



Agenda
City Council Regular Meeting
Tuesday, January 16, 2024
Richland City Hall Council Chambers
625 Swift Boulevard

City Council Regular Meeting - 6:00 p.m.

Welcome and Roll Call

Pledge of Allegiance

Approval of Agenda: (Approved by Motion)

Presentations:

1. Swearing-In of Richland Police Officer Emilio Sanchez
 - David Neher, Interim Chief of Police
2. Horse Heaven Wind Farm Project Adjudication Update (5 minutes)
 - Tri-Cities C.A.R.E.S.

Public Hearing: Please limit public hearing comments to 3 minutes. Comments must speak only to the item for which the hearing is convened. Records intended for Council consideration must be given to the City Clerk for distribution.

3. Public Hearing on Rules Related to City Employment: Adopting the Proposed 2024-2025 Collective Bargaining Agreement with International Brotherhood of Teamsters Local No. 839, Resolution No. 2024-10

Public Comments: Please limit public comments to 2 minutes. The public comment period is not an opportunity for dialogue with councilmembers, or for posing questions with the expectation of an immediate answer. Many questions require an opportunity for information-gathering and deliberation. For this reason, Council will accept comments, but will not directly respond to comments, questions or concerns during public comment. Records intended for Council consideration must be given to the City Clerk for distribution.

Consent Calendar: Items on the Consent Calendar have been distributed to the City Council in advance for reading and study, are considered to be routine, and will be enacted by one motion of the Council with no discussion. Councilmembers may transfer individual items to Items of Business for deliberation before voting.

Minutes:

4. Approval of the January 2, 2024 City Council Regular Meeting Minutes
 - Jennifer Rogers, City Clerk

Ordinances - First Reading:

None.

Ordinances - Second Reading & Passage:

None.

Resolutions - Adoption:

5. Resolution No. 2024-06, Adopting the 2024-2029 Benton County Solid Waste and Hazardous Waste Management Plan
 - Pete Rogalsky, Public Works Director
6. Resolution No. 2024-07, Declaring Intent to Increase Assessments for the Uptown Business Improvement District and Setting a Public Hearing Date
 - Kerwin Jensen, Development Services Director
7. Resolution No. 2024-08, Approving a Purchase and Sale Agreement for Property adjacent to 2619 Falcon Lane
 - Kerwin Jensen, Development Services Director
8. Resolution No. 2024-09, Authorizing an Agreement with Workday, Inc. for an Enterprise Human Resources Information System
 - Drew Florence, Assistant City Manager

Items - Approval:

9. Appointment to the Utility Advisory Committee: Ricky Hyson
 - Jennifer Rogers, City Clerk

Expenditures - Approval:

10. Expenditures from December 1, 2023 to December 31, 2023 for \$30,492,731.24 including Accounts Payable Check Nos. 318084-318943, Accounts Payable Wire Nos. 9839-9875, Payroll Wires & ACH Nos. 13725-13778, Payroll Direct Deposit & Check Nos. 216782-217916, and Pension Check Nos. 6633-6656.
 - Brandon Allen, Finance Director

Items of Business:

11. Resolution No. 2024-10, Approving the 2024-2025 Collective Bargaining Agreement with the International Brotherhood of Teamsters Local No. 839
 - Lacey Paulsen, Human Resources Director
12. Resolution No. 2024-11, Authorizing a Grant Application to the Washington State Department of Transportation City Safety Program
 - Pete Rogalsky, Public Works Director
13. Bonneville Power Administration (BPA) Power and Transmission Update (Discussion Only)
 - Clint Whitney, Energy Services Director
14. Opioid Abatement Update (Discussion Only)
 - Drew Florence, Assistant City Manager

Reports and Comments:

1. City Manager
2. City Council
3. Mayor

Adjournment

This meeting will be broadcast live on [CityView Channel 192](#) on the City's website and on the [City's YouTube Channel](#).

Richland City Hall is ADA accessible. Any individual who has difficulty attending the meeting in-person may request to provide comments remotely. (Ch. 42.30 RCW) Requests for sign interpreters, audio equipment, and/or other special services must be received 48 hours prior to the meeting by calling the City Clerk's Office at 509-942-7389.



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Minutes

Strategic Priority I - High Performance Government

Subject:

Approval of the January 2, 2024 City Council Regular Meeting Minutes

Department/Office
City Clerk

Ordinance/Resolution Number:

Document Type:
Minutes

Recommended Motion:

Approve the meeting minutes from the regular City Council regular meeting held on January 2, 2024.

Summary:

Draft minutes from the January 2, 2024 City Council regular meeting are presented for Council's consideration and approval.

Fiscal Impact: None.

Attachments:

- I. Draft January 2, 2024 City Council Meeting Minutes



MINUTES

RICHLAND CITY COUNCIL REGULAR MEETING

Tuesday, January 2, 2024

Richland City Hall ~ Council Chambers
625 Swift Boulevard

City Council Regular Meeting - 6:00 p.m.

Mayor Pro Tem Richardson called the Council meeting to order at 6:00 p.m.

Welcome and Roll Call

Mayor Pro Tem Richardson welcomed those in the audience and expressed appreciation for their attendance.

Attendance: Mayor Pro Tem Richardson	Present
Councilmember Jones	Present
Councilmembers Kent	Present
Councilmember Lukson	Present
Councilmember Maier	Present
Councilmember VanDyke	Present
Councilmember Whitten	Present

Also present were City Manager Amundson, Deputy City Manager Schiessl, Assistant City Manager Florence, City Attorney Kintzley, Interim Chief of Police Neher, Fire Chief Huntington, Development Services Director Jensen, Public Works Director Rogalsky, Energy Services Director Whitney, Finance Director Allen, and City Clerk Rogers.

Pledge of Allegiance

Councilmember Kent led the Council and audience in the recitation of the Pledge of Allegiance.

Approval of Agenda

COUNCILMEMBER WHITTEN MOVED AND COUNCILMEMBER KENT SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. MOTION CARRIED 7-0.

Presentations

- Swearing-In of Councilmembers:
 - Jhoanna Jones, Position No. 1 (Re-elected) 4-Year Term
 - Theresa Richardson, Position No. 2 (Re-elected) 4-Year Term
 - D. Shayne VanDyke, Position No. 5 (Elected) 4-Year Term
 - Kurt Maier, Position No. 6 (Elected) 2-Year Term
 - Ryan Whitten, Position No. 7 (Elected) Remainder of Unexpired Term

City Clerk Rogers administered the oath of office to councilmembers elected and re-elected into public office.

2. Selection of Mayor for 2024-2025

Councilmember Richardson opened the floor for nominations for the office of Mayor.

- Councilmember Jones nominated Councilmember Richardson.
- Councilmember Kent nominated Councilmember Richardson.
- Councilmember Maier nominated Councilmember Kent.

No other nominations were made. The following votes were cast:

- For Richardson: Jones, Kent, Lukson, Richardson, VanDyke and Whitten.
- For Kent: Maier

Councilmember Richardson won the office of Mayor by a majority vote of 6-1.

3. Selection of Mayor Pro Tem for 2024-2025

Mayor Richardson opened the floor for nominations for the office of Mayor Pro Tem.

- Councilmember Jones nominated Councilmember Kent.
- Councilmember Whitten nominated Councilmember VanDyke.

No other nominations were made. The following votes were cast:

- For Kent: Jones, Kent, Lukson and Maier.
- For VanDyke: Richardson, VanDyke and Whitten.

Councilmember Kent won the office of Mayor Pro Tem by a majority vote of 4-3.

4. New Hires and Retirements

A video featuring the new hires and retirees for December 2023 was played for the audience.

The City welcomed four (4) new employees to the City of Richland in December 2023:

- Denise Hovland: Administrative Assistant, Information Technology Division
- Toby Zigan: Police Quartermaster, Police Department
- Silvano Hernandez: Plant Operator, Wastewater Operations Division
- Laura Champoux: Administrative Assistant, Parks & Public Facilities Department

The City recognized the following three (3) employees who retired in December 2023.

- Phillip Becker retired as a truck driver-heavy with the Solid Waste Collection Division after twenty-three (23) years of service with the City.
- Annette Melville retired as an Administrative Assistant with the Parks & Public Facilities Division after twenty (20) years of service with the City.
- Jarin Whitby retired as a Police Sergeant with the Police Department after twenty (20) years of service with the City.

Public Hearing

City Clerk Rogers read the Public Hearing and Public Comments procedures.

5. Proposed Amendment to the Transportation Improvement Plan, Resolution No. 2024-01

Mayor Richardson opened the public hearing at 6:11 p.m.

Francesca Maier - 2146 Hudson Avenue, Richland, WA: Ms. Maier provided comments supporting the removal of the South George Washington Way/Aaron Drive intersection pedestrian bridge element from the 2024-2029 Transportation Improvement Plan, and urged City Council to install a high-quality pedestrian at-grade crossing at the intersection.

No additional public testimony was offered. Mayor Richardson closed the public hearing at 6:14 p.m.

Public Comments

The following individuals provided public comments:

Mark Freshley – Richland, WA: Mr. Freshley recounted a recent dangerous dog incident involving a middle school student. Mr. Freshley urged City Council to amend the Richland Municipal Code to update the definitions of dangerous and potentially dangerous animal. Mr. Freshley also recommended that police officers be stationed in the vicinity of the dangerous dog incident to address safety concerns and promote safe routes for children who walk to school.

Karl Dye – President and CEO of Tri-City Development Council (TRIDEC): Mr. Dye congratulated Mayor Richardson and Mayor Pro Tem Kent, then provided comments supporting the adoption of the Targeted Urban Area property tax exemption applications on tonight's agenda (Resolution Nos. 2024-04 and 2024-05).

Consent Calendar

City Clerk Rogers read the Consent Calendar.

COUNCILMEMBER LUKSON MOVED AND COUNCILMEMBER WHITTEN SECONDED THE MOTION TO APPROVE THE CONSENT AGENDA AS AMENDED. THOSE IN FAVOR: MAYOR RICHARDSON, MAYOR PRO TEM KENT, AND COUNCILMEMBERS JONES, LUKSON, MAIER, VANDYKE AND WHITTEN. THOSE OPPOSED: NONE. MOTION CARRIED 7-0.

Minutes

6. Approval of the December 19, 2023 City Council Regular Meeting Minutes

Ordinances - First Reading

None.

Ordinances - Second Reading & Passage

7. Ordinance No. 2023-33, Dedicating the Right-of-Way for a Segment of Malbec Avenue
8. Ordinance No. 2023-34, Approving the 2027 Council Compensation Plan
9. Ordinance No. 2023-35, Amending Title 26 of the Richland Municipal Code related to Shoreline Management

Resolutions - Adoption

10. Resolution No. 2024-01, Amending the 2024-2029 Transportation Improvement Plan **(PULLED BY COUNCILMEMBER MAIER AND RELOCATED TO ITEMS OF BUSINESS AS ITEM NO. 15)**
11. Resolution No. 2024-02, Authorizing Award of Bid to Pipe of Washington, Inc. for the Tapteal 1 Booster Pump Station Project
12. Resolution No. 2024-03, Authorizing a Purchase and Sale Agreement with 590 Gage Blvd. Richland, LLC for Real Property located at 590 Gage Blvd.
13. Resolution No. 2024-04, Approving a Targeted Urban Area Application Submitted by Framatome for Phase One
14. Resolution No. 2024-05, Approving a Targeted Urban Area Application Submitted by Framatome for Phase Two

Items - Approval

None.

Items of Business

15. Resolution No. 2024-01, Amending the 2024-2029 Transportation Improvement Plan **(FORMERLY ITEM NO. 10 ON THE CONSENT CALENDAR)**

Councilmember Maier inquired if alternative pedestrian safety improvements will be considered at the South George Washington Way/Aaron Drive intersection following the removal of the pedestrian bridge from the 2024-2029 Transportation Improvement Plan (TIP), and whether there will be other opportunities to review pedestrian safety concerns the pedestrian bridge was intended to address for that intersection.

Public Works Director Rogalsky described the purpose of the TIP as a planning document (instead of a design document) and Council's role in project planning. Mr. Rogalsky added that the pedestrian crossing intersection project is currently being engineered by a professional team responsible for applying engineering judgment and best practices to all street improvement projects. City Council will be asked to approve a future construction contract for the intersection improvements when the project is successfully bid, but does not otherwise play a role in designing the street improvements.

COUNCILMEMBER WHITTEN MOVED AND COUNCILMEMBER MAIER SECONDED THE MOTION TO ADOPT RESOLUTION NO. 2024-01, AMENDING THE 2024-2029 TRANSPORTATION IMPROVEMENT PLAN. THOSE IN FAVOR: MAYOR RICHARDSON, MAYOR PRO TEM KENT, AND COUNCILMEMBERS JONES, LUKSON, MAIER, VANDYKE AND WHITTEN. THOSE OPPOSED: NONE. MOTION CARRIED 7-0.

Reports and Comments

City Manager

City Manager Amundson congratulated Mayor Richardson and Mayor Pro Tem Kent for being selected to serve in the leadership offices on City Council, and also extended his congratulations to all councilmembers who were sworn in during the meeting. City Manager Amundson stated that he looks forward to working with each councilmember in the upcoming year.

City Council

Mayor Pro Tem Kent congratulated Mayor Richardson and thanked fellow councilmembers for their vote in electing her as mayor pro tem. Mayor Pro Tem Kent also thanked those in the audience, including TRIDEC President and CEO Karl Dye, for expressing interest in the agenda and the Council's work.

Mayor Pro Tem Kent then welcomed Councilmember Maier, adding that he will be a valuable asset on the Richland City Council. Lastly, Mayor Pro Tem Kent wished everyone a happy new year filled with joy and good health.

Councilmember Lukson congratulated all councilmembers who were elected and re-elected. Councilmember Lukson welcomed Councilmember Maier to the Richland City Council and added that he will bring a unique and diverse perspective to Council. Next, Councilmember Lukson congratulated Mayor Richardson and Mayor Pro Tem Kent and expressed enthusiasm for their leadership for the upcoming year.

Councilmember Jones congratulated Mayor Richardson and Mayor Pro Tem Kent, and expressed her pleasure at a woman serving in the role as mayor, pointing out that Mayor Richardson is the second female mayor in Richland's history. Councilmember Jones then congratulated fellow councilmembers on their election and re-election to the Richland City Council.

Councilmember VanDyke congratulated Mayor Richardson and Mayor Pro Tem Kent and welcomed Councilmember Maier to the Richland City Council.

Councilmember Maier thanked fellow councilmembers for their kind words and looks forward to working with everyone on the Richland City Council.

Councilmember Whitten congratulated Mayor Richardson and Mayor Pro Tem Kent and welcomed Councilmember Maier to the Richland City Council. Councilmember Whitten concurred with Councilmember Jones' comments regarding women in leadership roles on the Richland City Council, and pointed out that this is the first time in Richland's history when both roles were filled by women. Councilmember Whitten wished everyone a safe and happy new year.

Mayor

Mayor Richardson thanked fellow councilmembers for their vote of confidence in electing her as mayor and vowed to work hard, treat everyone with kindness and respect, and be the last to speak and the first to listen. Mayor Richardson expressed excitement over the upcoming year and Richland's future.

Adjournment

Mayor Richardson adjourned the meeting at 6:32 p.m.

APPROVED:

ATTEST:

Theresa Richardson, Mayor

Jennifer Rogers, City Clerk

Date Approved:

Date Published:



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Resolutions - Adoption

Strategic Priority 2 - Financial Sustainability

Subject:

Resolution No. 2024-06, Adopting the 2024-2029 Benton County Solid Waste and Hazardous Waste Management Plan

Department/Office
Public Works

Ordinance/Resolution Number:
2024-06

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 2024-06, adopting the 2024-2029 Benton County Solid Waste and Hazardous Waste Management Plan

Summary:

RCW 70A.205.040 requires counties and the cities located in each county to prepare a comprehensive solid waste and hazardous waste management plan. Pursuant to Resolution No. 2022-07 the City entered into an interlocal agreement with Benton County and the cities of Kennewick, West Richland, Prosser, and Benton City to prepare the Benton County Comprehensive Solid Waste Management Plan and to operate programs documented in the Plan.

As required by the Washington State Department of Ecology, and under the guidance of the Benton County Solid Waste Advisory Committee, Benton County has prepared an update to the Benton County Solid Waste and Hazardous Waste Management Plan for Years 2024-2029. The plans and programs documented in the Benton County Solid Waste and Hazardous Waste Management Plan supplement the plans and services of the City's Solid Waste Utility as documented in the City's budget, capital improvement plan, and municipal code. Adopting the Benton County plan enables City residents to participate in the programs operated by Benton County and achieves compliance with the City's planning requirements under RCW 70A.205-040.

Benton County operates a household hazardous waste collection and disposal service that is available to Richland residents. Benton County intends to open a fixed household hazardous waste collection facility on Ely Street in Kennewick in the coming months.

It is in the City's best interest to comply with RCW 70A.205.040 by participating in and adopting the Benton County Solid Waste and Hazardous Waste Management Plan.

Fiscal Impact: None.

Attachments:

I. Resolution No. 2024-06

RESOLUTION NO. 2024-06

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,
ADOPTING THE BENTON COUNTY SOLID WASTE AND
HAZARDOUS WASTE MANAGEMENT PLAN FOR YEARS 2024-
2029.**

WHEREAS, RCW 70A.205.040 requires counties and the cities located in each county to prepare a comprehensive solid waste and hazardous waste management plan; and

WHEREAS, pursuant to Resolution No. 2022-07, the City entered into an interlocal agreement with Benton County and the cities of Kennewick, West Richland, Prosser and Benton City to prepare the Benton County Solid Waste and Hazardous Waste Management Plan, and to operate programs documented in the plan; and

WHEREAS, as required by the Washington State Department of Ecology, and under the guidance of the Benton County Solid Waste Advisory Committee, Benton County has prepared an update to the Benton County Solid Waste and Hazardous Waste Management Plan for Years 2024-2029, attached hereto as **Exhibit A**; and

WHEREAS, the City's best interest are served by complying with RCW 70A.205.040 by participating in and adopting the Benton County Solid Waste and Hazardous Waste Management Plan; and

WHEREAS, the plans and programs documented in the Benton County Solid Waste and Hazardous Waste Management Plan supplement the plans and services of the City's Solid Waste Utility, as documented in the City's Budget, Capital Improvement Plan and Richland Municipal Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the Benton County Solid Waste and Hazardous Waste Management Plan for Years 2024-2029, attached as **Exhibit A**, is hereby adopted, and shall serve as the guiding document for cooperative solid waste programs conducted in Benton County and benefitting city residents.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of January, 2024.

Theresa Richardson, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney



Benton County Solid Waste and Hazardous Waste Management Plan For Years 2024–2029

Benton County, Washington

November 2023



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Benton County Solid Waste and Hazardous Waste Management Plan For Years 2024–2029

November 2023

Prepared by:

HDR, Inc.
600 University Street
Suite 500
Seattle, WA 98101-4132

ACKNOWLEDGMENTS

The Benton County Department of Public Works acknowledges the valuable contribution of the following organizations for their assistance in the development of this Plan:

Benton County Solid Waste Advisory Committee Members

Washington State Department of Ecology Staff

Benton-Franklin Health District Staff

Benton County Public Works Staff

Benton County residents and businesses also contributed to this Plan through comments provided during public meetings and through various other channels. The Board of County Commissioners and Benton County Public Works gratefully acknowledge this input.





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Acronyms and Abbreviations

BDI	Basin Disposal, Inc.
BSE	Bovine Spongiform Encephalopathy
C&D	construction and demolition
CFCs	chlorofluorocarbons
Commerce	Washington Department of Commerce
County	Benton County
CPG	Coordinated Prevention Grant
CROP	Contamination Reduction and Outreach Plan
DDMP	disaster debris management plan
Ecology	Washington State Department of Ecology
EIS	Environmental Impact Statement
EMP	Emergency Management Plan
EPA	United States Environmental Protection Agency
EPR	extended producer responsibility
ESHB	Engrossed Substitute House Bill
FEMA	Federal Emergency Management Agency
H5N1	Highly Pathogenic Asian Avian Influenza A
HB	House Bill
HDPE	high-density polyethylene
HDR	HDR Engineering, Inc.
Health District	Benton-Franklin Health District
HHW	household hazardous waste
LSWFA	Local Solid Waste Financial Assistance
MRW	moderate risk waste
MSW	municipal solid waste
MTCA	Model Toxics Control Act
MW	megawatts
OFM	Washington Office of Financial Management
ORS	Oregon Revised Statute
PCS	petroleum-contaminated soils
PET	polyethylene terephthalate
Plan	Benton County Solid Waste and Moderate Risk Waste Management Plan
RCRA	Resource Conservation and Recovery Act
RCW	Revised Code of Washington
SEPA	State Environmental Policy Act

SHB	Substitute House Bill
SQG	Small-Quantity Generator
SWAC	Solid Waste Advisory Committee
TPY	tons per year
UGA	Urban Growth Area
WAC	Washington Administrative Code
WM	Waste Management of Washington, Inc.
WSDA	Washington State Department of Agriculture
WUTC	Washington Utilities and Transportation Commission



Executive Summary

This Solid Waste Management Plan (Plan) recommends strategies to manage solid waste generated in Benton County over the next 6 to 20 years as required by the Revised Code of Washington (RCW) 70A.205. This Plan will guide the actions of Benton County and the participating cities of Benton City, Kennewick, Prosser, Richland and West Richland and Waste Management and Basin Disposal, Inc. that provide curbside collection and processing and municipal solid waste and recyclable materials. It is the collaborative effort of participating cities' and industry representatives, thought leaders and subject matter experts in the solid waste field, and incorporates a balanced approach to solid waste management in Benton County.

The overriding mission statement for the Plan is:

"Benton County and the participating jurisdictions provide citizens with efficient, reliable, and affordable solid waste collection, handling, recycling and disposal services in order to improve the quality of life while protecting and preserving human health, environmental quality and natural resources."

To further this mission, the Plan proposes a comprehensive set of recommended strategies for implementation over the six-year planning period. Highlights include:

Staffing – The Plan recommends adequate staffing be maintained to implement programs and educational outreach initiatives through a cooperative effort with the County, cities and towns, waste haulers and other stakeholders. Staffing priorities are critical to the operations of the new Household Hazardous Waste Facility operations and implementation and compliance with regulatory requirements related to organics management reduction of contaminants in the recycling waste stream.

Waste Reduction and Recycling – Waste prevention, reduction and recycling are continuing priorities for this Plan. Promoting a variety of education and outreach initiatives, while dealing with changing recycling markets, will continue to be a priority through harmonization of programs and working cooperatively with jurisdictional and private partners.

System Enhancements – Modernization of curbside recycling programs to carted services that increase worker safety while diverting materials from disposal is a vital component to this Plan. Increasing marketable recyclable materials collected at the curb will provide a long-term benefit to the community through extended landfill life.

Long-range planning is essential to achieving a cost-effective and environmentally sound integrated solid waste system. To this end, this Plan facilitates a cooperative effort between partners and provides a framework for infrastructure planning, short-term and long-term management of solid waste and recyclables, policy making and funding for the system. The summary of recommendations and implementation costs can be found in Chapter 11 – Implementation Plan.

This Plan is intended to be a “living document” to be revisited on a regular basis to evaluate progress, reassess initiatives and implementation plans, and consider potential updates to the Plan in response to emerging data and information and future conditions.





CHAPTER 1.0 BACKGROUND

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1.0 Background

This section provides general information regarding the *Benton County Solid Waste and Moderate Risk Waste Management Plan* (Plan), its development, and its relationship to other state and local documents.

1.1 Introduction

This Plan recommends strategies to manage solid waste and moderate risk waste (MRW) generated in Benton County, Washington (County). Solid waste handling includes management, storage, collection, diversion, transportation, treatment, use, processing, and final disposal. This Plan includes recommendations for municipal solid waste (MSW), MRW, waste reductions, recycling and education, diversion, construction and demolition (C&D) debris, and special wastes.

1.2 Purpose

Washington State law assigns primary responsibility for managing MSW and MRW to local governments. Revised Code of Washington (RCW) 70A.205 requires local governments to maintain current solid waste management plans. RCW 70A.300 requires local governments to develop plans for managing hazardous waste, which in this Plan is covered in Chapter 8.0 – Moderate-Risk Waste.

The purpose of this Plan is to develop recommended waste management strategies for the period 2023 through 2029. The Plan also looks forward to confirmation that sufficient processing and disposal options are anticipated to be available to the County for at least the next 20 years, or through year 2043.

Local plans must be complete and in good standing to receive grant monies from the Washington State Department of Ecology (Ecology) Local Solid Waste Financial Assistance (LSWFA), which is a funding source for non-disposal-related programs and activities.

1.3 Goals and Objectives

The mission statement for this Plan is as follows:

Benton County and the participating jurisdictions provide citizens with efficient, reliable, and affordable solid waste collection, handling, recycling and disposal services in order to improve the quality of life while protecting and preserving human health, environmental quality, and natural resources.

For each element of the Plan, goals were developed. An assessment of existing conditions relative to each element was made, and then an identification of needs and opportunities followed. An evaluation of the alternatives was then performed, and recommendations for specific programs, policies, or actions were selected and adopted.

In summary, the goals for the Plan are as follows outlined below.

Infrastructure and System

- Manage wastes in a cost-effective manner that promotes, in order of priority, waste reduction, reuse, and recycling.
- Enhance and improve overall efficiency of waste and recyclables collection and transfer.
- Encourage and expand coordination and communication regarding waste collection, recycling, and disposal among all jurisdictions, agencies, and private firms in Benton County.
- Ensure that collection infrastructure is flexible and adaptable to changing recycling and waste diversion practices.
- Ensure that wastes are properly managed and facilities are operated in full compliance with appropriate rules and regulations.
- Establish guidelines and strategies for management of specific waste streams.

Economic Sustainability

- Manage waste as a resource to increase local job opportunities and support economic development.
- Consider environmental impacts to climate, air, water, and land that are associated with waste generation, transportation, handling, recycling, and disposal.
- In the County, edible food is eaten, and inedible food is composted or processed into other value-added products.

Education

- Reinvigorate the public education and outreach programs throughout the County.
- Encourage people and businesses to make responsible choices about what they produce and consume, and what they generate as waste.
- Encourage public/private partnerships for waste reduction and recycling programs.

Outside Influences

- Support changes to federal and state regulations and policies that support economically sustainable recycling opportunities and waste diversion.
- Manage waste in a manner that promotes Washington State's waste management priorities presented in Ecology's *Moving Washington Beyond Waste and Toxics* document.
- Comply with federal, state, and local solid waste and MRW regulations.
- Promote and support life-cycle product stewardship and industry advancements in packaging standards that lead to less waste generation.

1.4 Participants in the Planning Process

This document was developed with the guidance of the Benton County Solid Waste Advisory Committee (SWAC), whose participation is gratefully acknowledged. Committee members and their affiliations are shown in Table 1-1.

Table 1-1. Benton County Solid Waste Advisory Committee	
Member	Affiliation
Will McKay Matt Mahoney (Alternate)	Benton County
Jessica Wadsworth David Sandretto (Alternate)	City of Benton City
Chuck Torelli Jim Millbauer (Alternate)	City of Kennewick
Don Aubrey	City of Prosser
Theresa Richardson	City of Richland
Richard Bloom	City of West Richland
Darrick Dietrich Rebecca Francik (Alternate)	Basin Disposal
Jeff Barcnas Tami Yager (Alternate)	Waste Management
Khris Olsen	Public Citizen

1.5 Planning Area

The planning area (see Figure 1-1) includes the incorporated and unincorporated areas of the County. This includes the cities and towns of Benton City, Kennewick, Prosser, Richland, and West Richland, with only the Hanford site area excluded.



Figure 1-1. Benton County Solid Waste Planning Area

1.6 Planning Authority

This Plan is intended to satisfy the participating jurisdictions' responsibilities for maintaining a current solid waste management plan in accordance with RCW 70A.205 and to provide a local hazardous waste management plan in accordance with RCW 70A.300.

Cities and counties share the responsibility for developing and maintaining a local solid waste management plan. RCW 70A.205 provides cities with three alternatives for satisfying their planning responsibilities:

- Prepare and deliver to the County auditor a city solid waste management plan for integration into the County solid waste plan;
- Enter into an agreement with the County to prepare a joint city-County plan; or
- Authorize the County to prepare a plan for the city for inclusion in the County plan.

The incorporated communities of Benton City, Kennewick, Prosser, Richland, and West Richland executed interlocal agreements with the County regarding solid waste management. The agreements authorize the County to prepare a countywide solid waste management plan that includes each of these cities and towns. Participating cities and towns have both the opportunity and responsibility to participate in plan development, review, and comment on the draft plan and to adopt the final plan.

Executed Solid Waste Interlocal Agreements can be found in Appendix A. Resolutions of Adoption for this Plan can be found in Appendix B.

1.7 Plan Development Process

The County began the Plan update process in 2018. Due to the COVID-19 pandemic, the update process was impacted with a final draft Plan being submitted in 2020. The County chose to move forward with a new Plan update process due to regulatory, staffing, and operational changes that have occurred since the previous process was undertaken.

This Plan was developed over a period of approximately 9 months. The process began in August 2022 with the contract execution for HDR Engineering, Inc. (HDR), as the team that would assist with starting the update process. During the 9 months, technical research, analysis, and recommendations were prepared by HDR and the County staff and discussed with the Benton-Franklin Health District (Health District), the SWAC, stakeholders, interested members of the public, and interest groups. This participatory, interactive process was undertaken in order to prepare and build support for the Plan.

The public participation process was largely focused on the SWAC. The Board of County Commissioners appointed SWAC members. Members are selected to represent a balance of interests including citizens, public interest groups, businesses, the waste management industry, local elected public officials, and the agricultural industry. The SWAC provides guidance to the Benton County Public Works Department in the development of programs and policies concerning solid waste handling and disposal.

The SWAC reviews and comments on rules, policies, resolutions, and ordinances before they are proposed for adoption. SWAC meetings are open to the public, and meeting notices are published beforehand. For additional information on the SWAC, please refer to Appendix C.

The anticipation is that the Plan will be adopted by each participating city or town and by the Board of County Commissioners in meetings open to the public.

1.8 Status of Previous Plans

This Plan supersedes previous solid waste management plans including the *2013 Benton County Solid Waste and Moderate Risk Waste Management Plan* (2013 Plan). The status of the 2013 Plan recommendations can be found in Appendix D.

1.9 Relationship to Other Plans

This section provides information on how this Plan is related to other state and local documents.

1.9.1 The State Solid and Hazardous Waste Plan – Moving Washington Beyond Waste and Toxics

Ecology released a waste and toxics reduction plan in June 2015. *Moving Washington Beyond Waste and Toxics* focuses on reducing waste and toxics by adopting a sustainable materials management approach, which is also used by the United States Environmental Protection Agency (EPA). This approach looks at the full life cycle of materials from design and manufacturing, through use, to disposal or recycling. The EPA believes a sustainable materials management approach can help identify more sustainable ways to produce products that are less impactful to the environment.

Moving Washington Beyond Waste and Toxics' vision is as follows: "We can transition to a society where waste is viewed as inefficient, and where most wastes and toxic substances have been eliminated. This will contribute to economic, social and environmental vitality." The following four priorities are included in *Moving Washington Beyond Waste and Toxics*:

- Increase our focus on manufacturing and use phases, not just on end-of-life issues;
- Reduce toxic threats in products and industrial processes;
- Increase efficiency of recycling (including organic processing) systems and maximize effectiveness of existing solid and hazardous waste infrastructure; and
- Mitigate climate change through waste reduction, reuse, and recycling.

1.9.2 Benton County Growth Management Comprehensive Plan

The County has been experiencing unprecedented population and economic growth from the Department of Energy and the Hanford site, the construction and operation of nuclear power plants, and food-processing for the agricultural community. RCW 36.70A.040 provides counties with planning requirements as required under the Growth Management

Act. The County, in 2017, adopted the *Benton County Comprehensive Land Use Plan* under this authority and the Planning Commission Act (RCW 35.63), which provides for the procedures to be followed in guiding and regulating the physical development of the County. The *Comprehensive Land Use Plan* guides the growth of unincorporated Benton County (areas outside of the cities). It details policies and goals for zoning and development regulations, and addresses requirements of Washington State's Growth Management Act. It includes specific guidelines for the unincorporated areas of the County as well as for the Urban Growth Areas (UGAs) of the cities of Richland, Kennewick, Prosser, West Richland, and Benton City.

1.9.3 City of Richland Solid Waste Management Plan

In August 2011, the City of Richland chose to adopt their own solid waste management plan to develop their collection system and improve their landfill. The *City of Richland Solid Waste Management Plan* is incorporated by reference into this Plan and is not intended to replace the City's commitment to this Plan and Interlocal Agreement. The *City of Richland Solid Waste Management Plan* can be found at: <https://www.ci.richland.wa.us/departments/public-works/management-plans>

The City's plan serves as a guide to Richland's solid waste management approach over the planning period of 20 years, with recommendations that include the following:

- Enhance existing waste and recycling programs for commercial customers.
- Conduct curbside collection of food waste by commercial sector.
- Expand Horn Rapids Landfill.
- Expand diversion of C&D materials at Horn Rapids Landfill as markets allow.
- Support diversion of wood waste at transfer station and landfill.
- Encourage and support research and development of alternative energy industries and development of new recycling technologies.
- Promote programs and provide incentives that encourage and support waste reduction, reuse, and recycling.

1.10 Required Plan Elements

This Plan is intended to meet or exceed applicable requirements set by Washington State. RCW 70A.205 establishes requirements for local solid waste management plans. Local plans are required to include the following elements:

- An inventory and description of solid waste handling facilities, including any deficiencies in meeting current needs;
- The projected 20-year needs for solid waste handling facilities;
- A program for the development of solid waste handling facilities that meets applicable laws and regulations, takes into account the comprehensive land use plans of participating jurisdictions, and contains a 6-year construction and capital

acquisition program and a plan for financing both capital costs and operational expenditures;

- A program for surveillance and control (to avoid or mitigate the negative impacts of improper waste handling);
- An inventory and description of solid waste collection operations and needs within each jurisdiction, including state collection certificate holders and municipal operations;
- A comprehensive waste reduction and recycling element;
- An assessment of the Plan's impact on the costs of solid waste collection; and
- A review of potential areas that meet state criteria for land disposal facilities.

RCW 70A.300 establishes the required elements for local hazardous waste management plans identified below:

- A plan or program to manage MRW including an assessment of the quantities, types, generators, and fate of MRW in the jurisdiction;
- A plan or program to provide for ongoing public involvement and education, including the potential hazards to human health and the environment resulting from improper use and disposal of the waste;
- An inventory of existing generators of hazardous waste and facilities managing hazardous waste within the jurisdiction;
- A description of the public involvement process used in developing the plan; and
- A description of the eligible zone designations in accordance with RCW 70A.300.225.

1.11 Regulatory Overview

The statutes and regulations that govern solid waste handling are summarized briefly below.

1.11.1 Solid Waste Handling Standards

A rule governing solid waste facilities and handling practices, Washington Administrative Code (WAC) 173-350, also known as *Solid Waste Handling Standards*, went into effect in 2003. This rule replaced WAC 173-304. WAC 173-350 sets out standards of operation and permitting requirements for solid waste handling facilities for recycling, intermediate handling (i.e., transfer), composting, MRW, and tires (unless exempted by definition or due to beneficial use). The rule regulates landfill disposal of a new category of wastes called "inert" wastes.

WAC 173-350 also places importance on local solid waste management plans (such as this document) by requiring solid waste handling facilities (whether exempt or requiring a permit) to conform to local solid waste plans. WAC 173-350 also states that a facility's exemption for handling only recyclable materials is contingent on meeting the definition of a recyclable material as designated in a local solid waste management plan.

Landfill disposal of solid waste is regulated under a separate rule, WAC 173-351, *Criteria for Municipal Solid Waste Landfills*. This rule was last revised in October 2015.

1.11.2 Hazardous Waste Management Act

In 1982, Ecology adopted rules that combined the state and federal regulation of hazardous wastes. These rules, as amended several times in the ensuing years, are contained in WAC 173-303 and are the main body of regulations for hazardous wastes in this state. In 1983, the State Legislature adopted a hierarchy of hazardous waste management methods in RCW 70A.300. In descending order of priority for management, the hierarchy is waste reduction; waste recycling; physical, chemical, and biological treatment; incineration; solidification/stabilization treatment; and landfill.

Amendments to RCW 70A.300 in 1985 and 1986 defined MRW and required that local governments (counties) develop plans for the proper management of MRW. As stated in RCW 70A.300, the legislature's intent was "to promote cooperation between state and local governments by assigning responsibilities for planning for hazardous waste to the state and planning for MRW to local government." In 1987, the legislature appropriated funds for grants to counties to assist in their planning efforts and clarified the schedule.

The legislature enacted the Used Oil Recycling Act, RCW 70A.205, in 1991. This statute requires local governments to manage used oil in conjunction with their MRW programs and to submit annual reports to Ecology. Local governments were required to adopt used oil recycling amendments to their MRW management plans by July 1, 1993.

New Solid Waste Handling Standards (WAC 173-350) were developed by Ecology and became effective February 10, 2003. These standards address MRW facilities (including construction, record keeping, and reports).

The *Dangerous Waste Regulations* (WAC 173-303) have been amended several times to address new issues and to incorporate new provisions of state and federal regulations.

1.11.3 Relevant Oregon Solid Waste Regulations

Oregon statute (Oregon Revised Statute [ORS] 459.305) requires out-of-state local governments, which export more than 75,000 tons annually into Oregon for landfill disposal, to provide the opportunity to recycle and implement recycling education programs. Specifically, the local government must either achieve a recovery rate equivalent to that achieved in a comparable Oregon county or implement an equivalent recycling program. The disposal site operator is responsible for demonstrating to the Oregon Department of Environmental Quality that the city from which the waste originates has implemented an equivalent recycling program.

An equivalent recycling program requires that each person be notified of the opportunity to recycle and be encouraged to source-separate recyclables through education programs. Additionally, for cities with a population of:

- Less than 4,000, a convenient drop-off recycling location must be provided for source separated recyclables.
- More than 4,000, monthly curbside collection of source-separated recyclables must be provided.

1.12 Summary of Changes in Solid Waste Regulation and Policy Since 2013

Several new rules have been adopted since the previous 2013 Plan was developed. Important new rules and regulations for consideration in Plan development are shown below (not in order of priority).

1.12.1 Mercury-Containing Lights Product Stewardship Program

WAC 173-910 requires establishment of a product stewardship program for mercury-containing lights throughout Washington State. Producers of mercury-containing lights sold for residential use must finance and participate in the product stewardship program by doing the following:

- Fund its producer share cost of the standard plan and program operated by the department-contracted stewardship organization or operate, either individually or jointly, an independent plan and program approved by Ecology.
- Pay administrative and operational costs associated with the standard program or the independent program in which they participate, except for the collection costs associated with curbside and mail-back collection programs. For curbside and mail-back programs, a stewardship organization must finance the costs of transporting and processing mercury-containing lights from the point of accumulation. For collection locations, including household hazardous waste (HHW) facilities, charities, retailers, government recycling sites, or other suitable locations, a stewardship organization must finance the costs of collection, transportation, and processing of mercury-containing lights collected at the collection locations.
- Submit market share data to Ecology to determine market share in the event more than one approved product stewardship plan is operating.
- Meet its financial obligations to the plan, which includes Ecology's annual fee.
- Comply with producers' requirements.
- Participate in a fully implemented plan.
- Take actions required to correct violations.

The LightRecycle program is set to sunset in 2025 unless action is taken to extend the law, and after July 1, 2026, the program may be terminated or extended.

1.12.2 Revenue-Sharing Agreements

An update to RCW 81.77.185 allows waste collection companies to retain up to 50 percent of the revenue paid to the companies for the material if the companies submit a plan to the Washington Utilities and Transportation Commission (WUTC) that is certified by the appropriate local government authority as being consistent with the local government solid waste plan and that demonstrates how the revenues will be used to increase recycling. The remaining revenue shall be passed to residential customers.

1.12.3 County Comprehensive Solid Waste Management Plan

RCW 70A.205 was updated to indicate that when updating a solid waste management plan after June 10, 2010, each local comprehensive plan must, at a minimum, consider methods that will be used to address the following:

- C&D waste for recycling or reuse;
- Organic material including yard debris, food waste, and food-contaminated paper products for composting or anaerobic digestion;
- Metals, glass, and plastics for recycling; and
- Waste reduction strategies.

1.12.4 Develop and Establish Objectives and Strategies for the Reuse and Recycling of Construction Aggregate and Recycled Concrete Materials

Effective January 1, 2016, RCW 70A.205.700 requires that local governmental entities with a population of 100,000 or more residents must, as part of their contracting process, request and accept bids that include the use of construction aggregate and recycled concrete materials for each transportation, roadway, street, highway, or other transportation infrastructure project. Prior to awarding a contract for a transportation, roadway, street, highway, or other transportation infrastructure project, the local governmental entity must compare the lowest responsible bid proposing to use construction aggregate and recycled concrete materials with the lowest responsible bid not proposing to use construction aggregate and recycled concrete materials, and award the contract to the bidder proposing to use the highest percentage of construction aggregate and recycled concrete materials if that bid is the same as, or less than, the bid from a bidder not proposing to use construction aggregate and recycled concrete materials or proposing to use a lower percentage of construction aggregate and recycled concrete materials.

1.12.5 Quarantine – Agricultural Pests

Effective January 1, 2017, the Washington State Department of Agriculture (WSDA) amended WAC 16-470 by adding MSW, yard debris, organic feedstocks, organic materials, and agricultural wastes to the list of commodities regulated under the apple maggot quarantine. Special permits are required for the following:

- Transportation and disposition of MSW from an area under quarantine for disposal at a solid waste landfill or disposal facility in the apple maggot and plum curculio pest-free area.
- Transportation and disposition of yard debris, organic feedstocks, organic materials, and agricultural wastes from the area under quarantine for disposal at a solid waste landfill or treatment at a composting facility in the apple maggot and plum curculio pest-free area.

Refer to Chapter 6.0 – Organics for additional information regarding how these rules affect solid waste in the County.

1.12.6 Local Solid Waste Financial Assistance

In September 2017, WAC 173-312 was updated to replace the Coordinated Prevention Grant (CPG) program. The purpose of WAC 173-312 is to provide financial assistance for local programs related to hazardous waste planning and implementation, local solid waste planning and implementation, and enforcement of rules and regulations governing solid waste handling. Planning, implementation, and enforcement are designed to prevent, or minimize, environmental contamination resulting from improper management or disposal of waste. WAC 173-312 established a structure for the administration of local solid waste financial assistance.

1.12.7 Secure Drug Take-Back

Washington's Safe Medication Return program, also known as the Drug Take-Back program, was established in 2018 under RCW 69.48. This program will create a unified, statewide, medication return program that will give Washington residents free, convenient, and environmentally responsible options for disposing of unwanted medication. Drug manufacturers will fund the program at no cost to taxpayers. It will be operated by an approved program operator(s). The Health Department will oversee the establishment of the program, monitor ongoing operations, manage enforcement when compliance issues arise, and evaluate program effectiveness.

1.12.8 Sustainable Recycling

House Bill (HB) 1543, Sustainable Recycling, was signed by Governor Inslee on April 29, 2019. This act took effect July 1, 2019. This act creates a Recycling Development Center within Ecology. Ecology will work with the Washington Department of Commerce (Commerce) on recycling market research and development. Ecology and Commerce will appoint an advisory board and enter into an interagency agreement. Ecology will create a State recycling *Contamination Reduction and Outreach Plan* (CROP) by July 1, 2020. Local jurisdictions will need to create their own CROPs or adopt the state CROP by July 1, 2021. Counties with populations of fewer than 25,000 are exempt from this requirement. Local governments may use LSWFA Grants and Waste Reduction and Recycling Education Grants to support CROPs.

1.12.9 Food Waste

HB 1114, now codified as RCW 70A.205.715, established a goal for the state to reduce, by 50 percent, the amount of food waste generated annually by 2030. Ecology is required to establish baseline data and annually track progress toward the statewide food reduction goals and to develop and implement a food waste reduction plan. The Use Food Well Washington Plan was completed in December 2021 and provides local governments with recommendations for best management practices to incorporate into local plans. Additional information on this topic is located in Chapter 6.0 – Organics.

1.12.10 Paint Stewardship

Substitute HB (SHB) 1652 requires producers of architectural paint sold in Washington to participate in an approved paint stewardship plan. This bill prohibits a producer or retailer of paint from selling or offering for sale architectural paint unless the producer or brand of

paint is participating in a stewardship plan. A paint stewardship organization will implement this bill, with Ecology providing oversight.

1.12.11 Product Design Labeling

Engrossed SHB (ESHB) 1569 authorizes the state's attorney general and local governments to pursue false or misleading environmental claims and “greenwashing” for plastic products claiming to be “compostable” or “biodegradable” when in fact they are not. The bill also requires clear and easy-to-understand labeling on compostable products sold for use in Washington.

1.12.12 Plastic Package Stewardship

In 2019, Senate Bill 5397 was authorized, which would create data reports that could lead to legislation (in 2021) to improve the recycling system in Washington by creating a stewardship program paid for by the plastic packaging manufacturers.

1.12.13 Reducing Pollution from Plastic Bags

In 2020, ESHB 5323 was authorized, which prohibits a retail establishment from the following:

- Providing to a customer or a person at an event a single-use plastic carryout bag or a paper carryout bag or reusable carryout bag made of film plastic that does not meet recycled content requirements.
- Using or providing certain polyethylene or other non-compostable plastic bags.

In addition, the bill prohibits a city, town, county, or municipal corporation from implementing a local carryout bag ordinance.

The bill also:

- Authorizes a retail establishment to provide a reusable carryout bag or a recycled content paper carryout bag of any size to a customer at the point of sale.
- Requires a retail establishment to collect a pass-through charge of not less than 8 cents for every recycled content paper carryout bag or reusable carryout bag made of film plastic it provides.

1.12.14 Organics Management Law

In 2022, Washington's Legislature passed HB 1799 requiring diversion of organic materials away from landfill disposal and towards food rescue programs and organics management facilities. Each city or county with a population greater than 25,000 must develop a compost procurement ordinance, and new or updated comprehensive plans and comprehensive solid waste management plans must include identification of possible locations for organic materials management facilities.

This new organics management law requires state and local governments, businesses, and other organizations to reduce the amount of organic materials disposed of in landfills and increase the demand for processed organic materials such as compost. The legislation also calls for an increase in edible food recovery and amends many laws affecting organics management.

By January 1, 2023, cities and counties must adopt compost procurement ordinances. This section applies to a city or county with a population greater than 25,000 as measured by Washington's Office of Financial Management, and to each city or county in which organic material collection services are provided under RCW 70A.205.

Beginning December 31, 2024, jurisdictions must report to Ecology the total tons of organic matter they diverted from the landfill, including the amount of compost purchased from specific sources.

After July 1, 2024, new and updated local comprehensive solid waste management plans must address the new requirement to provide organic materials collection and management to residential and nonresidential customers. This includes identifying priority areas to locate new organic management facilities.

Additional information can be found in Chapter 6.0 – Organics.



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CHAPTER 2.0 WASTE STREAM

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2.0 Waste Stream

This chapter provides information on population, waste generation, and future waste quantities.

2.1 Introduction

The data in this chapter is used in various ways in this Plan, such as assessing the need for or determining the impact of a proposed new program.

2.2 Waste Stream and Population Projections

This section presents information regarding past, present, and future projections as they relate to waste generated in the County.

2.2.1 Population and Waste Generation Rates

2.2.1.1 POPULATION

Current population levels and future population growth are important factors to consider for solid waste management plans. People create solid waste and, in general, the more people there are (now and in the future), the more waste is created.

Table 2-1 provides past, current, and future estimates of the County population. The table uses population figures produced by the Washington State Office of Financial Management (OFM), which are based on U.S. Census 2010 results and adjustments made through 2021. For future population projections, the OFM produces three different sets of forecasts for population growth: a low, a medium, and a high series. The medium series figures are used in this Plan.

Table 2-1. Benton County Population Estimates						
Area	2010 ¹	2021 ¹	2025 ²	2030 ²	2040 ²	2045 ²
Benton County, Total	175,177	209,400	215,740	228,162	250,524	259,113
Unincorporated Areas	30,752	36,760	37,873	40,054	43,980	45,488
Incorporated Areas	144,425	172,640	177,867	188,108	206,544	213,625
Cities						
Benton City	2,928	3,500	3,606	3,814	4,187	4,332
Kennewick	70,790	84,620	87,182	92,202	101,238	104,709
Prosser	5,129	6,130	6,316	6,679	7,334	7,585
Richland	51,298	61,320	63,176	66,814	73,363	75,877
West Richland	14,280	17,070	17,587	18,599	20,422	21,122

¹Data for these years are from the Office of Financial Management's "April 1, 2021 Population of Cities, Towns, and Counties, 2010-2021," <http://www.ofm.wa.gov/pop/april1/default.asp>. (OFM 2021).

²Total population data for the years 2025 through 2045 is from the OFM's "Projections of the Total Resident Population for the Growth Management Act (GMA), Medium Series: 2010 to 2045 by five year intervals," <https://www.ofm.wa.gov/washington-data-research/population-demographics/population-forecasts-and-projections/growth-management-act-county-projections>. Population figures by area and city for the years 2025 through 2040 assume the same breakdown as for 2021.

According to the OFM April 2021 Population Changes and Rank Report, the County is the tenth most populated county in Washington State and incurred an 18.1 percent growth in population from April 2010 to April 2021.

2.2.1.2 WASTE GENERATION RATES

Washington State defines solid waste as:

All putrescible and non-putrescible solid and semisolid wastes including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, sewage sludge, demolition and construction wastes, abandoned vehicles or parts thereof, contaminated soils and contaminated dredged material, and recyclable materials (WAC 173-350-100).

This Plan focuses primarily on MSW, consisting of those wastes generated by residential and commercial sources that are meant to be handled by the County's solid waste disposal system. Wastes generated by industrial and agricultural sources are generally included to the extent that these are similar to what is disposed of through the County's system, and they do not require special handling. Special wastes handled separately by these sources are addressed only briefly in this Plan.

Table 2-2 shows the 2018 solid waste disposed of in the County or taken to other facilities. The table also presents the amount of materials recycled or diverted through various drop-off and collection programs in the County as well as the amounts of C&D debris and other special wastes disposed of in the County or taken to other facilities in 2018. These materials are accounted for in developing a waste generation rate because tonnages may shift from one facility to another in the future due to new programs, changes in rates, or other factors.

Table 2-2. Current Waste Generation Rate (2018)

Facility and Waste Stream	Annual Amount
MSW Disposed Tonnage at Columbia Ridge Landfill	96,794
MSW Disposed Tonnage at Horn Rapids Landfill	59,855
MSW Disposed Tonnage at Finley Buttes	49,572
Materials tonnage to Other Landfills/Facilities	4,640
Total MSW Tonnage Disposed	210,861
Recycling Tonnages	115,455
Additional Diverted Materials Tonnages	7,405
Total Materials Tonnage Recycled/Diverted	122,860
Grand Total Tonnage, All Solid Waste	333,721
Population (2018 Estimate) ¹	197,410
Waste Generation Rate, per person per year	3,381 pounds
Waste Generation Rate, per person per day	9.26 pounds

Notes: MSW and Recycling tonnages are 2018 figures from Ecology records.

¹ 2018 Population estimate from OFM GMA Projections – Medium Series.



In Table 2-3, waste quantities have been projected using the most current (2018) available per capita generation rate multiplied by population forecasts for the County. The current generation rate was calculated by combining the tons disposed of in 2018 with the tons recycled, diverted, or sent to special landfills in 2018 and then dividing by the population in 2018. By applying the current per capita rate to future years, the projected figures for 2025 through 2045 assume no change in waste generation or disposal practices or in percentage of material recycled and reduced. This approach also assumes no change in the amount of waste migrating to out-of-county facilities and other factors (such as the ratio of annual tourists and migrant workers to the general county population).

Table 2-3. Projected Waste Quantities						
Year	Total Population ¹	Waste Generation Rate ² (TPY)	Waste Generation Rate ² (TPY)	Amount Recycled ³ (TPY)	Amount Diverted ³ (TPY)	MSW Disposed ³ (TPY)
Actual Amounts						
2018	197,410	333,721	9.26	115,455 (35%)	7,405 (2%)	210,861 (63%)
Projected Amounts						
2025	215,740	364,708	9.26	127,648	7,294	229,766
2030	228,162	385,707	9.26	134,998	7,714	242,995
2040	250,524	423,510	9.26	148,229	8,470	266,811
2045	259,113	438,030	9.26	153,311	8,761	275,958

¹ Figures, except the year, population and generation rate, are shown as tons per year (TPY). The waste generation rate is shown as pounds per person per day. Population figures are from Table 1-1.

² Projected waste generation figures for 2020 through 2045 are based on the estimated waste generation rate for 2018 (9.26 pounds per person per day) and population forecasts.

³ The projected amounts of recycling, other diversion, disposed MSW, and other wastes assume the same percentage of the total waste generated as in Table 2-2.

Additional information on quantities of MSW handled through County facilities can be found in Chapter 3.0 – Solid Waste Collection and Chapter 4.0 – Waste Transfer and Disposal.

2.2.2 Recycling Data

The most recent recycling survey conducted by Ecology suggests that 37 percent of the County's MSW was recycled, diverted or composted (see Table 2-4). This figure is generally called a *recycling* rate, although it sometimes includes composting and some reuse as well. For comparison purposes, Ecology reports that the state recycling rate for the same time period is 49 percent.

Ecology also defines a diversion rate, which includes several additional materials shown in Table 2-4 that are not included in the stricter recycling rate. These diverted materials include specific materials such as agricultural organics and tires, which are still being put to a beneficial use but do not count as recycling as defined by Washington State. Diverted materials also include special wastes sent to other facilities. Including these other wastes equates to an overall diversion rate of 37 percent of the total tons generated.

Table 2-4. Recycled and Diverted Materials (2018)

Materials	Annual Tons	% of Total Tons of MSW Disposed	% of Total Tons Generated
<i>Recycled Materials</i>			
Asphalt & Concrete	42,085	20%	13%
Land-clearing Debris	13	<1%	<1%
Aluminum Cans	215	<1%	<1%
Appliances/White Goods	2,001	<1%	<1%
Other Ferrous Metals	14,977	7%	5%
Other Nonferrous Metal	8,576	4%	3%
Steel Cans	77	<1%	<1%
Antifreeze	82	<1%	<1%
Auto Lead Acid Batteries	1,169	<1%	<1%
Electronics	155	<1%	<1%
Household Batteries	2	<1%	<1%
Light Bulbs	23	<1%	<1%
Oil Filters	64	<1%	<1%
Other Batteries	44	<1%	<1%
Used Motor Oil	1,622	<1%	<1%
Food Processing Waste	2,306	<1%	<1%
Meats, Fats & Oils	791	<1%	<1%
Other Organics	6,804	3%	2%
Yard Debris	18,334	9%	6%
Miscellaneous	11	<1%	<1%
Textiles	32	<1%	<1%
Tires	398	<1%	<1%
Cardboard	13,035	6%	4%
High Grade Paper	501	<1%	<1%
Mixed Paper	863	<1%	<1%
Newspaper	897	<1%	<1%
HDPE Plastics	108	<1%	<1%
LDPE Plastics	72	<1%	<1%
PET Plastics	145	<1%	<1%
Other Recyclable Plastics	53	<1%	<1%
Tons Recycled/Composted	115,455	-	-
<i>Recovered/Diverted Materials</i>			
Tires (Energy Recovery, Baled, and Reuse)	52	-	-
Other Organics Land Applied (Reuse)	7,353	-	-
Tons Diverted	7,405	-	-
Tons Diverted or Recycled/Composted	122,860	-	-
Tons Disposed	210,861	-	-
Total Tons Generated	333,721	-	-
Overall Diversion Rate	37%	-	-

Notes: Data for recycled and diverted materials, and for the amount of “other wastes,” is from the 2018 annual survey conducted by Ecology. HDPE = high-density polyethylene; LDPE = low-density polyethylene; PET = polyethylene terephthalate

2.2.3 Composition of Disposed Municipal Solid Waste

In 2015–2016, Washington conducted a waste composition study for the entire state. In 2021, they conducted another waste composition study; however, due to the impact of COVID-19 on the data gathered, the 2015–2016 report is utilized for the purpose of this Plan. Figure 2-1 presents an overview of the 2015–2016 Central Washington Region State Waste Composition Study by material type disposed of and percentage of the waste stream.

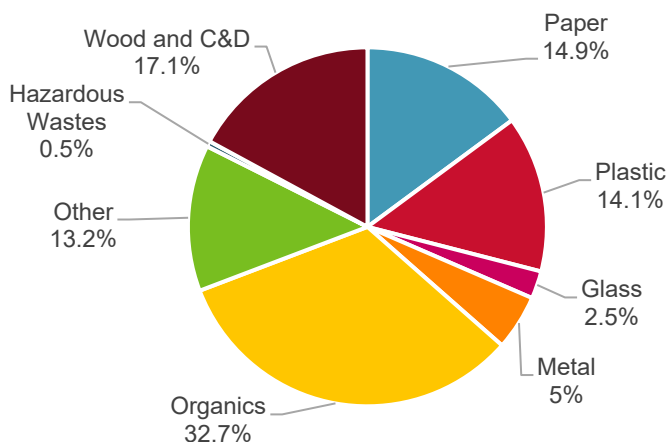


Figure 2-1. 2015–2016 Central Washington Region Waste Composition Study

Waste composition can be expected to change in the future due to changes in consumption patterns, packaging, disposal habits, tourism, and other factors. These changes are difficult to predict in the long term. Furthermore, implementation of this Plan may affect waste composition in the County by changing purchasing and disposal habits. Utilizing the compositional analysis derived from 2015–2016 Central Washington Region Waste Composition Study, Table 2-5 illustrates the composition of the total measured County 2018 waste stream.

Table 2-5. Benton County Waste Stream Composition (2018)		
Materials	Waste Stream	
	Percent by Weight	Tons of Material
Paper	14.9%	31,418
Cardboard	3.9%	8,224
Newspaper	0.6%	1,265
Mixed Paper	2.9%	6,115
Compostable Paper	3.4%	7,169
Non-Recoverable Paper	1.4%	2,952
Magazines	0.3%	633
Other Groundwood Paper	0.4%	843
High-Grade Paper	2.0%	4,217
Plastic	14.1%	29,731
Polyethylene Terephthalate (PET)	2.5%	5,272

Table 2-5. Benton County Waste Stream Composition (2018)		
Materials	Waste Stream	
	Percent by Weight	Tons of Material
High-Density Polyethylene (HDPE) Bottles/Jars/Tubs	1.5%	3,163
Other Plastic	2.4%	5,061
Recyclable Film	4.0%	8,434
Plastic Bags	1.5%	3,163
Bulky Rigid Plastic Products	1.1%	2,319
Expanded Polystyrene	0.7%	1,476
PP Plastic	0.4%	843
Glass	2.5%	5,272
Clear Containers	1.2%	2,531
Brown Containers	0.6%	1,265
Green Containers	0.4%	843
Other Glass	0.3%	633
Metals	5.0%	10,543
Aluminum Cans	0.5%	1,054
Aluminum Foil/Containers	0.1%	211
Other Metal	0.2%	422
Tin Cans	0.8%	1,687
Other Ferrous Metal	2.0%	4,217
Other Non-Ferrous Metal	0.1%	211
Non-Recyclable Metal	1.3%	2,741
Organics	32.7%	68,952
Food Waste	19.7%	41,540
Yard Debris	10.9%	22,984
Animal Manure	1.7%	3,585
Other Organics	0.4%	843
Other Materials	13.2%	27,834
Electronics	0.8%	1,687
Textiles	3.0%	6,326
Furniture	2.0%	4,217
Tires & Rubber	1.0%	2,108
Disposable Diapers	3.2%	6,748
Residues (Ash, Dust, Fines, Sludge)	3.2%	6,748
Hazardous Waste	0.5%	1,054
Paint/Primer/Sealer/Solvent	0.1%	211
Other Hazardous/Special Wastes	0.4%	843
Construction Materials	17.1%	36,057
Painted Wood	2.1%	4,428
Dimensional Lumber	2.8%	5,904
Other Wood	5.2%	10,965
Insulation/Concrete/Drywall/Carpet	3.9%	8,223
Ceramics/Brick/Soil/Rocks/Sand	0.8%	1,687



Table 2-5. Benton County Waste Stream Composition (2018)		
Materials	Waste Stream	
	Percent by Weight	Tons of Material
Other Construction Materials	2.3%	4,850
Total 2018 Tons Disposed (in tons)		210,861



CHAPTER 3.0 SOLID WASTE COLLECTION

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3.0 Solid Waste Collection

3.1 Introduction

This chapter discusses existing MSW collection services in the County and the participating cities and towns, identifies relevant planning issues, and develops and evaluates alternative collection strategies.

3.2 Background

This section provides information regarding legal authority as well as information on incorporated and unincorporated areas within the County.

3.2.1 Legal Authority

Ecology, WUTC, the County, cities, and towns share the legal authority for solid waste collection within Benton County.

RCW 70A.205 assigns primary responsibility for solid waste handling (management) to local government. Private industry's role in waste management is reflected in the legislative language: "It is the intent of the legislature that local governments are encouraged to use the expertise of private industry and to contract with the same to the fullest extent possible to carry out solid waste recovery and recycling programs" (RCW 70A.205).

For information regarding establishment of collection and disposal districts as allowed by RCW 36.58A, refer to Chapter 10.0 – Administration, Financing, and Enforcement.

Refer to Chapter 7.0 – Miscellaneous Wastes, Section 7.9 Construction and Demolition Debris for information regarding the "Sham Recycling Bill" and the Recyclable Materials Transporter and Facility Requirements (WAC 173-345).

3.2.2 Incorporated Areas

Cities and towns have three alternatives for collecting solid waste within their boundaries:

1. Municipal collection: Municipal employees collect waste.
2. Contract collection: The municipality conducts a competitive procurement process and selects a private company to provide collection services.
3. Permitted solid waste carriers: If a city does not wish to be involved in managing garbage collection within its boundaries, a WUTC certified hauler for the area can provide those services. The city may pass an ordinance requiring that certain services be provided. A city may also require a permitted hauler to secure a license from the city. Benton City, Kennewick, Prosser, and West Richland contract for collection within their municipality limits. The City of Richland provides municipal collection, both residential and commercial, within its city limits. Section 3.3.1 provides additional information regarding solid waste collection.

3.2.3 Unincorporated Areas

Waste collection companies are included as a regulated transportation industry. As such, the WUTC grants exclusive rights to specific haulers, referred to as “Solid Waste Carriers,” in unincorporated areas. RCW 81.77.030 allows the WUTC to supervise and regulate waste collection companies by:

- Fixing and altering its rates, charges, classifications, rules, and regulations;
- Regulating the accounts, service, and safety of operations;
- Requiring the filing of annual and other reports and data;
- Supervising and regulating such persons or companies in all other matters affecting the relationship between them and the public they serve;
- Requiring compliance with local solid waste management plans and related implementation ordinances; and
- Requiring that certificate holders under RCW 81.77 use rate structures and billing systems consistent with the solid waste management priorities set forth under RCW 70A.205 and the minimum levels of solid waste collection and recycling services pursuant to local comprehensive solid waste management plans.

WAC 480-70 implements RCW 81.77 by establishing standards for public safety; fair practices; just and reasonable charges; nondiscriminatory application of rates; adequate and dependable service; consumer protection; and compliance with statutes, rules, and commission orders.

At the time of this writing, four companies hold solid waste authority, granted by the WUTC, to operate in Benton County:

1. Ed’s Disposal, Inc. (G-110) – P.O. Box 3850, Pasco, WA 99308
2. Basin Disposal, Inc. (BDI) (G-118) - P.O. Box 3850, Pasco, WA 99308
3. Waste Connections of Oregon, Inc., dba Sanitary Disposal (G-00173) – 12115 NE 99th Street, Suite 1830, Vancouver, WA 98682
4. Waste Management of Washington, Inc. (WM), dba Waste Management of Kennewick (G-237) – 720 4th Avenue, Suite 400, Kirkland, WA 98033

Figure 3-1 shows WUTC solid waste collection areas.

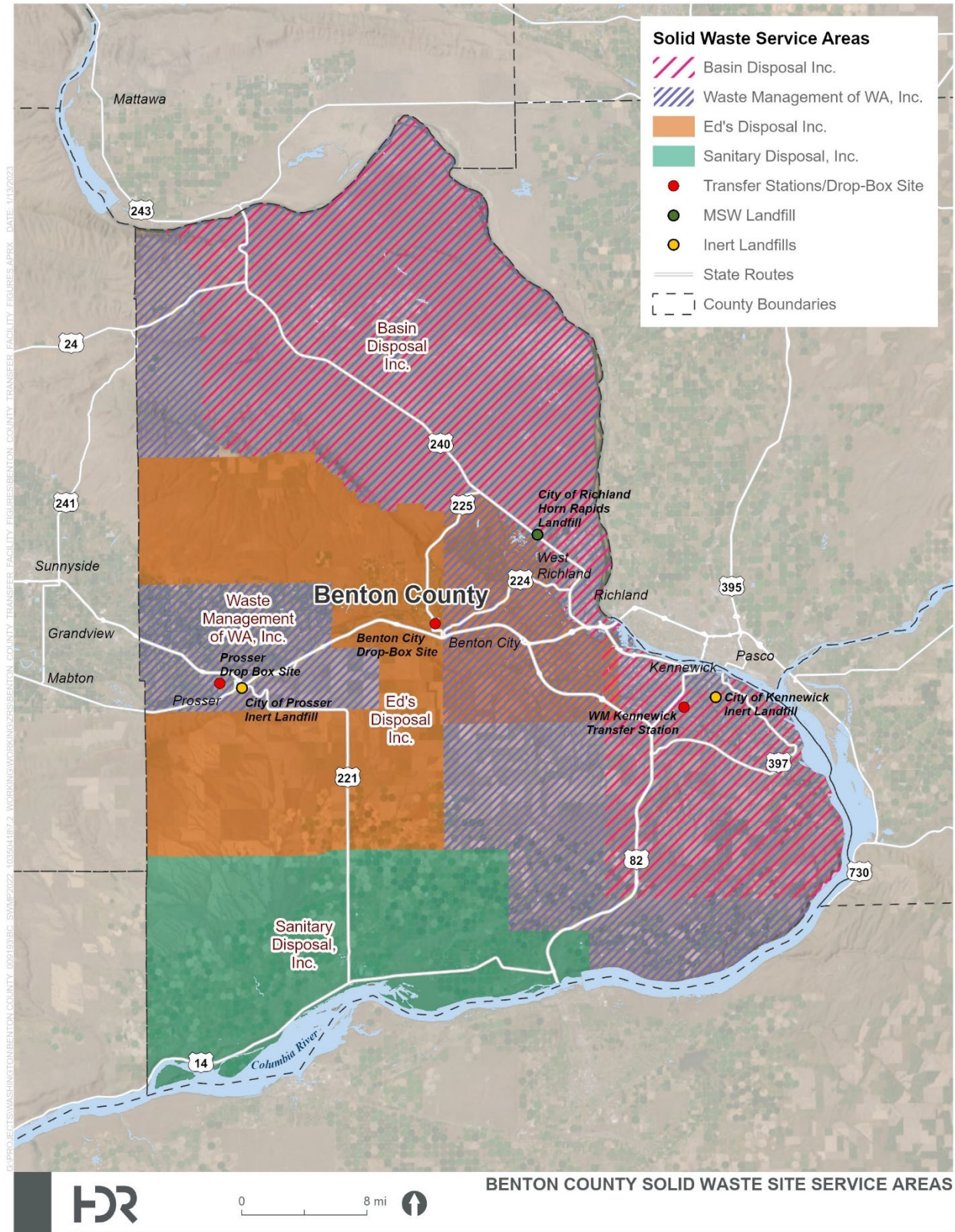


Figure 3-1. WUTC Solid Waste Certificated Collection Areas

3.3 Existing Conditions

Residential curbside waste collection is not mandatory in the unincorporated areas of Benton County, but it is mandatory within city and town limits. MSW collected curbside by Ed's Disposal, Inc., and BDI is transported to the BDI transfer station, then long-hauled to the Finley Buttes Landfill. Morrow County, Oregon, for disposal.

MSW collected by Sanitary Disposal, Inc. is transported to their Hermiston, Oregon, transfer station, then long-hauled to the Finley Buttes Landfill for disposal.

Curbside MSW collected by WM is transported to the WM transfer station in Kennewick, compacted and hauled to the Columbia Ridge Landfill, Arlington, Oregon for disposal.

The City of Richland's Solid Waste Division provides residential, commercial, and roll-off box collection services, which are directly disposed at the City-owned and operated Horn Rapids Landfill.

Additional information regarding waste transfer and disposal can be found in Chapter 4.0 – Waste Transfer and Disposal. More detailed information about the haulers' service areas can be found at the WUTC's website:

<https://www.utc.wa.gov/regulated-industries/transportation/regulated-transportation-industries/solid-waste-carriers/solid-waste-service-maps-county>

3.3.1 Waste Collection Programs

Table 3-1 lists the style of residential garbage collection, the approximate number of customers served, and the rates per household per month in Benton County.

Table 3-1. Solid Waste Collection Data (December 2022)					
Municipality	Population 2021 ¹	Residential Garbage Cart Size (gallons)	Collection Entity	Mandatory Service	Rate per Household per Month ²
Benton City	3,500	64 and 96	Ed's Disposal	Yes	\$19.01 and \$24.08
Kennewick	84,620	35 and 96	WM	Yes	\$15.66 and \$19.04
Prosser	6,130	64 and 96	BDI	Yes	\$19.10 and \$24.22
Richland	61,320	96	City of Richland	Yes	\$17.50
West Richland	17,070	64 and 96	Ed's Disposal	Yes	\$19.01 and \$24.08
Unincorporated	36,760	64 and 96	Ed's Disposal	No	\$19.01 and \$24.08
		64 and 96	BDI	No	\$19.10 and \$24.22
		35, 64, and 96	WM	No	\$11.30, \$14.90, and \$18.60

¹ Population information from Chapter 2.0 – Waste Stream, Table 2-1 Benton County Population Estimates.

² Rate per household data provided by WM, BDI, Ed's Disposal, and City of Richland Solid Waste Department as of December 2022.

3.3.1.1 BULKY WASTE COLLECTION SERVICE

Bulky waste collection is available on call and county-wide through each waste collection program for a fee.

3.3.1.2 COMMERCIAL COLLECTION SERVICE

Commercial garbage collection is mandatory in the City of Richland as outlined in Richland Municipal Code 15.01.040. Commercial garbage collection is non-mandatory in all other jurisdictions and the unincorporated areas of Benton County. Style and frequency of service as well as rates charged vary by commercial customer.

3.4 Status of Previous Recommendations

The status of the recommendations made by the 2013 Plan can be found in Appendix D.

3.5 Alternatives and Evaluations

Existing service gaps and other issues connected to the solid waste collection component of solid waste management are discussed below.

3.5.1 Alternatives

3.5.1.1 SOLID WASTE COLLECTION

Curbside MSW collection programs appear to be operating satisfactorily in both the incorporated and unincorporated areas of the County.

3.5.1.2 CURBSIDE RECYCLING

Currently, the Cities of Kennewick and Richland provide residential recyclable collection. The collection and recycling relationship is addressed in greater detail in Chapter 5.0 – Waste Reduction, Recycling, and Education and Outreach, which includes collection system alternatives to be considered to encourage responsible recycling.

3.5.1.3 COLLECTION CONTRACT COMPLIANCE WITH THE PLAN

To ensure that the cities' collection contracts in the County comply with the Plan, cities could implement a contract review process. The County would provide a checklist of items to be reviewed by each city's contract administrators to verify the collection contracts comply with the Plan. The review process could occur at the time of renewals and/or procurement.

3.6 Recommended Actions

The following recommendations are made for solid waste collection programs:

- SWC1) Encourage the use of carted curbside collection services, when possible, and ensure that collection services are available to all residents.
- SWC2) Review collection contracts to confirm compliance with the Plan.
- SWC3) Coordinate residential and commercial curbside collection programs with recycling program recommendations as implemented.

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CHAPTER 4.0 WASTE TRANSFER AND DISPOSAL

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4.0 Waste Transfer and Disposal

4.1 Introduction

This chapter discusses existing transfer facilities and disposal programs, identifies relevant planning issues, and develops alternative strategies for transfer and disposal of solid waste.

4.2 Background

This section provides an overview of Benton County's waste disposal system, which is regulated by RCW 70A.205 Solid Waste Management, WAC 173-350 Solid Waste Handling Standards, and WAC 173-351 Criteria for Municipal Solid Waste Landfills.

4.2.1 State Legislation and Regulations

Ecology regulates design and operation of transfer stations and drop boxes under WAC 173-350, Solid Waste Handling Standards. Counties may site and operate transfer facilities or may contract this service to a provider. Transfer stations are required to obtain a solid waste permit from the jurisdictional health district. There is currently one privately owned and operated transfer station and two drop-box sites located in the County. Information on these transfer stations can be found in Section 4.3.1, Transfer Stations and Drop-Box Sites.

In addition, WAC 173-350, Solid Waste Handling Standards, regulates design and operation of inert landfills. These landfill facilities are required to obtain a solid waste permit from the jurisdictional health district. There are currently two publicly owned and operated inert waste landfills operating in the County. Additional information on these inert waste landfills is in Section 4.3.2, Landfills.

In Washington State, landfill design and operations are regulated under WAC 173-351; the County currently has one operating MSW landfill, the Horn Rapids Landfill, which is owned and operated by the City of Richland. Information on the Horn Rapids Landfill is in Section 4.3.2, Landfills.

4.3 Existing Conditions

Figure 4-1 shows the locations of the transfer stations and landfills in the County.



Figure 4-1. Benton County Solid Waste Facilities

4.3.1 Transfer Stations and Drop-Box Sites

There is currently one operating transfer stations and two drop-box sites located in Benton County:

- WM Kennewick Transfer Station located at 2627 S Ely Street, Kennewick, Washington (see Figure 4-2)
- BDI Drop-Box Site located at 1605 Sherman Avenue, Prosser, Washington
- BDI, Drop-Box Site located at 7th Street and Dinah Lane, Benton City, Washington



Figure 4-2. WM Kennewick Transfer Station

Waste collected in Benton County is also transported to two transfer stations located outside Benton County:

- BDI Transfer Station located at 1721 Dietrich Road in Pasco, Washington
- Sanitary Disposal, Inc., Transfer Station located at 81144 North Highway 396, Hermiston, Oregon

County residents may also self-haul their waste directly to a transfer station or drop-box site. Table 4-1 provides tipping fees charged for each transfer station facility.

Table 4-1. Transfer Station Tipping Fees (2022)	
Material Charge Type	Fee
WM Kennewick Transfer Station	
Minimum Charge	\$48.92 (up to 500 lbs.; \$6.40 per 100 lbs. after that)
Passenger Tires (off rim)	\$23.98 (first tire), \$7.32 (each additional)
Passenger Tires (on rim)	\$31.31 (first tire), \$14.65 (each additional)
Compressor Units	\$104.58 each (e.g., refrigerator, air conditioner, freezer)
Motor Oil	No Charge
Cooking Oil	No Charge
Sharps Disposal	No Charge
Scrap Metal	No Charge
Household Recyclables	No Charge
BDI Prosser Drop-Box Site	
Minimum Charge	\$10.00 (\$18.00 disposal fee per yard)
Refrigerator/Freezer	\$63.97 each
Passenger Tires (off rim)	\$5.34
Passenger Tires (on rim)	\$9.92
Truck Tires (off rim)	\$6.87
Truck Tires (on rim)	\$11.45

Table 4-1. Transfer Station Tipping Fees (2022)	
Material Charge Type	Fee
<i>BDI Benton City Drop-Box Site</i>	
Minimum Charge	\$10.00 (\$18.00 disposal fee per yard)
Passenger Tires (off rim)	\$6.50
Truck Tires (off rim)	\$7.50
<i>BDI Pasco Transfer Station</i>	
Minimum Charge	\$17.00 (\$80.00 disposal fee per yard)
Appliances	\$12.02 each
Freon Appliances	\$65 each
Passenger Tires (off rim)	\$4.00
Passenger Tires (on rim)	\$7.00
Truck Tires (off rim)	\$5.00
Truck Tires (on rim)	\$8.00
Semi Tires (off rim)	\$12.00
Semi Tires (on rim)	\$15.00
Animals (0–500 pounds)	\$20.00
Animals (500–750 pounds)	\$60.00
Animals (750–1,200 pounds)	\$100.00
Animals (>1,200 pounds)	\$140.00
<i>Sanitary Disposal, Inc. Hermiston Transfer Station</i>	
Minimum Charge	\$5.60 (\$61.60 per ton)
Refrigerator/Freezer	\$10.00 plus weight fee of \$61.60 per ton
Passenger Tires (off rim)	\$1.50 plus weight fee of \$61.60 per ton
Passenger Tires (on rim)	\$5.00 plus weight fee of \$61.60 per ton
Truck Tires (off rim)	\$7.00 plus weight fee of \$61.60 per ton
Truck Tires (on rim)	\$12.00 plus weight fee of \$61.60 per ton

4.3.2 Landfills

4.3.2.1 HORN RAPIDS LANDFILL

The City of Richland Horn Rapids Landfill is located at 3102 Twin Bridges Road, Richland, Washington (see Figure 4-3). The landfill was permitted and began receiving waste in 1974 within a 46-acre disposal area. The original permitted disposal area was filled and completed in 2020. Closure and post-closure work on this landfill is ongoing. The City permitted and opened a new disposal area in 2019. The new disposal area meets all current state and federal design



Figure 4-3. City of Richland Horn Rapids Landfill

standards and is approximately 150 acres in size. Also on the 3102 Twin Bridges, site the City has permitted and operates a 15-acre composting facility and a 14-acre customer transfer station. In 2023, the City and its private industry partners will open a renewal natural gas plant at the landfill.

4.3.2.2 CITY OF PROSSER INERT LANDFILL

The City of Prosser 7.4-acre inert landfill has been in operation since 1990 and is located off Dump Road, Prosser, Washington. This landfill is not open to the general public and is used only by the City of Prosser Public Works Department. The site accepts street sweepings, dirt and rocks generated from City projects, and broken concrete/asphalt. Operation is permitted and regulated by the Health District.

4.3.2.3 CITY OF KENNEWICK INERT LANDFILL

The City of Kennewick inert landfill is utilized for the diversion of street sweepings, dirt and rock deemed clean enough to be landfilled, and waste collected from the storm water system. This landfill is not open to the general public. The testing, handling, and disposal requirements for this facility are found in their permit and operations plan. Operation is permitted and regulated by the Health District.

4.4 Waste Import and Export

4.4.1 Waste Import

“Waste import” refers to transfer of waste into Benton County from other areas. Some waste entering the County comes from neighboring Franklin County residents bringing materials to the Horn Rapids Landfill in Richland. This is assumed to be a very small amount of waste and is not tracked independently of regular residential waste brought to the landfill. Periodically, Yakima County residents may use the Prosser Transfer Station Facility, particularly during Prosser Cleanup Days. Due to the WSDA quarantine for Japanese Beetle in the southeastern portion of Yakima County and the southwestern portion of Benton County, yard debris from these areas is not accepted.

4.4.2 Waste Export

“Waste export” refers to the transfer of waste from Benton County to a landfill or transfer station located outside the area. Waste Management of Kennewick; Ed’s Disposal, Inc.; BDI of Pasco; and Sanitary Disposal, Inc., of Hermiston provide for the collection of solid waste and the export of waste out of the County for disposal. Information on this service is provided below.

4.4.2.1 WASTE MANAGEMENT

Currently, WM is under contract with the City of Kennewick, and under a WUTC franchise certificate for portions of unincorporated Benton County, for the collection and disposal of solid waste. Waste collected by WM is transported to its transfer station in Kennewick, compacted into containers, and transported to the WM Columbia Ridge Landfill in Arlington, Oregon.

4.4.2.2 ED’S DISPOSAL, INC.

Ed’s Disposal, Inc., of Pasco collects waste from unincorporated areas of Benton County and the cities of West Richland and Benton City. The waste is brought to the BDI Transfer Station in Pasco and hauled to the Waste Connections’ Finley Buttes Landfill in Morrow County, Oregon, for final disposal.

4.4.2.3 BASIN DISPOSAL, INC.

BDI of Pasco collects waste in unincorporated areas of Benton County and the City of Prosser. Waste collected by BDI is brought to the BDI transfer station in Pasco and is long-hauled to the Waste Connections’ Finley Buttes Landfill facility for final disposal.

4.4.2.4 SANITARY DISPOSAL, INC.

Sanitary Disposal, Inc., collects waste from unincorporated areas in the southern portion of Benton County. Waste collected in this section of the County is transported to Sanitary Disposal’s transfer station in Umatilla County, Oregon, near City of Hermiston and is then long-hauled to the Waste Connections’ Finley Buttes Regional Landfill in Morrow County, Oregon.

Additional information on waste collection can be found in Chapter 3.0 – Solid Waste Collection.

Currently, all landfills utilized for waste disposal have sufficient capacity to dispose of waste collected in Benton County during this planning period.

As discussed previously, in order for a Washington municipality of 4,000 or more people to import waste into Oregon, or for a city to export more than 75,000 tons of waste per year into Oregon, the municipality must have a certified recycling program according to Oregon law. See Chapter 5.0 – Waste Reduction, Recycling, and Education and Outreach for more information about recycling in Benton County and compliance with Oregon law.

4.5 Status of Previous Recommendations

The status of the recommendations made by the 2013 Plan can be found in Appendix D.

4.6 Alternatives and Evaluations

No existing service gaps and other issues connected to the waste transfer and disposal component of solid waste management in Benton County were identified. Additional detail is provided for the transfer and disposal facilities below.

4.6.1 Transfer Station and Drop-Box Facilities

The projected Benton County population in 2040 is 250,524 people. Using a calculated waste generation rate of 9.26 pounds per person per day, estimated waste generation in Benton County in 2040 will be approximately 1,052 tons per day. The existing transfer station and drop-box facilities utilized for Benton County waste transfer have sufficient capacity to accommodate the tonnages received. Implementation of additional waste reduction and recycling strategies could assist in maintaining transfer capacity to handle

waste over this planning period. Additional information on waste reduction and recycling strategies can be found in Chapter 5.0 – Waste Reduction, Recycling, and Education and Outreach.

4.6.2 Landfill Facilities

The MSW and inert landfill facilities currently utilized for disposal of Benton County waste have sufficient capacity to handle the current and projected waste streams. Due to the costs of siting, permitting, constructing, and operating a new MSW landfill in Benton County, waste should continue to be disposed of as recommended during this planning period.

4.7 Recommended Actions

The following recommendations are being made for waste transfer and disposal:

- WTD1) The County should monitor population growth and tonnage projections to ensure that capacity for waste transfer and disposal continues to be adequate for the waste handling and disposal needs of County residents.

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CHAPTER 5.0 WASTE REDUCTION, RECYCLING, AND EDUCATION AND OUTREACH

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5.0 Waste Reduction, Recycling, and Education and Outreach

This chapter discusses existing waste reduction, reuse, and recycling programs, and the Contamination Reduction and Outreach Plan (CROP) and identifies relevant planning issues to meet local and state goals and develops and evaluates alternative strategies.

5.1 Background

This section provides information on the regulations and authorities that govern waste reduction, recycling, organics, and climate change programs and issues.

5.1.1 Waste Reduction and Recycling

Chapter 5.0 provides an update of Benton County's methods to divert waste away from landfill disposal and to comply with Washington State requirements and the EPA Waste Hierarchy in Figure 5-1 regarding waste reduction and recycling opportunities and programs. The state's requirements are based on the "Waste Not Washington Act" (ESHB 1671), which declared that waste reduction and recycling must become a fundamental strategy for solid waste management in Washington State. This law is reflected in various sections of the Revised Code of Washington and Washington Administrative Code. RCW 70A.205 includes the following goals (among others) and requires that solid waste management plans demonstrate how these goals will be met:



Figure 5-1. EPA Waste Hierarchy

- Washington State is to achieve a statewide recycling rate of 50 percent. Ecology conducts waste composition studies and recycling surveys on an annual basis to track achievement of waste reduction and recycling goals. Ecology currently emphasizes waste generation as its primary measurement as this is a more accurate way to assess if Washington residents and businesses are truly reducing waste.
- Source separation of waste (at a minimum, separation into recyclable and non-recyclable fractions) must be a fundamental strategy of solid waste management.
- Steps should be taken to make recycling at least as affordable and convenient to the ratepayer as disposal of mixed solid waste.

Other applicable state requirements are as follows:

- Establish programs for the collection of source-separated materials from residences in urban and rural areas. In rural areas, these programs shall include, but not be limited to, drop-off boxes, buy-back centers, or a combination of both, at each solid waste transfer, processing, or disposal site, or at locations convenient to the residents. The drop-off boxes and buy-back centers may be owned or operated by the public, a nonprofit, or a private company or person.
- Establish programs to educate and promote concepts of waste reduction and recycling.
- Develop clear criteria for designating areas as urban or rural for the purpose of providing solid waste and recycling services (RCW 70A.205.050).
- Monitor the collection of source-separated waste from non-residential sources when there is sufficient density to economically sustain a commercial collection program. Planning guidelines can include criteria such as anticipated recovery rates and levels of public participation, availability of environmentally sound disposal capacity, access to markets for recyclable materials, unreasonable cost impacts on the ratepayer, utilization of environmentally sound waste reduction and recycling technologies, and other factors as appropriate (RCW 70A.205.045).

RCW 70A.205.050 also requires that counties develop clear criteria for designating areas as urban or rural for the purpose of providing solid waste and recycling services. RCW 70A.205.045 requires recyclables to be collected from homes and apartments in urban areas (with some exceptions), whereas drop-off centers and other methods can be used in rural areas.

RCW 70A.205 requires a monitoring program for collection of source-separated waste from non-residential sources when there is sufficient density to economically sustain a commercial collection program. Benton County achieves this by working cooperatively with Ecology and using the data Ecology collects through the annual Washington State Recycling Survey.

In addition, public education and outreach is an important element for solid waste management systems. County residents and businesses need to be informed as to the proper and available methods for waste reduction, disposal, and recycling. The programs described in this chapter encourage residents and businesses to take the extra steps to recycle or reduce waste or to avoid generating waste in the first place.

5.1.2 CROP

HB 1543, Sustainable Recycling, was signed on April 29, 2019, and took effect July 1, 2019. The act required Ecology to create a state recycling CROP by July 1, 2020, with local jurisdictions required to either create their own CROP or adopt the state CROP by July 1, 2021. The County has chosen to create their own CROP as part of this Plan.

RCW 70A.205.045 stipulates the requirements to be included in a CROP as follows:

- A list of actions for reduction of contamination in recycling programs for single-family and multi-family residences, commercial locations, and drop boxes.
- A list of key contaminants identified by the jurisdiction or Ecology.
- A discussion of problem contaminants and the contaminants' impacts on the collection system.
- An analysis of the costs and other impacts associated with contaminants to the recycling system.
- An implementation schedule and details of how outreach is to be conducted, which may include sharing community-wide messaging through newsletters, articles, mailers, social media, websites, or community events; informing recycling drop-box customers about contamination; direct outreach through route collection drivers; and improving signage.

5.1.3 Climate Action

The County updated the Hazard Mitigation Plan in 2019 with the goal to make County residents, communities, state agencies, local governments, and businesses less vulnerable to the effects of hazards through the effective administration of hazard mitigation grant programs, hazard risk assessments, wise and efficient infrastructure hardening, and a coordinated approach to mitigation policy through federal, state, regional, and local planning efforts. The combined prioritization will be the protection of people, structures, infrastructure, and unique ecosystems that contribute to our way of life and the sustainability of the local and regional economy. Additional information on this plan can be found at:

<https://www.co.benton.wa.us/files/documents/FinalCPAppendixNBentonCountyNaturalHazardMitigationPlan2019129055838061620PM.pdf>

The City of Kennewick also has a sustainability program with a mission to proactively make sustainability decisions as good stewards of the public and consider the long-term effects of business practices and how those decisions affect our citizens and the environment. Additional information on this program can be found at:

[Sustainability | Kennewick, WA \(go2kennewick.com\)](https://www.go2kennewick.com/sustainability)

The Benton-Franklin Health District has created two new full-time positions to address the health effects caused by climate change. Staff will focus initially on protecting the community from wildfire smoke, extreme heat conditions, and toxic algae in the Columbia River. In addition, two new staff members are devoted to emergency preparedness to assist with extreme weather conditions exacerbated by climate change.

5.2 Existing Program Elements

The following sections provide background information regarding waste reduction, recycling, and education and outreach and discuss the County's existing programs.

5.2.1 Recycling Services

The County, cities and towns, and waste collection companies provide numerous drop-off recycling sites throughout the County. Current sites are detailed in Table 5-1.

Table 5-1. Recycling Operations in Benton County (2022)						
Recycler Facility and Location	Type	Hours of Operation	Paper (including grocery bags)	Plastic	Metal	Other Recycling Facilities
City of Richland						
1378 Lee Boulevard	Drop box	24 hours	X	X	X	
1300 Block of Jadwin Avenue	Drop box	24 hours	X	X	X	
2411 George Washington Way	Drop box	24 hours	X	X	X	
Battelle Complex	Drop box	24 hours	X	X	X	
2400 Stevens Drive	Drop box	24 hours	X	X	X	
3120 Twin Bridges Road	Drop box	24 hours	X	X	X	
103 Keene Road	Drop box	24 hours	X	X	X	
2801 Duportail Street	Drop box	24 hours	X	X	X	
DTG Recycling Center: 1936 Saint Street	Drop box	Call for Information				X
Local Boys Metal Recycling: 510 Wellsian Way	Drop box	Call for Information			X	
City of Kennewick						
McDonalds: 395 Kennewick	Drop box	24 hours	X	X	X	
WM: 2027 S. Ely Road	Drop box	24 hours	X	X	X	
DTG Recycling Center: 119 E Albany Avenue	Drop box	Call for Information				X
Pacific Recycling: 1615 E Chemical Drive	Drop box	Call for Information				X
City of West Richland						
3957 W Van Giesen Street	Drop box	24 hours	X	X	X	
City of Prosser						
10th Street and Sherman Avenue	Drop off	9:00 am–5:00 pm Wednesday Friday and Saturday 24 hours	X	X	X	
8th Street and Bennett Avenue	Drop off	24 hours	X	X	X	
Mayflower Metals: 139406 W Johnson Road	Drop box	8:30 am–4:30 pm M–F			X	
Benton City						
Home Drive (SR-225)	Drop box	Call for Information	X	X	X	
100 Dyna Lane	Drop box	Call for Information	X	X	X	

5.2.2 Waste Reduction and Reuse

Waste reduction is the highest priority for solid waste management according to RCW 70A.205 and is preferred over recycling and composting because the social, environmental, and economic costs are typically lower for avoiding the creation of waste.

Waste collection fees can be used to encourage waste reduction (and recycling) through existing “pay as you throw” rates in which single-family households are charged according to the amount of garbage they discard. Businesses and multifamily properties are generally charged according to the amount of garbage disposed. The opportunity for customers to financially reduce disposal costs is first and foremost to not acquire the item with its associated packaging in the first place.

Other opportunities for reuse and waste reduction that are available in the County include a non-profit Habitat for Humanity reuse store for building materials and organizations such as the Salvation Army and Goodwill that accept gently used clothes, furniture, and home goods. The County also has numerous local thrift and donation stores for reuse of clothing and household goods.

5.2.3 Public Education

Public education and outreach programs supporting waste reduction, recycling, and organics management activities have been ongoing in the County. Local governments and waste collection companies have developed programs on a variety of topics. Education efforts are described below.

5.2.3.1 BENTON COUNTY

The County provides information on its website and its County Event Posting page about the location of drop-off and buy-back sites for recyclables, as well as ways to reduce and reuse materials, the proper disposal of household hazardous waste, the Washington E-Cycle Program, used motor oil collection sites, and disposal of medical waste. The County purchases and maintains recycling containers that are available to public events for free upon request. The County also provides outreach on all its programs at a booth at the County Fair and information to high schools on paper recycling, as well as support to the Benton-Franklin Cooperative Extension office’s composting seminars.

5.2.3.2 CITY OF RICHLAND

The City’s Communications and Marketing Division provides information to the public about various environmental issues affecting the City or community through their website. Information is regularly sent to the public in newsletters, utility bill inserts, press releases to radio and television, e-newsletters, and other printed publications (including the local newspaper). The Green Living Office also has a number of environmental resources available to the public, including books, curriculum, handouts, and videos. Programs and presentations relating to the environment also are made available to service organizations, businesses, non-profit organizations, and students/schools.

The City’s website and social media outlets include information on how to recycle in Richland and the materials that are accepted through various programs. The City of Richland has a 24-hour government access channel (CityView, Channel 13), which

regularly plays environmentally related videos during the “Eye on our Earth” segment and runs public service announcements. The City has an Electronic Reader Board with waste reduction and recycling information uploaded for motorists to see.

5.2.3.3 CITY OF KENNEWICK

Each new Kennewick resident and business is mailed a brochure outlining the City’s existing recycling programs in coordination with Waste Management. The City provides curbside and drop-box recycling information on its website and partners with local Master Gardeners to offer backyard composting workshops. The City’s website provides information on allowable items for curbside services, additional recycling locations and links for hazardous waste recycling options.

The City has multiple social media outlets that share information from partner organizations to include Household Hazardous Waste Collection Events and Free Tire Recycling day for mosquito control.

In addition, WM provides information for the City of Kennewick collections through their website:

<https://www.wmnorthwest.com/kennewick/>

The City of Kennewick contracts with WM for solid waste and recycling collection services, education, and outreach. WM distributes an annual service guide to each residential customer and new customers, has a locally designated website and a WM Kennewick Facebook page focused on sustainability. The WM team annually participates in the Salmon Summit teaching about recycling and sustainability to thousands of school students in addition to supporting National Night Out, Earth Day and similar events. WM also worked with Blippi on a Garbage Trucks for Children video. The WM website also contains information about WM Recycling Centers, Transfer Stations and Landfills. In addition, WM also provides tools and resources for kids, households and businesses that are available.

5.2.4 Designation of Recyclable Materials

Table 5-2 shows the list of “designated recyclable materials” required by WAC 173-350, which should be used for guidance as to the materials to be recycled. This list is based on existing conditions (collection programs and markets), so future markets and technologies may warrant changes in this list. Because market conditions for recyclables can change rapidly, the list of designated materials is accompanied by a description of the process for its revision, if needed, before the next major Plan update.

This list is not intended to create a requirement that recycling programs in the County collect every designated material. Instead, the intent is that if materials become feasible for recycling, the County will review the feasibility of collection in respect to markets, ease of collection, size of waste stream, special events, or removal of collection limitations and consider programs for collection so that residents and businesses have an opportunity to recycle the designated materials listed through at least one program.

Table 5-2. List of Designated Recyclable Materials

Priority Level	Material
Routine Collection: Materials feasible to be collected by curbside collection and drop-off programs throughout Benton County.	• Aluminum Can • Cardboard (Corrugated) • HDPE Plastics (Milk Jugs) • High-Grade Paper • Mixed Paper (Loose) • Newspaper • PET Plastics (Soda and Juice Bottles) • Tin Cans
Limited Collection: Materials that can be recycled but have collection or marketing limitations in Benton County.	• Electronics covered by E-Cycle Washington • Mercury-Containing Lights covered by LightRecycle Washington • Textiles • Organics • Wood Waste • Cell Phones • Ink Cartridges • Motor Oil • Antifreeze • Tires • Vehicle Batteries • Ferrous Metals • Non-Ferrous Metals • Latex Paint
Potentially Recyclable: Hard-to-recycle materials that could be recycled if markets are available or customer charges are assessed.	• Mattresses • Plastics, #3 through #7 • Plastic Containers (Non-Bottle) • Plastic Film • Poly-Coated Paper • Food Waste • Glass

The following conditions are grounds for additions to or deletions from the priority-level list of designated materials:

- The market price for an existing material becomes so low that it is no longer feasible to collect, process, or transport it to markets.
- Local markets or brokers expand their list of acceptable items based on new uses for materials or technologies that increase demand.
- New local or regional processing or demand for a particular material develops.
- No market can be found for an existing recyclable material, causing the material to be stockpiled with no apparent solution in the near future.
- The potential for increased amounts of diversion.
- Legislative mandate.
- Other conditions not anticipated at this time.

Proposed changes to the list of designated materials should be submitted to the County Public Works Director for review and may be forwarded to the SWAC for concurrence. Unless there are objections from the SWAC, the County Public Works Director or their designee can make minor changes to the list. These will be adopted depending on the schedule of SWAC meetings without formally amending the Plan. Should the Public Works Director conclude that the proposed change is a “major change” (what constitutes a “major change” is expected to be self-evident at the time, although criteria such as opposition by the SWAC or difficulty in achieving consensus for adoption could be used as indicators), then an amendment to the Plan (a process that could take 120 days or longer to complete) would be necessary. In either case, Ecology should be notified of changes made to the List of Designated Recyclable Materials or of the initiation of an amendment process.

5.2.5 Urban and Rural Area Residential Recycling

RCW 70A.205 requires counties to develop clear criteria for designating areas as urban or rural for the purpose of providing solid waste and recycling services. RCW 70A.205 requires recyclables to be collected from homes and apartments in urban areas (with some exceptions), whereas drop-off centers and other methods can be used in rural areas. According to the Washington State OFM, a “rural county” is defined as “...a county with a population density less than 100 persons per square mile.”

Currently, curbside residential recycling service is provided in the City of Kennewick and the City of Richland. The cities of Benton City, Prosser, and West Richland and the unincorporated areas of the County are serviced by residential recycling drop-boxes. Recycling drop-box locations can be found in Table 5-1.

5.2.6 Commercial Recycling

Commercial-sector recycling is available in the County and is provided by collection companies operating within each city and town and the unincorporated areas.

5.2.7 Public Event Recycling

RCW 70A.200.100 requires public event recycling in communities where there is an established curbside service and where recycling service is available to businesses. A recycling program must be provided at every official gathering and at every sports facility by vendors who sell beverages in single-use aluminum, glass, or plastic bottles or cans. A recycling program includes provision of receptacles or reverse vending machines, and provisions to transport and recycle the collected materials. Facility managers or event coordinators may choose to work with vendors to coordinate the recycling program. The recycling receptacles or reverse vending machines must be clearly marked and must be provided for the aluminum, glass, or plastic bottles or cans that contain the beverages sold by the vendor.

Public event recycling is provided by the solid waste collection companies operating within the County.

5.2.8 Incentives for Recycling

As previously discussed in Section 5.2.1, recycling bins are located at multiple locations throughout the County as an incentive and opportunity to recycle. Additional recycling opportunities can enable residents and businesses to reduce their garbage service volumes and lower their garbage collection fees in cities with “pay-as-you-throw” price models.

5.2.9 Monitoring and Evaluation

The County relies on Ecology for information on recycled quantities and an estimate of the countywide recycling rate. Annual figures for recycled tonnages are reported on a voluntary basis by both public- and private-sector entities.

5.2.10 Processing Facilities

The private sector handles the processing of the materials collected for recycling in the following ways:

- There are private facilities that process specific waste streams, such as DTG Recycling (DTG), Pacific Recycling, Local Boys Metal Recycling, and Mayflower Metals.
- Recyclables collected at the curb and drop-box sites by WM are currently transported to an out-of-County facility for processing and marketing (WM SMaRT Recycling Center in Spokane).
- Recyclables collected by Basin Disposal and Ed’s Disposal are taken to their Pasco facility located at 1721 Dietrich Road for processing and marketing.
- Recyclable materials collected in the City of Richland are processed by DTG under terms of a contract with the City.

5.2.11 Markets

Washington State regulations (RCW 70A.205.045) require “a description of markets for recyclables,” which is provided below. This description is intended to be only a brief report of current conditions, and it should be noted that market conditions for recyclables can change drastically and rapidly.

5.2.12 Market Overview

In July 2017, China's government announced that it would ban 24 recyclables, including “unsorted mixed paper” and “mixed plastics,” starting in 2018. This ban originates from China's “National Sword” campaign to crack down on smuggling and contaminated scrap imports.

China applied a strict new contamination standard for other recyclables. Starting in March 2018, scrap materials imported into China may not exceed 0.5 percent contamination. This is below typical processing standards of 3-5 percent at Washington recycling facilities, and it risks excluding domestic recyclables from sale in China.

With a few exceptions, China has frozen the approval of scrap paper import permits. As a result, most scrap paper companies cannot import any scrap paper into China, causing

a total suspension of imports since September 2017. This has created market uncertainty, even for materials not covered by the restrictions.

In 2018, China's government implemented new restrictions on what recyclables may be imported into the country, significantly impacting Washington's recycling programs. China was a major buyer of Washington's recyclables.

China no longer allows the importation of low-grade plastics and unsorted paper. The regulations aim to increase the quality of recyclables entering China by requiring a low amount of contamination in the recyclables it imports.

The import ban is creating a major disruption in Washington and throughout the region. Material recovery facilities in Washington, which receive mixed recyclables and sort them for resale to commodities brokers, have been slowing down their processing of recyclable materials in an attempt to reduce contamination. This slowdown has reduced the amount of material that can be processed. The amount of material collected in Washington currently exceeds the processing capacity at these slower processing rates. In the short term, some materials may not be able to be processed, and recyclable materials may need to be disposed of as MSW.

An important factor for marketing of recyclable materials collected in the County is the cost of transporting them to end-markets, some of which are outside of Washington State. The low market value of many recyclable materials limits the number of materials that can be cost-effectively moved to markets. Primary markets for specific materials and comments on factors that affect them are shown in Table 5-3.

As the markets continue to change, new facilities are being proposed locally to handle commodities. In 2019, Norpac, which is located in Longview, Washington, pledged to bring in an additional 400,000 tons per year of recycled paper as it shifts one-third of its production capacity into packaging production. This expansion was completed in 2022, at a cost of \$50 million in new equipment, creating 100 new jobs. This project is predicted to have the ability to consume available mixed paper grades in Washington, Oregon, and Idaho.

WM has also continued its long-standing commitment to Washington communities and business through advancing recycling technology in the state. The SMaRT Center in Spokane will receive \$15 million in upgrades in 2023/2023. This facility currently accepts all collected recyclable materials in Kennewick. In addition, WM is remodeling their transfer station, in Kennewick, to accommodate recycling route trucks for transload and direct haul to the SMaRT Center.

