 - 534 50 31 00 - SUPPLIES	40.31	

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			403 - 535 50 31 00 -		SUPPLIES	32.26	
			101 - 542 30 31 00 -		SUPPLIES	24.20	
			101 - 542 66 31 00 -		SUPPLIES	12.10	
			101 - 542 70 31 00 -		SUPPLIES	12.10	
			128 - 547 10 31 00 -		OFFICE & OPERATING SUPPLIES	8.07	
			001 - 576 80 31 00 -		SUPPLIES	24.20	
7025	11/24/2025	Claims	2	111350	INTOXIMETERS	258.33	DRYGAS 55L/223PPM
			001 - 521 22 31 00 -		PATROL SUPPLIES	258.33	
7026	11/24/2025	Claims	2	111351	JOHN DEERE FINANCIAL	308.91	2XL LIME CLASS HI-VISIBLE PANTS & MENS INSULATED BIB BLACK 2XL; 25 X 33 BALE STACK COVER; RETURN OF MENS 3XL WINTER GEAR JACKET
			401 - 534 50 31 00 -		SUPPLIES	-59.56	
			403 - 535 50 31 00 -		SUPPLIES	-59.56	
			402 - 537 50 31 00 -		SUPPLIES	73.23	
			101 - 542 30 31 00 -		SUPPLIES	281.57	
			128 - 547 10 31 00 -		OFFICE & OPERATING SUPPLIES	73.23	
7027	11/24/2025	Claims	2	111352	KAZCADE ENGRAVING & TROPHIES	110.36	8X10 PLAQUE & ENGRAVED PLATE - A. MARKHAM
			001 - 521 10 31 00 -		PD ADMIN SUPPLIES	110.36	
7028	11/24/2025	Claims	2	111353	KELLEY CREATE	59.52	CONTRACT BASE FEE - 11/14/2025 - 12/13/2025
			001 - 514 23 48 00 -		REPAIRS & MAINTENANCE	29.76	
			001 - 514 30 48 00 -		REPAIRS & MAINTENANCE	29.76	
7029	11/24/2025	Claims	2	111354	KITTITAS & YAKIMA VALLEY UC	125.00	WORK RELATED EXAM - 10/29/2025 - J. ADAME
			401 - 534 50 41 00 -		PROFESSIONAL SERVICES	41.67	
			403 - 535 50 41 00 -		PROFESSIONAL SERVICES	41.67	
			101 - 542 30 41 00 -		PROFESSIONAL SERVICES	41.66	
7030	11/24/2025	Claims	2	111355	LYNN PEAVEY COMPANY	148.09	EVIDENCE TAPE
			001 - 521 80 31 00 -		PD EVIDENCE SUPPLIES	148.09	
7031	11/24/2025	Claims	2	111356	M SEVIGNY CONSTRUCTION	1,053.33	WATER DEPOSIT REFUND - UB ACCT # 15861 - 1175 MARKET STREET - HYDRANT METER
			414 - 582 10 04 14 -		DEPOSIT REFUND	1,053.33	
7032	11/24/2025	Claims	2	111357	MALLORY SAFETY & SUPPLY LLC	865.43	MAKOG-003 MEC7 SENSOR MOISTURE
			001 - 522 50 48 00 -		FD FACILITIES - REPAIRS & MAIT	865.43	
7033	11/24/2025	Claims	2	111358	MANSFIELD ALARM CO INC	521.51	FIRE DEPT - 107 W. AHTANUM RD - AES RADIO MONITORING - 12/01/2025 - 02/28/2026; CIVIC CENTER - 102 W AHTANUM RD - FIRE ALARM & SECURITY ALARM MONITORING - 12/01/2025 - 02/28/2026
			001 - 513 10 48 01 -		CIVIC CAMPUS MAINTENANCE-	14.02	
			001 - 514 23 48 01 -		CIVIC CAMPUS MAINTENANCE-	19.55	
			001 - 514 30 48 01 -		CIVIC CAMPUS MAINTENANCE-	17.58	
			001 - 515 31 48 00 -		CIVIC CAMPUS MAINTENANCE-	8.51	
			001 - 521 50 48 01 -		PD FACILITIES CIVIC CAMPUS M	178.01	
			001 - 522 50 41 00 -		FD FACILITIES - PROFESSIONAL	243.46	
			001 - 524 20 48 01 -		CIVIC CAMPUS MAINTENANCE-	8.98	
			401 - 534 50 48 01 -		CIVIC CAMPUS MAINTENANCE-	8.14	
			403 - 535 50 48 01 -		CIVIC CAMPUS MAINTENANCE-	5.91	
			402 - 537 50 48 01 -		CIVIC CAMPUS MAINTENANCE-	0.62	
			101 - 542 30 48 01 -		CIVIC CAMPUS MAINTENANCE-	1.12	
			101 - 543 30 48 01 -		CIVIC CAMPUS MAINTENANCE-	2.99	

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			128 - 547 10 48 01 - CIVIC CAMPUS MAINTENANCE-			2.50	
			001 - 558 60 48 01 - CIVIC CAMPUS MAINTENANCE-			7.79	
			001 - 576 80 48 01 - CIVIC CAMPUS MAINTENANCE			2.33	
