

CITY ADMINISTRATOR  
ROBERT OMANS

ASSISTANT CITY  
ADMINISTRATOR  
ERICA KRUM

CITY CLERK  
DEBBIE LEE

FINANCE DIRECTOR  
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR  
MATHEW BAILEY

POLICE CHIEF  
RICH ALBO

FIRE CHIEF  
ED MILLS

PLANNING DIRECTOR  
SHANNON JOHNSON

**City Council  
Agenda  
March 10, 2026  
6:00 PM**



119 W FIRST STREET  
CLE ELUM, WA 98922

MAYOR  
MATTHEW LUNDH

DEPUTY MAYOR  
CASSIDY BUECHLE - CURTIS

CITY COUNCIL  
CASSIDY BUECHLE - CURTIS  
BETH WILLIAMS  
JON CORNELIUS  
KEN RATLIFF  
STEVEN COOK  
AUDREY MALEK  
STEVEN HARPER

CITY ATTORNEY  
CURTIS CHAMBERS

Join Virtually via Zoom: <https://zoom.us/j/7573184018?pwd=dERndiBJVC9GdVQ1d2ISRExwZFhXZz09>  
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

**TextMyGov**

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**DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available, and the City does not warrant audio quality. Attendees are encouraged to attend in person.**

1. **Call to Order, Pledge of Allegiance, and Roll Call**
  - a. March 10, 2026, Sign In Sheet
2. **Public Comment – Limited to 5 Minutes per Speaker**
3. **Announcements, Appointments, Awards, and Recognition**
  - a. Steven Harper — Certificate of Municipal Leadership
  - b. Reappointment of Gary Berndt to Planning Commission
  - c. Reappointment of Paul Kantwill to the Planning Commission

4. **Approval of Meeting Agenda**

5. **Consent Agenda**

Items listed below have been distributed to Council Members in advance for review and will be enacted by one motion. If separate discussion is desired on an item, it may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a Council Member or a member of the public with concurrence from a Council Member:

- a. Special Council Meeting Minutes — February 24, 2026
- b. Council Meeting Minutes — February 24, 2026
- c. Payables — March 10, 2026 — \$296,795.38
- d. Payroll Vouchers — March 5, 2026 — \$357,239.08

# City Council Agenda

## March 10, 2026

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- e. Department of Revenue Business Licence Agreement
  - f. Progress Estimate No. 1 — Zone 3 Booster Pump Improvements — Belsaas & Smith \$92,882.51
6. **Department Head Reports**  
City Administrator, Planning Director, Public Works Director, Police Chief, Fire Chief, Utilities Operations Manager
- a. Rob Omans — City Administrator  
February 2026 Public Records Report
  - b. Shannon Johnson — Planning Director
  - c. Mathew Bailey — Public Works Director
  - d. Rich Albo — Police Chief
  - e. Ed Mills — Fire Chief
  - f. William LaRue — Utilities Operations Manager
7. **Public Appearances – 15-Minute Limit**
8. **Business Requiring Public Hearings**
9. **Unfinished Business**
10. **New Business**
- a. Interfund Transfer — Budget Amendment — Ordinance 1723
  - b. Resolution 2026-009 — Amending Fee Schedule — Mathew Bailey — Public Works Director
  - c. Resolution 2026-010 — Accepting Certain Water, Sewer, Stormwater Within Bullfrog Flats — Mathew Bailey — Public Works Director
  - d. Request for Leak Adjustment — Glondo Sausage Company
  - e. Request for Leak Adjustment — Kerry Clark
11. **Report of Committees**
- a. Public Works & Community Development
  - b. Public Safety & Health
  - c. Lodging Tax & Events
  - d. General Government
12. **Councilmember Comments - Limited to 5 Minutes**
13. **Mayor's Report**
14. **Adjournment**

### *Upcoming Meetings:*

*Lodging Tax & Events Committee Meeting — March 11, 2026, at 8:30 a.m.*

*Public Safety & Health Committee Meeting — March 12, 2026, at 9:00 a.m.*

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*Historical Preservation Commission Meeting — March 17, 2026, at 3:00 p.m.*

*Planning Commission Meeting — March 17, 2026, at 6:00 p.m.*

*Civil Service Commission Meeting — March 18, 2026, at 5:15 p.m.*

*Regular Council Meeting — March 24, 2026, at 6:00 p.m.*

*General Government Committee Meeting — March 25, 2026, at 8:30 a.m.*

*Public Works & Community Development Committee Meeting — April 1, 2026, at 8:30 a.m.*

*Coal Mines Trail Commission Meeting — April 6, 2026, at 4:00 p.m.*



# AWC Certificate of Municipal Leadership

AWC recognizes

*Councilmember Steven Harper*

*City of Cle Elum*

for the successful completion of  
AWC's Certificate of Municipal Leadership  
training program.

Presented: March 4, 2026



A handwritten signature in black ink, appearing to read "Fred Brink".

Fred Brink  
AWC President

**CLE ELUM SPECIAL MEETING**  
**MINUTES**  
**FEBRUARY 24, 2026**  
**5:00 PM**  
119 W FIRST STREET  
CLE ELUM, WA 98922

**1. Call to Order, Pledge of Allegiance, and Roll Call**

**Councilmember's Present:**

Cassidy Buechle-Curtis  
Ken Ratliff  
Steven Harper  
Jon Cornelius  
Audrey Malek  
Steven Cook  
Beth Williams

**Staff Present:**

Matthew Lundh - Mayor  
Rob Omans - City Administrator  
Debbie Lee - Clerk  
Erica Krum - Assistant City Administrator  
Rich Albo - Police Chief

**2. Unfinished Business**

**3. New Business**

a. [Fire Department Discussion — Rob Omans — City Administrator](#)

Brian Carlson presented the attached Fire Protection Summary.

The current six-year fire levy is set to expire at the end of 2026. Inflation data included in the columns reflects annual inflation rates.

Gary Berndt, Fire Advisory Committee, gave some history of the fire department. His time dates back to 1985, with the fire department operating independently since 1902. There is skepticism regarding the feasibility of establishing a district, highlighting the evolution of community needs.

Council discussions underscored the urgency of city decisions, supported by survey results indicating some public support for fire services. The necessity of maintaining fire department operations to ensure life safety and public safety has been acknowledged, as future service needs are anticipated to exceed current capabilities. Fire District 7 is

# Special Meeting Agenda

## February 24, 2026

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considered the most viable option, although concerns about service levels persist.

Addressing the bankruptcy situation is a priority, along with evaluating whether the city is receiving fair value for services provided. Proposed annexation of efficient services aims to expand service capabilities, with potential reductions in insurance rates. Currently, District 7 operates under a levy of 1.25 and relies on grants to support personnel costs, necessitating future levies for renewal. The council is open to possible annexation of District 7 and seeks input from other municipalities. Cle Elum is currently benefiting from District 7's response capabilities at no cost, underscoring the urgency for annexation.

Initial discussions among the mayors have received positive responses regarding this collaboration, and future joint meetings with District 7 representatives are planned to ensure transparency.

Any proposed annexation will require community support, council approval, and commissioner endorsement, with a public vote necessary to finalize the agreement and levy adjustments related to annexing District 7.

Community meetings are suggested to facilitate public engagement. Should the proposed levy fail, alternative fire services will need to be explored. Discussions about volunteer fire departments indicate challenges in obtaining sufficient personnel, particularly given commuting patterns, though contributions from dedicated volunteers are acknowledged.

A resolution regarding this matter must be filed by May 1, 2026, to align with the August 4th ballot. Roslyn and South Cle Elum are engaged in similar discussions, and further meetings will be scheduled to share updated information.

#### 4. Other Committee Comments

#### 5. Adjournment

The meeting adjourned at 6:12 p.m.

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Matthew Lundh, Mayor

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Debbie Lee, Clerk

**CLE ELUM CITY COUNCIL**  
**MINUTES**  
**FEBRUARY 24, 2026**  
**6:00 PM**  
119 W FIRST STREET  
CLE ELUM, WA 98922

**1. Call to Order, Pledge of Allegiance, and Roll Call**

**Councilmember's Present:**

Cassidy Buechle-Curtis  
Ken Ratliff  
Beth Williams  
Steven Harper  
Jon Cornelius  
Audrey Malek  
Steven Cook

**Staff Present:**

Matthew Lundh - Mayor  
Rob Omans - City Administrator  
Debbie Lee - Clerk  
Mathew Bailey - Public Works Director  
Rich Albo - Police Chief  
Erica Krum - Assistant City Administrator

- a. [February 24, 2026, Sign In Sheet](#)

**2. Public Comment – Limited to 5 Minutes per Speaker**

Bonnie Reay has a complaint regarding survey stakes placed on her property and requests clarification on this issue.

Brian Tate has reported concerns about perceived incompetence related to the city's contracted personnel.

Anthony Gary, representing the Yakima Heart Safe Initiative, expresses gratitude for the city's services and will meet with staff to discuss potential locations for public access to Automated External Defibrillators (AEDs).

Robert Greenman inquires about the recent increase in the water, sewer and garbage utility bill.

**3. Announcements, Appointments, Awards, and Recognition**

Mayor Lundh informed the Council that the city lost two very important people from the community; Jim Leonard, former Public Works Director, and Sam Krahenbuhl, former Cle Elum

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Police Chief, have passed away.

Chief Albo stated Sam treated the community great. He started in 1971 and became a chief in 1972. He did a lot for the community, and he also was a Cle Elum High School graduate and was a Veteran. Chief Albo had the honor of escorting Sam Krahenbuhl to Johnston and Williams Funeral Home in Ellensburg along with assistance from the Ellensburg Police Department.

Mayor Lundh, when campaigning for his upcoming election, visited with Sam and left 90 minutes later. Both men will be honored at a later date.

Mayor Lundh welcomed Erica Krum, Assistant City Administrator, to the team.

#### 4. Approval of Meeting Agenda

**MOTION: Councilmember Harper made a motion to approve the agenda as presented; seconded by Councilmember Cook.**

**MOTION CARRIED: 7 yes 0 no.**

#### 5. Consent Agenda

**MOTION: Councilmember Cook made a motion to approve the consent agenda removing item c and moving it to New Business item e; seconded by Councilmember Harper.**

**MOTION CARRIED: 7 yes 0 no.**

- a. Council Meeting Minutes — February 10, 2026
- b. Payables — February 24, 2026 — \$241,920.23
- c. Progress Estimate No. 2 — N. Montgomery Ave. Watermain Improvements — Flowline \$7,098.46

#### 6. Department Head Reports

- a. Rob Omans — City Administrator

See attached report.

January 2026 — Budget and Treasurer's Report

# City Council Agenda

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b. Mathew Bailey — Public Works Director

See attached report.

Mathew Bailey, Public Works Director, reported that the sulfur smell identified by residents on Third Street is associated with coal mine water runoff, not a sewer issue.

It was requested that Public Works provide notice to nearby residents prior to any jetting work on the sewer lines that may impact them.

c. Rich Albo — Police Chief

See attached report.

7. **Public Appearances – 15-Minute Limit**

8. **Business Requiring Public Hearings**

9. **Unfinished Business**

10. **New Business**

a. Resolution 2026-007 — Employee Handbook — Pre-Employment Policy — Rob Omans — City Administrator

Rob Omans, City Administrator, presented an update to the Employee Handbook regarding the Pre-Employment Policy, which was previously overlooked. It is proposed to add the policy to the end of the Employee Handbook, addressing consumer background check procedures, data collection for background checks, consumer reporting, and education verification. This addition will also allow for flexibility to accommodate future changes in consumer laws.

**MOTION: Councilmember Harper made a motion to approve Resolution 2026-007 Pre-Employment Policy; seconded by Councilmember Cook.**

**MOTION CARRIED: 7 yes 0 no.**

b. Resolution 2026-008 — Interfund Loan — Rob Omans — City Administrator

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Rob Omans, City Administrator, reflected that he has worked for the city for 19 years without encountering the current issue. The general fund has a low balance, attributed to a fund balance cash flow concern rather than cash or budget constraints. If the situation persists into next month, the fund risks going negative while awaiting property tax and sales tax revenues for recovery. Auditors recommended borrowing from a fund with interest to address this issue.

The city expected \$100,000 in reimbursements, now unavailable due to pre-mediated lawsuits concerning unpaid debts under mediation, which the city could not control.

A recommendation for \$300,000 was made, including an initial funding amendment of \$150,000, with any excess subject to finance committee review. The proposed payback duration was shortened to one year, while an 18-month duration was also discussed.

Council Member Cornelius expressed concerns regarding the funds' transfer timeframe and reimbursement triggers, noting that sales tax and property tax revenues would serve as a financial buffer.

A review of expenses from February, March, and April of the previous year suggested a potential payback within a year, allowing for reassessment. There was a recognition of the required amount and interest access, with the need for flexibility for the finance director.

Concerns were raised regarding dependence on sales tax revenue, particularly with reduced expectations from business owners attributed to the lack of snow; however, ongoing building projects in the Bullfrog Flats area were noted as providing some assurance for sales tax revenue.

Additionally, a request was made to call for an executive session to discuss one item.

Mayor Lundh, informed and thanked the Council for allowing a brief pause to call the attorney.

Councilmember Harper withdrew his request to have an Executive Session for Resolution 2026-008.

Councilmember Harper will email revised language regarding the resolution.

Documentation from staff is needed to justify the release of additional funds, if necessary.

Concerns expressed regarding the adequacy of time and the initial amount of \$150,000 to ensure the city can meet its financial obligations. Trust in those managing the budget to make informed decisions.

**MOTION: Councilmember Harper made a motion to approve Resolution 2026-008 with the amended language Section 2. Loan Authorized. A loan in the aggregate amount not to exceed \$300,000 is hereby authorized from the Sewer Fund to the**

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**General Fund. The loan may be funded through one or more advances; provided, however, that the initial advance(s) shall be limited to an aggregate amount not to exceed \$150,000. Any additional advances beyond the initial \$150,000 shall require separate re-approval by the City Council based on updated financial reports demonstrating continued need, repayment feasibility, and sufficient excess cash in the Sewer Fund. The loan shall be repaid from available revenues or other available sources, within 18 months from the date each advance is made. The outstanding principal amount of the loan shall bear interest at a per annum rate equal to the net earnings of the City's internal investment portfolio until repayment of the loan in full. There is no penalty for prepayment. If repayment of any advance is not on schedule (as measured by the repayment plan established at the time of each advance), no further inter-fund loans from the Sewer Fund (or any other enterprise fund) to the General Fund shall be authorized for a period of twelve (12) months following the date of default or delinquency; seconded by Councilmember Ratliff.**

**MOTION FAILED: 2 yes 5 no (Councilmember Williams, Buechle-Curtis, Malek, Cornelius, and Cook).**

**MOTION: Councilmember Williams made a motion to adopt Resolution 2026-008 Interfund Loan as originally presented; seconded by Councilmember Buechle-Curtis.**

**MOTION CARRIED: 5 yes 2 no (Councilmember Harper and Ratliff)**

c. [Northern Kittitas County Historical Society — 2026 Night at the Museum — Lodging Tax Application](#)

Councilmember Malek informed the Council that the initial request was for \$11,795.00. An adjustment was made to exclude the nine-month salary of the Program Coordinator. The Lodging Tax & Events Committee recommends approval for the revised amount of \$7,295.00.

**MOTION: Councilmember Harper made a motion to approve the 2026 Night at the Museum Lodging Tax Application in the amount of \$7,295.00; seconded by Councilmember Cook.**

**MOTION CARRIED: 7 yes 0 no.**

d. [Pioneer Queen Coronation Committee — 2026 Meet & Greet — Lodging Tax Application](#)

Councilmember Malek informed the Council that, traditionally, the committee has not approved expenditures for refreshments, gifts, flowers, crowns, and the dress. This would reduce the original request from \$3,760.00 to \$2,700.00. The Lodging Tax & Events Committee recommends that the Council approve this request.

**MOTION: Councilmember Harper made a motion to approve the 2026 Pioneer Queen Meet & Greet Lodging Tax Application in the amount of \$2,700.00; seconded by Councilmember Williams.**

**MOTION CARRIED: 7 yes 0 no.**

e. [Resolution 2026-004 — Removal of Certain Items from the Inventory List — City Hall and Public Works](#)

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**MOTION: Councilmember Ratliff made a motion to approve Resolution 2026-004 Removal of Certain Items from the Inventory List; seconded by Councilmember Buechle-Curtis.**

**MOTION CARRIED: 7 yes 0 no.**

### 11. Report of Committees

#### a. Public Works & Community Development

Councilmember Cook stated the next meeting is one week from tomorrow.

#### b. Public Safety & Health

Councilmember Buechle-Curtis announced that the Public Safety & Health Committee will convene an additional meeting to discuss progress on graffiti initiatives and will present the findings to the Council shortly.

#### c. Lodging Tax & Events

Councilmember Malek stated the logo used on the lodging tax mailers was discussed in relation to a conversation with Amy McGuffin regarding the history of the logo. Consideration was given to the marketing strategy of "Discover Cle Elum" and whether there is interest in switching to the city seal.

#### d. General Government

Councilmember Harper stated that four sections of the code are designated as obsolete and are currently under legal review.

#### e. Coal Mines Trail

Councilmember Malek stated there is a meeting scheduled for next week.

### 12. Councilmember Comments - Limited to 5 Minutes

The Council of Government's (COG) last meeting was lengthy and addressed numerous critical topics:

- Citing the university's active role in economic development strategy, COG approved a letter to the Board of Trustees in support of the Central Washington University (CWU) president in response to a vote of no confidence by faculty.

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- Hiring process for the executive director of the economic development partnership. A special meeting was scheduled for further discussion on desired qualifications and to provide direction to the hiring committee to advance the process.
- Funding of \$1.5 million was approved for the City of Roslyn for the replacement and repair of clear wells.

### Other Comments Include:

- Kittitas County Emergency Medical System (EMS) plans to meet in two months in Ellensburg to discuss training practices and medical protocols for the county.
- Councilmember Cook will attend an online Association of Washington Cities (AWC) short course on public planning.
- Garbage and sewer rates were reviewed by the Public Works and Community Development Committee and the Council. Garbage rates had been subsidized by reserves for the past five years, leading to a recent increase, a decision acknowledged as difficult. Sewer rates were codified two years ago, with increases built in for available funds to be used for repairs and maintenance. The Council is aware of the impact of these decisions.
- Councilmember Buechle-Curtis announced a county-wide veteran resource event on April 18, from 1:00 –2:00 p.m.
- Councilmember Buechle-Curtis and Erica Krum, Assistant City Administrator, attended a session with the Department of Commerce, which provided an opportunity to meet the new representative and learn about available resources. Our community faces challenges with affordability, and support resources are available for those in need.
- It was announced that the city does not set energy rates; however, a 12–13% rate increase is anticipated effective January 1, 2026, mainly due to smart meters.
- Councilmember Harper noted a Municipal Research Small Cities (MRSC) training scheduled for March 26, 2026, from 12:00 to 1:30 p.m., for which credits will be earned (Debbie Lee, Clerk, will send an email regarding both trainings).
- Councilmember Ratliff reported on the sewer lining project in the alleyway, mentioning that some areas require more than lining and need actual repairs. Notifications will be distributed to affected residents.
- Councilmember Malek and Amy McGuffin, Chamber of Commerce are collaborating with the Department of Commerce on a potential grant for emergency preparedness in light of summer and wildfire risks, with further information to follow.
- Councilmember Ratliff praised the current leadership of the city, noting that the Mayor and staff are performing very well.

### 13. Mayor's Report

Mayor Lundh met with Kim Schrier, the legislative director in Washington, D.C. to discuss available funding for local projects and recent successes in securing funding. Focus areas included the design and transmission line for Zone 3 water main passage as part of the bipartisan Housing Road Act, aimed at addressing the housing crisis. On another note discussions included the impact

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of social media on children, with ongoing efforts to draft related legislation. A return visit is planned in two weeks for the congressional conference.

Registration is now open for the AWC Annual Conference in Spokane from June 23–26.

There are openings on the Planning, Historic, and Civil Service Commissions; applications are encouraged.

Mayor Lundh reminded everyone of the meeting on Thursday at the school regarding online predators. This is a free event.

### 14. **Executive Session RCW 42.30.110(g)**

- a. [RCW 42.30.110\(g\) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.](#)

8:29 p.m. 15 minutes not expected to make a decision.

- b. [February 24, 2026, Executive Session Script](#)

### 15. **Adjournment**

The meeting was adjourned at 8:40 p.m. with no decisions being made.