Markets for recyclables are volatile and affect commodities that are able to be collected and processed for recycling. Primary markets for specific materials and comments on factors that affect them as of December 2022 are presented in Table 5-3. Ecology also provides recycling market data that is updated every 2 months and available at the following link:

<https://app.box.com/s/kzy7vdio1vv4tab5zzewl8t5xghwzdm3>

Table 5-3. Markets for Recyclable Materials (as of December 2022)

Material	Primary Market(s)	Comments
Paper		
Cardboard	Regional paper markets, paper mills, and export	The markets for cardboard (used in packaging) have recently been improving and may be stabilizing.
Mixed Paper and Newspaper	Regional paper markets, paper mills, and export	The markets are fluctuating due to supply and demand from overseas markets and processors and are primarily low at this time.
Plastics		
Bottles #1 through #7	Regional markets in Western Washington and Oregon, and export	The markets for PET and HDPE bottles are currently weak to non-existent (#1 and #2), and even weaker for bottles #3 through #7.
Other Plastics	Primarily export	Markets are volatile and sometimes unreliable.
Metals		
Aluminum	Regional markets in Western Washington and Oregon; can manufacturing in St. Louis	Aluminum prices were weak in 2022.
Tin Cans, Appliances, and Ferrous and Non-ferrous Scrap	Regional markets in Western Washington and Oregon	Steel has fluctuated heavily, and the market is currently weak.
Glass		
Clear Glass	Regional markets in Western Washington and Oregon	Prices are poor for clear glass.
Brown and Green Glass	Regional markets in Western Washington and Oregon	Prices for brown and green glass are low or negative (i.e., the glass is recycled for a charge).

5.2.13 Addressing Recyclables Key Contaminants

The following is the initial list of key contaminants to be addressed in the current recyclables as required by RCW 70A.205.045 CROP:

- Plastic bags, film, and clamshells
- Non-program plastics
- Food and liquids
- Hose, wire, and rope (tangles)
- Textiles and toys

Additional contaminants also to be addressed include:

- Hazardous materials
- Hypodermic needles

Contamination in recyclables is best addressed through a variety of means and actions, to include:

- Visual inspections of self-haul loads of recyclables delivered to the drop-box locations and advising customers of proper segregation techniques.
- Visual inspections of curbside recyclables collected, with customers advised of proper segregation techniques.
- Updated signage at the drop-box locations to advise system users on contamination in commodities and acceptable recyclable materials.
- Cooperation between the County, cities, and waste collection companies to implement a coordinated County-wide messaging campaign.

Costs for contaminants in the recycling system are currently covered through curbside fees for collection assessed to users, commodity pricing for recyclables, and tipping fees charged at the disposal facilities. Implementation costs for the CROP are discussed in Chapter 11.0 – Implementation Plan.

5.3 Status of Previous Recommendations

The status of the recommendations made in the 2013 Plan can be found in Appendix D.

5.4 Alternatives and Evaluations

Existing service gaps and other issues connected to waste reduction, recycling, contamination reduction, and climate change are evaluated below.

5.4.1 Refresh Educational Materials and Seek to Harmonize Messaging

Education and outreach initiatives have greater impact if messaging is consistent throughout the County. To achieve this, County staff can coordinate between departments and with cities and waste collection companies to unify their messaging on waste prevention, recycling, contamination reduction, private recycling options, and extended producer responsibility options. Harmonization can involve:

- Standardizing a list of accepted materials.
- Setting similar priorities for education objectives in terms of material and content.
- Maintaining consistency in labeling, use of picture-based icons, color coding, and—when applicable—translations for bin decals and signage.
- Communicating across agencies (e.g., with the Health District) to jointly work on overlapping objectives (e.g., moderate risk waste).

Unified messaging includes using one set of materials (e.g., decals, flyers, brochures, pamphlets, mailings), which can be co-branded or individually branded by the agency or collection company distributing them.

County staff can also review and selectively refresh its large library of existing materials or create new materials to reflect priority recycling and composting topics; objectives around waste reduction; recycling contamination reduction; and key littering, illegal dumping, and moderate risk waste issues. Building on materials and resources—such as for open-source photos for recyclables—from other jurisdictions and organizations can be cost-effective. For example, Ecology offers a Recycle Right toolkit, and The Recycling Partnership offers free images for signage.

Unified messaging materials can be tailored to specific generator types with relevant resources according to the specific challenges presented to the group (such as food waste prevention, reducing contamination in recyclables, edible food recovery, and composting for grocery and food-service businesses).

When feasible, all materials should also have translated versions. Adapting already-translated external resources, with permission, or partnering with nearby cities and counties could be a cost-effective way of obtaining translated informational material.

5.4.1.1 DISTRIBUTE INFORMATIONAL MAILINGS TO HOUSEHOLDS AND BUSINESSES

Annual mailings (electronic) could be sent to all households and businesses, potentially in partnership with the certificated hauler. These mailings should have easy-to-follow general information about what, how, where, and when to recycle and compost. For easy access, the mailings should include a collection calendar (when recycling or composting is not collected every time garbage is collected); highly visual lists of materials accepted for recycling and composting; and links to online resources with additional waste prevention, recycling, and composting information.

Periodically as needed, County staff could also distribute special mailings on specific topics or tailored to specific audiences. Examples include, but are not limited to, the following:

- Preventing food waste and donating edible food.
- Increasing recovery of materials with low capture rates, such as food waste (residents and businesses), mixed paper (residents and businesses), cardboard (businesses and self-haul), clean wood (self-haul), and metals (self-haul).
- Minimizing contamination by keeping specific problematic materials out of recycling and compost containers and drop boxes.
- Minimizing C&D debris through building material reuse, salvaging, and deconstructing and recycling unavoidable C&D debris.
- Properly disposing of and using safer alternatives to hazardous household and moderate-risk waste products.
- Minimizing littering and illegal dumping through information about the “Secure Your Load” state regulation and disposal opportunities.

- Education on emerging technologies for materials.

5.4.1.2 UPDATE AND EXPAND ON DIGITAL EDUCATION THROUGH WEBSITES, SOCIAL MEDIA, AND NEWSLETTERS

County staff's efforts to reach younger or more digitally inclined groups can include updating existing digital materials and expanding on digital education campaigns through social media, the County website, and email newsletter subscriptions. At a minimum, the County should refresh its website to remove outdated information, add updated information, make it more visual, and make it easier for different types of users (e.g., single-family residents, multifamily tenants, multifamily property managers, businesses, and self-haulers) to find all the information related to them.

The website should include information on what, where, and how to recycle and compost and on how to reduce waste generation. The County website can add depth and details to brief informational mailings on recycling, contamination reduction, composting, hazardous waste, food waste prevention, C&D, and littering and illegal dumping. For instance, a digital campaign for C&D may emphasize the value of reusing building material and reducing C&D waste. The County website can then include a list of building material reuse options with relevant links, tips from green building organizations on reducing waste during construction, and directories of recycling providers. The website can provide user-friendly databases that inform C&D self-haulers on how to separate and prepare specific materials.

Social media campaigns are a low-cost supplement to other education and outreach efforts and can build on free resources provided by organizations such as the social media toolkit from The Recycling Partnership. This toolkit provides a schedule for various content, including text and images to align with seasons and holidays, throughout the year. Social media campaigns also offer flexibility in topics that can be covered, including promoting upcoming events and addressing seasonal or emerging issues (such as backyard composting in spring or collection schedule changes during weather events).

An important consideration when using social media, newsletters, or blogs is that individual posts and articles about a small subset of products can lead to an overload of unorganized information. If adopted, these digital methods should direct users to resources on the County website, so they should be organized and easy to find by residents and businesses later.

5.4.2 Conduct New Waste Prevention Campaigns

County staff could conduct additional waste prevention campaigns on materials such as clothing and reusable cups and food containers.

Clothing waste prevention campaigns can address purchasing (buying less, second-hand, and/or higher quality clothing) as well as caring for and repairing clothing to extend its lifespan. A campaign could also include organizing repair events for clothing as well as other household products. To develop this campaign, County staff could build on resources from King County, Snohomish County and Spokane County in Washington, and the Oregon Department of Environmental Quality.

Many coffee shops allow customers to bring their own cups, and Washington's Department of Health is in the process of adopting new provisions allowing customers to bring their own refillable containers to certain businesses for bulk items. A campaign by County staff could include promotions on social media and at participating businesses as well as outreach during business technical assistance on allowing customers to bring their own containers.

5.4.3 Facilitate Business Material Exchanges

The County and signatory cities could promote or financially support forums or other methods to facilitate regional business material exchanges (such as the IMEX program in King County available at www.hazwastehelp.org/imex). Such programs help businesses find and connect to markets for surplus materials and items that might otherwise become waste.

5.4.4 Promote Existing Reuse Programs

The County and signatory cities could promote and support expansion of existing reuse and material exchange opportunities in the County, such as the Habitat for Humanity Store and local reuse and donation stores. Residential options include providing information on reuse organizations or supporting reuse events focused on specific products (such as bike swaps). Promotion could involve maintaining and publishing a resource guide in local newspapers, a stand-alone guide with a map, or a web page listing organizations that promote waste reduction activities such as thrift shops, repair services, and tool rental businesses.

5.4.5 Recycling Contamination Reduction Campaigns

By collaborating with a certificated hauler, the County could develop and implement cart-tagging campaign(s) for single-family collection services. This system can provide the most direct education and feedback for single-family residents on reducing contamination in recyclables collected.

In addition, the County, cities and haulers can develop and implement a recycling drop-box site contamination reduction campaign for direct contact with residents and businesses utilizing the drop-box sites. The campaign could include County and city staff members visiting drop-box sites and providing educational materials, updating site signage and providing assistance to customers on proper methods of recycling segregations and commodity acceptance.

5.4.6 Expand Business Technical Assistance

County staff can refresh and expand its business outreach and technical assistance program with:

- Refreshed and reorganized webpages with updated information and resources.
- Hotline and email assistance to answer businesses' questions about waste prevention, recycling, contamination reduction methods, and composting.
- On-site technical assistance including waste audits, collection infrastructure assessments, customized recommendations for waste prevention and increasing

recycling and composting, support implementation recommendations, and employee trainings.

- Business toolkits and business tip sheets for preventing waste, increasing recycling and composting, and minimizing contamination.
- Provision of collection signage and free or low-cost indoor collection containers.

To promote business technical assistance, County staff could focus efforts on:

- Businesses that already participate in environmental programs that may be more open to reducing waste.
- Businesses in a few small areas of the County to make door-to-door canvassing more efficient and create a hub of waste reduction, particularly when combined with a recognition program.
- Proper ingress and egress requirements for solid waste and recycling collection containers as outlined in the building codes.

This technical assistance program could coordinate with the Health District on hazardous waste reduction efforts to identify opportunities for businesses to reduce their use of toxics.

County staff could also join the statewide EnviroStars Green Business Program, which offers member agencies an existing platform on which to build the County business technical assistance program. EnviroStars offers a web portal, business recognition program, and joint marketing program. Collaboration with the local Chamber of Commerce could also be implemented.

5.4.7 Offer School Technical Assistance

Schools present important opportunities to reduce and prevent waste—especially food waste—and increase recycling. Technical assistance to schools could include:

- On-site technical assistance including waste audits, collection infrastructure assessments, and customized recommendations for waste preventing and increasing recycling and composting.
- Assistance and/or grants to support implementation of waste reduction strategies such as switching to milk dispensers with reusable cups, switching to reusable dishes and trays, setting up a sharing table or bin for students to trade unopened food/drinks and uneaten whole fruit with peels, setting up a school swap day at the end of the school year when students are cleaning out lockers, installing water-bottle filling stations, donating edible food, and more.
- Assistance implementing recommendations regarding green purchasing, waste collection practices, and waste collection infrastructure.
- Working with a school's existing student green team to implement a food waste audit and prevention campaign, an on-site composting demonstration project, or a waste audit and recycling/composting education campaign.

County staff can draw on programs developed by Clark County, Clackamas County (Oregon), King County, and the Washington Green Schools program. The Washington Green Schools also offers recognition for a school's performance in multiple environmental categories.

5.4.8 Establish a Waste Diversion Goal

The County and signatory cities, as part of this planning process, have set a specific performance target, during this Plan period, for waste reduction, recycling, and composting programs at 40 percent. Setting diversion goals provides a benchmark for measuring future performance.

5.4.9 Recycling Rates by Material

Overall, Benton County's waste diversion rate is estimated to be 37 percent. In 2018, a total of 122,860 tons was reported recycled, composted, or otherwise diverted. Refer to Chapter 2.0 – Waste Stream for data sources and detailed information. Recovery rates in the County appear to be highest for asphalt and concrete, yard debris, ferrous metals, and cardboard.

5.4.10 Recycling Program Costs and Affordability

An overriding goal of Benton County's solid waste program is to keep costs and rates affordable for both residents and businesses. Recycling and other services discussed in this Plan may add to program costs and increase rates. The key issues related to costs, rates, and affordability that should be considered as part of developing this Plan.

5.4.11 Sham Recycling

Some facilities may claim they are recycling a material without actually doing so. Others haul mixed garbage they claim constitutes recyclable materials to avoid flow control policies in areas with high transfer station or landfill tip fees. These practices can both be considered "sham recycling." Though Washington State's 2005 "Sham Recycling Bill" and the Recyclable Materials Transporter and Facility Requirements (WAC 173-345) limit this practice by requiring recycling haulers to register with Washington State and prohibiting delivery of recyclable materials to transfer stations and landfills, sham recycling may still occur. To date, no sham recycling has been documented in the County.

5.4.12 Glass Recycling

The growth of wineries and microbreweries in the County has increased public interest in recycling glass. Additionally, new residents coming from places where glass is recycled have requested the ability to recycle glass. A number of jurisdictions and companies are working together to address the difficulties associated with glass recycling in Eastern Washington. Current conditions make economical glass recycling a challenge due to no local markets in the area and the significant cost for transportation to markets in Seattle and Portland. The County could consider the addition of glass to its recycling programs if collection and recycling become financially feasible.

5.4.13 Provide Support for Recycling at Public Events

Washington State law requires public events to provide recycling containers (RCW 70A.205). To support this requirement, the County could operate a program that provides recycling bins loaned out to event organizers and other support for these events. This program is a low-cost public service with high visibility that provides a positive benefit for those involved.

5.4.14 Require New Buildings to Provide Adequate Space and Facilities for Recycling Storage and Collection

The County and signatory cities could develop clear guidelines to help developers and permit review staff comply with WAC 51-50-009, which mandates that local jurisdictions require new buildings to provide adequate space for recycling. The County and signatory cities could also update building codes to require adequate space for recycling infrastructure with minimum specified capacity per residential unit or per square foot of building space and could include an assessment of recycling capacity in the permit review process.

5.4.15 Adopt Mandatory Recycling for Readily Recyclable Materials

Signatory cities that contract for or directly provide garbage collection service could adopt a disposal ban requiring residential and commercial customers to recycle readily recyclable materials. Recyclable materials may include yard waste, food waste, mixed paper, newspaper, cardboard, plastic bottles, aluminum cans, tin cans, electronics covered by E-Cycle Washington, and clean wood.

Before adopting mandatory disposal bans and recycling policies, signatory cities would need to ensure that residents and businesses have the option to subscribe to a recycling service and have adequate access to drop-off recycling sites.

5.4.16 Implement and Continue Pay-As-You-Throw Pricing for Garbage

Signatory cities could require haulers to establish rate schedules that charge proportionately more to dispose of larger quantities of garbage. Signatory cities that contract for collection services could increase the fee differential for different bin sizes (for both residential and commercial collection). Residents and businesses will need to have the option to subscribe to a recycling service or have adequate access to drop-off recycling sites. Cities would need to negotiate a contract amendment or implement changes during contract renewals or bid processes.

5.5 Recommended Actions

The following recommendations are made for waste reduction and recycling programs:

- WRR1) Refresh educational materials and seek to harmonize messaging.
- WRR2) Distribute informational materials to households and businesses.
- WRR3) Update and expand on digital education through websites, social media, and newsletters.
- WRR4) Provide multifamily technical assistance.

- WRR5) Expand business technical assistance.
- WRR6) Offer school technical assistance.
- WRR7) Adopt the updated list of designated materials and maintain it through periodic review and updates.
- WRR8) Establish a waste reduction and recycling goal of 40 percent for this planning period.
- WRR9) Focus recycling and diversion efforts on waste streams that represent significant tonnage disposed and coordinate messaging and efforts to reduce contaminants on materials recycled.
- WRR10) Support private sector programs, forums, or other methods, such as existing reuse and reusable materials exchange programs, to facilitate material exchanges.
- WRR11) Increase promotion of existing reuse programs through newsletters, community reuse events, guidebooks, and community-based social marketing.
- WRR12) Incorporate and expand the education and promotion program.
- WRR13) Work cooperatively with County, city and hauler staff to create and implement recycling contamination reduction campaigns for curbside and drop-box recycling programs.
- WRR14) Work cooperatively with cities and towns to develop guidelines and revise building codes to establish standards that promote commercial waste reduction and recycling.
- WRR15) Encourage signatory cities to modernize curbside recycling programs with convenient, efficient carted service to increase diversion and safety and reduce litter.
- WRR16) Review and implement actions pertaining to the CROP as needed during this Plan cycle.

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CHAPTER 6.0 ORGANICS

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6.0 Organics

6.1 Introduction

This chapter discusses existing organics management collection and handling methods in the County and the participating cities and towns, identifies relevant planning issues, and develops and evaluates organics management strategies.

6.2 Background

This section provides information regarding regulations and guidance related to organics management.

6.2.1 Organics Regulations and Guidance

Beginning in 1989, the Waste Not Washington Act (ESHB 1671) declared that waste reduction and recycling must become a fundamental strategy of solid waste management. To that end, RCW 70A.205 included a statement that encouraged yard debris be eliminated from landfills by 2012 in those areas where alternatives exist.

RCW 70A.205 also required that collection programs for yard debris be addressed in areas where there are adequate markets or capacity for composted yard debris within or near the service area.

In 2019, the Legislature passed HB 1114, now codified as RCW 70A.205.715 to address food waste and wasted food in Washington. The law established a statewide food waste reduction goal, relative to 2015 levels, and required a subset of the goal to focus on reducing the amount of edible food that is wasted. Ecology is required to establish baseline data and annually track progress toward the statewide food waste reduction goals and to develop and implement a food waste reduction plan, now titled the Use Food Well Washington Plan, which focuses on three key strategies:

1. **Prevention:** Prevent and reduce the amount of food that is wasted.
2. **Rescue:** Rescue edible food that would otherwise be wasted and ensure that the food reaches those who need it.
3. **Recovery:** Support productive uses of inedible food materials, including using them for animal feed, for energy production through anaerobic digestion, and for off-site or on-site management systems including composting, vermicomposting, and other biological systems.

The Use Food Well Washington Plan was completed in December 2021 and provides local governments with recommendations for best management practices to incorporate in local Plans.

In addition, HB 1799 was enacted that requires diversion of organic materials away from landfill disposal and directs them towards food rescue programs and organics management facilities. Highlights of HB 1799 include:

- Establishment of a 75 percent goal of reducing landfilling of organic materials by 2030 (relative to 2015 numbers).

- Requires Ecology to collaborate with a third-party consultant to evaluate adequacy of local government solid waste management funding.
- Focuses on implementing required collection and management of organic waste from all residents and some businesses.
- Requires updated Comprehensive Solid Waste Management Plans that are developed, updated, or amended after July 1, 2024, to include an identification of priority areas for siting organic materials management facilities without overburdening communities.
- Requires cities and counties with a population greater than 25,000 and/or where curbside organics collection is offered in the jurisdiction to develop a compost procurement ordinance and report compost procurement accomplished by January 1, 2023.
- Identify how much organic materials is generated in the County and if capacity exists to manage that material.

6.2.2 Washington State Department of Agriculture Regulations

In 2016, the WSDA amended WAC 16-470 Quarantine – Agricultural Pests as follows:

1. Adding MSW, yard debris, organic feedstocks, organic materials, and agricultural wastes to the list of commodities regulated under the apple maggot quarantine;
2. Establishing a special permit to allow transportation and disposition of MSW from the areas under quarantine for disposal at a solid waste landfill or disposal facility in the apple maggot and plum curculio pest-free area; and
3. Establishing a special permit to allow transportation and disposition of yard debris, organic feedstocks, organic materials, and agricultural wastes from the area under quarantine for disposal at a solid waste landfill or treatment at a composting facility in the apple maggot and plum curculio pest-free area.

Benton County is designated as a non-quarantined area by the WSDA, which allows the transportation of organics to permitted facilities outside of the County. In addition, due to the WSDA non-quarantine status, organics or municipal solid waste from an apple maggot quarantine area cannot be accepted unless a special permit has been issued by WSDA.

In September 2022, the WSDA placed a quarantine for Japanese beetle in the southeastern corner of Yakima County and the southwestern corner of Benton County in accordance with WAC 16-470-700 to 720. Under this quarantine, yard debris is considered a regulated article (WAC 16-470-710) and is prohibited from moving outside of the quarantined area unless it meets one of the following treatment methods (WAC 16-470-717(2)):

- Steam heated to a temperature of 140 degrees Fahrenheit for 1 hour to kill all life stages of Japanese beetle;
- When consisting solely of woody materials containing no soil, yard debris may be chipped to a screen size of 1 inch or smaller in two dimensions during the

Japanese beetle adult flight season (May 15 through October 15). Woody material containing no soil can be moved outside of the Japanese beetle adult flight season without chipping; or

- Another treatment determined to be effective at eradicating Japanese beetle and approved in writing by the director.

6.3 Existing Conditions

The sections below describe existing collection and processing activities for organic materials.

6.3.1 Yard Debris Collection Programs

The City of Richland offers weekly collection of yard waste every week, on regular collection days, weather permitting to residential customers. The program accepts loose grass, leaves, plant trimmings, garden debris, non-treated wood, and branches less than 4 inches in diameter.

WM, in Kennewick, offers collection of unlimited bags of leaves the first week of November, December, and January with materials collected currently being directed for disposal.

In 2027, jurisdictions with a population of over 50,000 residents will be required to implement curbside collection of organics, which will require the City of Kennewick to consider options for organics collection curbside programs.

6.3.2 Home Composting

Benton County encourages home composting of yard waste and food waste through their website. Information on home composting can be found at the Solid Waste Division comprehensive website:

<https://www.co.benton.wa.us/pview.aspx?id=9697&catid=0>

6.3.3 Compost Facilities

The City of Richland, in Benton County, owns and operates a compost facility for yard debris collected through their curbside collection programs and biosolids from their wastewater treatment plant. Natural Selection Farms in Sunnyside, Washington, and Dirt Hugger in Dallesport, Washington, are the next-closest compost facilities located in Eastern Washington.

Information on the City of Richland Compost Facility can be found at:

[https://www.ci.richland.wa.us/departments/public-works/solid-waste-utility/horn-rapids-landfill/compost#:~:text=Residential%20customers%20are%20able%20to,McDonald%20\(509\)%20627%2D1153](https://www.ci.richland.wa.us/departments/public-works/solid-waste-utility/horn-rapids-landfill/compost#:~:text=Residential%20customers%20are%20able%20to,McDonald%20(509)%20627%2D1153)

6.3.4 Compost Procurement Ordinances

The cities of Kennewick and Richland and Benton County have adopted compost procurement ordinances.

6.3.5 Organic Material Generation

Information on County organic waste stream composition and tonnage can be found in Chapter 2.0 – Waste Stream.

6.3.6 Christmas Tree Collection Program

Christmas tree collection programs are offered by the City of Richland and Ed's Disposal through curbside collection, by WM of Kennewick at the transfer station, and BDI through their Pasco Transfer Station. The City of Richland is currently the only program that composts the Christmas trees collected.

6.4 Status Of Previous Recommendations

The status of the recommendations made by the 2013 Plan can be found in Appendix D.

6.5 Alternatives and Evaluations

Existing service gaps and other issues connected to the organics component of solid waste management are discussed below.

6.5.1 Organics Education

The County has a home composting education program available on its website. As additional programs grow, such as a pilot food waste collection and composting program or yard debris collection program, educational materials outlining the benefits of the programs could be developed and distributed.

6.5.2 Evaluate Implementation of Curbside Recycling Services for Yard Waste and Food Waste

Curbside recycling programs and the availability of a composting facility for processing materials are essential elements to increase waste diversion efforts. Current composting facility infrastructure at the City of Richland would not currently be adequately sized to accept the volume of yard and food waste that could potentially be collected through implementation of additional curbside collection programs.

Implementation of yard waste and food waste recycling programs would require evaluation and a substantial investment for a new composting facility, additional capacity at the City of Richland composting facility, collection trucks, recycling carts, and staffing. There is the potential that the current City of Richland compost facility could be expanded to manage the additional materials but this expansion and operations would need to be negotiated directly with the City of Richland. If the City of Richland compost facility expansion cannot be negotiated, a new compost facility could be located in the County in zoning areas that allow for this type of facility through a conditional-use permit process.

The County and city partners could undertake a study to determine the infrastructure necessary to implement additional yard waste and food waste collection and recycling programs. The County could also consider the potential for public-private partnerships to

assist with volumes throughput and the offset of costs for facility construction, maintenance, operations, and product marketing.

6.5.3 Food Waste

The County and participating municipalities could evaluate the potential for establishing food waste and edible food recovery collection programs. The County could encourage a pilot program in cooperation with the cities and the Tri-Cities Food Bank, and if successful, consider expanding the program to serve more customers. The County should also consider implementation of strategies for education and outreach from the Use Food Well Washington Plan as they pertain to organics and food waste handling in the County system.

6.6 Recommended Actions

The following recommendations are made for organics:

- O1) Continue to develop and distribute educational materials related to organics management as programs are established and implemented.
- O2) Advocate that adequate funding is provided by the State to develop and implement programs for organics and food waste collection and processing as required by RCW 70A.205.715 and HB 1799.
- O3) Consider initiating a study to determine program and infrastructure needs necessary for implementation of additional yard waste and food waste collection and processing programs.
- O4) Evaluate a pilot food waste and edible food waste collection program for potential implementation based on participation and customer satisfaction and consider expanding the program as appropriate.
- O5) Consider developing a County-wide Christmas tree recycling pilot program to assess public interest and participation.
- O6) Evaluate recommendations from the Use Food Well Washington Plan and implement as appropriate.

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CHAPTER 7.0 MISCELLANEOUS WASTES

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7.0 Miscellaneous Wastes

7.1 Introduction

This chapter discusses existing programs, identifies relevant planning issues, and develops and evaluates alternative strategies for the management of miscellaneous wastes.

7.2 Background

Miscellaneous wastes have some similarities to “normal” MSW and can be managed in a similar fashion with some additional precautions or special handling procedures. Each type of special waste is governed by slightly different regulations, based on its physical and chemical characteristics and the degree of environmental, health, or safety risk it poses. This chapter is subdivided into the sections shown in Table 7-1 to describe regulations, current programs, and planning issues for each type of special waste.

Table 7-1. Miscellaneous Wastes

Section	Miscellaneous Waste Type
7.3	Agricultural Waste
7.4	Animal Carcasses
7.5	Appliances/White Goods
7.6	Asbestos
7.7	Biomedical/Infectious Waste
7.8	Carpet and Padding
7.9	Construction and Demolition Debris
7.10	Disaster Debris Management
7.11	Electronic Waste
7.12	Junk Vehicles
7.13	Litter and Illegal Dumping
7.14	Mattresses
7.15	Petroleum-Contaminated Soils
7.16	Pharmaceuticals
7.17	Street Sweepings/Vactor Waste
7.18	Tires

7.3 Agricultural Waste

This section addresses management and disposal of agricultural waste within the County.

7.3.1 Regulations and Guidelines

WAC 173-350-100 defines agricultural wastes as “wastes on farms resulting from the raising or growing of plants and animals including, but not limited to, crop residue, livestock manure, animal bedding, and carcasses of dead animals.” WAC 173-350-230 addresses land application, the beneficial use of agricultural waste applied to land for its agronomic value or soil-amending capability.

7.3.2 Current Practice

As defined above, little of the agricultural waste generated is disposed of within the County’s Solid Waste Division’s programs. Hence, agricultural wastes are not under the purview of this Plan. Agricultural wastes, whether crop residues or animal manures, can be returned to the land where they were generated. An exception to this is the disposal of animal carcasses, which is addressed below in Section 7.4.

Unusable produce from a food processor, such as a load of rotten potatoes, is handled as MSW and may be disposed of at a transfer station or landfill.

Note that empty pesticide and herbicide containers may be disposed of as refuse following triple rinsing.

7.3.3 Planning Issues

Current agricultural waste management and disposal practices are generally adequate and should be maintained.

7.4 Animal Carcasses

This section addresses disposal of animal carcasses within the County.

7.4.1 Regulations and Guidelines

Animal carcass disposal requirements generally differ according to cause of death, as follows:

1. Animals that die of natural causes (but not an infectious disease) can be buried on site (typically on a farm) in accordance with state and local regulations, taken to a rendering facility, or taken to the Horn Rapids Landfill for disposal.
2. Animals killed by collision with motor vehicles (“road kill”) are also taken to the landfill for disposal.
3. The carcasses of animals that die from an infectious disease must be treated to destroy the disease-causing agent to prevent it from infecting other animals or humans. This involves coordination with the Health District.

7.4.2 Current Practice

The County's policy and procedures for disposal of animals can be summarized as follows:

- Animal carcasses are accepted at the Horn Rapids Landfill.
- Customers are charged \$75 for animals under 100 pounds and \$150 for animals over 100 pounds.
- Customers wishing to dispose of infectious and/or diseased animals are directed to the Health District for further instructions.

7.4.3 Planning Issues

Because they can potentially infect humans, two of the most important animal diseases are Bovine Spongiform Encephalopathy (BSE) and avian flu.

BSE-infected cattle must be buried in a lined landfill. In addition, BSE-infected cattle cannot be disposed of in a landfill where the leachate goes to a sewage treatment plant, because chlorination also does not deactivate prions. Incineration is also an accepted method of BSE-cow disposal.

Highly Pathogenic Asian Avian Influenza A (H5N1) or “avian flu” is caused by bird influenza viruses. Since 1997, H5N1 has infected and killed humans who had close contact with infected poultry. There is concern the H5N1 virus could mutate and eventually acquire the ability to spread easily from one person to another, without birds as the carrier. On-site composting has proven to be an effective mass disposal method for dead poultry, as the avian influenza virus is deactivated after 10 days of composting at 60° Celsius (140° Fahrenheit). Single birds may also be accepted as MSW if they are double bagged. In larger quantities, the birds are required to be disposed of at a lined landfill or incinerated.

7.5 Appliances/White Goods

This section addresses management of waste appliances generated within the County.

7.5.1 Regulations and Guidelines

Major appliances, also known as white goods, are considered a special waste because their sizes make it difficult to handle them in the “normal” garbage collection system, and because some types of appliances contain chlorofluorocarbons (CFCs, or “Freon”) that must be removed prior to disposal. On the federal level, the Clean Air Act prohibits the release of CFCs, and state law (RCW 70.94, the Washington Clean Air Act) also requires that CFCs be handled in a manner that prevents release into the atmosphere. Furthermore, CFCs and hydrochlorofluorocarbons are designated as dangerous wastes under WAC 173-303, although they are exempt from these rules if recycled properly.

7.5.2 Current Practice

Appliances are composed mainly of steel, copper, plastic, and rubber, but are typically recycled as ferrous scrap metal. As a service to customers, some appliance dealers

recycle old appliances when a new one is delivered. Appliances are accepted for a fee at the following:

- Mayflower Metals – 139406 West Johnson Road, Prosser
- Local Boys Metal Recycling – 51 Wellsian Way, Richland

All facilities confirm that the Freon refrigerants from refrigerators, freezer, air conditioners, and similar devices are removed. Various companies also haul and recycle appliances based on price and availability.

7.5.3 Planning Issues

Current appliance management and disposal practices are generally adequate and should be maintained.

7.6 Asbestos

This section addresses asbestos disposal within the County.

7.6.1 Regulations and Guidelines

Asbestos is a naturally occurring crystalline material that breaks down into small particles that float in air, and once inhaled, these particles can become lodged in a person's lungs and cause cancer. Several federal laws address asbestos removal and disposal, including the Toxic Substances Control Act, the Occupational Safety and Health Act, the Clean Air Act, and the Clean Water Act. There are also several state laws that address asbestos through worker training and protection requirements as well as disposal rules under the Dangerous Waste Regulations (WAC 173-303). The Benton Clean Air Agency regulates the removal and disposal of asbestos. Their website provides additional information on asbestos removal and disposal at: <http://bentoncleanair.org/>.

7.6.2 Current Practice

Customers with asbestos-containing materials are referred to the Benton Clean Air Agency for regulatory requirements and disposal options.

7.6.3 Planning Issues

Current asbestos waste management and disposal practices are generally adequate and should be maintained.

7.7 Biomedical/Infectious Waste

This section addresses disposal of biomedical waste generated within the County.

7.7.1 Regulations and Guidelines

Washington State's definition of biomedical waste (RCW 70A.228.010) includes the following waste types:

Animal waste: animal carcasses, body parts, and bedding of animals that are known to be infected with, or have been inoculated with, pathogenic microorganisms infectious to humans.

Biosafety level 4 disease waste: contaminated with blood, excretions, exudates, or secretions from humans or animals that are isolated to protect others from highly communicable infectious diseases that are identified as pathogenic organisms assigned to biosafety level 4 by the Centers for Disease Control and Prevention.

Cultures and stocks: wastes infectious to humans, including specimen cultures, cultures and stocks of etiologic agents, wastes from production of biologicals and serums, discarded live and attenuated vaccines, and laboratory waste that has come into contact with cultures and stocks of etiologic agents or blood specimens. Such waste includes, but is not limited to, culture dishes, blood specimen tubes, and devices used to transfer and inoculate cultures.

Human blood and blood products: discarded waste human blood and blood components, and materials containing free-flowing blood and blood products.

Pathological waste: human-source biopsy materials, tissues, and anatomical parts that emanate from surgery, obstetrical procedures, and autopsy. Does not include teeth, human corpses, remains, and anatomical parts that are intended for interment or cremation.

Sharps waste: all hypodermic needles, syringes, and intravenous tubing with needles attached; scalpel blades; and lancets that have been removed from the original sterile package.

The WUTC regulates transporters of biomedical wastes. Its regulations also allow regular solid waste haulers of refuse to haul wastes that they observe to contain infectious wastes as defined by the WUTC.

7.7.2 Current Practice

There are a number of state-licensed firms that collect and properly dispose of biomedical/infectious wastes in the County. Due to privacy considerations, these firms do not provide information about where these wastes are generated.

Sharps, when properly prepared, are currently accepted for disposal by the local waste collection companies operating in the County.

7.7.3 Planning Issues

The list of potential generators of biomedical waste includes medical and dental practices, hospitals and clinics, veterinary clinics, and farms and ranches, as well as individual residences. Some of these may not always dispose of biomedical wastes properly. There is no definitive estimate of the quantity of syringes and other biomedical wastes that are improperly disposed of locally, but haulers in other areas often report seeing syringes sticking out of garbage bags. This problem is expected to increase due to an aging population and additional medications delivered via syringe that have become available for home use (for human immunodeficiency virus, arthritis, osteoporosis, and psoriasis).

7.8 Carpet and Padding

This section addresses carpet and padding disposal within the County.

7.8.1 Regulations and Guidelines

In 2019, the legislature passed HB 1543 concerning sustainable recycling and directing Ecology to create a recycling development center to research, incentivize, and develop new markets and expand existing markets for recycled commodities and recycling facilities. One of the materials that can be investigated for potential recycling opportunities is carpet and padding.

7.8.2 Current Practice

Customers with carpet and padding are referred to the landfill and transfer stations for disposal. There are currently no carpet recycling facilities operating in the County.

7.8.3 Planning Issues

Current carpet and padding waste management and disposal practices are generally adequate and should be maintained. The County could consider supporting extended producer responsibility (EPR) legislation for recycling of carpet and padding to eliminate this bulky waste stream from disposal in the landfills and to preserve valuable landfill space. The County will continue to monitor opportunities and technologies for carpet and padding recycling and consider implementation as appropriate.

7.9 Construction and Demolition Debris

This section addresses management and disposal of C&D debris within the County.

7.9.1 Regulations and Guidelines

Construction, demolition, and land-clearing wastes are solid wastes resulting from the construction, renovation, and demolition of buildings, roads, and other man-made structures. Construction wastes generally include wood scraps, drywall scraps, and excess concrete, as well as cardboard boxes and other packaging used to hold materials or products prior to installation. Demolition wastes typically contain concrete, brick, wood, drywall, and other materials. Land-clearing debris (tree stumps, brush, and soil) is often included with C&D wastes, but little of this material is actually sent to disposal facilities. Another component of C&D wastes is reusable building materials, which are salvaged materials from construction or demolition that would otherwise be landfilled.

C&D wastes are generated by construction companies, homeowners, and others. Large amounts of C&D wastes generated by construction companies and contractors are more likely to be collected separately from normal garbage and brought to special disposal sites. Homeowners are more likely to bring small, mixed loads containing both C&D wastes and garbage to County disposal facilities.

WAC 173-350-400 allows many types of C&D wastes to be disposed of in limited-purpose landfills. In addition, state law prohibits the open or unregulated burning of “treated wood, metal and construction debris.”

Ecology released an updated waste and toxics reduction plan in June 2015. *Moving Washington Beyond Waste and Toxics* focuses on reducing C&D waste through design and recycling and provides the following goals pertaining to C&D waste:

- Waste generation will be reduced throughout the system by both businesses and residents (GOAL SWM 4).
- Advance building salvage and building material reuse to reduce construction and demolition waste by promoting design for deconstruction principles, sharing model contract language that requires salvage, and other related efforts.

The state legislature passed the “Sham Recycling Bill” in 2005, requiring transporters of recyclable materials to register with Washington and certain recycling facilities to notify the state before commencing operation. A new state rule, the Recyclable Materials Transporter and Facility Requirements (WAC 173-345), was developed in response to this legislation. Although originally directed at C&D recycling issues, the new rule covers all types of recyclable materials (all materials designated as recyclable in this Plan). The new rule prohibits delivery of recyclable materials to transfer stations and landfills. The rule does not apply to several entities, including self-haulers, cities and city contractors, and charities.

7.9.2 Current Practice

There are no operational C&D processing facilities in the County at this time. C&D debris is currently accepted at the WM Kennewick Transfer Station, Horn Rapids Landfill, Prosser Inert Landfill, and Kennewick Inert Landfill. Additional information on these landfills located within the County can be found in Chapter 4.0 – Waste Transfer and Disposal.

7.9.3 Planning Issues

C&D debris waste volume at the Horn Rapids Landfill is experiencing growth due to population increases within the County. Management practices may need to be modified to include consideration of recycling opportunities for handling of specific recyclable waste streams in the future.

7.10 Disaster Debris Management

This section addresses management and disposal of wastes generated during disasters within the County.

7.10.1 Regulations and Guidelines

Natural and man-made disasters can result in a surge of unanticipated debris that can inhibit or obstruct emergency services and overwhelm normal Benton County Department of Public Works capabilities. It is critical to clear debris immediately after a disaster to allow emergency vehicles to respond to life-threatening situations. Once the debris is cleared from the right-of-way and vehicle access is achieved, the removal and disposal of debris are important for the community’s recovery from a disaster.

Being prepared with a plan to address the increased quantity and potential types of disaster debris can help to protect the health and safety of the community. Successful implementation of that plan can positively affect the speed and cost of recovery and the ability to obtain financial assistance for the recovery efforts.

Numerous resources that provide guidance for the development of disaster debris management plans (DDMPs) are available. The EPA in March 2008 developed *Planning for Natural Disaster Debris* (EPA 2008) as a tool for local communities to create such a plan. Another guidance tool is the Federal Emergency Management Agency's (FEMA) *Public Assistance Program and Policy Guide, Appendix D: Debris Management Plan Job Aid* (FEMA 2016). Both of these documents are available online and provide guidance that could assist the County in developing a DDMP.

7.10.2 Current Practice

The County has an Emergency Services Department that has prepared an Emergency Management Plan (EMP).

From 2003 to September 2022, three federally declared disasters affected the County (not including fire management assistance), according to FEMA's website:

- Severe winter storms, flooding, landslides, and mudslides – 2017
- Drought Declaration – 2019
- COVID-19 Pandemic – 2020

The County is historically at risk primarily for storm, drought, and fire disasters. However, wind-borne ash from the 1980 volcanic eruption of Mount St. Helens also affected the County. Table 7-2 summarizes the types of disasters most likely to occur in or near the County and the types of debris likely to be generated. Evaluation of potential disasters and resultant debris can help prepare for disaster response and recovery.

Table 7-2. Potential Disasters and Resultant Debris

Debris Type	Biodisaster / Epidemic	High Winds	Floods	Wildfires	Winter Storms	Volcanoes
C&D Material: concrete, asphalt, metal, wallboard, brick,		XX	X	X	X	X
Personal property: appliances, e-waste, MRW, furniture, other personal belongings		XX	X	X		
Vehicles and vessels		X	X	X		
Vegetative debris: trees, yard debris, woody debris		X	XX	X	XX	X
Animal carcasses, bedding, manure, contaminated items	XX					
Displaced sediments: sand, soil, rock, sediment			XX	X		X
Mixed other debris		X	X	X		X

Note: X = smaller quantity; XX = significant quantity

Planning for debris management enables the County to consider and evaluate alternative debris management options before a natural disaster occurs. Adequate preparation

helps make disaster debris management more cost-effective and meet community concerns, which typically include:

- Public health and safety.
- Prioritizing response activities to target resources in an appropriate manner.
- Preserving property and the environment.
- Minimal impact or disruption of normal solid waste services.
- Cost.
- Compliance with regulations governing specific waste streams such as asbestos and hazardous waste.
- Availability of facilities permitted to accept specific waste streams.
- Ability to recycle portions of the waste stream.
- Eligibility for cost-recovery funds through FEMA or other government programs.

7.10.3 Planning Issues

In an emergency, timely response, saving lives, and minimizing property damage are the primary goals. Following the initial response, disaster debris handling becomes important. A DDMP can be used to coordinate between emergency responders and County agencies that provide various services. Following the DDMP during and after an emergency is likely to allow for a speedier response and recovery and assist in reducing the financial impact. The DDMP supplements the EMP by elaborating on debris clearance and demolition activities. Following are issues the DDMP could address:

- Forecast of type and quantity of debris;
- Types of equipment required to manage debris;
- Description of critical local accessibility routes;
- Plan for public debris collection and removal and debris removal from private property;
- Plan for informing the public regarding debris handling;
- Health and safety requirements for emergency workers;
- List of environmental considerations and regulatory requirements;
- Temporary debris management sites and disposal locations, including any necessary permits or variances;
- Potential resources, such as contractors or County staff, and their responsibilities; and
- Plan for monitoring debris removal and disposal operations.

7.11 Electronic Waste

This section addresses disposal of electronic and electronic equipment waste, commonly referred to as “e-waste,” generated within the County.

7.11.1 Regulations and Guidelines

Electronic products contain heavy metals and other chemicals at hazardous levels that make them difficult to dispose of safely. The Electronic Product Recycling law (RCW 70A.500) requires manufacturers of computers, monitors, laptops, and portable computers to provide recycling services throughout the state at no cost to households, small businesses, small local governments, charities, and school districts. This law led to the E-Cycle Washington program developed by Ecology. Names and locations of collection sites can be obtained by calling 1-800-RECYCLE or going to www.ecyclewashington.org.

7.11.2 Current Practice

The E-Cycle Washington program allows for the collection and recycling of televisions, desktop computers, laptop computers, tablet computers, e-readers, portable video disc players, and computer monitors. However, peripherals such as keyboards, mice, and printers are not covered by the program. More than 330 collection sites (statewide) have been established since January 2009. In the first 5 years of its existence, E-Cycle Washington has collected more than 200 million pounds of discarded electronics. The County currently has 14 sites that accept electronic waste free of charge.

7.11.3 Planning Issues

Based on the E-Cycle Washington statistics, the statewide program is working well.

7.12 Junk Vehicles

This section addresses disposal of junk vehicles within the County.

7.12.1 Regulations and Guidelines

RCW 70.93.060 prohibits the abandonment of junk vehicles upon any property located in a county unincorporated area. Abandoned vehicles are also regulated under RCW 46.55, which establishes rules for removal and disposal of junk vehicles. If a junk vehicle is abandoned in violation of RCW 70.93.060, RCW 46.55.230 governs the vehicle’s removal, disposal, and sale, and the penalties that may be imposed against the registered owner of the vehicle.

7.12.2 Current Practice

The County does not accept any licensed vehicles for disposal at the landfills and transfer stations due to Washington State rules and regulations. Junk vehicles may be taken to an auto recycling center for disposal.

7.12.3 Planning Issues

Current junk vehicle waste management and disposal practices are generally adequate and should be maintained.

7.13 Litter and Illegal Dumping

This section addresses litter and illegal dumping within the County.

7.13.1 Regulations and Guidelines

The Waste Reduction, Recycling, and Model Litter Control Act, RCW 70.93, is the primary law that guides and directs litter programs in Washington State. Originally passed by the Washington State Legislature in 1971 as the Model Litter Control Act, the law was the first of its kind anywhere. Voters ratified the law in the 1972 general election as an alternative to beverage container deposits. Amendments in 1979 added a youth employment program and public awareness activities concerning recycling.

Concern over the litter problem increased in 1997, after which Ecology convened a Litter Task Force to examine the effectiveness of litter control in Washington State. The Litter Task Force made several recommendations for improving the existing system and moving toward a standard of zero litter. These recommendations formed the basis of the 1998 Litter Act (Second SHB 3058), amending RCW 70.93. The 1998 Litter Act included several changes. Most significantly, it put Ecology in a leadership role overseeing funds from the Waste Reduction, Recycling, and Litter Control Account.

7.13.2 Current Practice

Current practices for litter and illegal dumping vary in the County and are described below.

7.13.3 Litter

The County has a Litter Control Program in place. The program is funded with grant money from Ecology from a dedicated account, the Waste Reduction, Recycling, and Model Litter Control Account (RCW 70.93.180). Money is raised from a tax on industries whose products tend to contribute to the litter problem. In the budget that began July 1, 2013, funds were transferred from this dedicated account to State Parks to meet other state priorities. Beginning in 2008, half of the funds were redirected away from the litter grants; however, funding was fully restored in 2019.

The County program utilizes an adult corrections crew from the County Jail with litter picked up on County and municipal roadways, trails, parks, and properties.

7.13.4 Illegal Dumping

The Health District receives and investigates illegal dumping and nuisances throughout the County. Additional information regarding the Health District investigation and enforcement program can be found in Chapter 10.0 – Administration, Financing, and Enforcement.

7.13.5 Planning Issues

Currently, funding for the Countywide Litter Control Program comes from grant funding through Ecology. If funding is reduced, the County Litter Control Program will have to look to other funding sources or discontinue the program. In addition, funding for the Health Department enforcement program comes from grant funding from Ecology.

7.14 Mattresses

This section addresses mattress disposal within the County.

7.14.1 Regulations and Guidelines

Mattresses represent a small part of the waste stream, but can be problematic due to their bulk and size. There are currently no regulatory requirements directed at recycling or disposal of mattresses in the state.

7.14.2 Current Practice

Customers with mattresses are referred to the landfill and transfer stations for disposal.

7.14.3 Planning Issues

Current mattress waste management and disposal practices are generally adequate and should be maintained. Additional opportunities for recycling of mattresses should be considered if they become available, including EPR legislation to eliminate this bulky material from disposal in the landfills and to preserve valuable landfill space.

7.15 Petroleum-Contaminated Soils

This section addresses disposal of petroleum-contaminated soils (PCS) within the County.

7.15.1 Regulations and Guidelines

PCS can contain fuel oil, gasoline, diesel, or other volatile hydrocarbons in concentrations below dangerous waste levels, but greater than cleanup levels established by Ecology. Small amounts of PCS may be disposed of as solid waste in an approved landfill. Depending on the contamination levels, large amounts may need to be treated by a process that removes or destroys the contamination. Treatment processes include aeration, bioremediation, thermal stripping, and incineration.

7.15.2 Current Practice

The County refers PCS to the WM Kennewick Transfer Station and the Horn Rapids Landfill for disposal. The Health District monitors acceptance and disposal of PCS at the landfill. The transfer station in Kennewick also accepts PCS for export to the regional landfills for disposal.

7.15.3 Planning Issues

Current management and disposal practices are generally adequate to handle the volume of PCS generated within the County.

7.16 Pharmaceuticals

This section addresses disposal of pharmaceuticals within the County.

7.16.1 Regulations and Guidelines

Generally, two types of pharmaceuticals are of interest to County waste management: (1) controlled substances (prescription drugs and illegal drugs) and (2) over-the-counter, nonprescription substances (e.g., aspirin, vitamins, other health supplements, cold medicines). Controlled substances are covered by their own regulations, which do not address disposal other than to prevent their reuse. Over-the-counter substances are not specifically addressed by solid waste regulations.

7.16.2 Current Practice

RCW 69.48, The Drug Take-Back Program created a unified, statewide medications return program for the collection of covered drugs in 2020. Administered by the Washington State Department of Health and funded by pharmaceutical producers, Washington State's Drug Take-Back Program became the first statewide EPR program for residential medications in the nation. A list of drop-off locations is available online at: <https://medtakebackwashington.org/>.

The County encourages people to give pharmaceutical waste to community drug take-back programs to provide proper disposal rather than mixing it with trash. The Costco pharmacy and Kennewick Police Department offer drug-take back programs that can be utilized.

7.16.3 Planning Issues

Currently, the EPA lists pharmaceuticals and personal care products as “contaminants of emerging concern.” For household pharmaceuticals, the EPA’s interim recommendation is to not flush medications to the sewer or septic tank. Rather, the EPA recommends that residents double-bag medications and place them directly into exterior garbage cans to avoid children or pets accessing them.

Current pharmaceutical waste management and disposal practices are generally adequate.

7.17 Street Sweepings/Vactor Waste

This section addresses disposal of wastes generated from maintaining paved areas within the County.

7.17.1 Regulations and Guidelines

Street sweepings and vactor wastes may be contaminated with a variety of materials, depending on the locale, unauthorized or accidental discharges, and frequency of cleaning. Both street sweepings and vactor waste may contain small amounts of petroleum hydrocarbons from motor oil that leaks from vehicles traveling on public streets. Currently, vactor wastes can be classified as clean fill, solid waste, or dangerous wastes, depending upon the level of contamination.

7.17.2 Current Practice

Street sweepings and vector waste collected at the West Richland, Richland, and Kennewick decant facilities are routinely tested for Model Toxics Control Act levels. Kennewick disposes of the material at their Inert Landfill, Richland utilizes the material as an alternate cover for the landfill, and West Richland uses it for fill material on various city projects. Prosser also disposes of street sweepings in their Inert Landfill.

7.17.3 Planning Issues

Current waste management and disposal practices for street sweepings and vector waste are generally adequate.

7.18 Tires

This section addresses tire disposal within the County.

7.18.1 Regulations and Guidelines

WAC 173-350-100 defines waste tires as any tires that are no longer suitable for their original intended purpose because of wear, damage, or defect. WAC 173-350-350 imposes restrictions on outdoor piles of more than 800 tires.

7.18.2 Current Practice

Many tire shops and auto repair shops recycle the tires they replace (typically for a fee). Waste tires are also accepted at the Kennewick Transfer Station and Horns Rapid Landfill for a fee.

7.18.3 Planning Issues

Recycling and disposal practices for tires are generally adequate. The areas of primary concern are large tire stockpiles, loads of tires that are illegally dumped on public or private property, and small quantities of tires stored by residents and businesses for disposal at some indeterminate future date.

7.19 Needs and Opportunities

The status of the recommendations made by the 2013 Plan can be found in Appendix D.

7.20 Alternatives and Evaluations

Existing service gaps and other issues connected to the special waste component of solid waste management are discussed below.

7.20.1 General Alternatives

Collection programs may be required or desired in the future for materials that cannot be fully anticipated at this time. As these needs arise or are identified, options should be evaluated and feasible cost-effective solutions implemented, as necessary. Possible steps that could be taken include the following:

- **Increased education:** Additional education for generators who are the sources of the waste stream could be conducted to promote safe handling and disposal practices.
- **Collection programs:** Additional or new collection programs could be developed or existing ones expanded to include additional materials or sources.
- **Product stewardship:** New product stewardship programs could be considered or supported to address specific waste materials.

7.20.2 Construction and Demolition Debris Alternatives

There are currently few opportunities for C&D recycling, although specific types of C&D materials (e.g., clean wood, cardboard, metals, and reusable building materials) can be diverted to various recovery operations. In general, reuse and recycling options for C&D wastes could include:

- **Salvage for on-site and off-site reuse:** This option generally applies to demolition projects, although a small amount of reusable materials and products is also generated at construction sites. To be effective, salvaging requires pre-demolition removal of reusable materials and hence requires some additional time and steps in a project's schedule. Off-site reuse could be accomplished through a variety of means, including reuse stores and private efforts.
- **On-site crushing and grinding for reuse and recycling:** This generally applies to concrete and asphalt, which could be crushed to serve as road base or replace other basic materials, although in some cases wood and other materials could also be handled on-site.
- **Source separation for off-site processing:** Source separation at C&D sites could allow recycling of wood, cardboard, and other materials.
- **Mixed C&D processing off-site:** This option would require a significant investment in one or more facilities that are properly equipped and operated to process and market C&D waste.
- **Central site for recycling and reuse:** An ideal option could be a facility, or a series of local facilities, that combine reuse and recycling as appropriate for the material. These facilities could sell salvaged products (e.g., doors, windows, and cabinets), as well as crush or grind other materials (e.g., concrete and wood) for use as aggregate or hog fuel.
- **Collection depots at transfer and disposal facilities:** Collection containers for reusable and/or recyclable C&D materials at solid waste facilities could allow these materials to be transferred to a central processing or salvage facility. Transportation costs can be a significant barrier, however, since the recovered materials typically have only a low monetary value.

The County could partner with the Benton Habitat for Humanity ReStore to salvage and divert recyclable materials received at transfer stations. Materials that could be recycled and resold through the Habitat for Humanity ReStore could be set aside for pickup, or customers could be redirected to the Habitat for Humanity ReStore.

Contractors and homeowners could benefit from more information about the potentially hazardous materials that can be uncovered during demolition activities. Information could include proper handling and disposal as well as the potential health impacts. Disposers of C&D waste can most easily identify potential hazards if they separate their demolished waste. Others can learn about the hazards they are exposing themselves to with County-provided brochures. Contractors and homeowners could be given a brochure when they apply for a permit.

7.20.3 Disaster Debris Management Alternatives

The Benton County Department of Public Works, Solid Waste Division, could coordinate with the Benton County Emergency Management Department to determine details regarding debris removal and disposal activities that could provide better guidance for disaster debris management activities and preparedness. A portion of the details should describe critical lines of communication related to debris removal and disposal. This would facilitate a quicker response and reduce the number of decisions that need to be made during a disaster while the extent of damage and possible options for addressing them were being assessed. Any revisions to the EMP would best be done on the normal schedule for updating this document.

The County can develop a separate DDMP. In this case, both the EMP and a DDMP together would be used for guidance in the event of a disaster. The DDMP could either be a separate plan or be added as an appendix to the EMP. The DDMP could provide the detail for critical lines of communication specific to debris management activities, identify disasters that would most likely impact the solid waste system and the type of debris that would be generated from each one, address the need for temporary staging areas including potential locations, contain forms and brochures that could be easily modified for use in such an event, and have identified reuse/recycle activities that would minimize disposal at landfills. The level of detail for this DDMP could range from simple plans consisting largely of checklists and an outline of procedures to more complex plans that would be reviewed and approved by FEMA.

7.21 Recommended Actions

The following options were selected by the SWAC for recommended implementation:

- MW1) Continue to dispose of miscellaneous wastes through a cooperative effort with the Health District, waste haulers, transfer stations, landfills, the County, and Ecology.
- MW2) Promote proper reuse, recycling, and disposal of C&D wastes.
- MW3) Partner with private organizations such as the Benton Habitat for Humanity ReStore to promote recycling and reuse of C&D wastes and building materials.
- MW4) Develop an internal plan for handling disaster debris, in coordination with the Benton County Emergency Management Department.



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CHAPTER 8.0 MODERATE-RISK WASTE

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8.0 Moderate-Risk Waste

8.1 Introduction

This chapter discusses programs for MRW, identifies relevant planning issues, and develops and evaluates alternative strategies.

8.2 Background

This section provides a summary of MRW definitions, regulations and guidance, and Benton County MRW facilities.

8.2.1 Definitions

MRW refers to materials that have the characteristics of and pose the same risks as hazardous wastes: they are flammable, corrosive, toxic, and/or reactive. State and federal laws do not regulate these wastes as hazardous wastes due to their relatively small quantities. MRW is regulated by WAC 173-350-360 under the authority of RCW 70A.300 and RCW 70A.205. MRW is defined as solid waste that is limited to conditionally exempt Small-Quantity Generators (SQGs) waste and HHW.

8.2.1.1 HOUSEHOLD HAZARDOUS WASTE

The Hazardous Household Substances List developed by Ecology is shown in Table 8-1. When generated in a residence, these products become HHW when discarded.

8.2.1.2 SMALL QUANTITY GENERATOR WASTE

Many businesses and institutions produce small quantities of hazardous wastes; the list is the same as for HHW (see Table 8-1). SQGs produce hazardous waste at rates of less than 220 pounds per month or per batch (or 2.2 pounds per month or per batch of extremely hazardous waste) and accumulate less than 2,200 pounds of hazardous waste on site (or 22 pounds of extremely hazardous waste). Extremely hazardous wastes include certain pesticides and other poisons that are more toxic and pose greater risks than other HHW. SQGs are conditionally exempt from state and federal regulation, meaning that they are exempt only as long as they properly manage and dispose of their wastes.

Table 8-1. Hazardous Household Substances List				
Substance or Class of Substance	Flammable	Toxic	Corrosive	Reactive
Group 1: Repair and Remodeling				
Adhesives, Glues, and Cements	x	x		
Roof Coatings and Sealants		x		
Caulking and Sealants		X		
Epoxy Resins	X	X		X
Solvent-Based Paints	X	X		

Table 8-1. Hazardous Household Substances List				
Substance or Class of Substance	Flammable	Toxic	Corrosive	Reactive
Solvents and Thinners	X	X	X	X
Paint Removers and Strippers		X	X	
Group 2: Cleaning Agents				
Oven Cleaners		X	X	
Degreasers and Spot Removers	X	X	X	
Toilet, Drain, and Septic Cleaners		X	X	
Polishes, Waxes, and Strippers	X	X	X	
Deck, Patio, and Chimney Cleaners	X	X	X	
Solvent Cleaning Fluid	X	X	X	X
Household Bleach (>8% solution)			X	
Group 3: Pesticides				
Insecticides	X	X		
Fungicides		X		
Rodenticides		X		
Molluscides		X		
Wood Preservatives		X		
Moss Retardants		X	X	
Herbicides		X		
Fertilizers		X	X	X
Group 4: Auto, Boat, and Equipment Maintenance				
Batteries		X	X	X
Waxes and Cleaners	X	X	X	
Paints, Solvents, and Cleaners	X	X	X	X
Additives	X	X	X	X
Gasoline	X	X	X	X
Flushes	X	X	X	X
Auto Repair Materials	X	X		
Motor Oil		X		
Diesel Oil	X	X		
Antifreeze		X		
Group 5: Hobby and Recreation				
Paints, Thinners, and Solvents	X	X	X	X
Chemicals (including Photo and Pool)	X	X	X	X
Glues and Cements	X	X	X	
Inks and Dyes	X	X		
Glazes		X		

Table 8-1. Hazardous Household Substances List				
Substance or Class of Substance	Flammable	Toxic	Corrosive	Reactive
Chemistry Sets	X	X	X	X
Pressurized Bottled Gas	X	X		X
White Gas	X	X		X
Charcoal Lighter Fluid	X	X		
Batteries		X	X	X
Group 6: Persistent Bioaccumulative Toxins				
Mercury-Containing Products		X	X	
Lead-Containing Products		X		
E-Waste		X		
Polycyclic Aromatic Hydrocarbons		X		
Polychlorinated Biphenyl		X		
Group 7: Miscellaneous				
Ammunition	X	X	X	X
Asbestos		X		
Fireworks	X	X	X	X
Marine Aerial Flares	X	X		
Pharmaceuticals		X		
Non-Controlled Substances		X		
Sharps		X		
Personal Care Products	X	X	X	

Source: Guidelines for Developing and Updating Local Hazardous Waste Plans - Appendix F, Ecology, 2010.
<https://fortress.wa.gov/ecy/publications/documents/1007006.pdf>

8.2.2 Regulations and Guidance

MRW is primarily regulated by state and federal laws that govern proper handling and disposal of these wastes. A review of the recent regulatory changes affecting solid wastes and MRW is provided in Chapter 1.0 – Background, and the relevant details for MRW are repeated below.

8.2.2.1 MOVING WASHINGTON BEYOND WASTE AND TOXICS PLAN

Ecology released an updated waste and toxics reduction plan in 2021. Moving Washington Beyond Waste and Toxics focuses on reducing waste and toxics by adopting a sustainable materials management approach, which is also used by the EPA. This approach looks at the full life cycle of materials from design and manufacturing, through use, to disposal or recycling. The EPA believes that a sustainable materials management approach can help identify more sustainable ways to produce products that are less impactful to the environment. The vision of Moving Washington Beyond Waste and Toxics is as follows:

We can transition to a society where waste is viewed as inefficient, and where most wastes and toxic substances have been eliminated. This will contribute to economic, social and environmental vitality.

One of the five sections of the Moving Washington Beyond Waste and Toxics plan is titled “Managing Hazardous Waste and Materials.” The background information for this initiative explains that perhaps as little as 1 percent of SQG waste is properly managed on a statewide basis. For HHW, only about 16 percent (statewide) is estimated to be collected through local programs. The Moving Washington Beyond Waste and Toxics plan provides the following goals pertaining to MRW:

- Until toxic substances are phased out of products and use of hazardous materials declines, MRW collection will be maximized (GOAL HWM 11).
- MRW locations and programs will provide increased services for residents, businesses, and underserved communities (GOAL HWM 12).
- Facilities that collect MRW will be properly permitted (if required) and in compliance with applicable laws and rules (GOAL HWM 13).

8.2.2.2 HAZARDOUS WASTE MANAGEMENT ACT (RCW 70A.300)

The Hazardous Waste Management Act establishes requirements for state and local hazardous waste management plans, rules for hazardous waste generation and handling, criteria for siting hazardous waste management facilities, and local zoning designations that permit hazardous waste management facilities. The Hazardous Waste Management Act also establishes waste management priorities for hazardous wastes. In order of decreasing priority, the management priorities are:

- Waste reduction;
- Waste recycling;
- Physical, chemical, and biological treatment;
- Incineration;
- Solidification/stabilization/treatment; and
- Landfill.

The waste hierarchy is a key element in determining compliance of this Plan with state requirements.

Rules implementing the Hazardous Waste Management Act are codified in the Dangerous Waste Regulations (WAC 173-303). This regulation defines dangerous waste materials and establishes minimum handling requirements. State rules specifically exclude HHW and SQG wastes from Dangerous Waste Regulations, which have been amended several times over the years—most recently in 2014. The 2014 amendments allow mercury-containing equipment to be managed as a universal waste, require recyclers and used oil processors to develop closure plans and meet financial responsibility requirements, and provide several other changes and updates.

8.2.2.3 USED OIL

Washington State law (RCW 70A.205) requires local governments to manage used oil in conjunction with their MRW programs and to submit annual reports to Ecology.

8.2.2.4 MERCURY-CONTAINING LIGHTS PRODUCT STEWARDSHIP PROGRAM

Washington State rules (WAC 173-910) established a product stewardship program for mercury-containing lights. Producers of mercury-containing lights sold for residential use must finance and participate in the stewardship program. Counties can choose to have a collection site at their facilities, and retailers can also be designated collection sites for spent mercury-containing lights. Product stewardship program participants that accept mercury-containing light can be found at:

<https://www.lightrecycle.org/collection-site-locator/>

Additional information on Mercury-Containing Lights Product Stewardship can be found in Chapter 5.0 – Waste Reduction, Recycling, and Education and Outreach.

8.2.2.5 PAINT STEWARDSHIP

In 2019, SHB 1652 was approved by the state legislature to require producers of architectural paints sold in Washington State to participate in an approved paint stewardship program. PaintCare is the manufacturer's stewardship organization that operates the statewide recycling program. Benton County MRW Facility, Miller Paint, Rodda Paint, and Sherwin-Williams, located in Kennewick, are current participants in the statewide PaintCare recycling program and accept up to 20 gallons of latex and oil-based paint per visit from both households and businesses.

8.2.3 Benton County MRW Facility

The previous MRW Facility utilized by the County was lost in a fire in 2010. Prior to construction of a new facility, the County provided HHW collection events for County residents and eligible businesses. The most recent HHW collection event was provided in 2023.

In 2012, a feasibility study identified the existing County Road Maintenance Shops located at 1709 South Ely Street in Kennewick as a potential site for a new MRW Facility. The County determined that the existing County Road Maintenance Shops would be retrofitted for use as a permanent MRW Facility to replace the HHW collection events described above.

The MRW Facility (see Figure 8-1) was developed by retrofitting portions of the former County Road Maintenance Shops and office area (approximately 3,550 square feet). The remaining areas on the south end of the site, formerly vehicle maintenance bays, may be used for general storage but may not be used for MRW operations or storage.

The cost for construction of the new MRW Facility is estimated at \$1.2 million with contributions from Benton County, cities and towns, and grant funding from Ecology. Operations of the facility will be funded with a combination of grant funds and Benton County tipping fee revenues. The new MRW Facility is scheduled to open in late 2023.



Figure 8-1. Benton County MRW Facility

8.3 Moderate-Risk Waste Generation

RCW 70A.300(1)(a) requires local governments to prepare hazardous waste management plans that contain an assessment of the quantities, types, generators, and fates of hazardous waste in each jurisdiction. This Plan serves to compile that data for Benton County, and this chapter focuses on the MRW associated with HHW and SQG aspects/quantities of hazardous waste. The quantities, types, and fates of MRW in Benton County are described in Section 8.4. The following subsections focus on the generators of this waste in Benton County.

8.3.1 Hazardous Waste Inventory

The following information helps provide an inventory of hazardous waste management in Benton County by addressing dangerous waste generators (i.e., large-quantity generators), contaminated sites, transporters and processing facilities, and locations where hazardous waste facilities can be sited (“zone designations”).

8.3.1.1 DANGEROUS WASTE GENERATORS

Ecology records (latest data as of December 2021) show that 104 businesses and institutions in Benton County are registered as hazardous waste generators and reported the generation of waste. Nineteen businesses and institutions in Benton County that are registered with the EPA or have state identification numbers did not report generating hazardous waste in 2021.

8.3.1.2 REMEDIAL ACTION SITES

Ecology’s list of confirmed and suspected contaminated sites in Benton County can be found at:

<https://apps.ecology.wa.gov/cleanupsearch/reports/cleanup/contaminated>

As of November 2022, there were 94 of these sites identified in Benton County.

8.3.1.3 HAZARDOUS WASTE SERVICES (TRANSPORTERS AND FACILITIES)

Multiple private companies provide transportation and disposal services for a wide range of materials. The current list of these companies can be found at:

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Dangerous-waste-guidance/Dispose-recycle-or-treat/Hiring-a-contractor>

8.3.2 Inventory of Moderate-Risk Waste Generators

As stated above, MRW generators include HHW from local residents as well as SQG from local businesses and institutions. For residential sources in particular, products may be stored for several years before the resident determines that the material is no longer useful and takes it to an MRW facility. In addition, although quantities and types of MRW collected and shipped are tracked, it is unknown how many residents are recycling or disposing of wastes through drop-off programs and private collection services.

8.4 Existing Conditions

This section describes existing programs to manage MRW in Benton County.

8.4.1 Current Moderate-Risk Waste and Oil Programs

8.4.1.1 MRW COLLECTION

MRW in Benton County has been primarily collected through collection events and drop-off programs. With the opening of the County MRW Facility in 2023, the following are available drop-off programs active in the County, including:

- The County MRW Facility located at 1709 South Ely Street, Kennewick, will accept hazardous wastes from households at no charge. Hours of operation and SQG waste acceptance will be addressed by the County upon opening of the facility.
- Approximately 13 locations throughout the County accept used motor oil for recycling.
- Electronic waste is accepted through the E-Cycle Washington program. Additional information on this program can be found in Chapter 6.0 – Miscellaneous Wastes.
- Mercury-containing lights are accepted through the LightRecycle program.
- Paint is accepted through the PaintCare recycling program.
- The WSDA conducts agricultural chemical waste collection events in Eastern Washington on an as-needed basis. Participants must sign up in advance to bring in wastes, but there is no cost to participate.
- SQGs and large-quantity generators use the services of private companies that collect specific types of wastes, but little information is available on the amounts collected in this manner.

- Hazardous waste generated by the Hanford site is excluded from the planning area.

The County provides the following website to assist in finding HHW disposal and recycling options:

<https://www.co.benton.wa.us/pview.aspx?id=7666&catID=0>

8.4.1.2 PROCESSING, TRANSPORT, AND DISPOSAL

MRW has traditionally been processed, transported, and disposed of through collection events to be shipped off-site for recycling or disposal according to its Washington State Department of Transportation hazard classification (flammable, toxic, acid, corrosive, or reactive). MRW collected at these events is shipped to licensed hazardous waste treatment, storage, and/or disposal facilities. Table 8-2 provides the quantities of MRW processed, transported, and disposed of through collection events in 2019, 2021 and 2022.

Waste Type	2019	2021	2022
Acids	300	1,707	2,060
Antifreeze	1,166	2,850	6,264
Aerosols	1,200	6,812	4,483
Oil (All types)	73	7,013	1,462
Flammable Gas	2	1,817	46
Flammable Liquids	4,266	40,033	46,601
Flammable Solids	14	17	51
Oxidizers	123	496	235
Mercury (All types)	6	179	5
Paint – Oil-Based	5,796	0	0
Pesticide/Poison	10,950	4,104	4,650
Water Reactives	29	279	80
Batteries (All types)	1,896	5,094	2,950
Other Materials/Non-Regulated	1,845	10,328	2,654
TOTAL (in pounds)	27,666	80,729	71,541

8.4.1.3 COMPLIANCE AND ENFORCEMENT

Compliance issues are handled by the Health District, which responds to complaints and other problems as they are identified. The Health District receives LSWFA grant funding for this purpose.

8.5 Status of Previous Recommendations

The status of the recommendations made by the 2013 Plan can be found in Appendix D.

8.6 Alternatives and Evaluations

There are generally five components for local MRW management programs: two that address educational efforts and three that help fulfill the mandate to prepare a “program to manage moderate-risk waste” (RCW 70.105.220(1)(a)). These five elements are as follows:

- Public education program;
- Technical assistance program for businesses;
- Collection program for HHW and used oil;
- Collection program for business wastes; and
- A plan or program to ensure compliance by SQG and others.

The existing service gaps and other issues connected to these components are discussed below.

8.6.1 Public Education

HHW outreach efforts will be enhanced and increased, including distribution of flyers to households and businesses, at County facilities, and on the County websites. The County will utilize flyers/handouts available from Ecology and the Washington Toxic Coalition to distribute information to residents and businesses about MRW generation and proper disposal techniques. These efforts will be continued on an ongoing basis to reach new residents.

In addition, incorporation of the message into other programs that also benefit from HHW management could be considered. Other programs that have common objectives include programs that deal with storm water, ground water, municipal wastewater treatment, and on-site sewage system. Other facilities should also be participating in HHW messaging education, including the Horn Rapids Landfill and the privately owned and operated transfer station and drop-box sites. By coordinating messaging with other resource protection and waste management programs, the message is repeated, and attention will be focused on multiple benefits of the higher-priority management practices. This coordination effort could be handled by existing County staff in conjunction with current and future promotion and educational activities (as described in Chapter 5.0 – Waste Reduction, Recycling, and Education and Outreach).

8.6.2 Business Technical Assistance

Benton County is not currently providing technical assistance and education to businesses about SQG waste handling and disposal. The level of expertise required to effectively assist many businesses would require significant training for specific types of businesses and is better handled at the state level.

8.6.3 Household Collection

Household collection will be provided through the County MRW Facility scheduled to open in 2023. Other opportunities for HHW management are provided through statewide programs such as PaintCare, LightRecycle Washington, and E-Cycle Washington.

8.6.4 Business Collection

The County is considering the implementation of a program that would offer small businesses the opportunity to bring their wastes to the MRW Facility for proper handling and disposal. Currently, businesses (SQGs) rely on County MRW collection events for recycling and disposal of MRW materials. An alternative for handling business MRW is to charge SQGs to use the MRW Facility, as is done in most other Washington counties. The imposition of fees may cause some of the SQGs to dispose of their MRW by mixing it in with their solid waste or disposing of it in other undesirable ways, which creates human safety issues and/or environmental damage.

8.6.5 Compliance and Enforcement

Compliance and enforcement are currently being conducted on an as-needed basis, and there are no known issues with this approach.

8.6.6 Moderate-Risk Waste Plan Preparation

RCW 70A.300 requires local governments to prepare hazardous waste plans. The County has incorporated the hazardous waste plan update process into the Benton County Solid Waste Management Plan update process to maintain compliance with the rule.

8.7 Recommended Actions

The following recommendations are being made for moderate-risk waste:

- MRW1) Enhance the public education and outreach program for handling of MRW waste for households. Cross-sector avenues to enhance coordination with other County departments and waste handling and disposal facilities should be considered.
- MRW2) Consider options for handling of SQG waste with the opening of the County MRW Facility. Consideration should be given to implementation of potential fees for handling SQG waste to offset costs, educational efforts needed to implement, environmental concerns, and operational adjustments to the MRW Facility.
- MRW3) Continue to coordinate the schedule and process for updating the MRW Plan with the solid waste management plan (as is the current practice).



CHAPTER 9.0 ENERGY RECOVERY

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9.0 Energy Recovery

9.1 Introduction

This chapter addresses emerging technologies in energy recovery that increase solid waste diversion and decrease disposal.

9.2 Background

Waste processing and conversion technology options can be grouped into the following main technology classes:

- Thermal Technologies
 - Direct Combustion (various forms of traditional waste-to-energy)
 - Gasification
 - Plasma Arc Gasification
 - Pyrolysis
- Biological Technologies
 - Aerobic Composting
 - Anaerobic Digestion with biogas production for electricity or fuel generation
- Chemical Technologies
 - Hydrolysis
 - Catalytic and Thermal Depolymerization
- Mechanical Technologies
 - Autoclave/Steam Classification
 - Advanced Materials Recovery
 - Refuse-Derived Fuel Production



Figure 9-1. City of Spokane Waste-to-Energy Plant

There are also waste conversion technologies that are a combination of two or more technology classes. For example, mechanical and biological treatment technologies combine mechanical separation and treatment with biological processing, while waste-to-fuel technologies combine mechanical pre-processing with thermal and chemical conversion processes.

9.3 Existing Conditions

As discussed in Chapter 4.0 – Waste Transfer and Disposal, MSW from the County is disposed of at multiple landfill facilities including the Horn Rapids Landfill located in the

County, Waste Management’s Columbia Ridge Landfill in Gillam County, Oregon, and the Waste Connections’ Finley Buttes Landfill in Morrow County, Oregon.

The Horn Rapids Landfill currently flares landfill gas collected but has an approved facility project with Pine Creek RNG to recover, clean, and reuse the gas collected through an agreement with Cascade Natural Gas.

The Columbia Ridge Landfill manages landfill gas to generate renewable energy, reduce emissions, and prevent odor. The landfill gas collection system collects 9,400 cubic feet per minute of landfill gas through more than 100 wells. A portion of the gas is sent to an on-site energy plant, with the remaining gas managed by flares per federal requirements. The energy plant at Columbia Ridge uses landfill gas to generate renewable energy. Gas collected from the landfill powers 12 engines, which produce 12.8 megawatts (MW) of electricity—enough to power 12,500 homes in Seattle through an agreement with the City of Seattle. Columbia Ridge is also home to 90 wind turbines with the capacity to generate 150 MW of power.

The Finley Buttes Landfill recovers energy through an installed gas collection and recovery system on the landfill site. This system allows for the sale of 25 million kilowatts per year to Pacific Corp and also provides a heat equivalent of 45,000 therms to Cascade Specialties, a local food processing plant.

Energy recovery from MSW should remain a continuing consideration for the County.

9.4 Status of Previous Recommendations

The status of the recommendations made by the 2013 Plan can be found in Appendix D.

9.5 Alternatives and Evaluations

Existing service gaps and other issues connected to the energy recovery component of solid waste management are discussed below.

9.5.1 Energy Recovery Needs

The County’s waste stream is relatively small for energy recovery and would not economically support the high capital expenditures required for facility construction of waste processing and conversion technology alternatives when compared to the existing disposal program.

As an example, the 2022 MSW tipping fee at the City of Spokane Waste-To-Energy Facility is \$117.16 per ton. In comparison, the 2022 MSW tipping fee at Waste Management’s Kennewick Transfer Station is \$48.92 per ton, the Basin Disposal Transfer Station in Prosser is \$18.00 per yard, and the City of Richland Horn Rapids Landfill is \$51.10 per ton for Richland residents and \$76.15 for non-residents.

Ample landfill capacity is currently available at the Columbia Ridge Landfill, Finley Buttes Landfill, and Horn Rapids Landfill for County waste. Detailed information regarding landfill disposal is included in Chapter 4.0 – Waste Transfer and Disposal.



9.6 Recommended Actions

The following recommendation is made for energy recovery:

- ER1) The County will monitor developments and progress in waste processing and conversion technologies in the event that current conditions change.

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CHAPTER 10.0 ADMINISTRATION, FINANCING, AND ENFORCEMENT

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10.0 Administration, Financing, and Enforcement

10.1 Introduction

This chapter addresses the administrative, financing, and enforcement activities related to solid waste.

10.2 Background

The County, cities, towns, and several other organizations and agencies are responsible for providing enforcement of federal, state, and local laws and regulations that guide the planning, operation, and maintenance of the region's solid waste management system. This local enforcement authority ensures that the County system meets applicable standards for the protection of human health and environmental quality in the region.

10.3 Existing Conditions

Administrative responsibility for solid waste handling systems in the County is currently divided among several agencies and jurisdictions in local, county, and state governments. Each organization involved in the County solid waste management system is described below.

10.3.1 Benton County Public Works Department - Solid Waste Division

The Washington State Solid Waste Management Act, RCW 70A.205, assigns local government the primary responsibility for managing solid waste. Solid waste handling, as defined in RCW 70A.205, includes the "management, storage, collection, transportation, treatment, utilization, processing, and final disposal of solid wastes, including the recovery and recycling of materials from solid wastes, the recovery of energy resources from solid wastes or the conversion of the energy in solid wastes to more useful forms or combinations thereof."

RCW 36.58 authorizes the County to develop, own, and operate solid waste handling facilities in unincorporated areas or to accomplish these activities by contracting with private firms. The County also has the authority and responsibility to prepare comprehensive solid waste management plans for unincorporated areas and for jurisdictions that agree to participate with the County in the planning process.

The County has entered into interlocal agreements with all incorporated cities and towns prior to starting the Plan review, update, and adoption process. These agreements address the Plan participation and can be found in Appendix A.

The County exercises its solid waste responsibilities through the Benton County Public Works Department - Solid Waste Division. The specific administrative functions performed include the following:

- Administering, staffing, and operating the MRW Facility.
- Administering and staffing public education programs for waste reduction and recycling.

- Administering contracts.
- Maintaining the Plan as adopted in relation to public health, safety, and sanitation and providing regulations to govern the storage, collection, transfer, transportation, processing, use, and final disposal of solid waste by all persons in the County.
- Providing staff support for the SWAC.

Figure 10-1 illustrates the County Public Works - Solid Waste organizational structure. County Public Works - Solid Waste is staffed by three full-time employees who handle MRW Facility operations and one part-time employee who handles program coordination, education, and outreach activities.

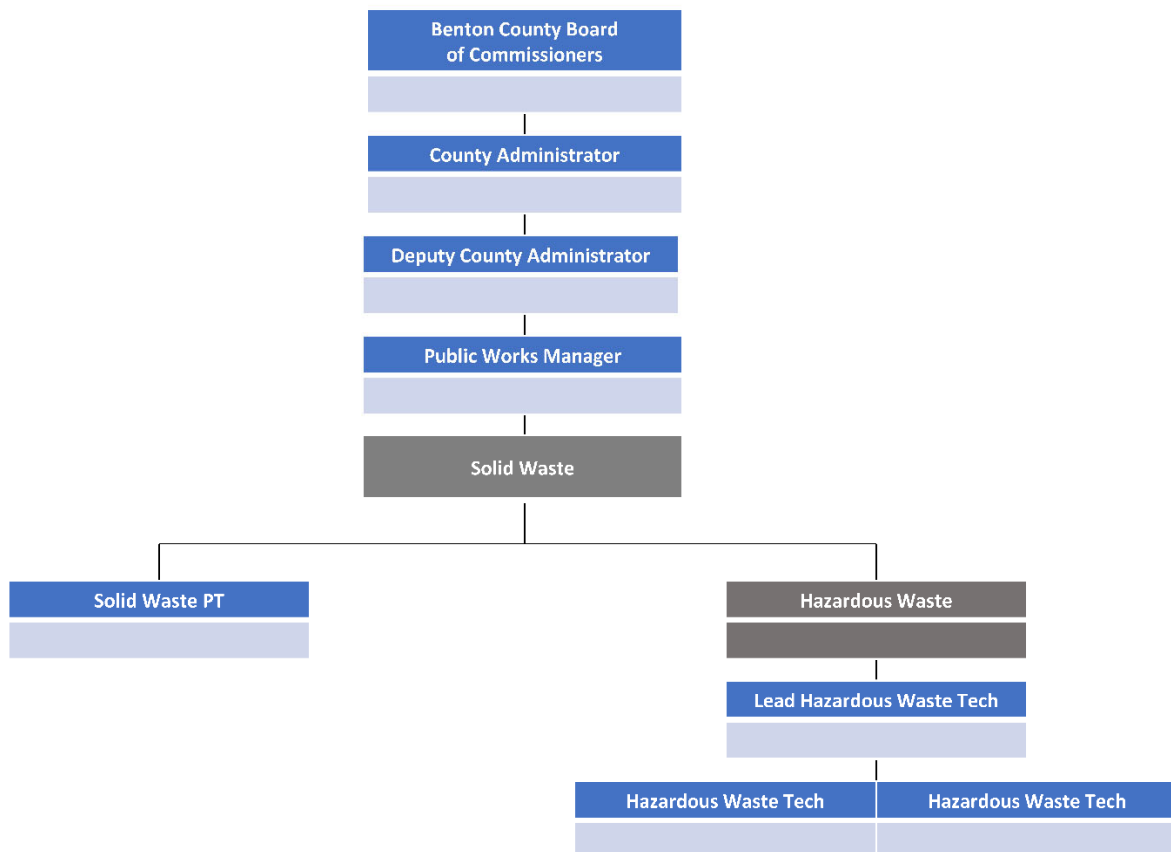


Figure 10-1. Benton County Public Works Department - Solid Waste Organizational Structure

The County Public Works - Solid Waste Fund is funded by the fees collected through the Interlocal Agreements between the County and cities and towns and through Resolution 97-082 and County Ordinance No. 93-056, which provide for a fee assessed on waste collection companies in the amount of 4.5 percent of the annual gross revenues for those collection companies operating in the unincorporated areas of the County. The County also receives grant monies from Ecology for solid waste management planning activities,

litter cleanup, and pilot projects. Table 10-1 shows the actual revenues and expenses for fiscal years 2019 through 2020 and for fiscal years 2021 through 2022.

Table 10-1. Benton County Solid Waste Financial Information		
	1/1/2019 – 12/31/2020 Actual	1/1/2021 – 12/31/2022 Actual
Revenues		
Pollution Control & Remediation Services	\$536,338	\$474,552
Solid Waste Services	\$50,965	0
Grant Revenues	\$170,032	\$747,053
Other Miscellaneous Revenues	\$179,009	0
Other Non-Revenues	\$15,731	\$2,990
Total Revenues	\$952,075	\$1,224,595
Expenses		
Personnel	\$4,196	0
Supplies	\$8,359	\$1,228
Services	\$273,481	\$353,884
Interfund Payments	\$45,851	\$63,278
Capital Expenses	\$106,483	\$1,093,119
Total Expenses	\$438,370	\$1,511,509
Total Balance/(Deficiency)	\$513,705	(\$286,914)

10.3.2 Benton County Solid Waste Advisory Committee

Per RCW 70A.200, the Board of County Commissioners has appointed the SWAC to help develop solid waste handling programs and policies. The SWAC members are appointed through the Interlocal Agreements between the County and cities and towns, with additional members representing other interested groups appointed directly by the Board of County Commissioners. The SWAC consists of a minimum of nine members and a maximum of 12 members, each with one vote, and membership is outlined in the bylaws to include citizens, public interest groups, businesses, the waste management industry, agriculture, and local elected officials. Additional information regarding the SWAC By-laws can be found in Appendix C.

10.3.3 Incorporated Cities

RCW 35.21.152 empowers cities to develop, own, and operate solid waste handling systems and to provide for solid waste collection services within their jurisdictions. There are seven incorporated cities and towns in Benton County.

One municipality (City of Richland) operates their own collection program, with four private haulers operating within the County boundary and in individual cities and towns as contracted. The City of Richland collection program is operated within the city

boundaries, as adjusted periodically by annexations. The private haulers operate in the unincorporated areas and in the other municipalities. Fees charged for the service cover the expenses of the system, although some cities also charge a “utility tax” that assists in funding other city functions. Detailed information about collection in individual cities is included in Chapter 3.0 – Solid Waste Collection.

10.3.4 Benton Franklin Health District

The Benton Franklin Health District (Health District) works with the public, cities, counties, and state agencies to develop and implement plans for the safe storage, collection, transportation, and final disposal of solid waste. The Health District works to ensure compliance with RCW 70A.205 and WAC 173-304 - Minimum Functional Standards for Solid Waste Facilities. The Health District is responsible for the following:

- Permitting solid waste facilities operating in Benton County.
- Ensuring that permits are consistent with the Plan, local ordinances, and appropriate Washington state and federal regulations.
- Oversight of existing permitted facilities.
- Responding to complaints regarding improper storage and disposal of solid waste.
- Investigating illegal dumping and non-permitted dump sites.

Solid waste facility permits are required in accordance with WAC 173-303, 173-350, and 173-351. Facilities are required to obtain solid waste handling permits from the Health District.

The State Environmental Policy Act (SEPA), RCW 43.21C, requires all governmental agencies to consider the environmental impacts of a proposal before making decisions. An Environmental Impact Statement (EIS) must be prepared for all proposals with probable significant adverse impacts on the quality of the environment. In order to determine if an EIS is necessary, an environmental checklist must be completed. For this planning document, a SEPA checklist has been completed and is included as Appendix F.

Applicants for new solid waste permits within the County will notify the Health District. The applicant will submit a permit application and a SEPA checklist to the Health District, which forwards such applications to the Benton County Public Works Department - Solid Waste Division.

The County Public Works - Solid Waste will then request a meeting of the SWAC for the purpose of reviewing the permit application for conformance to the Plan. The SWAC will review the documents and will return its findings to the Health District, which will consider and include those findings in its final decision.

The Health District will forward such findings and comments, along with the SEPA checklist and permit application, to the Benton Franklin County Board of Health. Final approval or disapproval of the application shall rest with the Health District, which shall issue its approval/disapproval of the application within 90 days after its receipt, pursuant to RCW 70A.205.

10.3.5 Washington State Department of Ecology

RCW 70A.205 provides for a comprehensive, statewide solid waste management program and assigns primary responsibility for solid waste handling to local governments. This regulation gives each county, in cooperation with its cities, the task of setting up a coordinated solid waste management plan that places an emphasis on waste reduction and recycling programs. Enforcement and regulatory responsibilities are assigned to cities, counties, or jurisdictional health departments/districts (like the County Health District), depending on the specific activity and local preferences, but Ecology issues permits for land application of biosolids.

Ecology has promulgated WAC 173-350, Solid Waste Handling Standards, which addresses the operational and other requirements for recycling and composting facilities as well as inert and special-purpose landfills. WAC 173-351, Criteria for Municipal Solid Waste Landfills, contains the current standards for MSW landfills.

The Model Litter Control and Recycling Act (RCW 70A.205) prohibits depositing garbage on any property not properly designated as a disposal site. There is also a “litter fund” that has been created through a tax levied on wholesale and retail businesses, and the monies from this fund are being used for education, increased litter cleanup efforts, and contracts to eligible county entities for illegal dump cleanup activities.

Under the Model Toxics Control Act (MTCA) (RCW 70A.300), grants are available to local governments for solid waste management plans and programs, hazardous waste management plans and programs, and remedial actions to clean up existing hazardous waste sites. Solid and hazardous waste planning and programs are funded through the Local Solid Waste Financial Assistance Grants program administered by Ecology’s Solid Waste and Financial Assurance Program. The state rule that governs this program is WAC 173-312 – Local Solid Waste Financial Assistance.

10.3.6 Washington Utilities and Transportation Commission

The WUTC regulates privately owned utilities that provide public services such as electric power, telephone, natural gas, private water, transportation, and refuse collection. WUTC’s authority over solid waste collection is established in RCW 81.77. This authority does not extend to companies operating under contract with any city or town or to any city or town that undertakes solid waste collection. WUTC regulates solid waste collection companies by granting “certificates of convenience and necessity” that permit collection companies to operate in specified service areas. WUTC also regulates solid waste collection, under authority of RCW 81.77.030, by performing the following functions:

- Fixing collection rates, charges, classifications, rules, and regulations.
- Regulating accounts, service, and safety of operations.
- Requiring annual reports and other reports and data.
- Supervising collection companies in matters affecting their relationship to their customers.

- Requiring collection companies to use rate structures consistent with Washington State waste management priorities.

The WUTC requires certificate holders to provide the minimum levels of solid waste collection and recycling services established by a local solid waste management plan and enacted through an ordinance. Solid waste companies operating in the unincorporated areas of a county must comply with the local solid waste management plan (RCW 81.77.040).

At its option, the County may notify the WUTC of its intention to have the G-certificate holder bid on the collection of source-separated recyclable materials from residences in unincorporated areas. Commercial recycling is also regulated by the WUTC under laws that apply in general to motor freight carriers (RCW 81.80), although their oversight is limited to requiring a permit (at \$100 per year) and also to requiring companies to carry insurance, conduct drug testing of employees, and conduct a few other activities.

This Plan contains a cost assessment (see Appendix G) prepared according to the *WUTC Cost Assessment Guidelines for Local Solid Waste Management Planning* (WUTC October 2019). RCW 70A.205 grants the WUTC 45 days to review the Plan's impact on solid waste collection rates charged by solid waste collection companies regulated under RCW 81.77 and to advise the County and Ecology of the probable effects of the Plan's recommendations on those rates.

10.3.7 United States Environmental Protection Agency

At the federal level, the Resource Conservation and Recovery Act (RCRA) of 1976, as amended by the Solid Waste Disposal Act Amendments of 1980 (42 United States Code 6901-6987), is the primary body of legislation addressing solid waste. Subtitle D of RCRA deals with non-hazardous solid waste disposal and requires the development of a state comprehensive solid waste management program that outlines the authorities of local, state, and regional agencies. Subtitle D requires that the state program prohibit "open dumps" and provide that solid waste is handled in an environmentally sound manner.

10.4 Status of Previous Recommendations

The status of the recommendations made by the 2013 Plan can be found in Appendix D.

10.5 Alternatives and Evaluations

Existing service gaps and other issues connected to administration, financing, and enforcement components of solid waste management are discussed below.

10.5.1 Long-Term Funding Needs

Financial resources are necessary to provide for the continuation of recycling and hazardous waste diversion and education programs; for repairs, maintenance, and construction of solid waste facilities; and for compliance with new and more stringent rules and regulations governing solid waste management. These resources may be provided by taxes, solid waste tipping fees, grants, or any combination of these sources.

Solid waste funding for recycling and educational programs in the County are currently reliant on the tipping fees assessed at the solid waste facilities and, on occasion, LSWFA grant funding. Additional funding options (grouped by category) and the associated implementation entities are provided in Table 10-2.

Table 10-2. Benton County Solid Waste Financial Information				
Possible Funding Methods	Potential Implementation Entity			
	City	County	State	Private Sector
User Fees, Rates, Surcharges				
1. Cost-of-Service-Based Rates	X	X		X
2. Other Volume-Based Rates	X			
3. Fixed Per-Customer Service Rates	X			X
4. Collection Rate Surcharges	X			
5. Planning Fees		X		
6. Weight or Volume-Based Disposal Fees	X	X		X
7. Fixed Per-Customer Disposal Fees	X	X		X
8. Disposal Surcharges	X	X		
Taxes				
9. MTCA Funds, Hazardous Substance Tax		(x)	X	
10. State Litter Tax		(x)	X	
11. Disposal Department Excise Tax		X		
12. Mandatory Collection		X		
13. Franchise Fees	X		X	
Other				
16. Enforcement Fines/Penalties		X		
17. Sales of Recyclable Materials	X	X		X
18. Recycling Fees/Charges	X	X		X
19. Sales of Recovered Energy	X	X		X
20. Utility Tax	X			
21. General Fund Revenues	X	X		
22. Bond Financing		X		(x)
23. Public Works Assistance Account ¹	X	X		

Note: X = Implementing authority, (x) = potentially benefits from funding method but cannot implement it.

¹ The Public Works Assistance Account, commonly known as the Public Works Trust Fund, was established by WAC 43.155 to be used by the Public Works Board to finance local government infrastructure loans.

10.5.2 Collection and Disposal Districts

RCW 36.58 – Solid Waste Disposal, establishes the counties' rights and responsibilities regarding solid waste management, including the authority to establish solid waste disposal districts. The authority to establish solid waste collection districts is provided in RCW 36.58A. Either district type can include the incorporated areas of a city or town only with the city's consent. A solid waste district (for collection or disposal) could centralize functions that are now handled by a variety of county and city agencies, but it may be difficult to develop a consensus on the formation and jurisdiction of either type of district. Either type of district may be able to alleviate illegal dumping and other problems through the institution of mandatory garbage collection (for a collection district only) and different financing structures.

The establishment of a solid waste collection district that can act in a similar capacity is allowed by RCW 36.58A. A collection district can be created following the adoption of a SWMP; however, a collection district does not appear to possess taxing authority. According to RCW 36.58A.040, the revenue-generating authority of a collection district is limited.

A solid waste disposal district is a quasi-municipal corporation with taxing authority set up to provide and fund solid waste disposal services. A disposal district has the usual powers of a corporation for public purposes, but it does not have the power of eminent domain. A county legislative authority (i.e., the Board of County Commissioners) would be the governing body of the solid waste disposal district.

RCW 36.58.130 allows the creation of a disposal district to provide for all aspects of solid waste disposal. This includes processing and converting waste into useful products, but specifically does not allow the collection of residential or commercial garbage. A disposal district may enter into contracts with private or public agencies for the operation of disposal facilities and then levy taxes or issue bonds to cover the disposal costs. Thus, a disposal district established in the County could assess each resident or business in the unincorporated area (in incorporated areas only with the city's approval) a pro rata share of the cost of disposal. This could help discourage illegal dumping by covering at least part of the disposal cost through mandatory payments so that the additional expense for proper disposal would be lower than it is currently. In other words, the assessment by the disposal district would be paid regardless of where the resident or business dumped the waste or whether it was self-hauled or transported by a commercial hauler, and the latter two options would be less expensive by the amount of disposal costs already paid.

RCW 36.58.140 states that a disposal district may "collect an excise tax on the privilege of living in or operating a business in the solid waste disposal taxing district, provided that any property which is producing commercial garbage shall be exempt if the owner is providing regular collection and disposal." The disposal district has a powerful taxing authority, since it may attach a lien to each parcel of property in the district for delinquent taxes and penalties, and these liens are superior to all other liens and encumbrances except property taxes.

The funds obtained by a disposal district tax may be used "for all aspects of disposing of solid wastes...exclusively for district purposes" (RCW 36.58.130). Potential uses include:

- Cleanup of roadside litter and solid wastes illegally disposed of on unoccupied properties within the district.
- Public information and education about waste reduction and recycling.
- Defraying a portion of the cost of disposal.
- Subsidizing waste reduction/recycling activities.
- Subsidizing the MRW Facility and collection events.
- Closure and post-closure costs for landfills and for other solid waste facilities.
- Solid waste planning.

10.5.3 Staffing

Adequate funding should be provided to maintain and/or increase staff at County levels, as needed, for the primary responsibility for solid waste management and for the Health District to monitor, permit, and enforce solid waste facilities and programs.

10.5.4 Permit Review

The SWAC may be included in the review of all new solid waste facility permit requests within Benton County, although final approval shall continue to reside with the jurisdictional Health District. Such permit requests, after review by the SWAC, will be forwarded to the Health District with comments. This review will ensure adherence to the Plan per RCW 70A.205.

10.6 Recommended Actions

The following options were selected by the SWAC for recommended implementation:

- AE1) Consider pursuing some of the additional funding strategies listed in Table 10-2 that can be implemented by the County directly and independently from other alternatives.
- AE2) Continue to adopt interlocal agreements between the County and the cities and towns to promote consistent service and funding levels for management of the solid waste programs.
- AE3) Consider the adoption of a solid waste disposal district to ensure that adequate funding is collected for implementation and management of solid waste programs.
- AE4) Provide adequate funding to maintain or increase staff at County and city levels, as needed.
- AE5) The Health District may include the SWAC in the review of all new solid waste facility permit requests.

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CHAPTER 11.0 IMPLEMENTATION PLAN

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11.0 Implementation Plan

This chapter of the Plan provides information about the cost and schedule for implementing the recommendations made in this Plan. Information is also provided on monitoring progress and maintaining the Plan.

11.1 Recommended Strategies, Implementation Schedule, and Budget

The recommendations made in previous chapters of this Plan are repeated below for convenient reference. Table 11-1 provides the approximate County budget for Plan recommendations that incur additional costs above and beyond current status quo costs and programs, proposed implementation schedule, and primary responsibility. More details about specific recommendations can be found in the respective chapters.

Table 11-1. Summary of Recommendations, Implementation Schedule, and Budget			
Recommendation	Implementation Responsibility	Projected Implementation Costs	Implementation Schedule
3. Solid Waste Collection			
• SWC1) Encourage the use of carted curbside collection services, when possible, and ensure that collection services are available to all residents.	County, Cities, and Waste Haulers	\$0	Ongoing
• SWC2) Review collection contracts to confirm compliance with the Plan.	Cities	\$0	Ongoing
• SWC3) Coordinate residential and commercial curbside collection programs with recycling program recommendations as implemented.	County, Cities, and Waste Haulers	\$0	Ongoing
4. Waste Transfer and Disposal			
• WTD1) The County should monitor population growth and tonnage projections to ensure that capacity for waste transfer and disposal continues to be adequate for the waste handling and disposal needs of County residents.	County	\$0	Ongoing
5. Waste Reduction, Recycling, Education and Outreach and CROP			
• WRR1) Refresh educational materials and seek to harmonize messaging.	County, Cities, and Waste Haulers	\$20,000	2024–2029

Table 11-1. Summary of Recommendations, Implementation Schedule, and Budget			
Recommendation	Implementation Responsibility	Projected Implementation Costs	Implementation Schedule
WRR2) Distribute informational materials to households and businesses.	County, Cities, and Waste Haulers	\$0	Ongoing
WRR3) Update and expand on digital education through websites, social media, and newsletters.	County, Cities, and Waste Haulers	\$10,000	2024–2029
WRR4) Provide multifamily technical assistance.	County and Cities	\$20,000	2024–2029
WRR5) Expand business technical assistance.	County and Cities	\$10,000	2024–2029
WRR6) Offer school technical assistance.	County and Cities	\$10,000	2024–2029
WRR7) Adopt the updated list of designated materials and maintain it through periodic review and updates.	County	\$0	Ongoing
WRR8) Establish a waste reduction and recycling goal of 40 percent for this planning period.	County and Cities	\$0	Ongoing
WRR9) Focus recycling and diversion efforts on waste streams that represent significant tonnage disposed and coordinate messaging and efforts to reduce contaminants on materials recycled.	County, Cities, and Waste Haulers	\$0	Ongoing
WRR10) Support private sector programs, forums, or other methods, such as existing reuse and reusable materials exchange programs, to facilitate material exchanges.	County, Cities, Private Industry, Commercial and Businesses and Stakeholders	\$0	Ongoing
WRR11) Increase promotion of existing reuse programs through newsletters, community reuse events, guidebooks, and community-based social marketing.	County, Cities and Non-Profit Groups	\$0	Ongoing
WRR12) Incorporate and expand the education and promotion program.	County and Cities	\$20,000	2024–2029

Table 11-1. Summary of Recommendations, Implementation Schedule, and Budget

Recommendation	Implementation Responsibility	Projected Implementation Costs	Implementation Schedule
WRR13) Work cooperatively with County, City and hauler staff to create and implement recycling contamination reduction campaigns for curbside and drop-box recycling programs.	County, Cities and Waste Haulers	\$20,000	2024–2029
WRR14) Work cooperatively with cities and towns to develop guidelines and revise building codes to establish standards that promote commercial waste reduction recycling.	County and Cities	\$0	Ongoing
WRR15) Encourage signatory cities to modernize curbside recycling programs with convenient, efficient carted service to increase diversion and safety and reduce litter.	Cities	\$0	Ongoing
WRR16) Maintain and update the CROP as needed during this Plan cycle.	County and Cities	\$0	Ongoing
6. Organics			
O1) Continue to develop and distribute educational materials related to organics management as programs are established and implemented.	County and Cities	\$10,000	2024–2029
O2) Advocate that adequate funding is provided by the State to develop and implement programs for organics and food waste collection and processing as required by RCW 70A.205.715 and HB 1799.	Ecology	\$0	Ongoing
O3) Consider initiating a study to determine program and infrastructure needs necessary for implementation of additional yard waste and food waste collection and processing programs.	County and Cities	\$50,000	2024

Table 11-1. Summary of Recommendations, Implementation Schedule, and Budget

Recommendation	Implementation Responsibility	Projected Implementation Costs	Implementation Schedule
O4) Evaluate a pilot food waste and edible food waste collection program for potential implementation based on participation and customer satisfaction and consider expanding the program as appropriate.	County and Cities	\$25,000	2025
O5) Consider developing a County-wide Christmas tree recycling pilot program to assess public interest and participation.	County	\$5,000	2024
O6) Evaluate recommendations from the Use Food Well Washington Plan and implement as appropriate.	County, Cities, Private Industry, Non-Profit Groups, Ecology, Commercial Businesses, and Stakeholders	\$0	Ongoing
7. Miscellaneous Wastes			
MW1) Continue to dispose of miscellaneous wastes through a cooperative effort with the Health District, waste haulers, transfer stations, landfills, the County, and Ecology.	County, Cities, Health District, Waste Haulers, Facility Owners, and Ecology	\$0	Ongoing
MW2) Promote proper reuse, recycling, and disposal of C&D wastes.	County and Cities	\$0	Ongoing
MW3) Partner with private organizations such as the Benton Habitat for Humanity ReStore to promote recycling and reuse of C&D wastes and building materials.	County, Cities, Private Industry, and Non-Profit Groups	\$0	Ongoing
MW4) Develop an internal plan for handling disaster debris, in coordination with the Benton County Emergency Management Department.	County	\$50,000	2024

Table 11-1. Summary of Recommendations, Implementation Schedule, and Budget

Recommendation	Implementation Responsibility	Projected Implementation Costs	Implementation Schedule
8. Moderate Risk Waste			
MRW1) Enhance the public education and outreach program for handling of MRW for households. Cross-sector avenues to enhance coordination with other County departments and waste handling and disposal facilities should be considered.	County	\$25,000	2024-2029
MRW2) Consider options for handling of SQG waste with the opening of the County MRW Facility. Consideration should be given to implementation of potential fees for handling SQG waste to offset costs, educational efforts needed to implement, environmental concerns, and operational adjustments to the MRW Facility.	County	\$0	Ongoing
MRW3) Continue to coordinate the schedule and process for updating the MRW Plan with the Solid Waste management Plan (as is the current practice).	County	\$0	Ongoing
9. Energy Recovery			
ER1) The County will monitor developments and progress in waste processing and conversion technologies in the event current conditions change.	County	\$0	Ongoing
10. Administration, Financing, and Enforcement			
AE1) Consider pursuing some of the additional funding strategies listed in Table 10-2 that can be implemented by the County directly and independently from other alternatives.	County	\$0	Ongoing

Table 11-1. Summary of Recommendations, Implementation Schedule, and Budget			
Recommendation	Implementation Responsibility	Projected Implementation Costs	Implementation Schedule
AE2) Continue to adopt interlocal agreements between the County and the cities and towns to promote consistent service and funding levels for management of the solid waste programs.	County and Cities	\$0	Ongoing
AE3) Consider the adoption of a solid waste disposal district to ensure that adequate funding is collected for implementation and management of solid waste programs.	County and Cities	\$0	2024
AE4) Provide adequate funding to maintain or increase staff at County and city levels, as needed.	County and Cities	\$100,000 ¹	2024
AE5) The Health District may include the SWAC in the review of all new solid waste facility permit requests.	County	\$0	Ongoing
Total		\$375,000	

¹ One additional staff added in 2024 that would need to be funded on a continuing basis for future years. Costs include only initial year of funding.