7034	11/24/2025	Claims	2	111359	MENKE JACKSON BEYER LLP	2,303.70	10TH AVE BRIDGE REPLACEMENT; RE PROPERTY PURCHASE - 10/2025
			128 - 547 10 41 00 - PROFESSIONAL SERVICES			903.40	
			321 - 595 20 63 44 - S 10TH AVENUE BRIDGE - ROW			1,400.30	
7035	11/24/2025	Claims	2	111360	MINUTEMAN PRESS	698.00	#10 SECURITY TINT WINDOW ENVELOPES, REGULAR, NO PERMIT -BNW LOGO ONLY, #10 SECURITY TINT ENVELOPES, & DOOR HANGERS
			001 - 513 10 31 00 - SUPPLIES			37.21	
			001 - 514 23 31 00 - SUPPLIES			37.21	
			001 - 514 30 31 00 - SUPPLIES			37.21	
			001 - 524 20 31 00 - SUPPLIES-BUILDING			37.21	
			401 - 534 50 31 00 - SUPPLIES			108.64	
			401 - 534 50 31 00 - SUPPLIES			37.21	
			403 - 535 50 31 00 - SUPPLIES			108.64	
			403 - 535 50 31 00 - SUPPLIES			37.21	
			402 - 537 50 31 00 - SUPPLIES			108.65	
			402 - 537 50 31 00 - SUPPLIES			37.21	
			101 - 542 30 31 00 - SUPPLIES			37.21	
			001 - 558 60 31 00 - SUPPLIES			37.21	
			001 - 576 80 31 00 - SUPPLIES			37.18	
7036	11/24/2025	Claims	2	111361	ROBERT R NORTHCOTT	525.00	PUBLIC DEFENDER
			001 - 515 91 41 03 - LEGAL SERVICES-PUBLIC DEFEN			525.00	
7037	11/24/2025	Claims	2	111362	OFFICE SOLUTIONS NORTHWEST	156.87	CONSERVE PLASTIBANDS, SMEAD SUPERTAB FILE FOLDERS, COPY PAPER, HIGHLIGHTERS, & POST IT NOTES; COPY PAPER
			001 - 511 60 31 01 - SUPPLIES			1.77	
			001 - 511 60 31 01 - SUPPLIES			1.77	
			001 - 513 10 31 00 - SUPPLIES			1.08	
			001 - 513 10 31 00 - SUPPLIES			1.08	
			001 - 514 23 31 00 - SUPPLIES			15.24	
			001 - 514 23 31 00 - SUPPLIES			9.87	
			001 - 514 23 31 00 - SUPPLIES			9.87	
			001 - 514 30 31 00 - SUPPLIES			15.25	
			001 - 514 30 31 00 - SUPPLIES			22.61	
			001 - 514 30 31 00 - SUPPLIES			22.61	
			001 - 521 10 31 00 - PD ADMIN SUPPLIES			0.84	
			001 - 521 10 31 00 - PD ADMIN SUPPLIES			0.84	
			001 - 524 20 31 00 - SUPPLIES-BUILDING			11.78	
			001 - 524 20 31 00 - SUPPLIES-BUILDING			11.78	
			401 - 534 50 31 00 - SUPPLIES			8.25	
			401 - 534 50 31 00 - SUPPLIES			0.87	
			401 - 534 50 31 00 - SUPPLIES			0.87	
			403 - 535 50 31 00 - SUPPLIES			8.25	
			403 - 535 50 31 00 - SUPPLIES			0.93	
			403 - 535 50 31 00 - SUPPLIES			0.93	
			402 - 537 50 31 00 - SUPPLIES			8.24	
			402 - 537 50 31 00 - SUPPLIES			0.87	
			402 - 537 50 31 00 - SUPPLIES			0.87	
			001 - 558 60 31 00 - SUPPLIES			0.06	
			001 - 558 60 31 00 - SUPPLIES			0.06	
			001 - 576 80 31 00 - SUPPLIES			0.14	
			001 - 576 80 31 00 - SUPPLIES			0.14	

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7038	11/24/2025	Claims	2	111363	PACIFIC POWER	6,975.88	FIRE DEPT - 11/2025 & PD ANNEX BLDG - 11/2025; CIVIC CAMPUS - 11/2025; LIBRARY/COMMUNITY CENTER - 10/2025; LIFT STATION - 11/2025
					001 - 513 10 47 00 - CIVIC CAMPUS UTILITIES - EXEC	113.27	
					001 - 514 23 47 00 - CIVIC CAMPUS UTILITIES-FINAN	157.99	
					001 - 514 30 47 00 - CIVIC CAMPUS UTILITIES - CLER	142.07	
					001 - 515 31 47 00 - CIVIC CAMPUS UTILITIES-LEGAL	68.74	
					001 - 521 50 47 00 - PD FACILITIES CIVIC CAMP UTIL	43.26	
					001 - 521 50 47 00 - PD FACILITIES CIVIC CAMP UTIL	1,438.57	
					001 - 522 50 47 00 - PD FACILITIES - UTILITIES	474.94	