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Matthew Lundh, Mayor

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Debbie Lee, Clerk

# CHECK REGISTER

City Of Cle Elum

Time: 15:18:33 Date: 03/03/2026

02/25/2026 To: 03/10/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
760	02/25/2026	Claims	1	EFT	Puget Sound Energy	34,534.11	Jan 2026 Gas and Electric-- City hall, library, police, fire, parks, street lights, shop, restrooms, old water plant, chlorinator, cemetery, water and wastewater plants, pumps
761	02/25/2026	Claims	1	EFT	Puget Sound Energy	336.09	Jan 2026 1009 E Third -natural gas #8160
762	02/25/2026	Claims	1	EFT	Verizon Wireless	37.99	Police Dept cell phones
778	02/25/2026	Claims	1	EFT	U.S. Cellular	124.10	Water Plant cellular equipment
779	02/25/2026	Claims	1	EFT	Cintas Corporation	219.79	Public Works mats, towels, uniforms 2/17
795	02/26/2026	Claims	1	EFT	Puget Sound Energy	38,720.09	401 W SECOND ST -- #400004791929- Job Order construction Roundabout DOT/TIB/COG Grants
808	02/26/2026	Claims	1	EFT	WA State Dept of Revenue	21,100.68	January 2026 B&O Tax
816	02/25/2026	Claims	1	EFT	WA State Dept of Licensing	125.00	Firearms license #6047895880010001
817	02/25/2026	Claims	1	EFT	WA State Dept of Licensing	39.00	Gun Permits 1174; 1175
818	02/25/2026	Claims	1	EFT	WA State Dept of Licensing	18.00	Gun permits 1169
827	02/25/2026	Claims	1	EFT	Methodworks	1,464.75	February IT services -- Police, Fire, Water, Sewer, City Hall
831	02/25/2026	Claims	1	EFT	WA State Dept of Licensing	18.00	Gun permits 1173
856	02/27/2026	Claims	1	EFT	Columbia Bank	4,298.85	Garnishment Bankruptcy Fees Charged by Bank
863	02/27/2026	Claims	1	EFT	Cintas Corporation	219.79	Public works mats/towels/uniforms 2/24
873	02/28/2026	Claims	1	EFT	Inland Networks	53.60	Shop fiber
929	02/28/2026	Claims	1	EFT	American Express	45.24	February bank fees
930	02/28/2026	Claims	1	EFT	Chase Paymentech	261.42	February non utility merchant fees
931	02/28/2026	Claims	1	EFT	Chase Paymentech	993.04	February utility merchant fees
946	03/02/2026	Claims	1	EFT	Inland Networks	30.00	Library alarm monitoring
947	03/02/2026	Claims	1	EFT	Methodworks	754.08	February IT Services
948	03/02/2026	Claims	1	EFT	T-Mobile	94.05	Backup City Hall Internet
961	03/03/2026	Claims	1	EFT	WA State Dept of Licensing	36.00	Gun permits 1176, 1177
962	03/10/2026	Claims	1	48336	Abadan	25.35	Copier BH365E copy charges 1/2 to 2/1/police dept
963	03/10/2026	Claims	1	48337	Jane Agar	270.00	February cleaning/library
964	03/10/2026	Claims	1	48338	Brown and Jackson Septic	575.00	Port A Potty Feb 2026-- Coal Mine Trailhead; Port A Potty Feb 2026 -- 719 E Third Park; Port A Potty Feb 2026 -- 221 E First Public Restrooms; Port A Potty Feb 2026 -- 1002 Forest Service Rd Cemetery
965	03/10/2026	Claims	1	48339	Central Cleaning	960.00	Cleaning City Hall 2/23, Shop 2/23 and 3/3, Police 2/24 and 3/5, Fire 2/5; Cleaning City Hall 3/9, Shop 3/10 and 3/17, Police 3/12 and 3/19, Fire 3/13
966	03/10/2026	Claims	1	48340	Century Link	86.27	Public Works telephone 674-5126
967	03/10/2026	Claims	1	48341	Cle Elum Hardware	3.69	Acct 90 -- police dept bulk items

# CHECK REGISTER

City Of Cle Elum

Time: 15:18:33 Date: 03/03/2026

02/25/2026 To: 03/10/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
968	03/10/2026	Claims	1	48342	Copiers Northwest Inc.	402.19	City Hall copier base rate 2/19/26 to 3/18/26; overage charge for 1/19/26 to 2/18/26; Library/ Public Works copier overage charge 2/1/26 to 2/28/26 overage period; City Hall copier overage charge 2/1
969	03/10/2026	Claims	1	48343	FCI Custom Vehicles	953.57	Police Dept D&R Timer x 2; Police Dept Setina PB5 Fender wraps
970	03/10/2026	Claims	1	48344	General Code	656.43	Web update annual fee
971	03/10/2026	Claims	1	48345	Inslee Best Doezie & Ryder, P.S.	20,912.82	January attorney fees -- park use agreement, historic sign, Inland franchise, lodging tax agree., Zipy franchise, personnel matter, employment agreement, conflict of int, PRRs, Blue Fern, Code Enf, Bankr
972	03/10/2026	Claims	1	48346	James Oil Company	1,046.83	Fire Dept fuel 2/16-2/28; Police Dept fuel 2/16 - 2/28; Public Works fuel 2/16 - 2/28
973	03/10/2026	Claims	1	48347	Jerrol's	777.54	Office Supplies - cemetery sheet protectors; City Hall Planning Department - Office chair; Return of a chair; Office Supplies - City Checks Finance Dept; Office supplies - copy paper and perforated pa
974	03/10/2026	Claims	1	48348	Kittitas County EMS & Trauma Care Council	210.00	Annual EMS user fee - BLS (Helgeson) - Training and membership fee OTEP (Helgeson) - EMS Instructor '26 FA/CPR Blended (Rogers, Anderson, Johnson, ER rate)
975	03/10/2026	Claims	1	48349	Kittitas County Public Works	35.63	Nov 2025 bridge inspection #3
976	03/10/2026	Claims	1	48350	Kittitas County Treasurer	11,250.00	City Heights Development Fees -- Permits 2024-026 Lot 19, 2024-076 Lot 21, 2025-014 Lot 22, 2023-078 Lot 23, 204-089 Lot 43
977	03/10/2026	Claims	1	48351	L.N. Curtis and Sons	6,626.69	Police Dept - Equipment Tactical single launcher, Sponge exact impact, Plastic 40MM Smokeless powder
978	03/10/2026	Claims	1	48352	Lab Test	720.00	Lab testing 2/17 -- Regional sewer; Lab testing 2/18 -- Regional sewer; Sewer regional tests 2/24; Sewer regional tests 2/25
979	03/10/2026	Claims	1	48353	Law Office of Mark W. Garka, PLLC	4,000.00	February prosecution services
980	03/10/2026	Claims	1	48354	Northern Kittitas County Tribune	359.25	Tribune In Memoriam 2025 Laurel Hill Cemetery; Help Wanted maintenance worker Heavy Equipment Operator 2nd run; Office supplies - index tabs
981	03/10/2026	Claims	1	48355	O'Reilly Automotive Stores, Inc	607.08	Credit on core return/police; Police Dept Silver vehicle repairs
982	03/10/2026	Claims	1	48356	Robert F Omans	144.36	Meet and Greet Assist. Admin/Public
983	03/10/2026	Claims	1	48357	One Call Concepts, Inc	77.84	February call before dig 811 x 56 tickets

# CHECK REGISTER

City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
984	03/10/2026	Claims	1	48358	REHV Arms	515.85	Police Dept - PMC ammo
985	03/10/2026	Claims	1	48359	Roto Rooter	910.26	Police Dept sewer backup
986	03/10/2026	Claims	1	48360	Springbrook Holding Company LLC	431.60	New users x 2 -- 1 Springbrook and 1 Timesheet My Express
987	03/10/2026	Claims	1	48361	TextMyGov	2,500.00	4/26 to 3/27 Software Mngt and Support
988	03/10/2026	Claims	1	48362	Van Ness Feldman LLP	7,549.00	Attorney Fees -- February -- Teanaway Court/Hopesource; Attorney Fees -- February -- Trust water donation; Attorney Fees -- February -- Wildwood Ranch; Attorney Fees -- February -- Hansen Easement; At
989	03/10/2026	Claims	1	48363	Anthony A Venera	110.43	Police Dept - Uniform allowance reimbursement Patagonia
990	03/10/2026	Claims	1	48364	WA State Dept of Trans.	3,396.49	Signal Maint. -- W 1st and SCE Way; Public Works sand
991	03/10/2026	Claims	1	48365	WA State Dept of Transportation	52.45	First St. Oakes Resurface DOT/09 Grants
992	03/10/2026	Claims	1	48366	WA State Patrol	79.00	Police Dept - CPL Fingerprints Feb 2026; Fire Dept background checks
993	03/10/2026	Claims	1	48367	Waste Management Corp. Serv.	102,026.09	February solid waste collection and removal
994	03/10/2026	Claims	1	48368	Yakima Heart Safe Initiative	25,000.00	2026 Lodging Tax 2026 Application Yakima Heart Safe Initiative AED's

511 Legislative	710.18
515 Legal Services	23,682.32
518 Centralized Services	5,218.57
521 Police Department	12,197.02
522 Fire Department	3,398.28
536 Cemetery	425.21
559 Housing & Community Develop	11,250.00
572 Libraries	872.02
576 Park Facilities	1,258.47
595 Capital Expenditures- Streets	7.08
<b>001 Current Expense/General Fund</b>	<b>59,019.15</b>
518 Centralized Services	4,298.85
<b>004 City Heights WCIA Settlement Agreement 2023</b>	<b>4,298.85</b>
542 Streets - Maintenance	9,139.40
543 Streets Admin & Overhead	35.63
595 Capital Expenditures- Streets	45.37
<b>101 Street Fund</b>	<b>9,220.40</b>
595 Capital Expenditures- Streets	38,720.09
<b>102 TIB Complete Streets Grant</b>	<b>38,720.09</b>
557 Community Services	25,000.00
<b>106 Tourist/Lodging Tax Fund</b>	<b>25,000.00</b>
542 Streets - Maintenance	115.00
<b>110 Coal Mine Trail Fund</b>	<b>115.00</b>
515 Legal Services	112.50

# CHECK REGISTER

City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
		127 City Heights CRA 2020-01 Devel. Fund				112.50	
		515 Legal Services				7,447.00	
		131 Blue Fern DA # 2002-01 CRA 2024-01,03				7,447.00	
		515 Legal Services				1,159.00	
		132 Wildwood Ranch DA #2024-001 CRA 2024-02				1,159.00	
		515 Legal Services				61.00	
		140 Teanaway Court/Hopesource Devel. Fund				61.00	
		534 Water Utilities				15,388.07	
		401 Water Fund				15,388.07	
		537 Garbage & Solid Waste				107,337.91	
		402 Garbage Fund				107,337.91	
		534 Water Utilities				22,100.32	
		404 Water Regional Fund				22,100.32	
		535 Sewer				5,516.83	
		409 Sewer Fund				5,516.83	
		535 Sewer				1,039.26	
		410 Sewer Regional Fund				1,039.26	
		580 Non Expenditures				260.00	
		699 State Agency Fund 380/580				260.00	
						296,795.38	Claims: 296,795.38

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

\_\_\_\_\_  
Cassidy Buechle-Curtis

Date \_\_\_\_\_

\_\_\_\_\_  
Steven Harper

Date \_\_\_\_\_

\_\_\_\_\_  
Audrey Malek

Date \_\_\_\_\_

*Payroll*  
**CHECK REGISTER**

City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
685	02/20/2026	Payroll	1	EFT	Jane Agar	1,200.00	
686	02/20/2026	Payroll	1	EFT	Virgil D Amick	1,500.00	
687	02/20/2026	Payroll	1	EFT	Matthew R Anderson	2,000.00	
688	02/20/2026	Payroll	1	EFT	Aaron G Barr	1,600.00	
689	02/20/2026	Payroll	1	EFT	Audrey M Casassa	1,300.00	
690	02/20/2026	Payroll	1	EFT	Brian DeFrang	500.00	
691	02/20/2026	Payroll	1	EFT	Bradley D Helgeson	2,000.00	
692	02/20/2026	Payroll	1	EFT	Kathryn A Heller	750.00	
693	02/20/2026	Payroll	1	EFT	William LaRue	1,500.00	
694	02/20/2026	Payroll	1	EFT	Debbie Lee	1,100.00	
695	02/20/2026	Payroll	1	EFT	David Lindseth	800.00	
696	02/20/2026	Payroll	1	EFT	Edwin L Mills	2,500.00	
697	02/20/2026	Payroll	1	EFT	Cheryl J Montgomery	2,000.00	
698	02/20/2026	Payroll	1	EFT	William Neuman	1,000.00	
699	02/20/2026	Payroll	1	EFT	Robin L Newcomb	3,500.00	
700	02/20/2026	Payroll	1	EFT	Robert F Omans	2,000.00	
701	02/20/2026	Payroll	1	EFT	Whitney Prosek	800.00	
702	02/20/2026	Payroll	1	EFT	Jennifer E Rogers	2,000.00	
703	02/20/2026	Payroll	1	EFT	Cornelia J Van Dongen	1,000.00	
704	02/20/2026	Payroll	1	EFT	Anthony A Venera	2,000.00	
705	02/20/2026	Payroll	1	EFT	Levi A Waddell	2,000.00	
706	02/20/2026	Payroll	1	EFT	Umpqua Bank	50,000.00	941 2/20 tax payment
877	03/05/2026	Payroll	1	EFT	Jane Agar	1,924.49	
878	03/05/2026	Payroll	1	EFT	Richard D Albo	8,635.45	
879	03/05/2026	Payroll	1	EFT	Daniel J Alcaraz	4,148.01	
880	03/05/2026	Payroll	1	EFT	Virgil D Amick	3,434.69	
881	03/05/2026	Payroll	1	EFT	Matthew R Anderson	5,710.65	
882	03/05/2026	Payroll	1	EFT	Mathew D Bailey	5,666.22	
883	03/05/2026	Payroll	1	EFT	Aaron G Barr	3,718.83	
884	03/05/2026	Payroll	1	EFT	Cassidy J Buechle-Curtis	226.86	
885	03/05/2026	Payroll	1	EFT	Audrey M Casassa	2,563.72	
886	03/05/2026	Payroll	1	EFT	Steven Cook	226.86	
887	03/05/2026	Payroll	1	EFT	Jonathan E Cornelius	226.86	
888	03/05/2026	Payroll	1	EFT	Brian DeFrang	6,548.55	
890	03/05/2026	Payroll	1	EFT	Carl J Heimbigner	125.52	
891	03/05/2026	Payroll	1	EFT	Bradley D Helgeson	7,626.23	
892	03/05/2026	Payroll	1	EFT	Kathryn A Heller	3,290.62	
893	03/05/2026	Payroll	1	EFT	Alec Johnson	5,434.20	
894	03/05/2026	Payroll	1	EFT	Craig D Juris	4,167.72	
895	03/05/2026	Payroll	1	EFT	Jessica T Korich	3,507.05	
896	03/05/2026	Payroll	1	EFT	Erica M Krum	2,570.41	
897	03/05/2026	Payroll	1	EFT	William LaRue	6,578.53	
898	03/05/2026	Payroll	1	EFT	Debbie Lee	5,189.96	
899	03/05/2026	Payroll	1	EFT	David Lindseth	4,129.15	
900	03/05/2026	Payroll	1	EFT	Trent S Lombardi	1,497.03	
901	03/05/2026	Payroll	1	EFT	Matthew Lundh	2,637.26	
902	03/05/2026	Payroll	1	EFT	Mario M Magnotti	6,368.14	
903	03/05/2026	Payroll	1	EFT	Audrey Malek	226.86	
904	03/05/2026	Payroll	1	EFT	Edwin L Mills	4,530.85	
905	03/05/2026	Payroll	1	EFT	Cheryl J Montgomery	3,549.47	
906	03/05/2026	Payroll	1	EFT	William Neuman	3,801.28	
907	03/05/2026	Payroll	1	EFT	Robin L Newcomb	3,828.07	
908	03/05/2026	Payroll	1	EFT	Robert F Omans	7,071.01	
909	03/05/2026	Payroll	1	EFT	Amy E Pridemore	1,657.44	

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
910	03/05/2026	Payroll	1	EFT	Whitney Prosek	2,816.67	
911	03/05/2026	Payroll	1	EFT	Kenneth C Ratliff	226.86	
912	03/05/2026	Payroll	1	EFT	Jennifer E Rogers	4,659.30	
913	03/05/2026	Payroll	1	EFT	Austin M Simmons	4,257.35	
914	03/05/2026	Payroll	1	EFT	Chase M Stanley	1,035.47	
915	03/05/2026	Payroll	1	EFT	Kaylee M Thompson	125.52	
916	03/05/2026	Payroll	1	EFT	Cornelia J Van Dongen	944.31	
917	03/05/2026	Payroll	1	EFT	Anthony A Venera	7,292.62	
918	03/05/2026	Payroll	1	EFT	Levi A Waddell	2,455.26	
919	03/05/2026	Payroll	1	EFT	Brian Welch	6,028.02	
920	03/05/2026	Payroll	1	EFT	Elizabeth M Williams	226.86	
995	03/05/2026	Payroll	1	EFT	AWC Health Insurance	20,330.62	Pay Cycle(s) 03/05/2026 To 03/05/2026 - Asuris 250 Med/Den/Vis
996	03/05/2026	Payroll	1	EFT	Colonial Life	541.85	Pay Cycle(s) 03/05/2026 To 03/05/2026 - Colonial Insurance Pre; Pay Cycle(s) 03/05/2026 To 03/05/2026 - Colonial Insurance
997	03/05/2026	Payroll	1	EFT	Columbia Bank	17,835.73	941 Deposit for Pay Cycle(s) 03/05/2026 - 03/05/2026
998	03/05/2026	Payroll	1	EFT	HRA VEBA Trust Contributions	8,445.00	Pay Cycle(s) 03/05/2026 To 03/05/2026 - Veba
999	03/05/2026	Payroll	1	EFT	Northwest Admin Transfer Acct	6,971.50	Pay Cycle(s) 03/05/2026 To 03/05/2026 - NW Admin RWT/Dental
1000	03/05/2026	Payroll	1	EFT	Teamsters Local #760	1,837.00	Pay Cycle(s) 03/05/2026 To 03/05/2026 - Teamsters Dues
1001	03/05/2026	Payroll	1	EFT	UEBT	26,610.00	Pay Cycle(s) 03/05/2026 To 03/05/2026 - UEBT Medical Vision
1002	03/05/2026	Payroll	1	EFT	WA State Dept of Retirement Sys.	2,250.79	Pay Cycle(s) 03/05/2026 To 03/05/2026 - Deferred Comp
1003	03/05/2026	Payroll	1	EFT	WA State Dept of Retirement Sys.	30,707.83	Pay Cycle(s) 03/05/2026 To 03/05/2026 - PERS2; Pay Cycle(s) 03/05/2026 To 03/05/2026 - LEOFF2; Pay Cycle(s) 03/05/2026 To 03/05/2026 - PERS 3
1004	03/05/2026	Payroll	1	EFT	Washington State Support Registry	1,529.42	Pay Cycle(s) 03/05/2026 To 03/05/2026 - Child Support
889	03/05/2026	Payroll	1	48333	Steven M Harper	216.86	
923	03/05/2026	Payroll	1	48334	Bill Rolcik Memorial Fund	120.00	Pay Cycle(s) 03/05/2026 To 03/05/2026 - Bill Rock Mem Fund
924	03/05/2026	Payroll	1	48335	WCTPTF	5,906.25	Pay Cycle(s) 03/05/2026 To 03/05/2026 - Teamsters Pension Trust
						511 Legislative	1,883.91
						512 Judicial	5,849.07
						513 Executive	14,794.10
						514 Financial, Recording & Elections	9,254.55
						521 Police Department	136,898.84
						522 Fire Department	17,659.36
						524 Protective Inspections	4,726.78
						536 Cemetery	5,105.93
						558 Planning & Community Devel	4,676.37
						572 Libraries	11,401.90
						576 Park Facilities	5,809.03
						580 Non Expeditures	-4,842.95
						<b>001 Current Expense/General Fund</b>	<b>213,216.89</b>

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City Of Cle Elum

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			542 Streets - Maintenance			14,412.05	
		101 Street Fund				14,412.05	
			521 Police Department			13,771.63	
		104 Police 3/10's Sales Tax Fund				13,771.63	
			542 Streets - Maintenance			72.33	
		110 Coal Mine Trail Fund				72.33	
			534 Water Utilities			33,748.93	
		401 Water Fund				33,748.93	
			537 Garbage & Solid Waste			4,160.20	
		402 Garbage Fund				4,160.20	
			534 Water Utilities			18,585.26	
		404 Water Regional Fund				18,585.26	
			535 Sewer			29,118.05	
		409 Sewer Fund				29,118.05	
			535 Sewer			30,153.74	
		410 Sewer Regional Fund				30,153.74	
						357,239.08	Payroll: 357,239.08

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the city, and that I am authorized to authenticate and certify to said claim(s). Approved by the Auditing Committee:

\_\_\_\_\_  
Cassidy Buechle-Curtis

Date \_\_\_\_\_

\_\_\_\_\_  
Steven Harper

Date \_\_\_\_\_

\_\_\_\_\_  
Audrey Malek

Date \_\_\_\_\_

**CITY OF CLE ELUM**  
*City Administration*

**AGENDA STAFF  
REPORT**

**AGENDA DATE:** March 10<sup>th</sup>, 2026

**ACTION REQUESTED:** Approve Updated Business License Agreement


---

**BACKGROUND:** The original 2019 agreement has been revised.

**RECOMMENDATION:** Approval is requested to authorize the Mayor to sign the revised Business Licensing Agreement

**ATTACHMENTS:** See Attached

**LEAD STAFF:** Audrey Casassa Utility Clerk

		<b>WASHINGTON STATE DEPARTMENT OF REVENUE and CITY OF CLE ELUM</b>		DOR Contract #: K2545	
<b>Contract Information</b>					
<b>Contract start date</b> Date of Mutual Execution		<b>Contract end date</b> December 31, 2030		<b>Authorization:</b> Chapter 35.90.020 RCW	
<b>Purpose</b> Establish a Business Licensing Agreement between a municipality and DOR.					
<b>Parties:</b>					
<b>City of Cle Elum ( Cle Elum)</b>					
<b>Address</b> 119 West First St, Cle Elum, WA 98922			<b>Mailing address (if different)</b>		
<b>Contract Manager:</b> Audrey Casassa		<b>Telephone:</b> 509-674-2262		<b>Email</b> acasassa@cleelum.gov	
<b>Department of Revenue(DOR)</b>					
<b>Contact address:</b> PO BOX 47462 Olympia, WA 98504-7462			<b>Department administration:</b> Taxpayer Services		
<b>Contract manager:</b> Denise Ceja		<b>(Area code) Telephone:</b> (360) 705-6631		<b>Email:</b> DeniseC@dor.wa.gov	
Initial DC					
<b>Attachments: The following documents are attached and/or incorporated herein.</b>					
Attachment A – Statements of Work Attachment B - Confidentiality and Data Sharing Agreement Attachment C - User Data Privacy Acknowledgement					
<b>Affirmation:</b>					
The terms and conditions of this Contract are an integration and representation of the final, entire, and exclusive understanding between the parties superseding, all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract and have the authority to execute it on behalf of their respective entity.					
Cle Elum		Date		Department of Revenue	
				Date	
<b>Name</b> Matthew Lundh			<b>Name</b> Sherry Cave		
<b>Title</b> Mayor			<b>Title</b> Program Manager – Business and Financial Services		

This Agreement (“Agreement”) is between the Washington State Department of Revenue (“DOR”) and City of Cle Elum (“Cle Elum”). DOR and Cle Elum may be referred to individually as “Party” and collectively as “Parties.”

**The Parties hereby agree as follows:**

## **Background Information**

### **1. PURPOSE**

The purpose of this Agreement is to establish the terms under which the Business Licensing Services (BLS) program of the Department of Revenue will act as Cle Elum’s agent for the purpose of collecting, processing, and disbursing information, licenses, and fees related to Cle Elum’s licensing or other regulatory activities, hereafter referred to as Confidential Licensing Information. Cle Elum retains all power and authority over its business licensing and other regulatory activities except as expressly delegated to Revenue under this Agreement.

Per RCW 35.90.020 (1) “a city that requires a general business license of any person that engages in business activities within that city must partner with the department (Revenue) to have such license issued, and renewed if the city requires renewal, through the business licensing service in accordance with chapter 19.02 RCW.”

### **2. AUTHORIZATION**

This agreement is authorized under RCW 35.90.020.