11.2 State Environmental Policy Act

Ecology requires that the potential impacts of this Plan be evaluated according to the SEPA process. The checklist has been prepared to fulfill that requirement and is included as Appendix G. The SEPA checklist is a “non-project proposal” intended to address new programs recommended by the Plan. As a non-project proposal SEPA checklist, it is unable to fully address the potential impacts of facilities proposed in this Plan. Any new facility will need to undergo its own SEPA review process.

Benton County issued a determination of non-significance that the recommendations in the Plan will not have a probable significant adverse impact on the environment. A copy of this determination is included in Appendix H.

11.3 Twenty-Year Implementation Program

Solid waste management in Benton County will continue to evolve based on changes in population, demographics, the local, state, and national economy, regulations, and advancements in waste handling and recycling. Fortunately, the County’s current solid waste management system is functioning effectively.

If, in the future, it becomes advisable to seek additional sources of funding, Chapter 10 – Administration, Financing, and Enforcement provides a list of potential funding sources.

11.4 Draft Plan Review

Benton County provided the draft 2023 Plan for review to stakeholders. Comments were received from Ecology, WSDA, WUTC, and stakeholders. Comments received and responses to comments by the County are included as Appendix I.

11.5 Procedures for Amending the Plan

The Solid Waste Management-Reduction and Recycling Act (Chapter 70A.205 RCW) requires local governments to maintain their solid waste plans in current condition. Plans must be reviewed and revised, if necessary, at least every 5 years. This Plan should be reviewed in 2029. Before that time, the Plan can be kept in current condition through amendments. An “amendment” is defined as a simpler process than a revision. If there is a significant change in the solid waste system, however, a revision may be necessary before the 5-year period is done.

Changes in the Plan may be initiated by the County, working with the SWAC to develop and review proposed changes, or by outside parties. For the latter, individuals or organizations wishing to propose plan amendments before the scheduled review must petition the County’s Public Works Manager in writing. The petition should describe the proposed amendment, its specific objectives, and explain why immediate action is needed prior to the next scheduled review. The Public Works Manager will investigate the basis for the petition and prepare a recommendation.

If the Public Works Manager determines the petition warrants further consideration, the petition will be referred to the SWAC for review and recommendation. The Public Works Manager will draft the proposed amendment together with the SWAC. Whether the proposed amendment has been initiated by the County or an outside party, the proposed amendment must be submitted to the legislative bodies of all participating jurisdictions and Ecology for review and comment. Adoption of the proposed amendment will require the concurrence of all affected jurisdictions.

The Public Works Manager may develop reasonable rules for submitting and processing proposed plan amendments, and may establish reasonable fees to investigate and process petitions. All administrative rulings of the Public Works Manager may be appealed to the Board of County Commissioners.

Minor changes may occur in the solid waste management system, whether due to internal decisions or external factors. These can be adopted without going through a formal amendment process. If there is uncertainty about whether or not a change is “minor,” it should be discussed by the SWAC and a decision made based on the consensus of that committee.

Implicit in the development and adoption of this Plan is the understanding that in the future, the County may need to take action for various reasons, and that these actions can be undertaken without the need to amend this Plan beforehand. These include the introduction of new state, federal, and international government regulations and policies, advancements in technology, and changes in product use and design. Consequently, the County may need to adjust the recommendations in this Plan or add new action items to the implementation strategy to effectively address them before the Plan is updated again in 2029. When these issues arise, the Plan may need to be amended or revised to address them and will be referenced in our next Plan update in 2029.

In that case, the Public Works Manager will endeavor to inform the SWAC and other key stakeholders as soon as feasibly possible, but not necessarily before new actions are implemented. If the emergency results in permanent and significant changes to the solid waste system, an amendment to this Plan will be prepared in a timely fashion. If, however, the emergency actions are only undertaken on a temporary or short-term basis, an amendment may not be considered necessary. Any questions about what actions may be considered “temporary” or “significant” should be brought to the SWAC for their advice.

Similar to the allowance for emergency action discussed above, the County will need to make operational decisions and expenditures to comply with future regulatory changes and update permit requirements as applicable. Plan update and coordination with the SWAC will not be required or initiated for these future actions, as they are considered operational activities.



Appendix A: Executed Solid Waste Interlocal Agreements

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RESOLUTION 2022 175

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF BENTON COUNTY WASHINGTON:

IN THE MATTER OF ENTERING INTO AN INTERLOCAL AGENCY AGREEMENT BETWEEN BENTON COUNTY AND THE CITIES OF BENTON CITY, KENNEWICK, PROSSER, RICHLAND AND WEST RICHLAND REGARDING THE LOCAL MATCH OF THE 2022-2023 WASHINGTON STATE COORDINATED PREVENTION GRANT

WHEREAS, Benton County accepted a Coordinated Prevention Grant from the Washington State Department of Ecology (Grant No. SWMLSWFA-2021-BeCoSW-0092), Resolution 2022-076; and

WHEREAS, the grant requires a twenty-five percent (25%) match from the local agency amounting to \$170,626; and

WHEREAS, an interlocal agency agreement with the municipalities within Benton County has been prepared for the purpose of dividing the local match proportionately based on population, which is estimated to permit Benton County to recover approximately \$139,913.32; and

WHEREAS, the agreement has been approved to form by the Benton County Prosecuting Attorney's Office and the respective agencies have all approved and signed said agreement; **NOW THEREFORE**,

BE IT RESOLVED that the Board of Benton County Commissioners hereby approves the interlocal agency agreement between Benton County and the cities of Benton City, Kennewick, Prosser, Richland and West Richland regarding recovery of approximately \$139,913.32 of the local match for the 2021-2023 Washington State Coordinated Prevention grant, said agreement beginning on execution and expiring December 31, 2023; and

BE IT FURTHER RESOLVED that the Chairman of the Board of County Commissioners be, and hereby is, authorized to sign said agreement on behalf of the board.

Dated this 8th day of March 2022.

Attest:

Carmen M. [Signature]
Clerk of the Board

[Signature]
Chairman

[Signature]
Chairman Pro-Tem
Jerome Delvin
Approved Telephonically

Member

Constituting the Board of County
Commissioners of Benton County, Washington

Orig.: Public Works

S. Berry

INTER-LOCAL AGREEMENT
REGARDING SOLID WASTE MANAGEMENT
BENTON COUNTY

This Agreement addresses City-County joint participation in the countywide Solid Waste Plan and joins public agencies to exercise their powers, thereby maximizing their ability to provide services and facilities which will best fulfill the needs of the community as a whole, and is made and entered into effective the first day of January 2022, by and between Benton County, a political subdivision of the State of Washington, hereafter referred to as the Lead Agency, and the cities of Benton City, Kennewick, Richland, Prosser, and West Richland, political subdivisions of the State of Washington, and hereafter referred to as Participating Jurisdictions. The Participating Jurisdictions and Lead Agency may be referred to herein collectively as the Parties.

I. RECITALS

WHEREAS, the parties hereto recognize the requirement to prepare and implement solid and hazardous waste plans under RCW Chapter 70.95 and RCW Chapter 70.105, and

WHEREAS, the parties have developed the Benton County Comprehensive Solid Waste Plan with public involvement; and

WHEREAS, the parties have adopted the Benton County Comprehensive Solid Waste Plan fulfilling their jurisdictional requirements under RCW Chapter 70.95 and RCW Chapter 70.105; and

WHEREAS, the parties hereto wish to enter into a cooperative effort to administer, plan, and implement the recommendations contained within the adopted Benton County Comprehensive Solid Waste Plan; and

WHEREAS, the Solid Waste Advisory Committee advises the Board of County Commissioners with respect to developing plans and policies for solid waste management in Benton County, each Participating Jurisdiction and Lead Agency recognizes that all members of the Solid Waste Advisory Committee shall have one (1) equal vote; and

WHEREAS, the Lead Agency will manage, track and provide custody for this Agreement, and

Interlocal Agreement –2022-2023
Benton County Solid Waste Management

WHEREAS, the undersigned signatories of this Agreement are duly authorized to enter into the same by properly adopted resolutions,

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

II. AGREEMENTS

A. AUTHORITIES

The parties to this Agreement have and possess, both jointly and severally, the primary responsibility for effective solid and hazardous waste management, planning and implementation under RCW Chapters 70.95 and 70.105. Under RCW Chapter 39.34, the Inter-local Cooperation Act, local governments are authorized to cooperate to provide themselves with services of the nature herein agreed to.

B. PURPOSE

This Agreement is entered into pursuant to RCW Chapter 39.34 for the purpose of cooperative management of solid waste within Benton County. It is the intent of the parties to work cooperatively in implementing and managing a comprehensive solid waste management plan pursuant of RCW Chapters 70.95 and 70.105 that is viable and economically responsible to their citizens. Specifically, this Agreement will provide for the administration, planning and operations of the adopted Benton County Comprehensive Solid Waste Management Program.

C. DEFINITIONS

For the purpose of this Agreement, the following definitions shall apply:

‘Fair Share’ - the amount owed by each of the Parties, based upon April 1 population figures for the given year supplied by the Washington State Office of Financial Management (OFM), and the corresponding population percentage applied to the Solid Waste Program Budget.

‘Solid Waste Advisory Committee’ (SWAC) - a committee, formed pursuant to RCW 70.95.165, comprised of no more than twelve (12) members representing a balance of interests, pursuant to state statutes. Said committee shall contain one representative of each of the Parties. Each Party shall nominate its representative to the SWAC to the Lead Agency, to be approved by the Board of County Commissioners. The SWAC shall review Solid Waste Program budget and activities and make recommendations to the Benton County Commissioners.

‘Lead Agency’ - Benton County, a political subdivision of the State of Washington. The Lead Agency will administer, plan, and implement the Plan and Solid Waste Program.

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‘Participating Jurisdictions’ - any City who has entered into the County-wide Solid Waste Inter-Local Agreement with the Lead Agency and who has agreed to mutually support and financially contribute to the administration, planning, and implementation of the Plan.

‘Parties’ - the collective term for all Participating Jurisdictions and Lead Agency.

‘Plan’ - the Benton County Comprehensive Solid Waste Management Plan, as the same exists now or may hereafter be amended.

‘Routine Operating Agreement’ (ROA) - an agreement that is established for the purpose of accomplishing a task set forth by the Parties and is funded within the Solid Waste Program Budget.

‘Solid Waste Advisory Committee Members Bylaws’ - the bylaws the same as now exist or may hereafter be amended.

‘Solid Waste Program Budget’ - the annual Countywide Solid Waste Budget, as prepared by Benton County and accepted by the SWAC, that appropriates funds to Routine Operating Agreements and administrative functions that meet specific requirements in RCW 70.95 and/or accomplishes goals as set forth in the Plan.

‘Task’ - a project, program, activity, etc., that is annually funded from the Solid Waste Program Budget. All tasks are approved by the SWAC as needed and shall meet the recommendations set forth in the Plan.

‘Task Manager’ is designated to lead and manage a Task per the ROA.

D. LOCAL ADOPTION OF PLAN

Under the authority of RCW 70.95.080, each Participating Jurisdiction elected to enter into this agreement with the County pursuant to those jurisdictions that participated in preparing and adopting the joint City-County Plan.

E. PLAN IMPLEMENTATION

Pursuant to RCW 70.95.080 and RCW 70.105.220, the Participating Jurisdictions and Lead Agency jointly prepared the Plan in accordance with “Guidelines for the Development of Local Solid Waste Plans and Plan Revisions” (*i.e.* Department of Ecology (WDoE) Publication No. 90-11) and will implement the Plan’s recommendations, as approved by the Department of Ecology pursuant to RCW 70.95.094.

F. BENTON COUNTY SOLID WASTE ADVISORY COMMITTEE

The Parties hereto recognize and support the SWAC as an advisory board created under authority of RCW 70.95.165. The SWAC is an ongoing advisory committee. The

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Benton County Solid Waste Management

SWAC is the focal point of the public involvement effort used in the planning, development and implementation of the Plan. The SWAC also provides advice to the Parties on solid and hazardous waste issues and assists the Parties in developing solid waste ordinances, rules, guidelines, and policies prior to their adoption.

G. REGIONAL PLANNING AREA

The Parties hereto recognize the geographical planning area covered by this Agreement to be the incorporated areas of the Participating Jurisdictions and the unincorporated area of Benton County. The Hanford Nuclear Reservation is exempted from the Plan and this Inter-local Agreement.

H. ROUTINE OPERATING AGREEMENT IMPLEMENTATION

Two months prior to the biennial Solid Waste Program Budget workshop, all task managers are required to submit their ROA. As a minimum, an ROA will include: 1) Task Introduction Statement; 2) Task Scope of Work; 3) Task Responsibilities; 4) Annual Task Cost; and 5) Quality Control. Eligibility of an ROA request is based on task cost and meeting recommendations set forth in the Plan. The ROA request should include both activities undertaken by the Participating Jurisdiction submitting the ROA and any activities that the Participating Jurisdiction believes the Lead Agency should implement on a countywide basis. The SWAC shall recommend that a request be advanced to the Board of County Commissioners on a 2/3 majority of those members present.

I. SOLID WASTE PROGRAM BUDGET

The Parties agree to mutually and financially support the administration, planning and operations of the Plan recommendations or as specified in RCW 70.95. The Lead Agency shall prepare a Solid Waste Program Budget each year for the upcoming budget year. The budget will also include Routine Operating Agreements that provide information on projects funded by the annual budget.

J. FAIR SHARE

The Parties agree to pay a Fair Share of the administration, planning and operation of the Solid Waste Program, as determined and voted-on by the SWAC and approved by the Benton County Commissioners. Said Fair Share shall be a percentage of all program costs that are not covered by Local Solid Waste Financial Aid Funds, share percentages to be updated each April of the Agreement, being based on the most recent population figures as supplied by the Washington State OFM. The Parties agree to remit their fee to the Lead Agency within sixty (60) days of receiving an invoice from the Lead Agency. The Lead Agency's fair share shall be based on the population for the unincorporated areas of the County.

K. DISBURSEMENT OF ASSETS AND DEBTS

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Benton County Solid Waste Management

If this Agreement is terminated, all Parties to this Agreement shall determine the disbursement of any outstanding debts and the allocation of any assets. If the Parties cannot agree to the disbursement of any outstanding debts and the allocation of any assets, the issues are to be submitted for arbitration, pursuant to state law, RCW 7.04 *et seq.* The Lead Agency and the contesting jurisdiction agree that such arbitration shall be conducted before one (1) disinterested arbitrator.

L. DURATION

This Agreement shall commence on the date set forth above and will continue in effect to December 31, 2023, or until superseded by another Interlocal Agreement. As stipulated within RCW 70.95.110(1), each Plan shall be maintained in a current condition and reviewed and revised periodically as may be required by the WDoE. Upon each review such plans shall be extended to show long-range needs for solid waste handling facilities for twenty (20) years in the future, and a revised implementation schedule and implementation budget for six (6) years in the future.

M. REVIEW AND RENEGOTIATION

Any Party may request a review and/or renegotiations on any provision of the Agreement during the six-month period immediately preceding the ending date for the Agreement. Such request must be made in writing to the Lead Agency and must specify the provision(s) of the Agreement for which review/renegotiation(s) are requested. Review and/or renegotiation(s) pursuant to such a written request shall be immediately referred to the SWAC for their review and recommendation. Notwithstanding any other provisions in this paragraph to the contrary, the Parties may, pursuant to the procedure outlined within the Solid Waste Advisory Committee Members Bylaws, modify or amend any provision(s) of this Agreement at any time during the term of this Agreement.

N. TERMINATION

This Agreement may be terminated by any Participating Jurisdiction, by written notice to the Lead Agency no less than thirty (30) days immediately preceding the implementation date of the next Solid Waste Program Budget. The Parties agree: (1) that the termination will not absolve a terminating Party of any financial responsibility to the extent a financial responsibility continues to exist pursuant to the provisions of this Agreement; and (2) that prior to termination, a withdrawing City shall submit to the SWAC how it intends on meeting its planning obligation under RCW 70.95.080.

O. WAIVER

No waiver by any of the Parties of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach whether of the same or a different provision of this Agreement.

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Benton County Solid Waste Management

P. ENTIRE AGREEMENT

This Agreement, including the recitals and all subsequent attachments and addendums, constitutes the entire Agreement between the Parties and shall be governed by the laws of the State of Washington. There are no other oral or written agreements or understanding between the Parties as to the subject matter contained herein. The venue for any action of law, suit in equity and judicial proceeding for the enforcement of this Agreement shall be instituted and maintained only in the courts of competent jurisdiction in Benton County, Washington.

Q. SEVERABILITY

Any provisions of this Agreement that is determined to be illegal, invalid or unenforceable for any reason shall be ineffective to the extent of such prohibition without invalidating the remainder of this Agreement.

FOR THE CITY OF BENTON CITY, WASHINGTON.

L. Lehman
Linda Lehman, Mayor

2-18-22
Date

Attest:

Rebecca Adzima
City Clerk/Treasurer

2/18/22
Date

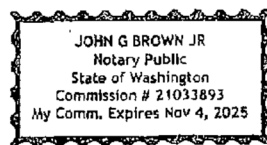
Approved as to Form:

[Signature]
City Attorney

2/23/22
Date

I certify that on this 18 day of February, 2022, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Linda Lehman, to me known to be the Mayor of the City of Benton City, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument and that the seal affixed is the corporate seal of the City of Benton City.

Witness my hand and official seal hereto affixed the day and year first above written.



John Brown
Notary Public in and for the State of
Washington residing at Benton
My commission expires: 11-4-2025

Interlocal Agreement – 2022-2023
Benton County Solid Waste Management

Signature Page - City of Benton City

FOR THE CITY OF KENNEWICK, WASHINGTON.

Marie E. Mosley
Marie E. Mosley, City Manager

1-18-2022
Date

Approved as to Form:

Aria Beaton
City Attorney

1-18-2022
Date

I certify that on this 18th day of January, 2022, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Marie E. Mosley, to me known to be the City Manager of the City of Kennewick, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument and that the seal affixed is the corporate seal of the City of Kennewick.

Witness my hand and official seal hereto affixed the day and year first above written.



Terri L. Wright
Notary Public in and for the State of
Washington residing at Kennewick
My commission expires: 10-11-23

Interlocal Agreement – 2022-2023
Benton County Solid Waste Management

Signature Page - City of Kennewick

FOR THE CITY OF PROSSER, WASHINGTON.

Randy Taylor
Randy Taylor, Mayor

1/11/2022
Date

Attest:

Rachel M Shaw
City Clerk

1/11/2022
Date

Approved as to Form:

[Signature]
City Attorney

Date

I certify that on this 11th day of January, ~~2022~~, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Randy Taylor, to me known to be the Mayor of the City of Prosser, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument and that the seal affixed is the corporate seal of the City of Prosser.

Witness my hand and official seal hereto affixed the day and year first above written.



Rachel M Shaw
Notary Public in and for the State of
Washington residing at Benton
My commission expires: 10/21/2023

Interlocal Agreement – 2022-2023
Benton County Solid Waste Management

Signature Page - City of Prosser

FOR THE CITY OF RICHLAND, WASHINGTON.

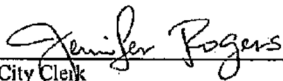


Jon Amundson, City Manager

1/6/2022

Date

Attest:

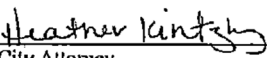


Jennifer Rogers
City Clerk

1/6/2022

Date

Approved as to Form:



Heather Kintzy
City Attorney

1/6/2022

Date

I certify that on this 6th day of January, 2022, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Jon Amundson, to me known to be the City Manager of the City of Richland, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument and that the seal affixed is the corporate seal of the City of Richland.

Witness my hand and official seal hereto affixed the day and year first above written.



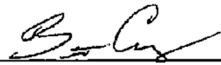


Notary Public in and for the State of
Washington residing at Kennewick
My commission expires: 09/29/2025

Interlocal Agreement – 2022-2023
Benton County Solid Waste Management

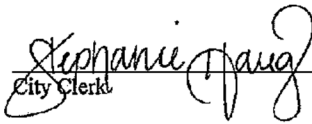
Signature Page - City of Richland

FOR THE CITY OF WEST RICHLAND, WASHINGTON.


Brent Gerry, City Mayor

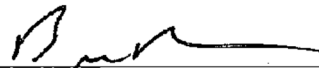
1-18-2022
Date

Attest:


Stephanie Haug
City Clerk

1/18/22
Date

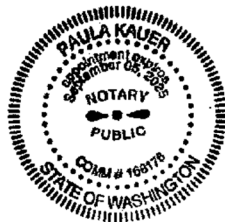
Approved as to Form:


City Attorney

1/19/22
Date

I certify that on this 18th day of January, 2022, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Brent Gerry, to me known to be the Mayor of the City of West Richland, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument and that the seal affixed is the corporate seal of the City of West Richland.

Witness my hand and official seal hereto affixed the day and year first above written.




Notary Public in and for the State of
Washington residing at Benton City, WA
My commission expires: 9/5/25

Interlocal Agreement – 2022-2023
Benton County Solid Waste Management

Signature Page - City of West Richland

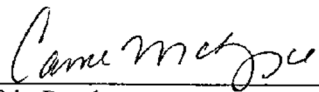
FOR BENTON COUNTY, WASHINGTON.



Shon Small, Chairman
Board of County Commissioners

3/8/2022
Date

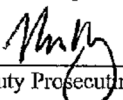
Attest:



Carrie McKenzie
Clerk of the Board

3/8/2022
Date

Approved as to Form:



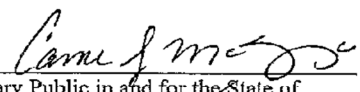
Deputy Prosecuting Attorney

2/25/22
Date

I certify that on this 8 day of March, 2022, before me, the undersigned Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared Shon Small, to me known to be the Chairman of the Board of Commissioners for Benton County, Washington, the corporation that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned, and on oath stated that they are authorized to execute said instrument and that the seal affixed is the corporate seal of Benton County.

Witness my hand and official seal hereto affixed the day and year first above written.





Notary Public in and for the State of
Washington residing at Rennewick
My commission expires: 12/01/2023

Interlocal Agreement – 2022-2023
Benton County Solid Waste Management

Signature Page - Benton County

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Appendix B: Resolutions of Adoption for this Plan

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Appendix C: Information on the SWAC

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Benton County
Solid Waste Advisory Committee
(SWAC)

BYLAWS AND MEETING PROCEDURES

I. STATEMENT OF PURPOSE

Solid Waste Advisory Committee (SWAC)

The Benton County Solid Waste Advisory Committee (SWAC) has been appointed by the Board of County Commissioners in accordance with Chapter 70.95 (165) RCW. The statute requires the SWAC to "assist in the development of solid waste handling programs and policies concerning solid waste handling and disposal, and review and comment on proposed rules, policies or ordinances prior to their adoption." These Bylaws will become a part of the County Solid Waste Plan by reference and will define the SWAC function and rules.

The scope and duties of the Benton County Solid Waste Advisory Committee shall be to:

- A. Advise Benton County on all aspects of solid waste management planning;
- B. Assist Benton County in the development of programs and policies concerning solid waste management;
- C. Review and comment on proposed solid waste management rules, policies, or ordinances prior to their adoption.

II. MEMBERSHIP AND TERMS

- A. **SWAC Members:** The SWAC shall be composed of a minimum of nine (9) and no more than twelve (12) members representing a balance of interests among the following groups: citizens, public interest groups, business, the waste management industry, and local elected public officials. Members shall provide on-going public input, coordination and information exchange between the groups. Six (6) of the members shall be representatives of the cities and towns of the county and shall be recommended by their respective councils. Only members representing participation jurisdictions may vote on financial matters.
- B. **Appointment:** Members shall be appointed by motion of the Board of County Commissioners.
- C. **Terms:** Members shall serve a term of three (3) years or until their successor is appointed and confirmed as provided in the SWAC by-laws. The terms of office shall be staggered. Members may be reappointed to serve consecutive terms. Reappointment shall be subject to confirmation by motion of the Board of County Commissioners.
- D. **Vacancies:** Vacancies shall be filled for the remainder of the term of the vacant position in the manner described in the initial appointment.
- E. **Participation:** Members of the Committee are needed to advise on matters of public policy formulation and their regular attendance is essential. The Chair may recommend to the Board of

Solid Waste Advisory Committee
Bylaws

- 1 -

Benton County
Amended June 2014

County Commissioners replacement of a member if three (3) consecutive meetings are missed, or half the meetings in a given year are missed.

- F. Training: Members should make themselves available to participate in training workshops pertinent to current solid waste issues as they become available.
- G. Substitution: An appointed member may have a person, representing the absent member's interest, attend meetings and vote in the member's place for two meetings per year.

III. MEETINGS

SWAC Meeting: The committee shall adopt no recommendation, except in a meeting open to the public and then only at a meeting, the date of which public notice has been given by notifying press and radio in the county, and by such other means as may now or hereafter be provided. The committee may adopt recommendations and take other means as necessary, by a majority vote of the members present at the meeting. The committee shall hold at least one meeting each quarter. The time and place of the regular meetings shall be set by the Chair in a manner acceptable to the Committee. The Chair may cancel a meeting.

Technical Advisory Committee Workshops: The Chair, or in the Chair's absence, the Vice Chair, may call a workshop for one specific purpose, provided that proper notice is provided to each member and other interested parties describing the purposes at least twenty-four hours prior to the time scheduled for the workshop. TAC members are appointed by their own political sub division, and may or may not be associated with the SWAC.

IV. CHAIR, VICE CHAIR, AND SECRETARY

- A. Chair: A majority of the committee shall elect one of its members as Chair. The term of the Chair shall be for one (1) year. The Chair shall be elected at the first meeting in January and shall serve for a term of one year. The election year and the term of the Chair will begin at the first meeting in January of each year.
- B. Vice Chair: A majority of the committee shall elect one of its members as Vice Chair. The term of the Vice Chair shall be for one (1) year. The Chair shall be elected at the first meeting in January and shall serve for a term of one year. The election year and the term of the Vice Chair will begin at the first meeting in January of each year.
- C. Secretary: A majority of the committee shall elect one of its members as Secretary. The term of the Secretary shall be for one (1) year. The Secretary shall be elected at the first meeting in January and shall serve for a term of one year. The election year and the term of the Chair will begin at the first meeting January of each year.

V. CONDUCT OF MEETINGS

- A. Roberts Rules of Order: The parliamentary rules known as Roberts Rules of Order shall apply to and govern the procedures of all meetings of the Committee; provided that the Chair may elect to allow a more informal discussion format so long as business is conducted in good order and participation of all members is assured. Consensus of the members is the preferred means to resolve all questions before the Committee. Consensus is hereby defined as the absence of any no votes by members.
- B. Minutes/Agendas: Minutes of all meetings shall be kept and distributed to the members within two weeks after a meeting. Meeting minutes will be approved by a majority vote of members present. Agendas will be prepared, with verbal approval of the Chair, and distributed to the members at least seven days in advance of any regularly scheduled meeting.
- C. Public Access: All meetings shall be open to the public. Provision shall be made for public comment at each meeting. Approved meeting minutes shall be available to the public on request.

VI. WAIVER OF THE RULES

Any of the above rules or procedures may be waived by the majority vote of the Committee provided further that the reason therefore be included in each motion for waiver.

VII. AMENDMENTS

To the extent that such an amendment would not conflict with the purpose for which the Committee was established, any of these bylaws may be amended or repealed, and new bylaws may be adopted, by majority vote of the entire SWAC. Members will be provided with proposed amendments at least two weeks before action is taken to amend these bylaws.

VIII. TOPICS OF REVIEW

- A. County Solid Waste Plan: Formulation of the Plan, including major updates, recommendations, amendments and addenda to the Plan.
- B. Moderate Risk Waste Plan: Formulation of the Plan, including major updates, recommendations, amendments and addenda to the Plan.
- C. Legislative Proposals: Regulations adopted by the Board of Health, and by the Board of County Commissioners affecting solid waste management and related issues will be assigned to the Committee for review and comment prior to their adoption.
- D. Other Issues: Additional questions pertaining to Benton County's waste management program may be addressed to the Committee by the Board of County Commissioners as deemed appropriate.

RESOLUTION 2023 233

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF BENTON COUNTY WASHINGTON:

IN THE MATTER OF APPOINTMENTS TO THE SOLID WASTE ADVISORY COMMITTEE

WHEREAS, there exists a need to establish a Benton County Solid Waste Advisory Committee per Washington RCW 70A.205.110; and

WHEREAS, many appointments to the Solid Waste Advisory Committee term expired 12/31/2022; and

WHEREAS, those members listed below have indicated their interest and willingness to serve on the Committee; and

WHEREAS, Resolution No. 2022-176 appointing last year's committee can be rescinded; and

WHEREAS, the Board of Benton County Commissioners has received a recommendation from Benton County Solid Waste Management to appoint, those members listed below; **NOW THEREFORE**,

BE IT RESOLVED that the Board of Benton County Commissioners hereby appoints the following members to the Benton County Solid Waste Advisory Committee.

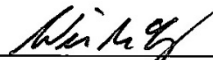
City of Kennewick – Chuck Torelli, Jim Millbauer (Alternate)
City of Richland – Mayor Pro Tem Theresa Richardson
City of Prosser – Don Aubrey
Basin Disposal – Rebecca Francik, Darrick Dietrich (Alternate)
City of West Richland – Richard Bloom
Public Citizen – Khris Olsen
Waste Management – Tami Yager, Kevin Fuerst (Alternate)
Benton County – Will McKay, Matt Mahoney (Alternate)
Benton City – Jessica Wadsworth
Agricultural Representative – Anthony Searls
Benton Franklin Conservation District – Mark Nielson

Orig.: Public Works

J. Mayfield

BE IT FURTHER RESOLVED Resolution No. 2022-176 is hereby rescinded and replaced with this resolution.

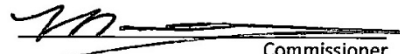
Dated this 14th day of March 2023.



Chairman

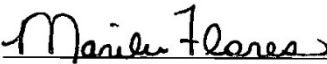


Chairman Pro-Tem



Commissioner

Constituting the Board of County
Commissioners of Benton County, Washington

Attest: 

Clerk of the Board

Orig.: Public Works

J. Mayfield

**Benton County
Solid Waste Advisory Committee
(SWAC)**

**Meeting Minutes
May 17, 2023, 10:00 AM**

<u>SWAC Members:</u>		<u>In-person or remote</u>
Benton County	Will McKay	remote
Benton County	Matt Mahoney (alternate)	in-person
City of Benton City	Jessica Wadsworth	absent
City of Kennewick	Chuck Torelli (Secretary)	in-person
City of Kennewick	Jim Millbauer (alternate)	in-person
City of Prosser	Don Aubrey	absent
City of Richland	Theresa Richardson	telephonically
City of West Richland	Richard Bloom (Vice Chair)	in-person
Basin Disposal	Darrick Dietrich (alternate)	absent
Basin Disposal	Rebecca Francik (Chair)	in-person
Public Citizen	Khris Olsen	in-person
Agricultural Representative	Anthony Searls	absent
Benton Franklin Conservation Dist.	Mark Nielson	absent
Waste Management	Tami Yager	in-person
Waste Management	Kevin Fuerst (alternate)	absent

Additional Attendees:

Cristina Woods, Benton County	in-person
Wendy Mifflin, HDR	remote
Martin Nelson, City of Kennewick	in-person
Janusz Bajsarawicz, DTG Recycling	remote
Aaron Enebrad, DTG Recycling	in-person
Jason Wilfong, DTG Recycling	in-person
Tony Rounds, DTG Recycling	remote
Laurie Shaffer, DTG Recycling	in-person
Tracey Onstad Bills	remote

Meeting start time: 10:03 a.m.

Discussion items

1) Introductions

Everyone attending virtually and in-person introduced themselves and stated what agency they were from.

2) Approval of April 12, 2023, Meeting Minutes

Richard Bloom made a motion to approve minutes as presented, seconded by Tami Yager – MCU

3) Public Comment – (None)

4) 5-Year Solid Waste Plan – DRAFT Chapter 11/Implementation Plan, Executive Summary, Appendix F - WUTC Assessment, and Review all previous chapter updates

Discussed Chapter 11– Implementation Plan

Wendy Mifflin explained that this Chapter reflects information that previous consensus had been reached upon. Discussion followed. She explained this plan as a “living document”, to be updated as needs dictate. Wendy explained the process for regulatory review and ultimate adoption, as well as any later amendments.

Discussed Executive Summary

Wendy Mifflin provided an overview of the SWAC recommendations, important points of consideration, and plan implementation aspects. Discussion followed.

Discussed Appendix F – WUTC Cost Assessment

Reviewed all previous chapter updates

Wendy Mifflin indicated previous chapters have been reviewed, and that the desire at this time is to advance the plan to regulatory review. Members provided input on assorted aspects and asked general questions. Discussion followed.

Motion made by Rebecca Francik, to approve, with revisions, DRAFT plan content and move the plan toward regulatory review. Seconded by Richard Bloom. Motion carried.

5) Other

Next meeting will be June 14, 2023, at 10:00 a.m.

Meeting end time: 11:58 a.m.

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Appendix D:

Status of 2013 Plan Recommendations

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Appendix D – Status of Recommendations – 2013 Benton County Solid Waste Management Plan		
Chapter	Recommendation	Implementation Status
3. Outreach and Education	1. Update Website.	Ongoing
	Provide Technical Assistance to Schools and Businesses.	Ongoing
	3. Arrange Recycling Facility Tours/Interactive Education.	Ongoing
3. Waste Reduction	Support Product Stewardship and Extended Producer Responsibility Policies.	Ongoing
	Promote Environmentally Preferable Products Preference and Purchasing.	Ongoing
	Promote Waste Reduction Practices in County and City operations.	Ongoing
	4. Promote Use of Online Materials Exchanges.	Ongoing
	5. Encourage Use of Reuse Stores and organizations.	Ongoing
	Consider Implementing Waste Reduction Requirements for New Developments.	Not Accomplished
	Monitor Progress and Efficacy of Waste Management and Reduction Measures.	Done at Time of Plan Updates
3. Recycling	Evaluate Need for Additional Materials and New Locations for Drop-Box Program.	Ongoing
	Consider Implementing a Rewards Program for Residential Recyclers.	Accomplished
	3. Provide Commercial Waste Assistance as Needed.	Ongoing
	4. Evaluate Recycling Opportunities Related to the Wine Industry.	Not Accomplished
3. Organics	Expand Yard Waste Chipping Program as Funding and Markets Become Available.	Ongoing
	Encourage Curbside Green Waste Collection for Commercial Customers.	Ongoing
	Evaluate Diversion Opportunities for Organic Waste from Wine Industry.	Not Accomplished

Appendix D – Status of Recommendations – 2013 Benton County Solid Waste Management Plan		
Chapter	Recommendation	Implementation Status
4. Collection Systems	1. Consider Mandatory Collection in Unincorporated Areas.	Not Accomplished
	Further Evaluation of Recycling Service Level Changes for County Unincorporated Area.	Under Consideration
5. Transfer and Disposal	The County will monitor, and where appropriate and feasible, provide input into the City of Richland's process evaluating the feasibility of expanding Horn Rapids Landfill.	Ongoing as Requested
6. Agricultural waste	Continue to Work Cooperatively with Port of Benton and Regional Agencies to Identify Opportunities for Beneficial Use of Organic Residuals from Agriculture.	Not Accomplished
6. Asbestos	Encourage BCAA to Increase Enforcement of Asbestos Waste Disposal Activities.	Not Accomplished
	Provide Education to Homeowners on Proper Handling and Disposal.	Ongoing
6. Biomedical Waste	Provide educational materials for correct management of medical waste generated by residents.	Ongoing
	Evaluate feasibility of sharps and outdated pharmaceuticals collection at household hazardous waste collection sites.	Not Accomplished
Construction and Demolition Debris	Provide waste reduction, green building and debris management information to contractors.	Not Accomplished
	Evaluate establishing C&D and Inert Waste Diversion Specifications for private Projects.	Not Accomplished
	Evaluate establishing C&D and inert waste diversion specifications for public (city and county) projects.	Not Accomplished
	Develop a Disaster Management Plan for Benton County.	Not Accomplished

Appendix D – Status of Recommendations – 2013 Benton County Solid Waste Management Plan		
Chapter	Recommendation	Implementation Status
	Provide additional Oversight of Small Inert Waste Fill Projects.	Ongoing
6. Petroleum Contaminated Waste	1. Maintain Existing System.	Ongoing
6. Street Wastes	1. Evaluate Potential Reuse of Street Wastes.	Accomplished
6. Tires	Develop a Plan for Management of Tires accumulated on individual properties.	Accomplished
	Evaluate implementation of County and City Purchasing Programs for Recycled Tire Products.	Accomplished
	3. Implement Programs to Reduce Tire Waste.	Not Accomplished
	4. Initiate Public Education Programs.	Ongoing
6. Electronic Waste	Monitor E-cycle program effectiveness and submit annual satisfaction report when feasible.	Reviewed Annually
	2. Provide E-cycle information on website.	Ongoing
	Update website with e-waste collection and recycling information.	Ongoing
7. Moderate Risk Waste	Household Hazardous Waste Collection- Develop New MRW Facility Land purchase Permits, site plans, retrofitting for minimal collection only Construction of larger facility to allow for processing and storage; operation & labor expenses	Currently Being Implemented
	2. Continue, and expand as possible, public outreach and education efforts.	To Be Implemented Upon Completion of MRW Facility

Appendix D – Status of Recommendations – 2013 Benton County Solid Waste Management Plan		
Chapter	Recommendation	Implementation Status
	3. Provide technical assistance, as possible, to small Business.	To Be Implemented Upon Completion of MRW Facility
	4. Provide opportunities for small business to dispose of small quantities of waste at future facilities.	To Be Implemented Upon Completion of MRW Facility
	5. Contact business to sponsor collection events.	Not Implemented
Administration and Enforcement	1. Facilitate interagency relationships on issues related to solid waste management.	Ongoing
	The various agencies in the county involved in solid waste management will work together to coordinate enforcement activities.	Ongoing
	The county, cities, and other relevant public agencies, to the extent practicable, will coordinate programs regarding illegal dumping cleanup, education, and prevention.	Ongoing
	Implement a coordinated public outreach and education program addressing illegal dumping and related problems.	Ongoing



Appendix E: SEPA Checklist

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Community Development Department
Prosser Office: 620 Market Street, 1st Floor
Kennewick Office: 102206 East Wiser Parkway
www.co.benton.wa.us



Planning Division
(509) 786-5612
P.O. Box 910, Prosser, WA 99350
planning.department@co.benton.wa.us

SEPA ENVIRONMENTAL CHECKLIST

RECEIVED

File No. EA 2023-03

JUL 10 2023

Benton County
Planning Division

A. BACKGROUND

1. Name of proposed project, if applicable:

Benton County Solid Waste and Moderate Risk Waste Management Plan for years 2024-2029.

2. Name of applicant:

Benton County Public Works Department, Solid Waste Division

3. Address and phone number of applicant and contact person:

Matt Mahoney, Public Works Manager

Benton County Public Works Department, Solid Waste Division

PO Box 1001

Prosser, WA 99350

(509) 786-5611

4. Date checklist prepared:

June 27, 2023

5. Agency requesting checklist:

Benton County

6. Proposed timing or schedule (including phasing, if applicable):

Benton County will complete the Solid Waste and Moderate Risk Waste Management Plan (referred to as the "Plan") in 2024. Local adoption of the Plan by the agencies listed in Item A.10, below, is expected by the end of 2023, and the Plan will become effective at that time. Implementation of the Plan will occur over a 5-year period from 2024 through 2029.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

State law requires that solid waste plans be reviewed regularly and updated as needed. The next Plan review is scheduled for 2028 - 2029.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

Environmental review will occur subsequently on a per-project basis, as applicable. This is a non-project action.

This Plan supersedes all previous solid waste and moderate risk waste (MRW) management plans including the 2013 Update Benton County Solid Waste and Moderate Risk Waste Plan.

Community Development Department
Prosser Office: 620 Market Street, 1st Floor
Kennewick Office: 102206 East Wiser Parkway
www.co.benton.wa.us



Planning Division
(509) 786-5612
P.O. Box 910, Prosser, WA 99350
planning.department@co.benton.wa.us

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

There are no specific properties or projects covered in the Plan as this is a non-project action.

10. List any government approvals or permits that will be needed for your proposal, if known.

Approvals of the Plan are required from the following agencies: the Benton County Board of County Commissioners; the cities of Benton City, Kennewick, Richland, Prosser, and West Richland; the Benton County Solid Waste Advisory Committee; the Washington State Department of Ecology (Ecology), the Washington State Department of Agriculture, and the Washington Utilities and Transportation Commission.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The Plan recommends strategies to manage solid waste and MRW generated in Benton County, Washington. Solid waste handling includes management, storage, collection, diversion, transportation, treatment, use, processing, and final disposal. The Plan includes recommendations for municipal solid waste (MSW), MRW, diversion, construction and demolition debris, organics, and special wastes (these wastes have some similarity to "normal" MSW and can be managed in a similar fashion with some additional precautions or special handling procedures, e.g. agricultural waste, animal carcasses, appliances, asbestos, biomedical waste, construction and demolition debris, electronic waste, vehicles, pharmaceuticals, tires, disaster debris, and yard waste).

The objectives of the Plan are to:

- Manage wastes in a cost-effective manner that promotes, in order of priority, waste reduction, reuse, and recycling.*
- Enhance and improve overall efficiency of waste and recyclables collection and transfer.*
- Encourage and expand coordination and communication regarding waste collection, recycling, and disposal among all jurisdictions, agencies, and private firms in Benton County.*
- Ensure that collection infrastructure is flexible and adaptable to changing recycling and waste diversion practices.*
- Ensure that wastes are properly managed, and facilities are operated in full compliance with appropriate rules and regulations.*
- Establish guidelines and strategies for management of specific waste streams.*
- Manage waste as a resource to increase local job opportunities and support economic development.*
- Consider environmental impacts to climate, air, water, and land that are associated with waste generation, transportation, handling, recycling, and disposal.*
- Reinvigorate the public education and outreach programs throughout the County.*

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- Encourage people and businesses to make responsible choices about what they produce and consume, and what they generate as waste.
- Encourage public/private partnerships for waste reduction and recycling programs.
- Support changes to federal and state regulations and policies that support economically sustainable recycling opportunities and waste diversion.
- Manage waste in a manner that promotes Washington State's waste management priorities presented in Ecology's Moving Washington Beyond Waste and Toxics document.
- Comply with federal, state, and local solid waste and MRW regulations.
- Promote and support life-cycle product stewardship and industry advancements in packaging standards that lead to less waste generation.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

The Plan includes incorporated and unincorporated areas of Benton County. Figure 4-1 of the Plan provides a map of existing Benton County solid waste facilities.

B. ENVIRONMENTAL ELEMENTS

1. Earth

a. General description of the site:

(circle one): Flat, rolling, hilly, steep slopes, mountainous, other _____

Not Applicable (N/A) – Non-Project Action.

b. What is the steepest slope on the site (approximate percent slope)?

N/A – Non-Project Action.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

N/A – Non-Project Action.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

N/A – Non-Project Action.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

N/A – Non-Project Action.

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- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe.

N/A – Non-Project Action.

- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

N/A – Non-Project Action.

- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any:

N/A – Non-Project Action.

2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

N/A – Non-Project Action.

- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

N/A – Non-Project Action.

- c. Proposed measures to reduce or control emissions or other impacts to air, if any:

N/A – Non-Project Action.

3. Water

- a. Surface Water:

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

N/A – Non-Project Action.

- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

N/A – Non-Project Action.

- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

N/A – Non-Project Action.

- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known.

N/A – Non-Project Action.

- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

N/A – Non-Project Action.

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- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

N/A – Non-Project Action.

b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

N/A – Non-Project Action.

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

N/A – Non-Project Action.

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

N/A – Non-Project Action.

- 2) Could waste materials enter ground or surface waters? If so, generally describe.

N/A – Non-Project Action.

- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

N/A – Non-Project Action.

- d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

N/A – Non-Project Action.

4. Plants

- a. Check the types of vegetation found on the site:

____deciduous tree: alder, maple, aspen, other

____evergreen tree: fir, cedar, pine, other

____shrubs

____grass

____pasture

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- ____ crop or grain
- ____ Orchards, vineyards, or other permanent crops.
- ____ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
- ____ water plants: water lily, eelgrass, milfoil, other
- ____ other types of vegetation

N/A – Non-Project Action.

- b. What kind and amount of vegetation will be removed or altered?

N/A – Non-Project Action.

- c. List threatened and endangered species known to be on or near the site.

N/A – Non-Project Action.

- d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any:

N/A – Non-Project Action.

- e. List all noxious weeds and invasive species known to be on or near the site.

N/A – Non-Project Action.

5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site.

Examples include:

birds: hawk, heron, eagle, songbirds, other:

mammals: deer, bear, elk, beaver, other:

fish: bass, salmon, trout, herring, shellfish, other _____

N/A – Non-Project Action.

- b. List any threatened and endangered species known to be on or near the site.

N/A – Non-Project Action.

- c. Is the site part of a migration route? If so, explain.

N/A – Non-Project Action.

- d. Proposed measures to preserve or enhance wildlife, if any:

N/A – Non-Project Action.

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- e. List any invasive animal species known to be on or near the site.

N/A – Non-Project Action.

6. Energy and Natural Resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

N/A – Non-Project Action.

- b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

N/A – Non-Project Action.

- c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any:

N/A – Non-Project Action.

7. Environmental Health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe.

N/A – Non-Project Action.

- 1) Describe any known or possible contamination at the site from present or past uses.

N/A – Non-Project Action.

- 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

N/A – Non-Project Action.

- 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

N/A – Non-Project Action.

- 4) Describe special emergency services that might be required.

N/A – Non-Project Action.

- 5) Proposed measures to reduce or control environmental health hazards, if any:

N/A – Non-Project Action.

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

N/A – Non-Project Action.

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- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site.

N/A – Non-Project Action.

- 3) Proposed measures to reduce or control noise impacts, if any:

N/A – Non-Project Action.

8. Land and Shoreline Use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

N/A – Non-Project Action.

- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

N/A – Non-Project Action.

- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:

N/A – Non-Project Action.

- c. Describe any structures on the site.

N/A – Non-Project Action.

- d. Will any structures be demolished? If so, what?

N/A – Non-Project Action.

- e. What is the current zoning classification of the site?

N/A – Non-Project Action.

- f. What is the current comprehensive plan designation of the site?

N/A – Non-Project Action.

- g. If applicable, what is the current shoreline master program designation of the site?

N/A – Non-Project Action.

- h. Has any part of the site been classified as a critical area by the city or county? If so, specify.

N/A – Non-Project Action.

- i. Approximately how many people would reside or work in the completed project?

N/A – Non-Project Action.

- j. Approximately how many people would the completed project displace?

N/A – Non-Project Action.

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- k. Proposed measures to avoid or reduce displacement impacts, if any:

N/A – Non-Project Action.

- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any:

N/A – Non-Project Action.

- m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any:

N/A – Non-Project Action.

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

N/A – Non-Project Action.

- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

N/A – Non-Project Action.

- c. Proposed measures to reduce or control housing impacts, if any:

N/A – Non-Project Action.

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

N/A – Non-Project Action.

- b. What views in the immediate vicinity would be altered or obstructed?

N/A – Non-Project Action.

- c. Proposed measures to reduce or control aesthetic impacts, if any:

N/A – Non-Project Action.

11. Light and Glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

N/A – Non-Project Action.

- b. Could light or glare from the finished project be a safety hazard or interfere with views?

N/A – Non-Project Action.

- c. What existing off-site sources of light or glare may affect your proposal?

N/A – Non-Project Action.

- d. Proposed measures to reduce or control light and glare impacts, if any:

N/A – Non-Project Action.

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12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity?

N/A – Non-Project Action.

- b. Would the proposed project displace any existing recreational uses? If so, describe.

N/A – Non-Project Action.

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any:

N/A – Non-Project Action.

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

N/A – Non-Project Action.

- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

N/A – Non-Project Action.

- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

N/A – Non-Project Action.

- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

N/A – Non-Project Action.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

N/A – Non-Project Action.

- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

N/A – Non-Project Action.

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- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

N/A – Non-Project Action.

- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

N/A – Non-Project Action.

- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.

N/A – Non-Project Action.

- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?

N/A – Non-Project Action.

- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

N/A – Non-Project Action.

- h. Proposed measures to reduce or control transportation impacts, if any:

N/A – Non-Project Action.

15. Public Services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

N/A – Non-Project Action.

- b. Proposed measures to reduce or control direct impacts on public services, if any.

N/A – Non-Project Action.

16. Utilities

- a. Circle utilities currently available at the site:

electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other _____

N/A – Non-Project Action.

- b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

N/A – Non-Project Action.

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C. SIGNATURE

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature: Matt Mahoney

Name of signee: Matt Mahoney

Position and Agency/Organization: Public Works Manager

Date Submitted: 07/11/2023

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D. SUPPLEMENTAL SHEET FOR NONPROJECT ACTIONS

(IT IS NOT NECESSARY to use this sheet for project actions)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

Proposed actions described in the Plan are meant to encourage the proper management and disposal of solid and hazardous wastes, and to promote waste reduction, recycling, composting, and reuse. Successful implementation of the Plan is intended to decrease releases of toxic or hazardous substances to the environment.

The Plan itself will not increase discharges to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise. Specific projects recommended in the Plan will undergo a SEPA review specific to them, as required, and be subject to any other applicable state and local requirements.

Proposed measures to avoid or reduce such increases are:

- *Provide convenient and reliable services for managing solid waste materials.*
- *Promote the use of innovative and economical waste handling methods.*
- *Emphasize waste reduction as a fundamental management strategy.*
- *Encourage recovery of marketable resources from solid waste.*
- *Encourage public/private partnerships for waste reduction and recycling programs.*
- *Increase public awareness on solid waste issues and provide citizens with information and education to implement recommended waste management practices.*
- *Reduce the environmental impacts to climate, air, water and land that are associated with waste generation, transportation, handling, recycling and disposal.*
- *Support a sustainable solid waste system both at the local level and regionally.*
- *Comply with federal, state and local solid waste and MRW regulations.*
- *Support the State's Solid and Hazardous Waste Plan – Ecology's Moving Washington Beyond Waste and Toxics document*

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2. How would the proposal be likely to affect plants, animals, fish, or marine life?

Refer to response number 1. The Plan encourages proper management and disposal of solid waste, which should protect plant and wildlife habitat by reducing illegal dumping. Enhanced educational efforts regarding the use of toxic substances and increased access to recycling, as recommended in the Plan, may reduce threats posed to wildlife by improper disposal of solid wastes. Specific projects recommended in the Plan will undergo a SEPA review specific to them, as required, and be subject to any other applicable state and local requirements.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Refer to response number 1.

3. How would the proposal be likely to deplete energy or natural resources?

The Plan's recommendations are not expected to deplete energy or natural resources. The Plan promotes a more efficient system for collecting and disposing of solid wastes. The Plan also promotes practices associated with waste reduction, recycling, energy recovery, and reuse which should ultimately conserve natural resources. Specific projects recommended in the Plan will undergo a SEPA review specific to them, as required, and be subject to any other applicable state and local requirements.

Proposed measures to protect or conserve energy and natural resources are:

N/A

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

Such areas should be unaffected by the recommendations in the Plan. Implementation of project-specific proposals will undergo separate environmental review under SEPA.

Proposed measures to protect such resources or to avoid or reduce impacts are:

N/A

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5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

Future development would occur in accordance with the 2008 Benton County Growth Management Comprehensive Plan (as amended) and applicable land use regulations (as amended). No direct impacts to land or shoreline uses are anticipated to result from the proposed recommendations of the Plan.

Proposed measures to avoid or reduce shoreline and land use impacts are:

N/A

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The addition of any solid waste facilities or practices promoted by the Plan will be implemented in accordance with local, state, and federal regulations. Therefore, increased demands on those services will be minimized through compliance with the applicable laws and regulations in place at the time of the proposed action. Solid waste collection is described and analyzed in Chapter 6.0 of the Plan. Projects recommended in the Plan will undergo a SEPA review specific to them, as required, and be subject to any other applicable state and local requirements.

Proposed measures to reduce or respond to such demand(s) are:

N/A

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The addition of any solid waste facilities or practices promoted by the Plan will be implemented in conformance with local, state, and federal regulations. The Plan does not recommend any actions that are not in compliance with said regulations. Projects recommended in the Plan will undergo a SEPA review specific to them, as required, and be subject to any other applicable state and local requirements.

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Appendix F: WUTC Cost Assessment

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APPENDIX F - WUTC COST ASSESSMENT QUESTIONNAIRE

INTRODUCTION

By state law (*RCW 70A.205*), solid waste management plans are required to include:

“...an assessment of the plan’s impact on the costs of solid waste collection. The assessment shall be prepared in conformance with guidelines established by the Utilities and Transportation Commission (WUTC or Commission). The Commission shall cooperate with the Washington state association of counties and the association of Washington cities in establishing such guidelines.”

The following WUTC Cost Assessment Questionnaire (Questionnaire) has been prepared in accordance with the guidelines prepared by the WUTC (WUTC 1997). The purpose of this Questionnaire is not only to allow an assessment of the impact of proposed activities on current garbage collection and disposal rates, but to allow projections of future rate impacts as well. The WUTC requests this information in order to review the plan’s impacts to the waste haulers that it regulates. For these haulers, WUTC is responsible for setting collection rates and approving proposed rate changes. Hence, WUTC will review the following cost assessment to determine if it provides adequate information for rate-setting purposes and will advise Benton County (County) as to the probable collection rate impacts of proposed programs. Consistent with this purpose, the cost assessment focuses primarily on those programs (either implemented or recommended) with potential rate impacts.

Benton County Cost Assessment Questionnaire

Prepared By: Josiah Close, HDR

Telephone: (360) 570-7294

Email: Josiah.Close@hdrinc.com

Date: April 28, 2023

Definitions: The Solid Waste and Moderate Risk Waste Management Plan (Plan) is a long-term strategy that includes management, storage, collection, diversion, transportation, treatment, use, processing, and final disposal of the County’s solid waste. The Plan covers a twenty-year span and the Questionnaire has defined the period of review for the cost assessment in the table 1 below.

Year	Plan Year
1	2024
2	2025
3	2026
4	2027
5	2028
6	2029

Benton County's fiscal year is the same as the calendar year (CY) - that is - January through December. The County worked in conjunction with local governments and citizens as well as HDR to develop a county wide comprehensive plan. No other jurisdictions have developed a plan exclusive of Benton County.

Demographics

The data source for population projections used in the development of the plan is the Washington State Office of Financial Management (OFM). In order to maintain a conservative yet accurate approach, the population projections utilize the "medium" case figures from the OFM. The base year and the associated populations are detailed in the table below as well as the assumed percentage increases from the Plan years one through six. The 2021 population of 209,400 was taken from Table 2-1 of the Plan and is utilized as the starting point. This figure was then projected for 2024 through 2029 by extrapolating the projected population growth with the help of addition projection data from OFM for 2025 and 2030. The table below shows the population projection by year.

Year	Plan Year	Benton County Population	Percentage Change
1	2024	214,191	0.8%
2	2025	215,740	0.7%
3	2026	218,113	1.1%
4	2027	220,512	1.1%
5	2028	222,938	1.1%
6	2029	225,390	1.1%

Waste Stream Generation

The following table details the estimated waste generation and recycling tonnage for the County. Waste generation is estimated at 9.26 pounds per person per day, based on Table 2-2 in the Plan.



Year	Plan Year	Waste Generation (Tons)	MSW Disposed (Tons)	Recycled & Diverted (Tons)	Other Waste (Tons)
1	2024	361,972	228,676	126,690	6,606
2	2025	364,590	230,329	127,606	6,654
3	2026	368,600	232,863	129,010	6,727
4	2027	372,655	235,425	130,429	6,801
5	2028	376,754	238,014	131,864	6,876
6	2029	380,898	240,632	133,314	6,952

It is important to note that the recycling rate is assumed at 34.6% which is an unrounded version of the figure from the Plan of 35%. This was done in order to maintain the appropriate relationships in the projection of solid waste tonnages, specifically for the non-recyclables or other waste.

Waste Generation Assumptions

- Figures, except the “Year” and “Plan Year”, are shown as tons per year (TPY). Projected waste generation figures for 2024 through 2029 are based on the waste generation rate for 2018 (9.26 pounds per person per day) which is the most recent available and based on Ecology tonnage records in conjunction with the population forecasts from OFM.
- The projected amounts of recycling and diversion, disposed municipal solid waste (MSW), and other wastes assume the same percentage of the total waste generated as in 2018
- MSW Disposed per person per day is 5.85 pounds or 2,135 pounds per year (based on 2018 data)
- Other wastes include construction, demolition, and land clearing wastes disposed at limited purpose landfills and special wastes

System Program Component Costs

System costs reported in this questionnaire are funded by County revenues and through nominal grants.

WASTE REDUCTION PROGRAMS

Existing education and outreach waste reduction programs implemented by the County:

- “Pay-as-you-throw” rates
- Public education and outreach
- Drop box sites
- Public event recycling

The costs of providing the waste reduction programs are included within the County's solid waste budget and are funded through County revenues or via interlocal agreements.

Solid Waste Collection Programs

Curbside collection of MSW is mandatory within city and town limits of the County but not mandatory in the unincorporated areas. Collection is conducted by a number of private entities including Ed's Disposal, Inc., Basin Disposal, Inc., Waste Management, Sanitary Disposal, Inc., and the City of Richland's Solid Waste Division. The following table details information about the WUTC-regulated collection in the County.

MSW and Recycling Collection within Benton County							
Collection Entity		2024	2025	2026	2027	2028	2029
Incorporated	Pop	176,590	177,867	179,824	181,802	183,801	185,823
	Tons	188,532	189,895	191,984	194,096	196,231	198,390
Unincorporated	Pop	37,601	37,873	38,290	38,711	39,137	39,567
	Tons	40,144	40,434	40,879	41,329	41,783	42,243
Total Population		214,191	215,740	218,113	220,512	222,938	225,390
Total Tons		228,676	230,329	232,863	235,425	238,014	240,632

** Projected 2024 through 2029 data based on assumed waste generation rates and population growth rates applied to 2021 population and 2018 tonnage data*

There is currently one transfer station in Benton County which is operated by Waste Management in Kennewick. Additionally, Basin Disposal operates two drop-box sites one in Prosser and one in Benton City. Waste collected in Benton County is transported to two transfer stations located outside Benton County Organics Collection Programs

Organics Collection Programs

The City of Richland offers weekly collection of yard waste, on regular collection days, weather permitting. The program accepts loose grass, leaves, plant trimmings, garden debris, non-treated wood, and branches less than 4 inches in diameter. Waste Management, in Kennewick, offers collection of unlimited bags of leaves the first week of November, December, and January with materials collected currently being directed for disposal. Christmas tree collection programs are offered by the City of Richland and Ed's Disposal through curbside collection, by WM of Kennewick at the transfer station, and BDI through their Pasco Transfer Station. The City of Richland is currently the only program that composts the Christmas trees collected. One of the largest areas of concern with yard waste is the capacity for processing within the County. The County and city partners could undertake a study to determine the infrastructure necessary to implement additional yard waste and food waste collection and recycling



programs. The County could also consider the potential for public-private partnerships to assist with volumes throughput and the offset of costs for facility construction, maintenance, operations, and product marketing.

Recycling Programs

The County, cities and towns, and waste collection companies provide numerous options including curbside as well as drop-off recycling sites throughout the County. Currently, curbside residential recycling service is provided in the City of Kennewick and the City of Richland. The cities of Benton City, Prosser, and West Richland and the unincorporated areas of the County are serviced by residential recycling drop-boxes. Commercial-sector recycling is available in the County and is provided by collection companies operating within each city and town and the unincorporated areas. Public event recycling is provided by the solid waste collection companies operating within the County.

To incentivize recycling, as mentioned, bins are located at multiple locations throughout the County as an opportunity to recycle. All materials collected at the drop-off sites are accepted at no cost. Additional recycling opportunities can enable residents and businesses to reduce their garbage service volumes and lower their garbage collection fees in cities with “pay-as-you-throw” price models. Additionally, residents and businesses that subscribe to recycling collection services may be able to reduce their garbage service to smaller size carts and lower their costs for garbage service. Markets for recyclables are volatile and affect commodities that are able to be collected and processed for recycling. Primary markets for specific materials and comments on factors that affect them as of December 2022 are presented in Table 5-3 in the Plan and summarized below.

Markets for Recyclable Materials (as of December 2022)		
Material	Primary Market(s)	Comments
Paper		
Cardboard	Regional paper markets, paper mills, and export	The markets for cardboard (used in packaging) have recently been improving and may be stabilizing
Mixed Paper and Newspaper	Regional paper markets, paper mills, and export	The markets are fluctuating due to supply and demand from overseas markets and processors and are primarily low at this time
Plastics		
Bottles #1 through #7	Regional markets in Western Washington and Oregon, and export	The markets for PET and HDPE bottles are currently weak to non-existent (#1 and #2), and even weaker for bottles #3 through #7
Other Plastics	Primarily export	Markets are volatile and sometimes unreliable

Markets for Recyclable Materials (as of December 2022)		
Material	Primary Market(s)	Comments
Metals		
Aluminum	Regional markets in Western Washington and Oregon; can manufacturing in St. Louis	Aluminum prices were weak in 2022
Tin Cans, Appliances, and Ferrous and Non-ferrous Scrap	Regional markets in Western Washington and Oregon	Steel has fluctuated heavily, and the market is currently weak
Glass		
Clear Glass	Regional markets in Western Washington and Oregon	Prices are poor for clear glass
Brown and Green Glass	Regional markets in Western Washington and Oregon	Prices for brown and green glass are low or negative (i.e., the glass is recycled for a charge)

The assumed recycling rate is 34.6% of the total waste collected and this rate was used to project the future amount of recycling tons. It is important to note that this rate is an unrounded version of the figure from the Plan of 35%. This was done in order to maintain the appropriate relationships in the projection of solid waste tonnages, specifically for the non-recyclables or other waste. The table below shows a projection of recycling and non-recyclable tons based on the 2018 data from Table 2-2 in the Plan.

Year	Plan Year	Recycling (Tons)	Other Non-Recyclables (Tons)
1	2024	126,690	6,606
2	2025	127,606	6,654
3	2026	129,010	6,727
4	2027	130,429	6,801
5	2028	131,864	6,876
6	2029	133,314	6,952

Energy Recovery & Incineration (ER&I) Programs

MSW from the County is disposed of at multiple landfill facilities including the Horn Rapids Landfill located in the County, Waste Management's Columbia Ridge Landfill in Gillam County, Oregon, and the Waste Connections' Finley Buttes Landfill in Morrow County, Oregon. The Horn Rapids Landfill currently flares landfill gas collected but has an approved facility project with Pine Creek RNG to recover, clean, and reuse the gas collected through an agreement with Cascade Natural Gas. The Columbia Ridge Landfill manages landfill gas to generate renewable energy, reduce emissions, and prevent odor. The Finley Buttes Landfill recovers energy through an installed gas collection and recovery system on the landfill site. Energy recovery from MSW should remain a continuing consideration for the County.



Expenses

The project expenses (2024 – 2029) for the County are shown below are based on cost figures escalated from the 2023 budget by assumed inflationary factors.

	2024	2025	2026	2027	2028	2029
Total Expenses (\$000s)	\$1,016	\$1,237	\$1,287	\$1,368	\$1,410	\$1,454
MSW Tons	213,630	217,262	220,955	224,711	228,740	232,629
Cost per MSW Ton	\$118.62	\$120.22	\$123.11	\$126.08	\$127.66	\$129.38

Funding Mechanisms

The County's solid waste program is managed by the Benton County Road Department and run with the advice of the Benton County Solid Waste Advisory Committee (SWAC). The program is operated on a county-wide basis, though it functions in conjunction with activities managed by individual cities in Benton County via interlocal agency agreements. The incorporated communities of Benton City, Kennewick, Prosser, Richland, and West Richland executed interlocal agreements with the County regarding solid waste management. The solid waste program is funded through County taxes, as well as a LSWFA grant funding (CPG) offered by the Washington State Department of Ecology. System costs reported in this questionnaire are funded by revenues collected by the County. Provided in the table below is a summary of the revenues received by the County based on the 2023/2024 biennial budget (adjusted for a single year, 2023).

System Funding Source	2023 Budget	Funding Percentage
Pollution Control & Remediation Services	\$310,000	47.7%
Solid Waste Services	10,000	1.5%
Grants	325,000	50.0%
Miscellaneous	<u>5,000</u>	0.8%
Total Funding Sources	\$330,000	

The following assumptions were used to project revenues and expenses:

- **Revenues**
 - Customer Growth – 1.0%
 - Misc. Revenue – 1.0%
- **Expenses**
 - Personnel – 3.5%
 - Internal Services – 3.0%
 - Professional Services – 3.0%
 - Operating Costs – 3.0%

- Miscellaneous – 2.5%
- Flat – 0.0%
- General Inflation – 3.0%

Benton County Projected Revenues and Expenses (\$000s)						
Costs	2024	2025	2026	2027	2028	2029
Revenues						
Pollution Control & Remed Svs	\$310	\$313	\$316	\$319	\$323	\$326
Solid Waste Services	10	10	10	10	10	11
Miscellaneous	5	5	5	5	5	5
Coordinated Prevention Grant	<u>325</u>	<u>328</u>	<u>332</u>	<u>335</u>	<u>338</u>	<u>342</u>
Total Revenue	\$650	\$657	\$663	\$670	\$676	\$683
Expenses						
Total O&M	\$1,145	\$1,181	\$1,218	\$1,256	\$1,295	\$1,335
Rate Funded Capital	241	57	32	33	34	35
Total Reserve Funding	<u>(352)</u>	<u>25</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>52</u>
Total Expenses	\$1,034	\$1,263	\$1,301	\$1,340	\$1,381	\$1,423
<i>Bal. / (Def.) of Funds</i>	<i>(\$384)</i>	<i>(\$607)</i>	<i>(\$638)</i>	<i>(\$671)</i>	<i>(\$705)</i>	<i>(\$740)</i>

The table above utilizes the County's 2023/2024 biennial budgeted revenues and expenses. Those are then inflated by the escalation factors that were shown previously. As can be seen, current revenues are not sufficient to fully fund the projected expenses. Given the deficiency of funds in 2024 through 2029 based on the 2023/2024 biennial budget, it is recommended that the County should address the revenue shortfall by either a future revenue adjustment or securing other funding sources such as grants, etc. Additionally, as it is projected that the population – and therefore solid waste tonnage – will increase in the next six years the County should strategize about how this transition should happen as some costs may not increase proportionally with the service population while maintaining the same, high level of service from the County.



Appendix G: Determination of Non-significance

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Community Development Department

Prosser Office: 620 Market Street, 1st Floor
Kennewick Office: 102206 East Wiser Parkway
www.co.benton.wa.us



Planning Division

(509) 786-5612
P.O. Box 910, Prosser, WA 99350
planning.department@co.benton.wa.us

Determination of Non-Significance

Proponent: Benton County Public Works Division

File No. EA 2023-013

Project Description: The Benton County Public Works Department is proposing to adopt a Solid Waste and Moderate Risk Waste Management Plan to update the current plan in accordance to state law. State law requires solid waste plans be reviewed regularly and updated as needed. The plan is expected to be adopted by the end of 2023 at which point it will become effective. The implementation of the Plan will occur over a 5-year period from 2024 through 2029.

Project Location: Countywide

Jurisdiction: Benton County, Washington

Lead Agency: Benton County Community Development Department- Planning Division

Threshold Determination: The lead agency for this proposal has determined that it will not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). The decision was made after review of a completed environmental checklist, comments received from various agencies and other information on file with the lead agency. This information is available to the public on request.

This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date below. Comments must be submitted by August 3, 2023.

Administrative appeals of threshold determinations of non-significance (DNS) are not allowed.

SEPA Responsible Official: Greg Wendt

Position/Title: Director of Community Development

Address: P.O. Box 910, Prosser WA 99350

Date: July 20, 2023



Greg Wendt, Director of Community Development
Benton County Community Development Department

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Appendix H: Comments and Responses on the Draft Plan

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Section A: Revisions required for Plan approval			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
N/A	N/A	No required changes are needed.	N/A
Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
Plan clarity, content, and navigation			
1	Cover and throughout	Name of Plan To bring some statewide consistency to plan titles and to make it clear that the Plan addresses the State’s Hazardous Waste Planning requirements, we recommend the title be changed to Benton County Comprehensive Solid and Hazardous Waste Management Plan for Years 2024-2029.	Concur with comment. Changes made to Plan.
2	1.9.3, 1-7	City of Richland Solid Waste Management Plan Recommend a link to the City Plan be included. It is available online on the City’s website.	Concur with comment. Changes made to Plan.
3	1.12.1, 1-10	LightRecycle Washington Program Add language to indicate the LightRecycle program is set to sunset in 2025 unless action is taken to extend the law and that after July 1, 2026, the program may be terminated or extended.	Concur with comment. Changes made to Plan.
4	1.12.13, 1-13 & 1-14	Organics Management Law For the CPO specifically, there are also requirements for jurisdictions to adopt a CPO with a population less than 25,000 if they require the hauler to collect organics or they themselves provide organics curbside collection. The CPO focus sheet has the language that should be added into this section or you could match what you have in 6.2.1. The facility siting requirement takes effect on July 1, 2024.	Concur with comment. Changes made to Plan.

Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
5	2.2.3, 2-4	Composition Study To create Figure 2.1 we recommend using the state’s most current data included in the 2020-2021 waste composition. To illustrate the changes in the composition of the waste stream, the 2020-21 study includes a table (page 44) showing how the composition of the waste stream has changed since 2015 and 2016. These changes could be noted in this section as well.	Acknowledge comment. The 2020-2021 State Waste Composition was conducted during the Covid pandemic. Language in Plan notes the reasoning behind the use of the 2015 Composition Study. No change made to Plan.
6	3.3.1, 3-4 (Table 3-1)	Unincorporated Population 2021 The 2021 unincorporated population in Table 3.1 should be changed from 30,752 to 36,760 to reflect the population data in Table 2.1. 30,752 was the unincorporated population of the County in 2010.	Concur with comment. Changes made to Plan.
7	5.1.1, 5-1	Statewide Recycling Rate In Bullet 1, note that Washington State <i>had</i> set a goal to reach a recycling rate of 50% by 2007. This goal is no longer included in the most recent State Plan, 2021. As you mention, Ecology now emphasizes overall waste generation instead. In addition, we recommend referencing the State’s Plan goal of maximizing the “effectiveness of recycling and organic processing systems” (pg. 13, State Plan).	Acknowledge comment. These are goals from RCW 70A.205 not State Plan. No change made to Plan.
8	5.1.1, 5-2	Urban and Rural Recycling Bullet points 2 & 3 are duplicated in the paragraphs below.	Acknowledge comment. The bullet points reference relate to different requirements for establishing vs. developing programs. No change made to Plan.

Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
9	5.1.2, 5-2	CROP To make it easier to ensure each requirement is met, we suggest adding the section where it is met alongside each bullet point. It does appear to meet the requirements. However, the cost is not really being discussed in the implementation chapter because it shows \$0 for WRR9 and WRR16. Either update the costs or make a comment as to why there is no cost to implement the CROP. In addition, I suggest changing WRR16 from "maintain and update.." to "implement the actions listed as part of the CROP."	Acknowledge comment. Comment reference on-going recommendations in accordance with Table 11.1 footnote. No change to Plan.
10	5.2.4, 5-7 Table 5-2	Paint Benton County now has a contract with Paint Care. Paint should, at a minimum, be listed in the limited collection section versus the potentially recyclable section as it is now routinely recycled statewide and at no cost to the county.	Concur with comment. Changes made to Plan.
11	5.2.12, 5-10	China Sword There is some duplication within the first 5 paragraphs. We suggest combining and deleting information that is duplicated.	Acknowledge comment. No change made to Plan.
12	5.2.12, 5-11, Table 5-3	Market Data We would recommend adding a link to Ecology's market data which is updated every 2 months and is posted available in BOX.	Concur with comment. Ecology link added to document.
13	5.4.8, 5-18	Waste Diversion Goal A waste diversion goal of 40% is listed, however, there is no date upon which Benton County expects to achieve that goal and is this goal a sustained goal of 40% or do they wish to increase it throughout the planning period?	Concur with comment. Changes made to Plan and Recommendation WRR8.
14	5.4.9, 5-18	2018 Recycling Rate The 2021 data is now available and we suggest using the updated data for this plan so that it is as current as possible. The 2021 diversion rate is listed as 34.7% which is a decrease since the 2018 data.	Acknowledge comment. Leaving 2018 data as is. See Section 5.4.9 for explanation.

Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
15	5.4.12, 5-18	Glass Recycling There is a new depot located in the Tri-Cities that is collecting glass which is not referenced in the Plan. We recommend noting that jurisdictions and companies are working together to address the difficulties of recycling glass on the East side of the Cascades. And, note that Benton County would be interested in adding glass to its programs when it becomes feasible financially.	Concur with comment. Changes made to Plan.
16	6.5.2, 6-4	Residential Collection As part of the new Organics Management Law, Benton County will have some residential collection requirements in 2027. There is no mention of this new requirement.	Concur with comment. Changes made to Plan.
17	6.3.1, 6-2	Yard Debris Collection Clarify if Richland collection is limited to residential or if it includes multi-family, commercial etc. Also, with Kennewick collecting leaves but sending them to disposal, we recommend noting if they plan to make any changes to that program to help reach the goals that are listed by the state in the above sections.	Clarified with City of Richland. Yard Debris Collection does not include multi-family or commercial.
18	7.3.1, 7-2	Agricultural Waste Because you have WAC 173-350-100 in quotations I would update to reflect the exact wording which is: "wastes from farms resulting from the raising or growing of plants and animals including, but not limited to, crop residue, livestock manure, animal bedding, and carcasses of dead animals."	Concur with comment. Changes made to Plan.
19	7.13.3, 7-11	Litter Funding Update the last sentence in paragraph 1 to state that "Beginning in 2008, half of the funds were redirected away from the litter grants however funding was fully restored in 2019."	Concur with comment. Changes made to Plan.

Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
20	7.16.2, 7-13	Drug Take Back Update this section to reflect the new program. "Chapter 69.48 RCW - The Drug Take-Back Program created a unified, statewide, medication return program for the collection and disposal of covered drugs in 2020. Administered by the Washington State Department of Health and funded by pharmaceutical producers, Washington State's Drug Take-Back Program became the first statewide extended producer responsibility (EPR) program for residential medications in the nation." (Pierce County Plan language). This update may change your SW2 recommendation, so we recommend evaluating this recommendation.	Concur with comment. Changes made to Plan. Deleted Recommendation SW2.
21	8.2.2.1, 8-3	WA State SWMP The most recent plan was published in 2021 not 2015. This section also quotes MRW percentages and goals from the previous plan.	Concur with comment. Changes made to Plan.
22	8.2.2.5, 8-5	Paint Care Benton County is now signed on with Paint Care. Reference this in this section.	Concur with comment. Changes made to Plan.
23	8.2.3, 8-6 & 8.6.3, 8-104	MRW Facility Update the opening date for the facility.	Concur with comment. Changes made to Plan.
24	8.3.2, 8-7	Hazardous Waste Generators We do have a list of all generators in Benton County. The last sentence states it is unknown how many there are. You could attach this as an exhibit, add a link to this list, or just update your reference. The list can be found here -	Concur with comment. Changes made to Plan. Deleted last sentence.
25	8.4.1.3, 8-7 8.6.1, 8-8	HHW Education These two paragraphs contradict each other. If funding has been the issue and limited education has been provided but now the education is planning to be increased and is part of the recommendations, then you may need to add language explaining why or how that situation is different and will allow for this increase. Alternatively, you could delete the 8.4.1.3 paragraph as the 8.6.1 has much more thorough information.	Concur with comment. Changes made to Plan. Deleted Section 8.4.1.3.

Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
26	Appendix C	SWAC Resolution 2022-176 has expired terms. All but 2 are now expired. Add the new resolution to show current members throughout this planning period.	Concur with comment. New Resolution has been inserted in Appendix C.
27 - WSDA	4.4.1, 4-5 & Ch. 6	WSDA – Japanese Beetle Import - WSDA recommendation letter In September 2022, a quarantine for Japanese beetle was put in place in the southeastern corner of Yakima County and the southwestern corner of Benton County (see WAC 16-470-700 to 720). Under this quarantine, yard debris is considered a regulated article (WAC 16-470-710) and is prohibited from moving outside of the quarantined area unless it meets one of the following treatment methods (WAC 16- 470-717(2)): Steam heated to a temperature of 140 degrees Fahrenheit for one hour, to kill all life stages of Japanese beetle; When consisting solely of woody materials containing no soil, yard debris may be chipped to a screen size of one inch in two dimensions or smaller during the Japanese beetle adult flight season (May 15th through October 15th). Woody material containing no soil can be moved outside of the Japanese beetle adult flight season without chipping; Another treatment determined to be effective at eradicating Japanese beetle and approved in writing by the director. Since a portion of Benton County is under quarantine for Japanese beetle, it is recommended that information about the quarantine and its restrictions are included in the Plan. If needed, WSDA can provide more detailed information about this quarantine. Under section 4.4 of the Plan, it's stated, "Periodically, Yakima County residents may use the Prosser Transfer Station Facility, particularly during Prosser Cleanup Days." Prosser is located outside of the Japanese beetle quarantine area, therefore, yard debris coming from quarantined portions of Yakima County is prohibited (unless it meets the criteria stated above). Additionally, yard debris from the quarantined portion of Benton County is prohibited from being transported into non-quarantined areas of the County. ECY - Yakima County recently updated their SW Management Plan and you can find information on this topic on page 5-5. We recommend adding this into the Chapter 6 Organics section, as well.	Concur with comment. Language added to Section 4.4.1 and 6.2.2.

Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
28 - WSDA	6.6.2, 6-2	Apple Maggot Quarantine - WSDA recommendation letter Regarding the apple maggot quarantine, under section 6.2.2 WSDA Regulations, the Plan discusses Benton County's status as non-quarantined for apple maggot. It is recommended that language is added clarifying that since Benton County is considered non-quarantined, it cannot accept organics or municipal solid waste from an apple maggot quarantine area unless a special permit has been issued by WSDA.	Concur with comment. Language added to Section 6.2.2.
	Additional comment submitted by Ecology	Emerging Issues Section – “As we implement this Plan, issues may arise that could directly impact our local solid and hazardous waste management programs. These include the introduction of new state, federal, and international government regulations and policies, advancements in technology, and changes in product use and design. Consequently, we may need to adjust the recommendations in this Plan or add new action items to our implementation strategy to effectively address them before our Plan is updated again in 20xx. When these issues arise, the Plan may need to be amended or revised to address them using the process defined in (reference Chapter, etc. in Plan) and will be referenced in our next Plan update in 20xx.”	Concur with comment. Language added to Section 11.5.
Section C: Minor edits			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
29	5.2.3.3	City of Kennewick - Font The font in the first half of this section does not match the rest of the document.	Concur with comment. Font corrected.
30	Ch. 7	RCW's Recodified Many of the RCW's referenced throughout chapter 7 need to be updated to their new recodified numbers.	Concur with comment. RCW reference updated.
31	7.13.5, 7-11	Funding Update sentence two from "if funding continues to be reduced" to "if funding is reduced."	Concur with comment. Sentence updated.

Section C: Minor edits			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
32	11.1, 11-1	Chapter 7 Recommendations The recommendations are listed as SW in the chapter but as MW on the table.	Concur with comment. Corrected in Chapter 7 Recommendations.
33	11.1, 11-4	Chapter 9 Recommendations ER1) does not match the exact wording found within the chapter.	Concur with comment. Table 11.2 corrected.
34	Appendix E & G	SEPA Combine the SEPA checklist with the Determination versus having these in separate non-consecutive appendices.	Leaving as separate appendices.
35	Appendix F, F-1	UTC Update the county name on the UTC cost assessment from Thurston to Benton.	Concur with comment. Correction made.
36	Appendix F, F-7	Ecology Grant Reference Update the reference to the CPG grant to the LSWFA grant.	Concur with comment. Correction made.
SEPA Comment	Comments submitted during SEPA by Kennewick Irrigation District	1. Please note that permanent structures are not allowed within irrigation easements. 2. Please protect all existing irrigation facilities. 3. No permanent structures or grading allowed within the Kennewick Irrigation District canal right-of-way. 4. The Moderate-Risk Waste facility discussed on section 8.0 of the Benton County Solid Waste Management Plan is located adjacent to an open channel irrigation canal and is within a City of Kennewick wellhead protection zone. a. KID requires adequate measures are in place to prevent any hazardous wastes from entering the open canal and protecting the aquifer.	Acknowledge comment. No change made to Plan.
SEPA Comment	Comments submitted during SEPA by City of Kennewick	Acronyms and abbreviations formatting - CROP is in italics - Plan is in italics. 5-6 City of Kennewick formatting - The first paragraph for Kennewick has an indent. 8-10 8.6.3 Household Collection Change time period – MRW Facility did not open in Spring 2023.	Concur with comments. Changes made to Plan.



September 28, 2023

STATE OF WASHINGTON
UTILITIES AND TRANSPORTATION COMMISSION
621 Woodland Square Loop S.E. • Lacey, Washington 98503
P.O. Box 47250 • Olympia, Washington 98504-7250
(360) 664-1160 • TTY 1-800-833-6384 or 711

September 28, 2023

Michelle Mulrony
Regional Planner and Grant Manager
WA State Department of Ecology, Central Region Office

RE: Benton County Comprehensive Solid Waste Management Plan, Docket TG-230680

Dear Michelle Mulrony:

Thank you for filing Benton County's 2024-2029 Comprehensive Solid Waste Management Plan.

The Washington Utilities and Transportation Commission (Commission) has completed its review of the preliminary draft of the Benton County Comprehensive Solid Waste Management Plan Update (Plan).

Although the Commission does not regulate Benton County, RCW 70A.205.065 requires the Commission to complete a review of the Plan and advise the County of the probable impacts of that Plan. The 2024-2029 Plan will have no regulated rate impact to ratepayers served in incorporated areas by solid waste collection companies because these customers are not regulated by the Commission.

There is impact to customers in unincorporated areas because these customers fall under solid waste carriers, Ed's Disposal, Inc. (G-110), Basin Disposal, Inc. (G-118), Waste Connections of Oregon, Inc. dba Sanitary Disposal (G-173), and Waste Management of Washington, Inc. dba Waste Management of Kennewick (G-237) that are regulated by the Commission.

The 2024-2029 Plan proposes to increase tip fees by approximately two percent each year to keep up with inflation. As a result, there will be a minimal rate impact to ratepayers served by regulated solid waste collection companies in Benton County.

Projected Disposal Fees	2024	2025	2026	2027	2028	2029
Per Ton Disposal Cost	\$118.62	\$120.22	\$123.11	\$126.08	\$127.66	\$129.38
Per Ton Increase		\$1.60	\$1.63	\$1.66	\$1.71	\$1.73
Percentage Increase		1.35	2.40	2.41	1.25	1.35
Projected Rate Increases	2024	2025	2026	2027	2028	2029
Residential						

Respect. Professionalism. Integrity. Accountability.

Monthly Rate for One 32-Gallon Can Per Week Service	\$2.24	\$0.12	\$0.21	\$0.22	\$0.11	\$0.13
Commercial						
One-Yard Per Pick Up	\$11.53	\$0.61	\$1.10	\$1.14	\$0.59	\$0.65

Staff has no further comment on the Plan.

Please direct questions or comments about the commission's plan review process to Rachel Stark at (360) 664-1272 or rachel.stark@utc.wa.gov.

Sincerely,

Kathy Hunter
Acting Executive Director and Secretary

cc: Jackie Mayfield
Administrative Assistant
Benton County, WA
Jackie.mayfield@co.benton.wa.us
509-574-2455



STATE OF WASHINGTON

DEPARTMENT OF AGRICULTURE

Division of Plant Protection

P.O. Box 42560 • Olympia, Washington 98504-2560 • (360) 902-1800

September 20, 2023

Jackie Mayfield
Administrative Assistant
Benton County

Michelle Mulroney, Regional Planner and Grant Manager
Central Region Office
Department of Ecology

Dear Jackie Mayfield and Michelle Mulroney:

WSDA has reviewed the preliminary draft of the Benton County Solid Waste and Moderate Risk Waste Management Plan (Plan), for compliance with Chapter 16-470 WAC. Upon review, there are aspects of the Plan that our agency recommends updating for accuracy and clarity.

In September 2022, a quarantine for Japanese beetle was put in place in the southeastern corner of Yakima County and the southwestern corner of Benton County (see WAC 16-470-700 to 720). Under this quarantine, yard debris is considered a regulated article (WAC 16-470-710) and is prohibited from moving outside of the quarantined area unless it meets one of the following treatment methods (WAC 16-470-717(2)):

- (a) Steam heated to a temperature of 140 degrees Fahrenheit for one hour, to kill all life stages of Japanese beetle;
- (b) When consisting solely of woody materials containing no soil, yard debris may be chipped to a screen size of one inch in two dimensions or smaller during the Japanese beetle adult flight season (May 15th through October 15th). Woody material containing no soil can be moved outside of the Japanese beetle adult flight season without chipping;
- (c) Another treatment determined to be effective at eradicating Japanese beetle and approved in writing by the director.

Since a portion of Benton County is under quarantine for Japanese beetle, it is recommended that information about the quarantine and its restrictions are included in the Plan. If needed, WSDA can provide more detailed information about this quarantine.

Under section 4.4 of the Plan, it's stated, "Periodically, Yakima County residents may use the Prosser Transfer Station Facility, particularly during Prosser Cleanup Days." Prosser is located outside of the Japanese beetle quarantine area, therefore, yard debris coming from quarantined portions of Yakima County is prohibited (unless it meets the criteria stated above). Additionally, yard



STATE OF WASHINGTON

DEPARTMENT OF AGRICULTURE

Division of Plant Protection

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debris from the quarantined portion of Benton County is prohibited from being transported into non-quarantined areas of the County.

Regarding the apple maggot quarantine, under section 6.2.2 WSDA Regulations, the Plan discusses Benton County's status as non-quarantined for apple maggot. It is recommended that language is added clarifying that since Benton County is considered non-quarantined, it cannot accept organics or municipal solid waste from an apple maggot quarantine area unless a special permit has been issued by WSDA.

Thank you for providing our agency with the opportunity to comment on the Benton County Plan. RCW 70A.205.060 requires the Washington State Department of Agriculture to review preliminary draft solid waste management plans for any increased risk of introducing a quarantine plant pest or disease into a pest free area.

Sincerely,

Amy Clow
Quarantine, Compost, & Rules Coordinator
WSDA Plant Protection Division

cc:
Sven Spichiger, WSDA Acting Pest Program Manager



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

Central Region Office

1250 West Alder St., Union Gap, WA 98903-0009 • 509-575-2490

October 2, 2023

Matt Mahoney- Solid Waste Director
Benton County Public Works
102206 Wiser Parkway
Kennewick, WA 99338

**RE: Review of Benton County Comprehensive Solid and Hazardous Waste Management Plan,
Preliminary Draft.**

Dear Matt,

The Department of Ecology (Ecology) has completed its review of the preliminary draft of the 2024-2029 Comprehensive Solid Waste and Hazardous Waste Management Plan (Plan) that we received on August 14, 2023. The results of this review are included in the enclosed attachment. Ecology's comments can also be [found here](#).

Ecology appreciates Benton County's continued leadership in materials management. The thoughtful and thorough approach the County and the SWAC took will help guide you through the implementation years. The 41 recommendations in this Plan support the Washington State Solid and Hazardous Waste Management Plan: [Moving Washington Beyond Toxics \(2021\)](#). Some elements of the Plan are particularly strong, such as:

- Climate Action Plan (Pg. 5-3), the County updated the Climate Action Plan in 2019 which has a "goal to make residents, communities, state agencies, local governments, and businesses less vulnerable to the effects of hazards." The fact that you are taking the initiative to protect your residents through planning, is a huge testament to your leadership in material management.
- Disaster Debris. Your SW5 recommendation is to develop an internal disaster debris management plan. Having a pre-incident plan in place shows that you will be ready for any solid waste situation and will ensure it does not negatively impact your residents or County.

The next step is for you to review and address Ecology, [WSDA](#), and [UTC](#) comments and then assemble your final submittal packet. Ecology is no longer accepting hard copies of Plan's and instead asks you to upload directly to this [Benton County BOX Folder](#) and send me a courtesy email that it has been uploaded.

We have found that the Resolution of Adoptions for the Plan tend to take the most time, so we encourage you to have your city partners work with their leadership to ensure they have reviewed the preliminary Plan and go to get scheduled on their calendars for the adoption in approximately 60-90 days from you getting our official preliminary comments. This will help to move the Plan over the finish line! Once we receive your final packet, we will send you a formal notification of receipt and we will have 45 days to submit our response.

Thanks to you and everyone else involved for their hard work in preparing your Plan. Please contact me if you have any questions by email at michelle.mulroney@ecy.wa.gov or by phone at (509) 406-3959.

Sincerely,

Michelle Mulroney
Regional Planner and Grant Manager
WA State Department of Ecology

cc: Peter Guttchen, Ecology Statewide Lead Planner
James Rivard, Ecology Solid Waste Management Program Section Manager, Central Region
Jackie Mayfield, Administrative Assistant Benton County Public Works
Wendy Mifflin, HDR Consultant

2024-2029 BENTON COUNTY COMPREHENSIVE SOLID WASTE and
MODERATE RISK WASTE MANAGEMENT PLAN (Plan)

Michelle Mulrony– Central Regional Planner –
(509) 406-3959 michelle.mulrony@ecy.wa.gov

This review is grouped into four sections

- [Section A – Required revisions to meet the minimum requirements for Plan approval.](#)
- [Section B – Recommended revisions to expand on or update information in the Plan and improve consistency with local Plans statewide.](#)
- [Section C – Minor edits to correct typos and improve clarity and readability.](#)
- [Section D – What to include in your final submittal packet.](#)

Section A: Revisions required for Plan approval			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
N/A	N/A	No required changes are needed.	N/A

Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
Plan clarity, content, and navigation			
1	Cover and throughout	Name of Plan To bring some statewide consistency to plan titles and to make it clear that the Plan addresses the State’s Hazardous Waste Planning requirements, we recommend the title be changed to Benton County Comprehensive Solid and Hazardous Waste Management Plan for Years 2024-2029.	
2	1.9.3, 1-7	City of Richland Solid Waste Management Plan Recommend a link to the City Plan be included. It is available online on the City’s website.	
3	1.12.1, 1-10	LightRecycle Washington Program Add language to indicate the LightRecycle program is set to sunset in 2025 unless action is taken to extend the law and that after July 1, 2026, the program may be terminated or extended.	
4	1.12.13, 1-13 & 1-14	Organics Management Law For the CPO specifically, there are also requirements for jurisdictions to adopt a CPO with a population less than 25,000 if they require the hauler to collect organics or they themselves provide organics curbside collection. The CPO focus sheet has the language that should be added into this section or you could match what you have in 6.2.1. The facility siting requirement takes effect on July 1, 2024.	

Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
5	2.2.3, 2-4	Composition Study To create Figure 2.1 we recommend using the state’s most current data included in the 2020-2021 waste composition. To illustrate the changes in the composition of the waste stream, the 2020-21 study includes a table (page 44) showing how the composition of the waste stream has changed since 2015 and 2016. These changes could be noted in this section as well.	
6	3.3.1, 3-4 (Table 3-1)	Unincorporated Population 2021 The 2021 unincorporated population in Table 3.1 should be changed from 30,752 to 36,760 to reflect the population data in Table 2.1. 30,752 was the unincorporated population of the County in 2010.	
7	5.1.1, 5-1	Statewide Recycling Rate In Bullet 1, note that Washington State <i>had</i> set a goal to reach a recycling rate of 50% by 2007. This goal is no longer included in the most recent State Plan, 2021. As you mention, Ecology now emphasizes overall waste generation instead. In addition, we recommend referencing the State’s Plan goal of maximizing the “effectiveness of recycling and organic processing systems” (pg. 13, State Plan).	
8	5.1.1, 5-2	Urban and Rural Recycling Bullet points 2 & 3 are duplicated in the paragraphs below.	
9	5.1.2, 5-2	CROP To make it easier to ensure each requirement is met, we suggest adding the section where it is met alongside each bullet point. It does appear to meet the requirements. However, the cost is not really being discussed in the implementation chapter because it shows \$0 for WRR9 and WRR16. Either update the costs or make a comment as to why there is no cost to implement the CROP. In addition, I suggest changing WRR16 from “maintain and update..” to “implement the actions listed as part of the CROP.”	

Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
10	5.2.4, 5-7 Table 5-2	Paint Benton County now has a contract with Paint Care. Paint should, at a minimum, be listed in the limited collection section versus the potentially recyclable section as it is now routinely recycled statewide and at no cost to the county.	
11	5.2.12, 5-10	China Sword There is some duplication within the first 5 paragraphs. We suggest combining and deleting information that is duplicated.	
12	5.2.12, 5-11, Table 5-3	Market Data We would recommend adding a link to Ecology’s market data which is updated every 2 months and is posted available in BOX .	
13	5.4.8, 5-18	Waste Diversion Goal A waste diversion goal of 40% is listed, however, there is no date upon which Benton County expects to achieve that goal and is this goal a sustained goal of 40% or do they wish to increase it throughout the planning period?	
14	5.4.9, 5-18	2018 Recycling Rate The 2021 data is now available and we suggest using the updated data for this plan so that it is as current as possible. The 2021 diversion rate is listed as 34.7% which is a decrease since the 2018 data.	

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Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
15	5.4.12, 5-18	Glass Recycling There is a new depot located in the Tri-Cities that is collecting glass which is not referenced in the Plan. We recommend noting that jurisdictions and companies are working together to address the difficulties of recycling glass on the East side of the Cascades. And, note that Benton County would be interested in adding glass to its programs when it becomes feasible financially.	
16	6.5.2, 6-4	Residential Collection As part of the new Organics Management Law, Benton County will have some residential collection requirements in 2027. There is no mention of this new requirement.	
17	6.3.1, 6-2	Yard Debris Collection Clarify if Richland collection is limited to residential or if it includes multi-family, commercial etc. Also, with Kennewick collecting leaves but sending them to disposal, we recommend noting if they plan to make any changes to that program to help reach the goals that are listed by the state in the above sections.	
18	7.3.1, 7-2	Agricultural Waste Because you have WAC 173-350-100 in quotations I would update to reflect the exact wording which is: "wastes from farms resulting from the raising or growing of plants and animals including, but not limited to, crop residue, livestock manure, animal bedding, and carcasses of dead animals."	
19	7.13.3, 7-11	Litter Funding Update the last sentence in paragraph 1 to state that "Beginning in 2008, half of the funds were redirected away from the litter grants however funding was fully restored in 2019.	

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Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
20	7.16.2, 7-13	Drug Take Back Update this section to reflect the new program. "Chapter 69.48 RCW - The Drug Take-Back Program created a unified, statewide, medication return program for the collection and disposal of covered drugs in 2020. Administered by the Washington State Department of Health and funded by pharmaceutical producers, Washington State's Drug Take-Back Program became the first statewide extended producer responsibility (EPR) program for residential medications in the nation." (Pierce County Plan language). This update may change your SW2 recommendation, so we recommend evaluating this recommendation.	
21	8.2.2.1, 8-3	WA State SWMP The most recent plan was published in 2021 not 2015. This section also quotes MRW percentages and goals from the previous plan.	
22	8.2.2.5, 8-5	Paint Care Benton County is now signed on with Paint Care. Reference this in this section.	
23	8.2.3, 8-6 & 8.6.3, 8-104	MRW Facility Update the opening date for the facility.	
24	8.3.2, 8-7	Hazardous Waste Generators We do have a list of all generators in Benton County. The last sentence states it is unknown how many there are. You could attach this as an exhibit, add a link to this list, or just update your reference. The list can be found here -	

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Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
25	8.4.1.3, 8-7 8.6.1, 8-8	HHW Education These two paragraphs contradict each other. If funding has been the issue and limited education has been provided but now the education is planning to be increased and is part of the recommendations, then you may need to add language explaining why or how that situation is different and will allow for this increase. Alternatively, you could delete the 8.4.1.3 paragraph as the 8.6.1 has much more thorough information.	
26	Appendix C	SWAC Resolution 2022-176 has expired terms. All but 2 are now expired. Add the new resolution to show current members throughout this planning period.	
27 - WSDA	4.4.1, 4-5 & Ch. 6	WSDA – Japanese Beetle Import - WSDA recommendation letter In September 2022, a quarantine for Japanese beetle was put in place in the southeastern corner of Yakima County and the southwestern corner of Benton County (see WAC 16-470-700 to 720). Under this quarantine, yard debris is considered a regulated article (WAC 16-470-710) and is prohibited from moving outside of the quarantined area unless it meets one of the following treatment methods (WAC 16-470-717(2)): (a) Steam heated to a temperature of 140 degrees Fahrenheit for one hour, to kill all life stages of Japanese beetle; (b) When consisting solely of woody materials containing no soil, yard debris may be chipped to a screen size of one inch in two dimensions or smaller during the Japanese beetle adult flight season (May 15th through October 15th). Woody material containing no soil can be moved outside of the Japanese beetle adult flight season without chipping; (c) Another treatment determined to be effective at eradicating Japanese beetle and approved in writing by the director.	

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Section B: Recommended revisions			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
27 - WSDA	Continued	Since a portion of Benton County is under quarantine for Japanese beetle, it is recommended that information about the quarantine and its restrictions are included in the Plan. If needed, WSDA can provide more detailed information about this quarantine. Under section 4.4 of the Plan, it's stated, "Periodically, Yakima County residents may use the Prosser Transfer Station Facility, particularly during Prosser Cleanup Days." Prosser is located outside of the Japanese beetle quarantine area, therefore, yard debris coming from quarantined portions of Yakima County is prohibited (unless it meets the criteria stated above). Additionally, yard debris from the quarantined portion of Benton County is prohibited from being transported into non-quarantined areas of the County. ECY - Yakima County recently updated their SW Management Plan and you can find information on this topic on page 5-5. We recommend adding this into the Chapter 6 Organics section, as well.	
28 – WSDA	6.6.2, 6-2	Apple Maggot Quarantine - WSDA recommendation letter Regarding the apple maggot quarantine, under section 6.2.2 WSDA Regulations, the Plan discusses Benton County's status as non-quarantined for apple maggot. It is recommended that language is added clarifying that since Benton County is considered non-quarantined, it cannot accept organics or municipal solid waste from an apple maggot quarantine area unless a special permit has been issued by WSDA.	

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Section C: Minor edits			
Comment Number	Plan section – page #	Comment	Benton County Response <i>Include section & page #s if applicable</i>
29	5.2.3.3	City of Kennewick - Font The font in the first half of this section does not match the rest of the document.	
30	Ch. 7	RCW's Recodified Many of the RCW's referenced throughout chapter 7 need to be updated to their new recodified numbers.	
31	7.13.5, 7-11	Funding Update sentence two from "if funding continues to be reduced" to "if funding is reduced."	
32	11.1, 11-1	Chapter 7 Recommendations The recommendations are listed as SW in the chapter but as MW on the table.	
33	11.1, 11-4	Chapter 9 Recommendations ER1) does not match the exact wording found within the chapter.	
34	Appendix E & G	SEPA Combine the SEPA checklist with the Determination versus having these in separate non-consecutive appendices.	
35	Appendix F, F-1	UTC Update the county name on the UTC cost assessment from Thurston to Benton.	
36	Appendix F, F-7	Ecology Grant Reference Update the reference to the CPG grant to the LSWFA grant.	