					001 - 524 10 47 01 - CIVIC CAMPUS UTILITY-BUILDIN	72.55	
					401 - 534 50 47 01 - CIVIC CAMPUS UTILITIES-WATEI	65.80	
					403 - 535 50 47 00 - UTILITIES	2,478.98	
					403 - 535 50 47 01 - CIVIC CAMPUS UTILITIES-SEWEF	47.86	
					402 - 537 50 47 01 - CIVIC CAMPUS UTILITES - GARB	5.01	
					101 - 542 30 47 01 - CIVIC CAMPUS UTILITIES-STREE	9.05	
					101 - 543 30 47 01 - CIVIC CAMPUS UTILITIES-STREE	24.16	
					128 - 547 10 47 01 - CIVIC CAMPUS UTILITIES-TRAN	20.23	
					001 - 558 60 47 01 - CIVIC CAMPUS UTILITIES-PLAN	62.93	
					001 - 572 50 47 00 - UTILITIES - LIBRARY	865.82	
					001 - 575 50 47 01 - UTILITIES - COMM CTR	865.82	
					001 - 576 80 47 01 - CIVIC CAMPUS UTILITIES-PARKS	18.83	
7039	11/24/2025	Claims	2	111364	PEOPLE FOR PEOPLE	2,400.00	SENIOR NUTRITION TEMPORARY SITE MANAGER - 10/2025
					001 - 571 21 41 00 - PROF SERVICES - PEOPLE FOR P	2,400.00	
7040	11/24/2025	Claims	2	111365	CARLOS JAVIER PERDOMO	132.02	2025 SAFETY BOOT REIMBURSEMENT - C. PERDOMO
					001 - 576 80 21 00 - UNIFORMS & EQUIPMENT	132.02	
7041	11/24/2025	Claims	2	111366	PETTY CASH	19.69	MISC RECEIPTS - 11/2025
					001 - 514 23 31 00 - SUPPLIES	4.43	
					001 - 514 23 31 00 - SUPPLIES	5.41	
					001 - 514 30 31 00 - SUPPLIES	4.44	
					001 - 514 30 31 00 - SUPPLIES	5.41	
7042	11/24/2025	Claims	2	111367	DANIEL B. POLAGE	8,400.00	PUBLIC DEFENDER SERVICE - 11/2025
					001 - 515 91 41 03 - LEGAL SERVICES-PUBLIC DEFEN	8,400.00	
7043	11/24/2025	Claims	2	111368	POLLARDWATER.COM	292.36	QC PITOT GA LFI CASE & HYD FLOW NOZ 2-1/2 NST
					401 - 534 50 31 00 - SUPPLIES	292.36	
7044	11/24/2025	Claims	2	111369	REPUBLIC PUBLISHING CO	1,878.70	SUMMARY OF ORDINANCES PASSED - NO. 3130; NOTICE OF PUBLIC HEARING - 11/24/2025 - 2026 FINAL BUDGET; ADVERTISEMENT FOR BIDS - NEW PM - CERTIFIED STREET SWEEPER; NOTICE OF ENVIRONMENTAL REVIEW - 2500 S
					001 - 511 60 44 00 - OFFICIAL PUBLICATIONS	72.80	
					001 - 511 60 44 00 - OFFICIAL PUBLICATIONS	352.80	
					001 - 511 60 44 01 - ADVERTISING	193.80	
					403 - 594 35 64 20 - MACHINERY & EQUIPMENT - S1	917.60	
					321 - 595 20 63 44 - S 10TH AVENUE BRIDGE - ROW	341.70	
7045	11/24/2025	Claims	2	111370	SHUEL'S LUMBER CO.	436.48	4X4 - 12FT PRE TREATED POSTS & 2X6 - 8FT, ROUTER BIT, & 1BTX92
					101 - 542 30 31 00 - SUPPLIES	362.25	
					101 - 542 30 31 00 - SUPPLIES	74.23	
7046	11/24/2025	Claims	2	111371	SINCLAIR BROADCAST GROUP	165.00	TV ADS - AGRICOPIA 2025
					108 - 557 30 44 03 - ADVERTISING-AG MUSEUM	165.00	
7047	11/24/2025	Claims	2	111372	DON C. SMITH	1,064.80	LEOFF 1 RETIREE RX

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			001 - 521 10 22 00 - LEOFF 1 BENEFITS			1,064.80	
7048	11/24/2025	Claims	2	111373	STATE AUDITOR'S OFFICE	16,353.60	2024 AUDIT - AUDIT # 62481 - 10/2025
			001 - 514 23 41 01 - AUDIT COSTS			16,353.60	
7049	11/24/2025	Claims	2	111374	THE JANITOR'S CLOSET	239.23	CIVIC CENTER SUPPLIES - TOWELS, FOAM SOAP, & REGULAR SOAP
			001 - 513 10 41 02 - CIVIC CAMPUS JANITORIAL			12.06	
			001 - 514 23 41 03 - CIVIC CAMPUS JANITORIAL-FIN			16.82	
			001 - 514 30 41 02 - CIVIC CAMPUS JANITORIAL - CL			15.13	
			001 - 515 31 41 05 - CIVIC CAMPUS JANITORIAL -LEC			7.32	