## **TERMS AND CONDITIONS**

### **3. CONTRACT TERM**

The term of this Agreement is from the date of mutual execution to December 31, 2030. Parties may agree to extend or reduce the term per a mutually executed written amendment. There is no present limit to the number of possible extensions.

### **4. STATEMENT OF WORK**

All services performed by each party are set out in Attachment A, Statement of Work.

Each party shall minimally provide all services as set forth therein. Both Parties understand that their performance requirement is included in statute, and each Party shall perform such activities in a manner that the Party deems appropriate for the objectives, costs, and effectiveness of the overall requirement.

### **5. COMPENSATION**

Services identified in this Agreement are provided by Revenue at no charge with the exception of the following:

- Partner shall reimburse Revenue the costs of developing and producing ad hoc informational reports. Ad hoc reports will be created only if requested by the Partner and agreed upon by Revenue.
- Partner shall reimburse Revenue’s expenses for the implementation of changes to the BLS process, if requested by the Partner and agreed upon by Revenue.

- All project coordination costs, including travel-related expenses, shall be absorbed by the respective parties for their own staff.

**6. INVOICING**

DOR will submit invoices to Cle Elum as needed, but in no event more frequently than monthly. Invoices must include Cle Elum's contract number in included on the first page of this agreement. Invoices must also provide adequate information to identify the charges being billed. Upon expiration or termination of this Agreement, any claim for payment not already made shall be submitted within ninety (90) calendar days after the expiration/termination date or the end of the fiscal year, whichever is earlier.

Cle Elum will provide and maintain with Revenue its current billing address and named unit, or named personnel, to whom invoices should be directed.

**7. PAYMENT**

Cle Elum shall pay all invoices by warrant or account transfer within thirty (30) calendar days of the invoice issue date.

NO ADVANCE PAYMENT: No advance payments shall be made for any services furnished pursuant to this Contract.

**8. CONFIDENTIALITY AND DATA SHARING**

The parties agree to the confidentiality and data sharing provisions set forth in Attachment B.

**9. AMENDMENTS**

The parties are allowed to amend this Agreement to the extent that such amendments do not alter this agreement outside the scope of the Statewide Agreement. Amendments are binding only when made in writing and signed by the authorized signatory who has the authority to bind the respective party. Under no circumstances does DOR's acting contract manager or project manager have the authorization to sign an amendment.

**10. CHANGE IN STATUTORY REQUIREMENTS**

The provisions of this Agreement shall be deemed to change in a manner that is consistent with any changes to any directly applicable statutory authority, provided that the change is consistent with the manifest intent of this Agreement and does not conflict with any of its express provisions. Any such change to this Agreement shall be effective on the effective date of the change in authority.

**11. DISPUTE RESOLUTION**

When a dispute arises and cannot be resolved by direct negotiation, the parties agree to participate in non-binding mediation in good faith. The mediator shall be chosen by the parties. If the parties cannot agree on a mediator, the parties shall use a mediation service that selects the mediator for the parties.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternative resolution method such as a disputes hearing, or a Dispute Resolution Board. Either of the parties may also request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

**12. GOVERNANCE**

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington and the venue hereunder will be in the Superior Court for Thurston County.

In the event of an inconsistency in this Contract, unless otherwise provided, the inconsistency is resolved by giving precedence in the following order:

- a) Applicable Washington State Statutes and Regulations.
- b) *All terms and conditions* of this Agreement.
- c) All terms and conditions set forth in attachments.

**13. RECORDS RETENTION AND AUDIT**

RECORDS RETENTION. Each party shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance and administration of payments and fees. Each Party shall retain the same for in accordance with their own retention schedules.

**14. SEVERABILITY**

If any term or condition of this Contract is held invalid, the remainder of the Contract remains valid and in full force and effect.

**15. SUBCONTRACTORS**

Cle Elum may use subcontractors to carry work performances under this agreement. Cle Elum's use of subcontractors does not reduce or release the Cle Elum from its liability for any breach of the Cle Elum's or subcontractor's duties herein.

**Additional Data Privacy Conditions for Subcontractors:** Before a subcontractor used by Cle Elum may gain access to DOR confidential information, Cle Elum must:

- 1. Compel against the subcontractor in writing, all data sharing safeguards and restrictions as set forth in Attachment B to this agreement. Cle Elum must maintain a copy of the written document on file and make the document available to DOR at DOR's request.
- 2. Require each subcontractor personnel who may gain access to DOR confidential data to execute a copy of the acknowledgement similar to the one attached hereto as Attachment C. All such acknowledgements must be kept on file by Cle Elum, and must be made available to DOR at DOR's request.

**16. SURVIVORSHIP**

Notwithstanding the expiration of the initial term of this Contract or any extension thereof, the terms, conditions and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive. This shall minimally include, without limitation, all matters concerning the permissible use and safeguarding of confidential information and matters pertaining to record preservation and subsequent disposition.

**17. TERMINATION**

Termination for Convenience: Either party, may terminate this Agreement, in whole or in part for convenience at any time upon providing ninety (90) days' notice to the other. If

this Contract is so terminated, DOR will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination. No penalty will accrue to DOR in the event the termination option in this section is exercised.

18. **WAIVER**

Any omission by either party to exercise its rights under this Contract does not preclude that party from subsequent exercising of such rights and does not constitute a waiver of any rights. A waiver of rights must be stated in a writing signed by an authorized representative with signature authority on behalf of the party.

## Attachment A – Statement of Work

Each party shall perform as set forth below, and shall use best efforts as determined by them to be in good faith and appropriate, when considering the objectives, costs, and effectiveness of the overall engagement.

### Revenue services.

- Distribute and process initial and renewal internet and/or paper-based applications for Partner's business licensing and/or other regulatory activities.
- Collect and process license fees and licensing information received from applicants and licensees. Disburse collected fees as directed by Partner.
- Issue Business License with Partner's license endorsement as authorized by Partner.
- Provide routine reports on Partner's business licenses as requested by Partner, which may include daily lists of new business applications and renewals, fees processed each day, weekly list of pending accounts, and lists of businesses for which fees have been transferred.
- Maintain electronic or microfilm images of all paper documents and electronic representations of electronic filings received by Revenue from applicants and provide copies as requested.
- Maintain a database containing information received from applicants and licensees (the BLS Database).
- Provide technical assistance to establish and configure appropriate BLS Database access and secure access for Partner staff.
- Provide initial training to Partner staff in the use of the BLS Database, and ongoing training to address changes to the BLS database/access protocols or in Partner staff. Training will occur at Partner's location, over the telephone, or online, as agreed upon by the parties.
- Effect reasonable modifications in the BLS system, database, process, or forms to accommodate Partner's licensing or other regulatory requirements. Revenue will consult with Partner in evaluating alternatives and determining the most feasible and timely means of achieving Partner objectives.
- Timely notify Partner of other modifications to the BLS system, database, process, or forms, including modifications accommodating other BLS partners.

### City of Cle Elum Services:

- Timely provide Revenue with all information requested to implement Partner's participation in the BLS program.
- Follow all requirements identified by Revenue as necessary for participation in the BLS program, including using:
  - o The Business License Application and other forms and processes established by Revenue.
  - o The Business License document for proof of licensure under Partner's licensing or regulatory program.
  - o The Unified Business Identifier (UBI) number to identify licensees and license accounts in all communications with Revenue.
- Obtain and maintain at its own cost, all necessary equipment and online services required at Partner's business location(s) to support Partner's access into and use of the BLS Database. End-to-end testing will take place until such time as Revenue is satisfied.
- Ensure Partner Licensing and Information Technology staff are available to respond promptly to Revenue. Partner staff will be knowledgeable of Partner operations and/or technology and be able to assist Revenue staff with process improvements and/or troubleshooting.
- Provide timely advance notice to Revenue of potential changes to Partner business licensing requirements, fees or processes.
- Upon request by Revenue, provide statistical data associated with the BLS Partner Partnership Agreement such as Full Time Equivalent (FTE) savings, change in number of Partner licensees, and change in revenue flow.

## **Attachment B**

### **CONFIDENTIALITY AND DATA SHARING AGREEMENT**

#### **I. Purpose and Scope**

The following provisions establish the terms under which the Department of Revenue (“Revenue”) and Partner will share confidential data pursuant to the Business Licensing Services Agreement (the “Agreement”).

#### **II. Definitions**

- A. “Confidential Licensing Information” (CLI) has the same meaning as “Licensing Information” under Revised Code of Washington (RCW) 19.02.115(1)(b). CLI is classified as at least Category 3 data under Washington’s Standard for Securing Information Technology Assets, Office of the Chief Information Officer (OCIO) Standard No. 141.10.
- B. “Confidential Tax Information” (CTI) has the same meaning as “Return,” “Tax Information,” and “Taxpayer Identity” under RCW 82.32.330(b), (c), & (e). CTI is classified as at least Category 3 data under Washington’s Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.
- C. “Confidential” refers to data classified as at least Category 3 data under Washington’s Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.
- D. “Portable Devices” refers to small portable computing devices. Examples of portable devices include, but are not limited to handhelds/PDAs, Ultramobile PCs, flash memory devices (e.g., USB flash drives, personal media players), portable hard disks, and laptop/notebook computers.
- E. “Portable Media” refers to small portable digital storage media. Examples of portable media include, but are not limited to optical media (e.g., CDs, DVDs, Blu-Rays), magnetic media (e.g., floppy disks, tape, Zip or Jaz disks), or flash media (e.g., CompactFlash, SD, MMC).
- F. “Data” refers to individual pieces of information.
- G. “Cloud” refers to a non-Partner data center(s) offering infrastructure, operating system platform, or software services. A more complete definition of “cloud” can be found in the National Institute of Standards (NIST) Special Publication 800-145.
- H. “Encryption” refers to enciphering data with a NIST-approved algorithm or cryptographic module using a NIST-approved key length.
- I. “Complex Password” or “Complex Passphrase” refers to a secret phrase, string of characters, numbers, or symbols used for authentication that is not easily guessable and meets an established industry guideline for complexity and length, such as NIST Special Publication 800-118.

#### **III. Data Classification, Authorized Use, Access, and Disclosure**

- A. Data Classification: Data shared under this Agreement is considered confidential and classified as at least Category 3 data under Washington’s Standard for Securing Information Technology Assets, OCIO Standard No. 141.10.
- B. Permitted Uses: Business licensing information may be used for official purposes only.
- C. Permitted Access: Business licensing information may be accessed only by Partner’s employees and agents that have a bona fide need to access such information in carrying out their official duties.

- D. Permitted Disclosure: Business licensing information received under the Agreement must not be disclosed to non-parties unless the disclosure is:
  - 1) Ordered under any judicial or administrative proceeding; or
  - 2) Otherwise expressly authorized by Revenue in writing.

#### **IV. Confidentiality**

Partner and Revenue each agree to keep confidential and secure from unauthorized use, access, or disclosure all confidential data received under the Agreement.

- A. Ensuring Security: Partner shall establish and implement physical, electronic, and managerial policies, procedures, and safeguards to ensure that all confidential data exchanged under this Agreement is secure from unauthorized use, access, or disclosure.
- B. Proof of Security. Revenue reserves the right to monitor, audit, or investigate Partner's security policies, procedures, and safeguards for confidential data. Partner agrees to provide information or proof of its security policies, procedures, and safeguards as reasonably requested by Revenue.

#### **V. Statutory Prohibition Against Disclosure; Confidentiality Agreement**

- A. Criminal Sanctions. RCW 19.02.115(2) prohibits the disclosure of Confidential Licensing Information, except as expressly authorized under RCW 19.02.115(3). RCW 82.32.330(2) prohibits the disclosure of Confidential Tax Information except as expressly authorized under RCW 82.32.330(3). It is a misdemeanor for any person acquiring Confidential Licensing Information or Confidential Tax Information under this Agreement to disclose such information in violation of the disclosure limitations stated in RCW 19.02.115 and RCW 82.32.330. Partner will require employees with access to Confidential Licensing Information and/or Confidential Tax Information to sign a copy of the confidentiality agreement attached at Exhibit C.

#### **VI. Breach of Confidentiality**

In the event of any use, access, or disclosure of confidential data by Partner, or its employees or agents in material violation of the terms of this Agreement:

- A. Partner shall notify Revenue in writing as soon as practicable, but no later than three working days, after determining that a violation has occurred.
- B. Revenue may immediately terminate this Agreement and require the certified return or destruction of all records containing confidential data received under the Agreement.

#### **VIII. Data Security**

Confidential data provided by Revenue shall be stored in a secure physical location and on Partner-owned devices with access limited to the least number of staff needed to complete the purpose of this Agreement.

- A. Partner agrees to store data only on one or more of the following media and protect the data as described:
  - 1) Workstation hard disk drives
    - a) Access to the data stored on local workstation hard disk drives will be restricted to authorized users by requiring logon to the local workstation using a unique user ID and complex password, passphrase, or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.

- b) If the workstation is not located in a secure physical location, hard drive must be encrypted.
  - c) Workstations must be maintained with current anti-malware or anti-virus software.
  - d) Software and operating system security patches on workstations must be kept current.
- 2) Network servers
- a) Access to data stored on hard disks mounted on network servers and made available through shared folders will be restricted to authorized users through the use of access control lists, which will grant access only after the authorized user has authenticated to the network using a unique user ID and complex password, passphrase, or other authentication mechanisms that provide equal or greater security, such as biometrics or smart cards.
  - b) Data on disks mounted to such servers must be located in a secure physical location.
  - c) Servers must be maintained with current anti-malware or anti-virus software.
  - d) Software and operating system security patches on servers must be kept current.
- 3) Backup tapes or backup media
- a) Partner may archive Revenue data for disaster recovery (DR) or data recovery purposes.
  - b) Backup devices, tapes, or media must be kept in a secure physical location.
  - c) Backup tapes and media must be encrypted.
  - d) When being transported outside of a secure physical location, tapes or media must be under the physical control of Partner staff with authorization to access the data or under the physical control of a secure courier contracted by Partner for transportation purposes.
- 4) Cloud Storage
- a) Revenue will meet cloud and data requirements in Washington's Standard for Securing Information Technology Assets, OCIO Standard 141.10.
  - b) Revenue and Partner will, at a minimum, meet the following requirements:
    - i. Encrypt the data at rest and in transit.
    - ii. Control access to the cloud environment with a unique user ID and complex password, passphrase, or stronger authentication method such as a physical token or biometrics.
    - iii. Cloud provider data center(s) and systems must be Service Organization Control (SOC) 2 Type II certified.
- 5) All data provided by Revenue shall be stored on a secure environment by city staff. The City will implement these policies to ensure this security:
- a) Staff will not store or place any Revenue material on any portable devices or portable media (USB devices, CD/DVD, etc.).
  - b) Staff will not email information provided by Revenue to anyone outside of City staff.
  - c) Staff shall only access Revenue information on a City network computer.
  - d) Staff will not save any Revenue reports or data on the hard drive of any City computer. It shall only be stored on a City network.

**B. Protection of Data in Transit**

Partner agrees that any retransmission of Revenue data over a network, other than the Partner's internal business network will be encrypted.

**IX. Data Segregation**

Revenue data must be segregated or otherwise distinguishable from non-Revenue data. This is to ensure that if the data is breached through unauthorized access, it can be reported to Revenue and when the data is no longer needed by Partner, all Revenue data can be identified for return or destruction.

**X. Data Breach Notification**

If Partner or its agents detect a compromise or potential compromise in the data security for Revenue data such that data may have been accessed or disclosed without proper authorization, Partner shall give notice to Revenue within one (1) business day of discovering the compromise or potential compromise. Partner shall take corrective action as soon as practicable to eliminate the cause of the breach and shall be responsible for ensuring that appropriate notice is made to those individuals whose personal information may have been improperly accessed or disclosed. At a minimum, notification to Revenue will include:

- A. The date and time of the event.
- B. A description of the Revenue data involved in the event; and
- C. Corrective actions the Partner is taking to prevent further compromise of data.

#### **XI. Disposition of Data**

- A. Records furnished to the Partner in any medium remain the property of Revenue.
- B. Revenue data no longer needed by the Partner must be disposed of following the data destruction procedures in this Agreement.
- C. Upon the destruction of Revenue data, the partner shall complete a Certification of Data Disposition (attached to this Agreement as Exhibit B), and submit it to the Contract Manager within 15 days of the date of disposal.

#### **XII. Data Destruction Procedures**

The following are acceptable destruction methods for various types of media. At least one method defined under the various types of media must be used to destroy Revenue data for that media type.

- A. Optical discs
  - 1) Incinerate the disc(s); or
  - 2) Shred the discs.
- B. Magnetic tape(s)
  - 1) Degauss.
  - 2) Incinerate; or
  - 3) Crosscut shredding
- C. Digital files on server or workstation hard drives or similar media
  - 1) For mechanical hard drives, use a "wipe" utility which will overwrite the data at least 3 times using either random or single character data.
  - 2) For solid state hard drives, use a "secure erase" utility that resets all cells to zero.
  - 3) Degauss sufficiently to ensure that the data cannot be reconstructed; or
  - 4) Physically destroy disk(s)
- D. Portable media
  - 1) For mechanical hard drives, use a "wipe" utility which will overwrite the data at least 3times using either random or single character data.
  - 2) For solid state hard drives and devices, use a "secure erase" utility that resets all cells to zero.
  - 3) Degauss sufficiently to ensure that the data cannot be reconstructed.
  - 4) Physically destroying disk(s) or devices.
  - 5) For SmartPhones and similar small portable devices use one of the following:

- a) If the devices are encrypted and secured with a complex password, the data is considered destroyed. Before disposal or reissuance of the device, make sure the data is encrypted and then reset the device to original or new condition; or
  - b) If a Mobile Device Management (MDM) solution for the device exists, enable the remote wipe command to destroy the data.
- E. Cloud Storage  
Use the cloud provider's procedures to permanently delete the files and folders.

**\*\*\*\*end\*\*\*\***

## Attachment C

### Individual Acknowledgement of Data Privacy and Data Security Safeguards

Re: **Subcontracting work for City of Cle Elum,**  
Data Security: Contract **K2545** ("Agreement") between City of Cle Elum and Department of Revenue

I, the undersigned, hereby acknowledge my understanding and agreement as follows:

1. I will be performing work on behalf of the City of Cle Elum, which includes work that is covered by the "Agreement."
2. As part of this work, I may receive access to confidential information as that term is defined in the "Agreement."
3. I have been afforded the opportunity to review and inquire about all data security safeguards and requirements set forth in the "Agreement."
4. I further understand that by working on behalf of the City of Cle Elum, I too have the duty to follow all noted data security safeguards and requirements set forth in the "Agreement."
5. I fully understand the data security safeguards and requirements and shall fully comply with them.

\_\_\_\_\_  
Signature:

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

Matthew Lundh

\_\_\_\_\_  
Typed/Print Name

\_\_\_\_\_  
Name of company (if applicable.)

**AGENDA STAFF  
REPORT**

**AGENDA DATE:** March 10, 2026

**ACTION REQUESTED:** Approval of Progress Estimate No. 01 – Zone 3 Booster Pump Improvements Project

---

**BACKGROUND:** The City entered into a construction contract with Belsaas & Smith Construction, Inc. for the Zone 3 Booster Pump Improvements Project. The purpose of this project is to install a new booster pump and associated piping, electrical, and control system improvements to enhance system reliability and water distribution capacity. Progress Estimate No. 01 covers work performed from February 16, 2026 through February 28, 2026. The City’s Engineer has reviewed the work completed and recommends approval of this payment request.

**RECOMMENDATION:** Staff recommends that City Council approve Progress Estimate No. 01 in the amount of \$92,882.51 to Belsaas & Smith Construction, Inc.

**ATTACHMENTS:** Progress Estimate No. 01 – Zone 3 Booster Pump Improvements (HLA Project No. 24184)

**LEAD STAFF:** Mathew Bailey

March 4, 2026

City of Cle Elum  
119 W. 1st Street  
Cle Elum, WA 98922

Attn: Mayor Matthew Lundh

Re: City of Cle Elum  
Zone 3 Booster Pump Improvements  
HLA Project No. 24184  
Progress Estimate No. 01

Dear Mayor Lundh:

Enclosed is Progress Estimate No. 01 for work performed by Belsaas & Smith Construction, Inc., through February 28, 2026, in connection with their contract on the above referenced project. The amount due to the Contractor is \$92,882.51, per the contract documents.

Submission of Certified Payrolls for Belsaas & Smith Construction, Inc. and subcontractors are not required for review. We recommend this Progress Estimate be considered and approved by the City of Cle Elum.

Belsaas & Smith Construction, Inc. has provided the required approved "Intent to Pay Prevailing Wages" form to the City of Cle Elum (attached).

Please contact our office if you have questions or if we may provide additional information.

Sincerely,

Jakob W. Michael, PE

JWM/jld

Enclosures

Copy: Rob Omans, Mathew Bailey, Debbie Lee, Robin Newcomb (City of Cle Elum)  
Riley Eres (Belsaas & Smith Construction, Inc.)  
Taylor Denny, Angie Ringer (HLA)

**CONSTRUCTION PROGRESS ESTIMATE**

**Zone 3 Booster Pump Improvements**

**CITY OF CLE ELUM**  
**119 WEST 1ST STREET**  
**CLE ELUM, WA 98922**

**HLA PROJECT NO. 24184**



**TO: Belsaas & Smith Construction, Inc.**  
 P.O. Box 926  
 Ellensburg, WA 98926

**PROGRESS ESTIMATE NO. 1**

**FROM: Feb. 16, 2026 TO: Feb. 28, 2026**

BID ITEM NO.	DESCRIPTION	UNIT	CONTRACT TOTAL <i>(Contract + COs)</i>			TOTAL WORK TO DATE		PREVIOUS PAID		AMOUNT DUE NOW <i>(Total - Previous)</i>		PERCENT CONTRACT COMPLETE
			QTY	UNIT PRICE	COST	QTY	COST	QTY	COST	QTY	COST	
1	Mobilization	LS	1	\$ 33,000.00	\$ 33,000.00	1	\$ 33,000.00	0	\$ -	1	\$ 33,000.00	100%
2	Minor Change	FA	1	\$ 5,000.00	\$ 5,000.00	0	\$ -	0	\$ -	0	\$ -	0%
3	Booster Pump Equipment, Valves, and Fittings, Complete	LS	1	\$ 194,000.00	\$ 194,000.00	0.26	\$ 49,687.50	0	\$ -	0.26	\$ 49,687.50	26%
4	Electrical and Control System Improvements, Complete	LS	1	\$ 126,000.00	\$ 126,000.00	0.02	\$ 2,918.50	0	\$ -	0.02	\$ 2,918.50	2%

<b>Subtotal</b>				<b>\$ 358,000.00</b>	<b>\$ 85,606.00</b>	<b>\$ -</b>	<b>\$ 85,606.00</b>	<b>24%</b>
<b>8.5% Sales Tax Increase Effective January 1, 2026</b>				<b>\$ 30,430.00</b>	<b>\$ 7,276.51</b>	<b>\$ -</b>	<b>\$ 7,276.51</b>	
<b>Project Total</b>				<b>\$ 388,430.00</b>	<b>\$ 92,882.51</b>	<b>\$ -</b>	<b>\$ 92,882.51</b>	
<b>Project Total (Including Sales Tax)</b>				<b>\$ 388,430.00</b>	<b>\$ 92,882.51</b>	<b>\$ -</b>	<b>\$ 92,882.51</b>	<b>24%</b>
<b>Retainage Bond #30249430</b>					<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Amount Due Progress Estimate No. 1</b>					<b>\$ 92,882.51</b>	<b>\$ -</b>	<b>\$ 92,882.51</b>	

I hereby certify that the foregoing is a true and correct statement of the work performed under this contract.