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Section D: What to include in your final submittal packet

The items listed below can be uploaded to: [Benton County Box upload folder](#). If you have problems using the portal, please contact michelle.mulrony@ecy.wa.gov or (509) 406-3959.

- **A transmittal letter formally requesting final Plan review.**
- **An electronic version of your Plan. Please assemble all required documents into one PDF.**
These documents should include:
 - **Your UTC cost assessment** - *submitted with your preliminary draft.*
 - **All SEPA documentation** – *submitted with your preliminary draft but separately. Combine into Plan.*
 - **Copies of all interlocal agreements (ILA)** – *New ILA's, slotted for appendix A*
Resolutions of adoption from all participating jurisdictions – *New resolutions adopting the final draft, slotted for appendix B*
 - **A response summary indicating how you addressed Ecology's comments and the public comments you received on the preliminary draft Plan** - *Include your responses to Ecology's comments in the table above and add the response summary to the Plan as an Appendix.*
 - **Copies of your WSDA and UTC review letters** – *The WSDA and UTC have already provided you their review letters and we have included them along with our comments. We suggest you include them in your Plan in the Appendix with your comment response summary.*
 - **Evidence your SWAC reviewed and approved the submittal of the Final Draft Benton County CSWMP**
 - **Evidence your SWAC reviewed the Waste Reduction and Recycling (WRR) element of your final draft Plan before it was submitted for review and approval by Ecology.** [RCW 70A.205.115\(3\)](#). *No longer required for Plan approval.*

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Nikki Relyea

From: Martin Nelson <Martin.Nelson@ci.kennewick.wa.us>
Sent: Wednesday, July 26, 2023 3:56 PM
To: Planning Department
Cc: Kristin Stowe; Matt Mahoney
Subject: [EXTERNAL] RE: EA 2023-013 DNS Benton County Public Works

EXTERNAL EMAIL WARNING!!!: This email originated from outside of Benton County. **DO NOT** click links or open attachments unless you recognize the sender and know the content is safe.

Nikki,
I have a few minor recommendations for solid waste plan:

Page	Section	Note
ix	Acronyms and abbreviations	formatting - CROP is in italics formatting - Plan is in italics
5-6	City of Kennewick	formatting - The first paragraph for Kennewick has an indent
8-10	8.6.3 Household Collection	Change time period – MRW Facility did not open in Spring 2023



Martin Nelson
City of Kennewick
Stormwater and Solid Waste Program Engineer
O: 509.585.4306 | F: 509.585.4451
martin.nelson@ci.kennewick.wa.us

Disclaimer: Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56). The information contained in all correspondence with a public entity may be disclosable to third party requesters under the Public Records Act.

From: Kristin Stowe <Kristin.Stowe@ci.kennewick.wa.us>
Sent: Thursday, July 20, 2023 12:36 PM
To: Martin Nelson <Martin.Nelson@ci.kennewick.wa.us>
Subject: FW: EA 2023-013 DNS Benton County Public Works

Hi Martin,

Forwarding the below review to you for any comments that you would want included. This is for the Benton County Solid Waste and Moderate Risk Waste Management Plan for 2024-2029.

Thanks!
Kristin

Benton County Solid Waste and Hazardous Waste Management Plan
Appendix H: Comments and Responses on the 2023 Draft Plan

Disclaimer: Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56). The information contained in all correspondence with a public entity may be disclosable to third party requesters under the Public Records Act.

From: Planning Department <Planning.Department@co.benton.wa.us>
Sent: Thursday, July 20, 2023 9:05 AM
To: PUBLICWORKS <PublicWorks@co.benton.wa.us>; Benton Clean Air Agency - Noah Lee <noah.lee@bentoncleanair.org>; Brad O'Brien <Brad.Obrien@co.benton.wa.us>; Brian Bell <Brian.Bell@co.benton.wa.us>; Gary Tiplady <Gary.Tiplady@co.benton.wa.us>; Bentn Franklin Health District - Sean D <seand@bfhd.wa.gov> <seand@bfhd.wa.gov>; Bureau of Land Management - Spokane Bureau of Land Management <BLM_OR_SP_Mail@blm.gov> <BLM_OR_SP_Mail@blm.gov>; Bureau of Reclamation - L Hendrix <lhendrix@usbr.gov>; Confederated Tribes and Bands of the Yakama Nation - Thalia Sachtleber <enviroreview@yakama.com>; Confederated Tribes of the Umatilla Indian Reservation - Ashley Morton <AshleyMorton@ctuir.org>; Confederated Tribes of the Umatilla Indian Reservation - Carey Miller <CareyMiller@ctuir.org>; Environmental Review, Inc. - Tom Price <envreview@gmail.com>; Futurewise <tim@futurewise.org>; Futurewise - Alex <alex@futurewise.org>; WA Dept of Archaeology and Historic Preservation <sepa@dahp.wa.gov> <sepa@dahp.wa.gov>; WA Dept of Fish and Wildlife - Region 3 SEPA review <R3planning@dfw.wa.gov> <R3planning@dfw.wa.gov>; SEPA Review - Washington Dept of Health <SEPA.reviewteam@doh.wa.gov>; WA State Dept of Natural Resources - SEPA Center <sepacenter@dnr.wa.gov>; WA Dept of Transportation - SEPA Review - TDM Coordinator <scplanning@wsdot.wa.gov>; WA Dept of Agriculture <Amanda.ettestad@wa.usda.gov>; WA Dept of Transportation - SEPA Review - TDM Coordinator <scplanning@wsdot.wa.gov>; US Army Corps of Engineers - Real Estate Division <cenww-re@usace.army.mil>; City of Prosser - Steve Zetz <szetz@cityofprosser.com>; City of Richland - Stevens, Mike <mstevens@CI.RICHLAND.WA.US>; Eric Mendenhall <emendenhall@westrichland.org>; City of Benton City <cclerk@owt.com>; lonnie@bentonone.org; Fire District #1 - Staff <staff@bentonone.org>; Fire District #2 - R. Duncan <rduncan@bcfpd2.org>; Fire District #3 - Chief Charles Damron <cdamron@westbentonfirerescue.org> <cdamron@westbentonfirerescue.org>; Fire District #3 - Gayle Carrasco - Administrator <gcarrasco@westbentonfirerescue.org> <gcarrasco@westbentonfirerescue.org>; Fire District #4 - Slita Bradley <sbradley@bcfd4.org> <sbradley@bcfd4.org>; chiefwatt@bcfd6.com; Columbia Irrigation District <CID@columbiairrigation.com>; Kennewick Irrigation District - Application and SEPA Review <development@kid.org> <development@kid.org>; Kiona Irrigation District <kiid@owt.com>; Benton Irrigation District - Jason Blanchard <bidblanchard@gmail.com> <bidblanchard@gmail.com>; Benton Irrigation District - Ed Mitchell <bidmitchell@frontier.com>; Roza Irrigation District - Steve Hayman <shayman@roza.org>; Port of Benton - Miles Thomas <milesthomas@portofbenton.com>; Port of Kennewick - Larry Peterson <lpeterson@portofkennewick.org>; BNSF Permit Management - Katie Robles <katie.robles@am.jll.com>; budzeck@portofbenton.org; Kristin Stowe <Kristin.Stowe@ci.kennewick.wa.us>; Anthony Muai <anthony.muai@ci.kennewick.wa.us>; Sunnyside Valley Irrigation District - Rigo Diosdado <diosdador@svid.org>; Melinda Didier <Melinda.Didier@ci.kennewick.wa.us>; Brian@newhouseassociates.com; Sunnyside Valley Irrigation Dist. - Ron Cowin <cowinr@svid.org>
Cc: Matt Mahoney <Matt.Mahoney@co.benton.wa.us>
Subject: EA 2023-013 DNS Benton County Public Works

Good Morning,

The Benton County Planning Division has prepared the following Determination of Non- Significance (DNS) for the Benton County Public Works Division, which has been given file number of **EA 2023-013**. Benton County Public Works Division is proposing to adopt a Solid Waste and Moderate Risk Waste Management Plan which will occur over a 5- year period from 2024 through 2029. Please email the Planning.Department@co.benton.wa.us any comments no later than **August 3, 2023**.

A link to all related documents can be found at [SEPA record number 202303471, "Solid Waste and Moderate Waste Management Plan 2024-2029"](#)



Nikki Relyea

Permit Technician

Benton County Community Development Department - Planning
Division

Nikki.relyea@co.benton.wa.us

(509) 786-5612



2015 South Ely Street
Kennewick, WA 99337
Customer Service 509-586-9111
Business 509-586-6012
FAX 509-586-7663
www.kid.org

August 1, 2023

Nikki Relyea
Benton County Community Development Department – Planning Division
P.O. Box 910
Prosser, WA 99350

Subject: Review Comments for EA-2023-013 DNS Benton County Public Works

Dear Ms. Relyea:

The Kennewick Irrigation District has received your EA-2023-013 DNS Benton County Public Works, SEPA Record Number 202303471, “Solid Waste and Moderate Waste Management Plan 2024-2029”.

1. Please note that permanent structures are not allowed within irrigation easements.
2. Please protect all existing irrigation facilities.
3. No permanent structures or grading allowed within the Kennewick Irrigation District canal right-of-way.
4. The Moderate-Risk Waste facility discussed on section 8.0 of the Benton County Solid Waste Management Plan is located adjacent to an open channel irrigation canal and is within a City of Kennewick wellhead protection zone.
 - a. KID requires adequate measures are in place to prevent any hazardous wastes from entering the open canal and protecting the aquifer.

If you have any questions regarding these comments, please contact me at the address/phone number listed above.

Sincerely,

Chris D. Sittman
CAD Specialist

cc: LB\correspondence\File



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Resolutions - Adoption

Strategic Priority 2 - Financial Sustainability

Subject:

Resolution No. 2024-07, Declaring Intent to Increase Assessments for the Uptown Business Improvement District and Setting a Public Hearing Date

Department/Office
Development Services

Ordinance/Resolution Number:
2024-07

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 2024-07, declaring the Richland City Council's intent to increase assessments for the Uptown Business Improvement District, and setting a public hearing date of February 6, 2024 to take public testimony on the matter.

Summary:

The Uptown Business Improvement District was formed through Ordinance No. 29-03 on July 1, 2003. Membership in the district is limited to businesses, multi-family residential, and mixed-use projects located within the boundaries of the Uptown Shopping Center. Assessments for ratepayers within the district have not been increased since the district was formed in 2003. As specified in Ordinance No. 29.03, any change in the assessment must be approved by a vote of 60% of the majority present or holding a valid proxy at the annual meeting. Per RCW 35.87A.140, the Richland City Council must hold a public hearing and adopt any assessment increase by ordinance. The same state statute provides that the action can be defeated if the majority of ratepayers responsible for paying the increased assessments protest the increase.

The Uptown Board of Directors proposed a rate increase and adjustment to the grace period at the annual membership meeting on November 29, 2023. The proposal passed on a vote of 16-1, exceeding the required 60%. Authority for the formation and operation of business and parking improvement districts (including changes in rates) is governed by Ch. 35.87A RCW.

The next step in the process is for the City Council to set a date for a public hearing to consider testimony regarding the requested change.

Staff recommends adoption of Resolution No. 2023-07.

Fiscal Impact: None.

Attachments:

1. Resolution No. 2024-07
2. Uptown BID Letter

RESOLUTION NO. 2024-07

A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON, DECLARING INTENT TO INCREASE THE UPTOWN BUSINESS IMPROVEMENT DISTRICT ASSESSMENTS AND SETTING A TIME AND PLACE FOR A PUBLIC HEARING.

WHEREAS, through Ordinance No. 29-03, the Richland City Council established the Uptown Business Improvement District (UBID) on July 1, 2003; and

WHEREAS, the original assessments established by Ordinance No. 29-03 for the UBID were \$15.00 a month for ground floor businesses, and \$10.00 a month for second story businesses; and

WHEREAS, the original assessments established by Ordinance No. 29-03 have never been revised;

WHEREAS, RCW 35.87A.140 provides a process by which assessments for business improvement districts may be changed; and

WHEREAS, at its November 29, 2023 annual membership meeting, the UBID's Board of Directors proposed an increase to the assessments, and more than sixty percent (60%) of those present voted in favor of the increase as required by Section 1.15 of Ordinance No. 29-03; and

WHEREAS, the proposed rate for all businesses in the Uptown Business Improvement District is proposed to increase to \$50.00 per month for all businesses, regardless of location within the UBID; and

WHEREAS, before any change can be imposed, Richland City Council is required by RCW 35.87A.140 to declare its intent to change the rate and hold a public hearing on the matter; and

WHEREAS, pursuant to RCW 35.87A.140, proceedings to change the rate or impose an additional rate of special assessments shall terminate if protest is made by businesses in the proposed area which would pay a majority of the proposed increase or additional special assessments.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland as follows:

Section 1. The Richland City Council hereby declares its intention to change the assessment rates for Uptown Business Improvement District ratepayers as requested by the UBID Board of Directors and pursuant to RCW 35.87A.140.

Section 2. The regularly scheduled City Council meeting to be held at **6:00 p.m. on February 6, 2024** is hereby established as the date on which City Council will conduct a public hearing to consider the UBID Board of Directors' request to increase ratepayer assessments.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of January, 2024.

Theresa Richardson, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

Uptown Business Improvement District

1/03/24

Dear Councilmembers:

The Uptown Business Improvement District held its annual membership meeting on November 29th and voted 16-1 to increase the monthly assessment for all ratepayers effective January 1, 2024 or as soon after as possible. The Uptown is a vibrant community amenity that attracts shoppers from around the region to enjoy our community events, alley art and unique shops and *restaurants*.

The BID is asking that the assessment be increased to \$50.00 per month for all businesses with an automatic 3% annual increase after five years.

An increase is needed so the district can continue to provide services and programing that benefits all businesses in the district. We hope you will support our efforts to make the Uptown a Richland destination.

Sincerely,



Gus Sako, BID Chairperson



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Resolutions - Adoption

Strategic Priority 2 - Financial Sustainability

Subject:

Resolution No. 2024-08, Approving a Purchase and Sale Agreement for Property adjacent to 2619 Falcon Lane

Department/Office
Development Services

Ordinance/Resolution Number:
2024-08

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 2024-08, authorizing the City Manager to sign and execute a purchase and sale agreement with Derek and Tina Robinson for the purchase of 682 square feet located adjacent to 2619 Falcon Lane.

Summary:

Derek and Tina Robinson, property owners of 2619 Falcon Lane, are proposing to purchase 682 square feet of property located south of and adjacent to their property.

The subject property proposed for sale is currently vacant. A new trail was planned to cross this property. However, the City now plans to locate the trail corridor further away from the nearby residences in this area, which was the reason for it being declared surplus and made available for sale.

The purchase price for the property is \$2.00 per square foot for a total purchase price of \$1,364.

Favorable recommendations to surplus the property were made by the Parks & Recreation Commission on April 13, 2023, the Economic Development Committee on April 17, 2023, and the Planning Commission on April 19, 2023.

The City Council approved the surplus at its regular meeting on May 16, 2023 through adoption of Resolution No. 2023-70.

The City is not imposing a development requirement with this land sale.

Staff recommends adoption of Resolution No. 2024-08.

Fiscal Impact: This sale will generate \$1,364.00 which will be deposited into the City's Park Reserve Fund.

Attachments:

1. Resolution No. 2024-08
2. Vicinity Map

RESOLUTION NO. 2024-08

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,
AUTHORIZING A PURCHASE AND SALE AGREEMENT BY AND
BETWEEN THE CITY OF RICHLAND AND DEREK AND TINA
ROBINSON.**

WHEREAS, the City of Richland is the owner of 682 square feet of surplus property located south of and adjacent to 2619 Falcon Lane as depicted in the attached **Exhibit A**; and

WHEREAS, pursuant to Chapter 3.06 of the Richland Municipal Code (RMC), the City of Richland has full authority to negotiate the sale of surplus property in the best interests of the City; and

WHEREAS, the aforesaid City-owned property is available for sale; and

WHEREAS, on May 16, 2023, Richland City Council approved Resolution No. 2023-70, declaring the 682 square feet of property surplus to the City's needs and directing staff to negotiate with Derek and Tina Robinson for the purchase of said property; and

WHEREAS, the City has negotiated a land price that is in its best interests; and

WHEREAS, Derek and Tina Robinson, owners of the adjacent residential property at 2619 Falcon Lane, have agreed to purchase the property for the negotiated price of \$2.00 per square foot; and

WHEREAS, at its December 19, 2023 meeting, the Economic Development Committee (EDC) favorably recommended the sale of the 682 square feet of City-owned surplus property for a total purchase price of \$1,364.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute a Purchase and Sale Agreement and all other related documents necessary to complete the sale of the property to Derek and Tina Robinson as identified herein.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

This space intentionally left blank.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of January, 2024.

Theresa Richardson, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

SURVEYOR'S NOTES:

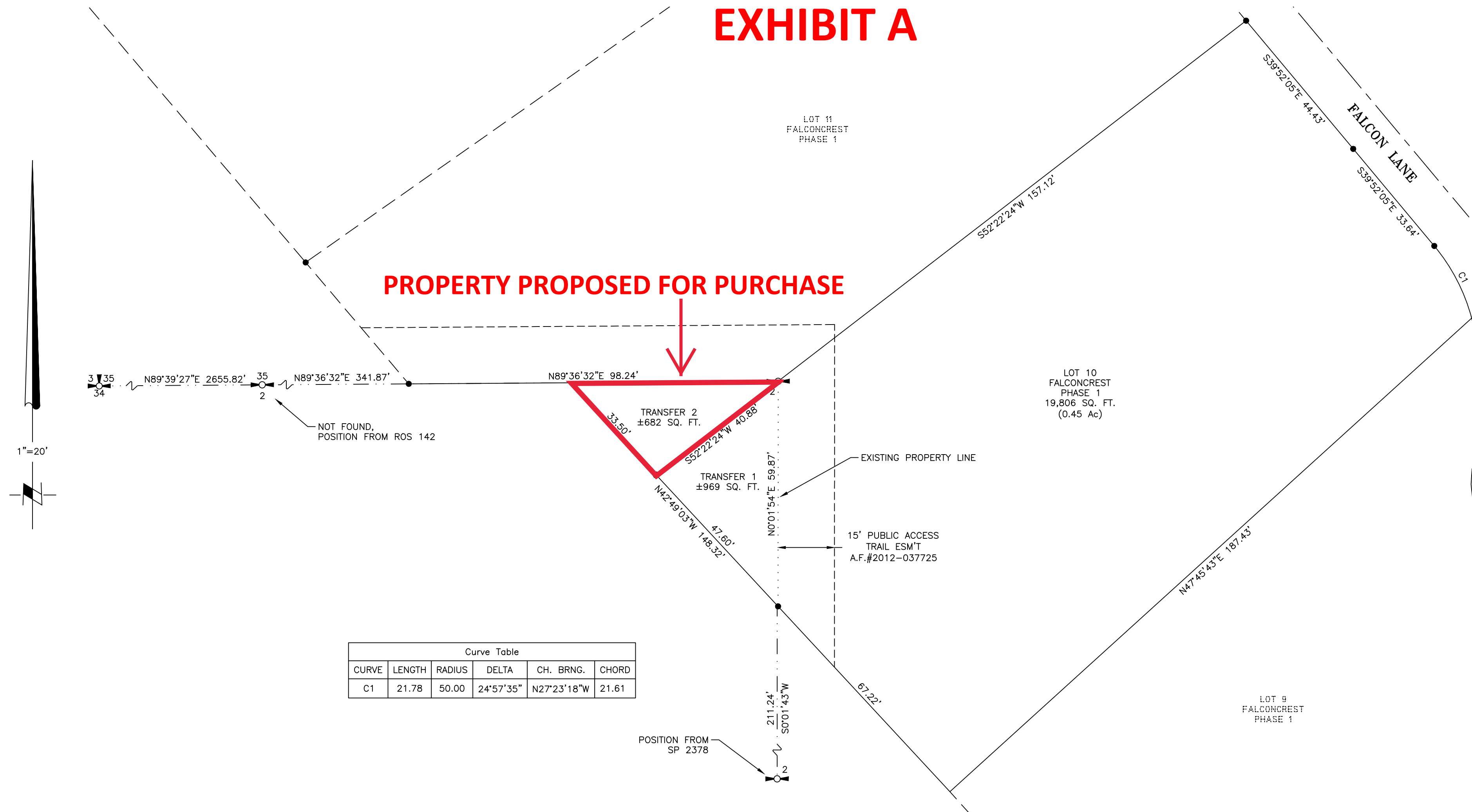
1. BASIS OF BEARING IS GRID, WASHINGTON STATE PLANE, NAD 83(2011), SOUTH ZONE BASED ON GNSS OBSERVATIONS. DISTANCES SHOWN HEREON ARE GROUND SCALED FROM GIRD USING A COMBINED FACTOR OF 0.99990967 FROM LAT: 46°11'11.5"N LONG: 119°50'11.8"W
2. ○ = DENOTES SET 5/8"x24" REBAR WITH ORANGE PLASTIC CAP STAMPED "DPB WA 41028"
3. ● = DENOTES FOUND MONUMENT AS NOTED

RECORD SURVEY

FOR BOUNDARY LINE ADJUSTMENT

LOCATED IN A PORTION OF THE S 1/2 OF
SECTION 9, TOWNSHIP 9 NORTH, RANGE 26 EAST, W.M.,
BENTON COUNTY, WASHINGTON

EXHIBIT A



Curve Table					
CURVE	LENGTH	RADIUS	DELTA	CH. BRNG.	CHORD
C1	21.78	50.00	24°57'35"	N27°23'18"W	21.61

SURVEYOR'S CERTIFICATE

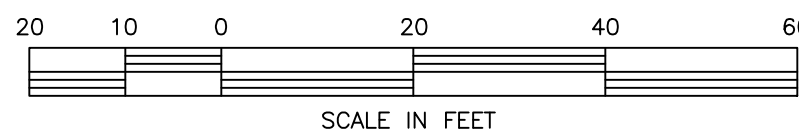
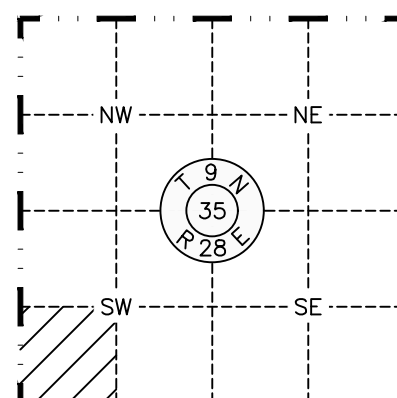
THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION
IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE
REQUEST OF JUDKINS FAMILY FARMS IN JUNE 2021.



DAVID P. BAALMAN
CERTIFICATE #41028

DATE

SECTION INDEX



AUDITOR'S CERTIFICATE

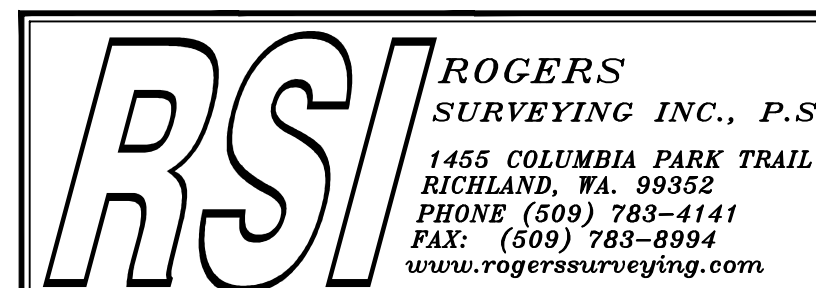
FILED FOR RECORD THIS ____ DAY OF _____, 20____, AT _____M,
IN VOLUME ____ OF SURVEYS, AT PAGE ____ AT THE REQUEST OF ROGERS SURVEYING.

BENTON COUNTY AUDITOR

AUDITOR'S FILE NUMBER

REV:

CLIENT		JEFF STAFFORD		JOB
PROJECT		BOUNDARY LINE ADJUSTMENT		16821
		PTN S 1/2 SEC 35, T.9N., R.28E.		
DRN. BY	ALM	SCALE	1"=20'	F. B. NO. BG10
APPROVED	DPB	DATE	6/7/21	ACAD VER - C3D21
		FILE:16821-BLA.DWG		SHEET 1
				OF 2





2619 FALCON LANE
PROPERTY PROPOSED FOR SALE
682 SF



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Resolutions - Adoption

Strategic Priority I - High Performance Government

Subject:

Resolution No. 2024-09, Authorizing an Agreement with Workday, Inc. for an Enterprise Human Resources Information System

Department/Office

Administrative Services Department

Ordinance/Resolution Number:

2024-09

Document Type:

Resolution

Recommended Motion:

Adopt Resolution No. 2024-09, authorizing the City Manager to sign and execute an agreement with Workday, Inc. for an enterprise Human Resources Information System.

Summary:

In 2004, the City of Richland incorporated its financial system, 'GEMS,' with internally developed applications like 'CORTES' for timekeeping and the 'Payroll Job Tool.' Subsequent integrations included applications such as 'NeoGov,' '4myBenefits,' and 'Tyler Munis HRM/Payroll,' expanding the initial Human Resource and Finance applications stack. However, after integrating six different technologies over two decades, the City recognized that sustaining a multi-platform Human Resource Information System (HRIS) was impractical. The internally developed 'CORTES' and 'Payroll Job Tool' have become outdated with no vendor support, and the dated 'GEMS' financial system remains essential for maintaining other systems and processing payroll. Recognizing the limitations of these applications, the City acknowledges the need for a more robust and contemporary HRIS solution to meet its comprehensive requirements.

After careful consideration, the City selected Workday, a unified HRIS platform, to meet the operational, technological and fiscal requirements for a fully comprehensive HRIS. Agencies using Workday are, Washington State University, Energy Northwest, Clark, Pierce and Spokane counties, the cities of Seattle, Vancouver, Olympia and Kent. Pursuant to RCW 39.34.030, the City is authorized to enter into cooperative agreement with other public agencies to "piggyback" onto procurement efforts conducted by those agencies. The solicitation, evaluation and award process conducted by the State of Washington Master Contract No. 05116 (Attachment 2) meets the City's procurement requirements for selecting Workday for this system. As part of the Workday order/cooperative contract process, the Professional Services Agreement (Attachment 3) and the Subscription and Training Order Forms (Attachment 4) must be executed by the City Manager.

Year one implementation, including subscription, setup, and training costs are \$1,127,796, plus sales tax. Year two subscription and training are \$215,726, plus sales tax. The remaining eight-year average subscription costs are \$286,476, plus sales tax (attachment 4). Discontinuing the use of the current tools, which will be replaced by Workday, is expected to result in an annual savings of \$175,224. This figure does not encompass internal staff labor costs associated with configuring and maintaining the six outdated applications. The implementation of the new system is projected to be completed by December 31, 2024.

Fiscal Impact:

Council approved the necessary funds in the 2024 budget for the implementation of a new enterprise Human Resources Information System. The anticipated costs for 2024 are \$1,127,796, plus sales tax.

Attachments:

1. Resolution No. 2024-09
2. Washington Master Contract No-05116
3. Professional Services Agreement
4. Subscription and Training Order Forms

RESOLUTION NO. 2024-09

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,
AUTHORIZING AN AGREEMENT WITH WORKDAY, INC. FOR
AN ENTERPRISE HUMAN RESOURCES INFORMATION SYSTEM.**

WHEREAS, the City of Richland has been utilizing its technologically outdated legacy timekeeping system since 2004; and

WHEREAS, the City currently uses multiple software platforms to perform various Human Resources and Payroll functions, which has resulted in redundant processes and reliance on outdated technologies; and

WHEREAS, moving to a unified system will increase efficiency resulting in more available and consistent data; and

WHEREAS, the City participated in numerous product evaluations and demonstrations of various Human Resource Information Systems (HRIS) and selected Workday, Inc. as the vendor that best meets the City's operational, technological, and fiscal requirements; and

WHEREAS, pursuant to RCW 39.34.030, the City is authorized to enter into cooperative purchasing agreements with other public agencies to "piggyback" onto procurement efforts conducted by those agencies; and

WHEREAS, the solicitation, evaluation and award process conducted by the State of Washington Master Contract No. 05116 meets the City of Richland's procurement requirements; and

WHEREAS, sufficient funding is available in the 2024 budget to complete implementation.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the City Manager is authorized to sign and execute an agreement with Workday, Inc. for the purchase and implementation of an enterprise Human Resources Information System for a ten-year term ending January 18, 2034.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of January, 2024.

Theresa Richardson, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

**PARTICIPATING ADDENDUM
NASPO ValuePoint**

CLOUD SOLUTIONS 2016-2026

Administered by the State of Utah (hereinafter "Lead State")

MASTER AGREEMENT

Master Agreement No: AR2507

Workday, Inc.
(hereinafter "Contractor")

and

State of Washington
(hereinafter "Participating State")

Washington Master Contract No.: 05116

This Participating Addendum for the above referenced Master Agreement ("Participating Addendum") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Workday Inc., a Delaware Corporation ("Contractor") and is dated and effective as of October 1, 2019.

RECITALS

1. Pursuant to Legislative authorization codified in RCW 39.26.060, Enterprise Services, on behalf of the State of Washington, is authorized to participate in a cooperative purchasing agreement for the procurement of goods or services and to make such competitively solicited procurement contract resulting therefrom available to Washington state agencies and designated eligible purchasers consist with terms and conditions set forth by Enterprise Services.
2. Enterprise Services timely provided public notice on Washington's enterprise bid notification system (WEBS) of the competitive solicitation process conducted by the above-referenced lead state.
3. The above-referenced lead state, as part of its competitive solicitation process, evaluated all responses to its procurement and identified Contractor as an apparent successful bidder and awarded a Master Agreement to Contractor.
4. Enterprise Services has determined that participating in this Master Agreement will meet the identified needs and be in the best interest of the State of Washington.
5. The purpose of this Participating Addendum is to enable eligible purchasers to utilize the Master Agreement as conditioned by this Participating Addendum.

A G R E E M E N T

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions set forth herein, the parties hereto hereby agree as follows:

1. Scope:

This Participating Addendum covers Cloud Solutions led by the State of Utah for use by state agencies and other entities located in the Participating State authorized by that state's statutes to utilize state contracts with the prior approval of the State's chief procurement official.

2. Participation:

2.1 Use of specific NASPO ValuePoint cooperative contracts by agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use state contracts are subject to the prior approval of the respective State chief procurement official. Issues of interpretation and eligibility for participation are solely within the authority of the State chief procurement official. Pursuant to this Participating Addendum, the Master Agreement may be utilized by the following ("Purchasing Entities" or "Purchasers"):

- (a) WASHINGTON STATE AGENCIES. All Washington state agencies, departments, offices, divisions, boards, and commissions.
- (b) WASHINGTON STATE INSTITUTIONS OF HIGHER EDUCATION (COLLEGES). Any the following specific institutions of higher education in Washington:
 - State universities – i.e., University of Washington & Washington State University;
 - Regional universities – i.e., Central Washington University, Eastern Washington University, & Western Washington University
 - Evergreen State College;
 - Community colleges; and
 - Technical colleges.
- (c) MCUA PARTIES. This Participating Addendum also may be utilized by any of the following types of entities that have executed a Master Contract Usage Agreement (MCUA) with Enterprise Services:
 - Political subdivisions (e.g., counties, cities, school districts, public utility districts);
 - Federal governmental agencies or entities;
 - Public-benefit nonprofit corporations (i.e., § 501(c) (3) nonprofit corporations that receive federal, state, or local funding); and
 - Federally-recognized Indian Tribes located in the State of Washington.

2.2 By placing an order under this Participating Addendum, each Purchasing Entity agrees to be bound by the terms and conditions of this Participating Addendum, including the Master Agreement. Each Purchasing Entity shall be responsible for its compliance with such terms and conditions.

3. Participating State Modifications or Additions to Master Agreement:

- 3.1. WASHINGTON'S ELECTRONIC BUSINESS SOLUTIONS (WEBS) SYSTEM:** Within seven (7) days of execution of this Participating Addendum, Contractor shall register in the Washington State Department of Enterprise Services' Electronic Business Solutions (WEBS) System at WEBS. Contractor shall ensure that all of its information therein is current and accurate and that, throughout the term of the Master Agreement, Contractor shall maintain an accurate profile in WEBS.
- 3.2. WASHINGTON'S STATEWIDE PAYEE DESK:** To be paid for contract sales, Contractors must register with Washington's Statewide Payee Desk. Washington state agencies cannot make payments to a contractor until it is registered. Registration materials are available here: Receiving Payment from the State.
- 3.3. CONTRACT SALES REPORTING.** Contractor shall report total contract sales quarterly to Enterprise Services, as set forth below.
- (a) **REPORTING.** Contractor shall report quarterly contract sales in Enterprise Services' Contract Sales Reporting System. Enterprise Services will provide Contractor with a login password and a vendor number.
 - (b) **DATA.** Each sales report must identify every authorized Purchasing Entity by name as it is known to Enterprise Services and its total combined sales amount invoiced during the reporting period (i.e., sales of an entire agency or political subdivision, not its individual subsections). The "Miscellaneous" option may be used only with prior approval by Enterprise Services. Upon request, Contractor shall provide contact information for all authorized Purchasing Entities specified herein during the term of this Participating Addendum. Refer sales reporting questions to the Primary Contact set forth below. If there are no contract sales during the reporting period, Contractor must report zero sales.
 - (c) **DUE DATES FOR CONTRACT SALES REPORTING.** Quarterly Contract Sales Reports must be submitted electronically by the following deadlines for all sales invoiced during the applicable calendar quarter:

	For Calendar Quarter Ending	Contract Sales Report Due
	March 31	April 30
	June 30	July 31
	September 30	October 31
	December 31	January 31

- 3.4. VENDOR MANAGEMENT FEE:** Contractor shall pay to Enterprise Services a vendor management fee ("VMF") of 1.5 percent on the purchase price for all contract sales received by Contractor from any Purchasing Entity (the purchase price is the total invoice price less applicable sales tax, applicable returns, credits and deductions).
- (a) The sum owed by Contractor to Enterprise Services as a result of the VMF is calculated as follows:

Amount owed to Enterprise Services = Total contract sales received by
Contractor from any Purchasing Entity (not including sales tax, applicable

returns, credits and deductions) x .0150.

- (b) The VMF must be rolled into Contractor's current pricing. The VMF must not be shown as a separate line item on any invoice unless specifically requested and approved by Enterprise Services.
- (c) Enterprise Services will invoice Contractor quarterly based on contract sales reported by Contractor. Contractor shall not remit payment until it receives an invoice from Enterprise Services. Contractor's VMF payment to Enterprise Services must reference the following:
 - This Washington Master Contract No.: 05116
 - The NASPO Master Agreement No.: AR2507
 - The year and quarter for which the VMF is being remitted, and
 - Contractor's name as set forth in this Contract, if not already included on the face of the check.
- (d) Contractor's failure accurately and timely to report total net sales, to submit usage reports, or remit payment of the VMF to Enterprise Services, may be cause for suspension or termination of this Participating Addendum or the exercise of any other remedies as provided by law. For clarity, such termination shall have no impact on orders executed by a Purchasing Entity prior to termination.
- (e) For purposes of the VMF, the parties agree that the initial management fee is included in the pricing. Enterprise Services reserves the right, upon thirty (30) days advance written notice, to increase, reduce, or eliminate the VMF for subsequent purchases, provided that any change to the VMF imposed on Contractor under this Participating Addendum is duly imposed in all other participating addendums for similar services that the Participating State has executed with other vendors.
- (f) Therefore, any increase or reduction of the management fee must be reflected in contract pricing commensurate with the adjustment.

3.5. CONTRACTOR REPRESENTATIONS AND WARRANTIES. Contractor makes each of the following representations and warranties as of the effective date of this Participating Addendum and at the time any order is placed pursuant to the Master Contract. If, at the time of any such order, Contractor cannot make such representations and warranties, Contractor shall not process any orders and shall, within three (3) business days notify Enterprise Services, in writing, of such breach.

- (a) **WAGE VIOLATIONS.** Contractor represents and warrants that, during the term of this Participating Addendum and the three (3) year period immediately preceding execution of this Participating Addendum, it is not determined, by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction, to be in willful violation of any provision of Washington state wage laws set forth in RCW chapters 49.46, 49.48, or 49.52.
- (b) **PAY EQUALITY.** Contractor represents and warrants that, as required by Washington state law (Laws of 2017, Chap. 1, § 147), it agrees to equality among its workers by ensuring similarly employed individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and

responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Contractor may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience, that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential. Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Enterprise Services may suspend or terminate this Participating Addendum and any Purchasing Entity hereunder similarly may suspend or terminate its use of the Participating Addendum and/or any agreement entered into pursuant to this Participating Addendum.

- (c) COMPLIANCE WITH PARTICIPATING STATE'S (WASHINGTON'S) STATEWIDE IT POLICIES: Contractor further represents and warrants that, in regard to purchases by any Purchasing Entity, prior to final execution of any order, the applicable Purchasing Entity may reasonably request, and Contractor shall submit certain commercially reasonable security information related to Contractor's product(s), as to be implemented by such Purchasing Entity, in order for the applicable Purchasing Entity to conduct a security design review performed by the Washington Consolidated Technology Services (aka WaTech, a Washington state agency) to ensure that Purchasing Entity has evaluated how such product(s) comply with the Washington Office of the Chief Information Officer's (OCIO) statewide information technology policies 141.10 – *Securing Information Technology Assets Standards* and 188 – *Accessibility (the "Statewide IT Policies")*, as applicable, for such Purchasing Entity and for Contractor's Product(s) implemented by such Purchasing Entity. Such Statewide IT Policies are located on the OCIO website at: <https://ocio.wa.gov/policies>. Execution of an order hereunder by a Purchasing Entity shall be deemed to mean that the Purchasing Entity has concluded that Contractor's product(s) comply with the Statewide IT Policies and Contractor shall not be found in breach of this obligation if later it is determined that the product(s) do not so comply.

- 3.6. COMPLIANCE WITH LAW; TAXES, LICENSES, & REGISTRATION: Contractor shall comply with all applicable law. Contractor shall register to conduct business in the State of Washington and promptly acquire and maintain all necessary licenses and registrations and pay all applicable taxes and fees. In addition, for all sales to purchasers in the State of Washington, Contractor shall calculate, collect, and remit, as appropriate, the applicable state and local sales tax on all invoices.

4. Lease Agreements:

Leasing, renting, or purchasing equipment is not allowed throughout the term of the Master Agreement.

5. Primary Contacts:

The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor	Participating State
Workday Inc. 6230 Stoneridge Mall Road Pleasanton, CA 94588	State of Washington Department of Enterprise Services Contracts, Procurement and Risk Mgmt. P.O. Box 41411 Olympia, WA 98504-1411
Attn: Sherry Amos Tel: (703) 402-3476 Email: sherry.amos@workday.com	Attn: Mike Dombrowsky Tel: (360) 407-8717 Email: mike.dombrowsky@des.wa.gov

6. Orders:

Any order entered into by Contractor and a Purchasing Entity for a product and/or service available under this Participating Addendum and which refers to this Participating Addendum shall be deemed to be a sale under (and governed by the prices and other terms and conditions of) the Master Agreement as conditioned by this Participating Addendum.

7. General:

- a) **PUBLIC INFORMATION.** This Participating Addendum, all related documents, and all records created as a result of the Participating Addendum and Master Contract, are subject to public disclosure as required by Washington's Public Records Act, RCW chapter 42.56. Consistent with the Public Records Act, to the extent that any such Contractor document or record – in whole or in part – includes information exempted or protected from disclosure by the Public Records Act, Contractor may mark such document or record – the exempted or protected portions only. Upon Purchasing Entity's request, Contractor will provide a basis for protection of such documents or records under the Public Records Act. In the event that Enterprise Services receives a public records disclosure request that pertains to such properly marked documents or records, Enterprise Services shall notify Contractor of such disclosure request and of the date that the records will be released to the requester unless Contractor, at Contractor's sole expense, timely obtains a court order enjoining such disclosure. In the event Contractor fails to file a motion for a court order enjoining such disclosure, Enterprise Services shall release the requested documents on the date specified. Contractor's failure properly to identify exempted or protected information or timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Contractor of any claim that such materials are protected or exempt from disclosure.

Notwithstanding the foregoing paragraph, the parties agree that in the event any confidential information is required to comply with or is otherwise provided in furtherance of the security design review requirements of Section 3.5, Contractor and the Purchasing Entity shall negotiate a nondisclosure agreement that addresses the nature of any confidential

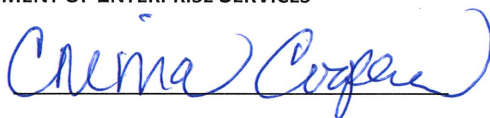
information to be disclosed and mutually agreeable procedures to be followed with respect to such information.

- b) INTEGRATED AGREEMENT; MODIFICATION. This Participating Addendum and Master Agreement, together with its exhibits, set forth the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. This Participating Addendum may not be modified except in writing signed by the Parties.
- c) AUTHORITY. Each party to this Participating Addendum, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Participating Addendum and that its execution, delivery, and performance of this Participating Addendum has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- d) ELECTRONIC SIGNATURES. A signed copy of this Participating Addendum or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Participating Addendum or such other ancillary agreement for all purposes.
- e) COUNTERPARTS. This Participating Addendum may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Participating Addendum at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Participating Addendum.

EXECUTED as of the date and year first above written.

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

By:



Corinna Cooper

Its: Enterprise Procurement Manager

WORKDAY, INC.
A DELAWARE CORPORATION

By:

Robynne D Sisco
Robynne D Sisco (Sep 26, 2019)

Robynne Sisco

Its: Co-President

Approved as to Legal Form by:

Katie Hauck
Katie Hauck (Sep 26, 2019)

Signature Document

Customer Name	City of Richland (“ Customer ”)
Workday Entity Name	Workday, Inc. 6110 Stoneridge Mall Road, Pleasanton, CA 94588, United States (“ Workday ”)
Name of Professional Services Agreement	Professional Services Agreement (“ PSA ”)
PSA Effective Date	May 18, 2017
SOW Effective Date	The later of the dates beneath the parties’ signatures below
Currency	USD
Project Name	Launch SOW (“ Project ”)

Customer Contact Information	Billing Contact	Project Contact(s)
Contact Name	Jonathan Dickey	Jonathan Dickey, Roxey Branton
Street Address City, State, Zip Code Country	625 Swift Boulevard Richland, WA 99352 United States	625 Swift Boulevard Richland, WA 99352 United States
Phone #	(509) 942-7443	(509) 942-7443, (509) 942-7552
Email (Required)	jdickey@ci.richland.wa.us	jdickey@ci.richland.wa.us, rbranton@ci.richland.wa.us

Primary Location(s) for Onsite Work (if applicable)	
Street Address City, State, Zip Code Country	625 Swift Boulevard Richland, WA 99352 United States

Attachments to Statement of Work	
Appendix 1	SOW Terms
Appendix 2	Financial Terms
Appendix 3	Description of Professional Services
Appendix 4	Description of Workday Test Lead Professional Services
Appendix 5	Description of Workday Post Production Support Services



By executing the Document ("**Signature Document**"), the undersigned agree that they are duly authorized signatories and that all attachments listed in the above table (the "**Attachments**") are entered into between the parties, effective as of the SOW Effective Date.

The offer set forth in this SOW is valid only through January 31, 2024 ("**SOW Offer Expiration Date**"), and if this SOW is not executed by the parties on or before that date, Workday has the right to rescind the offer, in which case this SOW is null and void. Neither party will have any obligation to the other party hereunder until the PSA and this SOW are executed by both parties. Unless otherwise defined herein, capitalized terms used in this SOW and applicable exhibits have the same meaning as set forth in the PSA or in the primary Service subscription agreement between the parties (the "**MSA**"), as applicable.

City of Richland**Workday, Inc.**

Signature

Signature

Name

Name

Title

Title

Date Signed

Date Signed

Appendix 1 SOW Terms

1. General. Customer and Workday have executed this Statement of Work (including the Signature Document and the Attachments, this “**SOW**”) as of the SOW Effective Date. Upon execution, this SOW is appended to and governed by the PSA between Customer and Workday. In the event of a conflict between the terms of this SOW and the terms of the PSA, the terms of this SOW will prevail with respect to the subject matter hereof.

2. Professional Services and Scope. This SOW describes the Professional Services that Workday will perform for Customer. Workday will have no obligation to perform any services that are not expressly described in this SOW unless the parties execute a mutually agreed Change Order or separate statement of work. Upon execution, any Change Order is incorporated into this SOW. To facilitate communication between Customer and Workday under this SOW, the parties may input limited data, screenshots, or other content from Customer's Tenant, Instance, or File Transfer Server folder into third-party project management or collaboration tools (e.g., email, Smartsheet). The parties will make reasonable efforts to limit such content to non-sensitive data, which will be treated as Confidential Information but is not Covered Data, Customer Data, or Professional Services Data.

3. Termination.

3.1 Either party may terminate this SOW only for cause as agreed to between the parties under the PSA.

3.2 Unless either party terminates this SOW in accordance with the PSA or the terms hereof, this SOW automatically terminates upon the earlier of: (i) completion of the Professional Services performed hereunder, (ii) the termination of the PSA, or (iii) the end of a fixed term, if any, set forth in this SOW. Notwithstanding any other provision to the contrary, termination or breach of this SOW hereunder by either party for any reason will not terminate nor give that party the right to terminate the MSA or any Order Forms thereto.

3.3 Upon receipt of any outstanding Customer payment (s) at the time of termination, Workday will provide to Customer any partially completed Deliverables in the form they exist as of the effective date of termination on an “as-is” basis, without warranty or further Workday obligation of any kind. Workday will refund Customer any excess prepaid fees for the affected Professional Services that were not performed prior to the effective date of termination.

4. Processing and Security of Personal Data. If the Security Exhibit between the parties does not expressly apply to Professional Services, and for all Professional Services provided with respect to Workday Adaptive Planning and Workday Strategic Sourcing, the Workday Universal Security Exhibit located at will apply to this SOW as if fully set forth herein. If Customer's Data Processing Exhibit or Data Protection Agreement does not expressly apply to Professional Services, and for all Professional Services provided with respect to Workday Adaptive Planning and Workday Strategic Sourcing, the Workday Universal Data Processing Exhibit located at <https://www.workday.com/en-us/legal/contract-terms-and-conditions/index/exhibits.html> will apply to the processing of Personal Data as part of the Professional Services performed by Workday.

5. Deletion of Professional Services Data. If the deletion of Professional Services Data is not expressly addressed in Customer's PSA, this Section will apply. Workday will delete the Professional Services Data by deletion of Customer's files on the File Transfer Server; provided, however, that Workday will not be required to remove copies of the Professional Services Data from its backup media and servers until such time as the backup copies are scheduled to be deleted, provided further that in all cases Workday will continue to protect the Professional Services Data in accordance with the PSA until deleted.

6. Definitions.

"Change Order," if not otherwise defined in the PSA, means an agreement executed by the parties to document any change(s) in Project scope, the estimated level of effort, Project timeline, and/or other changes in the Professional Services to be performed by Workday pursuant to a SOW.

"File Transfer Server," if not defined in the PSA, means a server provided and controlled by Workday using secure file transfer (or successor protocol) to transfer the Professional Services Data between Customer and Workday for deployment purposes.

"Peakon Employee Voice Service" means the subscription-based Peakon Employee Voice online service purchased by Customer from Workday.

"Professional Services Data," if not defined in the Universal Data Processing Exhibit, Data Processing Exhibit, or Data Protection Agreement (as applicable) between the parties, means electronic data or information that is provided to Workday under the PSA for the purpose of being input into the Service, or Customer Data accessed within or extracted from Customer's Tenant to perform the Professional Services.

"Workday Adaptive Planning Service" (fka Adaptive Insights Service) means the subscription-based online Workday Adaptive Planning service purchased by Customer from Workday.

"Workday Strategic Sourcing" (fka Scout) means the subscription-based online Workday Strategic Sourcing service purchased by Customer from Workday.

Appendix 2 Financial Terms – Fixed Fee

1. Fixed Fee Payment Structure.

Workday will perform the Professional Services and provide Deliverables under this SOW based upon the total Professional Services Fees and the invoice schedule set forth below:

Invoice Number	Invoice Date	Invoice Amount	Workday Services Fees
Payment 1	SOW Effective Date	\$304,172.50	\$304,172.50
Payment 2	June 25, 2024	\$304,172.50	\$304,172.50
Payment 3	November 28, 2024	\$304,172.50	\$304,172.50
Total Payments*		\$912,517.50	\$912,517.50

*Travel and other expenses incurred by Workday related to Professional Services outlined in this SOW (“T&E”) are not included in the Total Professional Services Fees.

2. Invoicing and Payment.

- 2.1 The Professional Services Fees above are based on the scope, timeline, and assumptions set forth in this SOW. All Professional Services Fees due under this SOW (except fees subject to good faith dispute) are due and payable as provided in the PSA.
- 2.2 Workday will send electronic invoices only that are effective upon receipt, or if Workday receives a bounce back message, the invoice is deemed to be effective on the next business day. Workday will invoice Customer for any T&E incurred under this SOW on a monthly basis.
- 2.3 Customer will direct all remittance advice and invoice inquiries via email to Accounts.Receivable@workday.com. Upon Workday's request, Customer will make payments via electronic bank transfer.
- 2.4 Unless otherwise provided in the PSA or expressly designated in this SOW, Customer's address set forth in the MSA will be used to determine any Taxes to be collected and/or paid hereunder.

Appendix 3 Description of Professional Services

Global Launch Deployment

1. Deployment Approach.

The Workday Launch approach (described below) will serve as the baseline roadmap for this SOW. The overall process is supported by a set of Workday deployment tools, planning documents, activities, techniques, and/or Deliverables necessary to effectively implement Workday applications for your organization. The Workday deployment methodology is subject to change and may lead to updated materials or nomenclature over the course of this SOW. Any Workday deployment methodology adjustments that impact the timeline or deliverables of this SOW are subject to the mutual written agreement of the parties.

In the event of a conflict between the terms of this SOW and the terms of this Appendix, the terms of this Appendix 3 will control. Any feature, functionality, and/or Professional Services not explicitly identified in the Workday Project Scope section is out of scope for this SOW.

Workday assumes that Customer Employee Count will change over the course of the deployment; however, for purposes of scoping and estimating the Phase 1 Project effort and resource requirements, Workday will rely on the Employee Counts per Country in the table below to perform the Professional Services. **“Employee Count”** may include, but is not limited to, active employees, retired employees, terminated employees, & contingent workers.

Customer will promptly notify Workday of any changes to the Employee Count which increase complexity, create business process change, require additional effort (e.g., data loading, report creation) so the parties can discuss and mutually agree on a Change Order or other changes consistent with the terms hereof at the time of the change.

Functional Scope Summary by Country

United States
650 FSE's

2. Project Timeline.

Based on the assumptions in this SOW, the time required to complete these Deliverables is expected to be 46 weeks, between February 12, 2024, and December 30, 2024, plus Post-Production Support as set forth in this Appendix. The Target Go-Live Date is the first date on which the parties estimate a Service SKU will be in Production.

Launch HCM+PAY	Plan	Architect & Configure	Test	Parallel Support	Deploy	Post Production	Supplemental Post Production	Total
Total Estimated Weeks	9	23	6	4	4	4	12	62
Start Date	02/08/2024	04/11/2024	09/19/2024	10/31/2024	11/28/2024	12/26/2024	01/23/2025	02/08/2024

Launch HCM+PAY	Plan	Architect & Configure	Test	Parallel Support	Deploy	Post Production	Supplemental Post Production	Total
End Date	04/11/2024	09/19/2024	10/31/2024	11/28/2024	12/26/2024	01/23/2025	04/17/2025	04/17/2025

The deployment timeline estimated above assumes that all of Customer's organizations, including manager and employee self-service, use a standardized business process framework. Workday will use its preconfigured processes as a starting point for all process configuration's. Except as provided herein, the parties will use a Workday-provided File Transfer Server for all data conversions performed during the Project.

During the Pre-Reservation Stage, Workday and Customer will engage in pre-reservation activities prior to the Reservation Date. Workday will provide an overview of materials, training and/or consultants available to Customer as provided herein, conduct an introductory meeting with the Engagement Manager, and provide an outline of activities leading up to the Reservation Date.

During the Plan Stage, Workday will deliver to Customer a mutually agreed, written plan outlining the deployment and timeline of the Project ("Project Plan").

3. Project Scope.

The Project scope has been defined through several discussions with Customer and is detailed in the Workday Project Scope section also included below. Deliverables and the respective responsible parties are listed for each Stage.

"Responsible Party" means the party primarily responsible for providing or delivering the deliverable, including coordinating with and obtaining contributions from the Secondary Responsible Party.

"Secondary Responsible Party" means the party responsible for providing contributions and/or assistance as may be required to enable Responsible Party to complete the deliverable (e.g., input, information, time, information, expertise, data), but is not primarily responsible for delivering the deliverable.

4. Launch Deployment Project Overview.

Launch Deployment Activity

Activity	Output	Responsible Party	Secondary Responsible Party
Pre-Reservation	- Customer Roles (see Section 12.2) Identified - Welcome to Workday Onboarding Activities Completed - Pre-Reservation Calls Attended Connectivity and Systems Access Established	Workday	

Activity	Output	Responsible Party	Secondary Responsible Party
Orient Customer, review scope and establish the Project tools and environment	Foundation Tenant Service Plan	Workday	
Complete training to support the Workday deployment	Customer Training	Customer	
Develop Project Plan and Tenant management plan and begin Project work streams including reporting, integration, testing, and data conversion	Project Plan and Project Kickoff	Workday	Customer
Gather, clean, and upload Professional Services Data to the File Transfer Server.	Professional Services Data	Customer	
Build Foundation Tenant	Foundation Tenant	Workday	
Plan Stage Completion	Stage completion confirmation	Workday	Customer
Conduct Foundation Alignment Sessions	Updated Foundation Tenant	Workday	Customer
Conduct Customer Confirmation Sessions	Updated Foundation Tenant	Workday	Customer
Validate configurations and Professional Services Data	Customer Test Scenarios and Issues Log	Customer	
Develop integrations	Integration Build	Workday	Customer
Provide an updated set of Professional Services Data	Professional Services Data	Customer	
Develop User Readiness Plan	User Readiness Plan	Customer	
Customer creates test scenarios to meet its specific business requirements by modifying sample Workday test scenarios	Customer Test Scenarios	Customer	
Architect & Configure Stage Completion	Stage completion confirmation	Workday	Customer
Testing	Testing and Go-Live Checklist Sign-off	Customer	
Plan for cutover from legacy system	Cutover plan	Customer	Workday
Test Stage Completion	Stage completion confirmation	Workday	Customer
Execute the training strategy	End User Training	Customer	
Provide updated, clean data	Professional Services Data	Customer	
Go Live (first move to Production)	Go-Live Authorization	Customer	
Deploy Stage Completion	Stage completion confirmation	Workday	Customer

Activity	Output	Responsible Party	Secondary Responsible Party
Post-Production data updates and final conversion	Production Tenant	Customer	Workday
Provide support during the initial Production period	Production Support	Workday	
Post-Production Support Stage Completion	Stage completion confirmation	Workday	Customer

4.1 Post-Production Support.

Workday post-Production support begins once the Workday Service has been moved into Production use. Workday will provide part-time Consulting and Engagement Management support to answer questions about the use of the Workday Service. Upon completion of the Post-Production Support period, excluding any outstanding Change Orders, the SOW is considered to be completed.

The Post-Production period will include:

Launch Package	Post-Production Support Period
Launch HCM+PAY	Payroll: first four (4) weeks following move to production use, All other products 2 weeks

5. General Assumptions.

The Professional Services Fees and timeline for this Project are conditioned on the General Assumptions set forth below and the other assumptions set forth in this SOW. If any of these assumptions are not met, Workday will advise Customer in writing (an email will suffice for this purpose). Each party will promptly remedy any unmet assumption for which it is responsible.

5.1 Project Assumptions.

- Each party will assign a Project Manager to manage such party's roles and responsibilities for the Project, and a representative to a "**Steering Committee**" comprised of Customer Executive Sponsor, Customer Project Manager, Workday Executive Sponsor, and Workday Engagement Manager (or their respective designees). Customer will assign an Executive Sponsor to participate in Steering Committee meetings and be available to resolve issues impacting the success of the Project.
- Issues that cannot be resolved by the Project teams in a timely manner will be escalated to the Customer Project Manager and Workday Engagement Manager then, if not resolved, to the Steering Committee.
- Workday will track all Project issues within a consolidated risk and issues log and assign a person responsible for issue resolution, and log a proposed resolution date for each issue. The Project team will escalate those issues that it cannot resolve as set forth herein.
- Customer is responsible for granting Tenant or Instance access to all Project members as reasonably required to perform the Professional Services.
- Workday will perform all Professional Services remotely except for specific activities that are mutually agreed in writing. If travel is mutually agreed, Customer will reimburse Workday for T&E. Customer will provide adequate workspace and network connections when Professional Services are performed at an onsite location.
- Workday will perform Professional Services during common business hours in the location where such services are performed, excluding holidays as observed by the parties.
- Customer will timely provide knowledgeable and appropriate resources to actively participate in all required Project activities. Customer understands that certain Project meetings and activities may occur in US-based time zones.

- Customer is responsible for the timely coordination of internal resources and external vendors necessary to timely perform all required activities in this SOW. Customer is responsible for timely obtaining and maintaining all licenses and other agreements with its third-party service providers and other suppliers required for Workday to perform the Professional Services.
- Customer will develop and deploy a Production support model, including defining roles and responsibilities, processes, and internal service level agreements between Customer teams.
- Change management, internal communications, testing, and training are outside the scope of this SOW, except to the extent expressly provided herein.
- Customer will ensure that its resources timely complete all Workday-required training for their respective roles prior to the commencement of the appropriate stage. This SOW does not include any Workday-required training courses, which Customer may purchase from Workday by separate agreement.
- The pricing and schedule set forth in this SOW are based on using Workday-provided systems, tools, and devices. Any use of Customer-provided systems, tools, or devices must be pre-approved in writing by Workday, in its sole discretion, and are subject to a Change Order and PSA amendment.
- Delays caused by incorrect or incomplete Customer-provided information and Customer's failure to timely meet obligations may result in schedule delays and/or a Change Order.
- Customer's delay or failure to meet its obligations may result in a pause in performance until the parties have reached mutual agreement.
- All Professional Services, Deliverables, agreements, communications, and documentation will be written, executed, and/or delivered (as the case may be) in the English language. Any translation into any other language will be at the discretion and cost of Customer.
- Customer chooses how the Service is configured to meet its business and legal needs, and Customer understands that it is responsible for determining if its chosen configuration and use of the Service complies with Law. The foregoing does not modify or limit Workday's obligations set forth in the UDPE or other data processing agreement between the parties.
- Any services, activities, product features, functionality, or configurations not expressly listed in this Appendix 3 are not in scope for this Appendix 3. The parties agree that no additional Professional Services or Deliverables are implied under this SOW.

5.2 Deployment and Scope Assumptions.

- Workday will not perform any fit-gap or deep-dive review or analysis of Customer's business requirements. Customer will have knowledge of and/or provide documentation that reflects its existing business processes (e.g., hiring, termination).
- Foundation Alignment Sessions do not constitute a "design" of delivered business processes - instead they are intended to review the delivered pre-configuration and modify the existing configuration to support Customer requirements, provide knowledge transfer, and validate Customer Data or Professional Services Data to support the Launch program configurations.
- The number of deployment Tenants and/or Instances made available to Customer without charge is governed by the Workday Deployment Tenant/Instance Pricing Policy. If additional Tenants and/or Instances are required to support the Project, additional fees will apply.
- Customer agrees to utilize a consistent Workday's business process framework for the entire organization until post-Production, and Customer will acquire additional Professional Services to make desired configuration changes or make the configuration changes itself.
- All pre-configurations and business processes will be based on the Workday Launch Program.
- Customer will leverage the delivered security roles (including proxies), with no changes to existing security roles or creation of custom security roles unless otherwise noted in this Appendix 3 until post-Production. If Customer requires additional changes, the parties may

enter into a mutually agreed Change Order. Workday will provide the relevant knowledge transfer.

- Data masking and data scrambling is not part of the scope for this deployment
- Customer will assume responsibility for the functional and technical configurations of the Workday Service as part of post-Production with full responsibility at time of Project closure.

5.3 Testing Assumptions.

- Customer is responsible for assigning a Test Manager to drive and oversee the Testing stage.
- Workday will provide standard test scenarios to be used as a foundation; however, baseline recommended testing scenarios for testing. Customer team will develop detailed test scenarios based on Customer's user requirements and system configuration is responsible for creating and executing Customer-specific test scenarios.
- All configuration decisions will be finalized and unit tested during the Architect & Configure stage
- Configuration freeze will be implemented at the end of Unit Testing (prior to E2E tenant build). Further changes to "passed" unit testing configuration will be deferred to post go-live and addressed by Customer.
- Customer will lead testing and sign off on the final configuration prior to the move to Production. Workday will support issue resolution to Customer's testing efforts.
- Customer Test Manager will create a testing strategy document to support the testing cycles, including roles and responsibilities, testing schedule and process for managing test execution and issue resolution.
- Workday will provide guidance and assistance to Customer's Test Manager and test team during test execution of each of the test cycles.
- Workday will assist Customer to prioritize the severity of the defects and to timely assign them for resolution.

5.4 Data Conversion Assumptions.

- Workday does not provide a service to extract data from Customer's source systems.
- Customer is responsible for populating and supplying data in the Workday-prescribed format and is responsible for ensuring data is cleansed and duplicate values removed.
- Once the data is loaded, Customer is responsible for verifying the accuracy of the data in the Tenant.
- Workday will provide Customer with data conversion templates and training to populate Professional Services Data. Customer is solely responsible for the extracting, transforming and loading of the data into the data conversion templates. Workday or Customer will then use these templates to load the data into the Tenant, as governed by the data conversion strategy shared and reviewed during the Plan and Architect & Configure stages.
- Workday tenant builds take 3 weeks upon receiving the conversion workbooks.
- Workday will convert current records for all active and terminated Customer employees for the current calendar year.
- Customer is responsible for any additional data conversion beyond the scope set forth in this SOW, including any data catch up activities.
- Customer will establish and determine processes to create a static copy of their legacy system(s) to provide source data extracts and a reference point for comparison for each Tenant build.
- Workday's Data Transformation Service is excluded from the scope of Workday's data conversion services.

5.5 Integration Assumptions.

- Workday will design, configure, unit test, and/or deploy integrations where Workday is the Responsible Party in the Integrations In Scope table above. Similarly, Customer will be

responsible for the design, development, configuration, and unit testing of integrations where Customer is the Responsible Party.

- Customer will timely make available appropriate technical and functional resources to assist with discovery, design, data mapping, data validation, testing, and deployment activities for each integration. Workday will make reasonable attempts to complete the integrations in scope but is not responsible for delays caused by Customer.
- Any changes to specified Workday Integration Template(s), associated complexity, Responsible Party, build schedule, or overall scope outlined herein that results in a material change to the total hours or number of Deliverables allocated in this SOW will be subject to a mutually agreed Change Order.
- Customer is responsible for data quality required for integrations to operate successfully, including responsibility for loading data into third party applications, if required, unless otherwise noted in the Integrations In Scope table above.
- Customer is responsible for testing all integrations, regardless of type, including, but not limited to, data verification. If a data-related issue is identified during testing, Customer will load and successfully test corrected data prior to go-live.
- Any unit testing performed by Workday is for basic fit and format only and does not include detailed functional scenarios, which will be performed by Customer during end-to-end-testing.
- Use of any Configured Integration assumes Customer and its vendor requirements fit within Workday's standardized integration. If a Configured Integration does not meet the vendor or Customer requirements or is not available at time of deployment, the parties may agree to deploy a Developed Integration.
- Customer will lead interactions with third party vendors and/or internal system owners required to deploy integrations hereunder. Customer will also coordinate timely responses from and secure data transfer and integration testing with all vendors (and internal systems).
- If Customer determines a change is required to its internal platform, Customer assumes responsibility for such changes, which are not included in the scope of this SOW. Please note: Workday Professional Services consultants are not trained on third party applications or technology platforms.
- Customer assumes operational responsibility and configuration for all integrations after go-live, including monitoring, troubleshooting, and deploying and testing updates.
- Unless expressly agreed by the parties herein, each Workday-provided integration will be a delivery of one file to one end-point.
- Customer will provide an SFTP server or an appropriate endpoint for integration file exchange during the Project.

6. Project Risks.

- Change Management is critical to the success of any deployment. Customer must identify a change management leader early in the Project to ensure that communication and education relating to the Service is provided.
- Participation of Customer business process decision makers, subject matter experts and business analysts is vital to the success of the Workday Service deployment. Customer must identify individuals from each geographic area, country, and/or business unit who possess the correct business knowledge, process knowledge and/or industry knowledge to participate on the Project team.
- Timely decision making is critical to the progress and ultimate success of the deployment. When a decision cannot be made through consensus, the Project management team must escalate the decision through Workday's Engagement Manager and Customer's Executive Sponsor to avoid impacts to timeline and costs.
- Many Project delays can be attributed to Customer's challenges in cleaning and converting its data to load into the Service. Customer must prioritize this activity to avoid impacts to timeline and costs.

7. Functional Scope.

The table(s) below lists the functional and technical scope that are included as part of this SOW. Any functional or technical details not listed below are out of scope for this SOW.

Product	Description	Scope
Foundation	Foundation Features	Payment Elections & Associated Rules
		Pre-Packaged Business Processes
		Workday Assistant (With ISA Opt In)
		Standard Notification Templates
		Delivered notifications
		Workday Today home page with 4 standard cards
	Organizations	Organizational Management
		Staffing Management
		Up To 15 Companies and Company Hierarchies
		Supervisory Organization and Hierarchy
		Cost Centers and Cost Center Hierarchy
		Up to 2 Custom Organizations and Hierarchies
		Locations and Location Hierarchy
		Region and Region Hierarchy
		Pay Groups
	Security	Multi-Factor Authentication
		Delivered User and Role Based Security Groups
	Setup	English Language Support

Product	Description	Scope
		Global Address Localization
		Mobile
		Currencies
	Worker Data	Contingent Worker Types
		Personal Information
		Contact Information
		Position and Job Profile Assignment
		Employee Types
	Reporting	Standard Dashboards & Analytics
		500+ Delivered Standard Reports
		Reporting Workshop – How to Edit Standard Reports
		Turn on Reporting Administrator and Workforce Composition dashboards.
		Introduction to Workday standard SKUs reports.
		Report Development, Unit Testing, and Defect Fixing of up to 5 basic reports (No Forms or extensive Calculated Field Requirements)
		Report knowledge transfer session
		Report Migration support

Product	Description	Scope
HCM	Compensation	Basic Compensation Management
		Compensation Package
		1 Salary Plan
		1 Hourly Plan
		1 Period Salary Plan
		Up to 5 Allowance Plans - excluding Reimbursable Allowance Plans (unless Expenses in scope)
		Up to 5 One Time Payment Plans
		Worker Profile: Total Rewards Statement without Payroll results
		Delivered Compensation Basis
		1 Delivered Wage Theft Notice and one additional configurable Wage Theft Notice - US Only
	Jobs and Positions	Job Catalog (Job Family Groups, Job Families, Job Profiles)
		Position Management Staffing Model
		Management Types & Management Level Hierarchy
	Onboarding	Up to 15 static documents for Hire / Onboarding Review
		Custom Onboarding Bulletin Worklets – up to 2 customized bulletin worklets including up to 5 content items in each
		Custom Onboarding Templates (up to 2 templates)
		I-9 Functionality
		Announcements - 1 for onboarding

Product	Description	Scope
	Organization	Organizations (Supervisory, Cost Center, Company, Region, Location, Custom) and Associated Hierarchies
		Up to One Exit Survey questionnaire with up to 20 questions, routed to existing security group - excluding custom reporting of responses
		Retiree Organization and 2 related Business Processes
	Setup	Event Categories and Reasons
		Employee and Manager Self-Service
		Worker Types
		Tenant Branding
		Skills Cloud (With ISA Opt In)
		1 document template to capture Internal/External dynamic offer letter variations including: -Simple letter header including company logo and footer (note this will appear on all pages of the offer letter) -Up to 10 conditional paragraphs (may include introduction, offer details (full-time, part-time, location, manager, job details), basic compensation language (hourly, salary, bonus, allowances, one-time payments), conclusion) -Up to 2 static document attachments for candidate offer review
		Headquartered (HQ) Country Operations Only
	Worker Data	Personal Data, Contact Information, ID Information
		Emergency Contact Information
		Employee Photos
		Delivered Service Dates

Product	Description	Scope
		Shifts
		Education
		Job History
	Modifiable Business Processes	Hire Employee
		Create Position
		Request One Time Payment
		Contract Contingent Worker
		Onboarding: 1 for New Hires and 1 for Job Changes
		Termination
		Change Job
		Request Compensation Change
		End Contingent Worker Contract
		Onboarding Setup
	Data Conversion	Up to 3500 Active FSE Employees or Contingent Workers Including Current Personal Data, Current Contact Data, and Current Job Record
		Terminated employees who received payment in the current year, and contingent workers with contracts ended in the current year (Using Worker Object)
		Up to 7,000 Additional Terminated Workers (Using Former Worker Object)
		Includes Loading of Employee Photos

Product	Description	Scope
		Attachment of Third Party Documents out of Scope
		Compensation – Current Compensation Data and Compensation effective as of Benefits effective date
		Unlimited Job and Compensation History (Using "Previous System History")

Product	Description	Scope
Absence	Schedules and Calendars	Up to 5 Holiday Calendars
		Up to 2 Work Schedule Calendars
		Absence Third Party Calendar (Microsoft Outlook or Google Calendar) - Functional Configuration Only
	Leave of Absence Types	Up to 10 Leave Types
	Time Off Plans	Up to 15 Time Off Plans (Up to 10 with Accruals)
		Multiple Jobs Functionality (Absence) - Any Volume
	Modifiable BPs	Correct Time Off
		Assign Work Schedule
		Request Leave of Absence
		Request Return Leave of Absence
		Request Time Off
	Data Conversion	Time off Balance Conversion Included
		Active Leaves for the Previous 12 Months

Product	Description	Scope
		Time Off Event Conversions Excluded

Product	Description	Scope
Benefits	Setup	Benefits for Headquartered (HQ) Country Operations Only
		Benefit Groups (including Eligibility Rules)
		Benefit Defaults
	Plans	Administer Benefits for most commonly offered plan types, including Health Care (Medical, Dental, Vision), Insurance (Life, Disability), Spending Accounts (Dependent, Health Care), Health Savings Accounts, Retirement Savings (401k), and Additional Benefits Plans (Pet Insurance, Gym Membership, EAP, Critical Illness, and Long Term Care)
		Up to 50 Benefit Plans (including Eligibility Rules, Coverage Tiers, Rates, and other components)
		Individual Rates
		Benefit Annual Rates
		Up to 3 Plan Year Definitions (current year, subsequent year, ongoing plans)
		Healthcare Election Guidance - Configure expanded plan details for up to 5 Healthcare Plans
	Enrollment	Cross Plan Enrollment Rules
		Enrollment Event Types (including Eligibility Changes, Life Events, and Reinstatement Events)
		1 Enrollment Event Rule

Product	Description	Scope
		Passive Event Rules
		Open Enrollment
		Enrollment Instructions
	Evidence of Insurability	Manage Evidence of Insurability
	Affordable Care Act	Core ACA Functionality: ACA Measurement Periods and Eligibility, ACA Dashboard, Setup for 1094-C and 1095-C Reports
	COBRA	Manage COBRA Eligibility Designations for Participants Who Lose Coverage
	Retirees	Up to 1 Retiree Organization
		Up to 1 Retiree benefit group utilizing a shared plan (does not include Medicare)
	Modifiable Business Processes	Change Benefits for Life Events
		Change Benefits
		Dependent Event
		Passive Event
	Data Conversion	Current Benefit Elections
		Medical History for Current Year for ACA Reporting
		ACA Worker Hours and Wages
		Dependents & Beneficiaries
		Benefit Annual Rates

Product	Description	Scope
Payroll (United States)	Banking	Payment Election Rules
		Up to 2 Bank Accounts, Up to 2 Routing Rules, Delivered Check Layout
	Checks and Payslips	Delivered Check and Payslip Layouts
	Costing Allocations	Simple Worker Costing Allocations - Single Dimension
	General Ledger	Fiscal Posting Intervals, Schedules, Summary Schedules, Fiscal Years
		Journal Sources, Ledger, Ledger Types, Account Sets, Account Posting Rules to support a single General Ledger
	Pay Components	Up to 150 Pay Components (Earnings and Deductions)
		Net Pay Validation and Arrears
		Pay Accumulations, Pay Balances, Pay Component Groups, Tax Authority Exceptions
	Payroll Processing	Up to 2 Pay Groups
		Up to 2 Run Categories
		Off-Cycle Payments
		Retro Processing
		Audit Report Configuration
		Payroll Command Center
		Payroll Involuntary Withholding Orders and Deduction Recipients Processing
		Multiple Jobs Functionality for Payroll- Low Volume (Total Position Count of up to 5,000)

Product	Description	Scope
	Period Schedules	3 Period Schedules for Payroll
		Generate Period Schedule Periods
		FLSA Work Period Calendar Rules
	Tax Reporting	3 Companies
		Company Federal, State and Local Payroll Tax Configuration
		W-2 Configuration
		Payroll Reporting Codes
	Modifiable Business Processes	Settlement Run Event
		Assign Pay Group
		Payment Release Event
	Data Conversion	Payroll Balances for Current Year
		Worker Tax Elections
		Withholding Orders Excluded (Manual Data Entry Required)
		Worker Payment Elections
		Costing Allocations Excluded (Manual Data Entry Required)

Product	Description	Scope
Recruiting	Setup and Features	Internal Application
		Auto Disposition Candidate's Other Job Applications
		Auto Unpost Jobs

Product	Description	Scope
		Task Consolidation for Review Offer
		Job Requisition Management
		One Time Payment for Offers
		Simple Referral
		Evergreen Requisition Management
		Candidate Screening
		Candidate Review
	Career Site Configuration	Candidate Home
		1 Internal and 1 External Career Site
		1 Internal Career Site for Contingent Workers
		External and Internal Candidate Job Alerts (delivered template without customization)
		External Career Site Privacy Policy
		Configurable Candidate Consent
		Prospect Introduce Yourself on External Career Site
	Configurable Content	Workday Documents – 1 document template to capture Internal/External dynamic offer letter variations including: -Simple letter header including company logo and footer (note this will appear on all pages of the offer letter) -Up to 10 conditional paragraphs (may include introduction, offer details (full-time, part-time, location, manager, job details), basic compensation language (hourly, salary, bonus, allowances, one-time payments), conclusion) -Up to 2 static document attachments for candidate offer review

Product	Description	Scope
		Up to 2 Internal and Up to 2 External Application Questionnaires (each questionnaire with up to 10 questions)
	Integrations	Guidance of Apply with LinkedIn
		Guidance for Workday Outlook or Google Calendar Interview Scheduling integration
	Security	Delivered Primary Recruiter Security
		Prospect Management
		Candidate Pool functionality
	Setup	Assessments
		Background Check
		Interview Management
		Interview Ratings
		Candidate Endorsement
		Configurable Section Headers and Instructional Text on Job Application Templates
		Duplicate Management (delivered framework)
		Parallel Stages
		Job Requisition Categories and Reason
		Notification Designer - Up to 1 simple custom notification template
		Delivered User and Role Based Security Groups
		Autocomplete on Staffing business processes

Product	Description	Scope
	Reporting	Delivered Recruiting Standard Reports
		Candidate Grid (delivered)
		Job Requisition Workspace
	Modifiable Business Processes	Job Application (1 Dynamic Workflow)
		Offer
		Job Requisition
	Data Conversion	100 Open Job Requisitions and Corresponding Open Positions
		Open Positions Not Associated With Job Requisitions Excluded
		Candidate Conversion Excluded (both active and historical)
		Prospect Conversion Excluded

Product	Description	Scope
Talent Optimization	Performance	Development Items
		Goals
		Up to 30 Competencies: Includes behavior setup and association to Job Profiles, Management Level, and/or Job Family
		Check-Ins
		Up to 3 Performance Review Templates
		Anytime Feedback
	Succession	Succession

Product	Description	Scope
		Assess Potential
		Assess My Team's Potential
		Up to 50 Positions for Succession: includes Readiness setup
	Talent Core	Career Interests
		Job Interests
		Relocation Preferences
		Travel Preferences
		Career Profile
		Talent Profile/Skills
		Mentors and Connections
	Calibration	Calibration is Specifically Excluded
	Modifiable Business Processes	Start Performance Review
		Complete Self Evaluation for Performance Review
		Complete Manager Evaluation for Performance Review
		Give Feedback
		Set Review Content for Performance Review
		Manage Goals
		Assess Potential
		Manage Mentorship
		Manage Succession Plan

Product	Description	Scope
		Manage Competencies
		Manage Interests
	Data Conversion	No Goal History
		No Transactional History
		No Prior Performance Reviews

Product	Description	Scope
Time Tracking	Alerts and Validations	Up to 3 Alerts
		Up to 10 Time Entry Validations
	Schedules and Calendars	Holiday Calendars
		Up to 5 Work Schedule Calendar Rules
		Up to 10 Work Schedule Calendars
	Security	Up to 2 Security Groups to Support Employee Self Service and Manager Self Service
	Time Calculations	Up to 15 Time Calculations
		Multiple Jobs Functionality (Time Tracking)
	Time Entry	Up to 6 Time Entry Templates
		Up to 8 Time Entry Codes
	Reporting	Time and Absence Dashboard
		Review Time Task
		Edit and Approve Time Task

Product	Description	Scope
	Modifiable Business Processes	Assign Work Schedule
		Enter Time
		Reported Time Batch Event
	Data Conversion	Excluded from the Scope for Go-Live

Product	Description	Scope
Unions	HCM	Union membership tracking for up to 5 unions
		Loading of union membership for up to 5 unions
		Union service date tracking (manual maintenance)
		Up to 15 Compensation Grades with manual step progression
	Payroll	(US Payroll) Up to 10 Deductions specifically for unions dues and initiation fees
	Time Tracking	Up to 5 additional Time Calculation Groups and up to 10 additional Time Calculations specifically to cover union Time Tracking requirements

Prism	
Description	Scope
Total Rewards Statement	Consolidate external compensation and rewards (commission, benefits, allowances, bonuses, etc.) with Workday compensation and rewards for a complete view. Workday Professional Services will help customer complete pre-configured templates and Workday Prism Analytics pre-built functionality as mutually agreed by the parties and within the parameters of the scope components listed below. The configuration of each component listed below will be designed during the early stages of the project.

Prism		
	Data Sources	Customer will populate the below Excel templates, including the specified required fields: - External Compensation - External Rewards File
	Transformations	Simple Functions e.g. string functions, Filter, Join, Union
	Reporting	BIRT Report: Total Employee Rewards Statement
	Security	Row Level
	Customer Participation	Customer will populate and provide the Excel templates, including the specified required fields
Worker History	Data Sources	Up to 3
	Transformation Complexity	Complex Complex Functions, e.g. Case Statements, Filter, Join, Union
	Reports / Visuals	Up to 4 reports; Customer to define visuals
	Data Source Security	Row, Column
	Customer Participation Level	Medium

8. Integrations.

8.1 Integrations Scope.

This section describes the integrations to be delivered by Workday under this SOW based on the information provided by Customer and the parties' understanding as of the SOW Effective Date. During delivery, and upon further discovery, the parties may agree that changes are required to meet Customer's requirements, which changes will be effected via a Change Order.

8.2 Integration Classifications.

"Configured Integrations" describes the productized connectors developed and supported by Workday that exist as Workday Integration Templates (as defined below) in each Workday Tenant and are licensed



to customers for use with the Workday Service. Configured Integrations require only configuration to deploy; no customization of the Configured Integration is required or performed. An explanation for each Configured Integration can be found in Workday Product Documentation by searching for the name of the applicable Workday Integration Template.

Configured Integrations (including Workday Integration Templates) are supported by Workday, irrespective of who configures them, as a Workday Service support obligation, except that the SLA and Service Level Credits will not apply to any Configured Integration due to Workday's reliance on the third-party system with which each Configured Integration interfaces.

"Developed Integrations" describes all other integrations, including any Custom Integration (if such term is defined in the PSA), that are developed by Customer, by Workday (other than a Configured Integration), or by a third party, including Workday's software partners. Developed Integrations also include solutions or connectors available that interact with the Workday Service platform (e.g., by direct connection to Customer's Tenant public API, as pre-built integrations), using such parties' own tools or Workday's Integration Template(s).

Integrations delivered by Workday hereunder may include a combination of one or more Configured Integration(s) and Developed Integration(s), as identified in the Integrations in Scope table below.

8.3 Integration Support.

Configured Integrations and Workday Integration Templates. Workday provides ongoing support for Configured Integrations and Workday Integration Templates in accordance with Workday's current Production Support and Service, irrespective of who configures them, except that the SLA and Service Level Credits will not apply to any Configured Integration due to Workday's reliance on the third-party system with which each Configured Integration interfaces. If Customer uses or develops any connector or integration that incorporates a Workday Integration Template, Workday will support the Workday Integration Template only, and the remainder of the connector or integration is a Developed Integration that must be supported by Customer or a third party. Customer (or its third-party provider) is responsible for testing and supporting all Configured Integrations.

Developed Integrations. Developed Integrations are not part of the Workday Service and are not supported by Workday. Customer is responsible for designing, developing, and deploying all Developed Integrations, except to the extent expressly set forth in this SOW. Customer (or its third-party provider) is responsible for testing and supporting all Developed Integrations.

8.4 Integrations in Scope.

The table below lists anticipated number and associated complexity of the Integration effort to be developed by Workday.

Workday Developed Integrations

Workday Integration Solutions	Complexity	# of Workday Deliverables
Technical Services Standards Plus	Minor	0
End to End Connectors	Minor	8
Connector	Low	0
EIB / DT / BIRT	Moderate	10
Workday Studio	High	1
Total # of Deliverables		19

9. SOW Scope Exclusions

The following application components are excluded from the scope of this SOW. Customer may choose to implement these Project components to which Customer has subscribed at its discretion following the initial Project phase described in this SOW. Any additional scope would necessitate a separate SOW with an associated cost.

9.1 Product/Functionality.

- a. Any functional domain not expressly included in the Functional Scope tables above are not in scope.

9.2 Integrations.

- a. Any integration not expressly included in List of Integrations in Scope table above is out of scope.

10. Staffing – Project Roles and Responsibilities.

10.1 Workday Roles.

Workday will assume responsibility for the following roles and tasks. Please note that multiple roles may be fulfilled by a single Workday resource.

Team Member	Key Responsibility
Executive Sponsor	- Confirms that the appropriate Workday resources are available for the Project and works with the Workday Engagement Manager to resolve any escalated issues in a time-effective manner - Serves on the Steering Committee
Engagement Manager	- Manages the Project including directing Project activities based on the Project Plan - Provides status updates to both Workday and Customer team
Foundation Tenant Services	Engaged in all activities and Deliverables related to the initial Foundation Tenant
Consultant(s)	Responsible for providing Workday functional and technical knowledge and expertise on deployment activities and Deliverables
Test Lead	- Guides the Customer Test Manager and team in the testing management process for the Workday deployment, including testing of functional configuration, business process, integrations, data conversion, and reporting. The Test Lead will guide Customer and the Project team through the Workday methodology test cycles and approach; facilitate the test workshops and co-facilitate the testing kick-off with Customer; and provide assistance to Customer in developing test plans, test calendars, and in managing testing activities for unit, end-to-end, user acceptance, and other Workday test cycles. The Test Lead services do not include Workday Adaptive Planning test support. - Test Lead roles and responsibilities include advising and coaching the Customer Test Manager in managing test planning, test scoping, testing strategy and plans; performing knowledge transfer to Customer; and providing reasonable assistance and guidance to Customer as it develops testing documents and manages test execution and defect resolution.

10.2 Customer Roles.

Customer will assume responsibility for the following roles and tasks. Please note that multiple roles may be fulfilled by a single Customer resource.

Team Member	Description of Role
Executive Sponsor(s)	- Responsible for championing the Project and accountable for budget - Provides appropriate resources for Customer obligations - Resolves escalations as needed - Commits to attending Steering Committee meetings
Project Manager(s)	- Co-manages Project Plan with Workday - Manages and ensures timely participation of Customer resources - Manages issues and decision logs. Escalates as needed - Communicates weekly Project status to Customer Executive Sponsor(s) and Project stakeholders - Responsible for all Customer activities such as change management, employee training, testing, Customer-built integration(s), third party deployments
Change Management Lead and Support Resources	- Manage completion of change management activities - Identify and engage support resources including communications, training, change network participants, etc. - Provide insight on Customer relationships, stakeholders, culture, and other institutional knowledge of Customer - Manage the internal review and sign-off of change deliverables
Production Preparedness Lead(s)	- Responsible for the planning and execution of all elements of the Production Preparedness Work Plan. - Primary point-of-contact for consulting sessions with Workday Consultants - Coordinates and assembles Customer and third-party resources for decision-making and documentation activities. - Customer may choose to name multiple leads as needed, such as FIN, HCM and/or IT leads if multiple teams will support the system. - Customer Leads function in dual project roles if necessary.
Functional Leads/Subject Matter Experts	- Responsible for identifying, cleansing, and validating data to be converted - Tests business processes and configuration - Develops Customer-specific training and documentation - Provides functional knowledge and expertise on business processes, data mapping, organizations, and system configurations - Escalates to the Project Managers issues that may impact the Target Go-Live Date
Integration Leads	- Provides technical knowledge and expertise on Customer's business processes, data mapping, organizations, and system configurations - Develops Customer-provided integrations identified in SOW (if any)

Team Member	Description of Role
Workday Administrator(s)	• Workday “Tier 1” support when in Production • Point of contact for the Workday Production Support team • Security Administrator: maintains Customer’s security configuration • Business Process Administrator: manages Customer’s business processes
Test Manager	Oversees Customer's testing strategy, resource plan, scenario tracking and reporting

The staffing guidelines listed below account for project management and functional lead (as well as support and business analyst) roles on a Workday Launch project. It is important to note that these are guidelines and the estimates can shift down if the resources assigned are knowledgeable about the customer processes & goals, are empowered to make quick decisions, and are proficient with adopting new technology, ERP deployments and testing. The estimates can increase; however, if the resources assigned require decision by consensus, or multiple levels of approval for decisions and/or are not knowledgeable about the current process and future state goals and are less proficient with adopting new technology, ERP deployments and testing.

The staffing guidelines do not account for additional staffing roles that a customer needs to provide for things like: Change Management, Testing Lead/Coordinator, User Training, Outreach, etc... These roles are also critical to the success of the project and need to be allocated appropriately.

The following table includes Workday’s standard estimates for customer Full Time Equivalent (FTE) requirements for a Launch project.

HCM/PAY				
	Plan	A&C	Test	Deploy
HCM/Onboarding	0.5	0.75	0.75	0.75
Benefits	0.5	0.75	0.75	0.75
Compensation	0.1	0.25	0.25	0.25
Payroll	0.5	0.75	1	0.75
Time Tracking	0.1	0.5	0.5	0.5
Absence	0.5	0.5	0.5	0.5
Recruiting	0.1	0.75	0.75	0.75
Talent Optimization	0.2	0.7	0.7	0.6
Prism	0.1	0.5	0.5	.25
Total	2.6	5.45	5.7	5.1

Project Manager	1	1	1	1
Test Lead/Coordinator	0.2	0.75	1	0.1
Change Management Lead	0.25	0.75	0.75	0.75



Production Support Manager	0.1	0.2	0.2	0.2
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Tech	
Reporting	Tech roles will vary based on number of reports, integrations, etc... and assignments between Workday and Customer
Integrations	
Conversion	

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Appendix 4 Workday Test Lead Services

The Workday Test Lead is responsible for guiding Customer's testing management process for Functional Configuration, Business Process, Integrations, Data Conversion, and Reporting. The Workday Test Lead will guide the Customer and the project team through the Workday methodology test cycles and approach. The Workday Test Lead will facilitate the test strategy and test scenario creation workshops and co-facilitate the Testing Kick Off with the Customer.

Workday Test Lead role and responsibilities include advising and/or managing test scope, prescriptive test artifacts, and resolution of defects; supporting the management of all test cycles as per the standard Workday methodology, performing knowledge transfer to Customer and providing reasonable assistance and guidance to Customer during the Architect & Configure stage as the Customer develops test documents and during test execution. The Workday Test Lead Service will cover these related testing activities through the initial end-to-end testing deliverables.

The scope of work for this role is outlined in the table below.

Project Stage	Activity / Deliverable	Assumptions
Plan	Prepare for test strategy and test scenario creation workshops.	- Customer will assign a Test Lead as the overall owner of the Test Work Stream. - Customer will plan the necessary resources and logistics for the test strategy and test scenario creation workshops.
Architect & Configure	- Lead test strategy and test scenario creation workshops. - Develop a prescriptive test strategy and test plan. - Support test scenario development - Set up Smartsheets test tracking templates. - Support scenario development for the unit, end-to-end, regression, and any other test cycles mutually agreed by the parties in writing - Support management of configuration unit testing: - Attend reasonable standing meetings - Workday Lead to prioritize the severity of the defects and ensure timely assignment and follow-up for resolution.	- Customer will develop test scenarios for configuration unit testing. - Customer will set up test tracking tools if Smartsheet is not selected as the tool of choice. - Customer will develop all test scenarios in addition to the sample list provided by Workday. - Customer will drive configuration unit testing: - Execution by testers - Follow up with customer resources - Test status reporting to the team, PMO and steering committee

Project Stage	Activity / Deliverable	Assumptions
	○ Smartsheet test reporting to Customer test lead	
Test	• Support management of the end-to-end, regression, and any other test cycles mutually agreed by the parties in writing: ○ Standing meetings ○ Help the Customer Test Lead to prioritize the severity of the defects and ensure timely assignment and follow-up for resolution. ○ Smartsheet test reporting to Customer test lead	• Customer will have completed configuration unit testing in the prior stage and will be ready to perform the remaining test cycles • Customer testers will have been trained to execute the test scenarios for each of the test cycles • Customer will drive the execution of all test cycles: ○ Execution by testers ○ Follow up with customer resources • Test status reporting to the team, PMO and steering committee
Deploy	• No activities or deliverables are in scope for the Workday Test Lead in this stage	
Post Production Support	• No activities or deliverables are in scope for the Workday Test Lead in this stage	

*Note: Test Lead Services will follow standard Workday Methodology and project timing. If the project Go-live is extended or separated into multiple waves, Test Lead Services will align to the initial standard Go-live.

Appendix 5

Post-Production Support

Workday-certified resources from a dedicated Post-Production Support team (the “**Services Provider**”) will provide the Service described in Appendix 5. The Post-Production Support Professional Services (“**Post-Production Support Services**”) commences on the Project Go-Live Date (as defined below) and will conclude after a period of twelve (12) weeks.

The Move to Production Date is the date on which Customer has a Production environment, populated with the Customer Data collected and validated during the Project. The Project Go-Live Date is the date on which Customer begins regular operational use of the Production Tenant.

For Customers with phased go-lives, Post-Production Support Services will run from the Move To Production Date. Depending on timing, this may mean that subsequent go-lives could fall outside of the Post-Production Support Services window. Regardless of the Post-Production Support Services dates, in the case of Payroll, Workday will support the first two pay cycles and for Financials, the first month-end up to a maximum of six (6) weeks after the Project Go-Live Date.

To facilitate the management of the Post-Production Support Services, all support requests will be initiated by Customer logging a request on the Services Provider's support portal. Access to the support portal will be available to up to five (5) separate Customer-specified contacts (“**Named Support Contacts**”).

Only functionality within the original scope of the Project will be supported. The Post-Production Support Services will operate on a three-tier basis with the Services Provider responsible for Tiers 1 and 2 and the Workday deployment team responsible for Tier 3. The tiers are defined below:

1. Tier 1: Examples of Tier 1 support would be, yet not limited to:

- Answering basic Workday ‘How-to’ Questions
- Assistance in mass approvals for time tracking or time off
- Assistance in running basic reports
- Assistance in troubleshooting existing configurations

2. Tier 2: Any item escalated from Tier 1 or where the ticket requires the Services Provider to login and directly access Customer's Production configuration in the Sandbox Tenant. The Services Provider will not log into the Customer's Production Tenant. Examples of Tier 2 support would be, yet not limited to:

- Basic configuration or providing guidance on modifying a step within existing business processes.
- Basic configuration or providing guidance on modifying existing security groups.
- Basic configuration or providing guidance on modifying existing configuration.
- Basic configuration or providing guidance on modifying existing customizable reports and dashboards.
- Support in running existing integrations and interpreting integration logs.
- Support in running and reviewing payroll reports including payroll register and audit reports, and payroll ledger posting reports.
- Support in running Financial Income Sheet, Balance Sheet and Support in closing the Financial month-end.

- Optimization of existing functionality subject to limitations on the scope of this work as defined below.
 - Creation of new configuration or enhancements to existing functionality subject to limitations on the scope of this work as defined below.
3. Tier 3: Any item escalated from Tier 2 that requires the detailed knowledge of the original deployment team. Examples of Tier 3 support would be, yet not limited to:
- Resolving integration errors.
 - Resolving any errors identified in payroll calculations such as calculated amounts for 401k matching.

Determination on the appropriate tier for each support request will be determined by the Services Provider and by a combination of Workday and the Services Provider for anything being escalated to a Tier 3.

Limitations on Optimization or Enhancements

- Any request that requires extensive user acceptance testing or has a firm deadline will need to be treated as a separate project.
- Any request estimated to take more than ten (10) hours of consulting time to complete will need to be treated as a separate project.
- Services Provider will work on a maximum of three (3) active tickets per product area at any one time.
- The program is designed to encourage self-sufficiency, therefore updates to the Production environment will be carried out by Customer, with guidance from Workday.

Areas NOT covered by the Post-Production Support Services include:

- Domains deployed outside of the initial phase
- Design or architecting business process flow
- Demonstrations of the Service, licensed or otherwise
- Creation of Workday training material.



ATTACHMENT C: PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("**Agreement**" or "**PSA**"), applies to the NASPO ValuePoint Master Agreement AR2507 and is binding upon any Purchasing Entity ("**Customer**") who purchases off a valid Participating Addendum with Workday, Inc. ("**Workday**") and orders Professional Services from Workday effective as of the Effective Date of that Participating Agreement.

1. Professional Services to be provided by Workday. Workday shall perform the services ("Professional Services") in the form, type and manner provided in one or more statements of work that refer to this Agreement and upon execution by the parties are made a part hereof (each a "Statement of Work" or "SOW").

2. Fees and Expenses.

2.1 Invoices & Payment. Customer shall pay Workday Professional Services Fees at the rates set forth in the applicable Statement of Work. Such rates shall not exceed those on Attachment E. Professional Services Fees and all other fees due hereunder will be invoiced to Customer in the United States and payment will be remitted by Customer from the United States. Unless the Participating Agreement specifies a different time, all fees due hereunder (except fees subject to good faith dispute) shall be due and payable within thirty (30) days of invoice date. Workday may send all Customer invoices electronically (by email or otherwise). All fees are quoted and payable in United States Dollars and are based on access rights acquired and not actual usage. Customer shall provide Workday with complete and accurate billing and contact information including a valid email address. Upon Workday's request, Customer will make payments via electronic bank transfer. All remittance advice and invoice inquiries can be directed to Accounts.Receivable@workday.com.

2.2 Expenses. Customer shall reimburse Workday for all reasonable and necessary travel and living expenses incurred by Workday in the performance of the Professional Services under this Agreement. Except as may be provided otherwise in the Participating Addendum, such expenses shall not include any markup or processing fee and shall be incurred in accordance with the rules and per diem rates found in the GSA Federal Travel Regulation located at <https://www.gsa.gov/portal/category/100120>. The parties recognize that Workday may not qualify for GSA-negotiated lodging rates. Accordingly, in circumstances where lodging is not available to Workday at GSA-negotiated rates, the Purchasing Entity and Workday will work together in good faith to agree upon alternative maximum lodging rates. For clarity, use of GSA airfare rates is not required because they are not available to Workday. For larger engagements, the Statement of Work may include measures agreed upon by the parties to minimize travel-related expenses. Upon Customer's written request, Workday will submit supporting expense documentation and copies of receipts to Customer for expenses over Twenty-Five United States Dollars (\$25).

2.3 Non-cancelable & non-refundable. Except as specifically set forth to the contrary under Section 6.2 "**Warranty Remedies**", Section 7.1 "**Infringement**", or under the applicable Statement of Work, all payment obligations for Professional Services actually provided to Customer under any and all Statements of Work are non-cancelable and amounts paid are non-refundable.

2.4 Overdue Payments. Unless the Participating Agreement specifies a different amount, any payment not received from Customer by the due date may accrue (except with respect to charges then under reasonable and good faith dispute), at Workday's discretion, late charges at the rate of 1.5% of the outstanding balance per month, or the maximum rate permitted by law, whichever is lower, from the date such payment was due until the date paid.

2.5 Possible Suspension of Professional Services. If Customer's account is more than thirty (30) days overdue (except with respect to charges then under reasonable and good faith dispute), in addition to any other rights or remedies it may have under this Agreement or by law, Workday reserves the right to cease providing Professional Services to Customer, without liability to Customer, until such amounts are paid in full.

2.6 Taxes. *This section applies only if Customer has not provided Workday with a tax exemption certificate authorized and honored by applicable taxing authorities that covers all Transaction Taxes.* Subscription Services Fees and all other fees invoiced pursuant to this Agreement do not include in its price any transaction taxes, which may include local, state, provincial, federal or foreign taxes, levies, duties or similar governmental assessments of any nature, including, but not limited to, value-added taxes ("VAT"), excise, use, goods and services taxes ("GST/HST"),

**ATTACHMENT C: PROFESSIONAL SERVICES AGREEMENT**

consumption taxes or similar taxes (collectively defined as "Transaction Taxes"). Subscription Service Fees and all other fees invoiced pursuant to this Agreement are payable in full and without reduction for Transaction Taxes and/or foreign withholding taxes (collectively defined as "Taxes"). Customer is responsible for paying all Taxes imposed on the Service or any other services provided under this Agreement. If Workday has a legal obligation to pay or collect Taxes for which Customer is responsible under this Agreement, the appropriate amount shall be computed based on Customer's address listed in the first paragraph of this Agreement which will be used as the ship-to address on the Order Form, and invoiced to and paid by Customer, unless Customer provides Workday with a valid tax exemption certificate authorized by the appropriate taxing authority.

3. Ownership.

3.1 Workday Ownership. All right, title and interest to all recommendations, ideas, techniques, know-how, designs, programs, development tools, processes, integrations, enhancements, and other technical information developed by Workday in the course of performing Professional Services, or co-developed by the parties hereunder, including all trade secrets, copyrights and other Intellectual Property Rights pertaining thereto (together the "Workday Intellectual Property") vests in Workday. Nothing contained in this Agreement shall be construed as transferring any such rights to Customer or any third party except as expressly set forth herein.

3.2 License to the Workday Intellectual Property. Subject to Section 3.1 above, Workday grants to Customer a royalty-free, nontransferable and nonassignable term license to access and to use the Workday Intellectual Property that Workday incorporates into a Deliverable provided to Customer hereunder. Customer may only use the Deliverables in connection with its authorized use of the Workday Service, as such is defined pursuant to the separate and independent Master Subscription Agreement between the parties and only during the Term set forth therein.

3.3 Customer Ownership. All Customer Confidential Information, and all PII supplied by or PII input by Customer or Customer authorized third parties, shall be, and remain, the property of Customer. Subject to Workday's underlying Intellectual Property Rights, all right, title and interest in any Custom Integration developed solely by Customer shall vest in Customer. Customer agrees that it will not assert a claim for, or file suit for, or take any other action in furtherance of any alleged or actual infringement or misappropriation of the rights in or associated with any Custom Integration should Workday create any similar integration independently.

4. Insurance. See Attachment A, Section 16.

5. Protection of Professional Services Data. With respect to Professional Services Data, Workday shall utilize the measures described in the Professional Services Security Exhibit.

5.1 Workday Remediation of Certain Unauthorized Disclosures. In the event that any unauthorized access to or acquisition of PII is caused by Workday's breach of obligations under this Agreement, Workday shall pay the reasonable and documented costs incurred by Customer in connection with the following items: (a) costs of any required forensic investigation to determine the cause of the breach, (b) providing notification of the Professional Services Data Security Breach to applicable government and relevant industry self-regulatory agencies, to the media (if required by applicable Law) and to individuals whose PII may have been accessed or acquired, (c) providing credit monitoring service to individuals whose PII may have been accessed or acquired for a period of one year after the date on which such individuals were notified of the unauthorized access or acquisition for such individuals who elected such credit monitoring service, and (d) operating a call center to respond to questions from individuals whose PII may have been accessed or acquired for a period of one year after the date on which such individuals were notified of the unauthorized access or acquisition. NOTWITHSTANDING THE FOREGOING, OR ANYTHING IN THE AGREEMENT TO THE CONTRARY, WORKDAY SHALL HAVE NO RESPONSIBILITY TO PAY COSTS OF REMEDIATION THAT ARE DUE TO RECKLESS MISCONDUCT, GROSS NEGLIGENCE, WILLFUL MISCONDUCT AND/OR FRAUD BY CUSTOMER OR ITS EMPLOYEES, AGENTS OR CONTRACTORS

**ATTACHMENT C: PROFESSIONAL SERVICES AGREEMENT****6. Warranties & Disclaimers.**

6.1 Warranties. Each party warrants that it has the authority to enter into this Agreement and, in connection with its performance of this Agreement, shall comply with all Laws applicable to it related to data privacy, international communications and the transmission of technical or personal data. Workday warrants that (i) it shall perform the obligations described in each Statement of Work in a professional and workmanlike manner.; (ii) to the best of Workday's knowledge, the Deliverable(s) does not contain any Malicious Code; and (iii) Workday will not knowingly introduce any Malicious Code into the Deliverable(s).