			001 - 521 50 41 01 - PD FACILITIES CIVIC CAMPUS JA			153.16	
			001 - 524 20 41 02 - CIVIC CAMPUS JANITORIAL-BUI			7.72	
			401 - 534 50 41 03 - CIVIC CAMPUS JANITORIAL-WA			7.00	
			403 - 535 50 41 04 - CIVIC CAMPUS JANITORIAL-SEV			5.11	
			402 - 537 50 41 03 - CIVIC CAMPUS JANITORIAL-GAI			0.53	
			101 - 542 30 41 03 - CIVIC CAMPUS JANITORIAL-STR			0.96	
			101 - 543 30 41 02 - CIVIC CAMPUS JANITORIAL-STR			2.57	
			128 - 547 10 41 03 - CIVIC CAMPUS JANITORIAL-TRA			2.15	
			001 - 558 60 41 02 - CIVIC CAMPUS JANITORIAL-PLA			6.70	
			001 - 576 80 41 02 - CIVIC CAMPUS JANITORIAL-PAF			2.00	
7050	11/24/2025	Claims	2	111375	THE REAL YELLOW PAGES	211.00	PARK AD - WHITE & YELLOW PAGES - 11/2025
			001 - 576 80 44 00 - ADVERTISING			211.00	
7051	11/24/2025	Claims	2	111376	TRAFFIC SAFETY SUPPLY CO INC	56.66	4X4 WOOD POST CAP 12" BLADE
			101 - 542 30 31 00 - SUPPLIES			56.66	
7052	11/24/2025	Claims	2	111377	U.S. CELLULAR	888.27	PD PHONE SERVICE - 10/2025
			001 - 513 10 42 01 - COMMUNICATION			50.67	
			001 - 521 10 42 00 - PD ADMIN COMMUNICATIONS			837.60	
7053	11/24/2025	Claims	2	111378	UNION GAP POLICE EMPLOYEES FOUNDATION	80.00	2 MILE FUN RUN PARTICIPANT REGISTRATION
			001 - 517 91 49 00 - WELLNESS - MISCELLANEOUS			80.00	
7054	11/24/2025	Claims	2	111379	UNITED STATES POSTMASTER	1,053.93	UB POSTAGE - 11/2025
			401 - 534 50 42 00 - COMMUNICATION			351.31	
			403 - 535 50 42 00 - COMMUNICATION			351.31	
			402 - 537 50 42 00 - COMMUNICATION			351.31	
7055	11/24/2025	Claims	2	111380	VINTIQUES OF YAKIMA	7,500.00	VINTIQUES OF YAKIMA 2025 SUPPLIES & ADVERTISEMENT - LTAC REIMBURSEMENT
			107 - 557 30 31 05 - SUPPLIES - VINTIQUES CAR CLU			5,000.00	
			108 - 557 30 44 21 - ADVERTISING - VINTIQUES CAR			2,500.00	
7056	11/24/2025	Claims	2	111381	WA STATE TREASURER	17,099.24	CJRS-10/2025
			640 - 586 00 09 01 - SCH ZONE SAFETY ST SHARE			438.70	
			640 - 586 00 26 01 - DOL TECH SUPPORT			499.92	
			630 - 589 30 01 01 - STATE BUILDING CODE FEE			84.68	
			640 - 589 30 04 01 - PSEA 1 STATE SHARE			6,916.72	
			640 - 589 30 05 01 - PSEA 2 STATE SHARE			4,150.01	
			640 - 589 30 06 01 - PSEA 3 STATE SHARE			58.46	
			640 - 589 30 07 01 - CRIME LAB/BREATH ST SHARE			212.58	
			640 - 589 30 08 01 - JIS STATE SHARE			2,257.87	
			640 - 589 30 09 01 - ST GEN FUND 93 - WA AUTO TH			927.78	
			640 - 589 30 09 02 - TRAUMA CARE STATE SHARE			1,341.36	
			640 - 589 30 18 02 - HEALTH PROFESSION ACCT STA			211.16	
7057	11/24/2025	Claims	2	111382	WEAVER DISTRIBUTING	16.10	METAL SCREWS, HEX ZINC, & WASHERS; 3/4 DROP IN STEEL ANCHOR ZINC & SOCKER SET SCREWS

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					101 - 542 30 31 00 - SUPPLIES	5.64	
					101 - 542 30 31 00 - SUPPLIES	10.46	
7058	11/24/2025	Claims	2	111383	GENE E. WEINMANN	90.00	CDBG COORDINATOR
					170 - 559 30 41 01 - PROFESSIONAL SERVICES - HOL	90.00	
7059	11/24/2025	Claims	2	111384	WELLS FARGO VENDOR FIN SERV	1,043.64	KYOCERA TASKALFA 6054C1 LEASE - 11/2025
					001 - 511 60 49 00 - MISCELLANEOUS	15.76	
					001 - 513 10 49 01 - MISCELLANEOUS	9.19	
					001 - 514 23 49 00 - MISCELLANEOUS	80.14	
					001 - 514 30 49 00 - MISCELLANEOUS	198.63	