\_\_\_\_\_  
 Jakob W. Michael, PE

**CONSTRUCTION PROGRESS ESTIMATE - SCHEDULE OF VALUES**

**Zone 3 Booster Pump Improvements**

**CITY OF CLE ELUM**  
**119 WEST 1ST STREET**  
**CLE ELUM, WA 98922**

**TO: Belsaas & Smith Construction, Inc.**  
 P.O. Box 926  
 Ellensburg, WA 98926

**HLA PROJECT NO. 24184**



<i>BID ITEM NO.</i>	<i>BID ITEM NAME</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>UNIT</i>	<i>UNIT PRICE</i>	<i>TOTAL PRICE</i>	<i>PERCENT OF ITEM COMPLETE</i>
1	Mobilization	1.01 - 50% Payment Upon 5% Completion	1	LS	\$ 16,500.00	\$ 16,500.00	100%
1	Mobilization	1.02 - 100% Payment Upon 10% Completion	1	LS	\$ 16,500.00	\$ 16,500.00	100%
3	Booster Pump Equipment, Valves, and Fittings, Complete	3.01 - Install Equipment Pad	1	LS	\$ 2,000.00	\$ 2,000.00	100%
3	Booster Pump Equipment, Valves, and Fittings, Complete	3.02 - Supply Pump	1	LS	\$ 71,225.00	\$ 71,225.00	0%
3	Booster Pump Equipment, Valves, and Fittings, Complete	3.03 - Install Pump	1	LS	\$ 10,000.00	\$ 10,000.00	0%
3	Booster Pump Equipment, Valves, and Fittings, Complete	3.04 - Pump Start-Up	1	LS	\$ 5,500.00	\$ 5,500.00	0%
3	Booster Pump Equipment, Valves, and Fittings, Complete	3.05 - Install Supply & Discharge Piping	1	LS	\$ 95,375.00	\$ 95,375.00	50%
3	Booster Pump Equipment, Valves, and Fittings, Complete	3.06 - Pipe Painting and Finishes	1	LS	\$ 9,900.00	\$ 9,900.00	0%
4	Electrical and Control System Improvements, Complete	4.01 - Submittals	1	LS	\$ 1,382.00	\$ 1,382.00	100%
4	Electrical and Control System Improvements, Complete	4.02 - Mobilization/Demolition	1	LS	\$ 3,073.00	\$ 3,073.00	50%
4	Electrical and Control System Improvements, Complete	4.03 - Wiring	1	LS	\$ 23,932.00	\$ 23,932.00	0%
4	Electrical and Control System Improvements, Complete	4.04 - HVAC/Motors	1	LS	\$ 1,212.00	\$ 1,212.00	0%
4	Electrical and Control System Improvements, Complete	4.05 - Distribution Equipment	1	LS	\$ 96,400.30	\$ 96,400.30	0%

Printed on 1/29/2026



Intent: 1559765 Approved Date 8/4/2025

Affidavits: N/A

BELSAAS & SMITH CONST INC
PO BOX 926, ELLENSBURG, WA 98926
pbosman@belsmith.com
509-925-9747

UBI REGISTRATION WORKERS' COMPENSATION
600 315 643 BELSASC0330H 213,598-00

Intent Details

Filed by: Pam Bosman
Work expected to start: 11/1/2025
Estimated contract amount: \$387,714.00
Work will be performed in (or near) the following places:
Cities: Cle Elum
Counties: Kittitas

Received Date: 7/24/2025

Performing work on the project:

Employees: Yes
Subcontractors: Yes
Owner/operators owning 30% or more of the company: No
Apprentices: No
Active OMWBE certification existed when this Intent was submitted on 7/24/2025: No

Project Details

Project Name: Zone 3 Booster Pump Improvements
Project Description: Install a new Zone 3 booster pump
Contract#: 24184
Contract Type: Bid-Build (Traditional)
Total Contract Amount: \$387,714.00
Bid Due Date: 7/1/2025
Awarded Date: 7/8/2025

Awarding Agency

CLE ELUM, CITY OF
301 PENNSYLVANIA AVE CLE ELUM, WA - 98922
Jakob Michael - HLA, 509-966-7000

Prime Contractor

This is the Prime Intent

BELSAAS & SMITH CONST INC
509-925-9747

UBI REGISTRATION
600 315 643 BELSASC0330H

Journey Level Wages

Trade (County) Job Classification # of Workers Rate Wage Fringe

Truck Drivers (Kittitas)	Dump Truck	1	\$62.25	\$57.25	\$5.00
Power Equipment Operators- Underground Sewer & Water (Kittitas)	Shovel, Excavator, Backhoe, Tractors Under 15 Metric Tons	2	\$84.44	\$79.44	\$5.00
Power Equipment Operators- Underground Sewer & Water (Kittitas)	Loaders, Overhead Under 6 Yards	2	\$85.08	\$80.08	\$5.00
Laborers - Underground Sewer & Water (Kittitas)	Pipe Layer	3	\$53.07	\$48.07	\$5.00
Laborers - Underground Sewer & Water (Kittitas)	General Laborer & Topman	3	\$52.24	\$47.24	\$5.00

**Public Notes**

*None.*

## **City Administrator**

Staff Report  
(March 10, 2026)

### **Public Records Requests:**

As an update on public records requests, the city received 33 new requests for the month of February (see attached).

### **New Planning Director:**

I would like to welcome Shannon Johnson as our new Planning Director. She started last Monday so it's been just barely a week and already jumped right in. So welcome Shannon and if you haven't had a chance to say hi stop by city hall sometime.

### **Building Department Update:**

As a Building Department update for the month of February, we issued 4 permits, bringing the year-to-date total to four permits. It has been a slightly slower start this year compared to last year, when we had issued eleven permits by this time.

Additionally, next week I will be attending four days of training. This training provides education credits that will allow me to continue maintaining and updating my certifications.

### **Spring Clean-up:**

Spring Clean-Up is quickly approaching and will take place throughout the entire month of April. We have mailed out vouchers, so please keep an eye on your mail and be sure not to throw them away.

If you do not receive your voucher or it is accidentally thrown away, replacement vouchers will be available at City Hall.

Please remember that the Spring Clean-Up voucher is valid only for residential customers within the City of Cle Elum. It's a great benefit of having garbage service, so be sure to take advantage of it.

Also the 'brush dump' will be open next month as well but I will have director Bailey fill you in on that.

## PUBLIC RECORDS REQUESTS FOR FEBRUARY 2026

	<b>Request Date</b>	<b>Requester Name</b>	<b>Requester City</b>	<b>Requester State</b>
1	02/27/2026 07:10:06 PM	Devon Pearson	South Cle elum	WA
2	02/27/2026 03:22:37 PM	Leslie Ditsworth	South Cle Elum	WA
3	02/26/2026 08:40:03 PM	Tiffini Hawkins	Cle Elum	WA
4	02/26/2026 04:09:50 PM	Rachel Mazur	Seattle	WA
5	02/26/2026 10:29:05 AM	Emma Nagle	Tampa	FL
6	02/25/2026 03:53:32 PM	Melanie Broadbent & Jaime Cumming	Issaquah	WA
7	02/25/2026 12:00:00 AM	MARIE HAWK	CLE ELUM	WA
8	02/24/2026 11:27:04 AM	Florentino C. Alonso	Toppenish	WA
9	02/24/2026 07:16:44 AM	Priscilla Oakley	Johnson City	TN
10	02/24/2026 07:15:20 AM	Priscilla Oakley	Johnson City	TN
11	02/23/2026 11:57:46 AM	Trisha Ray	Tallmadge	OH
12	02/23/2026 10:10:07 AM	Samantha Allen	Cle Elum	WA
13	02/20/2026 07:24:29 AM	Priscilla Oakley	Johnson City	TN
14	02/20/2026 07:23:30 AM	Priscilla Oakley	Johnson City	TN
15	02/18/2026 03:03:52 PM	Jeanette Jurgensen	Edgewood	WA
16	02/14/2026 11:33:43 AM	Thomas Kim	St. Louis	MO
17	02/13/2026 04:41:29 PM	Lisa Porter	Ellensburg	WA
18	02/13/2026 12:53:27 PM	Bret Chopp	Lake Forest Park	WA
19	02/13/2026 12:23:33 PM	Bret Chopp	Lake Forest Park	WA
20	02/13/2026 12:18:30 PM	Bret Chopp	Lake Forest Park	WA
21	02/13/2026 12:10:18 PM	Bret Chopp	Lake Forest Park	WA
22	02/12/2026 07:45:11 AM	Toni Smith	Puyallup	WA
23	02/09/2026 03:08:33 PM	Bronwyn Fleming	Bonney Lake	WA
24	02/09/2026 02:04:07 PM	Charles Strom	zoom	WA
25	02/06/2026 01:18:09 PM	Kristin Dietzel	Seattle	WA
26	02/06/2026 12:45:09 PM	Laura Osiadacz	Roslyn	WA
27	02/03/2026 02:35:08 PM	Carol Tomicich	Cle Elum	WA
28	02/03/2026 02:28:06 PM	Carol Tomicich	Cle Elum	WA
29	02/03/2026 12:00:00 AM	Carol Tomicich	Cle Elum	WA
30	02/03/2026 11:55:09 AM	Parth B	Green Cove Springs	FL
31	02/02/2026 12:35:03 PM	Jesi Siemons-Pritchett	Roslyn	WA
32	02/02/2026 12:28:34 PM	Jesi Siemons-Pritchett	Roslyn	WA
33	02/02/2026 12:00:00 AM	Nellie Sue Renald	Cle Elum	WA

# City of Cle Elum, WA Performance Report

February 1, 2026 - February 28, 2026 All departments

General Overview: Requests received, opened, and closed in this period.

<b>33 request(s) received</b> Total number of new requests received during this reporting period.	<b>507 total request(s)</b> Total number of requests in the portal at the beginning of the reporting period.	<b>28 request(s) closed</b> Total number of requests closed during this reporting period.
<b>8 request(s) open</b> Total number of open requests by the end of this reporting period.	<b>2 request(s) overdue</b> Total number of requests that became overdue in this reporting period.	<b>0 request(s) paused</b> Total number of requests that were paused by the end of this reporting period.

Response and Fulfillment: How fast your agency responds to and fulfills requests

<b>1 day(s) to respond</b> Median response time in days in this reporting period.	<b>1 day(s) to respond</b> Average response time in days in this reporting period.	<b>6 fulfilled outside 5 days</b> Number of requests closed beyond 5 days of request submission during this reporting period.
<b>24 fulfilled within 5 days</b> Total number of requests closed within 5 days of request submission during this reporting period.	<b>2 day(s) to fulfillment</b> Median number of days taken to fulfill all requests in this reporting period.	<b>3 day(s) to fulfillment</b> Average number of days taken to fulfill all requests in this reporting period.

Thank you to the Mayor, City Council and City Staff for the opportunity to be the new Planning Director.

Appreciation for City Staff, and Consultant for onboarding.

Referenced Colleda Monick's full monthly report.

Briefed the group on first week as Planning Director.

- Public Works Director Bailey provided a guided tour around the city to look at the various current and upcoming project sites.
- Began conducting Planning Review of several permits including building permit plan review, critical area determinations, and a sign code enforcement issue.
- Began jumping in at the front counter to help folks with Planning questions to learn the Land Development Code and apply it appropriately.
- Attended and helped with the Planning Commission meeting. They finished review of the Housing Element.
- Next week I will lead the Historic Preservation meeting, and I've invited a representative from DAHP, (Department of Archaeology & Historic Preservation) to discuss upcoming grant opportunities.

**CITY OF CLE ELUM**  
**Planning Department**

**AGENDA**  
**STAFF REPORT**

**AGENDA DATE:** March 10, 2026  
**ACTION REQUESTED:** None, Current Planning Update: February 5, 2026 – March 5, 2026  
**LEAD STAFF:** Colleda Monick, HLA

---

**BACKGROUND:**

**Current Planning Permits:**

1. **Site and Design Review:**

- a. SDR-2025-004: Teanaway Court, comment period closed. Public hearing date of February 4, 2026. Awaiting Hearing Examiner Decision

2. **SEPA:**

- a. SEP-2025-002: Teanaway Court. Determination of Non-Significance issued January 15, 2026.
- b. SEP-2026-001: Horse Park is proposing a berm. City requested additional information, ongoing discussions between city legal and their legal team.

3. **Pre-Application Meeting:**

- a. PRE-AP-2026-001: Horse Park requested support regarding upcoming projects. Meeting scheduled for February 19, 2026, canceled by HP. Currently, legal to legal discussion.

4. **Preliminary Long Plat:**

- a. SUB-2023-003, DA-2024-001, SEPA-2024-004: Wildwood Ranch, Preliminary Plat and Development Agreement, MDNS issued, public hearing date TBD. Awaiting applicants' revised submittals, deadline March 17, 2026.

5. **Building Permits:**

- a. Upper Kittitas County Community Recreation Center: on hold, extended to **March 10, 2026**.
- b. BDG-2026-001: Horse Park Fence. Reviewed plans, requested more info.
- c. S-2026-003: Lot 63, S-1, Bullfrog Flats, under review.
- d. S-2026-004: Lot 64, S-1, Bullfrog Flats, under review.

6. **Franchise Agreement:**

- a. FA-2025-001: Applicant has additional revisions, requested more time.
- b. FA-2026-001: Applicant is reviewing draft Ordinance.

7. **Final Plats:**

- a. FP-2025-001: Bullfrog Flats, Phase 1, S-1 Recorded at county on 2/12/2026.
- b. FP-2025-002: Bullfrog Flats, Phase 1, J – close to recording.
- c. FP-2025-003: Bullfrog Flats, Phase 1, S-2 – close to recording.

**General Planning Support:**

1. **Business License Review:** HLA reviews business licenses every month for possible land use requirements.
2. **On-site Planning Support:** HLA provided on-site planning staff support, ensuring a seamless integration of planning efforts with the City's objectives. This included assisting staff with various project-related tasks such as reviewing building permits, code interpretation, participation in staff meetings, and providing project updates. This last month also included a day going over historical planning for the City, recent code updates, and the zoning map with new Planning Director, Shannon Johnson.

**Public Support:** HLA responded to development-related inquiries.

3. **Planning Commission.** HLA provides ongoing support to the City's Planning Commission and City staff in facilitating key initiatives and ensuring effective coordination between stakeholders for regulatory compliance and assisting with transparent communication with City staff, the public, and various agencies. Below is an overview of HLA contributions during the last month:

We conducted two meetings with Commissioners, necessitating thorough preparation. This entailed agenda creation, packet formalization, minute-taking, and conducting the meeting. Additionally, HLA coordinated with staff for document input into City systems and website updates and code publishing edits, ensuring seamless communication and transparency.

HLA coordinated interviews with two applicants who applied for the open position on the Planning Commission and shared passed along information to the Mayor. One candidate was an out of town resident and therefore not able for appointment.

HLA presented the draft Land Use Element as part of the Comprehensive Plan update as well as took Commissioners through the Housing Element. The Commission will be reviewing the Parks Element at their next meeting.

Due to scheduling conflicts, the Commission will not be meeting on March 17, 2026 or April 7, 2026 and will instead hold a **Special Meeting on March 31, 2026**. HLA coordinated with the City Clerk for cancellation and noticing.

## Public Works Council Update

- **PSE Electric Vehicle Charging Stations:** Ribbon cutting ceremony March 24 1pm
- **1st Street Revitalization:** On hold till Spring 2026
- **Montgomery Water main replacement:** Watermain replacement completed. Project on hold till spring for asphalt restoration.
- **Sewer main Lining project:** Spot repairs have started and obstructions in sewer mains are being removed in preparation for liner installation.
- **Zone 3 Booster Pump Installation.** Isolations Valves have been installed, Electrical installed, pending pump delivery and installation.
- **Public Works Transitioning to Spring Maintenance:** Crews are focused on seasonal maintenance activities. Pothole repairs, fire hydrant inspections, sewer inspections/cleaning, stormwater inspections/cleaning, street sweeping, alley grading. 12" Water main repair at 2<sup>nd</sup> and Pennsylvania.
- **Stormwater Plan:** First draft of Stormwater Plan sent to Dept. of Ecology. Working toward establishing Stormwater Utility Fund. Developing Stormwater code language.
- **Bullfrog Flats**
  - Extension of road and utilities over horse culvert
  - Bullfrog roundabout to start construction this spring

## Council Meetings

Honorable Mayor and council,

- Sewer line collapsed at the PD
  - Thank you PW for helping get the line fixed
- We are in the beginning stages of transitioning to AXON
  - Many moving parts, involves taking Getac tech out, installing AXON, changing laptops etc.
  - We are also getting new Taser tech
  - VR headset with capabilities for de-escalation
  - Shoot/Taze/ No Shoot scenarios
- Attended a regional federal partner meeting in Union Gap
  - Local agencies, FBI, US Attorney General Office, IRS
  - Spoke about new legislation and policies to make sure we know what to expect from each other
- Re-submitting HB-2015 this week
  - Largest holdup is training
  - I have submitted an affidavit of intent to complete the training which should be sufficient
- Two items out for bid this week
  - Mini-Splits
  - Laptops

# Officer Report Council Meeting 03-10-2026

Your honorable Mayor and city council,

1. Report of calls in the month of Feb we had 46 calls, 3 fires, 30 Ems, 12 others and 1 false alarm.
2. Fire reports break down. 1 automatic aid to Roslyn, structure on fire sent 3-man crew that did an interior basement search for ext. Had South Cle Elum Engine moved up to Station 51 with three persons standby. 1 Chimney fire Roslyn. Units in route were canceled no ext. 1 listed cancelled call was a Transportation truck fire in Ronald units in route were canceled call handled by district 6.
3. I wanted to say it was great to be able to help celebrate our state girl basketball champs with a parade through town. The citizens came out in a big way to show support in honoring these amazing Girls and their Coaches
4. I sent out several packets to you all. These reflect various things like clarification on response times for Cle Elum Fire.

I want to set the record straight With Aid given and received with District 7 we gave aid to District 7, 34 times in 2025 we received aid 9 times and 4 were recorded wrong as received that were on EB I-90 their area. So truly only received 5 times. So, in No way is district 7 covering our calls or being needed to run calls for Cle Elum Fire.

AVERAGE times yearly CEFD

It is currently 8.12 minutes from dispatch to arriving on scene. A 5-year average of 8.24. In 2020-8.53, 2021-9.18, 2022-7.44, 2023-8.28, 2024-7.56, 2025-8.2.

Next packet

Aid given aid received yearly.

Shows how many times we have given aid and how many times we have received aid over the past five years.

2020 gave 9 times received 2 total calls 321, 2021 gave 24 received 2 total 388. 2022 Gave 26 times received 5 total calls 439. 2023 Gave 70 received 30 Total 457. 2024 given 49 times, received 16 times total calls 459. 2025 aid given 55 times received 21 Total 469 calls.

Last is a current 3-month total, this breaks down and compares us to Standard deviation and a 90<sup>th</sup> percentile. You can see dispatch to enroute on average 5:43 compared to 8:38 and 4:32.

Enroute to scene 2:54 compared to 2:25 and 5:41.

Dispatch to scene 8.12 compared to 3:41 and 13:03

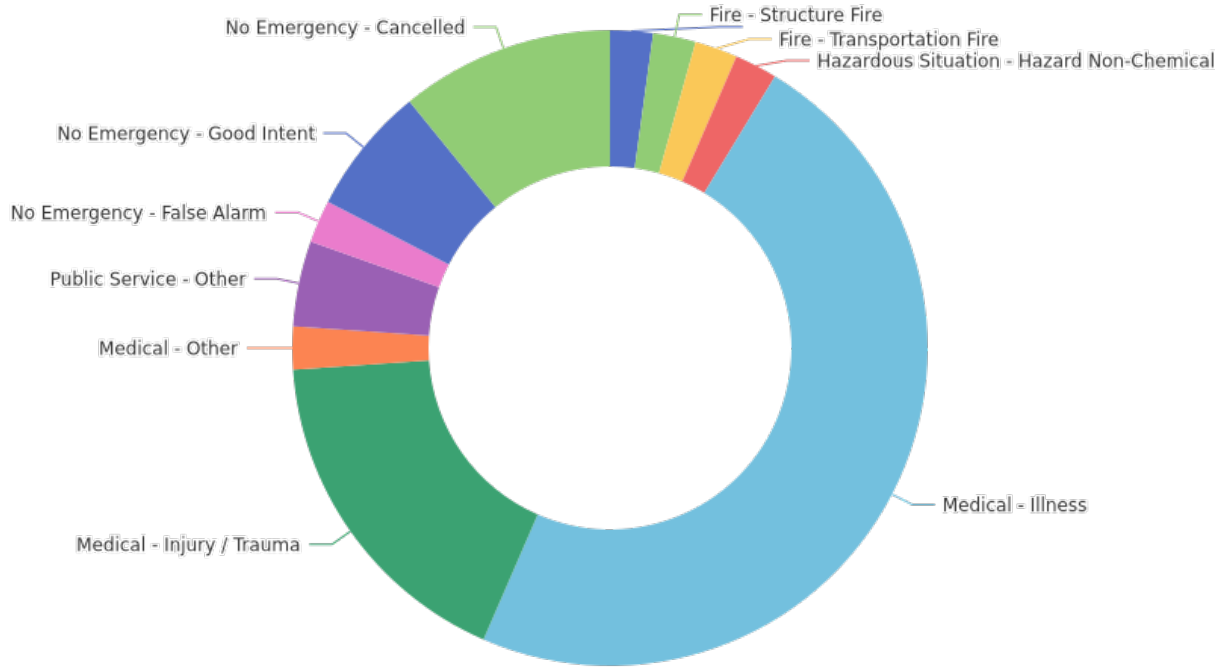
Dispatch to clear 28:31 compared to 18:29 and 51:31

I want to remind each one of the council members as you try to get a grasp on the decisions in front of you that don't be fooled by inaccurate interpretations, perspectives or by agendas that are trying to paint a much different picture. We have never been a 10 to 15 to 20 minutes to scene Average.