6.2 Warranty Remedies. In the event of a breach of the foregoing warranty, set forth in Section 6.1 (i), (ii) and (iii), Workday shall (a) correct the non-conforming Professional Service or Deliverable at no additional charge to the Customer or (b) in the event Workday is unable to correct such deficiencies after good-faith efforts, refund Customer prorated amounts paid for the defective Professional Service or Deliverable. To receive warranty remedies, Customer must promptly report deficiencies in writing to Workday, but no later than thirty (30) days after the first date the deficiency is identified by Customer. The remedies set forth in this subsection shall be Customer's sole remedy and Workday's sole liability for breach of these warranties unless the breach of warranty constitutes a material breach of the Agreement and Customer elects to terminate the Agreement in accordance with the Section entitled "Termination for Cause."

6.3 DISCLAIMER. EXCEPT AS EXPRESSLY PROVIDED HEREIN AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WORKDAY MAKES NO WARRANTIES OF ANY KIND, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, AND SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE PROFESSIONAL SERVICES AND/OR RELATED DELIVERABLES. WORKDAY DOES NOT WARRANT THAT THE PROFESSIONAL SERVICES AND/OR DELIVERABLES WILL BE ERROR FREE OR UNINTERRUPTED. THE LIMITED WARRANTIES PROVIDED HEREIN ARE THE SOLE AND EXCLUSIVE WARRANTIES PROVIDED TO CUSTOMER IN CONNECTION WITH THE PROVISION OF THE PROFESSIONAL SERVICES AND DELIVERABLES.

7. Infringement Indemnification. See Attachment A, Section 13.

8. Limitation of Liability.

8.1 LIMITATION OF LIABILITY. TO THE MAXIMUM EXTENT PERMITTED BY LAW AND EXCEPT WITH RESPECT TO (i) WORKDAY'S INDEMNIFICATION OBLIGATIONS IN SECTION 7, (ii) RECKLESS MISCONDUCT, GROSS NEGLIGENCE, WILLFUL MISCONDUCT AND/OR FRAUD, (iii) WORKDAY'S REMEDIATION OBLIGATIONS IN SECTION 5.1; (iv) BODILY INJURY OR DEATH OR (v) CUSTOMER'S PAYMENT OBLIGATIONS, EITHER PARTY'S MAXIMUM LIABILITY FOR ANY ACTION, REGARDLESS OF THE FORM OF ACTION, WHETHER IN TORT OR CONTRACT, ARISING UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNT OF FEES PAID BY CUSTOMER UNDER THE SPECIFIC STATEMENT OF WORK. THE PROFESSIONAL SERVICES PROVIDED BY WORKDAY ARE ADVISORY ONLY AND NO SPECIFIC RESULT IS ASSURED OR GUARANTEED.

8.2 EXCLUSION OF DAMAGES. EXCEPT WITH RESPECT TO AMOUNTS TO BE PAID BY WORKDAY PURSUANT TO A COURT AWARD OR SETTLEMENT AS WELL AS THE DEFENSE COSTS UNDER THE INDEMNIFICATION OBLIGATIONS NO MATTER HOW SUCH DAMAGES MAY BE CHARACTERIZED, IN NO EVENT SHALL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, HOWEVER CAUSED, OR FOR ANY LOST PROFITS, LOSS OF DATA OR USE, COST OR PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, WHETHER IN CONTRACT, TORT OR OTHERWISE, ARISING OUT OF, OR IN ANY WAY CONNECTED WITH THE PROFESSIONAL SERVICES, EVEN IF THE PARTY FROM WHICH DAMAGES ARE BEING SOUGHT OR SUCH PARTY'S LICENSORS OR CONTRACTORS HAVE BEEN PREVIOUSLY ADVISED OF THE POSSIBILITY OF SUCH LOSS OR DAMAGES. CUSTOMER WILL NOT ASSERT THAT ITS PAYMENT OBLIGATIONS AS SET FORTH IN A SOW ARE EXCLUDED AS WORKDAY'S LOST PROFITS.



ATTACHMENT C: PROFESSIONAL SERVICES AGREEMENT

8.3 DIRECT DAMAGES. SUBJECT TO SECTION 8.1 AND NOTWITHSTANDING SECTION 8.2 ABOVE, THE PARTIES AGREE THAT WITH RESPECT TO WORKDAY'S BREACH OF ITS OBLIGATIONS SET FORTH IN THIS AGREEMENT, THE FOLLOWING SHALL BE CONSIDERED DIRECT DAMAGES AND WORKDAY SHALL REIMBURSE CUSTOMER FOR REASONABLE COSTS AND EXPENSES ACTUALLY PAID TO THIRD PARTIES FOR: (i) AMOUNTS PAID TO AFFECTED THIRD PARTIES AS DAMAGES OR SETTLEMENTS ARISING FROM SUCH BREACH; (ii) FINES AND PENALTIES IMPOSED BY GOVERNMENTAL AUTHORITY ARISING FROM SUCH BREACH; AND (iii) LEGAL FEES, INCLUDING REASONABLE ATTORNEYS' FEES, TO DEFEND AGAINST THIRD PARTY CLAIMS ARISING FROM SUCH BREACH.

9. Term & Termination. In addition to the termination provision from Attachment A section 7, the following termination provisions shall apply to this Agreement.

9.1 Term. The term of this Agreement shall commence on the Effective Date hereof and end upon termination in accordance herewith.

9.2 Termination by Customer. Except as set forth in a Statement of Work, Customer may terminate any Statement of Work at any time by giving Workday fifteen (15) days prior written notice of termination.

9.3 Termination by Workday. Except as set forth in a Statement of Work, Workday may terminate any Statement of Work by giving Customer fifteen (15) days prior written notice in the event: (i) Customer repeatedly fails to perform its obligations under this Agreement or a Statement of Work resulting in the inability of Workday to meet its obligations and time frame commitments, or (ii) it is determined that the information provided by Customer, or lack thereof, to Workday during the discovery stage is materially inaccurate.

9.4 Termination for Cause. Either party may terminate this Agreement or any Statement of Work for cause: (i) upon thirty (30) days prior written notice to the other party of a material breach by the other party if such breach remains uncured at the expiration of such notice period; or (ii) immediately in the event the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors.

9.5 Effect of Termination. In the event that this Agreement is terminated, Workday shall immediately cease performance of all Professional Services and Customer shall pay Workday within thirty (30) days after the date of termination for all Professional Services performed by Workday and travel & living expenses incurred up to the cessation of such Professional Services.

9.6 Surviving Provisions. All provisions of this Agreement shall survive any termination or expiration of this Agreement, except for: section 1, and section 3.2, and the SOW's shall have no further force or effect.

10. Workday Roles. Each Workday team member's involvement will vary by task as defined in the project plan for each Statement of Work. Each Statement of Work will define the resource level and rates relevant to the work efforts defined in the Statement of Work. The Workday team listing does not preclude other Workday personnel from being involved in a project described in a Statement of Work, nor does it assure involvement of all those listed.

11. Change Order Process. During a project in a Statement of Work, new information may surface that may necessitate a change in business requirements resulting in a change in project scope and, therefore, changes in the estimated level of effort, project timeline, or Workday Service features. Upon Customer's request, such changes, and the associated fees for additional Professional Services to be provided, will be described in a document (a "Change Order"). Due to the complexity of some project Change Orders, Workday may bill the Customer for the time required to scope and estimate the requested change. Workday will advise Customer of the cost estimate if such a charge will apply. A completed Change Order includes the requested change, the impact on the current engagement under the applicable Statement of Work, and the estimated resources and time to complete the Professional Services for the work described in the Change Order. Workday will submit the Change Order to Customer for review and approval. Proposed Change

**ATTACHMENT C: PROFESSIONAL SERVICES AGREEMENT**

Orders will remain valid for a period of ten (10) business days from the date of submission. If Customer does not approve the Change Order within the ten (10) business days, and Workday has not extended the period of validity in writing, the Change Order will automatically expire. Upon receipt of written approval, Workday will begin performing the Professional Services described in the Change Order according to the agreed-upon schedule under the applicable Statement of Work as may be modified by the Change Order.

12. General.

12.1 Relationship of the Parties. The parties are independent contractors. This Agreement does not create nor is it intended to create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties. There are no third-party beneficiaries to this Agreement.

12.2 Notices. All notices under this Agreement shall be in writing and shall be deemed to have been given upon: (i) personal delivery; (ii) the third business day after first class mailing; or (iii) the second business day after sending by facsimile with telephonic confirmation of receipt. Notices to Workday shall be addressed to the attention of its Vice President, Legal. Notices to Customer shall be addressed to Customer's signatory of this Agreement.

12.3 Waiver and Cumulative Remedies. No failure or delay by either party in exercising any right under this Agreement shall constitute a waiver of that right or any other right. Other than as expressly stated herein, the remedies provided herein are in addition to, and not exclusive of, any other remedies of a party at law or in equity.

12.4 Force Majeure. Neither party shall be liable for any failure or delay in performance under this Agreement for causes beyond that party's reasonable control and occurring without that party's fault or negligence, including, but not limited to, acts of God, acts of government, flood, fire, civil unrest, acts of terror, strikes or other labor problems (other than those involving Workday or Customer employees, respectively). Dates by which performance obligations are scheduled to be met will be extended for a period of time equal to the time lost due to any delay so caused.

12.5 Reserved .**12.6 Reserved**

12.7 Use of Subcontractors. In the course of providing the Professional Services and/or Deliverables hereunder, Workday may, in its discretion, draw on the resources of and subcontract to third parties ("Subcontractors"). In such instances, Customer agrees that Workday may provide information Workday receives in connection with this Agreement to the applicable Subcontractors for the purpose of the Professional Services and related administration. In addition, excluding claims for bodily injury or death of any person or damage to real and/or tangible personal property caused by recklessness and/or willful misconduct, Customer agrees not to bring or enforce a claim of any nature relating to this Agreement or any of the Professional Services or Deliverables against any Workday Subcontractor, nor any partner, principal or personnel of such Workday Subcontractor.

12.8 Miscellaneous. No modification, amendment, or waiver of any provision of this Agreement shall be effective unless in writing and signed by the party against whom the modification, amendment or waiver is to be asserted. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the provision shall be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement shall remain in effect. Notwithstanding any language to the contrary therein, no terms or conditions stated in a Customer purchase order or in any other Customer order documentation shall be incorporated into or form any part of this Agreement, and all such terms or conditions shall be null and void. This Agreement may be executed in counterparts, which taken together shall form one binding legal instrument. The parties hereby consent to the use of electronic signatures in connection with the execution of this agreement, and further agree that electronic signatures to this agreement shall be legally binding with the same force and effect as manually executed signatures, provided that such signatures must be made using a technology designed for electronic signatures and a mere email which appears to state consent to an agreement or action shall not be considered an electronic signature.



ATTACHMENT C: PROFESSIONAL SERVICES AGREEMENT

13. Definitions.

“Configured Integration” means any standard Workday-supported integration or interface between third party applications or service providers and the Workday Service, which are subscribed to by Customer as part of the Workday Service. Configured Integrations are part of the Workday Service and, as such, are provided with ongoing support by Workday in accordance with Workday’s then-current Production Support and Service Level Availability Policy.

“Custom Integration” means any integration or interface between third party applications or service providers and the Workday Service that are developed either (i) by Customer, (ii) by a partner or third party acting on Customer’s behalf pursuant to a separate and independently executed third party agreement, or (iii) by Workday pursuant to a Statement of Work. Custom Integrations are deployed, maintained and supported by Customer and are not part of the Workday Service.

“Deliverables” means the training, specifications, configurations, implementation, data conversions, workflow, custom developed programs, performance capabilities, and any other activity or document to be completed during the course of Professional Services for delivery to Customer.

“Intellectual Property Rights” means any and all common law, statutory and other industrial property rights and intellectual property rights, including copyrights, trademarks, trade secrets, patents and other proprietary rights issued, honored or enforceable under any applicable laws anywhere in the world, and all moral rights related thereto.

“Laws” means any local, state, national and/or foreign law, treaties, and/or regulations applicable to a respective party.

“Personally Identifiable Information” or “PII” means any and all individually identifying information related to former, current or prospective employees, consultants, contingent workers, independent contractors or retirees of Customer that is accessed, disclosed, provided, obtained, created, generated, scanned, entered, collected or processed in connection with the Professional Services.

“Professional Services Fees” means all amounts invoiced and payable by Customer for Professional Services.”

“Workday Service” means Workday’s software-as-a-service applications provided to Customer pursuant to the separate and independent Master Subscription Agreement between the parties.

“Workday Web Services” are an industry-standard set of integration services that enable the exchange of data between the Workday Service and third-party systems used by Workday customers.

This Professional Services Security Exhibit sets forth the controls that Workday has in place to protect Professional Services Data that is provided to Workday.



ATTACHMENT C: PROFESSIONAL SERVICES AGREEMENT

Professional Services Security Exhibit

Workday maintains a comprehensive, written information security program that contains administrative, technical, and physical safeguards that are appropriate to (a) the size, scope and type of Workday's business; (b) the amount of resources available to Workday; (c) the type of information that Workday will store; and (d) the need for security and confidentiality of such information.

Workday's Professional Services security program is designed to:

- Protect the confidentiality, integrity, and availability of Professional Services Data in Workday's possession or control or to which Workday has access;
- Protect against any anticipated threats or hazards to the confidentiality, integrity, and availability of Professional Services Data;
- Protect against unauthorized or unlawful access, use, disclosure, alteration, or destruction of Professional Services Data;
- Protect against accidental loss or destruction of, or damage to, Professional Services Data; and
- Safeguard information as set forth in any local, state or federal regulations by which Workday may be regulated.

Without limiting the generality of the foregoing, Workday's security program includes:

- 1) Security Awareness and Training – A mandatory security awareness and training program for all members of Workday's workforce (including management), which includes:
 - a) Training on how to implement and comply with its Information Security Program;
 - b) Promoting a culture of security awareness through periodic communications from senior management with employees.
- 2) Access Controls - Policies, procedures, and logical controls:
 - a) To limit access to its information systems and the facility or facilities in which Workday's SFTP Server is housed to properly authorized persons;
 - b) To prevent those workforce members and others who should not have access from obtaining access; and
 - c) To remove access in a timely basis in the event of a change in job responsibilities or job status.
- 3) Physical and Environmental Security – Controls that provide reasonable assurance that access to physical servers at the production data center and the facility housing Workday's SFTP Server, if applicable, is limited to properly authorized individuals and that environmental controls are established to detect, prevent and control destruction due to environmental extremes. These controls include:
 - a) Logging and monitoring of unauthorized access attempts to the data center by the data center security personnel;
 - b) Camera surveillance systems at critical internal and external entry points to the data center;
 - c) Systems that monitor and control the air temperature and humidity at appropriate levels for the computing equipment; and
 - d) Uninterruptible Power Supply (UPS) modules and backup generators that provide back-up power in the event of an electrical failure.
- 4) Security Incident Procedures – A security incident response plan that includes procedures to be followed in the event of a Professional Services Data Security Breach. Such procedures include:



ATTACHMENT C: PROFESSIONAL SERVICES AGREEMENT

- a) Roles and responsibilities: formation of an internal incident response team with a response leader;
 - b) Investigation: assessing the risk the incident poses and determining who may be affected;
 - c) Communication: internal reporting as well as a notification process in the event of unauthorized disclosure of Professional Services Data;
 - d) Recordkeeping: keeping a record of what was done and by whom to help in later analysis and possible legal action; and
 - e) Audit: conducting and documenting root cause analysis and remediation plan.
- 5) Contingency Planning – Policies and procedures for performing periodic backups of Professional Services Data on Workday's SFTP server, if applicable, according to a defined schedule.
 - 6) Audit Controls – Hardware, software, and/or procedural mechanisms that record and examine activity in a Workday SFTP Server containing Professional Services Data, including appropriate logs and reports concerning these security requirements.
 - 7) Data Integrity – Policies and procedures to ensure the confidentiality, integrity, and availability of Professional Services Data and protect it from disclosure, improper alteration, or destruction.
 - 8) Storage and Transmission Security – Technical security measures to guard against unauthorized access to Professional Services Data that is being transmitted over a public electronic communications network or stored electronically. Such measures include requiring encryption of any Professional Services Data stored on desktops, laptops or other removable storage devices.
 - 9) Secure Disposal – Policies and procedures regarding the secure disposal of tangible property containing Professional Services Data, taking into account available technology.
 - 10) Assigned Security Responsibility – Assigning responsibility for the development, implementation, and maintenance of its Information Security Program, including:
 - a) Designating a security official with overall responsibility;
 - b) Defining security roles and responsibilities for individuals with security responsibilities; and
 - c) Designating a Security Council consisting of cross-functional management representatives to meet on a regular basis.
 - 11) Testing – Regularly testing the key controls, systems and procedures of its information security program to validate that they are properly implemented and effective in addressing the threats and risks identified.
 - 12) Monitoring – Monitoring the Workday SFTP Server for any potential problems. Such monitoring includes:
 - a) Reviewing changes affecting systems handling authentication, authorization, and auditing;
 - b) Reviewing privileged access to Workday's SFTP Server; and
 - c) Engaging third parties to perform network vulnerability assessments and penetration testing on a regular basis.
 - 13) Change and Configuration Management – Maintaining policies and procedures for managing changes Workday makes to production systems, applications, and databases. Such policies and procedures include:
 - a) A process for documenting, testing and approving the promotion of changes into production;
 - b) A security patching process that requires patching systems in a timely manner based on a risk analysis; and
 - c) A process for Workday to utilize a third party to conduct web level security assessments on the SFTP Server. These assessments generally include testing, where applicable, for:
 - i) Services scanning
 - ii) Vulnerability scanning
 - iii) Improper input handling (e.g. cross-site scripting, SQL injection, XML injection, cross-site flashing)



ATTACHMENT C: PROFESSIONAL SERVICES AGREEMENT

- iv) XML and SOAP attacks
- v) Weak session management
- vi) Data validation flaws and data model constraint inconsistencies
- vii) Insufficient authentication
- viii) Insufficient authorization

14) Program Adjustments – Workday monitors, evaluates, and adjusts, as appropriate, the security program in light of:

- a) Any relevant changes in technology and any internal or external threats to Workday or the Professional Services Data;
- b) Security and data privacy regulations applicable to Workday; and
- c) Workday's own changing business arrangements, such as mergers and acquisitions, alliances and joint ventures, outsourcing arrangements, and changes to information systems.

15) Devices -- All laptop and desktop computing devices utilized by Workday and any subcontractors in providing the Professional Services:

- a) will be equipped with a minimum of AES 128 bit full hard disk drive encryption;
- b) will have up to date virus and malware detection and prevention software installed with virus definitions updated on a regular basis; and
- c) shall maintain virus and malware detection and prevention software so as to remain on a supported release. This shall include, but not be limited to, promptly implementing any applicable security-related enhancement or fix made available by supplier of such software.

Definitions

“Professional Services Data” means data that is provided to Workday under a Professional Services engagement with Workday for the purpose of being input into the Workday Service.

“Professional Services Data Security Breach” means (i) any actual or reasonably suspected unauthorized use of, access to or disclosure of, Professional Services Data in that party's direct control or possession; provided that an incidental disclosure of Professional Services Data to an Authorized Party or Workday, or incidental access to Professional Services Data by an Authorized Party or Workday, where no reasonable suspicion exists that such disclosure or access involves theft, or is fraudulent, criminal or malicious in nature, shall not be considered a “Professional Services Data Security Breach” for purposes of this definition, unless such incidental disclosure or incidental access triggers a notification obligation under any applicable Law and (ii) any security breach (or substantially similar term) as defined by applicable Law with respect to the Professional Services Data.

“SFTP Server” means a Secure File Transfer Protocol server provided and controlled by Workday to transfer the Professional Services Data between Customer and Workday for implementation purposes.



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**STATEMENT OF WORK # «APTS_Agreement_FF_Agreement_Number»
(DELIVERY ASSURANCE)**

Customer Name	
Workday Entity Name	
PSA Effective Date	
SOW Effective Date	
SOW Term	
Currency	
Total Estimated Consulting Fees	

SKU	Consulting Engagement Type	Standard Hourly Rate	Estimated Hours	Estimated Fees
DA				

The DA estimated hours are based on a scope limited to typical deployment activities for the following:

Service SKUs in Deployment Scope	
Number of Deployment Weeks	
Number of Countries in Scope for Absence	
Number of Performance Plans in Scope	
Number of Compensation Plans in Scope	
Number of Benefit Plans in Scope	
Number of Partner-Built Integrations in Scope	
Number of Partner-Built Studio Integrations in Scope	

Customer Contact Information	Billing
Contact Name	
Street Address	
City/Town, State/Region/County, Zip/Post Code, Country	
Phone/Fax #	
Email (required)	

This Statement of Work (this "SOW") is entered into as of the SOW Effective Date listed above and is governed by and made a part of the Professional Services Agreement ("PSA") between the Workday customer listed above and the Workday entity listed above ("Workday") (herein the "Agreement"). In the event of a conflict between the terms of this SOW and the terms of the Agreement, the terms of this SOW shall prevail. All capitalized terms not otherwise defined herein shall have the same meaning as in the Agreement. This SOW is only valid and binding on the parties when executed by both parties and is subject to the additional terms in the above-referenced Agreement and in Addendum A attached hereto.

Fees and Payment. The fees for the reviews and guidance will be billed on a time and materials basis at the hourly rate set forth in this Statement of Work and invoiced each month along with the related expenses. Invoices are due in accordance with the PSA.

IN WITNESS WHEREOF, this SOW is entered into and becomes a binding part of the above-referenced Agreement as of the **SOW Effective Date**, defined above.

[signature block]



ADDENDUM A
ADDITIONAL SOW TERMS – DELIVERY ASSURANCE

Unless otherwise defined herein, capitalized terms used in this SOW have the same meaning as set forth in the Agreement. In the event of a conflict between the terms of this SOW and the terms of the Agreement, the terms of this SOW shall prevail.

Description of Consulting Professional Services

A. Configuration Checkpoint Reviews (DA):

1. Configuration Prototype Tenant: This is a detailed review of the configuration of Customer's prototype tenant that will be used for system testing. Workday's Delivery Assurance team will review the configured application and document the findings for review by the Project Consultant, Project Manager, and Customer. Workday will utilize proprietary tools in the performance of these reviews wherever possible.
2. Pre-Production Tenant: This is a detailed review of the configuration of the Customer pre-production tenant that will be moved into Production. Workday's Delivery Assurance team will review the pre-production tenant and document the findings for review by the Project Consultant, Project Manager, and Customer. This review is conducted before the pre-production tenant is moved into Production. It serves as a final quality review of the tenant configuration. Workday will utilize proprietary tools in the performance of these reviews wherever possible.

B. Integration Checkpoint Reviews (DA) for Partner-Built Integrations:

1. Architect Stage: For Partner-Built Integrations - Workday's Delivery Assurance team reviews the approach for all partner built integrations in scope and determines which integrations will require build reviews. The integration approach is then discussed in a meeting with the Project Manager, Project Consultants and Customer. The integration architect review occurs early in the project to ensure integrations are architected with best practices in mind. This includes activities such as reviewing the integration approach for functional use cases, data mapping, performance, and scalability. The review is performed prior to the build stage, although prototyping may occur during the architect stage. Workday will utilize proprietary tools in the performance of these reviews wherever possible.
2. Build Stage: Workday's Delivery Assurance team reviews the development of partner-built integrations identified in the Approach review as requiring a build review. The integration builds are then discussed in a consolidated meeting with the Project Manager, Project Consultants and Customer. The integration build review is a code and configuration review of integrations in scope for the build review and includes review of integration configurations such as attributes, maps, field overrides, and a code review for integrations such as Studio projects, XSLT for Enterprise Interface Builder. Workday will utilize proprietary tools in the performance of these reviews wherever possible.

C. Delivery Assurance Project Management Reviews (applicable only if DAPM SKU is listed on this SOW):

1. Plan Reviews: Workday's Delivery Assurance Manager will review the Project Initiation documents and Cutover Plan to determine whether the defined scope, tasks, and timelines are reasonable and align to the Workday deployment methodology.
2. Periodic check-in calls: Workday's Delivery Assurance Manager will conduct scheduled calls to discuss the overall state of the deployment and determine if the project is continuing to meet expected timelines and activities.
3. Operational Readiness Review: Workday's Delivery Assurance Manager will review the Operational Readiness Checklist completed by the customer and provide recommendations based upon Workday's standard deployment methodology.
4. Other Activities: Workday's Delivery Assurance Manager will participate in project activities such as steering committee meetings and additional project related activities, such as project status meetings, as needed. Participation estimates are based on the Workday Delivery Assurance Manager attending one steering committee meeting and a one-hour periodic project status meeting each month during the project.

D. Delivery Assurance Project Management Reviews (applicable only if under 3,500 employees and no FIN or PAY):



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1. Plan Reviews: Workday's Delivery Assurance Manager will review the Project Initiation documents to determine whether the defined scope, tasks, and timelines are reasonable and align to the Workday deployment methodology.
 2. DA Status Report: Monthly reports of DA status for project, product and integration reviews presented during a meeting that includes the Customer and Workday's Delivery Assurance Manager.
- E. Advisory Services (applicable only if ADV SKU is listed on this SOW):
1. Workday will provide the project team with general architect and configuration advice, typically during the Architect and Build stages of Customer's project.
 2. There are no deliverables associated with Advisory Services. All configuration and integration work must be managed and verified by Customer.

Conditions.

- A. Workday anticipates that the reviews included in this SOW will be performed 100% offsite. Any onsite work will be agreed to by both parties.
- B. Unless stated otherwise in the PSA or Participating Addendum, Customer will reimburse Workday for all project related travel and expenses according to Workday's travel and expense policy, which expenses are not included in the fees set forth above.
- C. Customer is responsible for the timely coordination of its internal resources as necessary. If Customer's responsibilities hereunder are delayed for any reason, Customer understands that Workday's ability to staff the project, to complete the project within the estimated number of hours and to meet date commitments, if applicable, could be at risk.
- D. The estimates are based on the deployment scope described in this SOW. Any changes to the scope may impact both the time required to complete the reviews and the total estimated fees.



Agreement #xxxxxxx.x -

Statement of Work to Professional Services Agreement

Customer Name	
Workday Entity Name	Workday, Inc.
PSA Effective Date	
SOW Effective Date	The later of the dates beneath the parties' signatures below
Currency	USD
Project Name	

Customer Contact Information	Billing Contact	Project Contact
Contact Name		
Street Address		
City/Town, State/Region/County,		
Zip/Post Code, Country		
Phone/Fax #		
Email		

Primary Location for Onsite Work
Contact Name
Street Address
City/Town, State/Region/County,
Zip/Post Code, Country
Phone/Fax #
Email

This Statement of Work (this "SOW") is entered into as of the SOW Effective Date listed above and is governed by and made a part of the Professional Services Agreement between the Workday customer listed above ("Customer") and the Workday entity listed above ("Workday") (herein the "Agreement" or "PSA"). In the event of a conflict between the terms of this SOW and the terms of the Agreement, the terms of this SOW shall prevail. All capitalized terms not otherwise defined herein shall have the same meaning as in the Agreement.

1. General

This SOW details the Professional Services that Workday will perform for Customer for the deployment of the Workday Service including the Workday deliverables, project milestones, pricing, and payment schedules during the project. The Parties acknowledge that additional SOWs may be entered into between the Parties at such time as additional efforts are initiated. If Customer wishes to secure additional services to implement additional functionality not included in the scope of this SOW, Workday will provide a proposal for such services and develop a separate Statement of Work or change order subject to the Change Order Process defined in the Agreement. The Professional Services will be performed either at Customer location or within a Workday office. Workday anticipates that the majority of the work set forth under a Statement of Work will occur on Workday premises, unless otherwise mutually agreed upon by Customer and Workday.



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2. Workday Methodology and Project Scope

Workday follows the methodology described in Appendix A. The project scope has been defined as a result of several discussions with Customer and is detailed in the Workday scope section also included in Appendix A. Any feature or functionality not explicitly identified in the scope section is considered out of scope for this project.

3. Professional Services Hourly Rates

Professional Services provided under this SOW shall be based on the Hourly Rates found in Attachment E except as stated below:

4. Estimated Fees

Workday shall provide to Customer the Professional Services as set forth herein, on a time and materials basis on an hourly rate schedule as established in the Professional Services Rates section of this SOW. Customer shall pay fees in the currency indicated above and the currency outlined in this SOW supersedes any other currencies quoted. Customer shall pay to Workday the Professional Services fees and associated travel and living expenses incurred by Workday in connection with the provision of the Professional Services in accordance with the Workday provided invoice. Invoicing will occur on a monthly basis. Invoices are due in accordance with the PSA. All remittance advice and invoice inquiries can be directed to Accounts.Receivable@workday.com. All change orders resulting in additional hours added to the project may be added into the next monthly invoice, as appropriate.

The estimated fees due Workday for the Professional Services under this SOW are set forth below. The parties agree that the compensation reflects a time and materials approach. Project related travel expenses are not included in the estimated fees.

During the course of completing the work outlined within this SOW, Workday will assign and staff available resources best suited to complete the activities and deliverables. Estimates provided in this SOW may vary slightly if the Professional Services Resource assigned to complete the work differs from what was originally anticipated.

	Plan	Architect	Configure and Prototype	Test and Parallel	Deploy	Post Production	Total	Standard Rate
Project Roles	Hours	Hours	Hours	Hours	Hours	Hours	Hours	
Project Director	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Delivery Assurance - Checkpoints	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Senior Principal Consultant	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Sr. Engagement Manager	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Engagement Manager	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Principal Consultant, Functional	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Principal Consultant, Integration Architect	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Principal Consultant, Integration Lead	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Senior Consultant, Functional	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Senior Consultant, Integrations	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Consultant, Data Conversion	0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ -
Associate Consultant, Functional	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Associate Consultant, Integrations	0.0	0.0	0.0	0.0	0.0	0.0	0.0	N/A
Associate Consultant, Testing Coordinator	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total Professional Services Hours	N/A	N/A	N/A	N/A	N/A	N/A	N/A	



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5. Issue Escalation

Issue escalation is jointly owned by Customer and Workday Project Managers. All project issues will be tracked within a consolidated risk and issues log, will be assigned a resolution owner and will include a due date for resolution. Those issues that cannot be rectified by the project team will be escalated. The Customer Project Manager is the escalation point for all employees of Customer assigned to the project. Workday's Engagement Manager is the escalation point for all employees of Workday assigned to the project. If the issue cannot be resolved by the Customer Project Manager and/or the Workday Engagement Manager the issue will be brought to the Steering Committee. The Steering Committee shall be responsible for ensuring the timely resolution of all issues. If follow up meetings are needed to drive to a resolution, those meetings will be scheduled outside of the Steering Committee meeting. The additional meeting(s) shall be focused on obtaining direction from the appropriate people within each organization. Once an issue resolution has been identified, the resolution shall be documented and will be included within the risk and issues log. All issues that have been escalated to the Steering Committee will have a status included in the next regularly scheduled meeting until resolution has been reviewed and approved by the Steering Committee.

If there is an issue involving either the Customer's Project Manager or Workday's Engagement Manager, the Steering Committee members will contact their peers to resolve issues.

6. Project Change Controls

Change is an inevitable part of a project but the parties shall work jointly to analyze each change for its impact on the project objectives and scope.

The purpose of a contract change management procedure is to manage change requests so that approved changes will be controlled, ensuring the project remains on schedule, within budget and provides the agreed deliverables.

The primary objectives of contract change management are to:

- manage each change request from initiation through to closure;
- process change requests based upon direction from the appropriate authority;
- communicate the impact of changes to appropriate personnel; and
- Allow small changes to be managed with a minimum of overhead.

The use of the formal contract change management procedure will be required when any changes are discovered or requested which impact previously reviewed, approved and published project deliverables and/or timelines.

The documentation and tracking of all change requests will be managed pursuant to the Change Order process defined in the Agreement.

A multi-tiered approach will be used to approve change requests:

- The Customer Project Manager will analyze and decide to proceed with changes if the changes do not impact scope, budget or schedule or result in an increase in risk for the project.
- Changes that do impact scope, budget or schedule will be forwarded to the Steering Committee for review.
- The Steering Committee will advise the Customer Executive Sponsor of any changes. The Customer Executive Sponsor will make the final decision of approving or rejecting any changes, based upon the information provided by the Project Manager and the input and recommendations of the Steering Committee.

The parties acknowledge and agree that the avoidance of project delays is material to Customer's use of Professional Services and Workday's ability to provide the Professional Services. In the event of any material project delay due to the fault of Customer, Workday, or causes not in the control of either party, the parties will attempt to mitigate the effects of such delay. Either party may convene a Steering Committee meeting to resolve such delays and to develop a mutually agreed solution. The Steering Committee will take into consideration the cause of the delay and negotiate in good faith. In the event that the Steering Committee determines there are project impacts including but not limited to changes in project scope, estimated level of effort, project timeline, project resource commitments, or estimated professional services fees and/or expenses, a mutually agreed upon change order will be entered into, pursuant to the Change Order Process defined in the Agreement.



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7. Expiration of Offer

The offer set forth in this SOW is valid only through _____, 201_ ("SOW Offer Expiration Date"), and in the event this Statement of Work is not executed by such date, the offer may be rescinded, in which case all terms are null and void, and neither party shall have any obligation in relation hereto.

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Agreement Signatures

The undersigned represent and warrant that they are authorized to bind their respective party to this SOW.

<CUSTOMER NAME>

WORKDAY, INC.

Signature

Signature

Name

Name

Title

Title

Date

Date



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Appendix A:

Workday Methodology and Project Scope

1. Workday Roles

Workday project team roles and responsibilities included in this SOW are described below. The extent of each Workday team member's involvement will vary by task as defined in the project plan. Hours estimates, by resource and project stage are defined in the Estimated Fees section. Workday will notify Customer of any change in the Workday team mix that may be necessary from time to time.

Commented [PKG1]: Workday and Customer roles will be refined during negotiations and may vary from what is shown in sample.

Executive Sponsor	Works to ensure the appropriate Workday resources are available for the project, working with the Workday Engagement Manager to resolve any escalated issues in a time-effective manner and conducting final review of key deliverables throughout the project. The Executive Sponsor must be an active and visible resource on the project.
Project Director	Provides direction to Workday deployment team(s) for critical deliverables, milestones, issues and project risks. The Project Director may also assist in managing executive stakeholder engagement for multi-functional (e.g. HCM and Financial) projects.
Engagement Manager	In collaboration with the Customer Project Manager(s), the Engagement Manager guides the Workday deployment using Workday's standard methodology. Engagement Managers are responsible for staffing Workday resources to execute the project plan, schedule, and budget as well as to mitigate project risk and resolve any issues that may arise.
Work Stream Architect	Work stream architects are responsible for the architecture and support of the work stream requirements and team.
Work Stream Lead	Work stream leads are responsible for configuring/developing /guiding the Customer's solution for a work stream. Work stream leads will guide the Customer work stream lead and the overall project through the Architect, Configure & Prototype, Test, and Deploy methodology stages for the work stream. - Work stream lead roles and responsibilities include: - Advise and / or manage scope, configurations, development and resolution of issues - Support unit testing - Perform knowledge transfer to Customer work stream leads - Provide assistance and guidance to Customer work stream leads during Configuration & Prototype, System Testing, User Acceptance testing, Deployment and Production support
Test Work Stream Advisor	Support the Customer's Testing work stream lead in regards to Workday best practice iterative testing approach.
Delivery Assurance Team	The Delivery Assurance Team conducts Project Initiation, Configuration and Integration Reviews at major project milestones (aka checkpoints). Workday will utilize proprietary tools in the performance of these reviews wherever possible.



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2. Customer Roles

Customer will assume responsibility for the following roles and tasks:

Executive Sponsor	The Executive Sponsor is responsible for ensuring appropriate customer resources are available for the project, working with the Workday project manager(s) to resolve escalated issues in a time-effective manner and signing off on key deliverables throughout the project. The Executive Sponsor must be an active and visible resource on the project.
Project Director	Often called Program Director they provide direction to Customer deployment team(s) for critical deliverables, milestones, issues and risks leveraging their extensive experience and network. May also assist in managing executive stakeholder engagement for multi-functional (e.g. HCM, Financials) projects.
Project Manager	The Program/Project Manager(s) ("Project Manager") is responsible for managing the project to completion. The Project Manager is responsible for tasks including: performs a variety of tasks including: • co-developing, managing and maintaining the project plan, • managing the issue and key decision log; • setting deadlines and evaluating milestones; • assigning customer project responsibilities; • providing project status update to Project Executive Sponsors and Steering Committee members on a regular basis. The Project Manager also escalates issues that may impact the go-live date to the Steering Committee. Project Manager will assist Work stream Leads as required with project stream activities and deliverables including but not limited to status reports, issue logs, escalations, etc. • Project Management will include all non-Workday components of the program as follows: • Program costing and reporting for all Customer costs, logistics and Customer resources • Customer stream and project task coordination • Track all project issues and risks and assign owners and due dates for resolution • Program Change Management • Managing and controlling all streams and activities of the program to minimize potential impact to the Workday deployment. Typically these will consist of: • Graphical Timeline of Program – separate and independent from Workday Graphical Timeline • High Level Program Plan and streams as needed for non-Workday components
Work Stream Design Lead	Drives customer process, policies and integration of the Workday solution in customer's environment.
Project Change Manager	Responsible for facilitating project and end user adoption of the Workday Service within Customer's user community including communication and training. Some responsibilities may include enterprise-wide communication of the project, developing training strategies and plans, and ensuring that Customer's users are ready and willing to adopt the Workday Service upon deployment of the new system.
Work Stream Lead(s)	Work stream Lead is assigned by Customer to be responsible for scoping functional and technical areas in scope on the project (e.g. HCM, Financial Accounting, Integrations, Data Conversion, Testing, etc.) Responsibilities include the following: • Drive all functional/technical decisions for that Work stream – and/or escalate to Customer decision makers or Steering Committee to obtain decisions. • Gather requirements from all other areas within the organization • Serve as Change Management liaison • Establish test scenarios or cases and work with Customer's assigned testing resources to ensure timely execution of solution testing



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	• Work in conjunction with the Workday Work Stream Lead in the configuration of the system. Complete hands on activities as assigned. • Actively participate in receiving knowledge transfer from the Workday Work Stream Lead to ensure self-sufficiency to support issue resolution by start of UAT. Assume training for all other Customer resources in their respective areas of responsibility. • Manage third party vendors (e.g. integrations) as required • Serve as a single point of contact on the Customer side to coordinate integration activities and technical resources.
Data Work Stream Lead	Leader of the Customer's data extraction and transformation activities, they are responsible for coordination of delivering customer data into the different prototypes.
Test Work Stream Lead	Test Work Stream Lead responsibilities include: • Establish tools and repositories for storage, and tracking of execution of testing scenarios or cases • Establish workflows and update system security to enable routing to Workday consultants • Establish all management reports to track testing execution, and quality analysis • In collaboration with Customer Project Manager, establish criteria for success and go/no go criteria • Obtain any Workday mandatory performance testing to include in testing strategy and execution. • Work with other Work Stream leads to establish timely baseline for all test cases and scenarios. • Develop test strategy and resource plan during the Plan Stage of the project.
Security Work Stream Lead	The Security Work Stream Lead is responsible for the entire Workday security configuration. Included in the responsibilities is the creation, maintenance, and editing of on-going system roles utilized by Customer. The Workday Security Work Stream Lead is responsible for determining what roles employees will be granted in Workday, performing periodic audits to ensure users are regularly reviewed and providing guidance on system security capabilities. Security Work Stream Lead responsibilities include the following representative activities: • Provisioning (i.e., granting access to tenant for those beyond deployment consultants). Access to the system for the Customer will be granted through Security work stream lead and is the resource that will be identified at the start of the project. • Completing all required training
Project Internal Audit Representative	The Project Internal Audit Representative collaborates with Customer Work Stream Leads to review the Customer's Checkpoints, Security and SOX requirements as required by the project. The Internal Audit Representative also reviews project documentation, product configuration, business processes, etc., to help ensure project quality. The Project Internal Audit is also available to provide guidance to the project team members upon request and during the delivery of the diagnostic reviews.

3. Estimated Customer Project Staffing

The table below provides an estimate of the project resources required by Customer for the project. In the table provided below, each role must be identified with a participant's name before the kickoff meeting. This will ensure that all roles have been filled and participants have been notified of their role. Workday will work with Customer to address any concerns that may arise when identifying participants and understanding their level of participation.

[Table goes here]



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4. Deliverables

The Workday deployment methodology consists of five stages: Plan, Architect, Configure & Prototype, Test and Deploy. The following section describes the deliverables that will be created in each stage. The time required to complete these deliverables is based on the contents of the Project Scope section of this document. Based on a projected project start date of Xxxxxxxx xx, 201__, the estimated duration and estimated completion dates of each Project Stage is listed below, pending timely execution of the contract and availability of resources and training:

	Plan	Architect	Configure & Prototype	Test	Deploy	Production Support
Estimated Duration						
Estimated Completion						

Commented [MS2]: Project Start Date should not be less than 2 (two) weeks from contract execution. We require multiple dates for project start and go live if the deployment is staggered. The chart below may also have to be duplicated by stage if the deployment is staggered.

Plan

The objectives of the Plan stage are to further define the overall project scope and to develop the procedures and mechanisms required to plan and control the project. This stage sets the overall direction and approach for managing the project. This stage formally documents the detailed overall project scope to facilitate its execution through a project plan. The Plan stage also defines the team members, roles and responsibilities, and the communication plan that will be used throughout the project. This stage concludes with a kickoff meeting for the project team.

The following are the deliverables associated with this stage:

Deliverable	Description	Primary Owner(s)
Project Start-Up	Identify and gather project artifacts required to initiate the project including orienting the customer to the project approach, reviewing scope and establishing the project controls and tools.	Workday Engagement Manager
Customer Training	Establish a training plan to support the Workday deployment.	Customer Project Manager
Project Planning Initiation	Activities required to initiate the project include: - Draft Customer Project Plan - Draft Tenant Management Plan - Conduct project work stream sessions including Foundation, Functional, Reporting, Integration, Testing, Data Conversion - Conduct Project Kick-off Meeting	Customer Project Manager and Workday Engagement Manager
Foundation Tenant Build	Conduct data analysis, collection and configuration activities to prepare Customers' deployment tenant for the Architect Stage.	Workday Engagement Manager
Project Initiation Checkpoint	Workday's Delivery Assurance team	Delivery Assurance



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	reviews the project initiation documents to determine whether the defined scope, tasks and timelines are reasonable and align to the Workday Deployment Methodology.	Workday Engagement Manager
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Architect

The Architect stage of a Workday deployment enables Customer and Workday project team members to come to a common understanding of configuration requirements and business process definitions. Following the kickoff meeting, Workday consultant(s) will work with Customer to create a detailed inventory of business processes, configuration requirements, and integration requirements that are applicable across the enterprise. The project plan will be finalized and resource loaded based on the decisions made during Customer design sessions. Customer project team members should plan to complete Workday Fundamentals training prior to the beginning of this stage. It is during this stage that design workshops will be used to drive the business decisions necessary to successfully implement Workday. Customer's attendance at training will help to expedite the decision making process.

The following are the deliverables associated with this stage:

Deliverable	Description	Primary Owner(s)
Architect Workshops	A series of workshops to determine the Customer's requirements and make design and configuration decisions for • Foundational Architecture • Functional Configurations • Business Process • Integration • Reporting • Data Conversion	Workday Consultant and Customer Work Stream Lead;
Architect Documents	Collect, complete and review deployment workbooks for configurations, data conversions, design decisions and business requirements.	Workday Consultant and Customer Work Stream Lead
Test Preparation (for configuration & prototype)	Customer creates test scenario documents to support the Configuration Unit Test	Customer Work Stream Leads,
Finalized Project Planning Documents	Finalize following: • Project Plan including Resource Management Plan • Tenant Management Plan • Finalize Scope (Functional, Business Process, Integration, Data Conversion and reports).	Workday Project Manager and Customer Project Manager
Configuration Tenant Build	Tenant build to capture output of architect stage in preparation of customer confirmation session, additional configuration activities and unit testing.	Workday Consultant
Architecture Review Checkpoint	Complete Delivery Assurance Architecture reviews and provide information to project team and Customer for the foundation data model, and Time Tracking for areas deemed in scope.	Delivery Assurance
Integration Approach Review Checkpoint	Workday's Delivery Assurance team reviews the approach for integrations in scope and determines which integrations will require build reviews. The integration approach is then discussed in a meeting with the Engagement Manager, Workday Consultants and Customer	Delivery Assurance



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Configure & Prototype

The Configure & Prototype stage will complete the configuration of the Workday Service based on the design decisions and requirements. Integration, data conversion and reporting development will advance. Customers will confirm configurations and complete unit testing. Customer prepares for testing activities and the End-to-End Tenant is built to support the Test Stage.

The following are the deliverables associated with this stage:

Deliverable	Description	Primary Owner(s)
Customer Confirmation Sessions	A series of sessions to confirm the Architect Design utilizing the Configuration Tenant	Workday Work Stream Lead, Customer Work Stream Leads
Configuration Unit Test	Conduct unit testing of configurations; Workday validates unit testing is completed.	Customer Work Stream Lead, Workday Project Manager
Reports Build & Unit Test	Based on scope and identified to be completed by Workday, reports required for Go Live are developed and unit tested.	Workday Work Stream Lead, Workday Consultant
Integrations Build & Unit Test	Based on scope, and identified to be completed by Workday, integrations required for Go Live will be developed and unit tested.	Workday Work Stream Lead, Workday Consultant
End User Training Plan	Customer creates their Training strategy identifying who will be trained, how they will be trained, the materials that need to be developed, and when and where the training will take place. Workday will review the training strategy.	Customer Project Manager, Workday Project Manager
Test Preparation	Customer creates Testing strategy and Test Scenario documents to support the Testing cycles. Roles and responsibilities will be identified as well as the process for managing issues. Testing Strategy is reviewed by Workday.	Customer Work Stream Leads, Workday Project Manager
End to End Tenant Build	Tenant build to capture output of Configuration and Prototype Build to support end to end testing focused on validating configurations, business processes, integrations, data conversion and reporting to validate production like processing.	Workday Work Stream Lead, Customer Project Manager
Academic Foundation Review	Delivery Assurance Team evaluates the design and configuration as it relates to the Academic Structure of a University or College and documents the findings in the Configuration Review Template. This template will be reviewed with the Consultant, Engagement Manager, and Customer.	Delivery Assurance
Configuration Prototype Build Review Checkpoint	Delivery Assurance Team will review the End to End Tenant and document the findings in the Configuration Review Template for review by the Project Team including Consultant, Engagement Manager, and Customer. Workday will utilize proprietary tools in the performance of these reviews wherever possible.	Delivery Assurance
Integration Build Review Checkpoint	Workday's Delivery Assurance team reviews the development of Workday built integrations identified in the Approach review as requiring a build review. Workday will utilize proprietary tools in the performance of these reviews wherever possible. The integration builds are then discussed in a consolidated meeting with the Engagement Manager, Consultants and	Delivery Assurance



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	Customer.	
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Test

The following are the deliverables and activities associated with this stage:

[Developed during negotiations]

Deliverables and Activities	Description	Primary Owner(s)

Deploy

Upon completion of test deliverables, the project is ready to move to production. This stage includes the completion of final training for Customer's end users, transaction entry into the legacy system(s) is stopped, the final data load(s) into the Workday service are executed and the Go-Live Checklist is completed.

The following deliverables are associated with this stage:

[Developed during negotiations]

Deliverables and Activities	Description	Primary Owner(s)

5. General Project and Stage Assumptions

The estimated fees and timeline for this Project are based on the following General Project Assumptions and the Project Stages Assumptions stated below. If any of these assumptions are not met, Workday will (i) promptly advise Customer in writing; (ii) use reasonable efforts to mitigate delays and additional costs or fees; and (iii) increase its fees to reflect the additional services rendered as a result of Customer's failure to meet the identified assumptions.

Commented [PK03]: These will be tailored for the type of implementation engagement



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Project Management

1. Workday estimates that the services included in this SOW will be performed approximately ___% offsite and ___% onsite at a Customer location.
2. Customer will provide adequate workspace and network connections when services are performed onsite.
3. Customer will reimburse Workday for all project related travel and expenses according to Workday's travel and expense policy, unless otherwise agreed in the Participating Addendum.
4. Workday's intent is to limit the travel-related costs. Customer should budget an additional ___% of the total estimated deployment costs for travel-related expenses. Workday will work closely with Customer to manage the travel expenses to stay within the budget.
5. Customer will make good faith efforts and take reasonable actions necessary to meet all dates set forth in the project plan.
6. Customer will be responsible for all end-user training on the use of the Workday Service.
7. Customer is responsible for the timely coordination of internal resources necessary to conduct all required workshops.
8. Customer will actively participate in all design workshops required for Workday to obtain any functional design decisions and technical integration specifications necessary to configure the Workday Service.
9. Change Management functions to inform, educate and train Customer employees about the Workday Service features are outside the scope of this SOW.
10. Customer's IT organization is responsible for workstation compliance to Workday's minimum technical requirements, as provided by Workday.
11. Workday's delivered Optimized Business Processes will be the starting point for the business process workshop activities.
12. X deployment tenants are included in the scope of this SOW for _____. If additional tenants are required to support Customer's _____, project conversion or training requirements, additional tenant fees will apply.
13. Workday will perform _____ data loads during the project. (A data load will be defined as a series of steps and events at established points within the project methodology. Each data load may require multiple attempts based on data quality and successful loading). Additional data loads will require additional fees.
14. This SOW assumes one primary source system for Customer's data conversion requirements, assumed to be Customer's _____ system.
15. If the project start date is delayed by Customer for any reason, Customer understands that Workday's ability to staff the engagement and meet the target go-live date could be at risk. Workday will work closely with Customer to identify the impacts of any delays and will discuss available options before coming to agreement on the next steps.
16. If Customer cannot meet set completion dates for deliverables and milestones, Workday reserves the right to revisit and revise the project's estimated costs, completion date and approach to completing the project.
17. Workday will invoice hourly consulting hours based on the Professional Services Resource assigned to the project.
18. If the project is delayed due to circumstances outside the control of Workday, Workday reserves the right to revisit and revise the project's estimated costs.
19. In support of the estimated project start date and target go live date; this SOW must be executed no later than the Expiration of Offer, as defined in section 7 of the SOW.



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Plan

Assumptions

1. Customer will assign an experienced Project Manager to manage Customer's roles and activities for this project.
2. Customer will assign an Executive Sponsor to participate in Steering Committee meetings and be available to resolve issues impacting the success of the project.
3. Customer will have knowledge of or provide documentation that reflects existing business processes.
4. The Delivery Assurance checkpoint for the Project Plan Review will be completed before moving to the next stage of the project.
5. Customer will complete Workday training prior to beginning the Architect Stage.

Architect

Assumptions

1. Business processes will be designed by both Workday and the Customer resources during the business process design sessions. Through a series of collaborative workshops, each business process is detailed in a design document. In the Configure and Prototype stage, business processes will be configured in the Workday Service based on the design decisions. Any requested deviation from the designs may impact project cost and timeline.
2. Workday and Customer project teams will work together to prioritize each business process, integration, data elements for conversion and reports to be included in the design, and will mutually agree upon the full project scope, with consideration given to timeline and budget.
3. Customer project team will use the associated workshops to validate and refine Customer business processes and obtain acceptance of the Workday Service from their internal stakeholders and business process owners.
4. Worktags and reports will be designed by both Workday and the Customer resources during the design sessions. Worktag designs will be captured in the _____ Workbook. Any requested deviation(s) from the designs may impact project cost and timeline.
5. Customer intends to standardize business processes, business practice, and business policy across the enterprise, where possible.
6. Workday estimates are based on utilizing the Workday Optimized Business Processes. If the Workday Optimized Business Practices are not appropriate for Customer, as to be determined by Customer, a Change Order for additional Professional Services may be required.
7. Customer will participate in integration design workshops and provide the necessary technical specifications for all Workday configured or custom integrations defined in this Appendix A as in scope.
8. Knowledge Transfer of the Workday Service will occur during the configuration review workshop, detailed discussions and other reviews as identified by the project team.
9. The Delivery Assurance Configuration Prototype Review checkpoints must be completed prior to moving to the next stage of the project.
10. Customer will participate in Delivery Assurance review meetings with the Delivery Assurance consultants.

Configure & Prototype

Assumptions - Configuration

1. Prototype configuration activities will primarily be completed off site by the Workday team members.



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2. Customer business analysts will complete unit tests prior to the decision of moving into Test stage.
3. The Test stage cannot be entered into without the completion and approval of the Configuration Prototype Review and the Integration Approach Review by Delivery Assurance.

Assumptions - Data Conversion

1. Workday will provide templates with appropriate descriptions for data conversion.
2. Customer is responsible for extracting data from its legacy systems.
3. Customer is responsible for ensuring data is cleansed and duplicate values removed.
4. Customer is responsible for populating the supplied Deployment Data Gathering Workbooks in the prescribed format.
5. Once the data is loaded, Customer is responsible for verifying the accuracy of the data and providing corrected data.
6. Failure to complete a successful data load after three attempts may result in a change order to continue the process and may impact the go-live date.

Test

Assumptions

1. Customer is responsible the development of the Test Strategy and user test scenarios and scripts. Workday will provide standard test scenarios to be used as a foundation; however, Customer will need to create detailed test scenarios/cases based on their user requirements and system configuration.
2. Customer is responsible for completing hands-on testing activities.
3. Knowledge transfer to Customer for the Workday Service will occur during End to End testing, and include detailed discussions and other reviews as identified by the project team.

Deploy

Assumptions

1. Customer will restrict non-essential transactions and configuration in the system (s) they are converting from during a pre-defined period of time identified in the project plan to minimize the impact to the move to production and post-production activities.
2. Knowledge transfer of system usage and administration to Customer is complete and the customer Workday support team is operating independently with minimal part time support of Workday consultants.
3. Changes to the Workday Service in production will be made by Customer with support by the Workday consultants.
4. The Delivery Assurance final configuration checkpoints must be completed prior to moving the tenant into production.
5. Customer will participate in Delivery Assurance review meetings with the Delivery Assurance consultants.

Integrations

Assumptions

1. Workday will lead all design and development efforts for Configured and / or Custom Integrations assigned to Workday as defined in the scope section of this SOW.
2. Workday will provide functional data mapping expertise and produce field mapping documents for each Configured Integration.



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3. Workday will configure and unit test Configured Integrations planned for deployment.
4. Use of Workday Configured Integrations assumes that no new development of the interface specification is required.
5. Where changes are required for Customer's integration platform or internal system, Customer must provide their experienced resources and the Customer will be responsible for making the changes. Workday integration estimates do not account for any effort required on Customer's technology environment to complete integrations.
6. Customer is responsible for development and testing of each Custom Integration as specified in the scope section of this SOW.
7. Customer must ensure data is verified as accurate, all duplicates removed and all data validated.
8. If Customer identifies data issues they will provide corrected data to be loaded and ensure integration testing is completed prior to go-live.
9. Customer agrees to make available appropriate Customer technical and functional resources to assist with discovery, data mapping, data validation, testing, and user acceptance testing activities with each supported interface.
10. Customer will coordinate data transfer and integration testing with external vendors identified to insure timely response in working with Workday consultants.

6. Project Risks

Workday has identified, as most significant, the following Project Risks for this deployment:

1. Change Management is critical to the success of any deployment. Customer must establish a change management leader early in the project to ensure that the communication and education relating to the Workday Service is provided.
2. Participation of Customer global business process owners, subject matter experts and business analysts are vital to the success of the Workday deployment. Customer must identify individuals from each geographic area or business unit who possess the correct business knowledge, process knowledge and/or industry knowledge to include on the project team.
3. Timely decision making is critical to the progress and ultimate success of the deployment. When a decision cannot be made through consensus, the project management team will escalate the decision through the appropriate channels to have a resolution. If key decisions cannot be made in a timely manner, the deployment timeline, cost, and/or resources may be impacted.
4. Many project delays can be attributed to challenges in cleansing and converting Customer data. Customer must prioritize this Project activity as soon as is reasonably possible after the project commencement in order to reduce any negative impact to the Project Timeline.

Reporting

Assumptions

1. Conduct Reporting Design Session(s).
2. Assist the Customer in the identification of reports required for Go-Live.
3. Assess Customer identified reports critical to Go-Live and determine if the requirements can be completed with a Standard Report from the Workday Standard Reports List.
4. Provide Customer an estimate for all reports that cannot be created with Standard Report.



Agreement #xxxxxxx.x -

5. Provide knowledge transfer for the duration of the project to Customer on the best way to utilize reporting capabilities with Workday.
6. If Customer requires additional assistance from Workday, above and beyond the number of hours allocated in this SOW, to build the reports or other related activities, a Change Order will be created and presented to the Customer.
7. Reports are limited to then-available report data sources and custom report fields.

Workday Scope

Project Scope:

[Scope details added as appropriate for type of engagement]

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a.

Agreement #xxxxxxx.x -

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ORDER FORM 00431709.0

Customer Name	City of Richland
Workday Entity	Workday, Inc. 6110 Stoneridge Mall Road Pleasanton, CA 94588
MSA Effective Date	See notes on page 2 below and the MSA included in NASPO Master Agreement as further described below
Order Effective Date	The later of the dates beneath the parties' signatures below
Order Term	January 19, 2024 through January 18, 2034
Currency	USD
Total Subscription Fee	2,915,000
Less one-time credit (if executed by January 19, 2024)	(265,000)
Net Subscription Fee	2,650,000
Tenant Base Name	ci.richland.wa

Payment Schedule Table

Payment #	Payment Due Date	Payment Amount
1	Due in accordance with the MSA, invoiced upon Order Effective Date	152,843
2	Due on First anniversary of the Order Term start date	205,351
3	Due on Second anniversary of the Order Term start date	267,018
4	Due on Third anniversary of the Order Term start date	272,357
5	Due on Fourth anniversary of the Order Term start date	277,805
6	Due on Fifth anniversary of the Order Term start date	283,362
7	Due on Sixth anniversary of the Order Term start date	289,029
8	Due on Seventh anniversary of the Order Term start date	294,809
9	Due on Eighth anniversary of the Order Term start date	300,706
10	Due on Ninth anniversary of the Order Term start date	306,720
	Total Payment Amount	2,650,000

For the avoidance of doubt, the Payment Schedule Table will be used for invoicing purposes.

Subscription Fees Table

Subscription Period	Date Range	Subscription Fee
1	January 19, 2024 through January 18, 2025	152,843
2	January 19, 2025 through January 18, 2026	205,351
3	January 19, 2026 through January 18, 2027	267,018
4	January 19, 2027 through January 18, 2028	272,357
5	January 19, 2028 through January 18, 2029	277,805
6	January 19, 2029 through January 18, 2030	283,362
7	January 19, 2030 through January 18, 2031	289,029
8	January 19, 2031 through January 18, 2032	294,809
9	January 19, 2032 through January 18, 2033	300,706
10	January 19, 2033 through January 18, 2034	306,720
	Total Subscription Fee	2,650,000

The Subscription Fees Table provides the Subscription Fees for each applicable Subscription Period. The Subscription Fee for Subscription Period 2 onwards includes a capped Innovation Index of 2.0% (as defined in the Additional Definitions Section below). During the initial Term, any increases due to CPI (also defined below) are waived. Customer understands that the Subscription Fees above reflects Customer's planned phased deployment, and any adjustment to the deployment timeline will not result in changes to the Payment Schedule or Subscription Fees.

Subscription Rights Table

SKU	Service	Pricing Metric	Annual Subscription Rights
CHCM	Core Human Capital Management	FSE*	Full Enterprise
TLO	Talent Optimization	FSE*	Full Enterprise
CCB	Cloud Connect for Benefits	FSE*	Full Enterprise
USP**	Payroll for United States	FSE*	United States-based Employees only
REC	Recruiting	FSE*	Full Enterprise
PRA	Prism Analytics Enterprise	FSE*	Full Enterprise with up to 20 million Published Data Rows at any time for each Tenant
TT	Time Tracking	FSE*	Full Enterprise

*For Pricing Metric details see the Full-Service Equivalent ("FSE") Count Table below.

**Customer agrees that the number of FSE Workers for all Workday Payroll applications and CCTPP will always be equal to the total number of FSE Workers for HCM minus Contingent Workers.

Full-Service Equivalent ("FSE") Count Table

FSE Population Category	Baseline FSE Count
Full Enterprise	590
United States-based employees	590

Named Support Contacts Table

Number of Named Support Contacts*	6
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*Named Support Contacts are the contacts that may request and receive support services from Workday and must be trained on the Workday product(s) for which they initiate support requests.

Customer Contact Information

	Billing, In Care of	Customer Support	Subscriptions Contact
Contact Name	Jonathan Dickey	Jonathan Dickey Roxie Branton	Jonathan Dickey Roxie Branton
Street Address City/Town, State/Region/County, Zip/Post Code, Country	625 Swift Boulevard, Richland, WA 99352 United States	625 Swift Boulevard, Richland, WA 99352 United States	625 Swift Boulevard, Richland, WA 99352 United States
Phone/Fax #	(509) 942-7443	(509) 942-7443	(509) 942-7443
Email (required)	ispcard@ci.richland.wa.us	jdickey@ci.richland.wa.us rbranton@ci.richland.wa.us	jdickey@ci.richland.wa.us rbranton@ci.richland.wa.us

Notes: This Order Form is subject to and governed by (i) NASPO Master Agreement No. AR2507 effective as of April 24, 2017 (and as amended by Amendment 1 entered into on September 14, 2020) (collectively, the "NASPO Master Agreement"), (ii) the Participating Addendum to the NASPO Master Agreement entered into by the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency and Workday effective as of October 1, 2019 (the "Participating Addendum"), and (iii) the MSA set forth in NASPO Master Agreement. Customer confirms that it is a "Purchasing Entity" as described in Section 2.1(c) of the Participating Addendum and qualified and entitled to leverage the Participating Addendum as a MCUA party. In the event of a conflict, the provisions of this Order Form take precedence over the MSA and its exhibits and attachments. The parties further agree to the terms in the attached Addendums and Exhibits. Any Service SKU described in this Order Form is a Covered Service under the Workday Universal DPE and Workday Universal Security Exhibit. All remittance advice and invoice inquiries shall be directed to Accounts.Receivable@workday.com.



THE VALIDITY OF THIS ORDER FORM IS CONDITIONED ON WORKDAY RECEIVING A FULLY SIGNED COPY OF THIS ORDER FORM NO LATER THAN NOON PACIFIC TIME ON January 19, 2024 ("Deadline"). Notwithstanding the foregoing, Workday reserves the right to accept an Order Form signed after the Deadline in Workday's sole discretion and will provide confirmation of its acceptance by adding its initials on the Order form after the Deadline if it deems fit.

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Agreement.

City of Richland

Workday, Inc.

Signature

Signature

Name

Name

Title

Title

Date Signed

Date Signed

ADDITIONAL ORDER FORM TERMS ADDENDUM

1. General.

Unless otherwise defined herein, capitalized terms used in this Order Form have the same meaning as set forth in the MSA. The Total Subscription Fee is based on the maximum indicated in the Subscription Rights Table and any use in excess of such maximum(s) indicated will be subject to the Growth and Expansion section herein. Annual Subscription Rights limits may not be decreased during the Order Term.

2. FSE Metric Calculation and Worker Category Definitions.

The total FSE Count is calculated by categorizing each Worker to one of the Worker Categories below, multiplying the applicable number of Workers by the Applicable Percentage, and then adding the FSE Count for each Worker Category.

FSE Calculation Table:

Worker Category	Total Workers	Applicable Percentage	FSE Count
Full Time Employees	571	100.0%	571
Part-Time Employees	29	25.0%	7
Associates	85	12.5%	12
Former Workers with Access	0	2.5%	0
Total FSE Count:	685		590

The Service may be used by Customer only for the Worker Categories listed above and as defined below.

"Full-Time Employee" is an employee of Customer regularly scheduled for more than twenty hours per week regardless of the method of payment or actual hours worked, whether or not such employee is eligible to receive employee benefits in accordance with Customer's internal standard practices. A Full-Time Employee will be considered non-temporary if they are hired to work for a period of more than 3 months in a given year.

"Part-Time Employee" is an employee of Customer regularly scheduled for twenty hours per week or less regardless of the method of payment or actual hours worked, whether or not such employee is eligible to receive employee benefits in accordance with Customer's internal standard practices. A Part-Time Employee will be considered non-temporary if they are hired to work for a period of more than 3 months in a given year.

"Associate" is an individual not counted as a Full-Time or Part-Time Employee but in one of the following categories: temporary employees, independent contractors and affiliated non-employees including, but not limited to, volunteers and vendors whose Active Records are in the Service.

"Former Worker with Access" is a former worker that continues to have access to the Service through the Employee Self-Service features. Former Workers with Access are only included in the Subscription Rights for the Human Capital Management Service.

Former Workers with Static Records shall be excluded from the FSE calculation but may continue to be maintained in the Service. "**Static Records**" are records in the Service for workers with whom Customer has no further relationship and to whom Customer does not provide self-service access. Static Records include former worker records used solely for historical reference. All other worker records are "**Active Records**".

3. Additional Metric Definition(s).

Additional Metric Definition Table

	Metric	Definition
PRA	Published Data Rows	The total number of data rows capable of being reported upon in Customer's PRA data catalog. Workday will consider any published row that exceeds 1,000 characters as multiple data rows in 1,000-character increments. Published Data Rows are measured separately for each Tenant.
PRACU	Published Data Rows	The total number of additional data rows capable of being reported on in Customer's PRA data catalog. These data rows are in addition to Customer's existing Published Data Row entitlements under Customer's PRA subscription and any other PRACU subscription(s). Workday will consider any published row that exceeds 1,000 characters as multiple data rows in 1,000-character increments. Published Data Rows are measured separately for each Tenant.

4. Growth and Expansion.

A. Annual Reporting Obligation.

Customer will report to subscriptions@workday.com no earlier than 90 days and no later than 60 days ("Annual Reporting Period") based on the number of Active FSE Worker Records and Additional Metrics provided below, as applicable, as of 90 days ("Count Date") prior to each anniversary of the Order Term start date. Customer agrees to pay fees for any excess Subscription Rights at the Expansion Rates described below to cover the period from the anniversary of the Order Term start date immediately following the Annual Reporting Period through the subsequent anniversary date (each a "Reporting Cycle"). Customer understands that an order form will be required to document any annual fees due pursuant to this section in its entirety. Such order form must be executed no later than 30 days prior to each anniversary of the Order Term start date until the Renewal (as defined below), at which time the Annual Reporting Obligation will be incorporated into the Renewal Term.

a. FSE Metric Reporting.

Reporting for Active FSE Worker Records is based on the additional FSE Workers which are defined as any Active FSE Worker records exceeding the Baseline FSE Count.

FSE Expansion Table

SKU	Annual FSE Expansion Rate
All Service SKU(s) with the FSE Pricing Metric in the Subscription Rights Table unless stated otherwise within this table	368.02
USP	92.07
CCB	36.83

b. Additional Metric Reporting based on highest daily number.

Reporting for the following SKU(s) is based on the highest daily number set forth in the Subscription Rights Table for the 12-month period preceding the Count Date. For avoidance of doubt, Customer understands the reporting for Year 1 is based on the 9 months preceding the Annual Reporting Period.

i. Additional Metric Expansion Table

SKU	Additional Metric Increase	Annual Expansion Rate for Additional Metric Increase
PRACU	Each increment of 10M Additional Published Data Rows	20,000

B. Growth Event Reporting Obligation.

In addition to the Annual Reporting Obligation, if Customer exceeds any Subscription Rights by 5% or more ("Growth Event") as a result of any one-time addition of Workers (e.g., M&A), Customer must report the excess Subscription Rights to subscriptions@workday.com within 30 days of the Growth Event. Customer agrees to pay the applicable annual fees from the start date of the Growth Event through the subsequent anniversary date which will be documented under a separate order form.

5. Renewal.

Customer may renew its subscription for the Service by notifying Workday prior to the end of the Order Term and Workday will generate a new Order Form for a single three-year renewal term ("**Renewal Term**") at the below pricing. Such order form must be executed no later than 30 days prior to the end of this Order Term.

Renewal Table

Renewal Term Years	Annual Renewal Subscription Fees
1st year of Renewal Term	Base Subscription Fee x (1+ (5% Innovation Index + Renewal Term CPI))
2nd year of Renewal Term	Previous Year Subscription Fee x (1+ (5% Innovation Index + Renewal Term CPI))
3rd year of Renewal Term	Previous Year Subscription Fee x (1+ (5% Innovation Index + Renewal Term CPI))

The "**Base Subscription Fee**" means the Subscription Fee for the final Subscription Period listed in the Subscription Fees Table in the final Subscription Period. If the final Period is a partial year, Base Subscription Fee is the annualized value of the final Annual Period Subscription Fee. The Expansion Rates for the Renewal Term shall be increased by the same percentage as the Annual Renewal Subscription Fees per year in the Renewal Table. Fees for the Renewal Term are due by the first day of each corresponding year of the Renewal Term. Individual payments shall match the Annual Renewal Subscription Fee as defined in the Renewal Table above. If Customer wishes to procure any additional SKUs or Subscription Rights for a Renewal Term that are not included in the Base Subscription Fee, fees for those items will be in addition to the fees anticipated under this section.

6. Additional Definitions (as applicable).

"**CPI**" means the consumer price index established by the United States Department of Labor for All Urban Consumers, US City Average, All Items (change in annual average).

"**Renewal Term CPI**" means CPI established for the calendar year prior to the most recent February 1 preceding the Renewal Term, if a positive number.

"**Innovation Index**" means the fixed annual rate of increase in Subscription Fees based on improved Service functionality and performance that is a result of Workday's efforts and investment in product development and infrastructure.

7. Additional Scope of Use Terms.

Prism Analytics. Customer may import and utilize third party data (including any data services that Workday may make available to Customer) with PRA but only to the extent Customer has independently obtained all necessary rights and licenses to do so and Customer's use of such data is in compliance with such data provider's terms of use and applicable Laws. PRA is not provided in a PCI compliant environment so it may not be used for PCI data. Customer may monitor its own usage in PRA and manage Published Data Rows by unpublishing, filtering and republishing, or deleting data, in order to keep its usage of PRA below the Published Data Rows limits set forth above, or Customer may purchase additional Published Data Rows entitlements (set forth in the "**Growth and Expansion**" section above). Workday reserves the right to monitor the number of Published Data Rows by Tenant used by Customer. Customer understands that if at any time Customer exceeds the Data Limit then Customer may experience reduced performance of the Tenant. "**Data Limit**" for each Tenant is the sum of the Published Data Row entitlement as set forth in the "**Subscription Rights Table**" above for a particular Tenant and any additional current Published Data Row entitlements purchased by Customer.

8. Customer Identification

Workday may use Customer's name and logo in lists of customers, in marketing and presentations, on its earnings calls, in releases, and on its website. Workday may also reference Customer's name in verbal format.

Further, at Workday's reasonable request and at Customer's reasonable discretion, Customer shall (1) make Customer's representative, as mutually agreed, available for reference calls with prospective Workday customers or industry analysts; (2) work with Workday to produce a case study (in written or video format), that describes Customer's use of the Workday Service or portion of the Service and includes supporting quotes from Customer; (3) participate in or speak at Workday-hosted prospect events; and (4) be featured in a Workday Blog, Whitepaper, or Webinar if asked to do so.

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WORKDAY SERVICE SKU DESCRIPTIONS ADDENDUM

Customer may only use the Service SKUs subscribed to as indicated in the body of this Order Form.

Service	Description
Core Human Capital Management	Workday Core HCM supports an organization in organizing, staffing, paying, and developing its global workforce. Workday Core HCM includes global human resources management (workforce lifecycle management, organization management, worker profile, compensation, business asset tracking, absence, and employee benefits administration). Workday Core HCM includes connectors that facilitate integration to select Workday partners that provide capabilities including: recruiting, learning, time and attendance, and user account provisioning (LDAP/Active Directory).
Talent Optimization	Talent Optimization includes talent and performance functionality (goals, development plans, employee performance reviews, talent and performance calibration, feedback, check-ins, succession, mentors and connections, competency management, talent pools, and talent matrix reports). Talent Optimization also includes features (if and when available) that enable organizations to optimize their workforce and workers to optimize their careers. It supports talent mobility by connecting an organization's workforce with internal opportunities matched to their skills, experience, and interests. It also guides workers and enables them to explore potential opportunities. This SKU requires customers to maintain an active subscription to Innovation Services and opt-in to the corresponding Innovation Service.
Cloud Connect for Benefits	Cloud Connect for Benefits extends Workday HCM by providing integration to a growing catalog of benefits providers, including: health insurance, health and flexible spending accounts, retirement savings plans, life insurance, AD&D insurance, and COBRA administrators.
Payroll for United States	Workday Payroll for US supports the creation and management of Payroll for U.S. employees. Configure earnings, deductions, accumulations, and balances. Identify tax authorities each company wishes to withhold for. Manage worker tax data, payment elections, involuntary withholding orders, and payroll input. Calculate, review/audit, and complete payrolls and settlement runs. Configure and calculate payroll commitments. Workday Payroll includes connectors that facilitate integration to select Workday partners that provide capabilities, including: time and attendance, tax filing, check printing, and direct deposit.
Recruiting	Workday Recruiting supports an organization in its talent acquisition process. It is designed to help hiring managers and recruiters identify, hire and onboard the right talent for their business. Workday Recruiting supports the hiring process, including pipeline management, requisition management, job posting distribution, interview management, offer management, as well as supports local data compliance and pre-employment activities. Workday Recruiting also offers hiring teams tools to proactively source, nurture and track internal and external prospective candidates throughout the recruiting process.
Prism Analytics Enterprise	Workday Prism Analytics is an analytics application that provides Workday customers the ability to blend and analyze Workday data and non-Workday data from multiple sources. Workday Prism Analytics includes a data repository for storage and management of data, data preparation tools for transformation and blending of data from various sources, and tools to explore and analyze the data.
Time Tracking	Workday Time Tracking supports an organization in collecting, processing, and distributing time data for its global workforce. Workday Time Tracking module includes the following capabilities: basic time scheduling, time entry (hourly, time in/time out), approvals, configurable time calculation rules, and reporting.

ORDER FORM #431945

Customer Name	City of Richland
Workday Entity Name	Workday, Inc. 6110 Stoneridge Mall Road Pleasanton, CA 94588
MSA Effective Date	See notes on page 2 below and the MSA included in NASPO Master Agreement as further described below
Order Effective Date	The later of the dates beneath the parties' signatures below
Training Credit Order Term	18 months from the Order Effective Date
Training Subscription Order Term	January 19, 2024 to January 18, 2026
Currency	USD
Total Training Fees	72,810

Payment #	Payment Due Date	Payment Amount
1	Due in accordance with the MSA, invoiced upon Order Effective Date	62,435
2	Due on first anniversary of the Order Term start date	10,375
	Total Payment Amount	72,810

SKU	Training Offering	Annual Rate	Quantity	Term	Total Training Fees
AK	Adoption Kit	2,875	1	2	5,750
LODHCM10	Learn On-Demand – HCM Library 10 Initial Users	2,500	1	2	5,000
LODPAY10	Learn On-Demand – Payroll/Absence/Time Tracking Library 10 Initial Users	2,500	1	2	5,000
LODTECH10	Learn On-Demand – Cross-Application Technology Library 10 Initial Users	2,500	1	2	5,000
				Total Training Fees	20,750

SKU	Training Offering	Price Per Credit	Quantity	Total Training Credit Fees
TC	Training Credits	685	76	52,060
			Total (TC) Training Fees	52,060

Customer Contact Information	Billing, In Care of
Contact Name	Jonathan Dickey
Street Address City/Town, State/Province/Region Zip/Postal Code Country	625 Swift Boulevard, Richland, WA 99352 United States
Phone/Fax #	Phone: (509) 942-7443 Fax:
Email (Required)	ispcard@ci.richland.wa.us

Notes: This Order Form is subject to and governed by (i) NASPO Master Agreement No. AR2507 effective as of April 24, 2017 (and as amended by Amendment 1 entered into on September 14, 2020) (collectively, the "NASPO Master Agreement"), (ii) the Participating Addendum to the NASPO Master Agreement entered into by the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency and Workday effective as of October 1, 2019 (the "Participating Addendum"), and (iii) the MSA set forth in NASPO Master Agreement. Customer confirms that it is a "Purchasing Entity" as described in Section 2.1(c) of the Participating Addendum and qualified and entitled to leverage the Participating Addendum as a MCUA party. In the event of a conflict, the provisions of this Order Form take precedence over the MSA and its exhibits and attachments. The parties further agree to the terms in the attached Addendums and Exhibits. Any Service SKU described in this Order Form is a Covered Service under the Workday Universal DPE and Workday Universal Security Exhibit. All remittance advice and invoice inquiries shall be directed to Accounts.Receivable@workday.com.

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Agreement.

City of Richland

Workday, Inc.

Signature

Signature

Name

Name

Title

Title

Date Signed

Date Signed

Draft

ADDENDUM A - WORKDAY TRAINING TERMS

Last updated: December 1, 2023

These Training Terms apply to Workday Training. Capitalized terms used in these Training Terms that are not defined in this document have the meanings in the MSA (with respect to Customers) or in the Partner Agreement (with respect to Partners). Descriptions of Workday Training Courses and processes are provided in Workday Community. Workday Training may be purchased on an Order Form or in Workday Community. Purchaser is responsible to meet Workday's Course and other training requirements published in Workday Community and Workday Learning Center.

1. Permitted Use & Restrictions

- a. Permitted Use. Workday Training is solely for use by (i) Customer Learners only to support Customer's internal use of the Service consistent with the MSA; and (ii) Partner Learners only for purposes consistent with the applicable Partner program, and unless otherwise agreed by Workday and Partner in writing, to enable such Partner to perform Workday-related services only for Customers. Workday Training and Training Content may be used only during the applicable term of Purchaser's agreement with Workday.
- b. Restrictions. Except as expressly provided herein or with Workday's express prior written consent, neither Purchaser nor Learner will (i) allow any individual other than the enrolled Learner to attend Workday Training or use any Training Content, provided that Purchasers or Learners may request accommodations as provided in Workday Community; (ii) copy, modify, make derivative works of, or distribute any Training Content; or (iii) incorporate any Training Content (including screenshots) in any material. Failure to comply with these Training Terms may expose Purchaser and Learner to legal or disciplinary action by Workday, including restriction or removal from Workday Training, cancellation of accreditation/certification, and copyright infringement proceedings.

2. Product Specific Terms

- a. Dedicated Training (Customers only). Customers may request Workday Training be provided only to Customer Learners ("**Dedicated Training**"), subject to Workday's availability and approval. Fees for Dedicated Training are determined by the number of Learners and the Training Fees or Training Credits required for the Course, plus additional Fees for Workday Training not provided at a Workday training center. The Fee for Dedicated Training cancellation requests not received within the Cancellation Notice Period are 50% of the Training Fees or Training Credits plus all additional Fees for onsite training. Additional health-related terms applicable to in-person training may be set forth in Workday Community.
- b. Training Subscriptions. Workday Training Subscriptions (Learn On-Demand, Adoption Kit, Adaptive Planning Administrator Training Kit, and VNDLY Administrator Training Kit) may be used only by the "**Named Users**" identified by Customer in Workday Community during the Order Term. Partner Named Users are Learners registered in the Workday Learning Center. The Order Form for a Training subscription will specify the number of permitted Named Users.
- c. eBooks. For certain Workday Training, Workday will make available one eBook to each Learner in electronic format. Learners may use the eBook only for Learner's individual, private study for the Workday Training and may print one copy for such use.
- d. Workday Pro Accreditations & Partner Services Certification. Workday Pro Accreditations are available to Customers and certain Partners. Partner Services Certification is available only to certain Partners as set forth in the Partner Agreements. Learners must complete all requirements and pass applicable testing to receive accreditation or certification, and to maintain Workday accreditation or certification, the Learner

must timely attend and successfully pass all required updates to the Workday Training. Accreditation and certifications: (i) are granted to individual Learners and are not owned or controlled by Purchasers; (ii) are not transferable to any Purchaser or another individual; (iii) automatically expire if the Learner fails to maintain updated accreditation or certification requirements, and when the Learner leaves employment or engagement with Purchaser, unless Workday consents (in writing at its sole discretion) to Learner's request to transfer accreditation/certifications upon Learner's subsequent employment or engagement by another Purchaser; and (iv) may be canceled for other reasons at Workday's sole discretion.

- e. Downloadable Content (Customers). Customer may download the Downloadable Content during the Order Term covering the Downloadable Content and internally use, copy, modify, and create derivative works of the Downloadable Content solely to help Customer successfully roll out the Service across its organization in accordance with the MSA and these Training Terms. Customer is solely responsible for any derivative works and other modifications to Downloadable Content made by or for Customer. Customer owns all derivative works and other materials that Customer is permitted to develop, make, or conceive under this section ("**Customer Improvements**"), except that Workday retains all underlying intellectual property rights in the Downloadable Content, the Service, and all Training Content. Customer may use the Workday property incorporated into the Customer Improvements only as provided in this section. Workday may create, modify, use, transfer, and distribute material that is substantially similar to Customer Improvements. Customer will reproduce all Workday proprietary rights notices on copies and revised versions of Downloadable Content. Workday may add, change, or remove Adoption Kits and portions of other Downloadable Content at any time, subject to the applicable Order Form terms.

3. Fees and Training Credits

- a. Fees and Payment. Purchaser will pay Workday for all Workday Training enrolled in or taken under Purchaser's account, unless timely canceled in accordance with these Training Terms. No refunds or credits will be given for failure to meet Workday Training or Course requirements or for late cancellation. Workday is not responsible for costs incurred by Purchaser or Learners to participate in Workday Training. Training Fees are set forth in the Training Catalog. Purchaser will pay all Training Fees and fees for Training Credits in accordance with applicable Order Form, or, if none, the terms of the MSA or Partner Agreement, as applicable.
- b. Training Credit Bulk Purchase Option. Fees for bulk purchases of Training Credits will be set forth in an Order Form. For Customers, such fees will apply to the cumulative number of prepaid Training Credits purchased at any time during any rolling 12-month period during the Order Term. Bulk TC Rates will not be applied retroactively for previously purchased Training Credits or for a la carte Workday Training purchases (e.g., Course purchases from the Workday Learning Center).
- c. Training Credit Use. Purchaser may use Training Credits to pay for any TC-Eligible Course that starts on or after the Order Effective Date and ends on or before 18 months after the Order Effective Date. For Learn Independent Courses purchased with Training Credits, Learners must enroll in the Course before the Training Credit expiration date but can begin the Course after such date. Training Credits are decremented from Purchaser's Training Credit balance upon Course enrollment. If a Purchaser enrolls in a TC-Eligible Course without an adequate Training Credit balance, Workday will invoice Purchaser for the Training Fees for the Course.

4. Cancellation & Termination

- a. Course Change or Cancellation by Purchaser. Purchaser or Learner may change or substitute a Learner, reschedule time or date of Course attendance, or cancel a Course enrollment without charge only if such change is entered into the Workday Learning Center within the applicable Cancellation Notice Period. For timely changed or canceled Courses, Workday will restore the Training Credit(s) decremented or will not

charge Customer for the Training Fees. The following events are deemed to be Course cancellations ineligible for credit or refund: (i) failure to timely meet Workday Training or Course requirements or attend Course; (ii) Course changes and cancellations not within applicable Cancellation Notice Period; (iii) withdrawals from Learn Independent or Refresher Courses or Workday Pro exams after the Purchaser's Training Coordinator has approved the course or exam; and (iv) Learner does not take or pass any required Course exam.

- b. Course Change or Cancellation by Workday. If Workday discontinues a Learn Independent or Refresher Training Course, or an exam, the Learner must attend/take the Course or exam prior to the final offering date announced by Workday. Workday will not refund Training Fees or restore Training Credits if Learner does not do so. If Workday cancels any other Course, Workday will restore Training Credits decremented from Purchaser, or will not charge Purchaser for Training Fees, for such Course. Workday is not responsible for any costs or expenses incurred by Purchaser or Learner in connection with any Workday-canceled Workday Training.

5. Miscellaneous

- a. Updates. Workday reserves the right to add, change, or discontinue Workday Training offerings from time to time without notice to Purchasers or Learners. Please consult the Training Catalog for the most current Workday Training offerings. Workday may modify these Training Terms from time to time in its sole discretion; provided the overall features and substance of the Workday Training program will not be materially decreased during the applicable Order Term.
- b. Privacy. Workday may provide Purchaser and Learners with notices, including notices regarding changes to these Training Terms, by email, regular mail, or postings in Workday Community or the Workday website. Workday may provide information about a Learner's training history to the applicable Purchaser and to subsequent Purchasers that hire or engage such Learner. Workday's Privacy Statement currently located at <https://www.workday.com/en-us/privacy.html> applies to Workday Training. Purchaser will obtain all necessary rights and permissions (including consent, where required) to provide Learner details to Workday so that it may invite them to participate in Workday Training.
- c. Order of Precedence. In the event of a conflict among these Training Terms, the applicable Order Form, the MSA or Partner Agreement, and any terms contained in Workday Community, as applicable, the order of priority is (1) the Order Form, (2) these Training Terms, (3) the MSA or Partner Agreements, as applicable, and (4) terms regarding Workday Training in Workday Community.
- d. Miscellaneous. Workday Training is not subject to any SLA and is not part of the Service. Workday Training is not covered under any Workday audit report or ISO Certification. Any audit activities and Customer information requests will be addressed in accordance with the optional Universal Customer Audit Program Order Form.

6. Definitions

"Cancellation Notice Period" means (a) at least 7 full calendar days before Course start date, (b) within 24 hours of enrollment for Courses enrolled within 7 full calendar days of Course start date, or (c) at least 14 full calendar days before Course start date for Dedicated Training.

"Course" means any Workday Training course listed in the Training Catalog or in the Workday Learning Center.

"Downloadable Content" means the portions of Adoption Kit, Adaptive Administrator Training Kit, and VNDLY Administrator Training Kit that Workday permits a Learner to download for use as described herein.

"Learner" means an individual employee, permitted independent contractor, or Authorized Party (for Customers only) of a Purchaser registered in the Workday Learning Center as a Learner under Purchaser's registered email domain.

“Partner Agreement” means the agreement under which the Purchaser is participating in any Workday Partner Program and such participation provides access to Workday Training.

“Purchaser” means a Customer or Partner that purchases Workday Training or is authorized to enroll Learners in Workday Training.

“TC-Eligible Course” means the Workday Training eligible to be purchased with Training Credits as identified in the Training Catalog with the number of “Credits” required for purchase.

“Training Catalog” means the applicable catalog of available Workday Training in Workday Community.

“Training Content” means all Course materials (including, without limitation, eBooks; Downloadable Content; Course structure, look and feel, and descriptions) and all other material made available by Workday in connection with Workday Training, whether presented visually, audibly, electronically, or in printed form.

“Training Credit” means prepaid credits redeemable for Workday Training in lieu of paying Training Fees.

“Training Fee” means the fee (other than Training Credits) established by Workday from time to time for each Course.

Draft

ADDENDUM B - BULK TRAINING CREDIT RATES

The following rates apply to the bulk purchases of Training Credits made within any rolling 12-month period during the Order Term:

Prepaid Training Credits Acquired	Rate Per Training Credit
1-10	USD \$ 800
11-25	USD \$ 760
26-50	USD \$ 735
51-75	USD \$ 710
76-100	USD \$ 685
101-249	USD \$ 660
250+	USD \$ 620

Draft



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Items - Approval

Strategic Priority I - High Performance Government

Subject:

Appointment to the Utility Advisory Committee: Ricky Hyson

Department/Office
City Clerk

Ordinance/Resolution Number:

Document Type:
General Business Item

Recommended Motion:

Appoint Ricky Hyson to Position No. 2 on the Utility Advisory Committee.

Summary:

Recruitment efforts have been ongoing to fill vacant Position No. 2 on the Utility Advisory Committee (UAC). Two (2) applications were received during the recent recruitment period. UAC Council Liaison VanDyke, UAC Chair Lo Presti, UAC Vice-Chair Larkin, and UAC Staff Liaison Whitney interviewed both applicants on December 22, 2023, and recommend the following appointment:

Position No. 2 - Ricky Hyson

The unexpired term for Position No. 2 will be effective upon appointment through September 30, 2024.

The candidate's application packet is on file in the City Clerk's Office.

Fiscal Impact: None.

Attachments:

- I. Utility Advisory Committee Candidate Recommendation Memo

CITY OF RICHLAND
ENERGY SERVICES

625 Swift Boulevard, MS-23
Richland, WA 99352
(509) 942-7390



MEMORANDUM

TO: Jennifer Rogers, City Clerk

FROM: Arturo Mata, Energy Services Administrative Assistant II

THROUGH: Clint Whitney, Energy Services Director

DATE: January 3, 2024

SUBJECT: Utilities Advisory Committee Candidate Recommendation

Two (2) application packets were received as a result of advertising for a vacancy of Position 2 on the Utility Advisory Committee (UAC). UAC Chair Charles Lo Presti, Council Liaison Van Dyke, UAC Vice-Chair Larkin reviewed the candidate packets and interviewed the UAC applicants on December 22, 2023.

As a result of the interviews, the UAC interview panel is recommending the following applicant to serve the remaining unexpired term on the UAC.

Position No. 2 Ricky Hyson

The recommended applicant has experience in power generation and load distribution that would be beneficial and relevant to City utilities.



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Expenditures - Approval

Strategic Priority 2 - Financial Sustainability

Subject:

Expenditures from December 1, 2023 to December 31, 2023 for \$30,492,731.24 including Accounts Payable Check Nos. 318084-318943, Accounts Payable Wire Nos. 9839-9875, Payroll Wires & ACH Nos. 13725-13778, Payroll Direct Deposit & Check Nos. 216782-217916, and Pension Check Nos. 6633-6656.