					001 - 517 91 49 00 - WELLNESS - MISCELLANEOUS	0.03	
					001 - 521 10 49 01 - PD CLERICAL MISCELLANEOUS	8.18	
					001 - 524 20 49 00 - MISCELLANEOUS-BUILDING	104.08	
					401 - 534 50 49 00 - MISCELLANEOUS	5.94	
					403 - 535 50 49 00 - MISCELLANEOUS	5.94	
					402 - 537 50 49 00 - MISCELLANEOUS	5.94	
					001 - 576 80 49 00 - MISCELLANEOUS	0.14	
					001 - 591 11 70 09 - SBITA TECH LEASE - LEGISLATIV	22.14	
					001 - 591 13 70 09 - SBITA TECH LEASE - EXECUTIVE	12.91	
					001 - 591 14 70 09 - SBITA TECH LEASE - FINANCE	112.58	
					001 - 591 14 77 09 - SBITA TECH LEASE - CLERK	279.05	
					001 - 591 17 70 09 - SBITA TECH LEASE - WELLNESS	0.02	
					001 - 591 21 70 09 - SBITA TECH LEASE - POLICE ADI	11.49	
					001 - 591 24 70 09 - SBITA TECH LEASE - BUILDING	146.23	
					401 - 591 34 70 01 - SBITA TECH LEASE - WATER	8.35	
					402 - 591 37 70 09 - SBITA TECH LEASE - GARBAGE	8.35	
					403 - 591 50 70 04 - SBITA TECH LEASE - SEWER	8.35	
					001 - 591 76 70 09 - SBITA TECH LEASE - PARKS	0.20	
7060	11/24/2025	Claims	2	111385	YAKIMA CO DEPT OF CORRECTIONS	59,260.98	INMATE HOUSING & MEDICAL - 10/2025
					001 - 523 20 41 04 - DETENTION & CORRECTION CC	61,842.35	
					001 - 523 20 41 07 - DETENTION & CORRECTION-MI	424.92	
					001 - 523 20 41 07 - DETENTION & CORRECTION-MI	-3,006.29	
7061	11/24/2025	Claims	2	111386	YAKIMA CO FINANCIAL SERVICES	477.44	LIQUOR BOARD PROFITS - 3RD QTR 2025
					001 - 562 00 49 00 - 2% ALCOHOL DISTRIBUTION	477.44	
7062	11/24/2025	Claims	2	111387	YAKIMA CO PUBLIC SERVICES	878.25	GRAVEL ROAD SURFACE STABILIZATION - LABOR, SUPPLIES, & EQUIPMENT; CREDIT FOR SUPPLIES BILLED IN ERROR
					101 - 542 70 41 00 - PROFESSIONAL SERVICES	2,923.35	
					101 - 542 70 41 00 - PROFESSIONAL SERVICES	-2,045.10	
7063	11/24/2025	Claims	2	111388	YAKIMA CO TREAS PROSECUTING	234.04	CVC-10/2025
					633 - 586 00 00 00 - CRIME VICTIMS COMP CNTY SH	234.04	
7064	11/24/2025	Claims	2	111389	YAKIMA COOPERATIVE ASSN	352.06	CITY HALL GENERATOR - 75.8000 GALLONS & WINTERIZER
					001 - 513 10 32 00 - FUEL	17.75	
					001 - 514 23 32 00 - FUEL	24.75	
					001 - 514 30 32 00 - FUEL	22.26	
					001 - 515 31 48 00 - CIVIC CAMPUS MAINTENANCE-	10.77	
					001 - 521 22 32 00 - PATROL FUEL	225.39	
					001 - 524 20 32 00 - FUEL-BUILDING	11.37	
					401 - 534 50 32 00 - FUEL	10.31	
					403 - 535 50 32 00 - FUEL	7.49	
					402 - 537 50 32 00 - FUEL	0.78	

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					101 - 542 30 32 00 - FUEL	1.42	
					101 - 542 66 32 00 - FUEL	3.79	
					128 - 547 10 32 00 - FUEL CONSUMED	3.17	
					001 - 558 60 32 00 - FUEL	9.86	
					001 - 576 80 32 00 - FUEL	2.95	
7065	11/24/2025	Claims	2	111390	YAKIMA REG.CLEAN AIR AUTHORITY	896.50	2025 SUPPLEMENTAL INCOME PRO RATA SHARE FEE - 4TH QTR 2025
					001 - 553 70 49 00 - POLLUTION CONTROL	896.50	
7066	11/24/2025	Claims	2	111391	YAKIMA WASTE SYSTEMS INC	899.83	WASTE SERVICE - 10/2025
					402 - 537 60 49 00 - CONTRACTED SERVICES	899.83	
7067	11/24/2025	Claims	2	111392	YORKS PEST CONTROL, LLC	281.32	GENERAL PEST CONTROL - LIBRARY & COMMUNITY CENTER - 09/08/2025; GENERAL PEST CONTROL - CIVIC CENTER - 09/08/2025