5. With the weather we decided to put off our burn scheduled for this Friday. Plans are to burn with open air burner, On March 27. We will be using the fuels crew, public works and your Local Volunteer fire department to help get the rest of the collected fire wising material cleaned up from last year.
6. WSRB has completed their survey. They were on site most of the day last Tuesday. Received follow up email on this ongoing process.
7. Any questions for me currently.



**FDR-IR: Incident Count by Primary Incident Sub Group**



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	COUNT	PERCENT OF TOTAL
<b>Fire</b>	<b>2</b>	<b>4.35%</b>
Fire - Structure Fire	1	2.17%
Fire - Transportation Fire	1	2.17%
<b>Hazardous Situation</b>	<b>1</b>	<b>2.17%</b>
Hazardous Situation - Hazard Non-Chemical	1	2.17%
<b>Medical</b>	<b>31</b>	<b>67.39%</b>
Medical - Illness	22	47.83%
Medical - Injury / Trauma	8	17.39%
Medical - Other	1	2.17%

# FDR-IR: Incident Count by Primary Incident Sub Group

Cle Elum FD WA  
 Address: 301 N Pennsylvania Ave, Cle Elum, WA, 98922



PRIMARY INCIDENT GROUP / PRIMARY INCIDENT SUB GROUP	COUNT	PERCENT OF TOTAL
<b>Public Service</b>	<b>2</b>	<b>4.35%</b>
Public Service - Other	2	4.35%
<b>No Emergency</b>	<b>9</b>	<b>19.57%</b>
No Emergency - False Alarm	1	2.17%
No Emergency - Good Intent	3	6.52%
No Emergency - Cancelled	5	10.87%
<b>Law Enforcement Support</b>	<b>1</b>	<b>2.17%</b>
	1	2.17%
<b>Total</b>	<b>46</b>	<b>100.00%</b>

# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 7:28:05 PM



## Average Response Time for Aid Type (given) Incidents for Date Range

Start Date: 01/01/2025 | End Date: 12/31/2025

AID TYPE	AVERAGE RESPONSE TIME (Dispatch to Arrived)	NUMBER OF INCIDENTS
Automatic aid given	9:20	46
Automatic aid received	6:49	19
Mutual aid given	23:12	9
Mutual aid received	17:32	2
None	7:22	393
<i>Average for all Aid Types:</i>	<i>7:53</i>	<i>469</i>

Calculates the Average Response Time for all incidents with in a date range where the Aid Type is "Automatic Aid Given, Mutual Aid Given and None.



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# Cle Elum Fire Department

Cle Elum, WA

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## Average Response Time for Aid Type (given) Incidents for Date Range

Start Date: 01/01/2024 | End Date: 12/31/2024

AID TYPE	AVERAGE RESPONSE TIME (Dispatch to Arrived)	NUMBER OF INCIDENTS
Automatic aid given	9:13	39
Automatic aid received	6:27	9
Mutual aid given	14:20	10
Mutual aid received	6:54	7
None	7:28	394
<i>Average for all Aid Types:</i>	<i>7:45</i>	<i>459</i>

Calculates the Average Response Time for all incidents with in a date range where the Aid Type is "Automatic Aid Given, Mutual Aid Given and None.



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# Cle Elum Fire Department

Cle Elum, WA

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## Average Response Time for Aid Type (given) Incidents for Date Range

Start Date: 01/01/2023 | End Date: 12/31/2023

AID TYPE	AVERAGE RESPONSE TIME (Dispatch to Arrived)	NUMBER OF INCIDENTS
Automatic aid given	10:32	46
Automatic aid received	8:35	21
Mutual aid given	11:49	23
Mutual aid received	9:40	9
None	6:44	357
Other aid given	3:54	1
<i>Average for all Aid Types:</i>	<i>7:31</i>	<i>457</i>

Calculates the Average Response Time for all incidents with in a date range where the Aid Type is "Automatic Aid Given, Mutual Aid Given and None.



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# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 7:29:00 PM



## Average Response Time for Aid Type (given) Incidents for Date Range

Start Date: 01/01/2022 | End Date: 12/31/2022

AID TYPE	AVERAGE RESPONSE TIME (Dispatch to Arrived)	NUMBER OF INCIDENTS
Automatic aid given	10:27	19
Automatic aid received	7:58	2
Mutual aid given	30:05	6
Mutual aid received	11:21	3
None	7:10	408
Other aid given	10:14	1
<i>Average for all Aid Types:</i>	<i>7:40</i>	<i>439</i>

Calculates the Average Response Time for all incidents with in a date range where the Aid Type is "Automatic Aid Given, Mutual Aid Given and None.



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# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 7:29:15 PM



## Average Response Time for Aid Type (given) Incidents for Date Range

Start Date: 01/01/2021 | End Date: 12/31/2021

AID TYPE	AVERAGE RESPONSE TIME (Dispatch to Arrived)	NUMBER OF INCIDENTS
Automatic aid given	9:26	18
Automatic aid received	5:53	1
Mutual aid given	28:20	3
Mutual aid received	0:04	1
None	8:23	362
Other aid given	5:18	3
<i>Average for all Aid Types:</i>	8:33	388

Calculates the Average Response Time for all incidents with in a date range where the Aid Type is "Automatic Aid Given, Mutual Aid Given and None.



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# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 7:29:30 PM



## Average Response Time for Aid Type (given) Incidents for Date Range

Start Date: 01/01/2020 | End Date: 12/31/2020

AID TYPE	AVERAGE RESPONSE TIME (Dispatch to Arrived)	NUMBER OF INCIDENTS
Automatic aid given	11:48	5
Automatic aid received	12:18	2
Mutual aid given	6:18	2
None	8:21	310
Other aid given	11:46	2
<i>Average for all Aid Types:</i>	8:26	321

Calculates the Average Response Time for all incidents with in a date range where the Aid Type is "Automatic Aid Given, Mutual Aid Given and None.



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# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 6:44:09 PM



## Average Response Time for Agency for Date Range

Start Date: 01/01/2025 | End Date: 12/31/2025

AGENCY	AVERAGE RESPONSE TIME MM:SS (Dispatch to Arrived)
Cle Elum Fire Department	8:21

Only REVIEWED incidents included



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# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 6:44:26 PM



## Average Response Time for Agency for Date Range

Start Date: 01/01/2024 | End Date: 12/31/2024

AGENCY	AVERAGE RESPONSE TIME MM:SS (Dispatch to Arrived)
Cle Elum Fire Department	7:56

Only REVIEWED incidents included



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# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 6:44:47 PM



## Average Response Time for Agency for Date Range

Start Date: 01/01/2023 | End Date: 12/31/2023

AGENCY	AVERAGE RESPONSE TIME MM:SS (Dispatch to Arrived)
Cle Elum Fire Department	8:28

Only REVIEWED incidents included



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# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 6:44:59 PM



## Average Response Time for Agency for Date Range

Start Date: 01/01/2022 | End Date: 12/31/2022

AGENCY	AVERAGE RESPONSE TIME MM:SS (Dispatch to Arrived)
Cle Elum Fire Department	7:44

Only REVIEWED incidents included



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# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 6:45:12 PM



## Average Response Time for Agency for Date Range

Start Date: 01/01/2021 | End Date: 12/31/2021

AGENCY	AVERAGE RESPONSE TIME MM:SS (Dispatch to Arrived)
Cle Elum Fire Department	9:18

Only REVIEWED incidents included



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# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 6:45:24 PM



## Average Response Time for Agency for Date Range

Start Date: 01/01/2020 | End Date: 12/31/2020

AGENCY	AVERAGE RESPONSE TIME MM:SS (Dispatch to Arrived)
Cle Elum Fire Department	8:53

Only REVIEWED incidents included



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# Cle Elum Fire Department

Cle Elum, WA

This report was generated on 2/24/2026 6:45:53 PM



## Average Response Time for Agency for Date Range

Start Date: 01/01/2020 | End Date: 02/24/2026

AGENCY	AVERAGE RESPONSE TIME MM:SS (Dispatch to Arrived)
Cle Elum Fire Department	8:24

Only REVIEWED incidents included



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# Incident Report

Advanced Search

Report Type

Incident Time Statistics

× Date Interval × NFIRS Aid Type ×

<u>Time Interval</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Median</u>	<u>Average</u>	<u>90th Percentile</u>	<u>Standard Deviation</u>
Dispatch to Enroute (Turnout Time)	00:01:01	00:44:38	00:05:06	00:05:43	00:08:38	00:04:32
Enroute to Scene (Travel Time)	00:00:23	00:16:01	00:02:16	00:02:54	00:05:41	00:02:25
Dispatch to Scene (Response Time)	00:01:48	00:23:26	00:07:15	00:08:12	00:13:03	00:03:41
Scene to Clear (Time on Scene)	00:00:05	01:23:33	00:17:53	00:22:26	00:42:27	00:17:24
Dispatch to Clear (Total Utilization Time)	00:04:08	01:33:31	00:24:46	00:28:31	00:51:31	00:18:29



- The report only evaluates responses from NFIRS reports that were not deleted, where the responding apparatus was not an “Aid” response from an outside department, and where the apparatus recorded at least a valid Dispatch and Enroute time.
- The report does include responses from NFIRS reports in all status, including ones that are not yet Authorized.
- The report may not include responses from records with invalid codes for the NFIRS fields Apparatus Use and Aid Type. This is uncommon, and typically relates to imported historic data from outside systems.



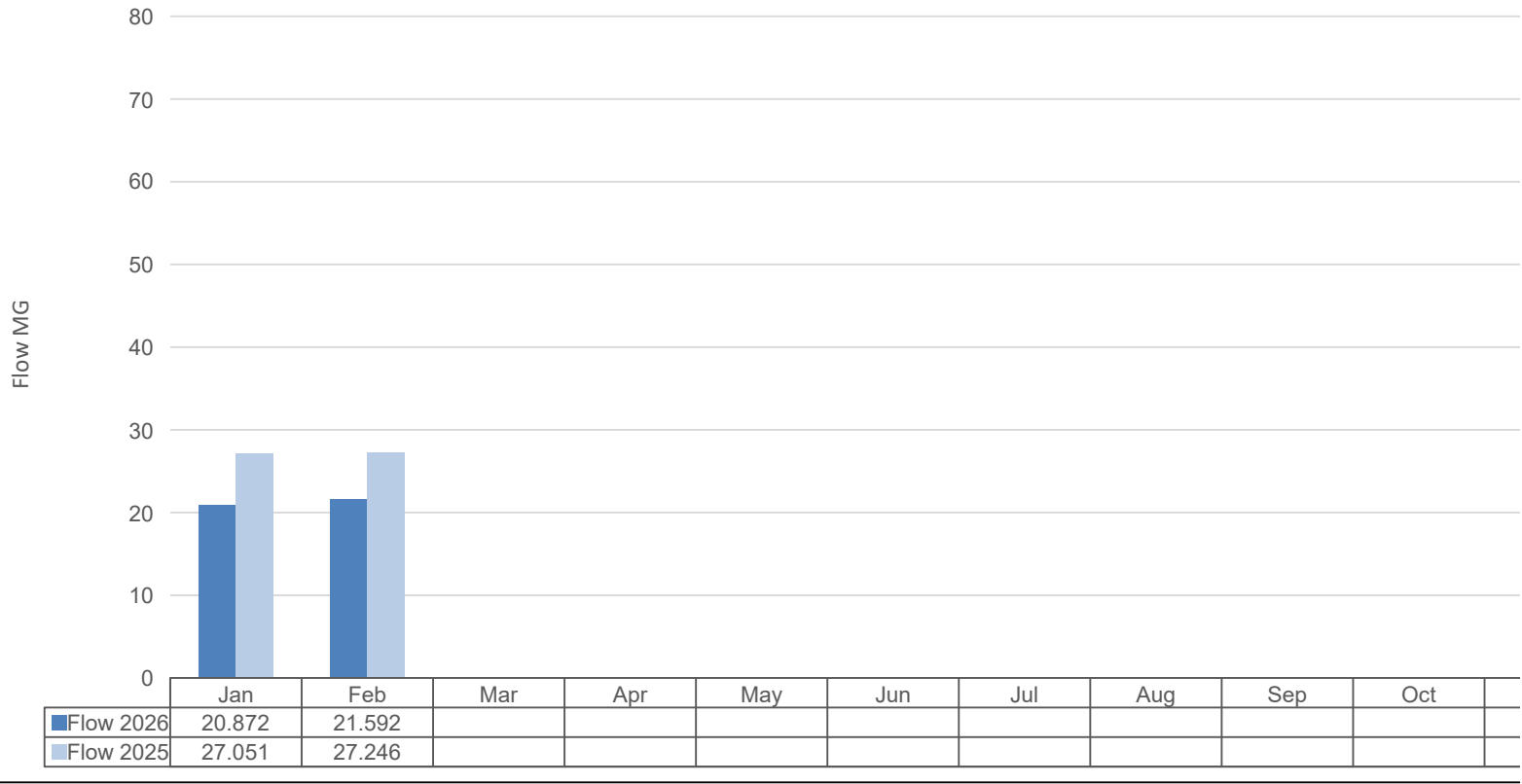
- Date Interval is set to a default range of “Last 3 Calendar Months”
- Aid Type (whether aid was given or received at the incident level) is set to a default selection of None, Mutual Aid Received, and Automatic Aid Received. Note that “receiving” type incidents are still only measuring the time intervals from your department’s apparatus.



## March 10 Council Meeting

- Good evening, Honorable Mayor and Council Members.
- My graphs are included in your packet; I'm happy to answer any questions.
- Both plants are operating efficiently.
- We are currently running on the well field due to turbid conditions on the Yakima River. The river elevation jumped up 2 feet in 4 hours Sunday evening.
- We shutdown the water plant last week and disconnected from the electrical grid so that electricians could enter the primary switchgear cabinet to pull wire to the buss bar for the Zone 3 pump project.
- The contractor has installed valving off the finished water header, we again had to shutdown the plant for them to complete this work. Moving forward we should not have to shut the plant down again for anymore work related to the Zone 3 pump project.

### Water Plant Production



## Water Plant Run Time

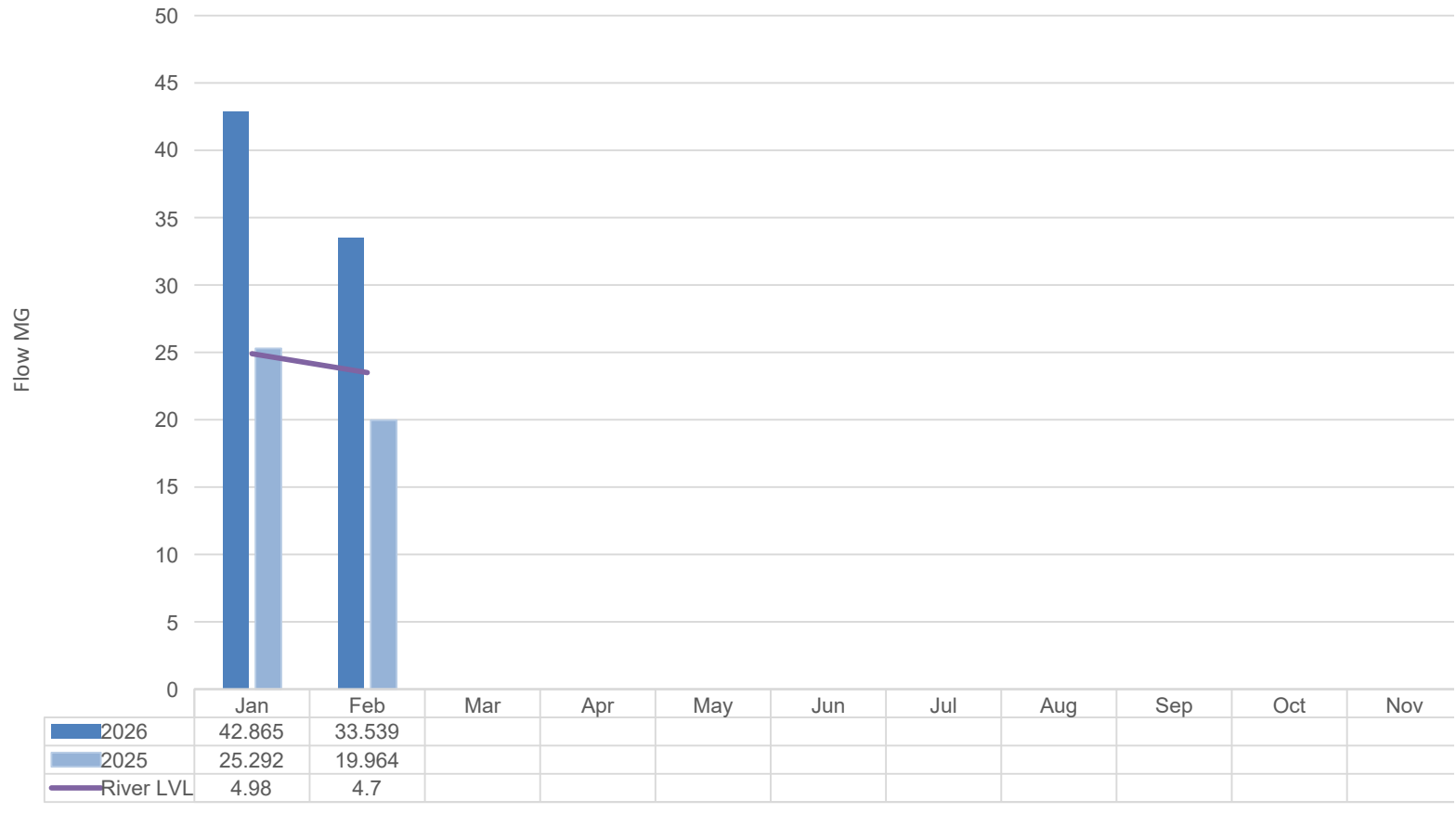


### Precipitation



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
■ WWTP	1.65	1.07									
■ WTP	1.56	0.96									
■ 2025	1.1	1.9									

### Wastewater Influent Flows and River Level

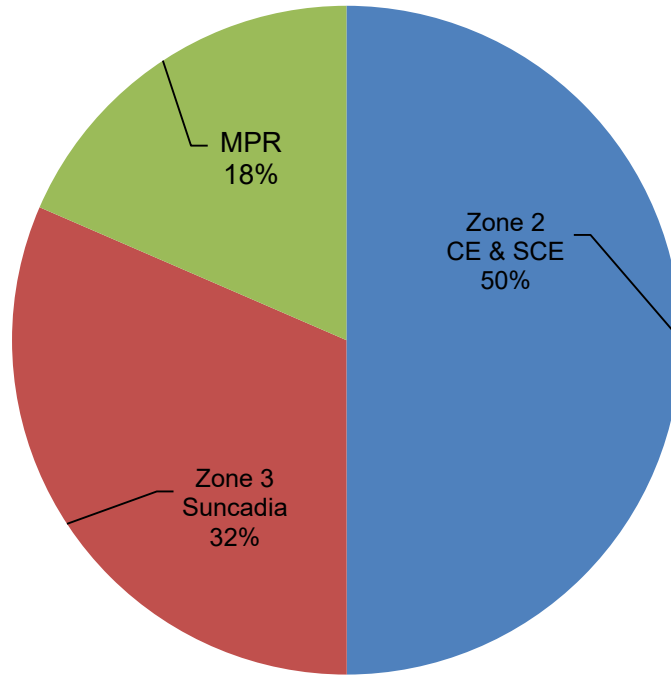


### Water vs Wastewater Plant Flow



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	
Water 2026	20.872	21.592									
Wastewater 2026	42.865	33.539									

## Percent of Flow - January













- Zone 2
- Zone 3
- MPR

**CITY OF CLE ELUM**  
*City Finance Department*

**AGENDA STAFF  
REPORT**

**AGENDA DATE:** March 10, 2026

**ACTION REQUESTED:** Authorize the Mayor to sign Ordinance #1723 approving a budget amendment allocating \$50,000 to the general fund.

---

**BACKGROUND:** At the February 24<sup>th</sup> council meeting, the council approved an interfund loan of up to \$300,000. This budget amendment allocates \$50,000 of that amount, enabling the general fund to remain financially stable.

**RECOMMENDATION:** Authorize the Mayor to sign Ordinance #1723 approving a budget amendment allocating \$50,000 to the general fund.

**ATTACHMENTS:** Budget Amendment Ordinance #1723

**LEAD STAFF:** Robin Newcomb

# CITY OF CLE ELUM

## WASHINGTON

### ORDINANCE NO. 1723

**AN ORDINANCE OF THE CITY OF CLE ELUM, WASHINGTON AMENDING THE 2026 BUDGET,  
AS ADOPTED BY ORDINANCE NO. 1711, PROVIDING FOR SEVERABILITY;  
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the CITY OF CLE ELUM adopted the 2026 budget in final form by Ordinance No. 1711 on the 25TH day of November, 2025 and

WHEREAS, subsequent thereto it has become necessary for the City to amend said ordinance because of revenues and expenditures of same, which could not reasonably have been foreseen at the time of adopting said budget; and

WHEREAS, said expenditures are not one of the emergencies specifically enumerated in RCW 35A.33.080; and

WHEREAS, the City is desirous of amending its budget pursuant to RCW 35A.33.120; and

NOW THEREFORE, THE CITY COUNCIL CITY OF CLE ELUM, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. The following accounts contained in the 2026 Budget are hereby amended as set forth below.