Department/Office
Finance

Ordinance/Resolution Number:

Document Type:
Expenditures

Recommended Motion:

Approve the expenditures from December 1, 2023 to December 31, 2023 in the amount of \$30,492,731.24

Summary:

Breakdown of Expenditures:

Travel Checks		\$0
Accounts Payable Checks	318084-318943	\$7,511,066.71
Accounts Payable Wires	9839-9875	\$16,623,775.65
Payroll Wires & ACH	13725-13778	\$3,436,284.27
Payroll Direct Deposit & Checks	216782-217916	\$2,898,853.39
Pension Checks	6633-6656	\$22,751.22
TOTAL		\$30,492,731.24

Fiscal Impact:

Total Disbursements: \$30,492,731.24

Attachments:

1. Expenditure Summary
2. Accounts Payable Checks
3. Accounts Payable Wires
4. Payroll Wires & ACH
5. Payroll Direct Deposit & Checks
6. Pension Checks

Expenditure Summary - 12/1/2023 - 12/31/2023

AP-EXP-SUMMARY-001

Expenditure Breakdown Summary

	REPORT	START CHECK	END CHECK	CHECK COUNT	CHECK TOTALS	VOID AMT
Travel Checks	(AP-TRVLCHKS-001)			0		
Accounts Payable Checks	(AP-CHKHIST-DETAIL-001)	318084	318943	860	\$7,511,066.71	\$0.00
Accounts Payable Wires	(AP-WIRENOS-001)	9839	9875	37	\$16,623,775.65	\$0.00
Payroll Wires & ACH	(PR-WIRESACH-001)	13725	13778	54	\$3,436,284.27	\$0.00
Payroll Direct Deposit & Checks	(PR-CHKHIST-DETAIL-001)	216782	217916	1135	\$2,898,853.39	\$0.00
Pension Checks	(PR-CHKHIST-DETAIL-002)	6633	6656	24	\$22,751.22	\$0.00

\$30,492,731.24

Accounts Payable Checks

12/1/2023 - 12/31/2023

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/01/2023	318084	P	10004	MARSHALL R BAKER	\$164.90	0	120123FP	MEDICARE PREMIUM/BAKER
12/01/2023	318085	P	10005	RON BEARDEMPHL	\$164.90	0	120123FP	MEDICARE PREMIUM/BEARDEMPHL
12/01/2023	318086	P	10014	JOHN S BOARDMAN	\$164.90	0	120123FP	MEDICARE PREMIUM/BOARDMAN
12/01/2023	318087	P	10180	CANFIELD, HARRY R	\$164.90	0	120123FP	MEDICARE PREMIUM/CANFIELD
12/01/2023	318088	P	10040	DANNY DOWNS	\$164.90	0	120123FP	MEDICARE PREMIUM/DOWNS
12/01/2023	318089	P	10085	JAMES P MULROY	\$164.90	0	120123FP	MEDICARE PREMIUM/MULROY
12/01/2023	318090	P	10086	DAVID MURRAY	\$156.90	0	120123FP	MEDICARE PREMIUM/MURRAY
12/01/2023	318091	P	10087	EDWARD A MYERS	\$164.90	0	120123FP	MEDICARE PREMIUM/MYERS
12/01/2023	318092	P	10820	OWEN, MICHAEL	\$159.90	0	120123FP	MEDICARE PREMIUM/OWEN
12/01/2023	318093	P	10533	JAMES POLLARD	\$164.90	0	120123FP	MEDICARE PREMIUM/POLLARD
12/01/2023	318094	P	10109	RODGERS, GARY H	\$157.86	0	120123FP	MEDICARE PREMIUM/RODGERS
12/01/2023	318095	P	10111	LARRY RONEY	\$164.90	0	120123FP	MEDICARE PREMIUM/RONEY
12/01/2023	318096	P	10116	DONALD SIEMENS	\$164.90	0	120123FP	MEDICARE PREMIUM/SIEMENS
12/01/2023	318097	P	12440	MARK STRATTON	\$164.90	0	120123FP	MEDICARE PREMIUM/STRATTON
12/01/2023	318098	P	10673	TERRY THRALL	\$164.90	0	120123FP	MEDICARE PREMIUM/THRALL
12/01/2023	318099	P	10142	ROYAL WEST	\$116.00	0	120123FP	MEDICARE PREMIUM/WEST
12/01/2023	318100	P	10148	CRAIG E WILLIAMSON	\$139.90	0	120123FP	MEDICARE PREMIUM/WILLIAMSON
12/01/2023	318101	P	10103	KERI RANDALL BADGLEY	\$164.90	0	120123PP	MEDICARE PREMIUM/BADGLEY
12/01/2023	318102	P	10160	LAURIE VERN BATES JR	\$164.90	0	120123PP	MEDICARE PREMIUM/BATES
12/01/2023	318103	P	10855	BEDEN, LARRY	\$164.90	0	120123PP	MEDICARE PREMIUM/BEDEN
12/01/2023	318104	P	10169	DALE A BRUNSON	\$164.90	0	120123PP	MEDICARE PREMIUM/BRUNSON
12/01/2023	318105	P	10170	RANDY H CARPER	\$670.90	0	120123PP	MEDICARE PREMIUM/CARPER
12/01/2023	318106	P	10167	MIKE CASE	\$164.90	0	120123PP	MEDICARE PREMIUM/CASE
12/01/2023	318107	P	10029	MICHAEL CLEAVENGER	\$164.90	0	120123PP	MEDICARE PREMIUM/CLEAVENGER
12/01/2023	318108	P	10028	WILL J CLEAVENGER	\$164.90	0	120123PP	MEDICARE PREMIUM/CLEAVENGER
12/01/2023	318109	P	10038	LARRY COUCH	\$164.90	0	120123PP	MEDICARE PREMIUM/COUCH
12/01/2023	318110	P	10166	JAMES J DEMYER	\$164.90	0	120123PP	MEDICARE PREMIUM/DEMYER
12/01/2023	318111	P	10048	DOUGLAS D DRIVER	\$164.90	0	120123PP	MEDICARE PREMIUM/DRIVER
12/01/2023	318112	P	10165	JOHN M GANLEY	\$164.90	0	120123PP	MEDICARE PREMIUM/GANLEY
12/01/2023	318113	P	12445	JAMES GREG GILL	\$164.90	0	120123PP	MEDICARE PREMIUM/GILL
12/01/2023	318114	P	31042	JAMES B GOULD	\$164.90	0	120123PP	MEDICARE PREMIUM/GOULD
12/01/2023	318115	P	10251	HIGGINS, FRED C	\$141.10	0	120123PP	MEDICARE PREMIUM/HIGGINS
12/01/2023	318116	P	10271	SCOTT K LARSON	\$164.90	0	120123PP	MEDICARE PREMIUM/LARSON

Accounts Payable Checks

12/1/2023 - 12/31/2023

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/01/2023	318117	P	10156	DAVID L LEWIS	\$145.90	0	120123PP	MEDICARE PREMIUM/LEWIS
12/01/2023	318118	P	10164	ROBERT MOORE	\$164.90	0	120123PP	MEDICARE PREMIUM/MOORE
12/01/2023	318119	P	31512	JERALD S MORRELL	\$164.90	0	120123PP	MEDICARE PREMIUM/MORRELL
12/01/2023	318120	P	10117	DAVID W SPARKS	\$164.90	0	120123PP	MEDICARE PREMIUM/SPARKS
12/01/2023	318121	P	10119	WILLIAM TANNER	\$164.90	0	120123PP	MEDICARE PREMIUM/TANNER
12/01/2023	318122	P	10332	RANDAL L TAYLOR	\$164.90	0	120123PP	MEDICARE PREMIUM/TAYLOR
12/01/2023	318123	P	10163	GERALD D THOMAS	\$164.90	0	120123PP	MEDICARE PREMIUM/THOMAS
12/01/2023	318124	P	10800	ROY TURNER	\$164.90	0	120123PP	MEDICARE PREMIUM/TURNER
12/01/2023	318125	P	10151	GERALD ZIMMERMAN	\$164.90	0	120123PP	MEDICARE PREMIUM/ZIMMERMAN
12/01/2023	318126	P	10000	KBL, INC.	\$292.71	0	1201231	Contract Documents Clubhouse L
12/01/2023	318127	P	10838	GRIGG ENTERPRISES INC	\$221.98	0	1201231	Wet/Dry Vac
12/01/2023	318128	P	999000	AUREF - Utility Customer Refunds	\$20.73	0	1201231	1008 RIO SENDA CT
12/01/2023	318129	P	999000	AUREF - Utility Customer Refunds	\$44.69	0	1201231	2665 KINGSGATE WAY Apt B214
12/01/2023	318130	P	999000	AUREF - Utility Customer Refunds	\$249.20	0	1201231	451 WESTCLIFFE BLVD Apt A205
12/01/2023	318131	P	999000	AUREF - Utility Customer Refunds	\$231.76	0	1201231	2132 LEGACY LN
12/01/2023	318132	P	999000	AUREF - Utility Customer Refunds	\$168.05	0	1201231	635 CEDAR AVE
12/01/2023	318133	P	999000	AUREF - Utility Customer Refunds	\$17.84	0	1201231	1415 WOODBURY ST
12/01/2023	318134	P	999000	AUREF - Utility Customer Refunds	\$151.21	0	1201231	189 BITTERROOT DR
12/01/2023	318135	P	999000	AUREF - Utility Customer Refunds	\$160.34	0	1201231	2894 SALK AVE Apt 367
12/01/2023	318136	P	999000	AUREF - Utility Customer Refunds	\$185.35	0	1201231	2894 SALK AVE Apt 141
12/01/2023	318137	P	999000	AUREF - Utility Customer Refunds	\$32.63	0	1201231	1926 GEORGE WASHINGTON WAY Apt
12/01/2023	318138	P	999000	AUREF - Utility Customer Refunds	\$162.71	0	1201231	1950 BELLERIVE DR 251
12/01/2023	318139	P	999000	AUREF - Utility Customer Refunds	\$21.43	0	1201231	1205 GEORGE WASHINGTON WAY 15
12/01/2023	318140	P	999000	AUREF - Utility Customer Refunds	\$39.70	0	1201231	371 WOLVERINE CT
12/01/2023	318141	P	999000	AUREF - Utility Customer Refunds	\$118.38	0	1201231	2720 KETCH RD
12/01/2023	318142	P	999000	AUREF - Utility Customer Refunds	\$148.40	0	1201231	1932 FAIRWAY DR
12/01/2023	318143	P	999000	AUREF - Utility Customer Refunds	\$311.75	0	1201231	721 HANFORD ST
12/01/2023	318144	P	999000	AUREF - Utility Customer Refunds	\$34.98	0	1201231	2369 MORRIS AVE
12/01/2023	318145	P	999000	AUREF - Utility Customer Refunds	\$147.26	0	1201231	2110 DALLAS ST
12/01/2023	318146	P	999000	AUREF - Utility Customer Refunds	\$123.74	0	1201231	1112 MCPHERSON AVE
12/01/2023	318147	P	999000	AUREF - Utility Customer Refunds	\$81.48	0	1201231	408 CRITERION DR
12/01/2023	318148	P	999000	AUREF - Utility Customer Refunds	\$92.05	0	1201231	711 STANTON AVE
12/01/2023	318149	P	11079	AUTOZONE STORES LLC	\$173.21	0	1201231	INVERTER VEH#3368 WO#71365

Accounts Payable Checks

12/1/2023 - 12/31/2023

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/01/2023	318150	P	12002	AXON ENTERPRISE, INC	\$40,345.07	0	1201231	BASIC (1) & PRO (5) LICENSE BU
12/01/2023	318151	P	10780	BASIN SOD INC	\$467.63	0	1201231	JOHN DAM - SOD
12/01/2023	318152	P	10518	BEAVER BARK & ROCK	\$108.66	0	1201231	RPD - PARKING LOT RENO
12/01/2023	318153	P	10281	BENTON COUNTY	\$90,757.04	0	1201231	CUSTODY COSTS OCTOBER 2023
12/01/2023	318154	P	10010	BENTON FRANKLIN HEALTH DISTRICT	\$446.16	0	1201231	Algae Bloom Water Quality Lab
12/01/2023	318155	P	11272	BOYD'S TREE SERVICE LLC	\$8,328.46	0	1201231	TREE PRUNING & VEGETATION MANA
12/01/2023	318156	P	30116	CHRISTENSEN INC	\$104.08	0	1201231	GREASE VEH#3352 WO#71439
12/01/2023	318157	P	10030	COLE INDUSTRIAL INC	\$10,582.28	0	1201231	2023 BOILER MAINTENANCE & REPA
12/01/2023	318158	P	10477	CONFEDERATED TRIBES OF THE UMATILLA	\$75,000.00	0	1201231	TRIBAL MITIGATION FOR RED MTN
12/01/2023	318159	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$1,562.71	0	1201231	LED Lamp - F161002
12/01/2023	318160	P	11526	CORWIN OF PASCO LLC	\$766.95	0	1201231	STEERING DAMPER VEH#3331 WO#71
12/01/2023	318161	P	10139	DEPARTMENT OF ECOLOGY	\$270.00	0	1201231	WW OPS CERT RENEWAL 2024 HIGGI
12/01/2023	318162	P	10342	BENTON FRANKLIN COUNTIES	\$4,433.77	0	1201231	3RD QUARTER 2023 LIQUOR TAXES
12/01/2023	318163	P	11226	DGR GRANT CONSTRUCTION INC	\$6,251.04	0	1201231	COR Community Center Lobby Rem
12/01/2023	318164	P	10821	ENVIRO-CLEAN EQUIPMENT INC	\$3,048.60	0	1201231	ONSITE REPAIR VEH#3338 WO#7131
12/01/2023	318165	P	31170	HIS DIME, LLC	\$281.20	0	1201231	DECALS VEH#2548 WO#71411
12/01/2023	318166	P	10447	FINAL TOUCH UPHOLSTERY	\$217.40	0	1201231	BUCKET SEAT INSTALL VEH#5044 W
12/01/2023	318167	P	31764	FIBER MARKETING INTERNATIONAL INC	\$33.64	0	1201231	SMALL EQUIP REPAIR - SAW
12/01/2023	318168	P	12444	FREDDIE'S TRADING POST	\$3,711.02	0	1201231	INSTALL SMALL BOX VEH#2544 WO#
12/01/2023	318169	P	31421	GARY A TUCCI	\$1,697.00	0	1201231	BPA Pass-through fee for Octob
12/01/2023	318170	P	10203	W.W. GRAINGER, INC	\$526.20	0	1201231	GRAINGER HEAVY DUTY DEGREASER
12/01/2023	318171	P	31387	GRIFFEYE INC	\$9,975.00	0	1201231	GRIFFEYE ANALYZE KI PRO LICENS
12/01/2023	318172	P	31030	GROENEVELD LUBRICATION SOLUTIONS INC.	\$685.81	0	1201231	GREASE VEH#6000 WO#71458
12/01/2023	318173	P	11813	HERC RENTALS INC	\$80.44	0	1201231	Rental: Jackhammer
12/01/2023	318174	P	10288	HJ ARNETT INDUSTRIES LLC	\$1,922.95	0	1201231	GLOVE TESTING AND NEW GLOVES
12/01/2023	318175	P	12200	HUGHES FIRE EQUIPMENT, INC	\$74.33	0	1201231	SEALS VEH#5039 WO#71164
12/01/2023	318176	P	31057	INGRAM INDUSTRIES INC.	\$1,170.05	0	1201231	PRIME TIME GRANT MATERIALS
12/01/2023	318177	P	11104	INTERMOUNTAIN SLURRY SEAL INC	\$226,716.36	0	1201231	2023 Microsurfing (165-23)
12/01/2023	318178	P	10290	JIM'S PACIFIC GARAGES INC	\$97.82	0	1201231	BATTERY CUT OFF SWITCH VEH#339
12/01/2023	318179	P	10182	KELLER SUPPLY COMPANY	\$28,246.39	0	1201231	George Prout Pool Heater
12/01/2023	318180	P	10219	LES SCHWAB TIRE CENTERS OF WASHINGTON INC	\$2,305.10	0	1201231	RACK PINION REPAIR VEH#2439 W
12/01/2023	318181	P	10298	LN CURTIS & SONS	\$6,904.74	0	1201231	ENGINE 5062 & ENGINE 5063 EQUI
12/01/2023	318182	P	30789	CHRISTOPHER MASON	\$79.00	0	1201231	23-384 MASON sUAS MEETING RENT

Accounts Payable Checks

12/1/2023 - 12/31/2023

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/01/2023	318183	P	11787	MATRIX CONSULTING GROUP, LTD	\$21,000.00	0	1201231	Update Existing Cost Allocatio
12/01/2023	318184	P	30796	JOHN MCCAULEY	\$103.00	0	1201231	23-381 MCCAULEY NTOA SUPERVISI
12/01/2023	318185	P	10078	METALFAB INC	\$861.20	0	1201231	GPP Pump Support Steel, Con 36
12/01/2023	318186	P	31674	P&F AUTOMOTIVE WAREHOUSE INC	\$730.35	0	1201231	WIPER BLADES VEH#2461 WO#71389
12/01/2023	318187	P	10065	JOINT APPRENTICESHIP AND TRAINING COMMITTEE OF THE	\$1,580.00	0	1201231	EICA Training: Marcus Ruiz Cra
12/01/2023	318188	P	10971	PARAMOUNT COMMUNICATIONS INC	\$170.00	0	1201231	October 2023 Fiber Estimates,
12/01/2023	318189	P	10456	PERMIT SURVEYING INC	\$2,817.50	0	1201231	2021 General Surveying Service
12/01/2023	318190	P	10724	PUBLIC SAFETY TESTING INC	\$440.00	0	1201231	ENTRY LEVEL POLICE RECRUITMENT
12/01/2023	318191	P	10098	RAY POLAND & SONS INC	\$450.00	0	1201231	Richland Sculpture Round & Rou
12/01/2023	318192	P	11076	RIO FOLTZ PLLC	\$38,595.00	0	1201231	PROSECUTION SERVICES - DECEMBE
12/01/2023	318193	P	32267	ROBERTSON FICK ENGINEERING PC	\$6,480.00	0	1201231	SPCC Plan Update, CONTRACT #31
12/01/2023	318194	P	31710	JONATHAN SCHWARDER	\$590.84	0	1201231	23-390 SCHWARDER FORCE ENCOUNT
12/01/2023	318195	P	10536	SPRAGUE PEST SOLUTIONS	\$602.88	0	1201231	(M) COMMERCIAL GENERAL PEST WW
12/01/2023	318196	P	10118	STEEBER'S LOCK SERVICE	\$10.87	0	1201231	EQUIPMENT KEYS
12/01/2023	318197	P	30801	SUCHY, BRANDON	\$499.00	0	1201231	2YR CONTINUING PROFESSIONAL ED
12/01/2023	318198	P	10530	SUMMIT LAW GROUP PLLC	\$16,974.94	0	1201231	CITY OF RICHLAND LABOR & EMPLO
12/01/2023	318199	P	11089	TED BROWN MUSIC COMPANY INC	\$7,093.20	0	1201231	RCC Sound System Replacement,
12/01/2023	318200	P	31051	THE GOODYEAR TIRE & RUBBER COMPANY	\$2,375.25	0	1201231	TIRE CHANGE VEH#3364 WO#71329
12/01/2023	318201	P	10027	THE PAPE' GROUP	\$905.77	0	1201231	RETURN NUTS, BOLTS VEH#7183 WO
12/01/2023	318202	P	11108	THE PERSONAL TOUCH CLEANING INC	\$33,273.37	0	1201231	SHOPS 100 - JANITORIAL - NOVEM
12/01/2023	318203	P	10126	TRI CITIES BATTERY & AUTO REPAIR	\$123.77	0	1201231	RCC - FIRE ALARM BATTERIES
12/01/2023	318204	P	10212	WAGNER SMITH EQUIPMENT CO	\$247.84	0	1201231	Hot Arm T400-1939 Rental
12/01/2023	318205	P	32281	WASHINGTON PUD ASSOCIATION	\$552.05	0	1201231	1.1% of E3 Invoice #2 for \$501
12/01/2023	318206	P	10194	XEROX CORPORATION	\$283.26	0	1201231	FINANCE 8TB-337985 NOVEMBER 20
12/06/2023	318207	P	10000	KBL, INC.	\$238.94	0	1206231	Contract Manuals Infill Projec
12/06/2023	318208	P	10838	GRIGG ENTERPRISES INC	\$333.89	0	1206231	RECIP CARB 9" BLADES
12/06/2023	318209	P	11197	LUCAS M MILLER	\$2,479.31	0	1206231	Annual RR Crossing Inspection
12/06/2023	318210	P	31839	ALLIANCE MANAGEMENT & CONSTRUCTION SOLUTIONS	\$10,000.00	0	1206231	Badger Mt Parking Lot Const. C
12/06/2023	318211	P	11634	APGN INC	\$2,087.48	0	1206231	COOLANT PUMP FOR WWTP NEUROS B
12/06/2023	318212	P	10317	APOLLO SHEET METAL INC	\$1,239.07	0	1206231	2023 City-wide HVAC Services
12/06/2023	318213	P	10343	BECKWITH & KUFFEL INC	\$1,743.15	0	1206231	CARWASH PUMP AND MOTOR
12/06/2023	318214	P	10207	BENTON COUNTY AUDITOR	\$75.00	0	1206231	Images 11/2/23

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/06/2023	318215	P	10713	BENTON FRANKLIN COMMUNITY ACTION COMMITTEE	\$35,821.29	0	1206231	OCT 2023 TBRA REIMBURSEMENT
12/06/2023	318216	P	10008	BENTON PUD	\$628.44	0	1206231	BADGER/SILLUSI UTILITIES 10/23
12/06/2023	318217	P	10158	BENTON RURAL ELECTRIC ASSOCIATION	\$35.87	0	1206231	COLLINS RD RADIO TOWER 10/25-1
12/06/2023	318218	P	10546	BOUND TREE MEDICAL LLC	\$1,756.83	0	1206231	EPINEPHRIEN, ORAL/NASAL W/ O2
12/06/2023	318219	P	11272	BOYD'S TREE SERVICE LLC	\$3,306.57	0	1206231	TREE PRUNING & VEGETATION MANA
12/06/2023	318220	P	31391	LEE BROWN	\$30.00	0	1206231	REIMB OPWSACSTATE COURSE FEE (
12/06/2023	318221	P	11172	CABLE HUSTON LLP	\$1,039.50	0	1206231	C220-19 Electric Utility Legal
12/06/2023	318222	P	10036	CASADAY BEE-LINE SERVICE & TOWING LLC	\$490.05	0	1206231	RPD ABATEMENT TOW CHARGE
12/06/2023	318223	P	10597	CHARTER COMMUNICATIONS	\$227.97	0	1206231	RPD INTERNET ULTRA/STATIC IP T
12/06/2023	318224	P	30116	CHRISTENSEN INC	\$968.52	0	1206231	SOLE SOURCE (GREASE)
12/06/2023	318225	P	10135	CI SUPPORT LLC	\$46.56	0	1206231	FIRE - ONGOING 64 GALLON RECUR
12/06/2023	318226	P	10261	CITY OF RICHLAND	\$1,580.30	0	1206231	23-374 Whitney, BPA \$ Atlas A
12/06/2023	318227	P	10030	COLE INDUSTRIAL INC	\$426.84	0	1206231	REGULATOR, VALVE FOR DIGESTER
12/06/2023	318228	P	11516	COLEMAN OIL COMPANY	\$25,572.91	0	1206231	GAS RESALE 11/27 - 11/30
12/06/2023	318229	P	10031	COLUMBIA BASIN COLLEGE	\$826.70	0	1206231	PALS & ACLS - LEONARD, JORDON,
12/06/2023	318230	P	31848	CONSISTENT CARE SERVICES SPC PS	\$7,995.86	0	1206231	RESOURCE NAVIGATOR - REF CONTR
12/06/2023	318231	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$30.33	0	1206231	RPD STORAGE
12/06/2023	318232	P	32050	JACOB CROSHAW	\$477.22	0	1206231	REIMB CROSHAW A&P TUITION, BOO
12/06/2023	318233	P	30165	DANA CULLEN	\$110.00	0	1206231	REIMB CDL MEDICAL EXAM FEE - C
12/06/2023	318234	P	11663	D&D TELECOMMUNICATION PROPERTIES LLC	\$752.24	0	1206231	DEC 2023 - INSPIRATION POINT
12/06/2023	318235	P	11445	DAY MANAGEMENT CORPORATION	\$1,385.93	0	1206231	DEPOT REPAIR - COMM CENTER
12/06/2023	318236	P	31557	BELEN DIAZ	\$27.44	0	1206231	Mileage from Landfill 11/2023
12/06/2023	318237	P	10801	DOMESTIC VIOLENCE SVCS OF BNTN & FRNKLN COUNTIES	\$31,089.23	0	1206231	HOME OWNER OCCUPIED REHAB FENC
12/06/2023	318238	P	31988	EDGE CONSTRUCTION SUPPLY INC	\$2,237.17	0	1206231	TADD - TOOLS
12/06/2023	318239	P	30356	JOHN T CLARY	\$700.00	0	1206231	POLYGRAPH SERVICES
12/06/2023	318240	P	10315	FERGUSON US HOLDINGS INC	\$82.76	0	1206231	STATION 74 - PLUMBING PARTS
12/06/2023	318241	P	32208	FOX PRESS LLC	\$717.50	0	1206231	PUBLIC EDUCATION SWAG - FIRE D
12/06/2023	318242	P	11157	FRONTIER COMMUNICATIONS NORTHWEST, INC.	\$84.06	0	1206231	LOCAL SERVICE 11/1 - 11/30/23
12/06/2023	318243	P	11637	GC SYSTEMS, INC	\$470.78	0	1206231	3/8" CVS-1 SHUTTLE VALVE
12/06/2023	318244	P	10046	HD FOWLER CO	\$6,402.70	0	1206231	PORTABLE ELECTRIC ACTUATOR FOR
12/06/2023	318245	P	11813	HERC RENTALS INC	\$97.83	0	1206231	SOD CUTTER - JOHN DAM
12/06/2023	318246	P	32171	BEATRIZ BAEZ	\$850.00	0	1206231	JANITORIAL SERVICES 11/01-11/3

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/06/2023	318247	P	31209	WALTEK II, INCORPORATED	\$992.00	0	1206231	Soil Testing Vantage Hwy Path
12/06/2023	318248	P	10628	CPM DEVELOPMENT CORPORATION	\$774.81	0	1206231	8.91 TON ASPHALT - HMA 100 1/2
12/06/2023	318249	P	10739	J & B CONSTRUCTION AND LANDSCAPING CO	\$300.00	0	1206231	6-STEEL TREE GRATES FRAMES 4 X
12/06/2023	318250	P	11999	KIWANIS CLUB OF THE HORSE HEAVEN HILLS FOUNDATION	\$1,000.00	0	1206231	WW - TRAIN OPERATION AT HOWARD
12/06/2023	318251	P	32333	JACO ANALYTICAL LABORATORY INC	\$94.11	0	1206231	Tapteal Bank 2 Dissolved Gas A
12/06/2023	318252	P	31660	KELLEY CONNECT CO	\$29.36	0	1206231	NOV COLOR COPIER CHARGES FOR P
12/06/2023	318253	P	31660	KELLEY CONNECT CO	\$108.46	0	1206231	STA 73 PRINTER - STANDARD PAYM
12/06/2023	318254	P	31378	SOUTHWEST ANSWERING SERVICE INC	\$207.66	0	1206231	On Call Service Nov 2023
12/06/2023	318255	P	11110	PUD NO. 1 OF KLIKKITAT COUNTY	\$405.20	0	1206231	GOLGOTHA UTILITIES 09/29-10/31
12/06/2023	318256	P	11369	LEGACY TELECOMMUNICATIONS LLC	\$3,603.26	0	1206231	QRTLY GENERATOR MAINTENANCE -
12/06/2023	318257	P	10262	LIFE ASSIST INC	\$957.27	0	1206231	DUKAL CLINISORB SPONGE 2"
12/06/2023	318258	P	10298	LN CURTIS & SONS	\$600.02	0	1206231	ENGINE 5062 & ENGINE 5063 EQUI
12/06/2023	318259	P	12275	LOCUTION SYSTEMS, INC	\$3,671.89	0	1206231	LOCUTION - MAINTENANCE SERVICE
12/06/2023	318260	P	11428	MIGHTY JOHNS PORTABLE TOILET & SEPTIC SERVICE INC	\$2,143.00	0	1206231	GOETHALS PARK - PORT-A-POTTY R
12/06/2023	318261	P	11358	JO ANN MILLER	\$487.90	0	1206231	NOVEMBER 2023 CLASSES 9820, 96
12/06/2023	318262	P	31116	BAS INC	\$582.74	0	1206231	RPD TOW TAGS QTY 800
12/06/2023	318263	P	30251	DALE MULFORD	\$10.02	0	1206231	FUEL VEH#2447-HAD TO PUT FUEL
12/06/2023	318264	P	30135	MUSTANG SIGNS LLC	\$1,304.40	0	1206231	GENERATOR WRAP/INSTALLATION
12/06/2023	318265	P	31674	P&F AUTOMOTIVE WAREHOUSE INC	\$19.32	0	1206231	FILTERS VEH#2407 WO#71467
12/06/2023	318266	P	32153	TRENTON NELSON	\$215.00	0	1206231	REIMB NELSON - EMS DAY BOOTS
12/06/2023	318267	P	30272	CLEAN CONCEPTS GROUP, INC	\$761.81	0	1206231	RIPPER I CLEANING SOLUTION
12/06/2023	318268	P	31638	JESSE OLSON	\$150.00	0	1206231	REIMB OLSON MAXIMUM BOOT ALLOW
12/06/2023	318269	P	11561	ON SCENE MEDICAL SERVICES, P.C.	\$185.00	0	1206231	FOSTER - TB, TITER HEP B AND M
12/06/2023	318270	P	10357	OXARC INC	\$283.13	0	1206231	RPD CYLINDER RENTAL
12/06/2023	318271	P	31663	PALOUSE POWER LLC	\$550,519.84	0	1206231	2023 Airport Boring & Replacem
12/06/2023	318272	P	31206	CI - PW LLC	\$105.32	0	1206231	PURCHASING BOTTLED WATER FOR N
12/06/2023	318273	P	31798	PERFORMANCE SYSTEMS INTEGRATION LLC	\$166.59	0	1206231	RECHARGE FIRE EXTINGUISHER ABC
12/06/2023	318274	P	10265	QUALITY CONTROL SERVICES INC	\$1,227.75	0	1206231	WEIGHTS AND RECERTIFICATION OF
12/06/2023	318275	P	10647	RIVER CITY TOWING INC	\$97.84	0	1206231	RPD TOW CHARGE
12/06/2023	318276	P	11273	ROUTEWARE INC	\$5,822.04	0	1206231	QTR 1 2024 SUPPORT
12/06/2023	318277	P	11616	THE RUDE MECHANICALS	\$1,500.00	0	1206231	Shakespear in the Park - Grant
12/06/2023	318278	P	11005	DANA CAMARENA	\$1,950.90	0	1206231	NOVEMBER CLASSES 9750, 9689, 9

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12/06/2023	318279	P	31565	SANDOLLAR LLC	\$1,000.00	0	1206231	APPRAISAL REVISION REQUESTED B
12/06/2023	318280	P	11926	SD MYERS LLC	\$4,690.00	0	1206231	Transformer Oil Testing
12/06/2023	318281	P	10744	SENSKE LAWN & TREE CARE INC	\$1,454.26	0	1206231	Snyder Hut Veg Mgt Fall Initia
12/06/2023	318282	P	10280	SHERWIN WILLIAMS CO	\$10.85	0	1206231	VANDALISM - WYE PARK - GRAFFIT
12/06/2023	318283	P	30630	SMG TRI-CITIES, LLC	\$5,000.00	0	1206231	Live@5 Sponsorship
12/06/2023	318284	P	31817	SPEAKWRITE LLC	\$773.33	0	1206231	RPD TRANSCRIPTION SERVICES NOV
12/06/2023	318285	P	30905	SPECTRIO LLC	\$6,155.46	0	1206231	SR-202 Spectrio Engage DS Subs
12/06/2023	318286	P	10536	SPRAGUE PEST SOLUTIONS	\$266.24	0	1206231	STATION 72 - PEST CONTROL
12/06/2023	318287	P	11493	PICARD CORPORATION	\$3,759.27	0	1206231	BULK SALT FOR WWTF DEL 11-08-2
12/06/2023	318288	P	11195	STRATEGIC GOVERNMENT RESOURCES INC	\$5,625.00	0	1206231	ADVERTISING FOR PUBLIC WORKS D
12/06/2023	318289	P	31290	SYNCHRONIZED CHRISTMAS INC.	\$5,234.41	0	1206231	WWL - PROGRAMING
12/06/2023	318290	P	12430	SYSTEMS DESIGN WEST LLC	\$7,939.02	0	1206231	EMS BILLING FOR OCT 2023
12/06/2023	318291	P	10961	TACOMA SCREW PRODUCTS INC	\$330.84	0	1206231	HOOK & HOOK TURNBUCKLE ZINC
12/06/2023	318292	P	31051	THE GOODYEAR TIRE & RUBBER COMPANY	\$5,668.12	0	1206231	ONE NEW SET OF GOODYEAR 11R22.
12/06/2023	318293	P	12054	TRANSPO GROUP USA, INC	\$8,727.50	0	1206231	Transportation Impact Fee Prog
12/06/2023	318294	P	10126	TRI CITIES BATTERY & AUTO REPAIR	\$180.36	0	1206231	TELEMETRY BATTERY FOR MEADOW H
12/06/2023	318295	P	11831	TRI CITIES MONITORING, INC	\$685.00	0	1206231	WW - EVENT SECURITY DEC 1 & 2
12/06/2023	318296	P	10907	TRI CITY REGIONAL CHAMBER OF COMMERCE	\$120.00	0	1206231	State of the Cities Luncheon -
12/06/2023	318297	P	31958	TRUCKPRO HOLDING CORPORATION	\$62.70	0	1206231	UJOINTS VEH#3340 WO#71360
12/06/2023	318298	P	11131	SANDRA R NINEMIRE	\$1,036.88	0	1206231	UNIFORM LAUNDRY SERVICE (FIRE)
12/06/2023	318299	P	10106	US LINEN & UNIFORM	\$26.85	0	1206231	RPD TOWEL DELIVERY
12/06/2023	318300	P	10202	NORTHWEST ONE CALL SUBSURFACE WARNING SYSTEM	\$255.42	0	1206231	Locating Services Nov 2023
12/06/2023	318301	P	10860	VERIZON COMMUNICATIONS INC	\$20,840.93	0	1206231	November 2023 - City-Wide Wire
12/06/2023	318302	P	11374	WASHINGTON ASSOCIATION OF PUBLIC RECORDS OFFICERS	\$25.00	0	1206231	2024 WAPRO Membership - Siefke
12/06/2023	318303	P	10194	XEROX CORPORATION	\$199.15	0	1206231	STA 71 COPIER 8TB-339112 NOV 2
12/08/2023	318304	P	10838	GRIGG ENTERPRISES INC	\$80.38	0	1208231	Wet/Dry Vac return
12/08/2023	318305	P	11213	ALTEC INDUSTRIES INC	\$32.91	0	1208231	Model Truck
12/08/2023	318306	P	999004	AMB REFUND	\$76.87	0	1208231	AMBULANCE REFUND - INSURANCE O
12/08/2023	318307	P	999004	AMB REFUND	\$607.00	0	1208231	AMBULANCE REFUND - INSURANCE O
12/08/2023	318308	P	999004	AMB REFUND	\$89.36	0	1208231	AMBULANCE REFUND - PATIENT OVE
12/08/2023	318309	P	999004	AMB REFUND	\$374.72	0	1208231	AMBULANCE REFUND - INSURANCE O
12/08/2023	318310	P	31317	AMERICAN WEST INDUSTRIES	\$2,035.96	0	1208231	CYLINDERS, REBUILD & RECHROME

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12/08/2023	318311	P	10644	ANIXTER INC	\$690.51	0	1208231	FUSES
12/08/2023	318312	P	10547	ARBAUGH & ASSOCIATES INC	\$4,150.16	0	1208231	Contract Fees & Travel Expense
12/08/2023	318313	P	999000	AUREF - Utility Customer Refunds	\$33.43	0	1208231	1878 FOWLER ST 61
12/08/2023	318314	P	999000	AUREF - Utility Customer Refunds	\$9.15	0	1208231	1518 BUTTERNUT AVE
12/08/2023	318315	P	999000	AUREF - Utility Customer Refunds	\$134.25	0	1208231	2513 DUORTAIL ST Apt 108
12/08/2023	318316	P	999000	AUREF - Utility Customer Refunds	\$0.27	0	1208231	250 BATTELLE BLVD Apt 306
12/08/2023	318317	P	999000	AUREF - Utility Customer Refunds	\$149.40	0	1208231	1572 PALERMO AVE
12/08/2023	318318	P	999000	AUREF - Utility Customer Refunds	\$136.19	0	1208231	1011 RIO SENDA CT
12/08/2023	318319	P	999000	AUREF - Utility Customer Refunds	\$92.00	0	1208231	4764 SMITTY DR
12/08/2023	318320	P	999000	AUREF - Utility Customer Refunds	\$179.07	0	1208231	230 BATTELLE BLVD Apt 113
12/08/2023	318321	P	999000	AUREF - Utility Customer Refunds	\$22.35	0	1208231	2550 DUORTAIL ST H244
12/08/2023	318322	P	999000	AUREF - Utility Customer Refunds	\$40.08	0	1208231	1950 BELLERIVE DR 225
12/08/2023	318323	P	999000	AUREF - Utility Customer Refunds	\$78.86	0	1208231	2665 KINGSGATE WAY Apt G178
12/08/2023	318324	P	999000	AUREF - Utility Customer Refunds	\$47.75	0	1208231	2712 KETCH RD
12/08/2023	318325	P	999000	AUREF - Utility Customer Refunds	\$48.73	0	1208231	611 HUNTER ST
12/08/2023	318326	P	999000	AUREF - Utility Customer Refunds	\$86.13	0	1208231	2455 MAGGIO LOOP
12/08/2023	318327	P	10713	BENTON FRANKLIN COMMUNITY ACTION COMMITTEE	\$240.00	0	1208231	HHANDS APPLICATIONS Q1-2023
12/08/2023	318328	P	10008	BENTON PUD	\$5,783.42	0	1208231	C-SC157A PRE-NOTIFICATION SERV
12/08/2023	318329	P	32310	BITS SMART STRIP LLC	\$1,852.51	0	1208231	5 Smart Thermostats & Plug-Ins
12/08/2023	318330	P	31747	BRUCKNER TRUCK SALES INC	\$883.81	0	1208231	NEW SEAT VEH#3344 WO#70903
12/08/2023	318331	P	31841	CAMPBELL & COMPANY SERVICE CORPORATION	\$1,100.00	0	1208231	317 Pinetree - Pease - HP Reba
12/08/2023	318332	P	10026	CASCADE NATURAL GAS CORP	\$49.92	0	1208231	NATURAL GAS FOR GENERATOR COLU
12/08/2023	318333	P	30116	CHRISTENSEN INC	\$289.21	0	1208231	GAUGE FOR BOILER (WWTF OPS BUI
12/08/2023	318334	P	31990	CLEARWATER CONSTRUCTION & MANAGEMENT LLC	\$231,212.56	0	1208231	WWTP Aeration Basin Retrofit P
12/08/2023	318335	P	11516	COLEMAN OIL COMPANY	\$7,109.70	0	1208231	DYED DIESEL FUEL (ULSD2) FOR W
12/08/2023	318336	P	11907	SYCURE CORP	\$300.00	0	1208231	100Mbps Fiber Back Haul VPN Mo
12/08/2023	318337	P	999014	CONSERVATION REBATES	\$2,500.00	0	1208231	704 Symons - J&M Properties -
12/08/2023	318338	P	11526	CORWIN OF PASCO LLC	\$5,868.19	0	1208231	ROTORS, PADS, VEH#2503 WO#7151
12/08/2023	318339	P	32344	DONALD WENTWORTH	\$398.95	0	1208231	JUNIOR OFFICER BADGE STICKERS
12/08/2023	318340	P	10453	DELTA HEATING & COOLING INC	\$200.00	0	1208231	2882 Brighton - Franco - HP Re
12/08/2023	318341	P	31686	DKS ASSOCIATES	\$9,912.50	0	1208231	2024 City Safety Update to Com
12/08/2023	318342	P	10825	ECONOLITE CONTROL PRODUCTS INC	\$524.00	0	1208231	Cobalt Controller Repair - COB

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12/08/2023	318343	P	31502	HASSAN M SHABAN	\$12,960.00	0	1208231	148-22 CETA SECTION 12 ENERGY
12/08/2023	318344	P	11762	ENTERPRISE HOLDINGS INC	\$342.64	0	1208231	23-242 RICHMAN, 23-359 VENEMA
12/08/2023	318345	P	11044	EWING IRRIGATION PRODUCTS INC	\$250.75	0	1208231	LEE ST TREES - IRRIGATION PART
12/08/2023	318346	P	31170	HIS DIME, LLC	\$1,119.18	0	1208231	DECALS VEH#2479 WO#71522
12/08/2023	318347	P	10315	FERGUSON US HOLDINGS INC	\$74.83	0	1208231	PVC CONNECTIONS FOR BFP #1 H2O
12/08/2023	318348	P	11264	FINANCIAL CONSULTING SOLUTIONS GROUP INC.	\$9,057.50	0	1208231	Water and Irrigation Rate Upda
12/08/2023	318349	P	31564	FNS COLLISION GROUP INC	\$4,328.98	0	1208231	RHINO LINING VEH#3316 WO#71501
12/08/2023	318350	P	11157	FRONTIER COMMUNICATIONS NORTHWEST, INC.	\$6,100.47	0	1208231	TELEPHONE CHARGES 12/19/23-01/
12/08/2023	318351	P	10657	FRONTIER TITLE & ESCROW COMPANY	\$1,017.50	0	1208231	Lien Recording Fees
12/08/2023	318352	P	32166	GAMACHE MAINTENANCE LLC	\$720.68	0	1208231	CMPA MONTHLY LAWN MAINTENANCE
12/08/2023	318353	P	31715	GENERAL PACIFIC INC	\$1,440.84	0	1208231	4 Smart Thermostats & Plug-Ins
12/08/2023	318354	P	31398	H.W. LOCHNER INC	\$11,982.04	0	1208231	SOUTH GWW INTERSECTION IMPROVE
12/08/2023	318355	P	32125	HD SUPPLY INC	\$1,138.40	0	1208231	TNT820/822/872, FTLR MMB, AQ P
12/08/2023	318356	P	11286	HILL INTERNATIONAL INC	\$5,972.58	0	1208231	Consultant Agreement - FS 76,
12/08/2023	318357	P	12200	HUGHES FIRE EQUIPMENT, INC	\$290.25	0	1208231	MASTER DRAIN & GASKET VEH#5039
12/08/2023	318358	P	31209	WALTEK II, INCORPORATED	\$4,616.75	0	1208231	Soil Testing KID Hills West Ph
12/08/2023	318359	P	10037	IW INTERNATIONAL INSULATION INC	\$3,100.99	0	1208231	1601 Jadwin - Round - Insulati
12/08/2023	318360	P	11843	IRON MOUNTAIN INC	\$259.74	0	1208231	RPD SHRED SERVICES THRU 11/20/
12/08/2023	318361	P	10496	ITRON INC	\$689,784.93	0	1208231	C69-20 AMI INSTALLATION & DEPL
12/08/2023	318362	P	10168	J & L HYDRAULICS INC	\$144.02	0	1208231	JACK HAMMER DIAGNOSIS & REPAIR
12/08/2023	318363	P	10290	JIM'S PACIFIC GARAGES INC	\$879.85	0	1208231	AIR DRYER VEH#3336 WO#71500
12/08/2023	318364	P	31623	KELLER ASSOCIATES INC	\$16,013.75	0	1208231	TAPTEAL BOOSTER PUMP STATION &
12/08/2023	318365	P	10071	KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	\$101.56	0	1208231	PRIMER, CEMENT, COUPLING: BFP
12/08/2023	318366	P	11667	KENWORTH SALES COMPANY	\$7,852.07	0	1208231	FOG & DRIVING LAMP VEH#3363 WO
12/08/2023	318367	P	10432	LANGUAGE LINE SERVICES INC	\$91.05	0	1208231	RPD TRANSLATION SERVICE 11/1/2
12/08/2023	318368	P	10219	LES SCHWAB TIRE CENTERS OF WASHINGTON INC	\$84.76	0	1208231	TPMS SENSOR VEH#3348 WO#71403
12/08/2023	318369	P	11199	LIBERTY LAWN & SAW SHOP	\$77.15	0	1208231	SPARK PLUG VEH#3319 WO#71517
12/08/2023	318370	P	10578	MIDWEST TAPE	\$7,263.25	0	1208231	HOOPLA NOVEMBER 2023
12/08/2023	318371	P	10083	MONARCH MACHINE & TOOL CO INC	\$581.53	0	1208231	FAB VALVE ADAPTERS FOR WW OPER
12/08/2023	318372	P	10358	MOON SECURITY SERVICES INC	\$193.96	0	1208231	MOON SECURITY LIBRARY 12/2023
12/08/2023	318373	P	10806	MOUNT HOOD FASTENER COMPANY	\$4,795.28	0	1208231	BOLTS
12/08/2023	318374	P	30088	NCR PAYMENT SOLUTIONS CORPORATION	\$2,365.62	0	1208231	MERCHANT SERVICE CHARGES NOVEM

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/08/2023	318375	P	31505	SPORTSENGINE INC	\$18.50	0	1208231	BACKGROUND CHECKS - CUSTOMER S
12/08/2023	318376	P	12427	NORTHWEST TURF SOLUTIONS, INC.	\$103,233.35	0	1208231	Columbia Playfields 1 & 4, CON
12/08/2023	318377	P	10198	NORTHWEST ASSOCIATION OF COMMUNITY	\$100.00	0	1208231	ANNUAL MEMBERSHIP APADVORAC TL
12/08/2023	318378	P	31206	CI - PW LLC	\$24.98	0	1208231	Water landfill Nov 2023
12/08/2023	318379	P	10232	PERFECTION GLASS INC	\$360.00	0	1208231	149 Englewood - Hawkins - Wind
12/08/2023	318380	P	10853	P.S. MEDIA INC	\$1,700.00	0	1208231	CRUISIN CAR SHOW ADVERTISING
12/08/2023	318381	P	10939	RETAIL LOCKBOX INC	\$2,935.31	0	1208231	UB PAYMENT PROCESSING NOVEMBER
12/08/2023	318382	P	11900	RIVERSIDEDAVE LLC	\$8,950.00	0	1208231	WW - SOUND AND SCREEN PRODUCTI
12/08/2023	318383	P	31890	SAUNDERS LINE CONSTRUCTION	\$122.30	0	1208231	METER REFUND CITY PROJECT - NO
12/08/2023	318384	P	10536	SPRAGUE PEST SOLUTIONS	\$196.87	0	1208231	PEST CONTROL SVCS - NOVEMBER
12/08/2023	318385	P	10961	TACOMA SCREW PRODUCTS INC	\$264.98	0	1208231	SHOP TOOLS; U-BOLTS FOR BOILER
12/08/2023	318386	P	31051	THE GOODYEAR TIRE & RUBBER COMPANY	\$4,403.92	0	1208231	FLAT REPAIR VEH#6588 WO#71480
12/08/2023	318387	P	10481	WEST PUBLISHING CORPORATION	\$2,472.93	0	1208231	ONLINE/SOFTWARE SUBSCRIPTION C
12/08/2023	318388	P	11771	TOTAL COLLISION AND INJURY CARE LLC	\$250.00	0	1208231	DOT PHYSICAL: B ROBIE
12/08/2023	318389	P	30962	TOTAL QUALITY AIR LLC	\$13,627.13	0	1208231	2515 Quarterhorse - Carter - H
12/08/2023	318390	P	10187	TRANS UNION LLC	\$86.93	0	1208231	Basic Credit Reporting Service
12/08/2023	318391	P	11406	SOLUTIONS INC	\$190.23	0	1208231	RPD RECORDS SEARCH NOV 2023
12/08/2023	318392	P	10106	US LINEN & UNIFORM	\$26.85	0	1208231	RPD TOWEL DELIVERY
12/08/2023	318393	P	10469	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	\$512.14	0	1208231	Steptoe/CPT Stormwater Fac Lan
12/08/2023	318394	P	10140	WASHINGTON STATE PATROL	\$689.00	0	1208231	RPD BACKGROUND CHECKS NOV 2023
12/08/2023	318395	P	11015	WEBCHECK INC	\$896.78	0	1208231	WEBCHECK SERVICE NOVEMBER 2023
12/08/2023	318396	P	30939	DOBBS HEAVY DUTY HOLDINGS LLC	\$942.71	0	1208231	AIR DRYER VEH#3321 WO#71093
12/08/2023	318397	P	10194	XEROX CORPORATION	\$267.28	0	1208231	XEROX CUSTOMER SERVICE 10-21-2
12/13/2023	318398	P	11063	A & E TOWING LLC	\$463.06	0	1213231	TOW TRUCK TO CITY SHOP VEH#333
12/13/2023	318399	P	10838	GRIGG ENTERPRISES INC	\$430.35	0	1213231	2023 WW RECREATION FLOAT SUPPL
12/13/2023	318400	P	11492	ALS GROUP USA CORP	\$3,760.00	0	1213231	WWTP INFLUENT/EFFLUENT ANNUAL
12/13/2023	318401	P	11213	ALTEC INDUSTRIES INC	\$903.54	0	1213231	HYD PUMP VEH#3334 WO#71530
12/13/2023	318402	P	10705	INTERSTATE CONCRETE & ASPHALT COMPANY	\$404.64	0	1213231	29.78 TON ROCK - 5/8 TOP COURS
12/13/2023	318403	P	10670	ARROW CONSTRUCTION HOLDINGS LLC	\$253.66	0	1213231	TIP ADAPTER/2- SHROUD TIP ADPT
12/13/2023	318404	P	11079	AUTOZONE STORES LLC	\$257.61	0	1213231	ALTERNATOR VEH#2441 WO#71524
12/13/2023	318405	P	10275	BADGER METER INC.	\$2,985.05	0	1213231	METERS AND REGISTERS
12/13/2023	318406	P	10008	BENTON PUD	\$81.58	0	1213231	RICHLAND WYE LIGHTS/BADGER MTN
12/13/2023	318407	P	10158	BENTON RURAL ELECTRIC ASSOCIATION	\$2,048.94	0	1213231	KENNEDY BOOSTER STATION 11-30-

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/13/2023	318408	P	32310	BITS SMART STRIP LLC	\$1,440.84	0	1213231	7 Smart Thermostats & Plugs -
12/13/2023	318409	P	11272	BOYD'S TREE SERVICE LLC	\$17,073.17	0	1213231	2023 City-wide Tree Services -
12/13/2023	318410	P	11685	CARDINAL HEALTH 130, LLC	\$882.95	0	1213231	MMCAP SHAREBACK CREDIT
12/13/2023	318411	P	10841	CASELLE INC	\$178.00	0	1213231	Caselle Contract Support and M
12/13/2023	318412	P	31174	CHICAGO TITLE CO OF WASHINGTON	\$380.80	0	1213231	DT#2017-029822 RECONVEYANCE
12/13/2023	318413	P	30116	CHRISTENSEN INC	\$732.88	0	1213231	240GALLON OF LIQUID PROPANE
12/13/2023	318414	P	11516	COLEMAN OIL COMPANY	\$19,747.05	0	1213231	GAS RESALE 12/4 - 12/10
12/13/2023	318415	P	32336	COLUMBIA INDUSTRIES	\$1,717.46	0	1213231	PRIMETIME GRANT STORYTIME DINN
12/13/2023	318416	P	10223	COLUMBIA RIGGING CORP	\$273.88	0	1213231	20-TRSPRT BINDER CHAIN10-CLEVI
12/13/2023	318417	P	10470	COMMERCIAL TIRE INC	\$2,504.64	0	1213231	ALL SEASON TIRES VEH#5054 WO#7
12/13/2023	318418	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$141.31	0	1213231	2-26W LED -175 MH EQUAUL LIGHT
12/13/2023	318419	P	11526	CORWIN OF PASCO LLC	\$532.18	0	1213231	MAXI FUSE VEH#2441 WO#71524
12/13/2023	318420	P	11607	CUMMINS, INC	\$199.37	0	1213231	SENSOR VEH#3339 WO#71381
12/13/2023	318421	P	10453	DELTA HEATING & COOLING INC	\$23,316.15	0	1213231	1515 Perkins - Schmidt - HP Lo
12/13/2023	318422	P	32219	ENERGY PRO INSULATION INC	\$73,620.00	0	1213231	1217 Cedar - Sailer - Ins Reba
12/13/2023	318423	P	11044	EWING IRRIGATION PRODUCTS INC	\$1,946.22	0	1213231	SHELTERBELT - IRRIGATION REPAI
12/13/2023	318424	P	32174	FAIRBANK EQUIPMENT INC	\$274.17	0	1213231	90 DEG ELBOW
12/13/2023	318425	P	10508	FASTENAL COMPANY	\$491.63	0	1213231	20- RECEP SAW BLADES
12/13/2023	318426	P	11245	FORCE AMERICA DISTRIBUTING LLC	\$260.02	0	1213231	WIRE HARNESS VEH#3368 WO#71497
12/13/2023	318427	P	32135	BUSINESS INTERIORS OF IDAHO	\$16,360.69	0	1213231	City Hall Conference Room No.
12/13/2023	318428	P	11157	FRONTIER COMMUNICATIONS NORTHWEST, INC.	\$123.98	0	1213231	Guest Internet Charges 11/25/2
12/13/2023	318429	P	31715	GENERAL PACIFIC INC	\$1,235.01	0	1213231	6 Smart Thermostats/Plugs - 12
12/13/2023	318430	P	10203	W.W. GRAINGER, INC	\$2,048.24	0	1213231	SSPND ELCT HEATR, BRACKET - LY
12/13/2023	318431	P	10046	HD FOWLER CO	\$95.35	0	1213231	6- BONNETT/BRAKLINE/STND PIPE
12/13/2023	318432	P	32306	MORGAN STANLEY CAPITAL MANAGEMENT LLC	\$1,500.00	0	1213231	2023 INVESTMENT CONSULTING SRV
12/13/2023	318433	P	10063	JACOBS & RHODES INC	\$200.00	0	1213231	2436 Mark Ct - Foote - HP Reba
12/13/2023	318434	P	31660	KELLEY CONNECT CO	\$375.26	0	1213231	XEROX/XERC8155/H2 #KC31628 10/
12/13/2023	318435	P	10071	KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	\$135.69	0	1213231	CONNECTORS, ADAPTERS FOR INFLU
12/13/2023	318436	P	11199	LIBERTY LAWN & SAW SHOP	\$903.85	0	1213231	NEW BATTERY VEH#0030/3354 WO#7
12/13/2023	318437	P	30785	ROBERT MARLOW	\$136.00	0	1213231	CDL Reimbursement
12/13/2023	318438	P	10093	MCCURLEY INTEGRITY DEALERSHIPS, LLC	\$415.53	0	1213231	AIR FLOW SENSOR VEH#2360 WO#71
12/13/2023	318439	P	30227	RICHARD METZGER	\$136.00	0	1213231	Reimbursement for CDL Renewal
12/13/2023	318440	P	11066	MID COLUMBIA MASTERSINGERS	\$750.00	0	1213231	WW PERFORMANCE DEC 1 & 2, 2023

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/13/2023	318441	P	10083	MONARCH MACHINE & TOOL CO INC	\$974.65	0	1213231	REPAIR/INSTALL CUTTING EDGE VE
12/13/2023	318442	P	10358	MOON SECURITY SERVICES INC	\$182.56	0	1213231	WWTF BURGLARY & FIRE DEC '23
12/13/2023	318443	P	30135	MUSTANG SIGNS LLC	\$984.96	0	1213231	WW - ALPHABET HOUSE WINDOW DEC
12/13/2023	318444	P	11013	N HARRIS COMPUTER CORPORATION	\$220,321.86	0	1213231	Software Upgrade CIS v4 for UB
12/13/2023	318445	P	31674	P&F AUTOMOTIVE WAREHOUSE INC	\$2,359.18	0	1213231	VELCRO TAPE VEH#3366 WO#71427
12/13/2023	318446	P	30272	CLEAN CONCEPTS GROUP, INC	\$150.32	0	1213231	REPAIRED PRESSURE WASHER WAND
12/13/2023	318447	P	30273	NORTHWEST EQUIPMENT SALES, INC	\$3,028.52	0	1213231	NEW BATTERY VEH#3345 WO#71510
12/13/2023	318448	P	10091	NORTHWEST PUBLIC POWER ASSOCIATION	\$31,350.00	0	1213231	NWPPA 2024 Utility Dues
12/13/2023	318449	P	10357	OXARC INC	\$225.59	0	1213231	336 CF ARGON - T/154 CF OXYGEN
12/13/2023	318450	P	31791	PEAK INDUSTRIAL INC	\$1,002.99	0	1213231	TIE ROD REPAIR VEH#7174 WO#709
12/13/2023	318451	P	31791	PEAK INDUSTRIAL INC	\$943.22	0	1213231	RETURN GRINDER TEETH VEH#7176
12/13/2023	318452	P	10456	PERMIT SURVEYING INC	\$1,075.00	0	1213231	SHORT PLAT COLUMBIA POINT LULU
12/13/2023	318453	P	10102	PASCO RANCH AND HOME INC	\$9.10	0	1213231	NIPPLE/BALL VALVE
12/13/2023	318454	P	11098	SCHINDLER ELEVATOR CORPORATION	\$141.72	0	1213231	DECEMBER CHAIR LIFT INSPECTION
12/13/2023	318455	P	12003	SHI INTERNATIONAL CORP	\$38,479.79	0	1213231	Adobe LMS & Go1 Training Conte
12/13/2023	318456	P	32069	FELICIA SIEFKEN	\$12.77	0	1213231	Event Expenses - Pancakes & Pr
12/13/2023	318457	P	31744	SOF'FALL INC	\$4,987.65	0	1213231	SOF'FALL - STOCK
12/13/2023	318458	P	10900	SUNBELT RENTALS INC	\$3,932.71	0	1213231	RENTAL OF 12" WOOD CHIPPER FOR
12/13/2023	318459	P	10961	TACOMA SCREW PRODUCTS INC	\$33.58	0	1213231	NYLON CABLE TIES
12/13/2023	318460	P	31051	THE GOODYEAR TIRE & RUBBER COMPANY	\$5,435.05	0	1213231	NEW TIRES VEH#2418 WO#71561
12/13/2023	318461	P	12465	AUBLE, JOLICOEUR & GENTRY, INC	\$2,200.00	0	1213231	PO for Auble, Jolicoeur & Gent
12/13/2023	318462	P	10469	WASHINGTON STATE DEPARTMENT OF TRANSPORTATION	\$540.12	0	1213231	Utility Permit/Franchise fees
12/13/2023	318463	P	10212	WAGNER SMITH EQUIPMENT CO	\$247.84	0	1213231	OCTOBER HOT ARM RENTAL
12/13/2023	318464	P	10059	WESTERN STATES EQUIPMENT COMPANY	\$4,179.58	0	1213231	RENTAL TRACK EXCAVATOR/BUCKET
12/13/2023	318465	P	10314	WHITNEY EQUIPMENT COMPANY INC	\$20,884.28	0	1213231	WTP Flygt Concertor Pump
12/13/2023	318466	P	10194	XEROX CORPORATION	\$823.82	0	1213231	3UA-295969 10-21-23 to 11-21-2
12/15/2023	318467	P	10439	PYC LLC	\$1,183.78	0	1215231	RPD UNIFORM LAUNDRY/PATCH TAIL
12/15/2023	318468	P	10000	KBL, INC.	\$120.94	0	1215231	36X300 Plotter Paper
12/15/2023	318469	P	10838	GRIGG ENTERPRISES INC	\$347.03	0	1215231	Headlamp
12/15/2023	318470	P	31498	ALL SERVICE ASPHALT LLC	\$1,454.70	0	1215231	HYDRANT METER REFUND #349
12/15/2023	318471	P	31839	ALLIANCE MANAGEMENT & CONSTRUCTION SOLUTIONS	\$10,000.00	0	1215231	Badger Mt Parking Lot Const. C
12/15/2023	318472	P	30293	JON AMUNDSON	\$656.40	0	1215231	24-009 AIRFARE - SGR CONF JAN

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/15/2023	318473	P	10644	ANIXTER INC	\$9,617.78	0	1215231	4/0 STEM CONNECTORS FOR POWER
12/15/2023	318474	P	32262	AUBREY SILVEY ENTERPRISES INC	\$135,858.11	0	1215231	1ST ST SUB BANK 1REGASKET & PA
12/15/2023	318475	P	999000	AUREF - Utility Customer Refunds	\$200.00	0	1215231	1851 JADWIN AVE 335
12/15/2023	318476	P	999000	AUREF - Utility Customer Refunds	\$17.87	0	1215231	2354 COPPERLEAF ST
12/15/2023	318477	P	10367	BANK OF AMERICA	\$1,362.95	0	1215231	BANK ANALYSIS FEES
12/15/2023	318478	P	10009	COUNTY OF BENTON	\$41,888.52	0	1215231	BENTON COUNTY DISTRICT COURT &
12/15/2023	318479	P	10008	BENTON PUD	\$1,355.60	0	1215231	PUD - RATTLESNAKE - QUARTER 3
12/15/2023	318480	P	12126	BIG D'S CONSTRUCTION	\$1,451.30	0	1215231	HYDRANT METER REFUND #377
12/15/2023	318481	P	10546	BOUND TREE MEDICAL LLC	\$847.84	0	1215231	CRYCOTHYROTOMY KIT, CURAPLEX P
12/15/2023	318482	P	32340	BENITA L BROWN	\$250.00	0	1215231	PRIME TIME PROGRAM 2023
12/15/2023	318483	P	32341	SAMANTHA CARTERBY	\$250.00	0	1215231	PRIME TIME PROGRAM 2023
12/15/2023	318484	P	10847	CERIUM NETWORKS INC	\$3,816.49	0	1215231	SR-57, Cisco VPN Device for Po
12/15/2023	318485	P	10597	CHARTER COMMUNICATIONS	\$117.02	0	1215231	RPD BUSINESS INTERNET PLUS DEC
12/15/2023	318486	P	30116	CHRISTENSEN INC	\$7,732.11	0	1215231	FLEET - LUBES, OIL, DEF FLUID
12/15/2023	318487	P	10261	CITY OF RICHLAND	\$130,003.27	0	1215231	CITY UTILITY BILLS/NOV 2023
12/15/2023	318488	P	11516	COLEMAN OIL COMPANY	\$3,922.54	0	1215231	LANDFILL DYED DIESEL
12/15/2023	318489	P	31360	COMMONSTREET CONSULTING LLC	\$19,066.80	0	1215231	S GWW Intersection Imprv - Tas
12/15/2023	318490	P	12270	COMPUNET, INC	\$656.02	0	1215231	GATE HID READER - PARTS ONLY
12/15/2023	318491	P	10100	CONNELL OIL INC	\$10,074.79	0	1215231	TRANSFORMER OIL
12/15/2023	318492	P	11526	CORWIN OF PASCO LLC	\$24,346.69	0	1215231	ENGINE REPAIR BY CORWIN FORD
12/15/2023	318493	P	11486	COYOTE RIDGE CORRECTIONS CENTER	\$1,115.69	0	1215231	Landfill Clean Up Crew Nov 23
12/15/2023	318494	P	11226	DGR GRANT CONSTRUCTION INC	\$513,780.17	0	1215231	Fire Station 76 Progressive De
12/15/2023	318495	P	10801	DOMESTIC VIOLENCE SVCS OF BNTN & FRNKLN COUNTIES	\$888.50	0	1215231	DV ADVOCACY SERVICES NOV 2023
12/15/2023	318496	P	11533	ENTERPRISE SALES INC	\$4,068.64	0	1215231	3658 PRT PLASTIC BIN LIDS
12/15/2023	318497	P	11044	EWING IRRIGATION PRODUCTS INC	\$1,724.90	0	1215231	IRR - COL PLAYFIELD - CALSENSE
12/15/2023	318498	P	32264	FEDERICK J FAGAN	\$252.00	0	1215231	NOVEMBER CLASS #9693
12/15/2023	318499	P	10315	FERGUSON US HOLDINGS INC	\$964.62	0	1215231	TADD - TOWELS, GREASE
12/15/2023	318500	P	11585	GALLS, LLC	\$566.88	0	1215231	hat badge
12/15/2023	318501	P	31421	GARY A TUCCI	\$9,326.38	0	1215231	November 2023 Solar Generation
12/15/2023	318502	P	10050	GENERAL PACIFIC INC	\$41,357.11	0	1215231	CONNECTORS_E4
12/15/2023	318503	P	30410	ZACH GOULD	\$99.67	0	1215231	REIMB GOULD STA 74/75 SNOW TIR
12/15/2023	318504	P	32348	KIM GUYETTE	\$250.00	0	1215231	PRIME TIME PROGRAM 2023
12/15/2023	318505	P	32149	ZACHARY HANNIBAL	\$32.00	0	1215231	23-393 HANNIBAL IFSAC EVALUATO

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/15/2023	318506	P	30521	ADAM HARDGROVE	\$32.00	0	1215231	REIMB 23-394 HARDGROVE IFSAC E
12/15/2023	318507	P	10288	HJ ARNETT INDUSTRIES LLC	\$977.50	0	1215231	GLOVE TESTING AND NEW GLOVES
12/15/2023	318508	P	10062	IRRIGATION SPECIALISTS INC	\$561.79	0	1215231	Valve/Bushing/Tee - Landfill I
12/15/2023	318509	P	32347	JA TORRES CONST & DEVELOPMENT LLC	\$1,470.00	0	1215231	HYDRANT METER REFUND #322
12/15/2023	318510	P	31660	KELLEY CONNECT CO	\$9.82	0	1215231	STA 71 CAPTAINS PRINTER OVERAG
12/15/2023	318511	P	10071	KENNEWICK INDUSTRIAL & ELECTRICAL SUPPLY	\$33.99	0	1215231	HOWARD AMON - PLUMBING PARTS
12/15/2023	318512	P	12188	KENNEWICK IRRIGATION DISTRICT	\$1,470.00	0	1215231	HYDRANT METER REFUND #313
12/15/2023	318513	P	10262	LIFE ASSIST INC	\$1,195.56	0	1215231	MEDICAL SUPPLIES
12/15/2023	318514	P	10298	LN CURTIS & SONS	\$300.01	0	1215231	OUTER VEST CARRIER - RICHMAN
12/15/2023	318515	P	32355	LOVERIDGE HUNT & CO PLLC	\$11,000.00	0	1215231	AUDIT OF FINANCIAL STATEMENTS-
12/15/2023	318516	P	10624	MACKAY SPOSITO INC	\$17,778.25	0	1215231	Shoreline Stabilz & Col. Pt. M
12/15/2023	318517	P	11473	PATTI L MASON	\$461.30	0	1215231	NOVEMBER CLASSES 9653, 9648
12/15/2023	318518	P	11652	MENKE JACKSON BEYER LLP	\$5,025.65	0	1215231	ACCT. #046-CODE ENFORCEMENT RE
12/15/2023	318519	P	11040	FRANK MITCHELL	\$7.84	0	1215231	Mileage from Landfill 11/23
12/15/2023	318520	P	32349	MUSSER MAINTENANCE	\$1,470.00	0	1215231	HYDRANT METER REFUND #381
12/15/2023	318521	P	31505	SPORTSENGINE INC	\$481.00	0	1215231	BACKGROUND CHECKS - RECREATION
12/15/2023	318522	P	32342	SARAH NEWCOMER	\$750.00	0	1215231	PRIME TIME PROGRAM 2023
12/15/2023	318523	P	30273	NORTHWEST EQUIPMENT SALES, INC	\$394.80	0	1215231	FILTERS VEH#3342 WO#71573
12/15/2023	318524	P	32250	ODP BUSINESS SOLUTIONS LLC	\$65.18	0	1215231	BUSINESS CARDS FOR (J LOPEZ &
12/15/2023	318525	P	10357	OXARC INC	\$689.14	0	1215231	Rental Multiple Gas Cylinders
12/15/2023	318526	P	10776	PACIFIC STRAPPING INC	\$1,894.64	0	1215231	Stock Pulling Tape
12/15/2023	318527	P	10862	PARAMETRIX INC	\$702.53	0	1215231	HORN RAPIDS LANDFILL CLOSURE P
12/15/2023	318528	P	999002	PERMIT REFUND	\$655.00	0	1215231	J&J Kelly_720GWW_Refund appeal
12/15/2023	318529	P	999002	PERMIT REFUND	\$29.60	0	1215231	Right Now Htg_514 Singletree C
12/15/2023	318530	P	32356	GREGORY & PAULINE PIEPEL	\$244.58	0	1215231	649 CHERRYWOOD LOOP
12/15/2023	318531	P	12238	REXEL USA, INC	\$128.26	0	1215231	DRILL ATTCHM, BIT KIT, SCREW X
12/15/2023	318532	P	32327	EDGAR GUIZAR	\$1,793.55	0	1215231	CERAMIC COATING VEH#7187 WO#71
12/15/2023	318533	P	10047	R.D. OFFUTT COMPANY	\$15,404.55	0	1215231	ENG REPAIR VEH#6614 WO#71065
12/15/2023	318534	P	11136	RICHARD SCHURFELD	\$258.00	0	1215231	PORTAL SERVICE LOCATES NOVEMBE
12/15/2023	318535	P	11012	RH2 ENGINEERING INC	\$7,451.49	0	1215231	WWTP Anaerobic Digester Functi
12/15/2023	318536	P	12318	RINGOLD EMBROIDERY	\$7,812.11	0	1215231	FD - CONTRACTUAL ANNUAL CLOTHI
12/15/2023	318537	P	31556	TINA RITCHIE	\$23.52	0	1215231	Mileage from Landfill 11/2023
12/15/2023	318538	P	10647	RIVER CITY TOWING INC	\$406.56	0	1215231	RPD TOW CHARGE

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/15/2023	318539	P	11273	ROUTEWARE INC	\$225.00	0	1215231	Routeware Conversion from COR-
12/15/2023	318540	P	31890	SAUNDERS LINE CONSTRUCTION	\$1,500.00	0	1215231	HYDRANT METER REFUND #327
12/15/2023	318541	P	10311	SEA WESTERN INC	\$22,884.37	0	1215231	FD TURNOUT ORDER (SECOND SET)
12/15/2023	318542	P	32069	FELICIA SIEFKEN	\$396.40	0	1215231	24-008 SIEFKEN - GSMCON AIRFAR
12/15/2023	318543	P	10440	SOLID WASTE SYSTEMS INC	\$427.47	0	1215231	ROTARY VEH#3344 WO#71158
12/15/2023	318544	P	10118	STEEBER'S LOCK SERVICE	\$50.00	0	1215231	KEY DUPLICATES QTY 10
12/15/2023	318545	P	31570	STEVENS & SONS CONST	\$1,469.15	0	1215231	HYDRANT METER REFUND #350
12/15/2023	318546	P	10393	STONEWAY ELECTRIC SUPPLY	\$6,241.38	0	1215231	IRR - COL PLAYFIELD - CALSENSE
12/15/2023	318547	P	11195	STRATEGIC GOVERNMENT RESOURCES INC	\$7,759.64	0	1215231	COR LEADERSHIP 11.07-11.08.202
12/15/2023	318548	P	10900	SUNBELT RENTALS INC	\$2,550.92	0	1215231	RENTAL OF WOOD CHIPPER FOR SW
12/15/2023	318549	P	10961	TACOMA SCREW PRODUCTS INC	\$102.00	0	1215231	TADD - SPUD WRENCH
12/15/2023	318550	P	10961	TACOMA SCREW PRODUCTS INC	\$1,205.31	0	1215231	GLOVES AND EARPLUGS FOR WW SHO
12/15/2023	318551	P	31735	MARQUES HARRER	\$2,935.59	0	1215231	RPD TRAINING POLOS QTY 25
12/15/2023	318552	P	31214	TITAN HOMES LLC	\$2,940.00	0	1215231	HYDRANT METER REFUND #334
12/15/2023	318553	P	11971	TRUE NORTH EQUIPMENT INC.	\$37.67	0	1215231	CLIPS FOR PORTABLE PUSH CAMERA
12/15/2023	318554	P	10512	US BANK N A	\$232.00	0	1215231	NOVEMBER 2023 POOLED INVESTMEN
12/15/2023	318555	P	10106	US LINEN & UNIFORM	\$26.85	0	1215231	RPD TOWEL DELIVERY
12/15/2023	318556	P	11802	TRI CITIES VISITOR & CONVENTION BUREAU	\$102,003.46	0	1215231	VISIT TRI-CITIES CONTRACT DUES
12/15/2023	318557	P	10138	WA STATE AUDITOR'S OFFICE	\$7,571.64	0	1215231	AUDIT SERVICES NOVEMBER 2023
12/15/2023	318558	P	10059	WESTERN STATES EQUIPMENT COMPANY	\$54,864.81	0	1215231	ONSITE VENDOR REPAIRS FOR COMP
12/15/2023	318559	P	10194	XEROX CORPORATION	\$1,284.02	0	1215231	SER.# 3TX-411130 CITY MANAGER
12/15/2023	318560	P	12483	ZOLL MEDICAL SUPPLY	\$4,803.90	0	1215231	PEDIATRIC CPR ELECTRODE & CPR
12/20/2023	318561	P	10838	GRIGG ENTERPRISES INC	\$1,910.27	0	1220231	LIBRARY - TV INSTALL PARTS
12/20/2023	318562	P	11431	ANDRITZ SEPARATION INC	\$3,600.84	0	1220231	MIXER FOR RDT - WWTF SOLIDS BU
12/20/2023	318563	P	10644	ANIXTER INC	\$4,475.09	0	1220231	STOCK
12/20/2023	318564	P	10317	APOLLO SHEET METAL INC	\$1,152.58	0	1220231	HVAC REPAIRS/TROUBLESHOOTING
12/20/2023	318565	P	11490	ARCHITECTS WEST INC	\$1,965.00	0	1220231	Professional Srv-RCC Lobby Jun
12/20/2023	318566	P	31678	AT&T CORP	\$71.04	0	1220231	FAX LINES 10/22-11/21/23
12/20/2023	318567	P	10518	BEAVER BARK & ROCK	\$358.58	0	1220231	ROCK FOR POND MAINT SKY MEADOW
12/20/2023	318568	P	10281	BENTON COUNTY	\$117,856.15	0	1220231	CUSTODY COSTS NOVEMBER 2023
12/20/2023	318569	P	10009	COUNTY OF BENTON	\$878.36	0	1220231	CRIME VICTIMS BCDC NOVEMBER 20
12/20/2023	318570	P	10010	BENTON FRANKLIN HEALTH DISTRICT	\$2,728.00	0	1220231	TESTING - TKN, NITRA/NITRI, TT
12/20/2023	318571	P	10008	BENTON PUD	\$4,066.80	0	1220231	RATTLESNAKE LEASE - 3RD QTR

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/20/2023	318572	P	10026	CASCADE NATURAL GAS CORP	\$1,284.96	0	1220231	STATION 75-GAS BILL- DECEMBER
12/20/2023	318573	P	32037	COLTON CASILLAS	\$61.21	0	1220231	REIMB 23-391 CASILLAS IFSAC EV
12/20/2023	318574	P	10847	CERIUM NETWORKS INC	\$17,738.62	0	1220231	SR-99 Wireless Controller Lice
12/20/2023	318575	P	10250	CH2O INC	\$71.00	0	1220231	BOILER TESTING WWTF--NOV '23 B
12/20/2023	318576	P	10597	CHARTER COMMUNICATIONS	\$147.65	0	1220231	CABLE SERVICES 11/30-12/29/23
12/20/2023	318577	P	30116	CHRISTENSEN INC	\$2,045.92	0	1220231	HYD OIL VEH#6645 WO#69084
12/20/2023	318578	P	10135	CI SUPPORT LLC	\$43.07	0	1220231	CI SHRED SERVICE:WO CODE 02873
12/20/2023	318579	P	10261	CITY OF RICHLAND	\$3,950.71	0	1220231	UTILITIES 10/20-12/01/23
12/20/2023	318580	P	10261	CITY OF RICHLAND	\$13,653.11	0	1220231	BIO-SOLIDS LANDFILL FEES NOV '
12/20/2023	318581	P	10261	CITY OF RICHLAND	\$2,175.88	0	1220231	23-228 LETTRICK PUBLIC SAFETY
12/20/2023	318582	P	10261	CITY OF RICHLAND	\$200.00	0	1220231	222 Pacific - Rothwell - HP Re
12/20/2023	318583	P	11516	COLEMAN OIL COMPANY	\$21,168.96	0	1220231	HYD OIL VEH#3334 WO#71530
12/20/2023	318584	P	11907	SYCURE CORP	\$830.00	0	1220231	1Gbps Fiber Service December 2
12/20/2023	318585	P	10470	COMMERCIAL TIRE INC	\$12,281.69	0	1220231	TIRE REPLACEMENT ON UNIT 7142-
12/20/2023	318586	P	10100	CONNELL OIL INC	\$4,029.91	0	1220231	TRANSFORMER OIL
12/20/2023	318587	P	10034	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$5,989.37	0	1220231	HANDY BOX, BUSHING, MISC.
12/20/2023	318588	P	11444	CORPORATE TRANSLATION SERVICES	\$338.19	0	1220231	TRANSLATION SERVICES 11/01-11/
12/20/2023	318589	P	11526	CORWIN OF PASCO LLC	\$154.16	0	1220231	DOOR HINGE,MOULDING VEH#2536 W
12/20/2023	318590	P	11526	CORWIN OF PASCO LLC	\$1,323.09	0	1220231	SWAYBAR LINK VEH#2475 WO#71595
12/20/2023	318591	P	30163	JASON CROUCH	\$16.00	0	1220231	23-406 CROUCH PICK UP EXPLOSIV
12/20/2023	318592	P	30164	KATIE CRUSSELLE	\$47.82	0	1220231	KATIE MILEAGE REIMBURSEMENT 3/
12/20/2023	318593	P	10756	DELL MARKETING LP	\$3,284.11	0	1220231	SR-106 Dell XPS 9530 Laptop fo
12/20/2023	318594	P	10453	DELTA HEATING & COOLING INC	\$14,511.45	0	1220231	222 Pacific - Rothwell - HP Lo
12/20/2023	318595	P	10139	DEPARTMENT OF ECOLOGY	\$135.00	0	1220231	WW OPS CERT RENEWAL 2024 BROWN
12/20/2023	318596	P	32352	F. ROY DOBSON III	\$1,399.52	0	1220231	1667 JERICHO RD/REBATE/SOLAR-I
12/20/2023	318597	P	30207	ERIC J EDWARDS	\$309.38	0	1220231	23-400 EDWARDS LATERAL CANDIDA
12/20/2023	318598	P	11169	EFFICIENCY SOLUTIONS LLC	\$7,971.50	0	1220231	C07-21 COMMERCIAL ENERGY EFFIC
12/20/2023	318599	P	32343	EMG2, LLC	\$1,250.00	0	1220231	RECRUITMENT RADIO ADVERTISEMEN
12/20/2023	318600	P	11887	EMPLOYMENT SCREENING SERVICES, INC	\$2,342.76	0	1220231	PRE-EMP SCREENINGS: (8)
12/20/2023	318601	P	10146	ENERGY NORTHWEST	\$3,120.80	0	1220231	WATER SAMPLING
12/20/2023	318602	P	32219	ENERGY PRO INSULATION INC	\$89,804.10	0	1220231	1803 Birch - Cook - Ins Rebate
12/20/2023	318603	P	31944	MARY EVERHAM	\$150.82	0	1220231	Public Works Eng & Adm Holiday
12/20/2023	318604	P	32174	FAIRBANK EQUIPMENT INC	\$125.06	0	1220231	2-200C COUP/2-200C MALE ADPTR/

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/20/2023	318605	P	32141	FEDERAL ENGINEERING INC	\$19,430.00	0	1220231	VHF RADIO SYSTEM PROJECT MANAG
12/20/2023	318606	P	10315	FERGUSON US HOLDINGS INC	\$30.33	0	1220231	METER BOX WRENCH
12/20/2023	318607	P	32135	BUSINESS INTERIORS OF IDAHO	\$5,501.88	0	1220231	City Hall 326 Collab Area Furn
12/20/2023	318608	P	11157	FRONTIER COMMUNICATIONS NORTHWEST, INC.	\$2,179.58	0	1220231	PHONE LINES 12/10/23-01/09/24
12/20/2023	318609	P	12252	FUTURA SYSTEMS, INC	\$2,400.00	0	1220231	Service Work, Server Migration
12/20/2023	318610	P	31132	GDS ASSOCIATES, INC	\$7,020.00	0	1220231	NESC AII - 3-20
12/20/2023	318611	P	32354	ANA KAREN GOMEZ-VALENCIA	\$1,690.02	0	1220231	1509 WILSON ST/REBATE/SOLAR-IC
12/20/2023	318612	P	10203	W.W. GRAINGER, INC	\$745.20	0	1220231	Stock
12/20/2023	318613	P	30411	SAMUEL GRANT	\$13.20	0	1220231	23-370 GRANT NCFI INTERNET OF
12/20/2023	318614	P	31763	GROUP C MEDIA INC	\$4,500.00	0	1220231	BUSINESS FACILITIES FULL PAGE
12/20/2023	318615	P	10046	HD FOWLER CO	\$2,021.67	0	1220231	5- NIPPLE/2-GATE VALVES/FLANGE
12/20/2023	318616	P	11813	HERC RENTALS INC	\$282.62	0	1220231	RENTAL OF TILT TRAILER FOR SW
12/20/2023	318617	P	32115	HOOKED UP PASCO INC	\$564.17	0	1220231	RPD TOW CHARGE RV ABATEMENT
12/20/2023	318618	P	12200	HUGHES FIRE EQUIPMENT, INC	\$6,559.87	0	1220231	REBUILD PUMP VEH#5039 WO#70249
12/20/2023	318619	P	31752	INTERNATIONAL CITY/COUNTY	\$1,189.50	0	1220231	SCHIESSL - ICMA MEMBERSHIP REN
12/20/2023	318620	P	30058	INFOSEND, INC.	\$17,452.26	0	1220231	InfoSend - Utility Statement S
12/20/2023	318621	P	32218	INTEGRUS ARCHITECTURE P.S.	\$18,625.25	0	1220231	Library Exterior Improvements
12/20/2023	318622	P	10062	IRRIGATION SPECIALISTS INC	\$586.35	0	1220231	PVC BUSHINGS
12/20/2023	318623	P	10290	JIM'S PACIFIC GARAGES INC	\$1,294.33	0	1220231	INSTALL SOOT SENSOR VEH#3365 W
12/20/2023	318624	P	31543	JORDAN MECHANICAL GROUP LLC	\$3,239.26	0	1220231	2023 WWTF ON-CALL HVAC SUPPORT
12/20/2023	318625	P	31660	KELLEY CONNECT CO	\$373.75	0	1220231	AGREEMENT 112-1835175-000: XER
12/20/2023	318626	P	31378	SOUTHWEST ANSWERING SERVICE INC	\$1,310.04	0	1220231	AFTER HOURS EMERGENCY CALLS
12/20/2023	318627	P	11667	KENWORTH SALES COMPANY	\$1,739.46	0	1220231	DEF PUMP VEH#3366 WO#71560
12/20/2023	318628	P	32351	MARY KINCAID	\$2,132.80	0	1220231	129 SPENGLER ST/REBATE/SOLAR-I
12/20/2023	318629	P	11110	PUD NO. 1 OF KICKITAT COUNTY	\$360.95	0	1220231	GOLGOTHA UTILITIES 10/31-11/29
12/20/2023	318630	P	10432	LANGUAGE LINE SERVICES INC	\$1,974.06	0	1220231	TRANSLATION SERVICES 11/01-11/
12/20/2023	318631	P	11369	LEGACY TELECOMMUNICATIONS LLC	\$1,803.25	0	1220231	REPLACE BATTERIES/CABLES - COM
12/20/2023	318632	P	30757	R. KIM LETTRICK	\$73.86	0	1220231	23-228 LETTRICK PUBLIC SAFETY
12/20/2023	318633	P	30015	LEXIPOL LLC	\$21,143.31	0	1220231	LEXIPOL - 2024 RPD POLICY/PROC
12/20/2023	318634	P	10298	LN CURTIS & SONS	\$4,975.88	0	1220231	FD STRUCTURE HELMETS
12/20/2023	318635	P	32092	LOOMIS ARMORED US LLC	\$582.00	0	1220231	ARMORED CAR SERVICE NOVEMBER 2
12/20/2023	318636	P	10624	MACKAY SPOSITO INC	\$1,300.50	0	1220231	Horn Rapids Master Plan Update
12/20/2023	318637	P	32353	KIM MCGRATH	\$2,340.45	0	1220231	592 PUNKIE LANE/REBATE/SOLAR-I

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12/20/2023	318638	P	31151	MCKINSTRY CO LLC	\$113,107.13	0	1220231	WWTP Operations Building HVAC
12/20/2023	318639	P	11576	MERCER (US) INC	\$10,729.16	0	1220231	2023 Benefits Consulting & Bro
12/20/2023	318640	P	11214	MIDWEST LABORATORIES INC	\$100.00	0	1220231	SHIPG FEDEX RTRN LABEL(S) (50
12/20/2023	318641	P	10751	CAR WASH PARTNERS INC	\$478.50	0	1220231	CITY CAR WASHES
12/20/2023	318642	P	11810	NATIONAL ASSOCIATION OF GOVERNMENT DEFINED	\$600.00	0	1220231	2024 COR MEMBERSHIP RENEWAL -
12/20/2023	318643	P	31674	P&F AUTOMOTIVE WAREHOUSE INC	\$27.96	0	1220231	WW BLADES VEH#2511 WO#71593
12/20/2023	318644	P	31674	P&F AUTOMOTIVE WAREHOUSE INC	\$1,019.08	0	1220231	BATTERY VEH#2499 WO#71483
12/20/2023	318645	P	30273	NORTHWEST EQUIPMENT SALES, INC	\$383.39	0	1220231	MIRROR VEH#3344 WO#71559
12/20/2023	318646	P	11561	ON SCENE MEDICAL SERVICES, P.C.	\$2,345.00	0	1220231	PRE-EMP/DOT PHYS/CREDIT: (5)
12/20/2023	318647	P	10357	OXARC INC	\$231.34	0	1220231	STOCK - STARGON
12/20/2023	318648	P	31206	CI - PW LLC	\$99.92	0	1220231	WWTF H/C DISP RENT 5 GAL H2O N
12/20/2023	318649	P	30429	JORY PARISH	\$10.00	0	1220231	23-373 PARISH AXON TASER INSTR
12/20/2023	318650	P	31791	PEAK INDUSTRIAL INC	\$987.95	0	1220231	TOOTH GRINDER VEH#7176 WO#7152
12/20/2023	318651	P	10232	PERFECTION GLASS INC	\$414.00	0	1220231	203 Greenview - Ellingson - Wi
12/20/2023	318652	P	10052	PITNEY BOWES INC	\$4,633.00	0	1220231	LEASE SEP 29 2023 - DEC 28 202
12/20/2023	318653	P	12238	REXEL USA, INC	\$742.31	0	1220231	PHASE MONITOR FOR H WELL AT WE
12/20/2023	318654	P	11026	POCKETINET COMMUNICATIONS INC	\$770.00	0	1220231	INTERNET SERVICES 12/01-12/31/
12/20/2023	318655	P	30460	PUBLIC LIBRARIES OF WASHINGTON	\$487.96	0	1220231	PUBLIC LIB OF WA MEMBERSHIP 20
12/20/2023	318656	P	10047	R.D. OFFUTT COMPANY	\$903.25	0	1220231	STRAIGHT ADAPTER VEH#6631 WO#7
12/20/2023	318657	P	11012	RH2 ENGINEERING INC	\$4,087.46	0	1220231	SCADA Evaluation and Upgrade 3
12/20/2023	318658	P	12318	RINGOLD EMBROIDERY	\$542.84	0	1220231	RPD - POLO EMBROIDERY QTY 5
12/20/2023	318659	P	10647	RIVER CITY TOWING INC	\$48.92	0	1220231	RPD TOW CHARGE
12/20/2023	318660	P	11273	ROUTEWARE INC	\$75.28	0	1220231	EXTERIOR RW CAMERA VEH#3372 WO
12/20/2023	318661	P	10488	SAN DIEGO POLICE EQUIPMENT CO	\$7,611.17	0	1220231	Rifle ammunition Sep 2022
12/20/2023	318662	P	32350	JUAN SANCHEZ	\$290.00	0	1220231	EXAM REIMBURSEMENT: R3 RESIDEN
12/20/2023	318663	P	10410	SHANNON & WILSON INC	\$4,916.00	0	1220231	WETLAND MONITORING 221-19
12/20/2023	318664	P	11563	SMARSH, INC.	\$3,090.31	0	1220231	Smarsh Annual Renewal 2023
12/20/2023	318665	P	30632	JOSHUA SMITH	\$132.38	0	1220231	REIMB SMITH 23-388 CAS SUMMIT
12/20/2023	318666	P	10440	SOLID WASTE SYSTEMS INC	\$3,456.32	0	1220231	BAR, GUIDE, SHAFT VEH#3381 WO#
12/20/2023	318667	P	10536	SPRAGUE PEST SOLUTIONS	\$453.20	0	1220231	(M) COMMERCIAL GENERAL PEST WW
12/20/2023	318668	P	10393	STONEWAY ELECTRIC SUPPLY	\$110.74	0	1220231	40-SWIRL NUTS FOR IRR INTACK V
12/20/2023	318669	P	32129	SWARCO MCCAIN INC	\$2,409.89	0	1220231	Brackets for Catskill
12/20/2023	318670	P	10961	TACOMA SCREW PRODUCTS INC	\$1,125.54	0	1220231	SCREWS/NUTS/WASHERS

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12/20/2023	318671	P	30808	TANKMAX INC.	\$348.87	0	1220231	DRIVE LINE VEH#3364 WO71412
12/20/2023	318672	P	10122	TRAFFIC SAFETY SUPPLY CO INC	\$4,698.13	0	1220231	CONES/HOLDERS/ADAPT PLATES/BAR
12/20/2023	318673	P	10128	THE MCCLATCHY COMPANY	\$2,351.20	0	1220231	IPL01452610/145261PUB NOTICE I
12/20/2023	318674	P	10128	THE MCCLATCHY COMPANY	\$311.99	0	1220231	ANNUAL DIGITAL SUBSCRIPTION
12/20/2023	318675	P	10293	TRI CITY SIGN & BARRICADE	\$3,929.51	0	1220231	WSU TRAIL DAMAGE - SIGN RENTAL
12/20/2023	318676	P	31958	TRUCKPRO HOLDING CORPORATION	\$2,719.26	0	1220231	MOUNTING VEH#3334 WO#71530
12/20/2023	318677	P	31958	TRUCKPRO HOLDING CORPORATION	\$24.71	0	1220231	HYD BREATHER CAP VEH#3321 WO#7
12/20/2023	318678	P	11971	TRUE NORTH EQUIPMENT INC.	\$381.15	0	1220231	LIGHTGLASSES, RX FOR WW TV TRU
12/20/2023	318679	P	10129	TWIN CITY METALS INC	\$130.44	0	1220231	3-10' 1/8 X 6 STEEL MODIFY TRU
12/20/2023	318680	P	30040	ULINE	\$278.13	0	1220231	PARTIAL CREDIT MISSED ON CM151
12/20/2023	318681	P	10106	US LINEN & UNIFORM	\$37.10	0	1220231	COR LEADERSHIP LINENS
12/20/2023	318682	P	12491	VERTIV CORPORATION	\$9,668.05	0	1220231	UPS FAN CAP REPLACEMENT
12/20/2023	318683	P	10173	WASHINGTON STATE TREASURER	\$66,195.12	0	1220231	11/23 FINES & FORFEITURES BC
12/20/2023	318684	P	10815	WATER SOLUTIONS INC	\$67.39	0	1220231	WATER FILTRATION 12/07/23-01/0
12/20/2023	318685	P	11846	WESTERN EQUIPMENT & IRRIGATION DISTRIBUTORS	\$878.46	0	1220231	COMPRESSOR VEH#7172 WO#70787
12/20/2023	318686	P	10059	WESTERN STATES EQUIPMENT COMPANY	\$1,050,340.24	0	1220231	RENTAL - TRACK EXCVTR, HD BKT
12/20/2023	318687	P	10414	WILDLANDS INC	\$638.79	0	1220231	HORN RAPID WETLAND (LOGAN-HAGE
12/20/2023	318688	P	31625	WITMER PUBLIC SAFETY GROUP INC	\$2,692.43	0	1220231	FD NEW ENGINE EQUIPMENT 5062/5
12/20/2023	318689	P	10194	XEROX CORPORATION	\$658.08	0	1220231	XEROX LEASE: C8045H/8TB-338231
12/22/2023	318690	P	10000	KBL, INC.	\$258.53	0	1222231	Contract Documents Sunset/Mont
12/22/2023	318691	P	31231	ABM INDUSTRIES INC	\$1,694.20	0	1222231	RPD Window Cleaning
12/22/2023	318692	P	10838	GRIGG ENTERPRISES INC	\$495.11	0	1222231	M12 screwdriver
12/22/2023	318693	P	32117	ALASKA RUBBER GROUP INC	\$12.84	0	1222231	RETURN FITTING VEH#5061 WO#708
12/22/2023	318694	P	11481	ALLIED ENVELOPE	\$457.90	0	1222231	FINANCE-LANDFILL A/R ENVELOPES
12/22/2023	318695	P	11492	ALS GROUP USA CORP	\$650.00	0	1222231	Water Sampling Analysis UCMR5
12/22/2023	318696	P	31317	AMERICAN WEST INDUSTRIES	\$40.20	0	1222231	ORINGS VEH#3372 WO#70626
12/22/2023	318697	P	10983	ANOVAWORKS	\$1,248.00	0	1222231	ANNUAL HEARING TESTING - POLIC
12/22/2023	318698	P	31205	ARAMARK UNIFORM & CAREER APPAREL GROUP, INC	\$562.04	0	1222231	LINEN CHARGES FOR NOVEMBER
12/22/2023	318699	P	10547	ARBAUGH & ASSOCIATES INC	\$3,500.00	0	1222231	Contract Fees: November 2023
12/22/2023	318700	P	999000	AUREF - Utility Customer Refunds	\$288.76	0	1222231	1215 GEORGE WASHINGTON WAY
12/22/2023	318701	P	999000	AUREF - Utility Customer Refunds	\$250.29	0	1222231	375 BLALOCK CT
12/22/2023	318702	P	999000	AUREF - Utility Customer Refunds	\$312.45	0	1222231	1262 BRENTWOOD AVE

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/22/2023	318703	P	11079	AUTOZONE STORES LLC	\$39.39	0	1222231	DEF FLUID VEH#3341 WO#71613
12/22/2023	318704	P	10281	BENTON COUNTY	\$17,676.76	0	1222231	NOVEMBER 2023 WORK CREW
12/22/2023	318705	P	10436	COUNTY OF BENTON FIRE PROTECTION DISTRICT #1	\$8,123.00	0	1222231	SESOG ANNUAL ASSESMENT & HOST
12/22/2023	318706	P	10499	BENTON COUNTY FIRE DIST 4	\$100.00	0	1222231	ACLS/PALS HEMPSTEAD
12/22/2023	318707	P	11778	DSD CAPITAL LLC	\$280.60	0	1222231	Outhouse Landfill Nov 2023
12/22/2023	318708	P	10546	BOUND TREE MEDICAL LLC	\$1,317.45	0	1222231	FILTERLINE SET, EXTEN SET
12/22/2023	318709	P	11272	BOYD'S TREE SERVICE LLC	\$9,312.28	0	1222231	TREE PRUNING & VEGETATION MANA
12/22/2023	318710	P	11172	CABLE HUSTON LLP	\$2,457.00	0	1222231	C220-19 Electric Utility Legal
12/22/2023	318711	P	31841	CAMPBELL & COMPANY SERVICE CORPORATION	\$1,200.00	0	1222231	1608 Turner - Caldwell - HP Re
12/22/2023	318712	P	11685	CARDINAL HEALTH 130, LLC	\$1,450.01	0	1222231	FENTANYL
12/22/2023	318713	P	10026	CASCADE NATURAL GAS CORP	\$20,809.80	0	1222231	LIBRARY-GAS BILL - DECEMBER
12/22/2023	318714	P	10072	CITY OF KENNEWICK	\$3,152.87	0	1222231	DANIEL TODD BACKGROUND INVESTI
12/22/2023	318715	P	10261	CITY OF RICHLAND	\$4,244.30	0	1222231	LANDFILL CHARGES - NOVEMBER
12/22/2023	318716	P	10261	CITY OF RICHLAND	\$4,718.11	0	1222231	23-348 MARTIN RILEA HOT STICK
12/22/2023	318717	P	11516	COLEMAN OIL COMPANY	\$4,338.31	0	1222231	LANDFILL DYED AND CLEAR FUEL
12/22/2023	318718	P	12494	CONSOR NORTH AMERICA INC	\$7,426.24	0	1222231	WWTF AERATION BASIN #2 RETROFI
12/22/2023	318719	P	11526	CORWIN OF PASCO LLC	\$101.64	0	1222231	VALVE VEH#3356 WO#71608
12/22/2023	318720	P	11607	CUMMINS, INC	\$782.64	0	1222231	INSITE LICENSES FOR COR
12/22/2023	318721	P	31555	JULIE DAVIS	\$88.23	0	1222231	MILEAGE REIMBURSEMENT 7.1.23-1
12/22/2023	318722	P	30177	JENNIFER DAWSON	\$32.00	0	1222231	REIMB 23-392 DAWSON IFSAC YAKI
12/22/2023	318723	P	10453	DELTA HEATING & COOLING INC	\$12,391.80	0	1222231	562 Fuller - Smith - HP Loan
12/22/2023	318724	P	31324	RYAN DUNCAN	\$2,000.00	0	1222231	2023 TUITION REIMBURSEMENT
12/22/2023	318725	P	11115	ELECTRIC POWER SYSTEMS INC	\$12,040.25	0	1222231	Thayer/Stevens Subs Bank 1 Re
12/22/2023	318726	P	32219	ENERGY PRO INSULATION INC	\$22,448.00	0	1222231	804 Chestnut - Schmidt - Ins R
12/22/2023	318727	P	30360	TIMOTHY ESTELL	\$13.84	0	1222231	REIMB 23-385 ESTELL CAS SUMMIT
12/22/2023	318728	P	999017	EV CHARGING STATION REBATE	\$300.00	0	1222231	469 Riverwood - Wells - EV Cha
12/22/2023	318729	P	31170	HIS DIME, LLC	\$208.92	0	1222231	DECALS VEH#6665 WO#70359
12/22/2023	318730	P	10508	FASTENAL COMPANY	\$124.82	0	1222231	FIRST AID/BL BORNE VEH#3391 WO
12/22/2023	318731	P	10447	FINAL TOUCH UPHOLSTERY	\$652.20	0	1222231	RE-UPHOLSTER SEAT VEH#3344 WO#
12/22/2023	318732	P	11264	FINANCIAL CONSULTING SOLUTIONS GROUP INC.	\$3,632.50	0	1222231	Water and Irrigation Rate Upda
12/22/2023	318733	P	11245	FORCE AMERICA DISTRIBUTING LLC	\$2,148.83	0	1222231	FLOW METER SENSOR VEH#6655 WO#
12/22/2023	318734	P	30909	FREEDOM EQUIPMENT RENTALS	\$126.35	0	1222231	PLATE WHACKER BELT GUARD COVER

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/22/2023	318735	P	11157	FRONTIER COMMUNICATIONS NORTHWEST, INC.	\$84.06	0	1222231	TELE CHARGES 12/1 - 12/31/23 (
12/22/2023	318736	P	30385	FULTON, TONI	\$38.13	0	1222231	REIMB SUPPLIES FOR CITY ATTORN
12/22/2023	318737	P	30410	ZACH GOULD	\$114.00	0	1222231	REIMB 23-396 GOULD PIERCE INSP
12/22/2023	318738	P	30534	JAMES HEMPSTEAD	\$90.03	0	1222231	REIMB 23-387 HEMPSTEAD CAS SUM
12/22/2023	318739	P	12200	HUGHES FIRE EQUIPMENT, INC	\$563.26	0	1222231	HUGHES FIRE PUMP PACKING VEH#5
12/22/2023	318740	P	31209	WALTEK II, INCORPORATED	\$578.50	0	1222231	Soil Testing Badger Mtn Pk N P
12/22/2023	318741	P	11104	INTERMOUNTAIN SLURRY SEAL INC	\$234,626.48	0	1222231	Stevens Drive Pavement Preserv
12/22/2023	318742	P	10290	JIM'S PACIFIC GARAGES INC	\$121.42	0	1222231	DISC PAD KIT VEH#3306 WO#71601
12/22/2023	318743	P	30580	COLE JORGENSEN	\$102.00	0	1222231	Reimbursement for CDL License
12/22/2023	318744	P	11667	KENWORTH SALES COMPANY	\$1,002.52	0	1222231	FILTERS VEH#3385 WO#71619
12/22/2023	318745	P	10262	LIFE ASSIST INC	\$5,586.59	0	1222231	MEDICAL SUPPLIES
12/22/2023	318746	P	32357	LIQUIDSPRING LLC	\$2,115.85	0	1222231	SUSPENSION PUM VEH#5054 WO#715
12/22/2023	318747	P	11064	MASCOTT EQUIPMENT CO INC	\$835.47	0	1222231	FLEET FILTER, LUBRICATOR
12/22/2023	318748	P	11600	MICHAEL D. TERRELL	\$14,392.02	0	1222231	Leslie Groves Long Range Plann
12/22/2023	318749	P	10083	MONARCH MACHINE & TOOL CO INC	\$3,509.32	0	1222231	REPAIR MOUNTING BRACKET VEH#33
12/22/2023	318750	P	31674	P&F AUTOMOTIVE WAREHOUSE INC	\$1,290.47	0	1222231	WIPER BLADES VEH#2490 WO#71249
12/22/2023	318751	P	30273	NORTHWEST EQUIPMENT SALES, INC	\$1,871.73	0	1222231	PULL HARMONIC BALANCER VEH#334
12/22/2023	318752	P	32250	ODP BUSINESS SOLUTIONS LLC	\$30.37	0	1222231	BUSINESS CARDS FOR SSCHLUTER
12/22/2023	318753	P	11132	WALLA WATER INC	\$2,583.95	0	1222231	2023 City-wide Overhead Door M
12/22/2023	318754	P	10357	OXARC INC	\$67.21	0	1222231	MEDICAL OXYGEN
12/22/2023	318755	P	31206	CI - PW LLC	\$15.21	0	1222231	Water Landfill Dec 2023
12/22/2023	318756	P	10862	PARAMETRIX INC	\$7,944.55	0	1222231	2023 Landfill Environmental Mo
12/22/2023	318757	P	10971	PARAMOUNT COMMUNICATIONS INC	\$358.71	0	1222231	Paramount 2023 Fiber Builds, C
12/22/2023	318758	P	31210	LEPS-PSS, PLLC	\$4,500.00	0	1222231	POST COE PSYCH EVAL/SAR: (7)
12/22/2023	318759	P	10724	PUBLIC SAFETY TESTING INC	\$341.00	0	1222231	ENTRY LEVEL POLICE RECRUITMENT
12/22/2023	318760	P	11012	RH2 ENGINEERING INC	\$5,814.83	0	1222231	DNR Property Water Analysis -
12/22/2023	318761	P	10239	CLEARWATER TECH LLC	\$478.28	0	1222231	2023 City-wide Plumbing Servic
12/22/2023	318762	P	11347	SANDY'S TROPHIES INC	\$401.72	0	1222231	RPD NAME PLATES PROFESSIONAL S
12/22/2023	318763	P	30615	DAWN M SENGHER	\$188.12	0	1222231	REIMB: JULY-DEC 2023 MILEAGE -
12/22/2023	318764	P	10440	SOLID WASTE SYSTEMS INC	\$1,670.68	0	1222231	PROX CABLEY ASSY VEH#3372 WO#7
12/22/2023	318765	P	10536	SPRAGUE PEST SOLUTIONS	\$277.29	0	1222231	FIRESTATION 2 GAGE BLVD PEST C
12/22/2023	318766	P	10393	STONEWAY ELECTRIC SUPPLY	\$72.19	0	1222231	PHOTOCONTROLS FOR LIGHTING WW
12/22/2023	318767	P	10894	STRYKER SALES CORPORATION	\$369.58	0	1222231	REPAIRED MTS POWER LOAD - 5053

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/22/2023	318768	P	10530	SUMMIT LAW GROUP PLLC	\$2,779.30	0	1222231	LABOR & EMPLOYMENT THROUGH 11/
12/22/2023	318769	P	31735	MARQUES HARRER	\$426.11	0	1222231	HEAT PRESS IMAGE WINTER COATS
12/22/2023	318770	P	31051	THE GOODYEAR TIRE & RUBBER COMPANY	\$16,904.91	0	1222231	NEW TIRES VEH#6638 WO#71645
12/22/2023	318771	P	10535	COUNTRY DANCE AND SONG SOCIETY	\$5,000.00	0	1222231	2023 Hotel/Motel Tax Funding A
12/22/2023	318772	P	12054	TRANSPO GROUP USA, INC	\$601.25	0	1222231	Downtown Connectivity Design -
12/22/2023	318773	P	31958	TRUCKPRO HOLDING CORPORATION	\$203.96	0	1222231	BEACON LIGHT VEH#3315 WO#71605
12/22/2023	318774	P	30040	ULINE	\$139.81	0	1222231	4 X 6 BLACK CARPET MAT QTY 1
12/22/2023	318775	P	10106	US LINEN & UNIFORM	\$567.81	0	1222231	FLEET SHOP APPAREL
12/22/2023	318776	P	10860	VERIZON COMMUNICATIONS INC	\$1,005.75	0	1222231	CELL PHONES 11/07-12/06/23
12/22/2023	318777	P	10140	WASHINGTON STATE PATROL	\$3,000.00	0	1222231	ACCESS CHARGES - 4TH QTR
12/22/2023	318778	P	10059	WESTERN STATES EQUIPMENT COMPANY	\$122.77	0	1222231	RECEPTACLE KIT VEH#3372 WO#715
12/22/2023	318779	P	10267	WSF, LLC	\$5,645.38	0	1222231	COMBINED FLOW BLOCK, PUMP
12/22/2023	318780	P	32358	WESTERN TIRE CHAIN LLC	\$1,383.16	0	1222231	SNOW TIRE CHAINS VEH#3363 WO#7
12/22/2023	318781	P	32202	BETH WHITTON	\$47.03	0	1222231	MILEAGE REIMBURSEMENT 5.18.23-
12/22/2023	318782	P	31468	WASHINGTON HIGHWAY USERS FEDERATION	\$500.00	0	1222231	2024 Dues Rogalsky
12/22/2023	318783	P	10194	XEROX CORPORATION	\$1,212.73	0	1222231	7HB-469027 DECEMBER 2023 BASE
12/27/2023	318784	P	12417	AHBL, INC	\$6,793.75	0	1227231	CONTRACT #245-22 FOR PROFESSIO
12/27/2023	318785	P	31317	AMERICAN WEST INDUSTRIES	\$752.20	0	1227231	REPAIR CYL VEH#3344 WO#71692
12/27/2023	318786	P	10026	CASCADE NATURAL GAS CORP	\$1,690.22	0	1227231	RPD NATURAL GAS USAGE THRU 12/
12/27/2023	318787	P	10203	W.W. GRAINGER, INC	\$2,343.48	0	1227231	SPADE BLADE DRILL -WAREHOUSE
12/27/2023	318788	P	31674	P&F AUTOMOTIVE WAREHOUSE INC	\$605.96	0	1227231	MINI BULBS VEH#3322 WO#71691
12/27/2023	318789	P	32123	TRI-CITIES SELF STORAGE LLC	\$225.00	0	1227231	Fitness Court Storage-Jan 2024
12/27/2023	318790	P	10433	J.R. SETINA MANUFACTURING COMPANY INC.	\$504.64	0	1227231	FENDER WRAPS VEH#1212 WO#71683
12/27/2023	318791	P	10059	WESTERN STATES EQUIPMENT COMPANY	\$3,596.55	0	1227231	WESTERN STATES ONSITE REPAIRS
12/29/2023	318792	P	10167	MIKE CASE	\$242.27	0	122923PP	NON COVERED RX
12/29/2023	318793	P	10048	DOUGLAS D DRIVER	\$60.00	0	122923PP	NON COVERED DENTAL
12/29/2023	318794	P	10271	SCOTT K LARSON	\$220.00	0	122923PP	NON COVERED DENTAL
12/29/2023	318795	P	31318	A WORKSAFE SERVICE INC	\$280.00	0	1229231	DOT/PRE-EMP DRUG TESTING: (5)
12/29/2023	318796	P	10838	GRIGG ENTERPRISES INC	\$42.33	0	1229231	De-icer
12/29/2023	318797	P	32117	ALASKA RUBBER GROUP INC	\$105.23	0	1229231	HOSE ASSY VEH#3315 WO#71694
12/29/2023	318798	P	11492	ALS GROUP USA CORP	\$1,624.00	0	1229231	SAMPLE TESTING - COR BIOSOLIDS
12/29/2023	318799	P	10644	ANIXTER INC	\$8,274.14	0	1229231	BOLTS
12/29/2023	318800	P	10317	APOLLO SHEET METAL INC	\$760.90	0	1229231	2023 City-wide HVAC Services

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12/29/2023	318801	P	999000	AUREF - Utility Customer Refunds	\$338.81	0	1229231	320 ABERT AVE
12/29/2023	318802	P	999000	AUREF - Utility Customer Refunds	\$154.54	0	1229231	900 AARON DR Apt 130
12/29/2023	318803	P	999000	AUREF - Utility Customer Refunds	\$152.92	0	1229231	1529 COLUMBIA PARK TRL Apt 112
12/29/2023	318804	P	999000	AUREF - Utility Customer Refunds	\$259.12	0	1229231	607 TORBETT ST
12/29/2023	318805	P	999000	AUREF - Utility Customer Refunds	\$148.47	0	1229231	647 CHESTNUT AVE
12/29/2023	318806	P	999000	AUREF - Utility Customer Refunds	\$184.19	0	1229231	2513 DUPORTAIL ST Apt 117
12/29/2023	318807	P	999000	AUREF - Utility Customer Refunds	\$164.75	0	1229231	2513 DUPORTAIL ST Apt 311
12/29/2023	318808	P	999000	AUREF - Utility Customer Refunds	\$95.94	0	1229231	3003 QUEENSGATE DR Apt 257
12/29/2023	318809	P	999000	AUREF - Utility Customer Refunds	\$69.76	0	1229231	1928 GEORGE WASHINGTON WAY I2
12/29/2023	318810	P	999000	AUREF - Utility Customer Refunds	\$109.56	0	1229231	1313 STEVENS DR
12/29/2023	318811	P	999000	AUREF - Utility Customer Refunds	\$4.65	0	1229231	250 GAGE BLVD 2095
12/29/2023	318812	P	999000	AUREF - Utility Customer Refunds	\$2,668.80	0	1229231	322 BARTH AVE
12/29/2023	318813	P	999000	AUREF - Utility Customer Refunds	\$132.70	0	1229231	503 CULLUM AVE
12/29/2023	318814	P	999000	AUREF - Utility Customer Refunds	\$25.80	0	1229231	1650 MOWRY SQ 326
12/29/2023	318815	P	999000	AUREF - Utility Customer Refunds	\$179.72	0	1229231	2100 BELLERIVE DR V220
12/29/2023	318816	P	999000	AUREF - Utility Customer Refunds	\$467.42	0	1229231	1851 JADWIN AVE 305
12/29/2023	318817	P	999000	AUREF - Utility Customer Refunds	\$18.32	0	1229231	1784 BRIANNA CT
12/29/2023	318818	P	999000	AUREF - Utility Customer Refunds	\$31.64	0	1229231	659 HANFORD ST
12/29/2023	318819	P	999000	AUREF - Utility Customer Refunds	\$189.16	0	1229231	3003 QUEENSGATE DR Apt 330
12/29/2023	318820	P	999000	AUREF - Utility Customer Refunds	\$289.80	0	1229231	2555 BELLA COOLA LN Apt 301
12/29/2023	318821	P	999000	AUREF - Utility Customer Refunds	\$96.30	0	1229231	2324 HOOD AVE 8
12/29/2023	318822	P	999000	AUREF - Utility Customer Refunds	\$213.03	0	1229231	451 WESTCLIFFE BLVD Apt D129
12/29/2023	318823	P	999000	AUREF - Utility Customer Refunds	\$98.26	0	1229231	1648 ALAMOSA AVE
12/29/2023	318824	P	999000	AUREF - Utility Customer Refunds	\$191.36	0	1229231	1790 LESLIE RD 107
12/29/2023	318825	P	999000	AUREF - Utility Customer Refunds	\$122.10	0	1229231	2665 KINGSGATE WAY Apt D139
12/29/2023	318826	P	999000	AUREF - Utility Customer Refunds	\$175.60	0	1229231	230 BATTELLE BLVD Apt 116
12/29/2023	318827	P	999000	AUREF - Utility Customer Refunds	\$109.80	0	1229231	230 BATTELLE BLVD Apt 216
12/29/2023	318828	P	999000	AUREF - Utility Customer Refunds	\$115.33	0	1229231	650 GEORGE WASHINGTON WAY Apt
12/29/2023	318829	P	999000	AUREF - Utility Customer Refunds	\$163.41	0	1229231	2894 SALK AVE Apt 325
12/29/2023	318830	P	999000	AUREF - Utility Customer Refunds	\$453.10	0	1229231	2348 HOOD AVE 5
12/29/2023	318831	P	999000	AUREF - Utility Customer Refunds	\$153.29	0	1229231	2555 DUPORTAIL ST A301
12/29/2023	318832	P	999000	AUREF - Utility Customer Refunds	\$162.30	0	1229231	900 AARON DR 105
12/29/2023	318833	P	999000	AUREF - Utility Customer Refunds	\$154.35	0	1229231	2665 KINGSGATE WAY Apt B216