					001 - 513 10 48 01 - CIVIC CAMPUS MAINTENANCE-	6.82	
					001 - 514 23 48 01 - CIVIC CAMPUS MAINTENANCE-	9.51	
					001 - 514 30 48 01 - CIVIC CAMPUS MAINTENANCE-	8.55	
					001 - 515 31 48 00 - CIVIC CAMPUS MAINTENANCE-	4.14	
					001 - 521 50 48 01 - PD FACILITIES CIVIC CAMPUS M	86.59	
					001 - 524 20 48 01 - CIVIC CAMPUS MAINTENANCE-	4.37	
					401 - 534 50 48 01 - CIVIC CAMPUS MAINTENANCE-	3.96	
					403 - 535 50 48 01 - CIVIC CAMPUS MAINTENANCE-	2.88	
					402 - 537 50 48 01 - CIVIC CAMPUS MAINTENANCE-	0.30	
					101 - 542 30 48 01 - CIVIC CAMPUS MAINTENANCE-	0.54	
					101 - 543 30 48 01 - CIVIC CAMPUS MAINTENANCE-	1.45	
					128 - 547 10 48 01 - CIVIC CAMPUS MAINTENANCE-	1.22	
					001 - 558 60 48 01 - CIVIC CAMPUS MAINTENANCE-	3.79	
					001 - 572 50 48 00 - REPAIRS & MAINTENANCE - LIB	73.03	
					001 - 575 50 48 01 - REPAIRS & MAINT - COMM CTR	73.04	
					001 - 576 80 48 01 - CIVIC CAMPUS MAINTENANCE	1.13	
7074	11/24/2025	Claims	2	111393	CURTIS BLUE LINE	33.98	16" NICKEL TIE BAR - BRETT SEDGE; SZ 34W WOOL LT CLASSIC PANTS - H. KINCAID; RETURN OF SZ 8/REGULAR BLACK WOMAN'S V2 TACTICAL PANTS - H. KINCAID; CLASS A PANTS - SIZE 30W DARK NAVY
					001 - 521 22 21 00 - PATROL UNIFORMS & EQUIPME	146.55	
					001 - 521 22 21 00 - PATROL UNIFORMS & EQUIPME	-275.88	
					001 - 521 22 21 00 - PATROL UNIFORMS & EQUIPME	149.85	
					001 - 521 22 21 00 - PATROL UNIFORMS & EQUIPME	13.46	
					001 Current Expense Fund	127,799.98	
					101 Street Fund	3,373.45	
					107 Lodging Tax Fund	13,766.67	
					108 Tourism Promotion Area Fund	6,665.00	
					114 Seniors Activity Fund	328.67	
					128 Transit System Fund	5,421.47	
					130 Community Policing Fund	329.89	
					170 Housing Rehabilitation Fund	90.00	
					306 Park Development Reserve Fund	1,250.00	
					321 Street Development Reserve Fund	1,742.00	
					324 Infrastructure Reserve Fund	6,085.00	
					401 Water Fund	12,991.26	
					402 Garbage Fund	141,376.00	
					403 Sewer Fund	12,103.86	
					404 Water Improvement Reserve	23,392.05	
					405 Sewer Improvement Reserve	20,327.73	
					414 Water Deposits	1,111.30	
					630 General State/County-Shared Rev Fund	84.68	

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			633		Crime Victims Comp Cnty Share	234.04	
			640		Court Revenue Fund	17,014.56	
			650		YVCRU Fund	3,655.19	
						<u>399,142.80</u>	Claims:
						399,142.80	399,142.80

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6513	09/30/2025	Payroll	2	EFT	WA STATE DEPT OF L&I	25,444.34	3RD Quarter L&I: 07/01/2025 - 09/30/2025
6777	11/10/2025	Payroll	2	EFT	JESUS ULISES ADAME RANGEL	4,268.91	October 2025 Payroll
6778	11/10/2025	Payroll	2	EFT	LYNETTE BISCONER	7,389.14	October 2025 Payroll
6779	11/10/2025	Payroll	2	EFT	RYAN LYNN BONSEN	6,449.91	October 2025 Payroll
6780	11/10/2025	Payroll	2	EFT	JABAN RAY BROWNELL	16,077.18	October 2025 Payroll
6781	11/10/2025	Payroll	2	EFT	ANTHONY THOMAS BRYANT	4,057.62	October 2025 Payroll
6782	11/10/2025	Payroll	2	EFT	CRAIG GERALD BUNTING	4,817.41	October 2025 Payroll
6783	11/10/2025	Payroll	2	EFT	JASON GRIFFITH CAVANAUGH	7,940.98	October 2025 Payroll
6784	11/10/2025	Payroll	2	EFT	NEREDIHT ESMERALDA CHAVEZ	3,709.24	October 2025 Payroll