Section 2. Severability. Should any portion of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

Fund, Account No. & Name	Current Budget	This Amendment	New Ending
<b>General Fund (#001)</b>			
<b>REVENUE:</b>			
001.397.00.01.001 -- Transfer In From Sewer Fund #409	0	50,000.00	50,000.00
		<b>50,000.00</b>	
<b>EXPENSE:</b>			
001.508.91.00.001 -- Ending Balance	354,144.00	50,000.00	404,144.00
		<b>50,000.00</b>	
<b>Sewer Fund (#409)</b>			
<b>EXPENSE:</b>			
409.597.00.01.409 -- Transfer Out To General Fund #001	0	50,000.00	50,000.00
409.508.51.00.409 -- Ending Balance	266,871.00	(50,000.00)	216,871.00
		<b>(50,000.00)</b>	

ADOPTED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026

ATTEST / AUTHENTICATED:

CITY OF CLE ELUM

Debbie Lee, City Clerk

Matthew Lundh, Mayor

APPROVED AS TO FORM:

Inslee Best, City Attorney

Date of Publication: \_\_\_\_\_

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

**AGENDA STAFF  
REPORT**

**AGENDA DATE:** March 10, 2026

**ACTION REQUESTED:** Adoption of Resolution 2026-009 Staff/Consultant Time and Equipment Hourly Rates

---

**BACKGROUND:** The City maintains an adopted schedule of hourly rates for staff, consultants, and Public Works equipment that is used for internal project costing, interdepartmental charges, grant reimbursement, and billing for services provided to outside agencies. The proposed 2026 Staff/Consultant Time and Equipment Hourly Rates include the following updates:

- All City staff rates have been updated to reflect:
  - Current wage levels
  - Benefit costs
  - Newly created positions
- Public Works equipment rates have been updated to reflect:
  - Current fuel, maintenance, and operating costs
  - Replacement and depreciation factors

**RECOMMENDATION:** Staff recommends that City Council adopt Resolution 2026-009 Staff/Consultant Time and Equipment Hourly Rates Schedule.

**ATTACHMENTS:** Resolution 2025-009  
Fee schedule redlined and updated

**LEAD STAFF:** Mathew Bailey

**CITY OF CLE ELUM**  
**WASHINGTON**  
**RESOLUTION NO. 2026-009**

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**A RESOLUTION OF THE CITY OF CLE ELUM,  
WASHINGTON, UPDATING THE 2026 FEE SCHEDULE**

WHEREAS, the city desires to adopt a comprehensive fee schedule for 2026; and

WHEREAS, the City Council reviews and amends the city’s fee schedule as needed; and

WHEREAS, the City Council reviewed and discussed the proposed Fee Schedule at their regular meeting on March 10, 2026; and

WHEREAS, the city has updated the 2026 fee schedule to reflect current costs associated with, for example, Equipment pricing, Water and Sewer Employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. 2026 Fee Schedule, Adopted. The “2026 Fee Schedule” attached hereto as Exhibit A, and including Exhibit B – Staff Time, is adopted by reference as if fully set forth herein.

PASSED BY THE CLE ELUM CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 10<sup>th</sup>, DAY OF MARCH 2026.

CITY OF CLE ELUM

\_\_\_\_\_  
Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Debbie Lee, City Clerk

Approved as to form:

\_\_\_\_\_  
Curtis Chambers, City Attorney

Filed with the City Clerk: 03/10/2026  
Passed by the City Council:  
Resolution No. 2026-009  
Date Posted:

Abbr.	Permit	App. Type	Permit Fee	Additional Fees <sup>1,2,3,4</sup>	Related Permit
<b>COMMUNITY DEVELOPMENT</b>					
ANX	Annexation	IV	\$2,500	Staff/Consultant Time <sup>1</sup>	RZN, RZN-CPA
BSP	Binding Site Plan	II	\$1,600.00	Staff/Consultant Time <sup>1</sup> plus \$25 per lot Recording Fees <sup>2</sup> \$175.00 <sup>3,4</sup>	SEPA
BLA	Boundary Line Adjustment (includes combining parcels)	I	\$600.00	Staff/Consultant Time <sup>1</sup> Recording Fees <sup>2</sup>	
BLA-S	Segregation of Platted Lots	I	\$500.00	Staff/Consultant Time <sup>1</sup>	
CPA	Comp Plan Map/Text Amendment	IV	\$1,500.00	Staff/Consultant Time <sup>1</sup> Recording Fees <sup>2</sup> \$175.00 <sup>3,4</sup>	SEPA
CUP	Conditional Use Permit	III	\$1,200.00	Staff/Consultant Time <sup>1</sup> \$175.00 <sup>3,4</sup>	
CA	Critical Areas Permit	I	\$300.00	Staff/Consultant Time <sup>1</sup>	SEPA
DA	Development Agreement	IV	\$2,500	Staff/Consultant Time <sup>1</sup>	RZN, RZN-CPA
EVT	Events in Public Right of Way		\$75 ≥ 60 days before event \$150 < 60 days before event	Staff/Consultant Time <sup>1</sup>	Fire Permit Cle Elum General Business License
EIS	EIS Preparation/Review		\$1,000.00	Staff/Consultant Time <sup>1</sup>	
F-PLAT	Final Plat Approval (Except BSP)	I	\$75 per lot	Staff/Consultant Time <sup>1</sup> Recording Fees <sup>2</sup>	
FP	Floodplain Development Permit	II	\$1,000.00	Staff/Consultant Time <sup>1</sup> \$175.00 <sup>3,4</sup>	
FRAN-MP	Franchise Master Permit	IV	\$2,500	Staff/Consultant Time <sup>1</sup> Recording Fees <sup>2</sup> \$175.00 <sup>3,4</sup>	Letter, checklist, ordinance
FRAN-UP	Franchise Use Permit	III	\$100.00	Staff/Consultant Time <sup>1</sup> Recording Fees <sup>2</sup> \$175.00 <sup>3,4</sup>	
GP	Grading, Excavation and Filling Permit	I	\$600.00		
HPC	Historic Preservation - Certificate of Appropriateness	II	\$50.00		Building Permit, or other
HOC	Home Occupation Permit	I	\$220.00	Staff/Consultant Time <sup>1</sup>	Cle Elum Home Occupation Business License
PLAT-Rev	Plat Revision After Preliminary Approval	I-IV	Staff Time <sup>1</sup>	Staff/Consultant Time <sup>1</sup> \$175.00 <sup>3,4</sup>	F-Plat
PMU	Planned Mixed Use Approval	IV	TBD	Staff/Consultant Time <sup>1</sup> Recording Fees <sup>2</sup>	SEPA
PreAp	Pre Application Conference	II, III, IV	\$750	Staff/Consultant Time <sup>1</sup>	Type II, III, IV Permit

Abbr.	Permit	App. Type	Permit Fee	Additional Fees <sup>1,2,3,4</sup>	Related Permit
RZN	RZN - Rezone	IV	\$1,500.00	Staff/Consultant Time <sup>1</sup> Recording Fees <sup>2</sup> \$175.00 <sup>3,4</sup>	
RZN-CPA	Rezone with Comp Plan Amendment	IV	\$1,775.00	Staff/Consultant Time <sup>1</sup> Recording Fees <sup>2</sup> \$175.00 <sup>3,4</sup>	SEPA
S	Sign Permit	I	1-2 signs \$300 \$75 each additional sign		Cle Elum General Business License
S-TEMP	Temporary Sign Deposit	I	\$50 deposit		
SD	Sidewalk Displays and Advertisement Permit	I	\$50/year		Cle Elum General Business License
SDR	Site and Design Review	I	\$350.00	Staff/Consultant Time <sup>1</sup> N/A	Building Permit Cle Elum General Business License
SEPA	SEPA Checklist	III or IV	\$800.00	\$175.00 <sup>3,4</sup>	
SEPA-TD	SEPA Threshold Determination	I	\$150	Staff/Consultant Time <sup>1</sup>	SEPA
SHR	Shoreline Permit (Substantial Dev, Cond, Var)	I-IV	\$1,200.00	Staff/Consultant Time <sup>1</sup> \$175.00 <sup>3,4</sup>	
SHRE	Shoreline Exemption	I	\$250.00	Staff/Consultant Time <sup>1</sup>	
SP	Preliminary Short Plat (<9 parcels)	II	\$1,000.00	Staff/Consultant Time <sup>1</sup> Recording Fees <sup>2</sup> \$175.00 <sup>3,4</sup>	SEPA
STR	Short-Term Rental Permit	I	\$400 Building \$480 Planning \$120 Bus lic addn'l		Cle Elum General Business License CUP Building Inspection Fire Inspection
STR-AR	Short-Term Rental - Annual Renewal	I	\$250.00		Cle Elum General Business License Building Inspection Fire Inspection
SUB	Preliminary Subdivision (>10 parcels)	IV	\$2,000.00	Staff/Consultant Time <sup>1</sup> \$175.00 <sup>3,4</sup>	SEPA
SUP	Special Use Permit	I	\$300.00	N/A	Events In Public Right of Way Cle Elum General Business License Fire Permit
VAC	Right of Way Vacations (Street/Plat/Alley)	IV	\$700.00	Staff/Consultant Time <sup>1</sup> Recording Fees <sup>2</sup> \$175.00 <sup>3,4</sup> plus appraisal, legal and 100% land value costs	
VAR I	Variance from Devel. Standards	I	\$500	Staff/Consultant Time <sup>1</sup>	
VAR II	Variance from Devel. Standards	II	\$500	Staff/Consultant Time <sup>1</sup> \$175.00 <sup>3,4</sup>	
VAR III	Variance from Devel. Standards	III	\$700	Staff/Consultant Time <sup>1</sup> \$175.00 <sup>3,4</sup>	

Abbr.	Permit	App. Type	Permit Fee	Additional Fees <sup>1,2,3,4</sup>	Related Permit
<b>APPEALS</b>					
	Appeal of Administrative or Land Use Decision		\$600.00		
	Critical Areas Appeal		\$250.00		
	CUP Appeal		\$250.00		
	SEPA Appeal		\$550.00		
	Franchise Master Permit Appeal		\$550.00		
	Franchise Use Permit Appeal		\$250.00		
<b>PUBLIC WORKS</b>					
	Airport Use Permit		\$250/day		Special Use Permit
	Event Trailer Rental Use		\$100/event day		Events In Public Right of Way
	Fireworks Display Permit/Firework Sales Permit		\$250.00		Cle Elum General Business License Fire Permit
OV	Oversized Load Permit		\$200.00		Cle Elum General Business License
ROW	Work and Use of City Right of Way Permit Long-term Right of Way Permit annual renewal		\$200.00	\$.50 per lineal foot plus leasehold tax 12.84% for >30 days	Cle Elum General Business License
<b>BUSINESS LICENSING</b>					
	<b>Business License Endorsements</b>	<b>App. Type</b>	<b>Base Fee</b>	<b>Additional Fees<sup>1,2,3,4</sup></b>	<b>Related Permit</b>
<i>Business license fees paid to Department of Revenue (DOR) with exception in some cases of Contractors license, Taxi license or Rideshare driver licenses.</i>					
	Home Occupation Business License		\$30.00		HOC
	<b>Mobile Vendor License</b>		<b>\$60.00</b>		
	Contractor License		\$60.00		
	Taxi company license		\$100 / yr		
	Rideshare driver license		\$25/driver per yr		
<b>Cle Elum General Business - Non-Resident:</b>					
	\$0- \$5,000 Gross		\$0.00		
	Above \$5,000 Gross		\$60.00		
<b>Cle Elum General Business:</b>					
	1-2 employees		\$30.00		Fire Inspection
	3-5 employees		\$60.00		
	6-10 employees		\$100.00		
	11-25 employees		\$150.00		
	26-50 employees		\$275.00		
	51 or more employees		\$375.00		
<b>LATE FEES AND PENALTIES</b>					
	Unpaid license fees after 90-days		\$25.00		

Abbr.	Permit	App. Type	Permit Fee	Additional Fees <sup>1,2,3,4</sup>	Related Permit
<b>OFFICE</b>					
	NSF CHECK FEE -CITY WIDE--		\$35.00		
	Zoning or Land Use Map		\$3.00		
	Invoice late fee		12% annually		
	Notary fee		\$10.00		
	FEMA FIRMette		\$7.00		
PRR	Public Records Copies		Refer to RCW 42.56.120 for fees		
	<b>Other Copies That Do Not Pertain To PRR:</b>				RCW SAYS NO FEE FOR <20 COPIES
	Letter ( 8 1/2" x 11")		BW-\$0.50 C-\$0.75		
	Legal (8 1/2" x 14")		BW-\$0.75 C-\$1.75		
	Ledger (11" x 17")		BW- \$0.75 C-\$1.75		
	Larger than Ledger Size up to Arch D Size (24" x 36")		\$7.00		
	Data CD/DVD Charge/Flashdrive		\$10.00		
<b>ADDITIONAL FEES (These fees apply once the permit fee has been depleted)</b>					
1	<b>Staff/Consultant time</b> reimbursement may be required, per the attached staff salary/hourly rates (Fee Schedule Exhibit B).				
2	<b>Recording fees</b> are the Kittitas County recording fees				
3	<b>Mailing/Newspaper Ad/Notification Charge (if applicable)</b>	\$100.00		Applicable to Type II, III, or IV Permit	
4	<b>Public Notice Posting (if applicable)</b>	\$75.00		Applicable to Type II, III, or IV Permit	



**CITY OF CLE ELUM**

**2025 STAFF/CONSULTANT TIME AND EQUIPMENT**

**HOURLY RATES**

**EXHIBIT B**

SALARY AND BENEFITS STAFF POSITION		STAFF RATES <sup>1,2</sup>	CONSULTANTS	FEE <sup>3</sup>	CONSULTANTS CON'T	FEE <sup>3</sup>
<b>CITY HALL</b>			<b>HLA CIVIL ENGINEERING</b>		<b>LEGAL FEES -- KENYON DISEND</b>	
ADMINISTRATOR/BLDG. OFF.	\$	116.00	SENIOR PRINCIPAL ENGINEER	\$ 274.00		
CLERK	\$	67.00	LICENSED PRINCIPAL LAND SURVEYOR	\$ 235.00	ATTORNEY	\$190 TO \$435
BILLING CLERK	\$	50.00	LICENSED PRINCIPAL ENGINEER	\$ 245.00	PARALEGAL	\$155 TO \$180
FINANCE DIRECTOR	\$	97.00	LICENSED PROFESSIONAL ENGINEER	\$ 221.00		
PLANNER	\$	68.00	OTHER LICENSED PROFESSIONAL	\$ 221.00		
OFFICE ASSIST./PLAN. TECH	\$	55.00	PROJECT ENGINEER II	\$ 202.00		
			CONSTRUCTION SUPERVISOR	\$ 202.00	<b>PLANNING FEES -- PERTEET</b>	
			PLANNER 3	\$ 185.00		
<b>PUBLIC WORKS</b>			LICENSED PROF. LAND SURVEYOR	\$ 199.00	PL1	\$116
PUBLIC WORKS DIRECTOR	\$	90.00	PROJECT ENGINEER I	\$ 181.00	PL2	\$163
FIELD SUPERVISOR	\$	65.00	CONTRACT ADMINISTRATOR III	\$ 166.00	PL3	\$173
MECHANIC	\$	62.00	RESIDENT ENGINEER 2	\$ 166.00		
CREW MEMBER	\$	52.00	PLANNER 2	\$ 164.00		
			CAD TECHNICIAN	\$ 160.00		
			ENGINEERING TECHNICIAN III	\$ 149.00		
			PLANNER 1	\$ 149.00	<b>EQUIPMENT</b>	
<b>LIBRARY</b>			RESIDENT ENGINEER 1	\$ 149.00		
LIBRARIAN	\$	63.00	SURVEYOR	\$ 147.00	SEWER JETTER	\$ 89.00
			SURVEYOR, TWO MAN CREW	\$ 141.00	SEWER CAMERA	\$ 82.00
<b>POLICE</b>			CONTRACT ADMINISTRATOR II	\$ 139.00	SERVICE TRUCK	\$ 40.00
POLICE CHIEF	\$	115.00	ENGINEERING TECHNICIAN II	\$ 128.00	STREET SWEEPER	\$ 79.00
SERGEANT	\$	80.00	SURVEYOR, THREE MAN CREW	\$ 123.00	PICKUP/VEHICLE	\$ 23.00
OFFICER/RESERVE OFFICER	\$	73.00	CONTRACT ADMINISTRATOR I	\$ 107.00	BUCKET TRUCK	\$ 27.00
POLICE CLERK	\$	65.00	ENGINEERING TECHNICIAN I	\$ 107.00	EXCAVATOR	\$ 59.00
ANIMAL CONTROL	\$	43.00	ADMINISTRATIVE/CLERICAL	\$ 102.00	LOADER	\$ 53.00
					WATER TRUCK	\$ 60.00
<b>FIRE</b>					5 YARD DUMP TRUCK	\$ 61.00
FIRE CHIEF ADMINISTRATOR	\$	89.00	VEHICLE MILEAGE	FEDERAL RATE	10 YARD DUMP TRUCK	\$ 76.00
					DURAPATCHER (NOT INCLUDING MATERIALS)	\$ 43.00
					GRADER	\$ 89.00

**NOTES**

1. A 10% ADMINISTRATIVE FEE IS ADDED TO ALL CITY STAFF TIME AND INCLUDED IN THE ABOVE RATES.
2. OVERTIME OR AFTER HOURS STAFF TIME IS BILLED AT 1.5 TIMES THE REGULAR RATE ABOVE.
3. CONSULTANT FEES MAY INCLUDE OTHER CONSULTANTS OR SPECIALISTS, AS DEEMED NECESSARY BY THE CITY.
4. EQUIPMENT RATES DO NOT INCLUDE STAFF TIME TO OPERATE EQUIPMENT.



**CITY OF CLE ELUM**

**2026 STAFF/CONSULTANT TIME AND EQUIPMENT**

**HOURLY RATES**

**EXHIBIT B**

SALARY AND BENEFITS		CONSULTANTS		CONSULTANTS CON'T	
STAFF POSITION	STAFF RATES <sup>1,2</sup>		FEE <sup>3</sup>		FEE <sup>3</sup>
<b>CITY HALL</b>		<b>HLA CIVIL ENGINEERING</b>		<b>LEGAL FEES -- INSLEE BEST</b>	
ADMINISTRATOR/BLDG. OFF.	\$ 117.93	SENIOR PRINCIPAL ENGINEER	\$ 274.00		
CLERK	\$ 72.64	LICENSED PRINCIPAL LAND SURVEYOR	\$ 235.00	ATTORNEY	\$360-\$680
BILLING CLERK	\$ 52.03	LICENSED PRINCIPAL ENGINEER	\$ 245.00		
FINANCE DIRECTOR	\$ 95.75	LICENSED PROFESSIONAL ENGINEER	\$ 221.00		
PLANNER	\$ 80.17	OTHER LICENSED PROFESSIONAL	\$ 221.00		
OFFICE ASSIST./PLAN. TECH	\$ 59.39	PROJECT ENGINEER II	\$ 202.00		
		CONSTRUCTION SUPERVISOR	\$ 202.00	<b>PLANNING FEES -- PERTEET</b>	
		PLANNER 3	\$ 185.00		
<b>PUBLIC WORKS</b>		LICENSED PROF. LAND SURVEYOR	\$ 199.00	PL1	\$120
PUBLIC WORKS DIRECTOR	\$ 88.23	PROJECT ENGINEER I	\$ 181.00	PL2	\$170
FIELD SUPERVISOR	\$ 67.08	CONTRACT ADMINISTRATOR III	\$ 166.00	PL3	\$180
MECHANIC	\$ 63.32	RESIDENT ENGINEER 2	\$ 166.00		
CREW MEMBER	\$ 55.66	PLANNER 2	\$ 164.00		
UTILITIES OPERATION MANAGER	\$ 91.24	CAD TECHNICIAN	\$ 160.00		
WATER PLANT OPERATOR	\$ 52.69	ENGINEERING TECHNICIAN III	\$ 149.00		
WASTEWATER PLANT OPERATOR	\$ 61.40	PLANNER 1	\$ 149.00	<b>EQUIPMENT</b>	
<b>LIBRARY</b>		RESIDENT ENGINEER 1	\$ 149.00		
LIBRARIAN	\$ 64.92	SURVEYOR	\$ 147.00	COMBO VAC/JETTER	\$ 110.00
<b>POLICE</b>		SURVEYOR, TWO MAN CREW	\$ 141.00	SEWER CAMERA	\$ 98.00
POLICE CHIEF	\$ 119.81	CONTRACT ADMINISTRATOR II	\$ 139.00	SERVICE TRUCK	\$ 46.00
SERGEANT	\$ 87.15	ENGINEERING TECHNICIAN II	\$ 128.00	STREET SWEEPER	\$ 100.00
OFFICER/RESERVE OFFICER	\$ 77.91	SURVEYOR, THREE MAN CREW	\$ 123.00	PICKUP/VEHICLE	\$ 35.00
POLICE CLERK	\$ 68.45	CONTRACT ADMINISTRATOR I	\$ 107.00	BUCKET TRUCK	\$ 55.00
		ENGINEERING TECHNICIAN I	\$ 107.00	EXCAVATOR	\$ 59.00
		ADMINISTRATIVE/CLERICAL	\$ 102.00	LOADER 950 CAT	\$ 140.00
<b>FIRE</b>				WATER TRUCK	\$ 60.00
FIRE CHIEF ADMINISTRATOR	\$ 98.59			5 YARD DUMP TRUCK	\$ 61.00
				10 YARD DUMP TRUCK	\$ 100.00
		VEHICLE MILEAGE	FEDERAL RATE	DURAPATCHER (NOT INCLUDING MATERIALS)	\$ 43.00
				GRADER	\$ 130.00
				CASE LOADER	\$ 100.00
				TRAILER EQUIPMENT	\$ 14.00

**NOTES**

1. A 10% ADMINISTRATIVE FEE IS ADDED TO ALL CITY STAFF TIME AND INCLUDED IN THE ABOVE RATES.
2. OVERTIME OR AFTER HOURS STAFF TIME IS BILLED AT 1.5 TIMES THE REGULAR RATE ABOVE.
3. CONSULTANT FEES MAY INCLUDE OTHER CONSULTANTS OR SPECIALISTS, AS DEEMED NECESSARY BY THE CITY.
4. EQUIPMENT RATES DO NOT INCLUDE STAFF TIME TO OPERATE EQUIPMENT.

**AGENDA STAFF  
REPORT**

**AGENDA DATE:** March 10, 2026

**ACTION REQUESTED:** Approval of Resolution 2026-010 Acceptance of Utilities – Bullfrog Flats Development (Phase S1–S2–J)

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**BACKGROUND:** In conjunction with the three current plats within the Bullfrog Flats development, a Phase S1-S2-J Utility and Surface Completion Map has been prepared showing the status of roadway and City utilities installed to date.

The City’s Engineer, HLA, has reviewed the installed improvements and provided a recommendation regarding acceptance of certain infrastructure associated with these plats.

Based on the attached Phase S1-S2-J Utility and Surface Completion Map and field inspections:

- Water, sewer, and storm drainage improvements shown on the exhibit are 100% complete.
- All utilities proposed for acceptance have been:
  - Inspected and tested by HLA, and
  - Reviewed by the City’s Public Works Department.

Improvements within the plats that are not yet complete have been addressed through approved performance bonds that were previously reviewed by HLA and City staff and formally accepted by the City.