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12/29/2023	318834	P	999000	AUREF - Utility Customer Refunds	\$212.46	0	1229231	2105 PULLEN ST 1
12/29/2023	318835	P	999000	AUREF - Utility Customer Refunds	\$276.96	0	1229231	2185 NEWCOMER AVE
12/29/2023	318836	P	999000	AUREF - Utility Customer Refunds	\$162.45	0	1229231	3003 QUEENSGATE DR Apt 216
12/29/2023	318837	P	999000	AUREF - Utility Customer Refunds	\$183.72	0	1229231	1619 THAYER DR
12/29/2023	318838	P	999000	AUREF - Utility Customer Refunds	\$0.85	0	1229231	414 WRIGHT AVE
12/29/2023	318839	P	999000	AUREF - Utility Customer Refunds	\$185.56	0	1229231	305 GREENTREE CT 5
12/29/2023	318840	P	999000	AUREF - Utility Customer Refunds	\$59.10	0	1229231	1876 FOWLER ST 119
12/29/2023	318841	P	999000	AUREF - Utility Customer Refunds	\$160.39	0	1229231	240 BATTELLE BLVD Apt 227
12/29/2023	318842	P	999000	AUREF - Utility Customer Refunds	\$58.08	0	1229231	1407 SYMONS ST
12/29/2023	318843	P	999000	AUREF - Utility Customer Refunds	\$114.42	0	1229231	2433 GEORGE WASHINGTON WAY 310
12/29/2023	318844	P	999000	AUREF - Utility Customer Refunds	\$158.32	0	1229231	2513 DUPORTAIL ST Apt 234
12/29/2023	318845	P	999000	AUREF - Utility Customer Refunds	\$249.11	0	1229231	220 DOUGLASS AVE
12/29/2023	318846	P	999000	AUREF - Utility Customer Refunds	\$42.54	0	1229231	414 LOMBARDY LN
12/29/2023	318847	P	999000	AUREF - Utility Customer Refunds	\$93.86	0	1229231	460 SUNDANCE DR
12/29/2023	318848	P	999000	AUREF - Utility Customer Refunds	\$137.95	0	1229231	575 COLUMBIA POINT DR Apt 208
12/29/2023	318849	P	999000	AUREF - Utility Customer Refunds	\$156.09	0	1229231	3003 QUEENSGATE DR Apt 274
12/29/2023	318850	P	999000	AUREF - Utility Customer Refunds	\$92.29	0	1229231	230 BATTELLE BLVD Apt 113
12/29/2023	318851	P	999000	AUREF - Utility Customer Refunds	\$2.98	0	1229231	933 SANFORD AVE
12/29/2023	318852	P	999000	AUREF - Utility Customer Refunds	\$35.86	0	1229231	2305 CONCORD ST
12/29/2023	318853	P	999000	AUREF - Utility Customer Refunds	\$178.84	0	1229231	2665 KINGSGATE WAY Apt B113
12/29/2023	318854	P	999000	AUREF - Utility Customer Refunds	\$34.07	0	1229231	1529 COLUMBIA PARK TRL Apt 237
12/29/2023	318855	P	999000	AUREF - Utility Customer Refunds	\$404.50	0	1229231	451 WESTCLIFFE BLVD Apt D131
12/29/2023	318856	P	999000	AUREF - Utility Customer Refunds	\$122.43	0	1229231	1650 MOWRY SQ 217
12/29/2023	318857	P	999000	AUREF - Utility Customer Refunds	\$731.56	0	1229231	354 VAN GIESEN ST D
12/29/2023	318858	P	999000	AUREF - Utility Customer Refunds	\$171.08	0	1229231	2550 DUPORTAIL ST M273
12/29/2023	318859	P	999000	AUREF - Utility Customer Refunds	\$88.58	0	1229231	1012 RIO SENDA CT
12/29/2023	318860	P	999000	AUREF - Utility Customer Refunds	\$202.83	0	1229231	250 GAGE BLVD 3020
12/29/2023	318861	P	999000	AUREF - Utility Customer Refunds	\$24.86	0	1229231	2729 KETCH RD
12/29/2023	318862	P	999000	AUREF - Utility Customer Refunds	\$19.74	0	1229231	1213 JURUPA ST
12/29/2023	318863	P	999000	AUREF - Utility Customer Refunds	\$144.34	0	1229231	2433 GEORGE WASHINGTON WAY 620
12/29/2023	318864	P	999000	AUREF - Utility Customer Refunds	\$372.43	0	1229231	2100 BELLERIVE DR Z248
12/29/2023	318865	P	999000	AUREF - Utility Customer Refunds	\$246.13	0	1229231	98 CULLUM AVE
12/29/2023	318866	P	999000	AUREF - Utility Customer Refunds	\$160.45	0	1229231	303 GREENTREE CT 8

Accounts Payable Checks

12/1/2023 - 12/31/2023

CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/29/2023	318867	P	999000	AUREF - Utility Customer Refunds	\$87.47	0	1229231	3168 QUAIL RIDGE LOOP
12/29/2023	318868	P	999000	AUREF - Utility Customer Refunds	\$89.45	0	1229231	1621 GEORGE WASHINGTON WAY D10
12/29/2023	318869	P	999000	AUREF - Utility Customer Refunds	\$159.48	0	1229231	650 GEORGE WASHINGTON WAY Apt
12/29/2023	318870	P	999000	AUREF - Utility Customer Refunds	\$122.16	0	1229231	2031 WEISKOPF CT
12/29/2023	318871	P	999000	AUREF - Utility Customer Refunds	\$119.13	0	1229231	2500 GEORGE WASHINGTON WAY 223
12/29/2023	318872	P	999000	AUREF - Utility Customer Refunds	\$192.72	0	1229231	1985 GREENBROOK BLVD
12/29/2023	318873	P	999000	AUREF - Utility Customer Refunds	\$84.98	0	1229231	2336 COPPERLEAF ST
12/29/2023	318874	P	999000	AUREF - Utility Customer Refunds	\$119.77	0	1229231	3003 QUEENSGATE DR Apt 102
12/29/2023	318875	P	999000	AUREF - Utility Customer Refunds	\$131.83	0	1229231	2100 BELLERIVE DR N161
12/29/2023	318876	P	999000	AUREF - Utility Customer Refunds	\$400.85	0	1229231	1904 SYMONS ST
12/29/2023	318877	P	999000	AUREF - Utility Customer Refunds	\$441.23	0	1229231	443 GREENBROOK PL
12/29/2023	318878	P	999000	AUREF - Utility Customer Refunds	\$150.91	0	1229231	3003 QUEENSGATE DR Apt 244
12/29/2023	318879	P	999000	AUREF - Utility Customer Refunds	\$229.13	0	1229231	3003 QUEENSGATE DR Apt 224
12/29/2023	318880	P	999000	AUREF - Utility Customer Refunds	\$257.20	0	1229231	3003 QUEENSGATE DR Apt 117
12/29/2023	318881	P	999000	AUREF - Utility Customer Refunds	\$352.67	0	1229231	2550 DUPORTAIL ST R203
12/29/2023	318882	P	999000	AUREF - Utility Customer Refunds	\$120.84	0	1229231	2555 BELLA COOLA LN Apt 367
12/29/2023	318883	P	999000	AUREF - Utility Customer Refunds	\$35.50	0	1229231	2853 SUNSHINE RIDGE RD
12/29/2023	318884	P	999000	AUREF - Utility Customer Refunds	\$374.90	0	1229231	1763 GEORGE WASHINGTON WAY
12/29/2023	318885	P	999000	AUREF - Utility Customer Refunds	\$194.11	0	1229231	1246 EL MONTE CT
12/29/2023	318886	P	999000	AUREF - Utility Customer Refunds	\$54.85	0	1229231	1204 GOWEN AVE
12/29/2023	318887	P	999000	AUREF - Utility Customer Refunds	\$238.26	0	1229231	611 MARYSVILLE WAY
12/29/2023	318888	P	999000	AUREF - Utility Customer Refunds	\$14.10	0	1229231	2984 CROSSWATER LOOP
12/29/2023	318889	P	999000	AUREF - Utility Customer Refunds	\$167.24	0	1229231	1529 COLUMBIA PARK TRL Apt 242
12/29/2023	318890	P	999000	AUREF - Utility Customer Refunds	\$152.75	0	1229231	3003 QUEENSGATE DR Apt 156
12/29/2023	318891	P	999000	AUREF - Utility Customer Refunds	\$181.14	0	1229231	2513 DUPORTAIL ST Apt 329
12/29/2023	318892	P	999000	AUREF - Utility Customer Refunds	\$214.92	0	1229231	1914 GEORGE WASHINGTON WAY Apt
12/29/2023	318893	P	999000	AUREF - Utility Customer Refunds	\$394.58	0	1229231	1878 FOWLER ST 5
12/29/2023	318894	P	999000	AUREF - Utility Customer Refunds	\$212.78	0	1229231	2550 DUPORTAIL ST B110
12/29/2023	318895	P	999000	AUREF - Utility Customer Refunds	\$138.25	0	1229231	240 BATTELLE BLVD Apt 324
12/29/2023	318896	P	999000	AUREF - Utility Customer Refunds	\$149.72	0	1229231	2894 SALK AVE Apt 225
12/29/2023	318897	P	999000	AUREF - Utility Customer Refunds	\$268.29	0	1229231	1219 DEL MAR CT
12/29/2023	318898	P	11126	B AND B TRAILERS LLC	\$6,157.86	0	1229231	SNOW PLOW MOUNT VEH#2496 WO#71
12/29/2023	318899	P	10275	BADGER METER INC.	\$4,620.80	0	1229231	TURBO REGISTERS

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/29/2023	318900	P	10281	BENTON COUNTY	\$8,842.99	0	1229231	RED MTN BUILDING PERMIT #37543
12/29/2023	318901	P	10010	BENTON FRANKLIN HEALTH DISTRICT	\$100.00	0	1229231	RCC - 2024 COMMISSARY PERMIT
12/29/2023	318902	P	31788	THREE RIVERS WINDOW FASHIONS	\$821.77	0	1229231	RCC Blinds - Office 130
12/29/2023	318903	P	30682	CARPENTER, JACKIE	\$254.53	0	1229231	use of personal vehicle from A
12/29/2023	318904	P	10250	CH2O INC	\$71.00	0	1229231	BOILER TESTING WWTF--DEC '23 B
12/29/2023	318905	P	31028	TONI CLARK	\$57.77	0	1229231	REIMB 3RD & 4TH QTR MILEAGE
12/29/2023	318906	P	10429	CODE PUBLISHING INC	\$204.36	0	1229231	MUNICIPAL CODE - CUMULATIVE SU
12/29/2023	318907	P	11516	COLEMAN OIL COMPANY	\$24,149.47	0	1229231	WEEKLY GAS CARD 12/18 - 12/24
12/29/2023	318908	P	10223	COLUMBIA RIGGING CORP	\$197.65	0	1229231	CHAIN VEH#6000 WO#71444
12/29/2023	318909	P	10039	DAILY JOURNAL OF COMMERCE	\$849.60	0	1229231	ITB23-0053 RED MOUNTIAN RADIO
12/29/2023	318910	P	10756	DELL MARKETING LP	\$6,131.99	0	1229231	SR-137 Dell XPS 9320 Laptop fo
12/29/2023	318911	P	31664	DJ'S ELECTRICAL INC	\$247,507.01	0	1229231	View Ridge Estates Boring & Ca
12/29/2023	318912	P	32057	DOUBLE J EXCAVATING INC	\$125,211.90	0	1229231	Jadwin Pedestrian Crossing at
12/29/2023	318913	P	11044	EWING IRRIGATION PRODUCTS INC	\$125.22	0	1229231	2023 WW PARADE
12/29/2023	318914	P	10315	FERGUSON US HOLDINGS INC	\$55.46	0	1229231	10 Alum Strt Pip Wrch 810
12/29/2023	318915	P	32317	WORKING FIRE FURNITURE & MATTRESS CO INC	\$1,130.44	0	1229231	OFFICE CHAIRS FOR CONF ROOM X4
12/29/2023	318916	P	32135	BUSINESS INTERIORS OF IDAHO	\$3,072.13	0	1229231	3rd Floor Admin Workstation Fa
12/29/2023	318917	P	10050	GENERAL PACIFIC INC	\$94,463.56	0	1229231	TRANSFORMERS 3 PHASE - OUT TO
12/29/2023	318918	P	31660	KELLEY CONNECT CO	\$174.43	0	1229231	XEROX/XERC8155/H2 #KC31628 11/
12/29/2023	318919	P	10073	LAYNE OF WASHINGTON INC	\$57,188.75	0	1229231	Raw Intake No. 1 Insurance Cla
12/29/2023	318920	P	10262	LIFE ASSIST INC	\$1,962.15	0	1229231	FD-NARC ID INVENTORY SOFTWARE
12/29/2023	318921	P	10298	LN CURTIS & SONS	\$15,825.71	0	1229231	ENGINE 5062 & ENGINE 5063 EQUI
12/29/2023	318922	P	31741	DAWN MACDONALD	\$308.00	0	1229231	NOVEMBER CLASS #9671
12/29/2023	318923	P	11576	MERCER (US) INC	\$10,729.16	0	1229231	2023 Benefits Consulting & Bro
12/29/2023	318924	P	11600	MICHAEL D. TERRELL	\$1,480.38	0	1229231	Badger Mountain East Loop Trai
12/29/2023	318925	P	10357	OXARC INC	\$118.78	0	1229231	MEDICAL OXYGEN
12/29/2023	318926	P	10971	PARAMOUNT COMMUNICATIONS INC	\$18,190.00	0	1229231	Design Consultation Fiber to F
12/29/2023	318927	P	32361	REFERENT GROUP LLC	\$3,000.00	0	1229231	LECTURING SERVICES FOR 10/11/2
12/29/2023	318928	P	12318	RINGOLD EMBROIDERY	\$9,188.72	0	1229231	FD - CONTRACTUAL ANNUAL CLOTHI
12/29/2023	318929	P	30496	JENNIFER ROGERS	\$38.38	0	1229231	REIMB MILEAGE BCC RECRUITMENT,
12/29/2023	318930	P	10488	SAN DIEGO POLICE EQUIPMENT CO	\$1,538.00	0	1229231	Pistol/shotgun ammunition 2022
12/29/2023	318931	P	31869	KRISTI SMITH	\$1,320.00	0	1229231	DECEMBER 2023 FIREFIGHTERS SEC
12/29/2023	318932	P	30027	SEATTLE SEWING SOLUTIONS INC	\$476.65	0	1229231	jumpsuits

Accounts Payable Checks

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CHECK DATE	CHECK NBR	VOID	VENDOR#	EMP VENDOR NAME	CHECK AMT	VOID AMT	WARRANT	COMMENT
12/29/2023	318933	P	12430	SYSTEMS DESIGN WEST LLC	\$7,408.20	0	1229231	EMS BILLING - NOVEMBER 2023
12/29/2023	318934	P	10961	TACOMA SCREW PRODUCTS INC	\$28.27	0	1229231	DRIVELINE BOLTS VEH#3366 WO#71
12/29/2023	318935	P	30086	TELEFLEX LLC	\$340.77	0	1229231	MASKS
12/29/2023	318936	P	31597	TRI CITIES TABLE TENNIS ASSOCIATION	\$347.20	0	1229231	Table Tennis - November 2023 d
12/29/2023	318937	P	11175	TYNDALE ENTERPRISES INC	\$659.38	0	1229231	2023 FR CLOTHING PER SEATTLE C
12/29/2023	318938	P	11802	TRI CITIES VISITOR & CONVENTION BUREAU	\$3,892.00	0	1229231	BLRF Reimbursement WSU Workfor
12/29/2023	318939	P	11003	WEST COAST FIRE & RESCUE	\$15,891.94	0	1229231	FD - RESCUE TOOL
12/29/2023	318940	P	12483	ZOLL MEDICAL SUPPLY	\$983.01	0	1229231	CABLE, LIMB LEAD - CIRCUIT VEN
12/29/2023	318941	P	10087	EDWARD A MYERS	\$676.00	0	122923FP	NON COVERED VISION
12/29/2023	318942	P	32362	RYAN A MILLET	\$64.00	0	122923FP	NON COVERED DENTAL
12/29/2023	318943	P	10116	DONALD SIEMENS	\$25.95	0	122923FP	NON COVERED RX
					\$7,511,066.71	\$0.00		

Accounts Payable Wires 12/1/2023 - 12/31/2023

DATE	WIRE #	WIRE AMT	EMP VENDOR NAME	PURPOSE	WIRE ACH
12/01/2023	9839	3,593,088.13	US BANK ST PAUL	DEBT SERVICE DECEMBER 2023	W
12/05/2023	9840	336,287.26	CIGNA HEALTH AND LIFE INSURANCE COMPANY	Medical Claims 11/27-12/3/23	W
12/05/2023	9841	393.75	A.W. REHN & ASSOCIATES INC	November 2023 Admin Fees	W
12/04/2023	9842	3,869.75	PAYMENT PROCESSING INC	LANDFILL MERCHANT SERVICES FEE	W
12/04/2023	9843	211.30	PAYMENT PROCESSING INC	MUNIS MERCHANT SERVICES FEE	W
12/04/2023	9844	120.90	BANK OF AMERICA	LIBRARY MERCHANT SERVICE FEES	W
12/04/2023	9845	3,500,000.00	LGIP LOCAL GOVERNMENT INVESTMENT POOL	PURCHASE LGIP #1920	W
12/05/2023	9846	2,816.55	UNIFYHR LLC	FSA Deduction on 12/05/2023	W
12/05/2023	9847	1,310.00	UNIFYHR LLC	FSA Deduction on 12/05/2023	W
12/06/2023	9848	6,276.76	CORVEL CORPORATION	November 23-30 Claims	W
12/07/2023	9849	2,033.00	WASHINGTON STATE TREASURER	STATE SHARE OF CPL	W
12/08/2023	9850	108,303.24	RICHLAND GOLF MANAGEMENT CORPORATION	CPCG OPERATING REIMBURSEMENT -	W
12/12/2023	9851	189,170.89	CIGNA HEALTH AND LIFE INSURANCE COMPANY	Medical Claims 12/4-12/10/23	W
12/12/2023	9852	5,262.90	CORVEL CORPORATION	November 2023 Admin Fees	W
12/12/2023	9853	1,554.00	UNIFYHR LLC	FSA DEDUCTIONS ON 12-12-2023	W
12/12/2023	9854	598.45	UNIFYHR LLC	FSA DEDUCTIONS ON 12-12-2023	W
12/14/2023	9855	600,000.00	LGIP LOCAL GOVERNMENT INVESTMENT POOL	PURCHASE OF LGIP #1920	W
12/15/2023	9856	1,560.82	NW INTERGOVERNMENTAL ENERGY SUPPLY	Loss Returns EWEB Final Inv #1	W
12/25/2023	9857	138,559.18	BANK OF AMERICA	NOVEMBER 2023 PCARD	W
12/18/2023	9858	900,000.00	LGIP LOCAL GOVERNMENT INVESTMENT POOL	PURCHASE LGIP #1920	W
12/19/2023	9859	167,171.03	CIGNA HEALTH AND LIFE INSURANCE COMPANY	Medical Claims 12/11-12/17/23	W
12/26/2023	9860	362,675.73	WA STATE DEPARTMENT OF REVENUE	COMBINED EXCISE TAX - NOVEMBER	W
12/19/2023	9861	2,991.70	UNIFYHR LLC	FSA deduction on 12/19/23	W
12/19/2023	9862	763.68	UNIFYHR LLC	FSA deduction on 12/19/23	W
12/21/2023	9863	137,743.20	LAW ENFORCEMENT OFFICERS AND FIREFIGHTERS	January 2024 Premium	W
12/21/2023	9864	67,215.89	QBE INSURANCE CORPORATION	December 2023 Stop Loss	W
12/21/2023	9865	16,780.19	SUN LIFE ASSURANCE COMPANY OF CANADA	December 2023 Premium	W
12/21/2023	9866	18,984.52	CIGNA HEALTH AND LIFE INSURANCE COMPANY	December 2023 Admin Fees	W
12/20/2023	9867	9,158.58	VISION SERVICE PLAN (WA)	MONTHLY INVOICE	W

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DATE	WIRE #	WIRE AMT	EMP VENDOR NAME	PURPOSE	WIRE ACH
12/22/2023	9868	36,402.03	PAYMENTUS CORPORATION	MERCHANT SERVICE FEES	W
12/26/2023	9869	3,167,491.00	BONNEVILLE POWER ADMINISTRATION	NOV23-PAT01-10089	W
12/28/2023	9870	395,752.02	CIGNA HEALTH AND LIFE INSURANCE COMPANY	Medical Claims 12/18-12/24/23	W
12/28/2023	9871	2,496.00	4MYBENEFITS, INC	January 2024 Admin Fee	W
12/27/2023	9872	3,886.94	UNIFYHR LLC	FSA DEDUCTION ON 12/27/2023	W
12/27/2023	9873	994.81	UNIFYHR LLC	FSA DEDUCTION ON 12/27/2023	W
12/29/2023	9874	841,851.45	HUGHES FIRE EQUIPMENT, INC	TWO NEW 2022 PIERCE ENFORCER F	W
12/28/2023	9875	2,000,000.00	LGIP LOCAL GOVERNMENT INVESTMENT POOL	PURCHASE OF LGIP #1920	W
TOTAL WIRE		\$16,623,775.65			

Payroll Wires and ACH 12/1/2023 thru 12/31/2023

Effective Date	WIRE/ACH	VENDOR	PAYEE	AMOUNT	comment
12/07/2023	13725	10231	UNITED WAY OF BENTON & FRANKLIN COUNTIES	\$166.15	
12/07/2023	13726	10286	WA STATE DEPT OF RETIREMENT SYSTEMS	\$336,423.71	
12/07/2023	13727	10348	INTERNATIONAL CITY MANAGEMENT ASSOCIATION	\$219,596.23	
12/07/2023	13728	10460	STATE OF WASHINGTON EMPLOYMENT SECURITY DEPT	\$23,167.23	
12/07/2023	13729	10573	A.W. REHN & ASSOCIATES INC	\$25,875.00	
12/07/2023	13730	10646	INTERNATIONAL ASSN OF FIRE FIGHTERS	\$9,096.91	
12/07/2023	13731	10696	UNITED STATES TREASURY	\$466,798.41	
12/07/2023	13732	10698	RICHLAND POLICE GUILD	\$7,718.00	
12/07/2023	13733	10699	IUOE LOCAL #280	\$6,135.50	
12/07/2023	13734	10700	INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS	\$4,553.93	
12/07/2023	13735	10702	DIVISION OF CHILD SUPPORT	\$2,279.29	
12/07/2023	13736	10736	CITY OF RICHLAND	\$6,575.13	
12/07/2023	13737	10782	CITY OF RICHLAND DEPENDENT CARE RE	\$1,794.64	
12/07/2023	13738	10783	CITY OF RICHLAND MEDICAL DENTAL VISION	\$522,928.28	
12/07/2023	13739	10784	CITY OF RICHLAND UNEMPLOYMENT	\$3,473.34	
12/07/2023	13740	10785	CITY OF RICHLAND WORKER'S COMPENSA	\$38,009.11	
12/07/2023	13741	10786	CITY OF RICHLAND CIGNA DISABILITY	\$3,578.83	
12/07/2023	13742	10787	CITY OF RICHLAND CIGNA LIFE	\$5,784.73	
12/07/2023	13743	10788	CITY OF RICHLAND CIGNA OPTIONAL AD	\$1,667.31	
12/07/2023	13744	10789	CITY OF RICHLAND CIGNA BASIC AD&D	\$1,238.01	
12/07/2023	13745	10790	CITY OF RICHLAND CIGNA DEPENDENT L	\$158.80	
12/07/2023	13746	10791	CITY OF RICHLAND ER POST RETIREMENT	\$44,928.00	
12/07/2023	13747	10792	CITY OF RICHLAND ER MEDICAL INS PR	\$17,472.00	
12/07/2023	13748	10984	NATIONWIDE RETIREMENT SOLUTIONS	\$37,910.54	
12/07/2023	13749	31408	AMERICAN FAMILY LIFE ASSURANCE COMPANY OF COLUMBUS	\$15.14	
12/07/2023	13750	31411	ALLSTATE	\$12.50	
12/07/2023	13751	53342	PROVIDENT LIFE	\$4,194.72	
12/07/2023	13752	53343	SUN LIFE OPTIONAL LIFE INS	\$47.00	
			EFFECTIVE DATE TOTAL	\$1,791,598.44	
12/21/2023	13753	10231	UNITED WAY OF BENTON & FRANKLIN COUNTIES	\$111.15	
12/21/2023	13754	10286	WA STATE DEPT OF RETIREMENT SYSTEMS	\$309,939.74	
12/21/2023	13755	10348	INTERNATIONAL CITY MANAGEMENT ASSOCIATION	\$190,216.30	
12/21/2023	13756	10460	STATE OF WASHINGTON EMPLOYMENT SECURITY DEPT	\$20,059.15	
12/21/2023	13757	10646	INTERNATIONAL ASSN OF FIRE FIGHTERS	\$9,005.88	
12/21/2023	13758	10696	UNITED STATES TREASURY	\$395,878.14	

Payroll Wires and ACH 12/1/2023 thru 12/31/2023

Effective Date	WIRE/ACH	VENDOR	PAYEE	AMOUNT	comment
12/21/2023	13759	10702	DIVISION OF CHILD SUPPORT	\$2,541.97	
12/21/2023	13760	16364	IAFF WSCFF EE MEDICAL TRUST	\$10,725.00	
12/21/2023	13761	10736	CITY OF RICHLAND	\$6,975.03	
12/21/2023	13762	10782	CITY OF RICHLAND DEPENDENT CARE RE	\$1,377.92	
12/21/2023	13763	10783	CITY OF RICHLAND MEDICAL DENTAL VISION	\$458,096.13	
12/21/2023	13764	10784	CITY OF RICHLAND UNEMPLOYMENT	\$3,317.07	
12/21/2023	13765	10785	CITY OF RICHLAND WORKER'S COMPENSA	\$50,941.27	
12/21/2023	13766	10786	CITY OF RICHLAND CIGNA DISABILITY	\$3,600.80	
12/21/2023	13767	10787	CITY OF RICHLAND CIGNA LIFE	\$36.40	
12/21/2023	13768	10789	CITY OF RICHLAND CIGNA BASIC AD&D	\$7.79	
12/21/2023	13769	10790	CITY OF RICHLAND CIGNA DEPENDENT L	\$0.80	
12/21/2023	13770	10984	NATIONWIDE RETIREMENT SOLUTIONS	\$37,009.71	
12/21/2023	13771	51267	HRA VERA	\$125,010.37	
12/21/2023	13772	31408	AMERICAN FAMILY LIFE ASSURANCE COMPANY OF COLUMBUS	\$5,303.69	
12/21/2023	13773	31409	NATIONWIDE	\$1,082.73	
12/21/2023	13774	31410	ARAG	\$643.50	
12/21/2023	13775	31411	ALLSTATE	\$727.50	
12/21/2023	13776	53342	PROVIDENT LIFE	\$4,335.93	
12/21/2023	13777	53343	SUN LIFE OPTIONAL LIFE INS	\$6,787.55	
			EFFECTIVE DATE TOTAL	\$1,643,731.52	
12/29/2023	13778	10696	UNITED STATES TREASURY	\$954.31	
			EFFECTIVE DATE TOTAL	\$954.31	
Total			WIRE TOTAL FOR SELECTED TIME PERIOD	\$3,436,284.27	

Payroll Direct Deposits / Checks 12/1/2023 - 12/27/2023

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-07	12/7/2023	216782		0		\$2301.86	0
PAYROLL - 2023-12-07	12/7/2023	216783		0		\$3113.85	0
PAYROLL - 2023-12-07	12/7/2023	216784		0		\$1191.54	0
PAYROLL - 2023-12-07	12/7/2023	216785		0		\$1606.03	0
PAYROLL - 2023-12-07	12/7/2023	216786		0		\$2156.67	0
PAYROLL - 2023-12-07	12/7/2023	216787		0		\$4979.96	0
PAYROLL - 2023-12-07	12/7/2023	216788		0		\$1590.14	0
PAYROLL - 2023-12-07	12/7/2023	216789		0		\$2027.95	0
PAYROLL - 2023-12-07	12/7/2023	216790		0		\$329.47	0
PAYROLL - 2023-12-07	12/7/2023	216791		0		\$1653.73	0
PAYROLL - 2023-12-07	12/7/2023	216792		0		\$2173.17	0
PAYROLL - 2023-12-07	12/7/2023	216793		0		\$2768.48	0
PAYROLL - 2023-12-07	12/7/2023	216794		0		\$2649.36	0
PAYROLL - 2023-12-07	12/7/2023	216795		0		\$5241.09	0
PAYROLL - 2023-12-07	12/7/2023	216796		0		\$6956.90	0
PAYROLL - 2023-12-07	12/7/2023	216797		0		\$5173.49	0
PAYROLL - 2023-12-07	12/7/2023	216798		0		\$1911.27	0
PAYROLL - 2023-12-07	12/7/2023	216799		0		\$1895.44	0
PAYROLL - 2023-12-07	12/7/2023	216800		0		\$1125.11	0
PAYROLL - 2023-12-07	12/7/2023	216801		0		\$1525.82	0
PAYROLL - 2023-12-07	12/7/2023	216802		0		\$1925.12	0
PAYROLL - 2023-12-07	12/7/2023	216803		0		\$1855.25	0
PAYROLL - 2023-12-07	12/7/2023	216804		0		\$1067.81	0
PAYROLL - 2023-12-07	12/7/2023	216805		0		\$2104.58	0
PAYROLL - 2023-12-07	12/7/2023	216806		0		\$2002.87	0
PAYROLL - 2023-12-07	12/7/2023	216807		0		\$1372.23	0
PAYROLL - 2023-12-07	12/7/2023	216808		0		\$1632.14	0
PAYROLL - 2023-12-07	12/7/2023	216809		0		\$1247.83	0
PAYROLL - 2023-12-07	12/7/2023	216810		0		\$2788.95	0

Payroll Direct Deposits / Checks 12/1/2023 - 12/27/2023

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-07	12/7/2023	216811		0		\$1635.39	0
PAYROLL - 2023-12-07	12/7/2023	216812		0		\$1730.57	0
PAYROLL - 2023-12-07	12/7/2023	216813		0		\$408.35	0
PAYROLL - 2023-12-07	12/7/2023	216814		0		\$6504.97	0
PAYROLL - 2023-12-07	12/7/2023	216815		0		\$1740.98	0
PAYROLL - 2023-12-07	12/7/2023	216816		0		\$1414.16	0
PAYROLL - 2023-12-07	12/7/2023	216817		0		\$1894.29	0
PAYROLL - 2023-12-07	12/7/2023	216818		0		\$1365.64	0
PAYROLL - 2023-12-07	12/7/2023	216819		0		\$2101.01	0
PAYROLL - 2023-12-07	12/7/2023	216820		0		\$1554.94	0
PAYROLL - 2023-12-07	12/7/2023	216821		0		\$1456.31	0
PAYROLL - 2023-12-07	12/7/2023	216822		0		\$1755.28	0
PAYROLL - 2023-12-07	12/7/2023	216823		0		\$1757.13	0
PAYROLL - 2023-12-07	12/7/2023	216824		0		\$1888.40	0
PAYROLL - 2023-12-07	12/7/2023	216825		0		\$1490.27	0
PAYROLL - 2023-12-07	12/7/2023	216826		0		\$2142.31	0
PAYROLL - 2023-12-07	12/7/2023	216827		0		\$2584.62	0
PAYROLL - 2023-12-07	12/7/2023	216828		0		\$1660.58	0
PAYROLL - 2023-12-07	12/7/2023	216829		0		\$2333.22	0
PAYROLL - 2023-12-07	12/7/2023	216830		0		\$4782.53	0
PAYROLL - 2023-12-07	12/7/2023	216831		0		\$2662.86	0
PAYROLL - 2023-12-07	12/7/2023	216832		0		\$2524.78	0
PAYROLL - 2023-12-07	12/7/2023	216833		0		\$4655.89	0
PAYROLL - 2023-12-07	12/7/2023	216834		0		\$1726.34	0
PAYROLL - 2023-12-07	12/7/2023	216835		0		\$1639.24	0
PAYROLL - 2023-12-07	12/7/2023	216836		0		\$1540.07	0
PAYROLL - 2023-12-07	12/7/2023	216837		0		\$1329.65	0
PAYROLL - 2023-12-07	12/7/2023	216838		0		\$2195.21	0
PAYROLL - 2023-12-07	12/7/2023	216839		0		\$1608.68	0

Payroll Direct Deposits / Checks 12/1/2023 - 12/27/2023

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-07	12/7/2023	216840		0		\$2599.61	0
PAYROLL - 2023-12-07	12/7/2023	216841		0		\$1466.13	0
PAYROLL - 2023-12-07	12/7/2023	216842		0		\$2840.88	0
PAYROLL - 2023-12-07	12/7/2023	216843		0		\$1259.23	0
PAYROLL - 2023-12-07	12/7/2023	216844		0		\$1571.27	0
PAYROLL - 2023-12-07	12/7/2023	216845		0		\$1567.29	0
PAYROLL - 2023-12-07	12/7/2023	216846		0		\$1807.80	0
PAYROLL - 2023-12-07	12/7/2023	216847		0		\$1729.77	0
PAYROLL - 2023-12-07	12/7/2023	216848		0		\$2269.14	0
PAYROLL - 2023-12-07	12/7/2023	216849		0		\$1876.23	0
PAYROLL - 2023-12-07	12/7/2023	216850		0		\$1665.35	0
PAYROLL - 2023-12-07	12/7/2023	216851		0		\$1752.24	0
PAYROLL - 2023-12-07	12/7/2023	216852		0		\$2207.93	0
PAYROLL - 2023-12-07	12/7/2023	216853		0		\$2121.02	0
PAYROLL - 2023-12-07	12/7/2023	216854		0		\$1333.95	0
PAYROLL - 2023-12-07	12/7/2023	216855		0		\$2794.18	0
PAYROLL - 2023-12-07	12/7/2023	216856		0		\$1739.13	0
PAYROLL - 2023-12-07	12/7/2023	216857		0		\$0.01	0
PAYROLL - 2023-12-07	12/7/2023	216858		0		\$1497.50	0
PAYROLL - 2023-12-07	12/7/2023	216859		0		\$2463.71	0
PAYROLL - 2023-12-07	12/7/2023	216860		0		\$1750.47	0
PAYROLL - 2023-12-07	12/7/2023	216861		0		\$1808.39	0
PAYROLL - 2023-12-07	12/7/2023	216862		0		\$1909.02	0
PAYROLL - 2023-12-07	12/7/2023	216863		0		\$1532.34	0
PAYROLL - 2023-12-07	12/7/2023	216864		0		\$1881.54	0
PAYROLL - 2023-12-07	12/7/2023	216865		0		\$1792.16	0
PAYROLL - 2023-12-07	12/7/2023	216866		0		\$2114.52	0
PAYROLL - 2023-12-07	12/7/2023	216867		0		\$1549.46	0
PAYROLL - 2023-12-07	12/7/2023	216868		0		\$2009.05	0

Payroll Direct Deposits / Checks 12/1/2023 - 12/27/2023

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-07	12/7/2023	216869		0		\$2101.41	0
PAYROLL - 2023-12-07	12/7/2023	216870		0		\$3431.76	0
PAYROLL - 2023-12-07	12/7/2023	216871		0		\$1900.58	0
PAYROLL - 2023-12-07	12/7/2023	216872		0		\$128.43	0
PAYROLL - 2023-12-07	12/7/2023	216873		0		\$210.47	0
PAYROLL - 2023-12-07	12/7/2023	216874		0		\$927.57	0
PAYROLL - 2023-12-07	12/7/2023	216875		0		\$139.12	0
PAYROLL - 2023-12-07	12/7/2023	216876		0		\$1933.80	0
PAYROLL - 2023-12-07	12/7/2023	216877		0		\$797.10	0
PAYROLL - 2023-12-07	12/7/2023	216878		0		\$1569.50	0
PAYROLL - 2023-12-07	12/7/2023	216879		0		\$49.94	0
PAYROLL - 2023-12-07	12/7/2023	216880		0		\$2059.41	0
PAYROLL - 2023-12-07	12/7/2023	216881		0		\$584.79	0
PAYROLL - 2023-12-07	12/7/2023	216882		0		\$135.55	0
PAYROLL - 2023-12-07	12/7/2023	216883		0		\$1325.12	0
PAYROLL - 2023-12-07	12/7/2023	216884		0		\$128.43	0
PAYROLL - 2023-12-07	12/7/2023	216885		0		\$142.69	0
PAYROLL - 2023-12-07	12/7/2023	216886		0		\$71.34	0
PAYROLL - 2023-12-07	12/7/2023	216887		0		\$132.60	0
PAYROLL - 2023-12-07	12/7/2023	216888		0		\$1997.34	0
PAYROLL - 2023-12-07	12/7/2023	216889		0		\$128.43	0
PAYROLL - 2023-12-07	12/7/2023	216890		0		\$71.34	0
PAYROLL - 2023-12-07	12/7/2023	216891		0		\$2563.87	0
PAYROLL - 2023-12-07	12/7/2023	216892		0		\$779.20	0
PAYROLL - 2023-12-07	12/7/2023	216893		0		\$1684.30	0
PAYROLL - 2023-12-07	12/7/2023	216894		0		\$142.69	0
PAYROLL - 2023-12-07	12/7/2023	216895		0		\$2322.99	0
PAYROLL - 2023-12-07	12/7/2023	216896		0		\$701.80	0
PAYROLL - 2023-12-07	12/7/2023	216897		0		\$181.94	0

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CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-07	12/7/2023	216898		0		\$1627.55	0
PAYROLL - 2023-12-07	12/7/2023	216899		0		\$698.20	0
PAYROLL - 2023-12-07	12/7/2023	216900		0		\$142.69	0
PAYROLL - 2023-12-07	12/7/2023	216901		0		\$171.23	0
PAYROLL - 2023-12-07	12/7/2023	216902		0		\$128.43	0
PAYROLL - 2023-12-07	12/7/2023	216903		0		\$156.96	0
PAYROLL - 2023-12-07	12/7/2023	216904		0		\$578.46	0
PAYROLL - 2023-12-07	12/7/2023	216905		0		\$695.60	0
PAYROLL - 2023-12-07	12/7/2023	216906		0		\$142.69	0
PAYROLL - 2023-12-07	12/7/2023	216907		0		\$211.65	0
PAYROLL - 2023-12-07	12/7/2023	216908		0		\$2639.49	0
PAYROLL - 2023-12-07	12/7/2023	216909		0		\$2844.02	0
PAYROLL - 2023-12-07	12/7/2023	216910		0		\$1881.45	0
PAYROLL - 2023-12-07	12/7/2023	216911		0		\$1610.99	0
PAYROLL - 2023-12-07	12/7/2023	216912		0		\$1559.09	0
PAYROLL - 2023-12-07	12/7/2023	216913		0		\$2220.91	0
PAYROLL - 2023-12-07	12/7/2023	216914		0		\$1918.03	0
PAYROLL - 2023-12-07	12/7/2023	216915		0		\$2047.76	0
PAYROLL - 2023-12-07	12/7/2023	216916		0		\$2154.28	0
PAYROLL - 2023-12-07	12/7/2023	216917		0		\$3155.91	0
PAYROLL - 2023-12-07	12/7/2023	216918		0		\$1887.42	0
PAYROLL - 2023-12-07	12/7/2023	216919		0		\$1787.56	0
PAYROLL - 2023-12-07	12/7/2023	216920		0		\$2019.85	0
PAYROLL - 2023-12-07	12/7/2023	216921		0		\$3121.73	0
PAYROLL - 2023-12-07	12/7/2023	216922		0		\$1964.62	0
PAYROLL - 2023-12-07	12/7/2023	216923		0		\$2017.93	0
PAYROLL - 2023-12-07	12/7/2023	216924		0		\$2017.60	0
PAYROLL - 2023-12-07	12/7/2023	216925		0		\$3411.29	0
PAYROLL - 2023-12-07	12/7/2023	216926		0		\$1706.36	0

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CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-07	12/7/2023	216927		0		\$2072.17	0
PAYROLL - 2023-12-07	12/7/2023	216928		0		\$2948.78	0
PAYROLL - 2023-12-07	12/7/2023	216929		0		\$1839.13	0
PAYROLL - 2023-12-07	12/7/2023	216930		0		\$2017.24	0
PAYROLL - 2023-12-07	12/7/2023	216931		0		\$1976.72	0
PAYROLL - 2023-12-07	12/7/2023	216932		0		\$1754.20	0
PAYROLL - 2023-12-07	12/7/2023	216933		0		\$2648.85	0
PAYROLL - 2023-12-07	12/7/2023	216934		0		\$1703.05	0
PAYROLL - 2023-12-07	12/7/2023	216935		0		\$3495.07	0
PAYROLL - 2023-12-07	12/7/2023	216936		0		\$1432.88	0
PAYROLL - 2023-12-07	12/7/2023	216937		0		\$2305.00	0
PAYROLL - 2023-12-07	12/7/2023	216938		0		\$1765.68	0
PAYROLL - 2023-12-07	12/7/2023	216939		0		\$1873.27	0
PAYROLL - 2023-12-07	12/7/2023	216940		0		\$1897.07	0
PAYROLL - 2023-12-07	12/7/2023	216941		0		\$1930.36	0
PAYROLL - 2023-12-07	12/7/2023	216942		0		\$5753.61	0
PAYROLL - 2023-12-07	12/7/2023	216943		0		\$3083.17	0
PAYROLL - 2023-12-07	12/7/2023	216944		0		\$2079.75	0
PAYROLL - 2023-12-07	12/7/2023	216945		0		\$4060.59	0
PAYROLL - 2023-12-07	12/7/2023	216946		0		\$4191.69	0
PAYROLL - 2023-12-07	12/7/2023	216947		0		\$2634.24	0
PAYROLL - 2023-12-07	12/7/2023	216948		0		\$3098.61	0
PAYROLL - 2023-12-07	12/7/2023	216949		0		\$4603.55	0
PAYROLL - 2023-12-07	12/7/2023	216950		0		\$5085.43	0
PAYROLL - 2023-12-07	12/7/2023	216951		0		\$4967.85	0
PAYROLL - 2023-12-07	12/7/2023	216952		0		\$3741.20	0
PAYROLL - 2023-12-07	12/7/2023	216953		0		\$3522.47	0
PAYROLL - 2023-12-07	12/7/2023	216954		0		\$3923.25	0
PAYROLL - 2023-12-07	12/7/2023	216955		0		\$2986.97	0

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CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-07	12/7/2023	216956		0		\$3405.89	0
PAYROLL - 2023-12-07	12/7/2023	216957		0		\$3566.99	0
PAYROLL - 2023-12-07	12/7/2023	216958		0		\$4794.41	0
PAYROLL - 2023-12-07	12/7/2023	216959		0		\$3885.18	0
PAYROLL - 2023-12-07	12/7/2023	216960		0		\$3079.80	0
PAYROLL - 2023-12-07	12/7/2023	216961		0		\$4920.29	0
PAYROLL - 2023-12-07	12/7/2023	216962		0		\$4624.09	0
PAYROLL - 2023-12-07	12/7/2023	216963		0		\$5942.48	0
PAYROLL - 2023-12-07	12/7/2023	216964		0		\$5321.14	0
PAYROLL - 2023-12-07	12/7/2023	216965		0		\$6284.80	0
PAYROLL - 2023-12-07	12/7/2023	216966		0		\$4852.64	0
PAYROLL - 2023-12-07	12/7/2023	216967		0		\$4012.19	0
PAYROLL - 2023-12-07	12/7/2023	216968		0		\$3673.74	0
PAYROLL - 2023-12-07	12/7/2023	216969		0		\$3882.14	0
PAYROLL - 2023-12-07	12/7/2023	216970		0		\$5896.10	0
PAYROLL - 2023-12-07	12/7/2023	216971		0		\$2402.48	0
PAYROLL - 2023-12-07	12/7/2023	216972		0		\$4211.52	0
PAYROLL - 2023-12-07	12/7/2023	216973		0		\$3157.96	0
PAYROLL - 2023-12-07	12/7/2023	216974		0		\$4401.01	0
PAYROLL - 2023-12-07	12/7/2023	216975		0		\$4232.81	0
PAYROLL - 2023-12-07	12/7/2023	216976		0		\$4162.18	0
PAYROLL - 2023-12-07	12/7/2023	216977		0		\$7414.15	0
PAYROLL - 2023-12-07	12/7/2023	216978		0		\$4142.31	0
PAYROLL - 2023-12-07	12/7/2023	216979		0		\$4085.80	0
PAYROLL - 2023-12-07	12/7/2023	216980		0		\$3749.03	0
PAYROLL - 2023-12-07	12/7/2023	216981		0		\$4123.90	0
PAYROLL - 2023-12-07	12/7/2023	216982		0		\$2840.76	0
PAYROLL - 2023-12-07	12/7/2023	216983		0		\$1321.55	0
PAYROLL - 2023-12-07	12/7/2023	216984		0		\$4341.05	0

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PAYROLL - 2023-12-07	12/7/2023	216985		0		\$2081.60	0
PAYROLL - 2023-12-07	12/7/2023	216986		0		\$4866.74	0
PAYROLL - 2023-12-07	12/7/2023	216987		0		\$3510.61	0
PAYROLL - 2023-12-07	12/7/2023	216988		0		\$4190.06	0
PAYROLL - 2023-12-07	12/7/2023	216989		0		\$1625.92	0
PAYROLL - 2023-12-07	12/7/2023	216990		0		\$2954.36	0
PAYROLL - 2023-12-07	12/7/2023	216991		0		\$4311.55	0
PAYROLL - 2023-12-07	12/7/2023	216992		0		\$4005.66	0
PAYROLL - 2023-12-07	12/7/2023	216993		0		\$3783.24	0
PAYROLL - 2023-12-07	12/7/2023	216994		0		\$3527.04	0
PAYROLL - 2023-12-07	12/7/2023	216995		0		\$3142.01	0
PAYROLL - 2023-12-07	12/7/2023	216996		0		\$3510.49	0
PAYROLL - 2023-12-07	12/7/2023	216997		0		\$3542.80	0
PAYROLL - 2023-12-07	12/7/2023	216998		0		\$4524.60	0
PAYROLL - 2023-12-07	12/7/2023	216999		0		\$3525.90	0
PAYROLL - 2023-12-07	12/7/2023	217000		0		\$4484.76	0
PAYROLL - 2023-12-07	12/7/2023	217001		0		\$4448.79	0
PAYROLL - 2023-12-07	12/7/2023	217002		0		\$4379.09	0
PAYROLL - 2023-12-07	12/7/2023	217003		0		\$4762.27	0
PAYROLL - 2023-12-07	12/7/2023	217004		0		\$3489.32	0
PAYROLL - 2023-12-07	12/7/2023	217005		0		\$4151.29	0
PAYROLL - 2023-12-07	12/7/2023	217006		0		\$3238.41	0
PAYROLL - 2023-12-07	12/7/2023	217007		0		\$4081.71	0
PAYROLL - 2023-12-07	12/7/2023	217008		0		\$3721.16	0
PAYROLL - 2023-12-07	12/7/2023	217009		0		\$3481.78	0
PAYROLL - 2023-12-07	12/7/2023	217010		0		\$6692.58	0
PAYROLL - 2023-12-07	12/7/2023	217011		0		\$4392.37	0
PAYROLL - 2023-12-07	12/7/2023	217012		0		\$4281.11	0
PAYROLL - 2023-12-07	12/7/2023	217013		0		\$1329.21	0

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PAYROLL - 2023-12-07	12/7/2023	217014		0		\$4037.51	0
PAYROLL - 2023-12-07	12/7/2023	217015		0		\$5490.85	0
PAYROLL - 2023-12-07	12/7/2023	217016		0		\$3453.52	0
PAYROLL - 2023-12-07	12/7/2023	217017		0		\$5405.36	0
PAYROLL - 2023-12-07	12/7/2023	217018		0		\$3894.63	0
PAYROLL - 2023-12-07	12/7/2023	217019		0		\$3716.98	0
PAYROLL - 2023-12-07	12/7/2023	217020		0		\$3533.23	0
PAYROLL - 2023-12-07	12/7/2023	217021		0		\$3247.93	0
PAYROLL - 2023-12-07	12/7/2023	217022		0		\$4143.83	0
PAYROLL - 2023-12-07	12/7/2023	217023		0		\$1677.03	0
PAYROLL - 2023-12-07	12/7/2023	217024		0		\$3028.21	0
PAYROLL - 2023-12-07	12/7/2023	217025		0		\$2033.95	0
PAYROLL - 2023-12-07	12/7/2023	217026		0		\$1246.90	0
PAYROLL - 2023-12-07	12/7/2023	217027		0		\$775.42	0
PAYROLL - 2023-12-07	12/7/2023	217028		0		\$4552.76	0
PAYROLL - 2023-12-07	12/7/2023	217029		0		\$2918.88	0
PAYROLL - 2023-12-07	12/7/2023	217030		0		\$3451.25	0
PAYROLL - 2023-12-07	12/7/2023	217031		0		\$4750.20	0
PAYROLL - 2023-12-07	12/7/2023	217032		0		\$3913.97	0
PAYROLL - 2023-12-07	12/7/2023	217033		0		\$1902.74	0
PAYROLL - 2023-12-07	12/7/2023	217034		0		\$4099.06	0
PAYROLL - 2023-12-07	12/7/2023	217035		0		\$4145.24	0
PAYROLL - 2023-12-07	12/7/2023	217036		0		\$8621.74	0
PAYROLL - 2023-12-07	12/7/2023	217037		0		\$3078.74	0
PAYROLL - 2023-12-07	12/7/2023	217038		0		\$4017.43	0
PAYROLL - 2023-12-07	12/7/2023	217039		0		\$3445.61	0
PAYROLL - 2023-12-07	12/7/2023	217040		0		\$5368.87	0
PAYROLL - 2023-12-07	12/7/2023	217041		0		\$1649.06	0
PAYROLL - 2023-12-07	12/7/2023	217042		0		\$2944.81	0

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PAYROLL - 2023-12-07	12/7/2023	217043		0		\$1658.98	0
PAYROLL - 2023-12-07	12/7/2023	217044		0		\$4029.56	0
PAYROLL - 2023-12-07	12/7/2023	217045		0		\$2032.11	0
PAYROLL - 2023-12-07	12/7/2023	217046		0		\$3565.71	0
PAYROLL - 2023-12-07	12/7/2023	217047		0		\$3185.39	0
PAYROLL - 2023-12-07	12/7/2023	217048		0		\$3445.88	0
PAYROLL - 2023-12-07	12/7/2023	217049		0		\$3491.49	0
PAYROLL - 2023-12-07	12/7/2023	217050		0		\$4029.61	0
PAYROLL - 2023-12-07	12/7/2023	217051		0		\$4187.91	0
PAYROLL - 2023-12-07	12/7/2023	217052		0		\$3363.75	0
PAYROLL - 2023-12-07	12/7/2023	217053		0		\$6244.41	0
PAYROLL - 2023-12-07	12/7/2023	217054		0		\$2892.47	0
PAYROLL - 2023-12-07	12/7/2023	217055		0		\$4022.66	0
PAYROLL - 2023-12-07	12/7/2023	217056		0		\$1719.21	0
PAYROLL - 2023-12-07	12/7/2023	217057		0		\$1643.70	0
PAYROLL - 2023-12-07	12/7/2023	217058		0		\$5102.26	0
PAYROLL - 2023-12-07	12/7/2023	217059		0		\$3952.65	0
PAYROLL - 2023-12-07	12/7/2023	217060		0		\$5529.54	0
PAYROLL - 2023-12-07	12/7/2023	217061		0		\$1741.81	0
PAYROLL - 2023-12-07	12/7/2023	217062		0		\$3504.77	0
PAYROLL - 2023-12-07	12/7/2023	217063		0		\$4182.02	0
PAYROLL - 2023-12-07	12/7/2023	217064		0		\$1945.79	0
PAYROLL - 2023-12-07	12/7/2023	217065		0		\$5208.02	0
PAYROLL - 2023-12-07	12/7/2023	217066		0		\$3673.88	0
PAYROLL - 2023-12-07	12/7/2023	217067		0		\$5852.75	0
PAYROLL - 2023-12-07	12/7/2023	217068		0		\$2418.14	0
PAYROLL - 2023-12-07	12/7/2023	217069		0		\$16236.74	0
PAYROLL - 2023-12-07	12/7/2023	217070		0		\$4664.46	0
PAYROLL - 2023-12-07	12/7/2023	217071		0		\$3059.78	0

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PAYROLL - 2023-12-07	12/7/2023	217072		0		\$2799.78	0
PAYROLL - 2023-12-07	12/7/2023	217073		0		\$1553.24	0
PAYROLL - 2023-12-07	12/7/2023	217074		0		\$2453.84	0
PAYROLL - 2023-12-07	12/7/2023	217075		0		\$3504.22	0
PAYROLL - 2023-12-07	12/7/2023	217076		0		\$4462.74	0
PAYROLL - 2023-12-07	12/7/2023	217077		0		\$3701.91	0
PAYROLL - 2023-12-07	12/7/2023	217078		0		\$3233.93	0
PAYROLL - 2023-12-07	12/7/2023	217079		0		\$3489.80	0
PAYROLL - 2023-12-07	12/7/2023	217080		0		\$1395.57	0
PAYROLL - 2023-12-07	12/7/2023	217081		0		\$1489.71	0
PAYROLL - 2023-12-07	12/7/2023	217082		0		\$4330.17	0
PAYROLL - 2023-12-07	12/7/2023	217083		0		\$3671.07	0
PAYROLL - 2023-12-07	12/7/2023	217084		0		\$4600.23	0
PAYROLL - 2023-12-07	12/7/2023	217085		0		\$4220.39	0
PAYROLL - 2023-12-07	12/7/2023	217086		0		\$5317.25	0
PAYROLL - 2023-12-07	12/7/2023	217087		0		\$3193.67	0
PAYROLL - 2023-12-07	12/7/2023	217088		0		\$1384.04	0
PAYROLL - 2023-12-07	12/7/2023	217089		0		\$3879.67	0
PAYROLL - 2023-12-07	12/7/2023	217090		0		\$4314.93	0
PAYROLL - 2023-12-07	12/7/2023	217091		0		\$4726.31	0
PAYROLL - 2023-12-07	12/7/2023	217092		0		\$3378.99	0
PAYROLL - 2023-12-07	12/7/2023	217093		0		\$4049.24	0
PAYROLL - 2023-12-07	12/7/2023	217094		0		\$4093.50	0
PAYROLL - 2023-12-07	12/7/2023	217095		0		\$3634.39	0
PAYROLL - 2023-12-07	12/7/2023	217096		0		\$2194.03	0
PAYROLL - 2023-12-07	12/7/2023	217097		0		\$1513.58	0
PAYROLL - 2023-12-07	12/7/2023	217098		0		\$1636.89	0
PAYROLL - 2023-12-07	12/7/2023	217099		0		\$4380.49	0
PAYROLL - 2023-12-07	12/7/2023	217100		0		\$1397.36	0

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PAYROLL - 2023-12-07	12/7/2023	217101		0		\$3885.67	0
PAYROLL - 2023-12-07	12/7/2023	217102		0		\$4436.41	0
PAYROLL - 2023-12-07	12/7/2023	217103		0		\$2094.46	0
PAYROLL - 2023-12-07	12/7/2023	217104		0		\$2153.40	0
PAYROLL - 2023-12-07	12/7/2023	217105		0		\$4060.23	0
PAYROLL - 2023-12-07	12/7/2023	217106		0		\$1631.79	0
PAYROLL - 2023-12-07	12/7/2023	217107		0		\$4417.87	0
PAYROLL - 2023-12-07	12/7/2023	217108		0		\$3906.09	0
PAYROLL - 2023-12-07	12/7/2023	217109		0		\$2064.79	0
PAYROLL - 2023-12-07	12/7/2023	217110		0		\$2140.38	0
PAYROLL - 2023-12-07	12/7/2023	217111		0		\$6464.51	0
PAYROLL - 2023-12-07	12/7/2023	217112		0		\$3544.18	0
PAYROLL - 2023-12-07	12/7/2023	217113		0		\$1621.35	0
PAYROLL - 2023-12-07	12/7/2023	217114		0		\$6767.05	0
PAYROLL - 2023-12-07	12/7/2023	217115		0		\$4882.93	0
PAYROLL - 2023-12-07	12/7/2023	217116		0		\$2575.71	0
PAYROLL - 2023-12-07	12/7/2023	217117		0		\$4016.90	0
PAYROLL - 2023-12-07	12/7/2023	217118		0		\$1471.42	0
PAYROLL - 2023-12-07	12/7/2023	217119		0		\$850.14	0
PAYROLL - 2023-12-07	12/7/2023	217120		0		\$3859.97	0
PAYROLL - 2023-12-07	12/7/2023	217121		0		\$3657.44	0
PAYROLL - 2023-12-07	12/7/2023	217122		0		\$4815.75	0
PAYROLL - 2023-12-07	12/7/2023	217123		0		\$3093.10	0
PAYROLL - 2023-12-07	12/7/2023	217124		0		\$5043.61	0
PAYROLL - 2023-12-07	12/7/2023	217125		0		\$2643.02	0
PAYROLL - 2023-12-07	12/7/2023	217126		0		\$3125.41	0
PAYROLL - 2023-12-07	12/7/2023	217127		0		\$1638.36	0
PAYROLL - 2023-12-07	12/7/2023	217128		0		\$4707.49	0
PAYROLL - 2023-12-07	12/7/2023	217129		0		\$4288.12	0

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PAYROLL - 2023-12-07	12/7/2023	217130		0		\$1505.76	0
PAYROLL - 2023-12-07	12/7/2023	217131		0		\$2806.82	0
PAYROLL - 2023-12-07	12/7/2023	217132		0		\$2655.42	0
PAYROLL - 2023-12-07	12/7/2023	217133		0		\$3778.56	0
PAYROLL - 2023-12-07	12/7/2023	217134		0		\$3727.44	0
PAYROLL - 2023-12-07	12/7/2023	217135		0		\$5714.43	0
PAYROLL - 2023-12-07	12/7/2023	217136		0		\$2616.77	0
PAYROLL - 2023-12-07	12/7/2023	217137		0		\$3266.41	0
PAYROLL - 2023-12-07	12/7/2023	217138		0		\$1524.50	0
PAYROLL - 2023-12-07	12/7/2023	217139		0		\$5745.45	0
PAYROLL - 2023-12-07	12/7/2023	217140		0		\$3168.58	0
PAYROLL - 2023-12-07	12/7/2023	217141		0		\$4407.34	0
PAYROLL - 2023-12-07	12/7/2023	217142		0		\$2365.90	0
PAYROLL - 2023-12-07	12/7/2023	217143		0		\$3072.23	0
PAYROLL - 2023-12-07	12/7/2023	217144		0		\$5965.13	0
PAYROLL - 2023-12-07	12/7/2023	217145		0		\$1749.49	0
PAYROLL - 2023-12-07	12/7/2023	217146		0		\$4489.57	0
PAYROLL - 2023-12-07	12/7/2023	217147		0		\$3664.96	0
PAYROLL - 2023-12-07	12/7/2023	217148		0		\$4320.87	0
PAYROLL - 2023-12-07	12/7/2023	217149		0		\$2797.20	0
PAYROLL - 2023-12-07	12/7/2023	217150		0		\$2953.47	0
PAYROLL - 2023-12-07	12/7/2023	217151		0		\$3009.56	0
PAYROLL - 2023-12-07	12/7/2023	217152		0		\$1549.41	0
PAYROLL - 2023-12-07	12/7/2023	217153		0		\$910.06	0
PAYROLL - 2023-12-07	12/7/2023	217154		0		\$2362.76	0
PAYROLL - 2023-12-07	12/7/2023	217155		0		\$2312.27	0
PAYROLL - 2023-12-07	12/7/2023	217156		0		\$2519.26	0
PAYROLL - 2023-12-07	12/7/2023	217157		0		\$1644.98	0
PAYROLL - 2023-12-07	12/7/2023	217158		0		\$842.81	0

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PAYROLL - 2023-12-07	12/7/2023	217159		0		\$2355.11	0
PAYROLL - 2023-12-07	12/7/2023	217160		0		\$2424.48	0
PAYROLL - 2023-12-07	12/7/2023	217161		0		\$2338.04	0
PAYROLL - 2023-12-07	12/7/2023	217162		0		\$1806.83	0
PAYROLL - 2023-12-07	12/7/2023	217163		0		\$2298.19	0
PAYROLL - 2023-12-07	12/7/2023	217164		0		\$2331.81	0
PAYROLL - 2023-12-07	12/7/2023	217165		0		\$2757.64	0
PAYROLL - 2023-12-07	12/7/2023	217166		0		\$1835.50	0
PAYROLL - 2023-12-07	12/7/2023	217167		0		\$1720.55	0
PAYROLL - 2023-12-07	12/7/2023	217168		0		\$5514.78	0
PAYROLL - 2023-12-07	12/7/2023	217169		0		\$1735.92	0
PAYROLL - 2023-12-07	12/7/2023	217170		0		\$1982.70	0
PAYROLL - 2023-12-07	12/7/2023	217171		0		\$2278.60	0
PAYROLL - 2023-12-07	12/7/2023	217172		0		\$1933.78	0
PAYROLL - 2023-12-07	12/7/2023	217173		0		\$3155.46	0
PAYROLL - 2023-12-07	12/7/2023	217174		0		\$1842.51	0
PAYROLL - 2023-12-07	12/7/2023	217175		0		\$1827.63	0
PAYROLL - 2023-12-07	12/7/2023	217176		0		\$1698.44	0
PAYROLL - 2023-12-07	12/7/2023	217177		0		\$2102.92	0
PAYROLL - 2023-12-07	12/7/2023	217178		0		\$2189.29	0
PAYROLL - 2023-12-07	12/7/2023	217179		0		\$2290.90	0
PAYROLL - 2023-12-07	12/7/2023	217180		0		\$2871.70	0
PAYROLL - 2023-12-07	12/7/2023	217181		0		\$1903.59	0
PAYROLL - 2023-12-07	12/7/2023	217182		0		\$1760.71	0
PAYROLL - 2023-12-07	12/7/2023	217183		0		\$2132.59	0
PAYROLL - 2023-12-07	12/7/2023	217184		0		\$1684.82	0
PAYROLL - 2023-12-07	12/7/2023	217185		0		\$2123.71	0
PAYROLL - 2023-12-07	12/7/2023	217186		0		\$1774.66	0
PAYROLL - 2023-12-07	12/7/2023	217187		0		\$2337.97	0

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PAYROLL - 2023-12-07	12/7/2023	217188		0		\$1809.88	0
PAYROLL - 2023-12-07	12/7/2023	217189		0		\$2324.88	0
PAYROLL - 2023-12-07	12/7/2023	217190		0		\$1456.00	0
PAYROLL - 2023-12-07	12/7/2023	217191		0		\$4056.78	0
PAYROLL - 2023-12-07	12/7/2023	217192		0		\$1826.38	0
PAYROLL - 2023-12-07	12/7/2023	217193		0		\$2561.47	0
PAYROLL - 2023-12-07	12/7/2023	217194		0		\$3056.94	0
PAYROLL - 2023-12-07	12/7/2023	217195		0		\$1816.16	0
PAYROLL - 2023-12-07	12/7/2023	217196		0		\$2152.37	0
PAYROLL - 2023-12-07	12/7/2023	217197		0		\$2947.38	0
PAYROLL - 2023-12-07	12/7/2023	217198		0		\$1930.59	0
PAYROLL - 2023-12-07	12/7/2023	217199		0		\$1813.23	0
PAYROLL - 2023-12-07	12/7/2023	217200		0		\$1815.49	0
PAYROLL - 2023-12-07	12/7/2023	217201		0		\$13654.83	0
PAYROLL - 2023-12-07	12/7/2023	217202		0		\$2473.81	0
PAYROLL - 2023-12-07	12/7/2023	217203		0		\$2574.88	0
PAYROLL - 2023-12-07	12/7/2023	217204		0		\$2405.45	0
PAYROLL - 2023-12-07	12/7/2023	217205		0		\$1009.03	0
PAYROLL - 2023-12-07	12/7/2023	217206		0		\$1741.24	0
PAYROLL - 2023-12-07	12/7/2023	217207		0		\$2199.53	0
PAYROLL - 2023-12-07	12/7/2023	217208		0		\$1842.37	0
PAYROLL - 2023-12-07	12/7/2023	217209		0		\$2175.62	0
PAYROLL - 2023-12-07	12/7/2023	217210		0		\$1938.50	0
PAYROLL - 2023-12-07	12/7/2023	217211		0		\$1729.94	0
PAYROLL - 2023-12-07	12/7/2023	217212		0		\$2271.25	0
PAYROLL - 2023-12-07	12/7/2023	217213		0		\$3132.01	0
PAYROLL - 2023-12-07	12/7/2023	217214		0		\$1527.63	0
PAYROLL - 2023-12-07	12/7/2023	217215		0		\$2393.15	0
PAYROLL - 2023-12-07	12/7/2023	217216		0		\$1923.90	0

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PAYROLL - 2023-12-07	12/7/2023	217217		0		\$2614.83	0
PAYROLL - 2023-12-07	12/7/2023	217218		0		\$690.58	0
PAYROLL - 2023-12-07	12/7/2023	217219		0		\$2196.18	0
PAYROLL - 2023-12-07	12/7/2023	217220		0		\$2251.41	0
PAYROLL - 2023-12-07	12/7/2023	217221		0		\$2044.35	0
PAYROLL - 2023-12-07	12/7/2023	217222		0		\$2679.21	0
PAYROLL - 2023-12-07	12/7/2023	217223		0		\$1890.47	0
PAYROLL - 2023-12-07	12/7/2023	217224		0		\$2272.46	0
PAYROLL - 2023-12-07	12/7/2023	217225		0		\$2069.77	0
PAYROLL - 2023-12-07	12/7/2023	217226		0		\$1297.10	0
PAYROLL - 2023-12-07	12/7/2023	217227		0		\$1658.83	0
PAYROLL - 2023-12-07	12/7/2023	217228		0		\$2548.13	0
PAYROLL - 2023-12-07	12/7/2023	217229		0		\$2463.01	0
PAYROLL - 2023-12-07	12/7/2023	217230		0		\$1840.19	0
PAYROLL - 2023-12-07	12/7/2023	217231		0		\$772.35	0
PAYROLL - 2023-12-07	12/7/2023	217232		0		\$1910.80	0
PAYROLL - 2023-12-07	12/7/2023	217233		0		\$1974.13	0
PAYROLL - 2023-12-07	12/7/2023	217234		0		\$1764.61	0
PAYROLL - 2023-12-07	12/7/2023	217235		0		\$1725.96	0
PAYROLL - 2023-12-07	12/7/2023	217236		0		\$2182.42	0
PAYROLL - 2023-12-07	12/7/2023	217237		0		\$1673.71	0
PAYROLL - 2023-12-07	12/7/2023	217238		0		\$1985.46	0
PAYROLL - 2023-12-07	12/7/2023	217239		0		\$2147.93	0
PAYROLL - 2023-12-07	12/7/2023	217240		0		\$1998.54	0
PAYROLL - 2023-12-07	12/7/2023	217241		0		\$2449.24	0
PAYROLL - 2023-12-07	12/7/2023	217242		0		\$2100.94	0
PAYROLL - 2023-12-07	12/7/2023	217243		0		\$1756.95	0
PAYROLL - 2023-12-07	12/7/2023	217244		0		\$2856.25	0
PAYROLL - 2023-12-07	12/7/2023	217245		0		\$2171.21	0

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PAYROLL - 2023-12-07	12/7/2023	217246		0		\$2966.14	0
PAYROLL - 2023-12-07	12/7/2023	217247		0		\$1402.94	0
PAYROLL - 2023-12-07	12/7/2023	217248		0		\$2420.82	0
PAYROLL - 2023-12-07	12/7/2023	217249		0		\$1399.65	0
PAYROLL - 2023-12-07	12/7/2023	217250		0		\$2417.07	0
PAYROLL - 2023-12-07	12/7/2023	217251		0		\$2144.51	0
PAYROLL - 2023-12-07	12/7/2023	217252		0		\$3029.12	0
PAYROLL - 2023-12-07	12/7/2023	217253		0		\$1521.39	0
PAYROLL - 2023-12-07	12/7/2023	217254		0		\$1802.87	0
PAYROLL - 2023-12-07	12/7/2023	217255		0		\$1366.94	0
PAYROLL - 2023-12-07	12/7/2023	217256		0		\$2962.41	0
PAYROLL - 2023-12-07	12/7/2023	217257		0		\$3480.28	0
PAYROLL - 2023-12-07	12/7/2023	217258		0		\$2060.14	0
PAYROLL - 2023-12-07	12/7/2023	217259		0		\$1454.03	0
PAYROLL - 2023-12-07	12/7/2023	217260		0		\$1840.74	0
PAYROLL - 2023-12-07	12/7/2023	217261		0		\$1579.60	0
PAYROLL - 2023-12-07	12/7/2023	217262		0		\$2185.93	0
PAYROLL - 2023-12-07	12/7/2023	217263		0		\$1681.36	0
PAYROLL - 2023-12-07	12/7/2023	217264		0		\$1905.83	0
PAYROLL - 2023-12-07	12/7/2023	217265		0		\$2076.00	0
PAYROLL - 2023-12-07	12/7/2023	217266		0		\$2090.97	0
PAYROLL - 2023-12-07	12/7/2023	217267		0		\$4334.08	0
PAYROLL - 2023-12-07	12/7/2023	217268		0		\$2517.34	0
PAYROLL - 2023-12-07	12/7/2023	217269		0		\$3213.26	0
PAYROLL - 2023-12-07	12/7/2023	217270		0		\$2635.51	0
PAYROLL - 2023-12-07	12/7/2023	217271		0		\$3095.20	0
PAYROLL - 2023-12-07	12/7/2023	217272		0		\$1201.61	0
PAYROLL - 2023-12-07	12/7/2023	217273		0		\$3497.04	0
PAYROLL - 2023-12-07	12/7/2023	217274		0		\$1738.74	0

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PAYROLL - 2023-12-07	12/7/2023	217275		0		\$1982.42	0
PAYROLL - 2023-12-07	12/7/2023	217276		0		\$3589.63	0
PAYROLL - 2023-12-07	12/7/2023	217277		0		\$2416.34	0
PAYROLL - 2023-12-07	12/7/2023	217278		0		\$3532.65	0
PAYROLL - 2023-12-07	12/7/2023	217279		0		\$3836.10	0
PAYROLL - 2023-12-07	12/7/2023	217280		0		\$3382.00	0
PAYROLL - 2023-12-07	12/7/2023	217281		0		\$2266.75	0
PAYROLL - 2023-12-07	12/7/2023	217282		0		\$1518.91	0
PAYROLL - 2023-12-07	12/7/2023	217283		0		\$2961.64	0
PAYROLL - 2023-12-07	12/7/2023	217284		0		\$2215.05	0
PAYROLL - 2023-12-07	12/7/2023	217285		0		\$1626.10	0
PAYROLL - 2023-12-07	12/7/2023	217286		0		\$4495.87	0
PAYROLL - 2023-12-07	12/7/2023	217287		0		\$2459.10	0
PAYROLL - 2023-12-07	12/7/2023	217288		0		\$3352.46	0
PAYROLL - 2023-12-07	12/7/2023	217289		0		\$3890.07	0
PAYROLL - 2023-12-07	12/7/2023	217290		0		\$2472.61	0
PAYROLL - 2023-12-07	12/7/2023	217291		0		\$5825.53	0
PAYROLL - 2023-12-07	12/7/2023	217292		0		\$668.72	0
PAYROLL - 2023-12-07	12/7/2023	217293		0		\$3131.25	0
PAYROLL - 2023-12-07	12/7/2023	217294		0		\$3122.34	0
PAYROLL - 2023-12-07	12/7/2023	217295		0		\$1465.81	0
PAYROLL - 2023-12-07	12/7/2023	217296		0		\$2824.30	0
PAYROLL - 2023-12-07	12/7/2023	217297		0		\$2141.20	0
PAYROLL - 2023-12-07	12/7/2023	217298		0		\$3239.91	0
PAYROLL - 2023-12-07	12/7/2023	217299		0		\$3969.37	0
PAYROLL - 2023-12-07	12/7/2023	217300		0		\$1813.48	0
PAYROLL - 2023-12-07	12/7/2023	217301		0		\$3531.11	0
PAYROLL - 2023-12-07	12/7/2023	217302		0		\$3886.93	0
PAYROLL - 2023-12-07	12/7/2023	217303		0		\$4476.16	0

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PAYROLL - 2023-12-07	12/7/2023	217304		0		\$3733.00	0
PAYROLL - 2023-12-07	12/7/2023	217305		0		\$3090.18	0
PAYROLL - 2023-12-07	12/7/2023	217306		0		\$3787.58	0
PAYROLL - 2023-12-07	12/7/2023	217307		0		\$1481.30	0
PAYROLL - 2023-12-07	12/7/2023	217308		0		\$3399.05	0
PAYROLL - 2023-12-07	12/7/2023	217309		0		\$5061.01	0
PAYROLL - 2023-12-07	12/7/2023	217310		0		\$2342.12	0
PAYROLL - 2023-12-07	12/7/2023	217311		0		\$1023.68	0
PAYROLL - 2023-12-07	12/7/2023	217312		0		\$1191.21	0
PAYROLL - 2023-12-07	12/7/2023	217313		0		\$2422.58	0
PAYROLL - 2023-12-07	12/7/2023	217314		0		\$1539.57	0
PAYROLL - 2023-12-07	12/7/2023	217315		0		\$1878.29	0
PAYROLL - 2023-12-07	12/7/2023	217316		0		\$1148.03	0
PAYROLL - 2023-12-07	12/7/2023	217317		0		\$2037.69	0
PAYROLL - 2023-12-07	12/7/2023	217318		0		\$2155.37	0
PAYROLL - 2023-12-07	12/7/2023	217319		0		\$1912.72	0
PAYROLL - 2023-12-07	12/7/2023	217320		0		\$1188.27	0
PAYROLL - 2023-12-07	12/7/2023	217321		0		\$1650.49	0
PAYROLL - 2023-12-07	12/7/2023	217322		0		\$942.37	0
PAYROLL - 2023-12-07	12/7/2023	217323		0		\$844.25	0
PAYROLL - 2023-12-07	12/7/2023	217324		0		\$963.58	0
PAYROLL - 2023-12-07	12/7/2023	217325		0		\$993.35	0
PAYROLL - 2023-12-07	12/7/2023	217326		0		\$1765.02	0
PAYROLL - 2023-12-07	12/7/2023	217327		0		\$2771.44	0
PAYROLL - 2023-12-07	12/7/2023	217328		0		\$1366.39	0
PAYROLL - 2023-12-07	12/7/2023	217329		0		\$835.85	0
PAYROLL - 2023-12-07	12/7/2023	217330		0		\$1849.63	0
PAYROLL - 2023-12-07	12/7/2023	217331		0		\$1517.45	0
PAYROLL - 2023-12-07	12/7/2023	217332		0		\$1985.35	0

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PAYROLL - 2023-12-07	12/7/2023	217333		0		\$1304.94	0
PAYROLL - 2023-12-07	12/7/2023	217334		0		\$901.11	0
PAYROLL - 2023-12-07	12/7/2023	217335		0		\$601.97	0
PAYROLL - 2023-12-07	12/7/2023	217336		0		\$1591.00	0
PAYROLL - 2023-12-07	12/7/2023	217337		0		\$481.18	0
PAYROLL - 2023-12-07	12/7/2023	217338		0		\$1427.49	0
PAYROLL - 2023-12-07	12/7/2023	217339		0		\$1750.48	0
PAYROLL - 2023-12-07	12/7/2023	217340		0		\$598.90	0
PAYROLL - 2023-12-07	12/7/2023	217341		0		\$1906.00	0
PAYROLL - 2023-12-07	12/7/2023	217342		0		\$458.27	0
PAYROLL - 2023-12-07	12/7/2023	217343		0		\$664.48	0
PAYROLL - 2023-12-07	12/7/2023	217344		0		\$341.21	0
PAYROLL - 2023-12-07	12/7/2023	217345		0		\$527.81	0
PAYROLL - 2023-12-07	12/7/2023	217346		0		\$424.50	0
PAYROLL - 2023-12-07	12/7/2023	217347		0		\$75.00	0
PAYROLL - 2023-12-07	12/7/2023	217348		0		\$7712.81	0
PAYROLL - 2023-12-07	TOTALS:					\$1,506,135.93	0
PAYROLL - 2023-12-21	12/21/2023	217349		0		\$2320.06	0
PAYROLL - 2023-12-21	12/21/2023	217350		0		\$3907.83	0
PAYROLL - 2023-12-21	12/21/2023	217351		0		\$1079.42	0
PAYROLL - 2023-12-21	12/21/2023	217352		0		\$1589.04	0
PAYROLL - 2023-12-21	12/21/2023	217353		0		\$2154.49	0
PAYROLL - 2023-12-21	12/21/2023	217354		0		\$4712.50	0
PAYROLL - 2023-12-21	12/21/2023	217355		0		\$1564.00	0
PAYROLL - 2023-12-21	12/21/2023	217356		0		\$2018.83	0
PAYROLL - 2023-12-21	12/21/2023	217357		0		\$321.91	0
PAYROLL - 2023-12-21	12/21/2023	217358		0		\$1630.21	0
PAYROLL - 2023-12-21	12/21/2023	217359		0		\$2186.41	0
PAYROLL - 2023-12-21	12/21/2023	217360		0		\$2722.49	0

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PAYROLL - 2023-12-21	12/21/2023	217361		0		\$2641.01	0
PAYROLL - 2023-12-21	12/21/2023	217362		0		\$4925.96	0
PAYROLL - 2023-12-21	12/21/2023	217363		0		\$6597.74	0
PAYROLL - 2023-12-21	12/21/2023	217364		0		\$1313.16	0
PAYROLL - 2023-12-21	12/21/2023	217365		0		\$1199.00	0
PAYROLL - 2023-12-21	12/21/2023	217366		0		\$1163.17	0
PAYROLL - 2023-12-21	12/21/2023	217367		0		\$792.08	0
PAYROLL - 2023-12-21	12/21/2023	217368		0		\$1018.49	0
PAYROLL - 2023-12-21	12/21/2023	217369		0		\$4743.34	0
PAYROLL - 2023-12-21	12/21/2023	217370		0		\$1832.78	0
PAYROLL - 2023-12-21	12/21/2023	217371		0		\$1218.71	0
PAYROLL - 2023-12-21	12/21/2023	217372		0		\$950.22	0
PAYROLL - 2023-12-21	12/21/2023	217373		0		\$1950.63	0
PAYROLL - 2023-12-21	12/21/2023	217374		0		\$1182.09	0
PAYROLL - 2023-12-21	12/21/2023	217375		0		\$1499.44	0
PAYROLL - 2023-12-21	12/21/2023	217376		0		\$1888.16	0
PAYROLL - 2023-12-21	12/21/2023	217377		0		\$1871.15	0
PAYROLL - 2023-12-21	12/21/2023	217378		0		\$2082.76	0
PAYROLL - 2023-12-21	12/21/2023	217379		0		\$2412.86	0
PAYROLL - 2023-12-21	12/21/2023	217380		0		\$1557.95	0
PAYROLL - 2023-12-21	12/21/2023	217381		0		\$1701.48	0
PAYROLL - 2023-12-21	12/21/2023	217382		0		\$779.53	0
PAYROLL - 2023-12-21	12/21/2023	217383		0		\$2788.63	0
PAYROLL - 2023-12-21	12/21/2023	217384		0		\$1725.42	0
PAYROLL - 2023-12-21	12/21/2023	217385		0		\$1594.10	0
PAYROLL - 2023-12-21	12/21/2023	217386		0		\$1800.26	0
PAYROLL - 2023-12-21	12/21/2023	217387		0		\$1515.18	0
PAYROLL - 2023-12-21	12/21/2023	217388		0		\$1990.85	0
PAYROLL - 2023-12-21	12/21/2023	217389		0		\$1350.21	0

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PAYROLL - 2023-12-21	12/21/2023	217390		0		\$2057.02	0
PAYROLL - 2023-12-21	12/21/2023	217391		0		\$1677.37	0
PAYROLL - 2023-12-21	12/21/2023	217392		0		\$1508.20	0
PAYROLL - 2023-12-21	12/21/2023	217393		0		\$1717.57	0
PAYROLL - 2023-12-21	12/21/2023	217394		0		\$1749.57	0
PAYROLL - 2023-12-21	12/21/2023	217395		0		\$1985.22	0
PAYROLL - 2023-12-21	12/21/2023	217396		0		\$1385.30	0
PAYROLL - 2023-12-21	12/21/2023	217397		0		\$2109.43	0
PAYROLL - 2023-12-21	12/21/2023	217398		0		\$2796.29	0
PAYROLL - 2023-12-21	12/21/2023	217399		0		\$1574.01	0
PAYROLL - 2023-12-21	12/21/2023	217400		0		\$3677.48	0
PAYROLL - 2023-12-21	12/21/2023	217401		0		\$4439.45	0
PAYROLL - 2023-12-21	12/21/2023	217402		0		\$2578.14	0
PAYROLL - 2023-12-21	12/21/2023	217403		0		\$2513.96	0
PAYROLL - 2023-12-21	12/21/2023	217404		0		\$4550.19	0
PAYROLL - 2023-12-21	12/21/2023	217405		0		\$1671.69	0
PAYROLL - 2023-12-21	12/21/2023	217406		0		\$1638.15	0
PAYROLL - 2023-12-21	12/21/2023	217407		0		\$1449.03	0
PAYROLL - 2023-12-21	12/21/2023	217408		0		\$1329.67	0
PAYROLL - 2023-12-21	12/21/2023	217409		0		\$2218.71	0
PAYROLL - 2023-12-21	12/21/2023	217410		0		\$1609.57	0
PAYROLL - 2023-12-21	12/21/2023	217411		0		\$2598.27	0
PAYROLL - 2023-12-21	12/21/2023	217412		0		\$1465.59	0
PAYROLL - 2023-12-21	12/21/2023	217413		0		\$2813.11	0
PAYROLL - 2023-12-21	12/21/2023	217414		0		\$2345.38	0
PAYROLL - 2023-12-21	12/21/2023	217415		0		\$1566.10	0
PAYROLL - 2023-12-21	12/21/2023	217416		0		\$1553.10	0
PAYROLL - 2023-12-21	12/21/2023	217417		0		\$1588.02	0
PAYROLL - 2023-12-21	12/21/2023	217418		0		\$1730.83	0

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CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-21	12/21/2023	217419		0		\$2265.81	0
PAYROLL - 2023-12-21	12/21/2023	217420		0		\$1848.48	0
PAYROLL - 2023-12-21	12/21/2023	217421		0		\$1586.95	0
PAYROLL - 2023-12-21	12/21/2023	217422		0		\$1732.61	0
PAYROLL - 2023-12-21	12/21/2023	217423		0		\$2185.29	0
PAYROLL - 2023-12-21	12/21/2023	217424		0		\$2112.44	0
PAYROLL - 2023-12-21	12/21/2023	217425		0		\$1379.97	0
PAYROLL - 2023-12-21	12/21/2023	217426		0		\$2688.22	0
PAYROLL - 2023-12-21	12/21/2023	217427		0		\$1739.38	0
PAYROLL - 2023-12-21	12/21/2023	217428		0		\$322.71	0
PAYROLL - 2023-12-21	12/21/2023	217429		0		\$1376.58	0
PAYROLL - 2023-12-21	12/21/2023	217430		0		\$2469.34	0
PAYROLL - 2023-12-21	12/21/2023	217431		0		\$1741.22	0
PAYROLL - 2023-12-21	12/21/2023	217432		0		\$1934.57	0
PAYROLL - 2023-12-21	12/21/2023	217433		0		\$1855.49	0
PAYROLL - 2023-12-21	12/21/2023	217434		0		\$2212.10	0
PAYROLL - 2023-12-21	12/21/2023	217435		0		\$1830.13	0
PAYROLL - 2023-12-21	12/21/2023	217436		0		\$1792.63	0
PAYROLL - 2023-12-21	12/21/2023	217437		0		\$2104.07	0
PAYROLL - 2023-12-21	12/21/2023	217438		0		\$1559.06	0
PAYROLL - 2023-12-21	12/21/2023	217439		0		\$1999.16	0
PAYROLL - 2023-12-21	12/21/2023	217440		0		\$2075.12	0
PAYROLL - 2023-12-21	12/21/2023	217441		0		\$3143.39	0
PAYROLL - 2023-12-21	12/21/2023	217442		0		\$1888.04	0
PAYROLL - 2023-12-21	12/21/2023	217443		0		\$71.34	0
PAYROLL - 2023-12-21	12/21/2023	217444		0		\$210.47	0
PAYROLL - 2023-12-21	12/21/2023	217445		0		\$850.36	0
PAYROLL - 2023-12-21	12/21/2023	217446		0		\$1870.84	0
PAYROLL - 2023-12-21	12/21/2023	217447		0		\$869.83	0

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CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-21	12/21/2023	217448		0		\$1571.16	0
PAYROLL - 2023-12-21	12/21/2023	217449		0		\$1961.91	0
PAYROLL - 2023-12-21	12/21/2023	217450		0		\$595.07	0
PAYROLL - 2023-12-21	12/21/2023	217451		0		\$160.52	0
PAYROLL - 2023-12-21	12/21/2023	217452		0		\$210.47	0
PAYROLL - 2023-12-21	12/21/2023	217453		0		\$214.04	0
PAYROLL - 2023-12-21	12/21/2023	217454		0		\$246.15	0
PAYROLL - 2023-12-21	12/21/2023	217455		0		\$1998.21	0
PAYROLL - 2023-12-21	12/21/2023	217456		0		\$57.07	0
PAYROLL - 2023-12-21	12/21/2023	217457		0		\$2541.30	0
PAYROLL - 2023-12-21	12/21/2023	217458		0		\$627.63	0
PAYROLL - 2023-12-21	12/21/2023	217459		0		\$1683.61	0
PAYROLL - 2023-12-21	12/21/2023	217460		0		\$63.49	0
PAYROLL - 2023-12-21	12/21/2023	217461		0		\$2282.91	0
PAYROLL - 2023-12-21	12/21/2023	217462		0		\$718.93	0
PAYROLL - 2023-12-21	12/21/2023	217463		0		\$153.40	0
PAYROLL - 2023-12-21	12/21/2023	217464		0		\$1622.16	0
PAYROLL - 2023-12-21	12/21/2023	217465		0		\$703.85	0
PAYROLL - 2023-12-21	12/21/2023	217466		0		\$243.10	0
PAYROLL - 2023-12-21	12/21/2023	217467		0		\$206.90	0
PAYROLL - 2023-12-21	12/21/2023	217468		0		\$305.73	0
PAYROLL - 2023-12-21	12/21/2023	217469		0		\$605.32	0
PAYROLL - 2023-12-21	12/21/2023	217470		0		\$427.30	0
PAYROLL - 2023-12-21	12/21/2023	217471		0		\$92.75	0
PAYROLL - 2023-12-21	12/21/2023	217472		0		\$35.67	0
PAYROLL - 2023-12-21	12/21/2023	217473		0		\$2600.59	0
PAYROLL - 2023-12-21	12/21/2023	217474		0		\$2765.73	0
PAYROLL - 2023-12-21	12/21/2023	217475		0		\$2173.37	0
PAYROLL - 2023-12-21	12/21/2023	217476		0		\$1720.64	0

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CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-21	12/21/2023	217477		0		\$1472.69	0
PAYROLL - 2023-12-21	12/21/2023	217478		0		\$2562.81	0
PAYROLL - 2023-12-21	12/21/2023	217479		0		\$1989.50	0
PAYROLL - 2023-12-21	12/21/2023	217480		0		\$2191.82	0
PAYROLL - 2023-12-21	12/21/2023	217481		0		\$2250.65	0
PAYROLL - 2023-12-21	12/21/2023	217482		0		\$3163.64	0
PAYROLL - 2023-12-21	12/21/2023	217483		0		\$1893.04	0
PAYROLL - 2023-12-21	12/21/2023	217484		0		\$1783.79	0
PAYROLL - 2023-12-21	12/21/2023	217485		0		\$1900.34	0
PAYROLL - 2023-12-21	12/21/2023	217486		0		\$2187.31	0
PAYROLL - 2023-12-21	12/21/2023	217487		0		\$2300.77	0
PAYROLL - 2023-12-21	12/21/2023	217488		0		\$1595.42	0
PAYROLL - 2023-12-21	12/21/2023	217489		0		\$2109.94	0
PAYROLL - 2023-12-21	12/21/2023	217490		0		\$2203.32	0
PAYROLL - 2023-12-21	12/21/2023	217491		0		\$1821.58	0
PAYROLL - 2023-12-21	12/21/2023	217492		0		\$1893.86	0
PAYROLL - 2023-12-21	12/21/2023	217493		0		\$2350.62	0
PAYROLL - 2023-12-21	12/21/2023	217494		0		\$1601.04	0
PAYROLL - 2023-12-21	12/21/2023	217495		0		\$1968.74	0
PAYROLL - 2023-12-21	12/21/2023	217496		0		\$2064.45	0
PAYROLL - 2023-12-21	12/21/2023	217497		0		\$1754.99	0
PAYROLL - 2023-12-21	12/21/2023	217498		0		\$1614.02	0
PAYROLL - 2023-12-21	12/21/2023	217499		0		\$1814.77	0
PAYROLL - 2023-12-21	12/21/2023	217500		0		\$2071.54	0
PAYROLL - 2023-12-21	12/21/2023	217501		0		\$1520.38	0
PAYROLL - 2023-12-21	12/21/2023	217502		0		\$1611.47	0
PAYROLL - 2023-12-21	12/21/2023	217503		0		\$1705.99	0
PAYROLL - 2023-12-21	12/21/2023	217504		0		\$1779.02	0
PAYROLL - 2023-12-21	12/21/2023	217505		0		\$2022.86	0

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CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-21	12/21/2023	217506		0		\$3476.96	0
PAYROLL - 2023-12-21	12/21/2023	217507		0		\$2100.13	0
PAYROLL - 2023-12-21	12/21/2023	217508		0		\$2063.40	0
PAYROLL - 2023-12-21	12/21/2023	217509		0		\$4076.03	0
PAYROLL - 2023-12-21	12/21/2023	217510		0		\$4818.08	0
PAYROLL - 2023-12-21	12/21/2023	217511		0		\$1420.17	0
PAYROLL - 2023-12-21	12/21/2023	217512		0		\$3016.82	0
PAYROLL - 2023-12-21	12/21/2023	217513		0		\$4552.35	0
PAYROLL - 2023-12-21	12/21/2023	217514		0		\$3460.83	0
PAYROLL - 2023-12-21	12/21/2023	217515		0		\$3665.50	0
PAYROLL - 2023-12-21	12/21/2023	217516		0		\$4056.13	0
PAYROLL - 2023-12-21	12/21/2023	217517		0		\$3946.61	0
PAYROLL - 2023-12-21	12/21/2023	217518		0		\$3250.05	0
PAYROLL - 2023-12-21	12/21/2023	217519		0		\$3515.26	0
PAYROLL - 2023-12-21	12/21/2023	217520		0		\$3273.01	0
PAYROLL - 2023-12-21	12/21/2023	217521		0		\$2991.06	0
PAYROLL - 2023-12-21	12/21/2023	217522		0		\$5503.45	0
PAYROLL - 2023-12-21	12/21/2023	217523		0		\$2768.01	0
PAYROLL - 2023-12-21	12/21/2023	217524		0		\$2531.37	0
PAYROLL - 2023-12-21	12/21/2023	217525		0		\$3874.97	0
PAYROLL - 2023-12-21	12/21/2023	217526		0		\$3533.44	0
PAYROLL - 2023-12-21	12/21/2023	217527		0		\$6613.08	0
PAYROLL - 2023-12-21	12/21/2023	217528		0		\$2815.98	0
PAYROLL - 2023-12-21	12/21/2023	217529		0		\$2978.93	0
PAYROLL - 2023-12-21	12/21/2023	217530		0		\$3686.57	0
PAYROLL - 2023-12-21	12/21/2023	217531		0		\$3503.19	0
PAYROLL - 2023-12-21	12/21/2023	217532		0		\$2318.66	0
PAYROLL - 2023-12-21	12/21/2023	217533		0		\$2553.96	0
PAYROLL - 2023-12-21	12/21/2023	217534		0		\$5410.97	0

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CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-21	12/21/2023	217535		0		\$2071.39	0
PAYROLL - 2023-12-21	12/21/2023	217536		0		\$3036.24	0
PAYROLL - 2023-12-21	12/21/2023	217537		0		\$2007.44	0
PAYROLL - 2023-12-21	12/21/2023	217538		0		\$3666.32	0
PAYROLL - 2023-12-21	12/21/2023	217539		0		\$4341.68	0
PAYROLL - 2023-12-21	12/21/2023	217540		0		\$3730.75	0
PAYROLL - 2023-12-21	12/21/2023	217541		0		\$4156.45	0
PAYROLL - 2023-12-21	12/21/2023	217542		0		\$4031.84	0
PAYROLL - 2023-12-21	12/21/2023	217543		0		\$3233.60	0
PAYROLL - 2023-12-21	12/21/2023	217544		0		\$2481.28	0
PAYROLL - 2023-12-21	12/21/2023	217545		0		\$3022.74	0
PAYROLL - 2023-12-21	12/21/2023	217546		0		\$2340.56	0
PAYROLL - 2023-12-21	12/21/2023	217547		0		\$1325.39	0
PAYROLL - 2023-12-21	12/21/2023	217548		0		\$3720.97	0
PAYROLL - 2023-12-21	12/21/2023	217549		0		\$3201.60	0
PAYROLL - 2023-12-21	12/21/2023	217550		0		\$2587.06	0
PAYROLL - 2023-12-21	12/21/2023	217551		0		\$5933.74	0
PAYROLL - 2023-12-21	12/21/2023	217552		0		\$1601.37	0
PAYROLL - 2023-12-21	12/21/2023	217553		0		\$2201.36	0
PAYROLL - 2023-12-21	12/21/2023	217554		0		\$2652.23	0
PAYROLL - 2023-12-21	12/21/2023	217555		0		\$2784.57	0
PAYROLL - 2023-12-21	12/21/2023	217556		0		\$4667.14	0
PAYROLL - 2023-12-21	12/21/2023	217557		0		\$2450.68	0
PAYROLL - 2023-12-21	12/21/2023	217558		0		\$2819.23	0
PAYROLL - 2023-12-21	12/21/2023	217559		0		\$2281.81	0
PAYROLL - 2023-12-21	12/21/2023	217560		0		\$3025.25	0
PAYROLL - 2023-12-21	12/21/2023	217561		0		\$3964.84	0
PAYROLL - 2023-12-21	12/21/2023	217562		0		\$3168.60	0
PAYROLL - 2023-12-21	12/21/2023	217563		0		\$3722.03	0

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CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-21	12/21/2023	217564		0		\$3058.61	0
PAYROLL - 2023-12-21	12/21/2023	217565		0		\$2466.35	0
PAYROLL - 2023-12-21	12/21/2023	217566		0		\$5341.02	0
PAYROLL - 2023-12-21	12/21/2023	217567		0		\$3170.12	0
PAYROLL - 2023-12-21	12/21/2023	217568		0		\$4034.99	0
PAYROLL - 2023-12-21	12/21/2023	217569		0		\$2757.79	0
PAYROLL - 2023-12-21	12/21/2023	217570		0		\$3925.91	0
PAYROLL - 2023-12-21	12/21/2023	217571		0		\$3182.73	0
PAYROLL - 2023-12-21	12/21/2023	217572		0		\$3107.41	0
PAYROLL - 2023-12-21	12/21/2023	217573		0		\$5359.49	0
PAYROLL - 2023-12-21	12/21/2023	217574		0		\$2794.10	0
PAYROLL - 2023-12-21	12/21/2023	217575		0		\$6633.28	0
PAYROLL - 2023-12-21	12/21/2023	217576		0		\$2867.65	0
PAYROLL - 2023-12-21	12/21/2023	217577		0		\$2289.86	0
PAYROLL - 2023-12-21	12/21/2023	217578		0		\$5192.64	0
PAYROLL - 2023-12-21	12/21/2023	217579		0		\$3049.97	0
PAYROLL - 2023-12-21	12/21/2023	217580		0		\$5745.42	0
PAYROLL - 2023-12-21	12/21/2023	217581		0		\$2839.63	0
PAYROLL - 2023-12-21	12/21/2023	217582		0		\$2412.11	0
PAYROLL - 2023-12-21	12/21/2023	217583		0		\$3963.92	0
PAYROLL - 2023-12-21	12/21/2023	217584		0		\$2752.09	0
PAYROLL - 2023-12-21	12/21/2023	217585		0		\$4621.70	0
PAYROLL - 2023-12-21	12/21/2023	217586		0		\$479.92	0
PAYROLL - 2023-12-21	12/21/2023	217587		0		\$2618.12	0
PAYROLL - 2023-12-21	12/21/2023	217588		0		\$2046.58	0
PAYROLL - 2023-12-21	12/21/2023	217589		0		\$1246.54	0
PAYROLL - 2023-12-21	12/21/2023	217590		0		\$798.74	0
PAYROLL - 2023-12-21	12/21/2023	217591		0		\$4573.29	0
PAYROLL - 2023-12-21	12/21/2023	217592		0		\$2661.77	0

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PAYROLL - 2023-12-21	12/21/2023	217593		0		\$4536.77	0
PAYROLL - 2023-12-21	12/21/2023	217594		0		\$3376.40	0
PAYROLL - 2023-12-21	12/21/2023	217595		0		\$2875.27	0
PAYROLL - 2023-12-21	12/21/2023	217596		0		\$1902.26	0
PAYROLL - 2023-12-21	12/21/2023	217597		0		\$4359.14	0
PAYROLL - 2023-12-21	12/21/2023	217598		0		\$4348.11	0
PAYROLL - 2023-12-21	12/21/2023	217599		0		\$3397.17	0
PAYROLL - 2023-12-21	12/21/2023	217600		0		\$4772.59	0
PAYROLL - 2023-12-21	12/21/2023	217601		0		\$3873.47	0
PAYROLL - 2023-12-21	12/21/2023	217602		0		\$4043.13	0
PAYROLL - 2023-12-21	12/21/2023	217603		0		\$1650.24	0
PAYROLL - 2023-12-21	12/21/2023	217604		0		\$3324.56	0
PAYROLL - 2023-12-21	12/21/2023	217605		0		\$1666.80	0
PAYROLL - 2023-12-21	12/21/2023	217606		0		\$4226.06	0
PAYROLL - 2023-12-21	12/21/2023	217607		0		\$2023.39	0
PAYROLL - 2023-12-21	12/21/2023	217608		0		\$2924.92	0
PAYROLL - 2023-12-21	12/21/2023	217609		0		\$3235.43	0
PAYROLL - 2023-12-21	12/21/2023	217610		0		\$3800.05	0
PAYROLL - 2023-12-21	12/21/2023	217611		0		\$3637.53	0
PAYROLL - 2023-12-21	12/21/2023	217612		0		\$4024.05	0
PAYROLL - 2023-12-21	12/21/2023	217613		0		\$4055.28	0
PAYROLL - 2023-12-21	12/21/2023	217614		0		\$2938.67	0
PAYROLL - 2023-12-21	12/21/2023	217615		0		\$5670.92	0
PAYROLL - 2023-12-21	12/21/2023	217616		0		\$2428.03	0
PAYROLL - 2023-12-21	12/21/2023	217617		0		\$2903.45	0
PAYROLL - 2023-12-21	12/21/2023	217618		0		\$1484.85	0
PAYROLL - 2023-12-21	12/21/2023	217619		0		\$1583.59	0
PAYROLL - 2023-12-21	12/21/2023	217620		0		\$3354.14	0
PAYROLL - 2023-12-21	12/21/2023	217621		0		\$2743.20	0

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CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-21	12/21/2023	217622		0		\$4186.87	0
PAYROLL - 2023-12-21	12/21/2023	217623		0		\$1741.31	0
PAYROLL - 2023-12-21	12/21/2023	217624		0		\$3751.07	0
PAYROLL - 2023-12-21	12/21/2023	217625		0		\$2831.25	0
PAYROLL - 2023-12-21	12/21/2023	217626		0		\$2649.95	0
PAYROLL - 2023-12-21	12/21/2023	217627		0		\$1923.45	0
PAYROLL - 2023-12-21	12/21/2023	217628		0		\$4520.89	0
PAYROLL - 2023-12-21	12/21/2023	217629		0		\$3281.84	0
PAYROLL - 2023-12-21	12/21/2023	217630		0		\$5409.00	0
PAYROLL - 2023-12-21	12/21/2023	217631		0		\$2365.67	0
PAYROLL - 2023-12-21	12/21/2023	217632		0		\$4697.58	0
PAYROLL - 2023-12-21	12/21/2023	217633		0		\$4021.62	0
PAYROLL - 2023-12-21	12/21/2023	217634		0		\$2853.39	0
PAYROLL - 2023-12-21	12/21/2023	217635		0		\$1509.56	0
PAYROLL - 2023-12-21	12/21/2023	217636		0		\$3994.52	0
PAYROLL - 2023-12-21	12/21/2023	217637		0		\$4343.76	0
PAYROLL - 2023-12-21	12/21/2023	217638		0		\$3564.92	0
PAYROLL - 2023-12-21	12/21/2023	217639		0		\$2832.62	0
PAYROLL - 2023-12-21	12/21/2023	217640		0		\$3635.36	0
PAYROLL - 2023-12-21	12/21/2023	217641		0		\$2772.37	0
PAYROLL - 2023-12-21	12/21/2023	217642		0		\$1315.78	0
PAYROLL - 2023-12-21	12/21/2023	217643		0		\$1492.16	0
PAYROLL - 2023-12-21	12/21/2023	217644		0		\$3165.30	0
PAYROLL - 2023-12-21	12/21/2023	217645		0		\$3057.41	0
PAYROLL - 2023-12-21	12/21/2023	217646		0		\$3143.63	0
PAYROLL - 2023-12-21	12/21/2023	217647		0		\$4148.02	0
PAYROLL - 2023-12-21	12/21/2023	217648		0		\$3751.24	0
PAYROLL - 2023-12-21	12/21/2023	217649		0		\$2421.07	0
PAYROLL - 2023-12-21	12/21/2023	217650		0		\$1368.55	0