6785	11/10/2025	Payroll	2	EFT	GREGORY SCOTT COBB	11,087.56	October 2025 Payroll
6786	11/10/2025	Payroll	2	EFT	BRENT EDWARD CORT	4,368.64	October 2025 Payroll
6787	11/10/2025	Payroll	2	EFT	ELAINA CROW	3,392.61	October 2025 Payroll
6788	11/10/2025	Payroll	2	EFT	SANDY L DAILEY	504.87	October 2025 Payroll
6789	11/10/2025	Payroll	2	EFT	DAVID DOMINGUEZ	8,011.59	October 2025 Payroll
6790	11/10/2025	Payroll	2	EFT	DYLAN CONNER EAGY	5,245.76	October 2025 Payroll
6791	11/10/2025	Payroll	2	EFT	CASEY L FEIST	3,750.57	October 2025 Payroll
6792	11/10/2025	Payroll	2	EFT	TRAVIS FISCUS	4,799.64	October 2025 Payroll
6793	11/10/2025	Payroll	2	EFT	CHRISTOPHER JAMES FIX	6,279.84	October 2025 Payroll
6794	11/10/2025	Payroll	2	EFT	CAROL L FREDRICKSON	539.87	October 2025 Payroll
6795	11/10/2025	Payroll	2	EFT	JACK L GALLOWAY	539.87	October 2025 Payroll
6796	11/10/2025	Payroll	2	EFT	ALEXIS GONZALEZ-GUZMAN	5,416.96	October 2025 Payroll
6797	11/10/2025	Payroll	2	EFT	AMANDA MAE GRAHAM	3,847.36	October 2025 Payroll
6798	11/10/2025	Payroll	2	EFT	JOHN P HODKINSON JR	539.87	October 2025 Payroll
6799	11/10/2025	Payroll	2	EFT	AMBER MARIE HOYT	4,402.45	October 2025 Payroll
6800	11/10/2025	Payroll	2	EFT	STEPHANIE LYNN HUBERT	4,283.68	October 2025 Payroll
6801	11/10/2025	Payroll	2	EFT	RUDY MICHAEL JIMENEZ	4,255.39	October 2025 Payroll
6802	11/10/2025	Payroll	2	EFT	CHAD MICHAEL JOHNSON	4,259.38	October 2025 Payroll
6803	11/10/2025	Payroll	2	EFT	HAILEY R KINCAID	4,323.77	October 2025 Payroll
6804	11/10/2025	Payroll	2	EFT	ALBA LUCINA LEVESQUE	6,970.90	October 2025 Payroll
6805	11/10/2025	Payroll	2	EFT	JO LINDER	5,843.45	October 2025 Payroll
6806	11/10/2025	Payroll	2	EFT	TERESA LOPEZ	5,433.19	October 2025 Payroll
6807	11/10/2025	Payroll	2	EFT	LAURIE ANN MARTINEZ	4,710.22	October 2025 Payroll
6808	11/10/2025	Payroll	2	EFT	VALENTINA MARTINEZ	3,616.68	October 2025 Payroll
6809	11/10/2025	Payroll	2	EFT	HOWARD LESLIE MASON	4,244.13	October 2025 Payroll
6810	11/10/2025	Payroll	2	EFT	ROBERT WARREN MCRAE	4,626.79	October 2025 Payroll
6811	11/10/2025	Payroll	2	EFT	MICHAEL RAY NORTH	5,387.83	October 2025 Payroll
6812	11/10/2025	Payroll	2	EFT	BANEZA NUNEZ	4,346.15	October 2025 Payroll
6813	11/10/2025	Payroll	2	EFT	SERGIO ESCARENO OCHOA	4,945.37	October 2025 Payroll
6814	11/10/2025	Payroll	2	EFT	CARLOS JAVIER PERDOMO	3,884.20	October 2025 Payroll
6815	11/10/2025	Payroll	2	EFT	REBECCA REGINA PINA	4,208.13	October 2025 Payroll
6816	11/10/2025	Payroll	2	EFT	ADRIAN RAMIREZ	5,110.92	October 2025 Payroll
6817	11/10/2025	Payroll	2	EFT	CURTIS JOSEPH SANTUCCI	8,193.85	October 2025 Payroll
6818	11/10/2025	Payroll	2	EFT	JULIE SCHILLING	510.59	October 2025 Payroll
6819	11/10/2025	Payroll	2	EFT	BRETT SEDGE	4,324.23	October 2025 Payroll
6820	11/10/2025	Payroll	2	EFT	GREGORY A SEWELL	539.87	October 2025 Payroll
6821	11/10/2025	Payroll	2	EFT	KEVIN MIKELL SIGLER	3,615.05	October 2025 Payroll
6822	11/10/2025	Payroll	2	EFT	SEAN C SNYDER	4,232.00	October 2025 Payroll
6823	11/10/2025	Payroll	2	EFT	DUSTIN SOPTICH	3,684.11	October 2025 Payroll
6824	11/10/2025	Payroll	2	EFT	RYAN JAMES THERKELSEN	3,181.01	October 2025 Payroll