**RECOMMENDATION:** Staff recommends that City Council Approve Resolution 2026-010 accepting the water, sewer, and storm drainage improvements associated with the Bullfrog Flats Development, Phase S1–S2–J, as shown on the attached Phase S1-S2-J Utility and Surface Completion Map.

**ATTACHMENTS:** Phase S1-S2-J Utility and Surface Completion Map  
Resolution 2026-010

**LEAD STAFF:** Mathew Bailey

**CITY OF CLE ELUM**  
**WASHINGTON**  
**RESOLUTION NO. 2026-010**

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, ACCEPTING CERTAIN WATER, SEWER, AND STORM DRAINAGE IMPROVEMENTS WITHIN THE BULLFROG FLATS DEVELOPMENT (PHASES S1-S2-J).**

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WHEREAS, the Bullfrog Flats Development includes the construction of public infrastructure improvements including water, sewer, storm drainage, roadway, and related utility facilities intended for dedication to the City of Cle Elum; and

WHEREAS, in conjunction with the approval of three plats within the Bullfrog Flats Development, a Phase S1-S2-J Utility and Surface Completion Map has been prepared showing the status of roadway and City utilities installed to date; and

WHEREAS, the City's engineer, HLA, has inspected and reviewed the completed improvements and recommends acceptance of the water, sewer, and storm drainage facilities shown as complete on the Phase S1-S2-J Utility and Surface Completion Map; and

WHEREAS, the water, sewer, and storm drainage improvements identified on the attached Phase S1-S2-J Utility and Surface Completion Map have been reviewed by the City's Public Works Department and determined to be complete; and

WHEREAS, improvements within the plats that are not yet complete have been secured by approved performance bonds previously reviewed by the City Engineer and City staff and executed by the City; and

WHEREAS, in order for the City to take ownership and the responsibility for future maintenance of the Necessary Infrastructure, the City Council must first accept the Necessary Infrastructure (and all other public infrastructure of any type that any developer seeks to dedicate to the City) under the City Council's contract and other authority set forth in RCW 35A.11.010 and .020; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLE ELUM, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. City Council Action. Accepts the completed water, sewer, and storm drainage improvements associated with the Bullfrog Flats Development, Phase S1-S2-J, as shown on the attached Phase S1-S2-J Utility and Surface Completion Map.

Section 2. Effective Date. This resolution shall take effect immediately upon its passage and adoption.

Section 3. Attachment Phase S1–S2–J Utility and Surface Completion Map are incorporated herein by reference.

PASSED BY THE CLE ELUM CITY COUNCIL AT A MEETING THEREOF ON THE 10th DAY OF MARCH, 2026.

CITY OF CLE ELUM

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Matthew Lundh, Mayor

ATTEST/AUTHENTICATED:

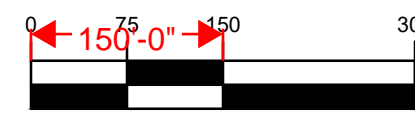
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Debbie Lee, City Clerk




Filed with the City Clerk:  
Passed by the City Council:  
Resolution No.:  
Date Posted:

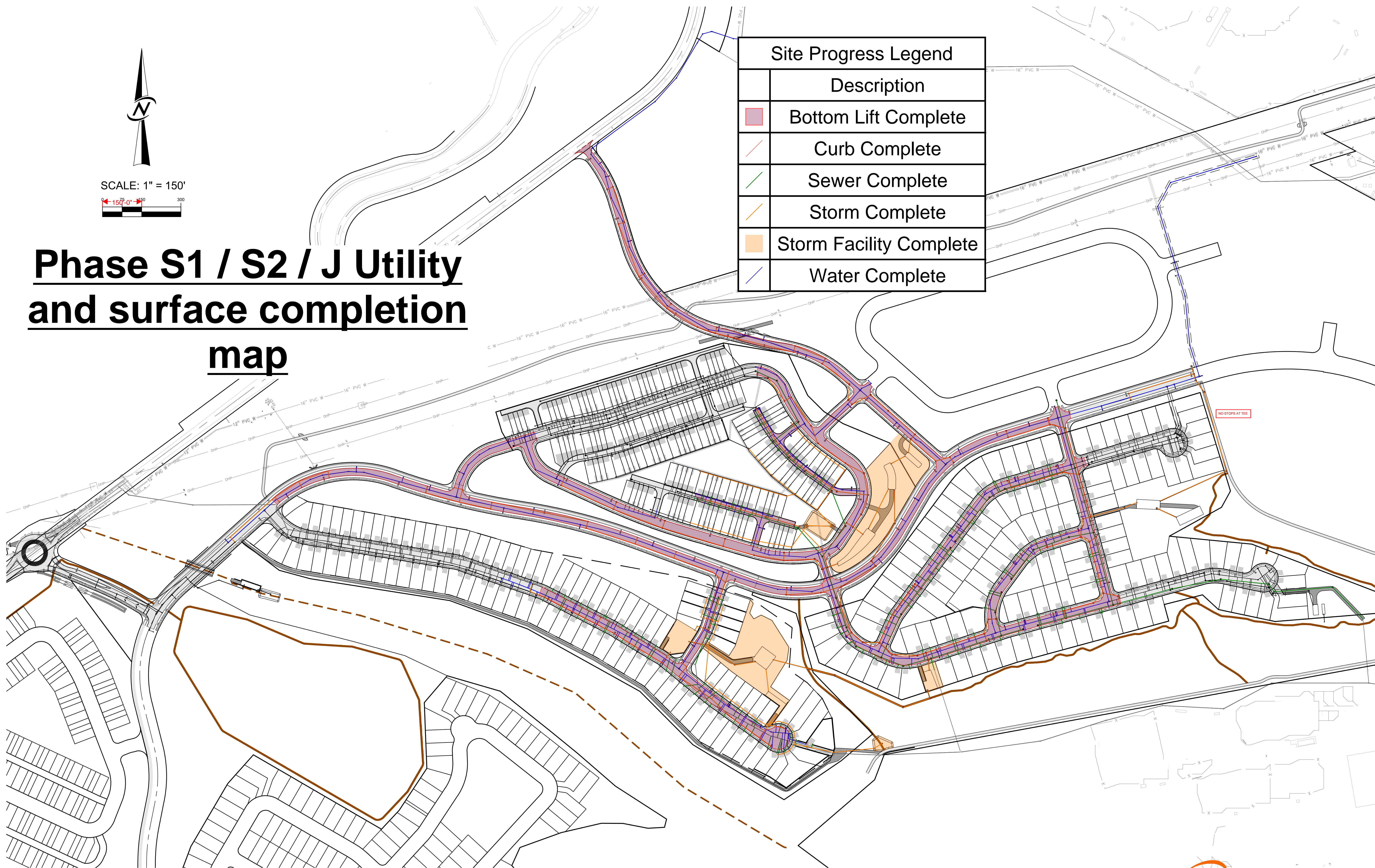


SCALE: 1" = 150'



# Phase S1 / S2 / J Utility and surface completion map

Site Progress Legend	
	Description
	Bottom Lift Complete
	Curb Complete
	Sewer Complete
	Storm Complete
	Storm Facility Complete
	Water Complete



**BULLFROG FLATS - PHASES S-1, J, & S-2**

COMPOSITE UTILITY EXHIBIT

**CITY OF CLE ELUM**  
*City Administration*

**AGENDA STAFF  
REPORT**

**AGENDA DATE:** March 10<sup>th</sup>, 2026

**ACTION REQUESTED:** Approve the leak request for Glondo Sausage Co.

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**BACKGROUND:** A leak was detected beneath the concrete floor at the business location. The source of the leak was identified and repaired in accordance with applicable code requirements.

**RECOMMENDATION:** Approval is requested for a leak adjustment in the amount of \$1,000.00

**ATTACHMENTS:** See attached documentation

**LEAD STAFF:** Audrey Casassa Utility Clerk

Glondo Sausage Co.

216 East First St

Account # 14740

On January 7, 2026, I contacted Charlie to report a leak in the Harmony property. He stated he would inspect the issue and initially believed it might be caused by a leaking toilet. I followed up with him on January 14 to inform him that the leak was still ongoing and appeared to be more significant than a toilet issue.

The source of the leak was located on January 19. They then worked with their insurance company to determine whether the repair would be covered; however, the claim was denied. A plumber was subsequently hired, and the repair was completed on February 11.

All required documentation was submitted within 15 days of the postmark date on the bill, in compliance with the applicable code requirements.

The leak was found beneath the concrete floor and had migrated to the valve box.

They are requesting a credit for the January billing period.

Total Overage 1,069.25

Code allows 1,000.00 I took off 69.25 off sewer consumption.

**Credit Breakdown:**

- Water Overage Credit: (\$77.22)
- Water Surcharge: (\$35.38)
- Water Tax: (\$6.76)
- Sewer Overage: (\$564.98)
- Sewer Surcharge: (\$261.89)
- Sewer Tax: (\$53.77)

**Total Credit 1,000.00**

Audrey Casassa

Utility Clerk



### REQUEST FOR LEAK ADJUSTMENT

Please review the City of Cle Elum Code 13.12.115 Petition for and relief from water bill. If you feel you are entitled to an adjustment, please complete this form, and return this to the Utilities Department [acasassa@cleelum.gov](mailto:acasassa@cleelum.gov), or in person at City Hall or by mail to

City of Cle Elum  
119 West First St  
Cle Elum, WA 98922

For Any questions, please call 509 674-2262

Date: Feb. 20, 2026

Name: Glondo's Sausage Co. Account #: 14740

Service Address: 216 E. 1<sup>st</sup> St.

City: Cle Elum State: WA Zip: 98922

Phone: (509) 674-5755

Mailing Address if different than property address: \_\_\_\_\_

Date leak was discovered: 1-7-2026

Date leak was fixed: 2-11-2026

Description of leak including location and and how it was fixed:

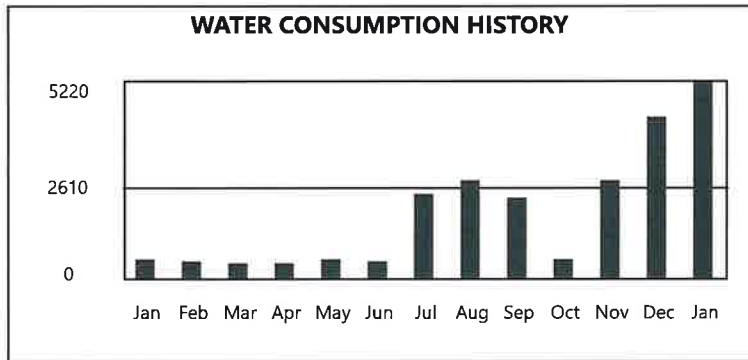
Audrey contacted us on 1-7 to let us know we were on the leak list. Detected toilet was leaking + fixed it on 1/8 thought problem was solved. On 1-14 it was determined that we were still on leak list located leak on 1-19 in valve box (see photos). Contacted insurance + plumbing contractor. Was notified by insurance that no work was to take place until adjustor was able to view the issue. 1-29 adjustor finally determined that the insurance company will not be covering any of the work as the policy does not cover plumbing + there was no structural damage. Called contractor immediately. They scheduled the work as soon as they were available. To fix the leak, the contractor reran the plumbing by connecting new plumbing at the meter box to completely bypass the old plumbing so this doesn't happen again. Work was completed on 2/11.



**City of Cle Elum**  
 119 W First Street  
 Cle Elum, WA 98922  
 509 674-2262

BILLING PERIOD	
January Billing	
DUE DATE	ACCOUNT NUMBER
02/25/2026	14740
BILL DATE	AMOUNT DUE:
02/06/2026	<b>2,430.79</b>
ACCOUNT HOLDER	
Glondo's Sausage Co.	
SERVICE LOCATION	
1474.0 - 216 E FIRST ST	

SERVICE	READING DATE	METER READINGS		FACTOR	USAGE	CHARGES	
		PREVIOUS	PRESENT				
Water	01/29/2026	56867	62087	1.0000	5220	Previous Balance:	913.13
						Adjustments:	0.00
						Payments:	0.00
						<b>Balance Forward:</b>	<b>913.13</b>
						Water	63.79
						Water Consumption	77.22
						Water Reserve	46.59
						Water Tax 6%	11.26
						Water Late Fee	2.44
						Sewer	62.06
						Sewer Consumption	634.23
						Sewer Excess	261.89
						Sewer Tax 6%	57.49
						Garbage	252.64
						Garbage Late Fee	5.00
						Interest	43.05
						<b>Current Charges:</b>	<b>1,517.66</b>
						<b>Balance:</b>	<b>2,430.79</b>
						30:	913.13
						60:	0.00
						90+:	0.00



*Handwritten notes:*  
 77.22  
 35.38  
 6.76  
 634.23  
 261.89  
 53.77  
 1,069.25  
 only 1,000 Allowed per code

Cle Elum Spring Cleanup runs from April 1 through April 30. Vouchers will be mailed in March.  
 Optional curbside recycling is available to residential customers. Sign up at [cleelum.gov](http://cleelum.gov).

Detach Here and Return Bottom Stub



**City of Cle Elum**  
 119 W First Street  
 Cle Elum, WA 98922

DUE DATE	AMOUNT DUE
02/25/2026	<b>2,430.79</b>
SERVICE LOCATION	
1474.0 - 216 E FIRST ST	
ACCOUNT NO.	AMOUNT ENCLOSED
14740	

Glondo's Sausage Co.  
 216 East First St  
 Cle Elum, WA 98922-1104

City of Cle Elum  
 119 W First Street  
 Cle Elum, WA 98922

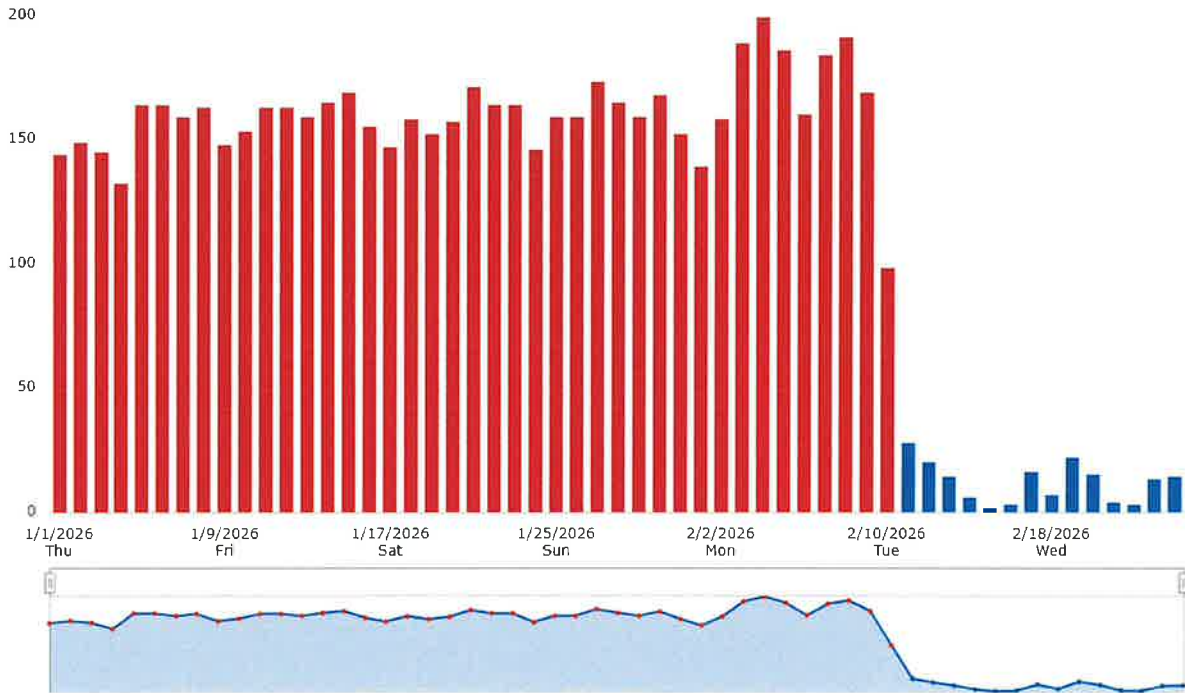
# Glondo's Sausage Co.

## ACCOUNT DETAILS

CUSTOMER NAME	Glondo's Sausage Co.	ELECTRONIC ID	6715035
CUSTOMER ACCT. NO.	1474.0	METER SN	19993649
SERVICE ADDRESS	216 E FIRST ST	SERVICE START DATE	N/A
ROUTE NUMBER	2	LAST READ DATE	02/24/2026 09:57 PM
EMAIL	N/A	LAST READ (CUFT)	64247
PHONE	N/A	METER STATUS	-

📅 01/01/2026 - 02/25/2026 📄 Read Frequency Daily

Legend: ■ Alert



Total consumption for report period: 6729 (CUFT)

Legend: ■ Change Out

Consumption Date	Read (CUFT)	Consumption (CUFT)	Last Read Time	Read Method	Meter Status
01/01/2026	57662	144	01/01/2026 11:55 PM	Fixed Network	Leak Alarm
01/02/2026	57811	149	01/02/2026 11:57 PM	Fixed Network	Leak Alarm
01/03/2026	57956	145	01/03/2026 11:59 PM	Fixed Network	Leak Alarm
01/04/2026	58088	132	01/04/2026 09:55 PM	Fixed Network	Leak Alarm
01/05/2026	58252	164	01/05/2026 11:56 PM	Fixed Network	Leak Alarm
01/06/2026	58416	164	01/06/2026 11:58 PM	Fixed Network	Leak Alarm
01/07/2026	58575	159	01/07/2026 11:56 PM	Fixed Network	Leak Alarm

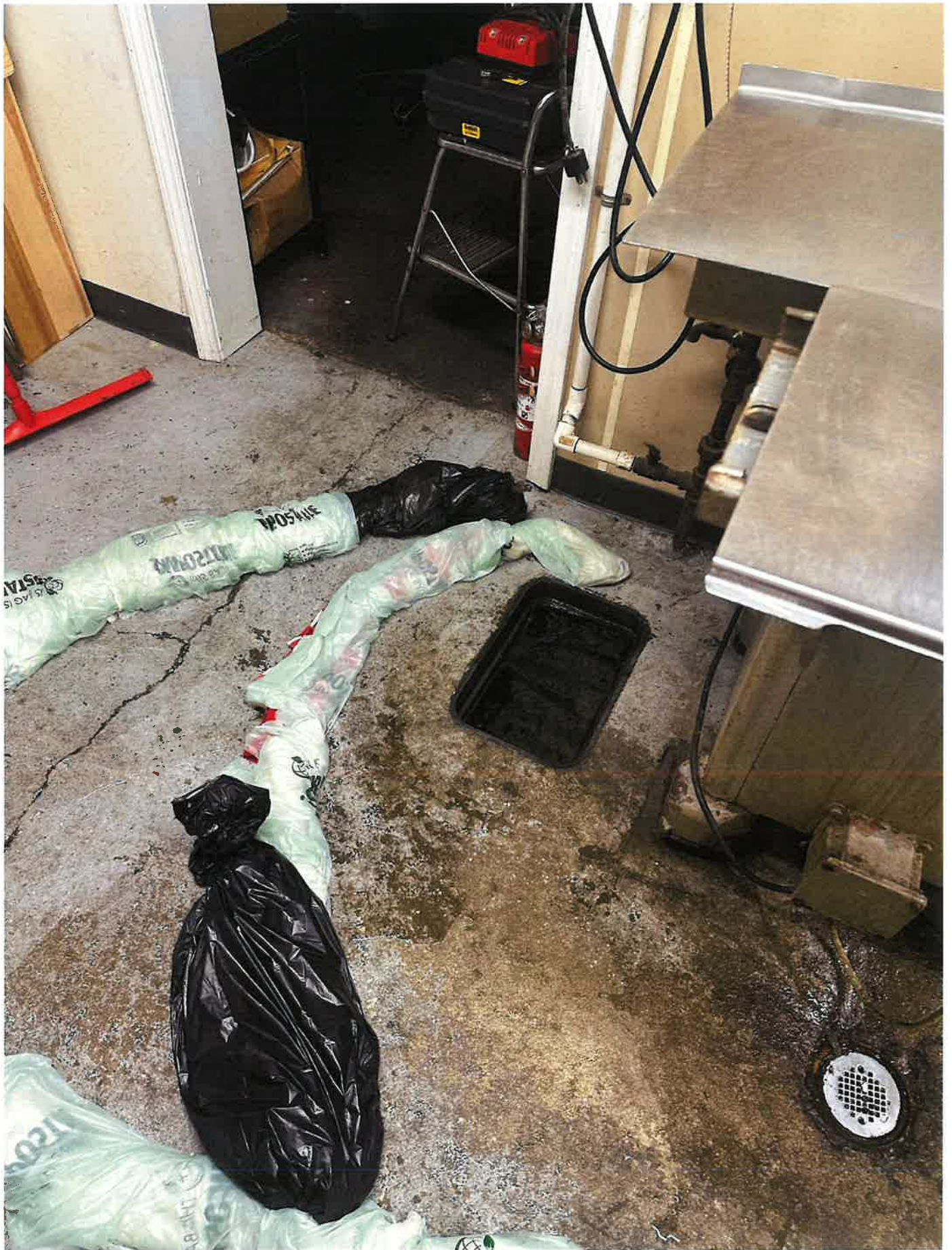


Consumption Date	Read (CUFT)	Consumption (CUFT)	Last Read Time	Read Method	Meter Status
01/08/2026	58738	163	01/08/2026 11:57 PM	Fixed Network	Leak Alarm
01/09/2026	58886	148	01/09/2026 09:53 PM	Fixed Network	Leak Alarm
01/10/2026	59039	153	01/10/2026 10:00 PM	Fixed Network	Leak Alarm
01/11/2026	59202	163	01/11/2026 11:56 PM	Fixed Network	Leak Alarm
01/12/2026	59365	163	01/12/2026 11:58 PM	Fixed Network	Leak Alarm
01/13/2026	59524	159	01/13/2026 11:57 PM	Fixed Network	Leak Alarm
01/14/2026	59689	165	01/14/2026 11:00 PM	Fixed Network	Leak Alarm
01/15/2026	59858	169	01/15/2026 11:57 PM	Fixed Network	Leak Alarm
01/16/2026	60013	155	01/16/2026 11:56 PM	Fixed Network	Leak Alarm
01/17/2026	60160	147	01/17/2026 11:01 PM	Fixed Network	Leak Alarm
01/18/2026	60318	158	01/18/2026 11:56 PM	Fixed Network	Leak Alarm
01/19/2026	60470	152	01/19/2026 11:56 PM	Fixed Network	Leak Alarm
01/20/2026	60627	157	01/20/2026 11:59 PM	Fixed Network	Leak Alarm
01/21/2026	60798	171	01/21/2026 11:57 PM	Fixed Network	Leak Alarm
01/22/2026	60962	164	01/22/2026 11:00 PM	Fixed Network	Leak Alarm
01/23/2026	61126	164	01/23/2026 11:58 PM	Fixed Network	Leak Alarm
01/24/2026	61272	146	01/24/2026 11:00 PM	Fixed Network	Leak Alarm
01/25/2026	61431	159	01/25/2026 11:58 PM	Fixed Network	Leak Alarm
01/26/2026	61590	159	01/26/2026 11:57 PM	Fixed Network	Leak Alarm
01/27/2026	61763	173	01/27/2026 11:58 PM	Fixed Network	Leak Alarm
01/28/2026	61928	165	01/28/2026 11:59 PM	Fixed Network	Leak Alarm
01/29/2026	62087	159	01/29/2026 10:00 PM	Fixed Network	Leak Alarm
01/30/2026	62255	168	01/30/2026 11:58 PM	Fixed Network	Leak Alarm
01/31/2026	62407	152	01/31/2026 11:54 PM	Fixed Network	Leak Alarm
02/01/2026	62546	139	02/01/2026 09:58 PM	Fixed Network	Leak Alarm
02/02/2026	62704	158	02/02/2026 10:00 PM	Fixed Network	Leak Alarm
02/03/2026	62893	189	02/03/2026 11:00 PM	Fixed Network	Leak Alarm
02/04/2026	63092	199	02/04/2026 11:57 PM	Fixed Network	Leak Alarm
02/05/2026	63278	186	02/05/2026 11:56 PM	Fixed Network	Leak Alarm
02/06/2026	63438	160	02/06/2026 11:01 PM	Fixed Network	Leak Alarm
02/07/2026	63622	184	02/07/2026 11:58 PM	Fixed Network	Leak Alarm
02/08/2026	63813	191	02/08/2026 11:56 PM	Fixed Network	Leak Alarm
02/09/2026	63982	169	02/09/2026 11:57 PM	Fixed Network	Leak Alarm
02/10/2026	64080	98	02/10/2026 11:00 PM	Fixed Network	Leak Alarm

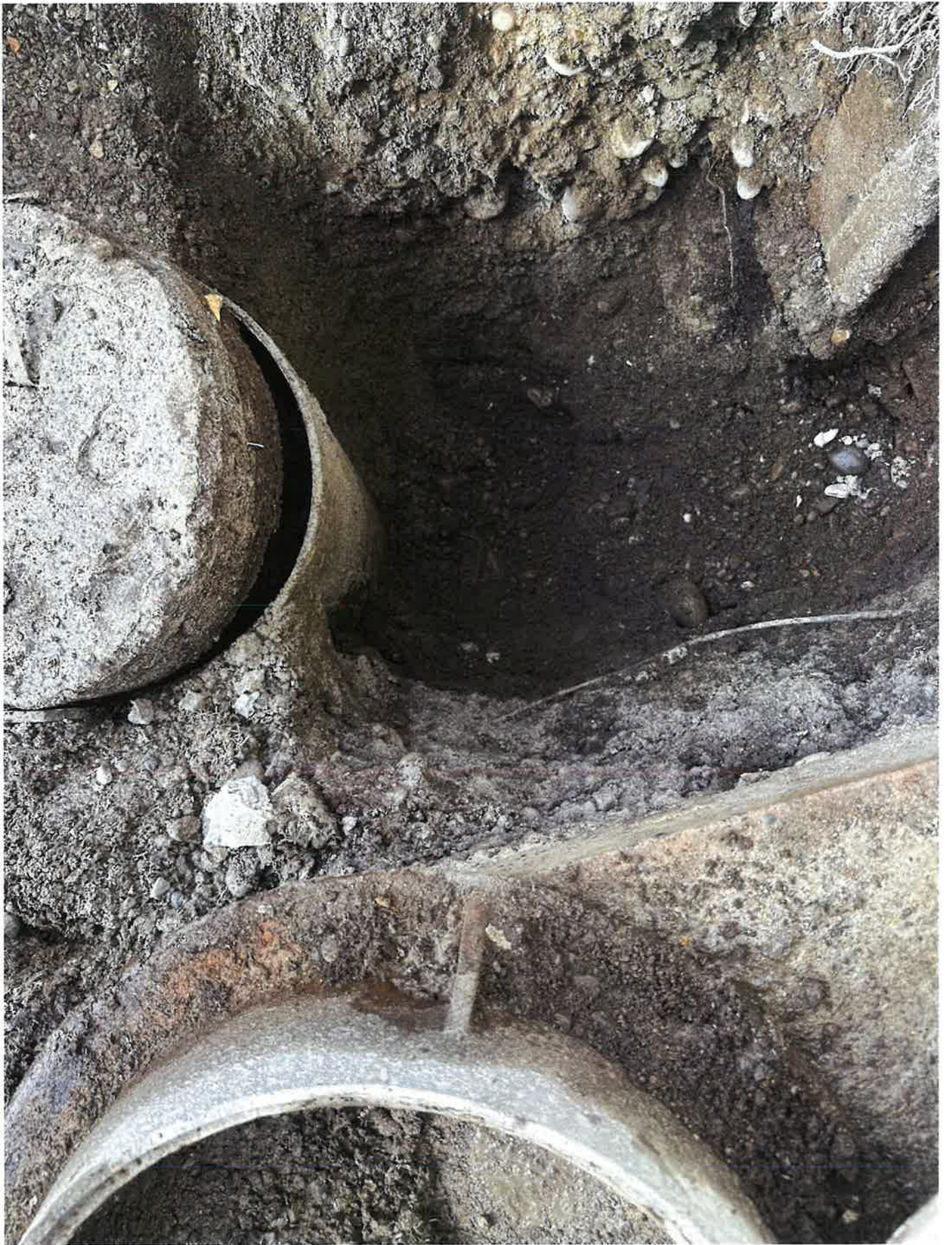
Consumption Date	Read (CUFT)	Consumption (CUFT)	Last Read Time	Read Method	Meter Status
02/11/2026	64108	28	02/11/2026 11:58 PM	Fixed Network	-
02/12/2026	64128	20	02/12/2026 11:56 PM	Fixed Network	-
02/13/2026	64142	14	02/13/2026 11:59 PM	Fixed Network	-
02/14/2026	64148	6	02/14/2026 11:58 PM	Fixed Network	-
02/15/2026	64150	2	02/15/2026 11:54 PM	Fixed Network	-
02/16/2026	64153	3	02/16/2026 11:54 PM	Fixed Network	-
02/17/2026	64169	16	02/17/2026 11:53 PM	Fixed Network	-
02/18/2026	64176	7	02/18/2026 11:57 PM	Fixed Network	-
02/19/2026	64198	22	02/19/2026 11:58 PM	Fixed Network	-
02/20/2026	64213	15	02/20/2026 11:57 PM	Fixed Network	-
02/21/2026	64217	4	02/21/2026 11:59 PM	Fixed Network	-
02/22/2026	64220	3	02/22/2026 11:56 PM	Fixed Network	-
02/23/2026	64233	13	02/23/2026 11:55 PM	Fixed Network	-
02/24/2026	64247	14	02/24/2026 09:57 PM	Fixed Network	-

Total consumption for report period: 6729 (CUFT)

















**CITY OF CLE ELUM**  
*City Administration*

**AGENDA STAFF  
REPORT**

**AGENDA DATE:** March 10<sup>th</sup>, 2026

**ACTION REQUESTED:** Approve the leak request for 400 Swiftwater (Kerry Clark)

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**BACKGROUND:** The leak was located underground between the meter and the building. Although the exact point of failure could not be identified, the entire service line from the meter to the building was replaced. The leak was subsequently resolved in compliance with all applicable code requirements.

**RECOMMENDATION:** Approval is requested for a leak adjustment in the amount of \$405.74

**ATTACHMENTS:** See attached documentation

**LEAD STAFF:** Audrey Casassa Utility Clerk

Kerry Clark

Swiftwater 400 Swiftwater Blvd

Account # 15821

A water leak was identified on Harmony on 1/27/2026, and Kerry Clark was contacted the same day. I had previously spoken with Kerry earlier in January after noticing increased usage on the Harmony account. At that time, he believed the higher usage might have been due to leaking toilets or faucets in the Marson building. However, when usage spiked again, I contacted him on 1/27/2026 to advise that the issue appeared to be a significant leak. A locate was requested on 1/28/2026, and the leak was repaired on 2/4/2026.

The required paperwork was submitted within 15 days of the postmarked bill, in compliance with code requirements.

The leak was determined to be underground. Because the exact location could not be pinpointed, a new underground line was installed from the meter to the building, resolving the issue.

Kerry is requesting a credit for the January billing period.

Due to the 1-inch meter and the account's historical usage of more than 1,200 cubic feet, I calculated the adjustment using a five-month average to determine normal consumption. That average was used to calculate the credit.

**Calculations:** 5- month average Aug-Dec was 16,448.00 divided by 5 is 3,289 -7869 for a credit on 4580 Cubic feet.

**Credit Breakdown:**

- Water Overage Credit: (\$63.78)
- Water Surcharge: (\$40.95)
- Water Tax: (\$6.28)
- Sewer Overage: (\$55.88)
- Sewer Surcharge: (\$222.17)
- Sewer Tax: (\$16.68)

Audrey Casassa

Utility Clerk

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**REQUEST FOR LEAK ADJUSTMENT**

Please review the City of Cle Elum Code 13.12.115 Petition for and relief from water bill. If you feel you are entitled to an adjustment, please complete this form, and return this to the Utilities Department [acasassa@cleelum.gov](mailto:acasassa@cleelum.gov), or in person at City Hall or by mail to

City of Cle Elum  
119 West First St  
Cle Elum, WA 98922

For Any questions, please call 509 674-2262

Date: 2/11/26

Name: Kerry Clark Account #: 1582.1

Service Address: 400 Swiftwater Blvd

City: Cle Elum State: WA Zip: 98922

Phone: (509) 260-0474

Mailing Address if different than property address: \_\_\_\_\_

Date leak was discovered: January 27<sup>th</sup> 2026

Date leak was fixed: Feb 4<sup>th</sup> 2026

Description of leak including location and and how it was fixed:

Leak was determined to be in the supply line to the building located at 401 Swiftwater Blvd.  
Locate was called on 1/28/26.  
The increased usage was originally thought to be from running (dripping) sinks and toilets. Those were repaired or replaced by Jan 16<sup>th</sup>.  
Replaced supply line to building which fixed the leak.

# UTILITY ACCOUNT HISTORY

City Of Cle Elum

Clark, Kerry: 15821; Service Location: 1582.1

400 SWIFTWATER BLVD #1

01/21/2025 To: 02/19/2026

Time: 10:37:36 Date: 02/19/2026  
Page: 1

Date	Description	Current	Previous	Water Usage	Sewer Usage	Current	Previous	Electric Usage	Chg/Pymt	Balance	
01/21/2025	Payment 5335	79407	76044	3363					-356.49	0.00	
02/06/2025	Bill Billing								443.92	443.92	
02/18/2025	Payment 5313	84637	79407	5230					-443.92	0.00	
03/06/2025	Bill Billing								639.11	639.11	
03/17/2025	Payment 5318	87643	84637	3006					-639.11	0.00	
04/07/2025	Bill Billing								407.89	407.89	
04/21/2025	Payment 5346	90185	87643	2542					-407.89	0.00	
05/06/2025	Bill Billing								362.56	362.56	
05/19/2025	Payment 5362	93270	90185	3085					-362.56	0.00	
06/06/2025	Bill Billing								418.92	418.92	
06/25/2025	Payment 245906717	96076	93270	2806					-418.92	0.00	
07/08/2025	Bill Billing								390.68	390.68	
07/18/2025	Payment 247624926	101435	96076	5359					-390.68	0.00	
08/07/2025	Bill Billing								659.91	659.91	
08/25/2025	Payment 250421697	104913	101435	3478					-659.91	0.00	
09/08/2025	Bill Billing								459.92	459.92	
09/22/2025	Payment 252360816	107902	104913	2989					-459.92	0.00	
10/06/2025	Bill Billing								408.67	408.67	
10/29/2025	Payment 255118897	110473	107902	2571					-408.67	0.00	
11/06/2025	Bill Billing								364.88	364.88	
11/19/2025	Payment 256638702	114074	110473	3601					-364.88	0.00	
12/08/2025	Bill Billing								472.81	472.81	
12/24/2025	Payment 259213868	117883	114074	3809					-472.81	0.00	
01/06/2026	Bill Billing								494.61	494.61	
01/23/2026	Payment 261540035	125752	117883	7869					-494.61	0.00	
02/06/2026	Bill Billing								957.62	957.62	
Billing Periods 13		Billed Amt: 6,481.50	Avg 498.58								

*Handwritten notes:*  
 Leak  
 7869  
 - 3289  
 -----  
 4580  
 5 months average  
 3,289 / 5 = 657.8  
 7869 - 657.8 = 7211.2  
 7211.2 / 13 = 554.7  
 554.7 \* 13 = 7211.1





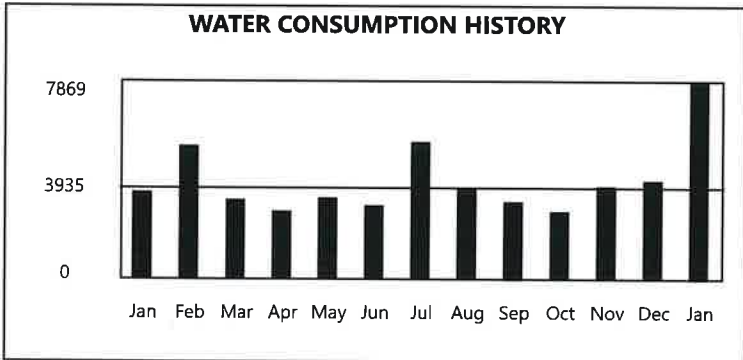
**City of Cle Elum**  
 119 W First Street  
 Cle Elum, WA 98922  
 509 674-2262

1" Industrial<sup>(83)</sup>  
 water  
 Commercial A<sup>(82)</sup>  
 Sewer

<b>BILLING PERIOD</b>	
January Billing	
<b>DUE DATE</b>	<b>ACCOUNT NUMBER</b>
02/25/2026	15821
<b>BILL DATE</b>	<b>AMOUNT DUE:</b>
02/06/2026	<b>957.62</b>
<b>ACCOUNT HOLDER</b>	
Kerry Clark	
<b>SERVICE LOCATION</b>	
1582.1 - 400 SWIFTWATER BLVD #1	

SERVICE	READING DATE	METER READINGS PREVIOUS    PRESENT	FACTOR	USAGE	CHARGES
Water	01/29/2026	117883    125752	1.0000	7869	Previous Balance: 494.61 Adjustments: 0.00 Payments: 494.61 <b>Balance Forward: 0.00</b> Water 116.32 Water Consumption 132.85 Water Reserve 69.90 Water Tax 6% 19.14 Sewer 62.06 Sewer Consumption 96.00 Sewer Excess 426.29 Sewer Tax 6% 35.06  <b>Current Charges: 957.62</b> <b>Balance: 957.62</b>

(63.78)  
 (40.95)  
 (6.28)  
 (55.88)  
 (222.17)  
 (16.68)  
 \$ 405.74



30:	0.00	60:	0.00	90+:	0.00
-----	------	-----	------	------	------

Cle Elum Spring Cleanup runs from April 1 through April 30. Vouchers will be mailed in March.  
 Optional curbside recycling is available to residential customers. Sign up at [cleelum.gov](http://cleelum.gov).

Detach Here and Return Bottom Stub



**City of Cle Elum**  
 119 W First Street  
 Cle Elum, WA 98922

<b>DUE DATE</b>	<b>AMOUNT DUE</b>
02/25/2026	<b>957.62</b>
<b>SERVICE LOCATION</b>	
1582.1 - 400 SWIFTWATER BLVD #1	
<b>ACCOUNT NO.</b>	<b>AMOUNT ENCLOSED</b>
15821	

Kerry Clark  
 411 Swiftwater Blvd Suite 110  
 Cle Elum, WA 98922-1148

City of Cle Elum  
 119 W First Street  
 Cle Elum, WA 98922

# Clark, Kerry

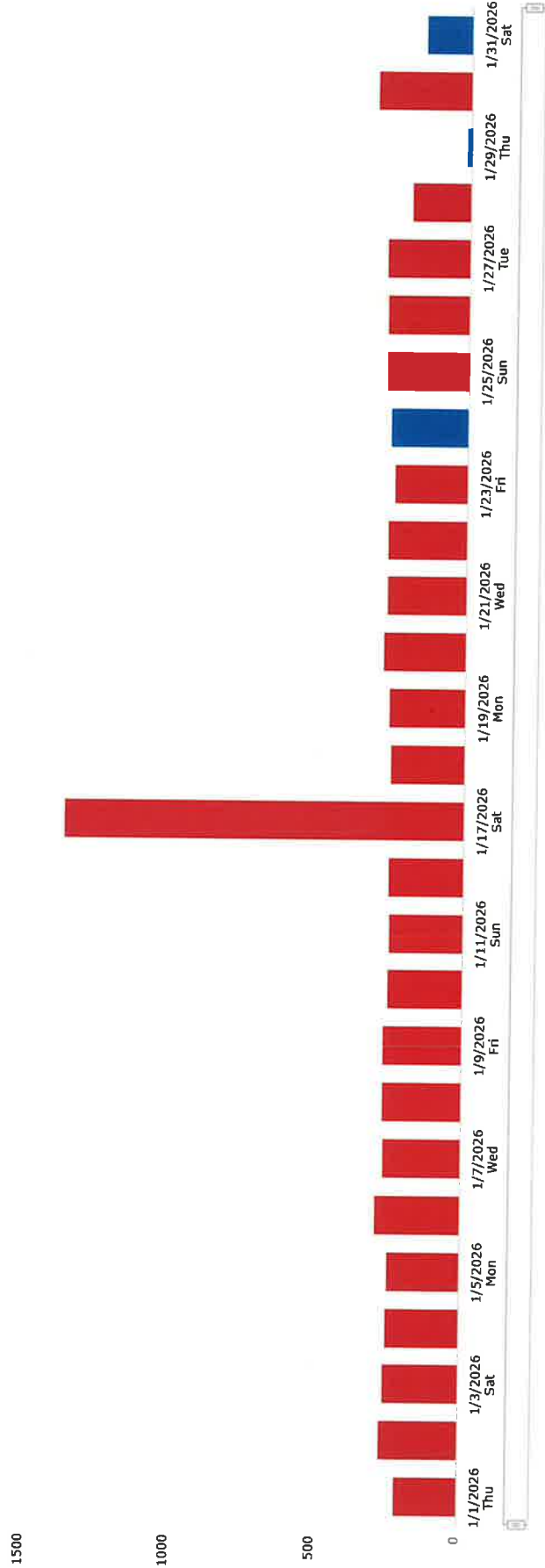
## ACCOUNT DETAILS

CUSTOMER NAME	Clark, Kerry	ELECTRONIC ID	2004988
CUSTOMER ACCT. NO.	1582.1	METER SN	21342664
SERVICE ADDRESS	400 SWIFTWATER BLVD #1	SERVICE START DATE	N/A
ROUTE NUMBER	2	LAST READ DATE	02/18/2026 09:54 PM
EMAIL	N/A	LAST READ (CUFT)	127512
PHONE	N/A	METER STATUS	

📅 01/01/2026 - 01/31/2026

📉 Read Frequency Daily

Legend: ■ Alert





Total consumption for report period: 7844 (CUFT)

Consumption Date	Read (CUFT)	Consumption (CUFT)	Last Read Time	Read Method	Meter Status
01/01/2026	118596	216	01/01/2026 11:57 PM	Fixed Network	Leak Alarm
01/02/2026	118865	269	01/02/2026 11:59 PM	Fixed Network	Leak Alarm
01/03/2026	119123	258	01/03/2026 11:54 PM	Fixed Network	Leak Alarm
01/04/2026	119374	251	01/04/2026 11:55 PM	Fixed Network	Leak Alarm
01/05/2026	119624	250	01/05/2026 09:56 PM	Fixed Network	Leak Alarm
01/06/2026	119916	292	01/06/2026 11:55 PM	Fixed Network	Leak Alarm
01/07/2026	120184	268	01/07/2026 11:56 PM	Fixed Network	Leak Alarm
01/08/2026	120456	272	01/08/2026 11:57 PM	Fixed Network	Leak Alarm
01/09/2026	120725	269	01/09/2026 11:56 PM	Fixed Network	Leak Alarm
01/10/2026	120981	256	01/10/2026 11:58 PM	Fixed Network	Leak Alarm
01/11/2026	121234	253	01/11/2026 11:58 PM	Fixed Network	Leak Alarm
01/12/2026	121489	255	01/12/2026 09:56 PM	Fixed Network	Leak Alarm
01/17/2026	122857	1368	01/17/2026 11:55 PM	Fixed Network	Leak Alarm
01/18/2026	123110	253	01/18/2026 11:58 PM	Fixed Network	Leak Alarm
01/19/2026	123368	258	01/19/2026 11:00 PM	Fixed Network	Leak Alarm
01/20/2026	123649	281	01/20/2026 11:58 PM	Fixed Network	Leak Alarm
01/21/2026	123918	269	01/21/2026 11:58 PM	Fixed Network	Leak Alarm
01/22/2026	124189	271	01/22/2026 11:58 PM	Fixed Network	Leak Alarm



Consumption Date	Read (CUFT)	Consumption (CUFT)	Last Read Time	Read Method	Meter Status
01/23/2026	124439		250 01/23/2026 09:58 PM	Fixed Network	Leak Alarm
01/24/2026	124701		262 01/24/2026 09:59 PM	Fixed Network	Leak Alarm
01/25/2026	124980		279 01/25/2026 11:55 PM	Fixed Network	Leak Alarm
01/26/2026	125259		279 01/26/2026 11:56 PM	Fixed Network	Leak Alarm
01/27/2026	125540		281 01/27/2026 11:57 PM	Fixed Network	Leak Alarm
01/28/2026	125739		199 01/28/2026 11:56 PM	Fixed Network	Leak Alarm
01/29/2026	125752		13 01/29/2026 09:56 AM	Fixed Network	-
01/30/2026	126071		319 01/30/2026 11:55 PM	Fixed Network	Leak Alarm
01/31/2026	126224		153 01/31/2026 11:00 PM	Fixed Network	-

Total consumption for report period: 7844 (CUFT)