6825	11/10/2025	Payroll	2	EFT	AMANDA LEE TOWLE	5,163.04	October 2025 Payroll
6826	11/10/2025	Payroll	2	EFT	ERIC BRANDON TURLEY	6,612.11	October 2025 Payroll
6827	11/10/2025	Payroll	2	EFT	JENNY VANEZZA VALLE	3,919.57	October 2025 Payroll
6828	11/10/2025	Payroll	2	EFT	CHAD VANOVER	4,727.28	October 2025 Payroll
6829	11/10/2025	Payroll	2	EFT	GLORIA ANN WALTMAN	3,702.48	October 2025 Payroll
6830	11/10/2025	Payroll	2	EFT	ROGER E WENTZ	536.20	October 2025 Payroll

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6832	11/10/2025	Payroll	2	EFT	AFLAC	150.16	Pay Cycle(s) 11/01/2025 To 11/30/2025 - AFLAC; Pay Cycle(s) 11/01/2025 To 11/30/2025 - AFLAC Pre Tax
6833	11/10/2025	Payroll	2	EFT	AWC EMPLOYEE BENEFIT TRUST	104,733.96	LEOFF 1 RETIREE MEDICAL BENEFITS; Pay Cycle(s) 11/01/2025 To 11/30/2025 - Medical
6834	11/10/2025	Payroll	2	EFT	INTERNAL REVENUE SERVICE	94,024.08	941 Deposit for Pay Cycle(s) 11/01/2025 - 11/30/2025
6835	11/10/2025	Payroll	2	EFT	MISSION SQUARE RETIREMENT #302189 ROTH	4,305.24	Pay Cycle(s) 11/01/2025 To 11/30/2025 - 457 ROTH
6836	11/10/2025	Payroll	2	EFT	MISSION SQUARE RETIREMENT #302189	13,720.33	Pay Cycle(s) 11/01/2025 To 11/30/2025 - Retirement Trust
6837	11/10/2025	Payroll	2	EFT	WA STATE DEPT OF SOCIAL	1,753.15	Pay Cycle(s) 11/01/2025 To 11/30/2025 - WSDCS
6838	11/10/2025	Payroll	2	EFT	WA STATE EMPLOYMENT SECURITY DEPT- LTC	1,181.09	Pay Cycle(s) 11/01/2025 To 11/30/2025 - LTC
6839	11/10/2025	Payroll	2	EFT	WA STATE EMPLOYMENT SECURITY DEPT-PFML	3,373.75	Pay Cycle(s) 11/01/2025 To 11/30/2025 - WPFML
6840	11/10/2025	Payroll	2	EFT	WA STATE LAW ENFORCEMENT	19,201.40	Pay Cycle(s) 11/01/2025 To 11/30/2025 - LEOFF II - B040
6841	11/10/2025	Payroll	2	EFT	WA STATE PUBLIC EMPLOYEES	21,886.45	Pay Cycle(s) 11/01/2025 To 11/30/2025 - PERS II - 5591; Pay Cycle(s) 11/01/2025 To 11/30/2025 - PERS III - 5591
6842	11/10/2025	Payroll	2	EFT	WESTERN CONFERENCE OF	6,380.00	Pay Cycle(s) 11/01/2025 To 11/30/2025 - Teamster's Pension #414793; Pay Cycle(s) 11/01/2025 To 11/30/2025 - Teamster's Pension #415517
6843	11/10/2025	Payroll	2	111314	EMPLOYEE FUND	262.00	Pay Cycle(s) 11/01/2025 To 11/30/2025 - Employee Fund
6844	11/10/2025	Payroll	2	111315	TEAMSTERS LOCAL 760	1,121.00	Pay Cycle(s) 11/01/2025 To 11/30/2025 - Teamsters Dues
6845	11/10/2025	Payroll	2	111316	UNION GAP POLICE OFFICERS ASSN	1,400.00	Pay Cycle(s) 11/01/2025 To 11/30/2025 - UGPOA Dues
6846	11/10/2025	Payroll	2	111317	USABLE LIFE	81.78	Pay Cycle(s) 11/01/2025 To 11/30/2025 - USable Life
6847	11/10/2025	Payroll	2	111318	WA STATE COUNCIL OF CNTY	798.20	Pay Cycle(s) 11/01/2025 To 11/30/2025 - AFCSE Dues
6848	11/10/2025	Payroll	2	111319	WA STATE COUNCIL OF	175.00	Pay Cycle(s) 11/01/2025 To 11/30/2025 - WSCOPO Dues
6849	11/10/2025	Payroll	2	111320	WESTERN STATES POLICE MEDICAL TRUST	870.00	Pay Cycle(s) 11/01/2025 To 11/30/2025 - WSPMT

001 Current Expense Fund	413,813.02
101 Street Fund	47,749.42
127 Commute Trip Reduction Fund	2.97
128 Transit System Fund	12,080.60
130 Community Policing Fund	279.58
401 Water Fund	45,617.36
402 Garbage Fund	1,162.40
403 Sewer Fund	30,986.00

551,691.35 Payroll: 551,691.35

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