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PAYROLL - 2023-12-21	12/21/2023	217651		0		\$4145.19	0
PAYROLL - 2023-12-21	12/21/2023	217652		0		\$3050.90	0
PAYROLL - 2023-12-21	12/21/2023	217653		0		\$3511.67	0
PAYROLL - 2023-12-21	12/21/2023	217654		0		\$3497.72	0
PAYROLL - 2023-12-21	12/21/2023	217655		0		\$4561.00	0
PAYROLL - 2023-12-21	12/21/2023	217656		0		\$2909.10	0
PAYROLL - 2023-12-21	12/21/2023	217657		0		\$3021.33	0
PAYROLL - 2023-12-21	12/21/2023	217658		0		\$2242.30	0
PAYROLL - 2023-12-21	12/21/2023	217659		0		\$1559.18	0
PAYROLL - 2023-12-21	12/21/2023	217660		0		\$1635.18	0
PAYROLL - 2023-12-21	12/21/2023	217661		0		\$4507.45	0
PAYROLL - 2023-12-21	12/21/2023	217662		0		\$1448.49	0
PAYROLL - 2023-12-21	12/21/2023	217663		0		\$3909.42	0
PAYROLL - 2023-12-21	12/21/2023	217664		0		\$4422.94	0
PAYROLL - 2023-12-21	12/21/2023	217665		0		\$870.31	0
PAYROLL - 2023-12-21	12/21/2023	217666		0		\$2056.77	0
PAYROLL - 2023-12-21	12/21/2023	217667		0		\$2126.98	0
PAYROLL - 2023-12-21	12/21/2023	217668		0		\$7852.43	0
PAYROLL - 2023-12-21	12/21/2023	217669		0		\$1839.76	0
PAYROLL - 2023-12-21	12/21/2023	217670		0		\$4170.40	0
PAYROLL - 2023-12-21	12/21/2023	217671		0		\$3194.95	0
PAYROLL - 2023-12-21	12/21/2023	217672		0		\$2072.74	0
PAYROLL - 2023-12-21	12/21/2023	217673		0		\$2058.30	0
PAYROLL - 2023-12-21	12/21/2023	217674		0		\$5720.61	0
PAYROLL - 2023-12-21	12/21/2023	217675		0		\$3415.82	0
PAYROLL - 2023-12-21	12/21/2023	217676		0		\$1320.17	0
PAYROLL - 2023-12-21	12/21/2023	217677		0		\$4888.91	0
PAYROLL - 2023-12-21	12/21/2023	217678		0		\$3677.21	0
PAYROLL - 2023-12-21	12/21/2023	217679		0		\$2553.48	0

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PAYROLL - 2023-12-21	12/21/2023	217680		0		\$2865.45	0
PAYROLL - 2023-12-21	12/21/2023	217681		0		\$1460.25	0
PAYROLL - 2023-12-21	12/21/2023	217682		0		\$1937.65	0
PAYROLL - 2023-12-21	12/21/2023	217683		0		\$3523.35	0
PAYROLL - 2023-12-21	12/21/2023	217684		0		\$4404.80	0
PAYROLL - 2023-12-21	12/21/2023	217685		0		\$4938.13	0
PAYROLL - 2023-12-21	12/21/2023	217686		0		\$4041.28	0
PAYROLL - 2023-12-21	12/21/2023	217687		0		\$3645.84	0
PAYROLL - 2023-12-21	12/21/2023	217688		0		\$2634.06	0
PAYROLL - 2023-12-21	12/21/2023	217689		0		\$3110.86	0
PAYROLL - 2023-12-21	12/21/2023	217690		0		\$1579.31	0
PAYROLL - 2023-12-21	12/21/2023	217691		0		\$4703.58	0
PAYROLL - 2023-12-21	12/21/2023	217692		0		\$2649.68	0
PAYROLL - 2023-12-21	12/21/2023	217693		0		\$1496.47	0
PAYROLL - 2023-12-21	12/21/2023	217694		0		\$2888.46	0
PAYROLL - 2023-12-21	12/21/2023	217695		0		\$2948.91	0
PAYROLL - 2023-12-21	12/21/2023	217696		0		\$3884.64	0
PAYROLL - 2023-12-21	12/21/2023	217697		0		\$3167.55	0
PAYROLL - 2023-12-21	12/21/2023	217698		0		\$3926.68	0
PAYROLL - 2023-12-21	12/21/2023	217699		0		\$2626.33	0
PAYROLL - 2023-12-21	12/21/2023	217700		0		\$5531.52	0
PAYROLL - 2023-12-21	12/21/2023	217701		0		\$1499.34	0
PAYROLL - 2023-12-21	12/21/2023	217702		0		\$3791.21	0
PAYROLL - 2023-12-21	12/21/2023	217703		0		\$2857.62	0
PAYROLL - 2023-12-21	12/21/2023	217704		0		\$5104.85	0
PAYROLL - 2023-12-21	12/21/2023	217705		0		\$2481.09	0
PAYROLL - 2023-12-21	12/21/2023	217706		0		\$3084.00	0
PAYROLL - 2023-12-21	12/21/2023	217707		0		\$4781.42	0
PAYROLL - 2023-12-21	12/21/2023	217708		0		\$1747.43	0

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PAYROLL - 2023-12-21	12/21/2023	217709		0		\$4151.46	0
PAYROLL - 2023-12-21	12/21/2023	217710		0		\$3618.12	0
PAYROLL - 2023-12-21	12/21/2023	217711		0		\$7175.90	0
PAYROLL - 2023-12-21	12/21/2023	217712		0		\$2788.07	0
PAYROLL - 2023-12-21	12/21/2023	217713		0		\$2946.18	0
PAYROLL - 2023-12-21	12/21/2023	217714		0		\$3000.66	0
PAYROLL - 2023-12-21	12/21/2023	217715		0		\$1550.08	0
PAYROLL - 2023-12-21	12/21/2023	217716		0		\$1726.49	0
PAYROLL - 2023-12-21	12/21/2023	217717		0		\$2365.54	0
PAYROLL - 2023-12-21	12/21/2023	217718		0		\$2311.73	0
PAYROLL - 2023-12-21	12/21/2023	217719		0		\$2495.16	0
PAYROLL - 2023-12-21	12/21/2023	217720		0		\$1644.85	0
PAYROLL - 2023-12-21	12/21/2023	217721		0		\$835.77	0
PAYROLL - 2023-12-21	12/21/2023	217722		0		\$2360.27	0
PAYROLL - 2023-12-21	12/21/2023	217723		0		\$2363.37	0
PAYROLL - 2023-12-21	12/21/2023	217724		0		\$2291.00	0
PAYROLL - 2023-12-21	12/21/2023	217725		0		\$1799.28	0
PAYROLL - 2023-12-21	12/21/2023	217726		0		\$2292.19	0
PAYROLL - 2023-12-21	12/21/2023	217727		0		\$2257.52	0
PAYROLL - 2023-12-21	12/21/2023	217728		0		\$2727.52	0
PAYROLL - 2023-12-21	12/21/2023	217729		0		\$1837.57	0
PAYROLL - 2023-12-21	12/21/2023	217730		0		\$1722.26	0
PAYROLL - 2023-12-21	12/21/2023	217731		0		\$5244.56	0
PAYROLL - 2023-12-21	12/21/2023	217732		0		\$1696.05	0
PAYROLL - 2023-12-21	12/21/2023	217733		0		\$1958.24	0
PAYROLL - 2023-12-21	12/21/2023	217734		0		\$2287.31	0
PAYROLL - 2023-12-21	12/21/2023	217735		0		\$1927.05	0
PAYROLL - 2023-12-21	12/21/2023	217736		0		\$3147.74	0
PAYROLL - 2023-12-21	12/21/2023	217737		0		\$1853.40	0

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PAYROLL - 2023-12-21	12/21/2023	217738		0		\$1811.18	0
PAYROLL - 2023-12-21	12/21/2023	217739		0		\$1682.20	0
PAYROLL - 2023-12-21	12/21/2023	217740		0		\$2307.23	0
PAYROLL - 2023-12-21	12/21/2023	217741		0		\$2101.61	0
PAYROLL - 2023-12-21	12/21/2023	217742		0		\$2050.03	0
PAYROLL - 2023-12-21	12/21/2023	217743		0		\$2853.55	0
PAYROLL - 2023-12-21	12/21/2023	217744		0		\$1653.17	0
PAYROLL - 2023-12-21	12/21/2023	217745		0		\$1927.46	0
PAYROLL - 2023-12-21	12/21/2023	217746		0		\$2126.23	0
PAYROLL - 2023-12-21	12/21/2023	217747		0		\$1676.80	0
PAYROLL - 2023-12-21	12/21/2023	217748		0		\$2452.51	0
PAYROLL - 2023-12-21	12/21/2023	217749		0		\$1802.05	0
PAYROLL - 2023-12-21	12/21/2023	217750		0		\$1130.34	0
PAYROLL - 2023-12-21	12/21/2023	217751		0		\$1985.19	0
PAYROLL - 2023-12-21	12/21/2023	217752		0		\$1099.44	0
PAYROLL - 2023-12-21	12/21/2023	217753		0		\$2225.46	0
PAYROLL - 2023-12-21	12/21/2023	217754		0		\$1462.82	0
PAYROLL - 2023-12-21	12/21/2023	217755		0		\$3445.12	0
PAYROLL - 2023-12-21	12/21/2023	217756		0		\$1730.10	0
PAYROLL - 2023-12-21	12/21/2023	217757		0		\$2010.25	0
PAYROLL - 2023-12-21	12/21/2023	217758		0		\$3386.37	0
PAYROLL - 2023-12-21	12/21/2023	217759		0		\$1729.20	0
PAYROLL - 2023-12-21	12/21/2023	217760		0		\$1869.00	0
PAYROLL - 2023-12-21	12/21/2023	217761		0		\$2832.98	0
PAYROLL - 2023-12-21	12/21/2023	217762		0		\$1682.12	0
PAYROLL - 2023-12-21	12/21/2023	217763		0		\$1900.12	0
PAYROLL - 2023-12-21	12/21/2023	217764		0		\$1792.55	0
PAYROLL - 2023-12-21	12/21/2023	217765		0		\$1803.89	0
PAYROLL - 2023-12-21	12/21/2023	217766		0		\$3163.34	0

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PAYROLL - 2023-12-21	12/21/2023	217767		0		\$2424.03	0
PAYROLL - 2023-12-21	12/21/2023	217768		0		\$1073.17	0
PAYROLL - 2023-12-21	12/21/2023	217769		0		\$1678.78	0
PAYROLL - 2023-12-21	12/21/2023	217770		0		\$1755.48	0
PAYROLL - 2023-12-21	12/21/2023	217771		0		\$1914.41	0
PAYROLL - 2023-12-21	12/21/2023	217772		0		\$1732.38	0
PAYROLL - 2023-12-21	12/21/2023	217773		0		\$1709.77	0
PAYROLL - 2023-12-21	12/21/2023	217774		0		\$2048.11	0
PAYROLL - 2023-12-21	12/21/2023	217775		0		\$1826.68	0
PAYROLL - 2023-12-21	12/21/2023	217776		0		\$1948.89	0
PAYROLL - 2023-12-21	12/21/2023	217777		0		\$1372.69	0
PAYROLL - 2023-12-21	12/21/2023	217778		0		\$1541.96	0
PAYROLL - 2023-12-21	12/21/2023	217779		0		\$1502.78	0
PAYROLL - 2023-12-21	12/21/2023	217780		0		\$2271.52	0
PAYROLL - 2023-12-21	12/21/2023	217781		0		\$692.48	0
PAYROLL - 2023-12-21	12/21/2023	217782		0		\$2186.21	0
PAYROLL - 2023-12-21	12/21/2023	217783		0		\$1772.61	0
PAYROLL - 2023-12-21	12/21/2023	217784		0		\$1688.37	0
PAYROLL - 2023-12-21	12/21/2023	217785		0		\$2057.15	0
PAYROLL - 2023-12-21	12/21/2023	217786		0		\$2280.13	0
PAYROLL - 2023-12-21	12/21/2023	217787		0		\$1847.44	0
PAYROLL - 2023-12-21	12/21/2023	217788		0		\$2062.00	0
PAYROLL - 2023-12-21	12/21/2023	217789		0		\$1190.58	0
PAYROLL - 2023-12-21	12/21/2023	217790		0		\$1231.91	0
PAYROLL - 2023-12-21	12/21/2023	217791		0		\$2015.63	0
PAYROLL - 2023-12-21	12/21/2023	217792		0		\$1849.62	0
PAYROLL - 2023-12-21	12/21/2023	217793		0		\$2113.31	0
PAYROLL - 2023-12-21	12/21/2023	217794		0		\$1491.76	0
PAYROLL - 2023-12-21	12/21/2023	217795		0		\$1890.37	0

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PAYROLL - 2023-12-21	12/21/2023	217796		0		\$2127.88	0
PAYROLL - 2023-12-21	12/21/2023	217797		0		\$1637.75	0
PAYROLL - 2023-12-21	12/21/2023	217798		0		\$1984.73	0
PAYROLL - 2023-12-21	12/21/2023	217799		0		\$2551.88	0
PAYROLL - 2023-12-21	12/21/2023	217800		0		\$1824.05	0
PAYROLL - 2023-12-21	12/21/2023	217801		0		\$2264.54	0
PAYROLL - 2023-12-21	12/21/2023	217802		0		\$2121.99	0
PAYROLL - 2023-12-21	12/21/2023	217803		0		\$1602.90	0
PAYROLL - 2023-12-21	12/21/2023	217804		0		\$2792.45	0
PAYROLL - 2023-12-21	12/21/2023	217805		0		\$2078.87	0
PAYROLL - 2023-12-21	12/21/2023	217806		0		\$1735.66	0
PAYROLL - 2023-12-21	12/21/2023	217807		0		\$2839.72	0
PAYROLL - 2023-12-21	12/21/2023	217808		0		\$2160.77	0
PAYROLL - 2023-12-21	12/21/2023	217809		0		\$2909.42	0
PAYROLL - 2023-12-21	12/21/2023	217810		0		\$1402.67	0
PAYROLL - 2023-12-21	12/21/2023	217811		0		\$2438.06	0
PAYROLL - 2023-12-21	12/21/2023	217812		0		\$1409.00	0
PAYROLL - 2023-12-21	12/21/2023	217813		0		\$963.47	0
PAYROLL - 2023-12-21	12/21/2023	217814		0		\$2275.78	0
PAYROLL - 2023-12-21	12/21/2023	217815		0		\$2154.25	0
PAYROLL - 2023-12-21	12/21/2023	217816		0		\$2999.20	0
PAYROLL - 2023-12-21	12/21/2023	217817		0		\$1434.97	0
PAYROLL - 2023-12-21	12/21/2023	217818		0		\$1510.28	0
PAYROLL - 2023-12-21	12/21/2023	217819		0		\$1727.34	0
PAYROLL - 2023-12-21	12/21/2023	217820		0		\$2908.21	0
PAYROLL - 2023-12-21	12/21/2023	217821		0		\$3475.53	0
PAYROLL - 2023-12-21	12/21/2023	217822		0		\$2066.06	0
PAYROLL - 2023-12-21	12/21/2023	217823		0		\$2905.76	0
PAYROLL - 2023-12-21	12/21/2023	217824		0		\$1815.39	0

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PAYROLL - 2023-12-21	12/21/2023	217825		0		\$1559.32	0
PAYROLL - 2023-12-21	12/21/2023	217826		0		\$2144.62	0
PAYROLL - 2023-12-21	12/21/2023	217827		0		\$1666.72	0
PAYROLL - 2023-12-21	12/21/2023	217828		0		\$1908.11	0
PAYROLL - 2023-12-21	12/21/2023	217829		0		\$2071.70	0
PAYROLL - 2023-12-21	12/21/2023	217830		0		\$2060.55	0
PAYROLL - 2023-12-21	12/21/2023	217831		0		\$4109.82	0
PAYROLL - 2023-12-21	12/21/2023	217832		0		\$1867.75	0
PAYROLL - 2023-12-21	12/21/2023	217833		0		\$2530.26	0
PAYROLL - 2023-12-21	12/21/2023	217834		0		\$1882.61	0
PAYROLL - 2023-12-21	12/21/2023	217835		0		\$2635.56	0
PAYROLL - 2023-12-21	12/21/2023	217836		0		\$1209.56	0
PAYROLL - 2023-12-21	12/21/2023	217837		0		\$3433.71	0
PAYROLL - 2023-12-21	12/21/2023	217838		0		\$1807.26	0
PAYROLL - 2023-12-21	12/21/2023	217839		0		\$1509.32	0
PAYROLL - 2023-12-21	12/21/2023	217840		0		\$2343.45	0
PAYROLL - 2023-12-21	12/21/2023	217841		0		\$2379.08	0
PAYROLL - 2023-12-21	12/21/2023	217842		0		\$3239.49	0
PAYROLL - 2023-12-21	12/21/2023	217843		0		\$2207.48	0
PAYROLL - 2023-12-21	12/21/2023	217844		0		\$2721.45	0
PAYROLL - 2023-12-21	12/21/2023	217845		0		\$2377.70	0
PAYROLL - 2023-12-21	12/21/2023	217846		0		\$1517.05	0
PAYROLL - 2023-12-21	12/21/2023	217847		0		\$2925.44	0
PAYROLL - 2023-12-21	12/21/2023	217848		0		\$2030.20	0
PAYROLL - 2023-12-21	12/21/2023	217849		0		\$1631.68	0
PAYROLL - 2023-12-21	12/21/2023	217850		0		\$4100.27	0
PAYROLL - 2023-12-21	12/21/2023	217851		0		\$1682.50	0
PAYROLL - 2023-12-21	12/21/2023	217852		0		\$2614.75	0
PAYROLL - 2023-12-21	12/21/2023	217853		0		\$2918.99	0

Payroll Direct Deposits / Checks 12/1/2023 - 12/27/2023

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-21	12/21/2023	217854		0		\$1859.28	0
PAYROLL - 2023-12-21	12/21/2023	217855		0		\$4116.73	0
PAYROLL - 2023-12-21	12/21/2023	217856		0		\$1612.16	0
PAYROLL - 2023-12-21	12/21/2023	217857		0		\$2348.12	0
PAYROLL - 2023-12-21	12/21/2023	217858		0		\$2775.24	0
PAYROLL - 2023-12-21	12/21/2023	217859		0		\$1466.99	0
PAYROLL - 2023-12-21	12/21/2023	217860		0		\$2790.70	0
PAYROLL - 2023-12-21	12/21/2023	217861		0		\$1821.78	0
PAYROLL - 2023-12-21	12/21/2023	217862		0		\$2609.58	0
PAYROLL - 2023-12-21	12/21/2023	217863		0		\$2601.82	0
PAYROLL - 2023-12-21	12/21/2023	217864		0		\$1746.11	0
PAYROLL - 2023-12-21	12/21/2023	217865		0		\$2327.35	0
PAYROLL - 2023-12-21	12/21/2023	217866		0		\$1921.71	0
PAYROLL - 2023-12-21	12/21/2023	217867		0		\$3033.91	0
PAYROLL - 2023-12-21	12/21/2023	217868		0		\$3067.97	0
PAYROLL - 2023-12-21	12/21/2023	217869		0		\$2328.48	0
PAYROLL - 2023-12-21	12/21/2023	217870		0		\$3690.69	0
PAYROLL - 2023-12-21	12/21/2023	217871		0		\$1349.92	0
PAYROLL - 2023-12-21	12/21/2023	217872		0		\$3045.95	0
PAYROLL - 2023-12-21	12/21/2023	217873		0		\$2486.76	0
PAYROLL - 2023-12-21	12/21/2023	217874		0		\$2463.89	0
PAYROLL - 2023-12-21	12/21/2023	217875		0		\$966.72	0
PAYROLL - 2023-12-21	12/21/2023	217876		0		\$1388.56	0
PAYROLL - 2023-12-21	12/21/2023	217877		0		\$2634.00	0
PAYROLL - 2023-12-21	12/21/2023	217878		0		\$1297.89	0
PAYROLL - 2023-12-21	12/21/2023	217879		0		\$2632.72	0
PAYROLL - 2023-12-21	12/21/2023	217880		0		\$1906.22	0
PAYROLL - 2023-12-21	12/21/2023	217881		0		\$1148.85	0
PAYROLL - 2023-12-21	12/21/2023	217882		0		\$4126.12	0

Payroll Direct Deposits / Checks 12/1/2023 - 12/27/2023

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-21	12/21/2023	217883		0		\$2125.97	0
PAYROLL - 2023-12-21	12/21/2023	217884		0		\$1873.55	0
PAYROLL - 2023-12-21	12/21/2023	217885		0		\$1124.69	0
PAYROLL - 2023-12-21	12/21/2023	217886		0		\$1650.37	0
PAYROLL - 2023-12-21	12/21/2023	217887		0		\$803.60	0
PAYROLL - 2023-12-21	12/21/2023	217888		0		\$843.57	0
PAYROLL - 2023-12-21	12/21/2023	217889		0		\$1812.59	0
PAYROLL - 2023-12-21	12/21/2023	217890		0		\$1032.31	0
PAYROLL - 2023-12-21	12/21/2023	217891		0		\$992.67	0
PAYROLL - 2023-12-21	12/21/2023	217892		0		\$1684.23	0
PAYROLL - 2023-12-21	12/21/2023	217893		0		\$282.51	0
PAYROLL - 2023-12-21	12/21/2023	217894		0		\$2762.40	0
PAYROLL - 2023-12-21	12/21/2023	217895		0		\$1378.57	0
PAYROLL - 2023-12-21	12/21/2023	217896		0		\$792.80	0
PAYROLL - 2023-12-21	12/21/2023	217897		0		\$1861.21	0
PAYROLL - 2023-12-21	12/21/2023	217898		0		\$1409.48	0
PAYROLL - 2023-12-21	12/21/2023	217899		0		\$274.96	0
PAYROLL - 2023-12-21	12/21/2023	217900		0		\$1964.33	0
PAYROLL - 2023-12-21	12/21/2023	217901		0		\$1219.18	0
PAYROLL - 2023-12-21	12/21/2023	217902		0		\$881.19	0
PAYROLL - 2023-12-21	12/21/2023	217903		0		\$585.77	0
PAYROLL - 2023-12-21	12/21/2023	217904		0		\$1478.68	0
PAYROLL - 2023-12-21	12/21/2023	217905		0		\$389.52	0
PAYROLL - 2023-12-21	12/21/2023	217906		0		\$1408.71	0
PAYROLL - 2023-12-21	12/21/2023	217907		0		\$1699.88	0
PAYROLL - 2023-12-21	12/21/2023	217908		0		\$590.83	0
PAYROLL - 2023-12-21	12/21/2023	217909		0		\$1894.09	0
PAYROLL - 2023-12-21	12/21/2023	217910		0		\$137.48	0
PAYROLL - 2023-12-21	12/21/2023	217911		0		\$549.92	0

Payroll Direct Deposits / Checks 12/1/2023 - 12/27/2023

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT	VOID AMT
PAYROLL - 2023-12-21	12/21/2023	217912		0		\$519.55	0
PAYROLL - 2023-12-21	12/21/2023	217913		0		\$527.81	0
PAYROLL - 2023-12-21	12/21/2023	217914		0		\$424.50	0
PAYROLL - 2023-12-21	12/21/2023	217915		0		\$75.00	0
PAYROLL - 2023-12-21	12/21/2023	217916		0		\$32504.57	0
PAYROLL - 2023-12-21	TOTALS:					\$1,392,717.46	0
					Grand Total	\$2,898,853.39	0

Pension Checks 12/1/2023 - 12/31/2023

CHECK TYPE	CHECK DATE	CHECKNBR	VOID	EMP#	EMP NAME	DD AMT
PENSION - 2023-12-29	12/29/2023	6633	N	0		\$1051.42
PENSION - 2023-12-29	12/29/2023	6634	N	0		\$878.09
PENSION - 2023-12-29	12/29/2023	6635	N	0		\$644.19
PENSION - 2023-12-29	12/29/2023	6636	N	0		\$1419.29
PENSION - 2023-12-29	12/29/2023	6637	N	0		\$14.75
PENSION - 2023-12-29	12/29/2023	6638	N	0		\$704.62
PENSION - 2023-12-29	12/29/2023	6639	N	0		\$1607.41
PENSION - 2023-12-29	12/29/2023	6640	N	0		\$730.64
PENSION - 2023-12-29	12/29/2023	6641	N	0		\$940.24
PENSION - 2023-12-29	12/29/2023	6642	N	0		\$774.59
PENSION - 2023-12-29	12/29/2023	6643	N	0		\$1276.07
PENSION - 2023-12-29	12/29/2023	6644	N	0		\$637.53
PENSION - 2023-12-29	12/29/2023	6645	N	0		\$1527.48
PENSION - 2023-12-29	12/29/2023	6646	N	0		\$878.71
PENSION - 2023-12-29	12/29/2023	6647	N	0		\$1136.33
PENSION - 2023-12-29	12/29/2023	6648	N	0		\$499.20
PENSION - 2023-12-29	12/29/2023	6649	N	0		\$626.26
PENSION - 2023-12-29	12/29/2023	6650	N	0		\$492.48
PENSION - 2023-12-29	12/29/2023	6651	N	0		\$1041.45
PENSION - 2023-12-29	12/29/2023	6652	N	0		\$1462.46
PENSION - 2023-12-29	12/29/2023	6653	N	0		\$1089.96
PENSION - 2023-12-29	12/29/2023	6654	N	0		\$2012.54
PENSION - 2023-12-29	12/29/2023	6655	N	0		\$524.20
PENSION - 2023-12-29	12/29/2023	6656	N	0		\$781.31
PENSION - 2023-12-29	TOTALS:					\$22,751.22
					Grand Total	\$22,751.22



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Items of Business

Strategic Priority 2 - Financial Sustainability

Subject:

Resolution No. 2024-10, Approving the 2024-2025 Collective Bargaining Agreement with the International Brotherhood of Teamsters Local No. 839

Department/Office
Human Resources

Ordinance/Resolution Number:
2024-10

Document Type:
Resolution

Recommended Motion:

Strategic Priority 2 - Financial Sustainability

Summary:

On November 18, 2022, the International Brotherhood of Teamsters Local No. 839 filed a representation petition with the Public Employment Relations Commission (PERC) to form a new bargaining unit consisting of all regularly employed full-time and part-time employees in the Emergency Communications Dispatcher and Lead Emergency Communications Dispatcher/Certified Training Officer job classes employed by the City of Richland, excluding supervisors, confidential employees, and all other employees of the employer. PERC requested and was provided a list containing the names and addresses of all employees occupying the job classes listed above. More than 50 percent of the employees showed interest and PERC conducted the card check proceedings. The employees were given a free choice in the proceedings and the tally of the results was provided to the parties. No meritorious election objections were filed. PERC certified the International Brotherhood of Teamsters Local No. 839 ("Teamsters") as the exclusive representative for collective bargaining with the City for covered positions effective January 4, 2023.

In May 2023, the City entered into negotiations with the Teamsters, which represents approximately 33 city employees at the Southeast Communications Center (SECOMM). Since that time, the parties have met regularly in negotiations, have bargained in good faith, and a tentative agreement was reached on December 12, 2023. This new Collective Bargaining Agreement, which is included in the agenda packet, covers wages, hours and working conditions for the newly formed bargaining unit.

Teamster membership voted to ratify the proposed agreement and notified the City of this decision on December 29, 2023. The proposed two (2) year agreement includes language and a total compensation package within the parameters set by the Richland City Council, including:

- Wage table with seven steps that incentivize retention and longevity. An average increase of 6% over current wages in covered positions.
- 3% wage increase for 2025.
- Retro pay for wages only back to January 1, 2024 for employees in the bargaining unit upon CBA's full execution.
- Longevity pay for years of service.
- Bilingual pay for certain qualifying non-English languages.
- Vacation, sick leave, paid holidays, bereavement leave.
- Ability for shift trades and shift swaps within established parameters.
- Retirement and deferred compensation.
- Effective the first of the month following the CBA's full execution, bargaining unit members will be enrolled into insurance (medical, dental and time-loss) plans administered by the United Employees Benefits Trust

(UBET) covering the employee and their eligible dependents. The employee will contribute 12% of the composite insurance plan premium cost.

- Establishment of a Labor-Management Committee to promote harmonious labor-management relations.

Pursuant to Article IV of the Richland City Charter, a public hearing was held on January 16, 2024 to take public comment on the proposed agreement.

Staff recommends approval of Resolution No. 2024-10.

Fiscal Impact:	Terms of the proposed agreement fit within the Council's collective bargaining parameters, and sufficient funds are available in the Benton County Emergency Services (BCES) budget. As BCES's Administrative Jurisdiction, the City provides services to BCES under the terms of a multi-jurisdictional interlocal agreement and participates as a member agency within the cities of Kennewick and Pasco and the counties of Benton and Franklin.
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Attachments:

1. Resolution No. 2024-10
2. 2024-2025-Teamsters CBA-FINAL DRAFT

RESOLUTION NO. 2024-10

**A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON,
ADOPTING THE 2024-2025 COLLECTIVE BARGAINING
AGREEMENT WITH THE INTERNATIONAL BROTHERHOOD OF
TEAMSTERS LOCAL NO. 839, AND AUTHORIZING PERIODIC
MEMORANDUMS OF UNDERSTANDING.**

WHEREAS, the Richland City Council desires to attract and retain qualified employees and maintain harmonious working relations between the City and the International Brotherhood of Teamsters Local No. 839 (the “Teamsters”); and

WHEREAS, amendments to wages, benefits, and other terms and conditions of employment are warranted based on external market conditions; and

WHEREAS, the City Manager may desire to enter into memorandums of understanding periodically throughout the term of the Collective Bargaining Agreement (CBA) with the Teamsters labor group for operational and administrative purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that the 2024-2025 Collective Bargaining Agreement with the International Brotherhood of Teamsters Local No. 839 is hereby approved.

BE IT FURTHER RESOLVED that the City Manager is authorized to sign and execute the Collective Bargaining Agreement on behalf of the City.

BE IT FURTHER RESOLVED that the City Manager or designee is authorized to enter into periodic memorandums of understanding with the International Brotherhood of Teamsters Local No. 839 for operational or administrative purposes during the term of the 2024-2025 Collective Bargaining Agreement.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of January, 2024.

Theresa Richardson, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney

**AGREEMENT BETWEEN
CITY OF RICHLAND
AND
TEAMSTERS, LOCAL NO. 839**

2024-2025

**(Date Last Party Signed) through
December 31, 2025**



**Adopted by Resolution No. 2024-10,
January 16, 2024**

Contract # _____

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ARTICLE I - Preamble

This AGREEMENT is entered into by and between the City of Richland, hereinafter referred to as City, and the Teamsters Local Union 839, hereinafter referred to as Union. It is the purpose of this Agreement to achieve and maintain harmonious relations between the City and the Union, to establish hours of work, pay rates, benefits, working conditions and other terms and conditions of employment under which employees covered by this Agreement will be employed during its term.

ARTICLE II - Recognition

Section 2.01-Unit Description

The City recognizes the Union as the certified bargaining agent of all regularly employed full-time and part-time employees in the Emergency Communications Dispatchers and Lead Emergency Communications Dispatchers/Certified Training Officer job classifications employed by the City of Richland, excluding supervisors, confidential employees, and all other employees of the employer as certified by the Public Employment Relations Commission (PERC) in Decision 13613, case # 136050-E-22 (PECB, 2023).

Section 2.02-List of bargaining unit members

The City will provide the Union with a list of all bargaining unit members and their seniority upon request.

ARTICLE III – Term and Renewal

This Agreement shall be for a term of two (2) years commencing upon the Agreement's full execution through December 31, 2025.

Either the City or Union may request to enter into negotiations for a succeeding agreement by notifying the other party in writing no later than 90 calendar days prior to date of expiration.

ARTICLE IV – Scope and Prevailing Rights

Section 4.01-Basic Agreement

The parties will engage in collective bargaining as required in Chapter 41.56 RCW, including bargaining any mandatory subjects of bargaining such as wages, hours, and other terms and working conditions of employment.

Section 4.02-No Discrimination

The City and Union will not discriminate against any employee because of membership or non-membership in the Union. Any dispute under this Article will be resolved by the Washington Public Employment Relations Commission.

Section 4.03-Management Rights Reserved

All management rights and functions except those which are clearly and expressly limited in this Agreement shall remain vested exclusively in the City. It is expressly recognized merely by way of illustration and not by way of limitation that such rights and functions include, but are not limited to:

1. Establish and modify work schedules, assignments, hours, periods and standards, including the amount, necessity and assignment of overtime.
2. Establish, modify, eliminate, implement, and enforce rules, regulations, and policies.
3. Determine the size and characteristics of the work force. Direct the work force, including the right to hire, promote, demote, transfer, reassign, suspend, discipline or discharge any employee for just cause (discipline for a probationary employee is not subject to just cause or the grievance procedure).
4. Determine duties and minimum qualification requirements to be included in any job classification.
5. Determine the location of any facilities, buildings, departments, divisions, or subdivisions thereof, and the relocation, sale, leasing or closing of facilities, departments, divisions, or subdivisions thereof. Determine the layout of buildings and equipment, and materials to be used therein. Determine the size, character, and use of inventories. Determine control and use of City owned or operated property, materials, and equipment.
6. Determine services to be rendered and frequency thereof.
7. Determine processes, techniques, methods, and means of performing work.
8. Determine the administrative organization of the system.
9. Determine the establishment of quality and quantity standards and the judgment of quality and quantity standards of work required.
10. Determine internal disciplinary decision-making processes and administration.
11. Require employees, where necessary, to take in service training courses during working hours.
12. Take any necessary action to carry out the mission of the City in cases of an emergency or other extraordinary situation.
13. Establish professional attire standards and requirements.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the City, adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.

Section 4.04-Employee Rights

An employee subject to an internal investigation that may reasonably result in discipline shall be advised at the time of an interview of the same. The employee shall be informed in writing the nature of the investigation if they are the subject of the investigation.

Any employee who becomes the subject of a criminal investigation that may reasonably result in discipline, up to and including discharge, may request Union representation present during all interviews.

The interview of any employee shall be at a reasonable hour between the hours of 7:00 a.m. to 7:00 p.m., Monday through Friday, preferably when the employee is on duty or adjacent to their duty shift, unless the exigency of the interview dictates otherwise.

Interviewing shall be completed within a reasonable period of time and in a reasonable manner. If the employee requests Union representation, they shall notify the City at that time and shall be provided a reasonable time to arrange for Union representation. An employee who waives this right shall be requested to acknowledge such in writing, before being interviewed.

Interviews shall not be overly long. The employee shall have reasonable breaks as the employee requests, and such breaks will occur at reasonable times during the interview.

Except for investigations arising from or related to potential criminal law violations, the City shall, as soon as possible, but not later than twenty (20) business days after the occurrence or after the City could reasonably be expected to have knowledge of the occurrence and employee's role, notify the employee of the matter, and schedule an interview.

Section 4.05-Work Rules

Work rules and policies shall be uniformly applied. When existing work rules or policy procedures conflicts with this Agreement, The Agreement's terms shall prevail. Unless impracticable, the City will provide at least five (5) calendar days' written notice to employees of new work rules or procedures before their implementation. Work rules and policies will be uniformly applied by the City and adhered to by all employees. The City will notify the Union of new or any changes to existing work rules that impact mandatory subjects of bargaining.

ARTICLE V – Union Membership, Dues, Deductions, and Release Time

Section 5.01-Union Membership

All employees in this bargaining unit have the right to voluntarily join the Union. The Union, as the Exclusive Bargaining Representative, agrees to carry out its responsibilities under RCW 41.56.080. No employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by the Union because of the exercise of these rights.

Section 5.02-Deduction Of Union Dues and Fees

The Union will notify the Employer of employees that have provided an authorization to deduct dues and fees. After receiving such notice, the City shall deduct dues and fees in the amount certified by the Secretary-Treasurer of the Union and shall transmit the amounts deducted to the Union by the fifteenth day of the month. These deductions will begin no later than the second payroll after the City's receipt of the employee's written authorization. The Union shall notify the City at least thirty (30) days in advance of any increase in Union dues or fees.

When the City hires a new employee recognized as a position covered in the bargaining unit, the City shall, within seven (7) calendar days of the date of employment, notify the Union in writing giving the name, hire date, address and classification of the employee hired. The Union Business Agent(s) will be provided 30 minutes to meet with the new employee(s) during work hours to discuss union membership as outlined in RCW 41.56.040

The Union shall indemnify and hold the City harmless against any suit instituted against the City on account of any dues or fees deductions for the Union except for error or omissions by the City. For example, the error was caused by the City's failure to maintain accurate records after receiving notification of a cancellation of deductions.

The City will maintain accurate records of employees' payroll deduction status.

Section 5.03-Revocation of Union Payment Authorization

An employee may revoke their authorization for payroll deduction of payments to the Union by written notice to the Secretary-Treasurer of the Union with a copy to the City. The Employer shall end the deduction no later than the second payroll. after the City's receipt of the Secretary-Treasurer's written notice to stop payroll deductions.

Section 5.04-Union Stewards

The Union has the right to appoint Stewards from among the employees covered by this Agreement as it deems necessary. The purpose of these stewards is to administer this Agreement, negotiate new labor agreements, request documentation, investigate workplace complaints and to assist represented employees with the grievance procedure.

The Union will provide the City a list of Stewards upon request.

Section 5.05-Union Release Time

1. **Shop Stewards.** The City will recognize four (4) stewards appointed by the Union from employees within the bargaining unit who have completed their probationary period. The Union shall inform the Human Resources Director in writing of the names of the business representative and stewards. Only persons so designated will represent the Union. The Union shall provide the City with written notice of any change of Union representation.

2. **Union Release Time.** The City will provide a total of 150 hours of union release time per calendar year for employees to negotiate a successor labor contract, attend grievance meetings and labor-management meetings, and represent employees in investigatory/disciplinary meetings. Union release time is paid at the employee's base pay rate and is not included for over-time calculation purposes. No more than two (2) employees will receive release time for negotiations and labor-management meetings. The Union shall provide at least three (3) business days' written notice prior to the applicable negotiation session to the Human Resources Director of the employees serving on the Union negotiating team.

Union release time shall not result in overtime liability. However, due to the inadequate staffing situations, the Executive Director or designee has discretion to determine that such overtime may be incurred as a result of Union release time.

Section 5.06-Union Visits

The City agrees to grant the designated Union Representative(s) access and visitation rights to designated worksite areas (e.g., breakroom, conference room) with advance notice for the purpose of administering this Agreement, including investigation and/or processing grievances. In the event the Union Representative(s) requests access to other areas (e.g., dispatch floor, Emergency Operations Center), such access may be granted only when accompanied by a representative of the City. All individuals, including Union representatives, present on City premises shall not interfere with or interrupt an employee's work performance or BCES's operations; individuals doing so may be removed from the premises.

Section 5.07-Union Bulletin Boards

The City shall provide a bulletin board that is readily accessible and visible to all employees for the purpose of conducting Union business and posting meeting notices.

Section 5.08-Professional Standards

In keeping with professional ideals and standards, neither the Union nor the City shall invoke the name of the other party as a sponsor or supporter to any fund-raising activities without the written agreement of the duly-designated representative of the sponsoring party.

Section 5.09-Employee Status Reporting

On a quarterly basis, the City will provide the Union with a report in electronic format of the following data, if maintained by the City, for all employees in the bargaining unit:

- Employee personnel number
- Employee name
- Employee mailing address
- Employee personal phone number
- Position title
- Position appointment date

- Salary step
- Employee hire date
- Union dues deduction amount

ARTICLE VI – Savings Clause

Section 6.01-State And Federal Obligations

If any article or section of this Agreement or any addendum thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this Agreement and addendum shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

This Agreement shall not in any way interfere with the obligation of the parties hereto to comply with the State and Federal Law or of any rule, legislation, regulation or order issued by such government authority pertaining to the matters covered herein.

Section 6.02-Court Actions

If any provision of this Agreement or its application should be rendered or declared invalid by any court action, the remaining parts or portions of this Agreement shall remain in full force and effect.

Section 6.03-Binding

Except as provided in the above preceding paragraphs, the parties hereto agree this Agreement cannot be modified, changed, or altered in any way whatsoever except by provision of notice and meeting and conferring prior to implementation of any changes.

Due to the inter-local nature of BCES and SECOMM, it is understood that this Agreement shall not be binding on successors or assigns, except as provided by law.

ARTICLE VII – Full Understanding, Modifications, Waiver

It is intended that this Agreement sets forth the full and entire understanding of the parties regarding the matters set forth herein, and any other prior or existing understanding or agreements by the parties, whether formal or informal, regarding any such matters are hereby superseded or terminated in their entirety.

Except as specifically provided herein, it is agreed and understood that both parties voluntarily and unqualifiedly waive their rights and agree that the other shall not be required to negotiate with respect to any subject or matter covered herein during the term of this Agreement.

Any agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall not be binding upon the parties hereto unless made and executed in writing by all parties hereto, and if required, approved, and implemented by the City Council.

It is understood that prior practices which do not conflict with this Agreement shall continue without interruption. Prior practices shall be defined as a practice which has been: 1) unequivocal; and 2) clearly enunciated and acted upon by both parties; and 3) readily ascertainable over a reasonable period of time as fixed and an established consistent practice; and 4) is not in conflict with the Management or Employee Rights section of this Agreement.

The waiver of any breach, term, or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

Consistent with the Preamble Article herein, it is understood that this Article is not intended to thwart routine discussions between the City and Union regarding the variety of issues which arise from time to time.

ARTICLE VIII – Performance of Duty

The City and Union agree that the public interest requires the efficient and uninterrupted performance of all City services, and to this end pledge their best efforts to avoid or eliminate any conduct contrary to this objective. Therefore, the City agrees it will not lockout its employees and the Union agrees that there will not be any strikes, slowdown, boycott, blue-flu, mass sick call, work stoppage, or other interference with City functions during the life of this Agreement or any extension thereof.

It is recognized that due to the uniqueness of this City and its emergency police, fire, and medical dispatching responsibilities, a work stoppage at the agency resulting from a secondary picket line will directly place in extreme jeopardy the lives, property, and safety of all citizens served by the City.

In the event any secondary picket line is established at a City location, the Union shall specifically authorize, direct, and assist said dispatch center employees to cross such picket line, report for work, and carry out their assigned responsibilities. Any refusal to work or failure to cross such picket lines by the members of the bargaining unit shall be a violation of this Agreement and such employees may be disciplined and/or discharged for such action.

Employees who engage in any work stoppages or variations thereupon as stipulated in this Article shall lose all accrued benefits at the time of such action without the right of appeal. Employees shall not be entitled to any benefits or wages whatsoever while engaged in a strike, boycott, slowdown, blue-flu, work stoppage, refusal to perform duties or other interruption of work.

ARTICLE IX – Seniority

Section 9.01-Definition

For the purpose of this Agreement, seniority shall be defined as the length of the employee's continuous service as an Emergency Communications Dispatcher with the Southeast Communications Center (SECOMM). If more than one employee has the same seniority date, the ranking will be based on the following criteria and order: (1) the employee's score from the certification list; and (2) date and time of the employee's application. An employee who is laid off or takes a position as a non-represented City employee and who has been reinstated or re-appointed at the dispatch center as a represented City employee within six (6) months thereafter shall be deemed to have continuous service.

Section 9.02-Probationary Period

All original, transfer and promotional appointments shall be tentative and require a probationary period of twelve (12) months, during which time the employee's work shall be closely observed in order to determine the employee's qualifications for regular appointment. Employees requiring a specialized instruction, or a course of training shall have their probationary period extended by an amount of time equal to the time required to complete said training. The appointing authority shall make a periodic written performance evaluation during the probationary period as required to fully and fairly evaluate satisfactory performance for eligibility for regular full-time employment. Absences of any type that exceed thirty (30)-continuous calendar days shall extend the twelve (12)-month probation by the same duration.

The appointing authority may terminate a probationary employee at any time, without cause, during the probationary period. With the exception of Communication Supervisor and Lead Emergency Communications Dispatcher/Certified Training Officer, employees who fail probation shall not have the right to bump back to their previous or any other position. Said employees may be reinstated by the City Manager, based on a recommendation of the Executive Director and available vacancy.

Section 9.03-Layoff

Employees shall be laid-off in the inverse order of seniority within their classification. In the event of a layoff in the Lead classification, the effected employee or employees shall have the right to "bump" back into the Dispatcher classification based on his or her seniority. Thereafter the least senior employee in the Dispatcher classification shall be laid off. Nothing in this section shall limit the City's ability to reduce hours, demote or utilize other means of responding to issues related to lack of work, reorganization, or lack of funds.

Section 9.04-Recall

Employees laid off in accordance with the Lay Off section of this article shall be retained on a recall list for not less than twelve (12) months following their layoff during which time the City may not hire any new employees into a classification in which layoffs occurred until all employees

on recall status have had the opportunity to return. If openings arise, all recall status employees shall be so notified by registered mail to the employee's last known address. If the employee wishes to accept the opening, the employee shall so notify the City within fifteen (15) days of the date of the notice. If the employee fails to respond or does not accept the job, the employee will forfeit all recall rights and be considered to have voluntarily separated from employment. Any position for which multiple responses are received shall be given to the employee who was most recently laid off.

Section 9.05-Termination of Seniority

Seniority and the employment relationship shall be terminated when an employee: 1) resigns, or is discharged; or 2) is absent for three (3) consecutive work days without notifying the City; or 3) is laid off and fails to report within fifteen (15) working days after having been recalled; or 4) is laid off in excess of one (1) year; or 5) retires.

ARTICLE X – Hours of Work and Working Schedules

It is understood that in accordance with the Management Rights section of this agreement, the City reserves the right to change the schedules and times contained in this section. Except when necessitated by unforeseen circumstances, the City and employee mutually agree, training, mandatory meetings, or when in the best interest of the service, management will provide 21 calendar days' notice prior to any change.

Section 10.01-Work Period

Employees working eight (8) hour shifts, the work week shall commence Sunday midnight of the current week and end at midnight on the following Sunday. Employees working ten (10) hour shifts, the work week shall commence Monday at 0700 hours of the current week and end at 0700 on the following Monday.

Employees working twelve (12) hour shifts, the workweek shall be as follows:

1. Day Shift: Shall commence on Saturday at 1500 hours and end the following Saturday at 1500 hours.
2. Night Shift: Shall commence on Sunday at 0300 hours and end the following Sunday at 0300 hours.

Section 10.02-Work Schedules

For rotating shifts, those work shifts will rotate every ten (10) weeks. The City reserves the right to adjust the schedule as necessary to maintain proper coverage. The work schedule will accommodate the need of the communications center to provide adequate coverage. The accommodation will be noted as multi-start, stop times for full-time employees, a combination of eight (8), ten (10), and twelve (12) consecutive hour shifts. For part-time

employees, work schedules will be scheduled based on the communication center's operational needs with the exception of holidays. Part-time employees will not be scheduled to work on holidays but will have the opportunity to work on holidays if there are no other volunteers and will be compensated at the holiday rate.

Section 10.03-Meal Periods

Employees shall be allowed a thirty (30)-minute paid lunch break when working a shift in excess of six (6) consecutive hours. Once an employee's shift supervisor or designee has approved an employee to go on a fifteen (15)-minute break or a thirty (30)-minute lunch break, the employee will be allowed to leave the communications center during approved breaks, with the understanding that there will be times when an employee may be able to take a break but not leave the premises. If the employee is needed in the communications center, the employee will return as requested by the shift supervisor or designee.

Employees must be physically present for more than six (6) hours during any particular shift in order to be entitled to receive a paid lunch break during that shift. Employees working six (6) hours or less will not receive a paid lunch.

Section 10.04-Rest Periods

Employees working eight (8), ten (10), and twelve (12)-hour shifts shall be allowed a fifteen (15)-minute break during the first half of the shift and a fifteen (15)-minute break during the second half of the shift as allowed by the activity of the communications center. The rest period cannot be combined with another rest period or lunch break, nor used as time to leave the shift early or to arrive to work late.

Section 10.05-Daylight Savings Time

Employees that are on duty for thirteen (13) hours when the daylight savings time switches will be compensated for one (1) hour of overtime at one and one half (1 1/2) times their normal rate of pay. Employees who are short one (1) hour for their scheduled work week will have the option to 1) remain at work to make up their hour; 2) use vacation; or 3) take leave without pay.

ARTICLE XI – Wages and Overtime

Section 11.01-Wages

All employees covered by this Agreement shall receive wages per Exhibit 'A' attached hereto. Progression through the range shall be based on a review of performance and merit, in no less than six (6)-month intervals. Employees shall be eligible for progression based on a "meets" or "exceeds" performance evaluation and the recommendation of his or her supervisor. All such increases shall take effect at the first of the pay period following recommendation by the supervisor.

Any employee assigned CTO duty shall receive ten percent (10%) differential pay over their base pay for the actual hours that he or she is assigned.

Section 11.02-Temporary Work In A Higher Classification (Acting Pay)

An employee who is temporarily upgraded and/or placed into an acting Lead position, such as the Emergency Communications Dispatcher Lead position by the supervisor or manager, will receive an additional ten percent (10%) of regular base pay for actual hours worked in that upgrade capacity.

Section 11.03-Overtime and On-Call

1. **Overtime Application** – In order to provide service, it is understood that a system shall be in place to ensure adequate coverage and distribute overtime and on-call responsibilities. Employees will be offered the opportunity to volunteer for posted overtime and on-call coverage. Prior to mandatory overtime, managers, and supervisors, if available, may be included in the minimum staffing level to help with staffing needs until Emergency Communications Dispatcher vacancies have been reduced to no more than ten (10) open positions and fifty percent (50%) of the new hires are satisfactorily trained on call-taking and one (1) radio position.

All overtime shall be administered in accordance with the Fair Labor Standards Act and state law where applicable. All overtime shall be compensated at a rate of one and one-half times the employee's normal rate of pay (unless a higher rate is called for by the specific provisions of this Agreement in a particular instance).

For the purposes of overtime calculation, "hours worked" shall include holiday, vacation, and sick leave. For the purposes of overtime eligibility, any leave without pay shall not be counted as hours worked. Except for holidays, all time worked as a result of a call-in shall be paid at time and one-half. It is understood that holidays will be compensated at double time and one-half.

Overtime worked will be accrued in tenths of hours (each tenth equals six (6) minutes). All overtime shall be compensated in the form of pay.

Employees shall receive a minimum of one (1) hour of overtime pay for reporting to work, whether or not the employee was needed for work.

2. **On-Call Duty** – Employees assigned to on-call will be compensated sixty dollars (\$60.00) for each twelve (12) hour on-call period. Employees cannot share an on-call assignment.

It is understood that employees will respond to calls and be available to report to work within one (1) hour. Failure to report as outlined, or reporting to work in an unfit state, may result in disciplinary action, up to and including termination.

It is understood that while being on-call, employees are free to engage in personal activities, and on-call time is not considered “hours worked” so long as they are fit for duty.

3. **Overtime and On-Call Posting** – The on-call calendar will be posted prior to December 1st of the preceding year. Employees are expected to ensure their contact information and preferences are updated each year. On-call coverage will be posted in conjunction with the twelve (12)-hour shifts (day shift 0700-1900 and night shift 1900-0700).

- a. Anticipated Overtime – Anticipated overtime will be posted for employees a minimum of forty-five (45) calendar days in advance of the needed date.

Employees will have seven (7) days from the posting to volunteer for the work; the Employer will assign the overtime work once the seven (7) days has expired. Overtime hours/slots will be posted within the twelve (12)-hour shift time frames, with the following considerations: skill level, need, and short day or alternate schedule coverage availability.

- i. First, employees can volunteer for overtime opportunities by seniority. (With the exception of short-day overtime, the employee the short day belongs too, has priority for their own short-day overtime)
 - ii. Second, any remaining overtime will be assigned by rotation beginning with the qualified and least senior employee.

- b. Unanticipated Overtime – When unanticipated coverage is needed, employee notice shall be five (5) calendar days. After the assignment is made, a volunteer may be assigned the shift.

Employees will be offered the opportunity to volunteer for posted overtime and on-call coverage. However, it is understood that mandatory assignments will be made absent voluntary selections.

4. **Distribution System** – It is understood that, except in extreme cases, employees not assigned to on-call duty will not be called for mandatory overtime. Employees who are on vacation leave shall not be called to work for any reason.

Overtime assignments will be made prior to on-call assignments for the same day. Assignments of overtime or on-call will be given in writing or electronically.

When unanticipated coverage is needed, the City will make its best efforts to provide at least five (5) days’ notice to the employee. After the mandatory assignment is made, a volunteer may arrange with the assigned to take the overtime work.

Employees that volunteer for an on-call assignment and subsequently remove their name from the assignment will notify a supervisor in writing or electronically. If it is less than forty-five (45) until the assignment, the employee may not remove their name without prior supervisor or management approval.

Mandatory overtime and on-call will be assigned to the employee starting with the employee that has the lowest seniority based on need and rotating thru inverse order. If an employee is skipped for any reason they will be placed at the top of the list for the next assignment. Once overtime or on call has been assigned, they will be removed from the top of the list even if the overtime or on call is cancelled at a later date.

Overtime adjacent to short day or alternate shift hours will be assigned to those working the shift before assigned to someone on their RDO. Employees working a shift trade for another employee on that employee's short-day shift will be eligible for either voluntary or mandatory overtime as if they were the on duty or on-coming employee they are working the trade for.

Overtime and on-call will not be assigned to those on approved vacation pick or flex pick or scheduled sick leave adjacent to the overtime assignment.

When a block of overtime or on-call is needed, the same employee will not be given more than one (1) day in that block or be required to work back- to- back shifts in that block if at all possible, consistent with this Article.

It will be a priority consideration on the part of the SECOMM that an employee will not have to work more than six (6) days in a row, or work with less than ten (10) hours of rest between shifts. There may be extenuating circumstances in which one or both of these situations may be necessary from time to time. In situations where overtime assignments are cancelled, a reasonable effort shall be made to cancel mandatory overtime assignments first before the cancellation of any voluntary overtime assignments. A reasonable effort shall also be made to avoid requiring any employee to work a split overtime shift.

Section 11.04-Longevity Pay

Employees are entitled to an increase in their base pay after reaching the following thresholds:

<u>Years of Service Percentage</u>	
5 years	\$30 per month
10 years	\$60 per month
15 years	\$90 per month
20 years	\$120 per month
25 years	\$150 per month

Longevity pay will be paid on the first paycheck of the month for the prior month.

Section 11.05-Bilingual Pay

The City will designate certain non-English languages that qualify for bilingual pay. Dispatchers are eligible for a total of \$1,000 per year if they successfully pass a proficiency exam process, as determined by the City, for the designated language(s) as determined by the City. Bilingual pay will be equally divided among pay periods over the calendar year.

ARTICLE XII – Insurance and Benefits

For full-time employees, the City shall maintain certain coverages as a part of employee benefits, where appropriate. Part-time employees are not eligible for benefits provided in this Article. “Part-time employee” means an employee that works 28 or less hours per week.

An employee is eligible for insurance coverage on the first of the month, if they maintain full-time status and had eighty (80) or more compensable hours (worked, vacation, sick leave, holiday pay) in the previous calendar month. The eligibility of an employee for insurance benefits terminates at the end of the month that the employee fails to meet the above eligibility and enrollment requirements. If the employee had at least eighty (80) or more compensable hours during the last calendar month of employment, coverage extends through the end of the month following separation.

The Union will be notified in writing of any changes in available service, decreases in benefits or increases in premiums. It is understood that significant changes will be subject to bargaining and face to face meetings with Union representatives prior to implementation.

Section 12.01-Health, Dental, and Vision Insurance Plans

The City shall contribute to the following insurance plans by the United Employees Benefit Trust (UEBT) covering the employee and their eligible dependents.

- AV9 Medical Plan
- D8 Dental Plan
- TL4 Time-Loss Plan

The Employer shall contribute 88.0% and the employee shall contribute 12.0% to the composite insurance plan premium cost. The insurance premium contributions will be deducted from employee pay for each pay period. The City will make insurance premium payments to the UEBT on or before the tenth day of each month.

Section 12.02-Modifications During the Agreement’s Duration

The parties acknowledge and understand the insurance carrier may modify coverage and plan design, including but not limited to insurance plan premiums, benefit levels, programs, co-pays,

out-of-pocket maximums, prescription formularies and benefits, and provider networks and access. The parties agree changes to coverage and plan design are not subject to bargaining for the duration of the Agreement.

If there is a need to modify any coverage, plan design, or number of plans available because of increased insurance premium costs exceeding 10% from year-to-year or for compliance with the “affordability rules” of the Affordable Care Act, the Employer will provide as much notice as practicable to the Union and allow the Union the opportunity to bargain regarding said changes. Should the Union and the Employer be unable to bargain a satisfactory resolution of any issues raised regarding proposed modifications within thirty (30) calendar days after notice to the Union, the Employer shall have the right to implement its proposed modifications to the new UEBT plan(s) and co-premium shares.

Section 12.03-Indemnification

The Union and/or the Employee will indemnify and hold the Employer harmless from any and all claims made and against any and all suits instituted, against an insurance carrier regarding a disagreement with said carrier relating to a claim and/or coverage.

Section 12.04-Insurance Disputes

Disputes regarding benefit levels, premium structures, insurance claims and/or coverage are not subject to this Agreement’s grievance procedure.

Section 12.05-IRC Section 125 Flexible Spending Account

Employees may voluntarily participate in the IRC Section 125 Flexible Spending Account program if offered by the City. If the program is offered, the City will pay the administrative fee for processing claims.

Section 12.06-Long Term Disability

The City will pay the entire premium for a Long Term Disability policy. The policy shall have a benefit of up to sixty percent (60%) of the monthly base salary with an elimination period of 90 days. The maximum monthly benefit shall be \$7,500.

Section 12.07-Life and Accidental Death & Dismemberment

The City will maintain a policy which provides a death benefit equal to two (2) times an employee’s annual base salary. The City will pay the entire premium for this coverage.

Section 12.08-Retirement

Employees in the bargaining unit shall be subject to the retirement system appropriate to their employment classification and status as provided for by state law.

Section 12.09-Deferred Compensation

In accordance with the City's plan document and limitations of federal law, regular full-time employees are eligible to voluntarily participate in the MissionSquare Retirement Internal Revenue Code (IRC) section 457 plan.

Upon completion of probation, the City will match an employee's contribution of up to three percent (3%) of base pay into either the MissionSquare Retirement IRC 457 or IRC 401 (a) plans.

Section 12.10-Optional Coverages

Subject employees may voluntarily contribute to and participate in other optional benefits offered by the City, included but not limited to the Employee Wellness and Employee Assistance Programs. It is understood that the City may unilaterally add, delete, increase or decrease optional plans or benefits at any time without prior notice or consent.

ARTICLE XIII – Leaves

Section 13.01-Vacation

Each full-time employee shall accrue vacation time as set forth below, based on his or her continuous length of service, which has accumulated since his or her most recent anniversary date of employment.

An employee's request for vacation shall be granted or denied by the supervisor or manager within seven (7) calendar days of the employee's initial written request.

1. **Accrual and Use** – An employee shall not be eligible for a vacation until the employee has worked for the City for a minimum of six (6) calendar months from his or her most recent anniversary date of employment.

Vacation accrual rates are listed below:

<u>Years of Service</u>	<u>Accrual Rate (hours per month)</u>
1st through 5th year	12.67
6th through 9th year	13.67
10th through 15th year	15.67
16th through 20th year	17.67
Over 20 years	20.67

An employee's vacation balance shall be at a maximum of three hundred (300) hours by December 31 of each year. On an annual basis, an employee may sell no less than twenty (20) hours and up to sixty (60) hours of vacation pay, provided that he or she maintains a balance of 80 hours of vacation after the transaction. The buy-out may be taken as: 1)

pay; 2) funding an MissionSquare Retirement 457 Deferred Compensation Plan; or 3) a combination of the above.

Approval of such requests is at the discretion of the manager. Based on extraordinary circumstances or when the employee has not been permitted to take vacation due to lack of staffing or workload, the department head, in consultation with the City Manager, may allow an increase in the annual buyout, or a rollover of hours exceeding three hundred (300) hours.

Upon termination, an employee with more than six (6) months of service shall be paid for any accumulated vacation, (up to 300 hours) at his or her final base straight time rate of pay. Vacation time shall be taken in no less than one-half (1/2) hour increments, or as applicable by law.

With the exception of FMLA or other qualifying protected leaves, vacation hours shall not be used to cover sick hours unless employee is in a leave without pay status.

Approved vacation may be rescinded based on the needs of the service, such as activation of the Emergency Operations Center, or other emergency conditions.

2. **Vacation Selection** – The SECOMM vacation selection process will occur, as follows:

- a. It shall begin no earlier than October 15th of each year.
- b. Employees can elect two (2) vacation selections; both of the selections must be between 16 and 80 consecutive hours long.
 - i. Vacation selection is by seniority order for full-time employees, followed by seniority order for part-time employees.
- c. Two (2) vacation slots will be available per day. A third vacation slot will be available if all the following occur:
 - i. Ten (10) positions or less are vacant;
 - ii. At least fifty (50%) of probationary employees are fully trained on call-taking duties; and
 - iii. At least fifty (50%) of probationary employees are fully trained on at least one (1) radio position.
- d. Employees not present at work during their bid will be contacted at their phone number on record and will have an opportunity to bid (four (4) schedule workdays not inclusive of overtime for full-time employees and two (2) days for part-time employees) to complete their bid. If employees do not bid within their allotted time, the employee will bid after the relevant round is completed.

- e. An employee can use a proxy for vacation selection by notifying management in writing.
- f. At management's discretion and the employee's request, the bid process may be modified to accommodate an employee's extraordinary circumstances.

3. **SECOMM Available Vacation Slots** – A total of three (3) vacation slots may be available per day, however, a maximum of two (2) vacation slots may be available during each shift (e.g., day, night shift). *For example, two employees would be off during the day shift (700-1900) and one employee would be off during the graveyard shift (1900-0700).*

Each full-time employee will have four (4) of their scheduled workdays to complete their bid not inclusive of overtime scheduled, and each part time employee will have two (2) of their scheduled workdays to complete their bid.

After the last bargaining member on the seniority list has chosen a vacation selection, employees may elect to choose an additional vacation selection anytime during the year with at least a 30-day notice and be subject to vacation selection parameters of no more than 2 off or 3 off per day based on open positions.

Vacation selections are guaranteed if the employee has the entire balance of vacation time available at the beginning of the scheduled vacation. Employee must provide at least fourteen (14) calendar day's written notice to request cancellation of any part of a vacation selection. Vacation selections not cancelled within parameters defined will still count as a selection and the employee will not be allowed to work during the vacation selection time that was not cancelled.

In the event that a vacation selection is cancelled voluntarily by an employee, or an employee terminates their employment, other employees will be given the opportunity to switch one of their vacation selections to the vacated days that become available, based on seniority. Employees interested must respond via email to supervisor within seven (7) days. Decisions will be based on seniority. If an employee voluntarily cancels their vacation selection, they will have the ability to choose a new selection within the same parameters as defined above. Outside of vacation selections, individual requests for vacation usage will not be accepted more than sixty (60) days in advance.

4. **Special Vacation Requests** – Four (4) special vacation requests (up to 12 hours each) per year may be taken and may be requested without regard to whether or not overtime is required to fill the vacated position and may not be denied as long as coverage for shifts/workload is available. One request of one-half (1/2) to 12 hours constitutes a special request. Special vacation requests cannot be used to extend a vacation selection and cannot be used on consecutive calendar days.

5. **Mandated Overtime Opt-Out** – Each calendar year each employee shall receive one opt out day at the beginning of each quarter. Additional opt out days may be earned based on overtime worked in each quarter of the calendar year. On the first day of the subsequent quarter all employees who worked at least 150 hours of overtime during the preceding quarter will be awarded one additional opt out day. Those who worked at least 200 hours during the preceding quarter will be awarded 2 opt out days. 3 is the maximum number of opt out days an employee can accrue per quarter.

Opt-outs are not awarded or available to use until payroll has verified the number of overtime hours. Overtime paid for a regularly schedule holidays is exempt from calculation. Opt-outs cannot be carried over into the following quarter.

The Opt-out will be honored unless there is an inability to otherwise cover the required assignment. If multiple employees have requested to opt out for the same date and not all requests can be honored, the employee who worked overtime the furthest out will be mandated the overtime. Opt-outs will need to be required at minimum 30 days out to allow the ability to reassign overtime.

6. **Schedule Opt-Out for Days Off** – Each Employee will receive two (2) requests yearly for a regular day off to be protected by indicating the desire to use an opt out of mandatory overtime to prevent being assigned overtime on that date. The opt out will be honored unless there is an inability to otherwise cover the required shift. Scheduling opt outs must be made prior to assignments being made. Schedule opt outs may not be used around holidays.
7. **Shift Swap** – An employee may swap shifts with another employee if their shifts start on the same day and have the same number of hours. For example, an employee scheduled on a 12-hour day shift can swap shifts with an employee scheduled on a 12-hour graveyard shift if both shifts start on the same day. Shift swaps will not be considered a shift trade. Shift swaps will only occur if supervisors on both shifts approve the request.
8. **Shift Trades** – Employees covered by this Agreement may use up to ten (10) shift trades annually. With supervisor approval, probationary employees are also eligible for shift trades. Shift trade hours shall not constitute hours for calculating overtime and will not cause any extra cost to the Employer. A shift trade will be considered to count towards the per year maximum as described above regardless of how many hours are involved in the trade (i.e., a trade of a partial shift will count as one full trade, just as a trade of a full shift will also count as one full trade). A shift trade may not cause an employee to work more than seven (7) consecutive days. A shift trade will not be approved that is adjacent to the employee's vacation day and no trades for consecutive days are permitted.

Employees may not work more than twelve (12)-consecutive hours as a result of a shift trade. Shift trades will not be requested more than sixty (60) days in advance. The

employee is responsible for ensuring that all shift trades are repaid within six (6) months. All shift trades must be submitted by the employee and approved by the supervisor in applicable scheduling software and shall not interfere with business operations. Qualifications to perform the work will be considered in approving the request. The supervisor must be notified if both employees agree to cancel the trade. All shift trades must be approved or denied within seven (7) days from the date of the request. If an employee calls in sick when they are scheduled to work a trade, it will come out of their sick leave and count as an occurrence. If an employee who is scheduled to work a trade fails to work for any reason other than calling in sick, the employee will be charged from their vacation bank. If the substituting employee fails to work the shift, the employee who requested the shift trade, if at work, must remain at work and work the shift. If an employee is scheduled to work a trade and there is enough staffing, the employee can use their own vacation time.

Exchanging short days outside of the current pay period is also considered a shift trade and will count towards the ten (10) shift trades per year maximum described above. A short-day exchange within a current pay period will not be counted as a shift trade. A certified training officer (CTO) may not trade shifts, if at the time of the trade request, it appears as if the requested trade will cause the CTO to miss a shift during a period of time when the CTO is actively training another employee, unless the requested shift trade is with another CTO, in which case the trade will be allowed if it otherwise fulfills the pre-requisites as set forth in this section. A lead dispatcher may trade shifts as long as the person they are trading with is another lead dispatcher, qualified to work as a temporary upgrade, or there is a person already scheduled who is qualified to work as a temporary upgrade. It is understood that if the trade is with someone who is qualified to work as a temporary upgrade they will not be compensated. If someone is assigned to be in a temporary upgrade, they will be compensated.

It is understood that all applicable state and federal wage and hour laws will be complied with, and under no circumstances shall the continuation of shift trades obligate the City to pay overtime due to shift trades. It is also understood that if at any time in the future a relevant state or federal agency issues a definitive ruling to the effect that any aspect of the shift trade practice is in violation of such state and/or federal wage and hour laws, the City and the Union will reopen this section for further bargaining.

9. **Donation and Transfer** – The policy of the City is to allow employees to donate vacation to co-workers facing personal emergencies who have exhausted all accrued leave.

An employee is eligible for donated vacation leave when (1) he or she has suffered an extraordinary injury or illness (from other than a work-related cause) which exceeds sixty (60) calendar days in duration and has exhausted all applicable accumulated leaves; or (2) when an attending physician determines the presence of an employee is necessary

because of an immediate family member's medical condition which exceeds sixty (60) calendar days in duration and the employee has exhausted all other available leaves.

Recipients are limited to receiving 240 hours of donated vacation leave for any one (1) incident or illness and may not request donated vacation leave more than one (1) time in any concurrent five (5) year period.

The vacation leave recipient must pay insurance premiums while using donated vacation leave, and will not accrue sick or vacation leave while using donated vacation leave.

An eligible employee requiring use of donated vacation leave shall notify Human Resources in writing that the use of donated vacation leave is required, explaining and providing written documentation as to the circumstances. Human Resources is responsible for approving the request and forwarding the PTO/Vacation Donation Transfer Form (available on the Intranet) for City-wide notification and distribution.

City employees may donate vacation leave to other employees under the following conditions:

- a. A vacation balance of at least 200 hours is maintained after the transfer, and employees may not donate more than 100 hours per year of their vacation balance.

10. Vacation is transferred based on the dollar value of said leave. For example, the requesting employee earns \$10.00 per hour base. The donating employee earns \$20.00 per hour, and wishes to transfer 10 hours. As a result, \$200 worth of leave is transferred. The requesting employee will be credited with 20 hours (\$200 divided by \$10/hour).

No City employee may intimidate, threaten or coerce any other employee with respect to donating, receiving or using leave under this program. Only the actual donations needed each pay period will be used by Finance during payroll processing. If the recipient does not use all the leave donations offered by employees, the donations will not be applied to the recipient's account.

Section 13.02-Holidays

The following are official holidays for all employees:

- (1) New Year's Day (January 1);
- (2) President's Day (the third Monday of February);
- (3) Memorial Day (last Monday in May);
- (4) Independence Day (July 4);
- (5) Labor Day (First Monday in September);
- (6) Veterans Day (November 11);
- (7) Thanksgiving Day (fourth Thursday in November);
- (8) Day after Thanksgiving;

- (9) Christmas Eve;
- (10) Christmas Day (December 25);

Any additional holidays declared by the city council shall apply to members of the bargaining unit.

Employees working a scheduled shift on any official City holiday shall receive 2½ times the regular rate of pay for **all hours worked on the shift**.

Employees scheduled to work a holiday, but request time off, are charged applicable vacation or sick leave for that day.

Employees not scheduled to work on any of the above holidays shall receive eight (8) hours of holiday pay.

When called in to work on the holiday, an employee shall be paid 1½ times for hours actually worked on the holiday plus the eight (8) hours of holiday pay. Hours worked in excess of eight (8) hours of the holiday shall be paid at the rate of 2½ times the regular rate of pay.

In order to receive holiday pay, the employee must work the employee's entire last scheduled workday prior to the holiday and the employee's entire first scheduled workday after the holiday, or the employee must have an excused absence or an approved day off. If an employee calls in sick during the holiday, they shall not receive holiday pay.

Section 13.03-Sick Leave

The parties agree that sick leave should be viewed as insurance rather than a vested leave benefit and the use is subject to conditions and restrictions as defined herein.

Sick leave shall be accrued at a rate of eight (8) hours per month of employment except that sick leave will not be accrued during an unpaid leave of absence. There is no limitation on the number of hours that an employee may accrue.

Employees unable to report for work shall notify the appropriate supervisor, lead or upgrade at least two (2) hours prior to the start of their shift. Employees who know in advance that they will be utilizing sick leave for a particular purpose (i.e. hospitalization, surgery) shall give notice of sick leave as far in advance as practically possible.

Before entering into an unprotected leave without pay (LWOP) status, all leave banks must be exhausted, including but not limited to sick leave, state sick leave, and vacation. Those employees may be subject to disciplinary action, and ineligible for voluntary assignments for on call and voluntary overtime for the following month.

Employees unable to report to work due to an unprotected leave on more than two (2) occasions for on-call or overtime shifts either voluntary or mandated, per month or more than eight (8)

occasions in a year may be subject to disciplinary action and ineligible for voluntary overtime and voluntary on-call assignments.

Sick leave shall be used for absence from work due to illness, injury, or medical provider appointments. Misuse of sick leave will be subject to disciplinary action. The City may require a doctor's verification if an employee is absent from work because of injury or illness for three (3) or more consecutive shifts, or when the employee has met the criteria set forth in Section 15.02, subsection a (Absenteeism), as amended by mutual agreement of the parties.

At the end of the last pay period each payroll year, the following sick leave cash-out rules will apply. Employees who have:

1. A sick leave bank in excess of one hundred fifty (150) or more hours may elect to cash out up to forty (40) hours at the employee's regular rate of pay; or
2. A sick leave bank in excess of three hundred (300) or more hours may elect to cash out up to eighty (80) hours at the employee's regular rate of pay.

The City will pay to each employee who separates their employment with the City or takes a regular PERS II or PERS III service retirement twenty-five percent (25%) of the employee's unused sick leave. The employee must have a minimum of five (5) years of service. Payment shall not exceed \$4,000.00 dollars.

Section 13.04-State Sick Leave

Employees shall accrue Washington's paid sick leave (State Sick Leave) in accordance with City Policy 1340. Paid sick leave accruing in accordance with Washington law and the City policy is a subset of existing Sick Leave accruals.

Section 13.05-Bereavement Leave

An employee may be granted bereavement leave with pay up to a maximum of thirty-six (36) hours for the death of a member of the employee's immediate family provided the employee was scheduled to be at work.

Immediate family members include spouse; child (includes step, adopted, foster, biological) or grandchild (includes step, adopted, foster, biological); parent (includes step, adoptive, foster or biological), guardian or grandparent; sibling (step, biological, or adopted); in-laws (includes parent-in-law, son-in-law and daughter-in-law); or domestic partner. It does not include uncle, aunt, niece, nephew, or cousin. However, nothing shall prohibit an employee from using vacation leave or shift trades for bereavement due to the death of not so immediate family members (e.g., nieces, nephews, aunts, uncles, cousins, other in-laws).

All time off in excess of thirty-six (36) hours, must be approved by the Manager and shall be charged to vacation leave.

Section 13.06-Occupational Disability Allowances and Restricted Duty

1. **Disability Leave** – Any employee injured on the job who is eligible for time loss payments under the Workers' Compensation Law shall, for the duration of such payment, receive only that portion of the employee's accumulated sick leave pay as elected at the employee's option which together with said time loss payments, will not equal more than 100% of the regular daily rate of pay for any one regular workday, excluding overtime. The City will inform the employee of the available option at the time the employee meets with Human Resources to complete the required paperwork.

All applicable payroll deductions, voluntary or otherwise will be subtracted from the optional sick leave allowance in excess of mandated time-loss compensation as indicated under the Revised Code of Washington Title 51, Industrial Insurance or paid by employee reimbursement.

2. **Restricted Duty Program** – Restricted Duty is a temporary modification of an employee's regularly assigned duties, or performance of unrelated duties to accommodate a temporary work related illness or injury. City employees incurring job related injuries with restrictions that cannot be integrated into their regular duties, or, that prohibit the temporary performance of their regular duties may be eligible for modified work assignments, when available. Participation in the program is generally contingent upon being released for modified duties by a healthcare provider. On a case by case basis when approved by the Executive Director and Human Resources, the City may allow employees with non-industrial injuries or illnesses to participate in the Restricted Duty Program.

Eligibility is also contingent upon a prognosis that does not exclude the employee's return to his or her former position. Employees must be temporarily injured and expected to return to their regular duties. At the City's sole discretion, a Restricted Duty program may be extended to an employee for more than ninety (90) days. Employee's may be transferred to another medically appropriate assignment or removed from the program by the Executive Director and Human Resources based on inadequate performance.

Hours worked in the program are considered productive hours in the computation of fringe benefits and seniority. It is the employee's responsibility to perform the assignment in a productive, professional manner as expected in any regular assignment.

Eligible employees who are offered and refuse a modified work assignment or incur unexcused non-industrial related absences may suffer the loss of all temporary disability benefits.

Section 13.07-Leave to Attend Funerals of City Employees

Employee's may be allowed to take necessary time off with pay at the discretion of their supervisor to attend a funeral of a City employee.

Section 13.08-Jury Duty and Witness Service

An employee who is called for jury duty, or is subpoenaed as a witness for a work-related matter, shall be paid during the absence on account of the jury or witness service, salary less the amount of jury or witness fees (exclusive of mileage) the employee is paid or to which the employee is entitled. In accordance with the Hours of Work and Management Rights sections of this Agreement, the SECOMM Manager may modify schedules to assist employees in providing this valuable public service.

Section 13.09-Military Leave

The City shall abide by the provisions of the laws of the State of Washington RCW 38.40.060. Leave necessitated by service with the U.S. Armed Forces shall, be extended for the full period of such service. An employee must return to duty following military leave consistent with state and federal law.

Section 13.10-Family and Medical Leave

The city retains the right to administer medical leave using policies and procedures deemed by the City to be the most efficient methods to comply with the terms of this agreement and applicable medical leave regulations.

Section 13.11-Leave of Absence Without Pay

Employees must submit appropriate paperwork to request a leave of absence without pay to the Executive Director and Human Resources. The Executive Director may grant a leave of absence without pay for up to thirty (30) calendar days. Employees must exhaust all accrued vacation leave, sick leave, and state sick leave before requesting a leave of absence without pay. The City Manager may authorize an unpaid leave of absence up to a maximum of one (1) year. Failure of an employee to report for work at the expiration of a leave of absence shall be regarded as a voluntary resignation.

In the event of injury or illness, the appointing authority may require that the employee submit a certificate from the attending physician or a designated physician indicating the nature of the illness or injury with a prognosis for recovery.

Upon expiration of an approved leave of absence in excess of thirty (30) days without pay, an employee may be reinstated to the same or similar position, if available, when the leave was granted. The City cannot and does not make any commitments to holding a position open in hopes that the employee will return. If no positions are available, the employee will be administratively separated.

During an approved leave of absence without pay, an employee shall not accrue any leave time, benefits or seniority for which the employee was eligible before the leave without pay began, providing accrual of such leaves shall resume upon return of the employee to his or her job.

Section 13.12-Faith Based Leave

The City's policy on Faith Based Leave shall be applicable to employees in the bargaining unit.

ARTICLE XIV – Drug and Alcohol Testing

The City's Substance-Free Workplace policy shall be applicable to employees in the bargaining unit.

Section 14.01-Employee Assistance Program Available

The City recognizes a need to provide an opportunity for employees to deal with alcohol or substance abuse related problems through employee assistance programs. Any employee who voluntarily seeks treatment for a personal alcohol problem or for a substance abuse disorder, not involving criminal conduct, may do so through employee assistance programs of the employee's own choosing in complete confidence and without jeopardizing the employee's employment with the City.

ARTICLE XV – Miscellaneous

Section 15.01-Personnel Records

The Human Resources Department shall maintain a complete personnel file on each employee. However, any documented discipline will not be used for progressive disciplinary purposes after twenty-four (24) months if no further related disciplinary action is taken. Supervisory files will be purged annually after performance reviews. Access to personnel files shall be limited to the employee, the employee's authorized representative, officials of the City who have a business need for the access or as required by public records and freedom of information laws at the federal or state level. Employees have the right to review their files after providing reasonable advance notice, and shall have the right to attach reasonable materials in explanation or rebuttal to adverse materials. Adverse materials shall not be placed in the personnel file without the knowledge of the employee.

Section 15.02-Attendance Policy

The parties agree that regular and prompt attendance of each employee is necessary so that service to customers can be met in an efficient manner. The purpose of this policy is to promote satisfactory attendance and shall be applied uniformly and consistently to all employees covered by this Agreement. Employees may be disciplined for poor attendance subject to just cause.

1. **Absenteeism** – Absences from work may be scheduled or unscheduled. For leave not statutorily protected, employees may be subject to disciplinary action for habitual unscheduled absence and/or sick leave abuse. Sick leave abuse occurs when sick leave is taken for other than approved reasons or the employee fails to comply with required notification or documentation procedures. Habitual absence refers to the employee who is excessively absent from work on an unscheduled basis.

Section 15.03-No Smoking

The Union acknowledges and supports RMC 2.58, as amended, relating to No Smoking and use of Tobacco Related Products, including vaping devices, in the Work Environment.

Section 15.04-Training

The scheduling of any and all training courses will be done by the SECOMM Manager or designee. Employees shall attend training courses as assigned by the City. The City shall pay for the actual cost of all materials, tuition and fees associated with a training course the City is requiring an employee to attend. The material shall remain the property of the City.

Reimbursement for travel and subsistence for official trips shall conform to guidelines set forth in the City's Business Travel and Expense Policy, Index No. 1420. In any case, reimbursement shall only be for the amount of actual and reasonable expenses as determined by the City.

Time spent in class by an employee required by the City as assigned training shall be counted as time worked and compensated accordingly. Payment for related travel time shall be governed by the Fair Labor Standards Act.

Employees will be required to obtain and maintain a level of proficiency and competency as outlined in the City's Training Manual, Policy and SGM Manuals. Successful completion of a proficiency review shall be accomplished annually by each employee. Failure to successfully complete the review may result in disciplinary action.

Section 15.05-Disciplinary Action

An employee may be disciplined with just cause.

ARTICLE XVI – Grievance and Appeal Procedure

A "grievance" as used in this Agreement means a claim by the Union alleging that the terms of this Agreement have been violated, or that a dispute exists concerning the proper application or interpretation of the Agreement's terms. The timelines set forth in this Article must be strictly followed, unless waived by mutual agreement. If the City fails to timely respond to a grievance, the grievance moves to the next step. If the Unions fails to timely advance a grievance to the next step, the grievance is considered withdrawn.

Section 16.01-Informal Process

An employee or group of employees, or their designated representative, who consider they have a grievance shall discuss the grievance within ten (10) business days of the alleged occurrence with the immediate supervisor. The supervisor shall have ten (10) business days to resolve the grievance. If no mutually satisfactory resolution or remedy is reached, he or she may then proceed to Formal Step 1, within ten (10) business days of the supervisor's response.

Nothing in this section shall preclude communications between stewards and manager level staff in an attempt to resolve grievances prior to initiation of the Formal Process.

Section 16.02-Formal Process

All Formal grievances shall be reduced to writing. Formal grievances shall be signed by the grievant or the employee's authorized representative (shop steward or business agent). All Formal grievances shall state the issue being grieved, reference the applicable section of the Agreement allegedly violated, enumerate all facts pertaining to the matter, and outline the remedy sought. All appeals shall include pertinent materials provided and presented at previous steps.

1. **Formal Step 1** – Formal Step 1 grievances shall be presented to the Manager or designee. The City shall attempt to resolve the grievance within ten (10) business days of receipt. If the grievant is not satisfied with the Formal Step 1 outcome, the grievant may submit the signed Report of Grievance to proceed to Formal Step 2 within ten (10) business days of the Formal Step 1 response.
2. **Formal Step 2** – Formal Step 2 grievances shall be presented to the next level, typically the Executive Director or designee. The Executive Director or designee shall attempt to resolve the matter within ten (10) business days after it has been presented. If the grievant is not satisfied with the Formal Step 2 outcome, the grievant, with the assistance of the union, may submit a written notice to proceed to Formal Step 3 within ten (10) business days of the Formal Step 2 response.
3. **Formal Step 3** – Formal Step 3 grievances shall be presented to the City Manager or designee. Grievances relating to termination of an employee will commence at Formal Step 3. The City Manager or designee shall attempt to resolve the matter within fifteen (15) business days after it has been presented. If the grievant is not satisfied with the Formal Step 3 outcome, the grievant, with the assistance of the union, may submit a written notice to proceed to Formal Step 4 within fifteen (15) business days from receipt of the City Manager or designee's response.
4. **Formal Step 4** – At Formal Step 4, the Union may make a decision to appeal the matter to an arbitrator. Any decision resulting from Formal Step 4 shall be final and binding upon the parties to the grievance, unless the decision involves an action by the City which is beyond the arbitrator's jurisdiction. The arbitrator shall only consider and render a decision for the specific issue(s) originally grieved and submitted, and they shall have no authority to make a decision on any other issue(s) not so submitted. The arbitrator shall have no power or authority to award punitive damages. The arbitrator shall have no authority to make or impose a decision which is inconsistent with state, federal, or local law or this Agreement. The arbitrator shall not have the authority to change, modify, amend, add to, subtract from, or otherwise alter the provisions of this Agreement.

The arbitrator and stenographer's fees, costs, and, expenses related to Formal Step 4 shall be borne equally by the parties hereto. Each party will be responsible for its own expenses and legal fees incurred during the preparation and the presentation of any grievance.

The arbitrator or any other person or persons involved in the grievance procedure shall not have the power to negotiate new agreements or to change any of the provisions of this Agreement.

The process for arbitration is detailed below:

- a. **Arbitration** – Upon selection of arbitration, the parties shall attempt to agree to the selection of an arbitrator. In the event that a mutually acceptable arbitrator cannot be selected by the parties following the demand for arbitration, the Union shall request with the Federal Mediation Conciliation Service (FMCS) or the Washington Public Employment Relations Commission a list of 11 arbitrators. The arbitrator shall be selected by the parties first flipping a coin to determine which party strikes first; then the parties shall alternate striking arbitrators from the list until there is one remaining arbitrator on the list. It shall be the function of the arbitration to hold a hearing at which the parties may submit their cases concerning the grievance.

Article XVII -- Labor-Management Committee

The parties wish to promote harmonious labor-management relations, so agree to establish a Labor-Management Committee. The Committee will meet quarterly or upon request by either party. At least seven (7) business days before a Committee meeting, each party shall submit a list of issues it wishes to discuss at the meeting.

Upon ratification of this Agreement, the parties shall meet to form their Committee and establish processes for the Committee. Management and employees may raise any issue of concern to them in a labor management committee meeting. However, disposition of matters covered in the Committee shall not contradict, add to, or otherwise modify the terms and conditions of this Agreement.

ARTICLE XVII – Signatures

The parties hereto have caused this Agreement to be executed this _____ day of _____, 2024.

City of Richland, Washington

Teamsters Local No. 839

Jon Amundson, ICMA-CM
City Manager Date

Russell Shjerven
Secretary-Treasurer Date

Jay Atwood
BECS Executive Director Date

Jesus Alvarez, Jr.
Business Agent Date

Lacey Paulsen
Human Resources Director Date

Colleen Jackson
Teamsters Negotiation Team Date

ATTEST:

Shyla Hill
Teamsters Negotiation Team Date

Jennifer Rogers
City Clerk Date

APPROVED TO FORM:

Heather Kintzley
City Attorney Date

Exhibit A

Section A.01- Wage Step Table

Upon the Agreement's full ratification, the following wage table will be implemented:

Job Classification	Step						
	1	2	3	4	5	6	7
Emerg. Comm. Dispatcher	\$28.50	\$29.93	\$31.42	\$33.93	\$35.63	\$37.41	\$39.28
Lead Emerg. Comm. Dispatcher				\$37.33	\$39.19	\$41.15	\$43.21

Employees shall advance through Steps 1 and 2 in six (6) month periods. Employees shall advance through Steps 3 through 7 in twelve (12) month periods.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
0-6 mos.	7-12 mos.	13-24 mos.	25-36 mos.	37-48 mos.	49-60 mos.	61+ mos.

Lead Emergency Communication Dispatchers will receive a ten (10) percent premium pay over their base wage rate, as provided in the above table.

Section A.02 – Employee Transition to New Wage Table (For 2024 Only)

Upon the Agreement's full execution, current employees will be placed in the closest step that provides a wage increase to their 2023 hourly rate.

Section A.03-General Wage Adjustment

Effective January 1, 2025, employees will receive a 3.0% general wage adjustment to their base wage rate.

Section A.04-Wage Step Placement for Newly Hired Lateral Employees

At its sole discretion, the Employer may place a lateral employee at any wage step rate set forth in this Appendix.



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Items of Business

Strategic Priority 4 - Quality of Life

Subject:

Resolution No. 2024-11, Authorizing a Grant Application to the Washington State Department of Transportation City Safety Program

Department/Office
Public Works

Ordinance/Resolution Number:
2024-11

Document Type:
Resolution

Recommended Motion:

Adopt Resolution No. 2024-11, authorizing staff to submit a grant application to the Washington State Department of Transportation's 2024 City Safety Program based on the recommendations of the Comprehensive Safety Action Plan.

Summary:

The City has a fundamental objective to improve the health and safety for users of its street system. On June 20, 2023, Richland City Council adopted Resolution No. 2023-89, committing to a Vision Zero goal of zero traffic deaths and serious injuries by 2035. The Washington State Department of Transportation (WSDOT) has issued a Call for Projects for its 2024 City Safety Program (the "Program"), the purpose of which is to reduce fatal and serious injury collisions by applying engineering solutions. Leveraging the Program funds will help the City make progress toward its goals.

The Program provides funding to improve City streets and requires no matching funds provided that all phases of the successfully granted project are authorized prior to April 30, 2027. The Program includes two sub-programs: a Spot Location Program, whereby projects must be at a specific intersection, spot or mid-block location; and a Systemic Program, whereby improvements are identified at similar locations throughout the City. The Program requires applying agencies to prepare a Local Road Safety Plan based on an analysis of a five-year record of crashes.

The City has prepared two previous editions of a Local Road Safety Plan. In 2023 the City updated and enhanced its Local Road Safety Plan to meet the federal requirements of a Comprehensive Safety Action Plan (CSAP). City Council adopted the CSAP on June 30, 2023 via Resolution No. 2023-90. City staff, with the assistance of a consulting traffic engineering firm, have updated its CSAP with the analysis of crash data from the years 2018 - 2022, the most recently available five years of crash data. The CSAP methodology matches best practice engineering countermeasures to risk factors identified through crash data analysis. The matching process results in recommended projects for grant applications that, if funded, will improve travel safety within the City.

Previous editions of the Local Road Safety Plan and CSAP have led to successful grant applications which have provided funds to improve the City's signalized intersections, a set of unsignalized intersections, a set of enhanced pedestrian crossings, and most recently the Downtown Connectivity Improvements project. This most recent CSAP recommends applying for funds to improve more unsignalized intersections and another set of enhanced pedestrian crossings. The City's best interests are served by seeking funding for these projects recommended in the CSAP in order to contribute toward the City's fundamental objectives and Vision Zero.

Fiscal Impact:

Applying for a grant in and of itself has no fiscal impact until it is awarded. Fiscal impacts will be outlined once grant match funding requirements, if any, and terms have been determined and will be presented to Council for consideration to authorize acceptance.

Attachments:

1. Resolution No. 2024-11
2. WSDOT City Safety Program Application Authorization

RESOLUTION NO. 2024-11

A RESOLUTION OF THE CITY OF RICHLAND, WASHINGTON AUTHORIZING A GRANT APPLICATION TO THE WASHINGTON STATE DEPARTMENT OF TRANSPORTATION'S 2024 CITY SAFETY PROGRAM.

WHEREAS, the City has a fundamental objective to improve safety for users of its street system; and

WHEREAS, on June 20, 2023, Richland City Council adopted Resolution No. 2023-89, committing to a Vision Zero goal of zero traffic deaths and serious injuries by 2035; and

WHEREAS, on June 20, 2023 Richland City Council adopted Resolution No. 2023-90, adopting the 2023 Comprehensive Safety Action Plan; and

WHEREAS, the Washington State Department of Transportation (WSDOT) has issued a Call for Projects for its 2024 City Safety Program (the "Program"); and

WHEREAS, the purpose of the Program is to reduce fatal and serious injury crashes on city streets using engineered improvements and countermeasures; and

WHEREAS, the Program provides funding to improve city streets and requires no matching funds, provided that all phases of the successfully granted project are authorized prior to April 30, 2027; and

WHEREAS, the Program includes two sub-programs, a Spot Location Program, which requires projects to be at a specific intersection, mid-block location, or corridor, and a Systemic Program, in which projects are applied to corridors or groups of similar conditions; and

WHEREAS, the 2023 Comprehensive Safety Action Plan (CSAP), which is being updated with an analysis of the most recent five (5) years of crashes within the City, represents the most current crash analysis available; and

WHEREAS, the updated crash data analysis and CSAP identifies and recommends projects for grant applications that, if funded, will improve travel safety within the City; and

WHEREAS, the City's best interests are served by seeking grant funds for projects recommended in the updated crash data analysis and the CSAP in order to contribute toward the successful achievement of the City's fundamental objectives and Vision Zero goal.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richland that staff is authorized to submit a grant application to the Washington State Department of Transportation's 2024 City Safety Program based on the recommendations of the updated crash data analysis and the Comprehensive Safety Action Plan.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

ADOPTED by the City Council of the City of Richland, Washington, at a regular meeting on the 16th day of January, 2024.

Theresa Richardson, Mayor

Attest:

Approved as to Form:

Jennifer Rogers, City Clerk

Heather Kintzley, City Attorney



WSDOT City Safety Grant Application

City Council
January 16, 2024

Presentation Purpose

- Provide background regarding City traffic safety work
- Provide staff approach to street system safety improvements
- Present updates to the City's adopted Comprehensive Safety Action Plan
- Brief Council on proposed grant applications to WSDOT's 2024 City Safety Program
- Seek Council authorization for proposed grant applications

Past Safety Planning

- 2020 Local Road Safety Plan
 - First comprehensive City-wide analysis of crash records as basis for grant applications
 - Coincides with new program design by FHWA and WSDOT emphasizing data analysis
 - In-house staff analysis and plan development
 - Systemic Traffic Signal System Improvements Grant - completed
 - Van Giesen – Thayer Mini Roundabout Grant - completed
 - McMurray RRFB Grant - completed

Past Safety Planning Continued

- 2022 Local Road Safety Plan
 - Consultant-delivered update to 2020 Plan using most current crashes
 - Public Outreach Program
 - Council adoption
 - Systemic Stop-Controlled Intersection Improvements Grant
 - To be delivered in 2024
 - Systemic Pedestrian Crossing Improvements Grant
 - To be delivered in 2024

Past Safety Planning Continued

- 2023 Comprehensive Safety Action Plan
 - Local Road Safety Plan upgraded to federal standards for CSAP
 - Analysis of most current crashes
 - Robust public engagement
- Downtown Connectivity grant application to federal Safe Streets and Roads for All program – funding award announced 12/2023



Past Safety Planning Continued

- CDBG – funded pedestrian crossing improvements
- TIB – funded Complete Streets award for sidewalk infill and pedestrian crossing improvements
- City Pavement Preservation – funded Complete Streets striping and safety enhancements
- City 2024 Neighborhood Traffic Safety Program



2024 WSDOT City Safety Program

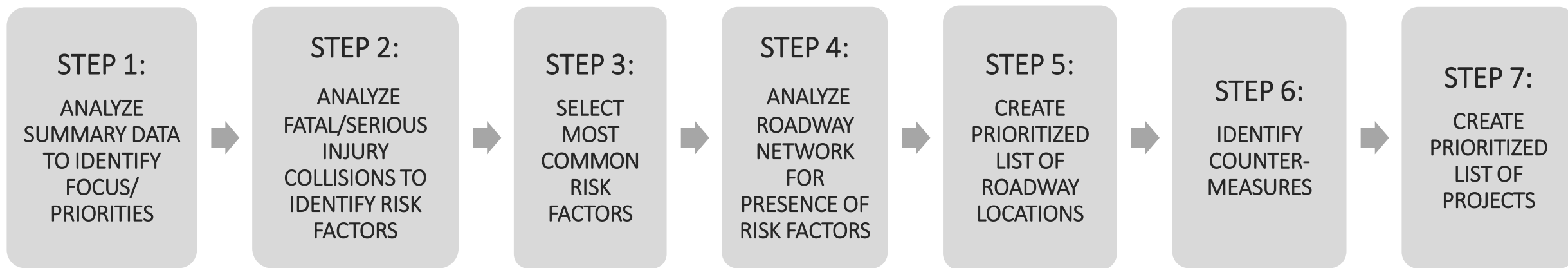
- FHWA Highway Safety Improvement Program (HSIP) grant funds administered to local governments by WSDOT
- Goal - reduce fatal and serious injury crashes on city streets using engineering improvements and countermeasures
- Local Road Safety Plan is required
- Distribute \$35 million with very low matching funds requirements
- Two eligible activities
 - Spot improvements
 - Systemic improvements (typically low-cost treatments applied to a group of similar sites)
- Accelerated calendar requires grant applications by February 2, 2024



Comprehensive Safety Action Plan Update

- Consultant support for crash analysis and grant application preparation
- Thorough City-wide analysis of crash records between 2018 and 2022 – 3,296 crashes
- Position Richland for successful grant application to the WSDOT 2024 City Safety grant program
- Provide a guiding document to the City for future project development

Local Road Safety Plan Process





Crash Record Data

STATE OF WASHINGTON
POLICE TRAFFIC
COLLISION REPORT

REPORT NO. **E867749**

CASE # **18-27901**

LOCAL AGENCY CODING **DISTRICT 1**

TOTAL # OF UNITS **02** OBJECT STRUCK

DATE OF COLLISION **12-01-2018** TIME (4:00) **1728** COUNTY # **03** MILES **03** N **0** E **0** W **0** IN **0** OF **1000** CITY #

ON PRIMARY TRAFFIC (WAY) **INTERSECTION** ☐ **NON-INTERSECTION** ☒ BLOCK NO. **2800** MILE POST

DUPORTAIL ST

DISTANCE **0** MILES **0** FEET OF REFERENCE OR CROSS STREET

UNIT 01 ☒ MOTOR VEHICLE ☐ PEDESTAL CYCLE ☐ ☒ DRIVER'S LICENSE ☐ ☒ PHONE **D: 5096281547**

LAST NAME **[REDACTED]** FIRST NAME **[REDACTED]** MIDDLE INITIAL

STREET NEW ADDRESS **[REDACTED]**

CITY **RICHLAND** ST **WA** ZIP **99352**

CDL **[REDACTED]** RESTRICTIONS **[REDACTED]** INCORPORATIONS

DRIVER'S LICENSE # **[REDACTED]** STATE **WA** SEX **[REDACTED]** D.O.B. **[REDACTED]** 1872

ON DUTY ☐ STATUS **[REDACTED]** AIRBAG **8** RESTR. **4** EJECT **1** HELMET **0** INJURY CLASS **8** NATURE OF INJURY **POSS BROKEN L HAND, SEATBELT INJURIES**

LICENSE PLATE # **[REDACTED]** STATE **WA** VIN **[REDACTED]**

TRAILER PLATE # **[REDACTED]** STATE **[REDACTED]** TRAILER PLATE # **[REDACTED]** STATE

VEH YEAR **2014** MAKE **JEEP** MODEL **COMPA** STYLE **4W** TOWED BY **RAD TOWING**

REGISTERED OWNER INFO OWNED BY DRIVER

INSURANCE CO. **[REDACTED]** POLICY # **[REDACTED]** CHARGE **FAIL TO YIELD**

UNIT 02 ☒ MOTOR VEHICLE ☐ PEDESTAL CYCLE ☐ PEDESTRIAN ☐ PROPERTY OWNER ☐ ☒ HELPER ☐ PHONE **D: 5416263789** **N: 5414540142**

LAST NAME **[REDACTED]** FIRST NAME **[REDACTED]** MIDDLE INITIAL

STREET NEW ADDRESS **[REDACTED]**

CITY **ARLINGTON** ST **OR** ZIP **97812**

CDL **[REDACTED]** RESTRICTIONS **[REDACTED]** INCORPORATIONS

DRIVER'S LICENSE # **[REDACTED]** STATE **OR** SEX **[REDACTED]** D.O.B. **[REDACTED]** 1884

ON DUTY ☐ STATUS **[REDACTED]** AIRBAG **2** RESTR. **4** EJECT **1** HELMET **0** INJURY CLASS **1** NATURE OF INJURY

LICENSE PLATE # **[REDACTED]** STATE **OR** VIN **[REDACTED]**

TRAILER PLATE # **[REDACTED]** STATE **OR** TRAILER PLATE # **[REDACTED]** STATE

VEH YEAR **2002** MAKE **DODGE** MODEL **RAM 3500** STYLE **4C** TOWED BY **INTERSTATE TOWING**

REGISTERED OWNER INFO

INSURANCE CO. **[REDACTED]** POLICY # **[REDACTED]** CHARGE **[REDACTED]**

VEHICLE NO. 2 **[REDACTED]** **VEHICLE NO. 1** **[REDACTED]**

PAGE 01 OF 3

STATE OF WASHINGTON
POLICE TRAFFIC
COLLISION REPORT

CORRECTION REPORT NO. **E867749**

CASE # **18-27901**

ADDITIONAL PERSONS INVOLVED (PASSENGERS AND/OR WITNESSES ONLY)

NAME EAST FIRST MIDDLE INITIAL **[REDACTED]**

ADDRESS & PHONE # **[REDACTED]** SEX **[REDACTED]** D.O.B. **[REDACTED]** 2008

PASSENGER ☒ WITNESS ☐ UNIT # **1** SEAT **4** AIRBAG **6** RESTR. **4** EJECT **1** HELMET **0** INJURY CLASS **6** NATURE OF INJURY **SEATBELT SCRAPES**

NAME EAST FIRST MIDDLE INITIAL **[REDACTED]**

ADDRESS & PHONE # **[REDACTED]** SEX **[REDACTED]** D.O.B. **[REDACTED]** 2007

PASSENGER ☒ WITNESS ☐ UNIT # **1** SEAT **6** AIRBAG **6** RESTR. **4** EJECT **1** HELMET **0** INJURY CLASS **6** NATURE OF INJURY **SEATBELT SCRAPES**

NAME EAST FIRST MIDDLE INITIAL **[REDACTED]**

ADDRESS & PHONE # **[REDACTED]** SEX **[REDACTED]** D.O.B. **[REDACTED]**

PASSENGER ☐ WITNESS ☐ UNIT # **[REDACTED]** SEAT **[REDACTED]** AIRBAG **[REDACTED]** RESTR. **[REDACTED]** EJECT **[REDACTED]** HELMET **[REDACTED]** INJURY CLASS **[REDACTED]** NATURE OF INJURY

NARRATIVE

Saturday December 1st 2018 - 1728 hrs

While working patrol in the City of Richland, Benton County, WA State, I responded to a 2 car blocking and injury collision in the 2800 block of Duportail St. On arrival I saw that both of the northbound lanes of Duportail were blocked by a black Jeep [REDACTED] and a Dodge pickup, Ore [REDACTED] pulling trailer [REDACTED]. The flatbed trailer had several large tires on it. Jeep driver, Maloney, was still in the driver seat and her left hand appeared to possibly be broken. Her two juvenile passengers were standing outside the car next to her. Dodge driver Anderson was also out of his vehicle. Both vehicles had heavy front end damage and were later towed.

[REDACTED] told me he had just pulled out of the parking lot on the west side of Duportail, turning left, when he was struck by [REDACTED] who had just pulled out of the opposing parking lot on the east side of Duportail St. [REDACTED] told me she wasn't sure what had occurred but thought she may have been pulling out of the opposing parking lot to make a left turn when her Jeep collided with the truck. She said all she knew for sure was that her air bag had gone off and she hit her hand on something.

Based on the p appeared a ride home.

CERTIFY (DECLARE) UNDER

INVESTIGATING OFFICER'S SIGNATURE

APPROVED BY

DUPORTAIL ST, 2800 block

NOT TO SCALE

AXM8809

R47

PART B 3000

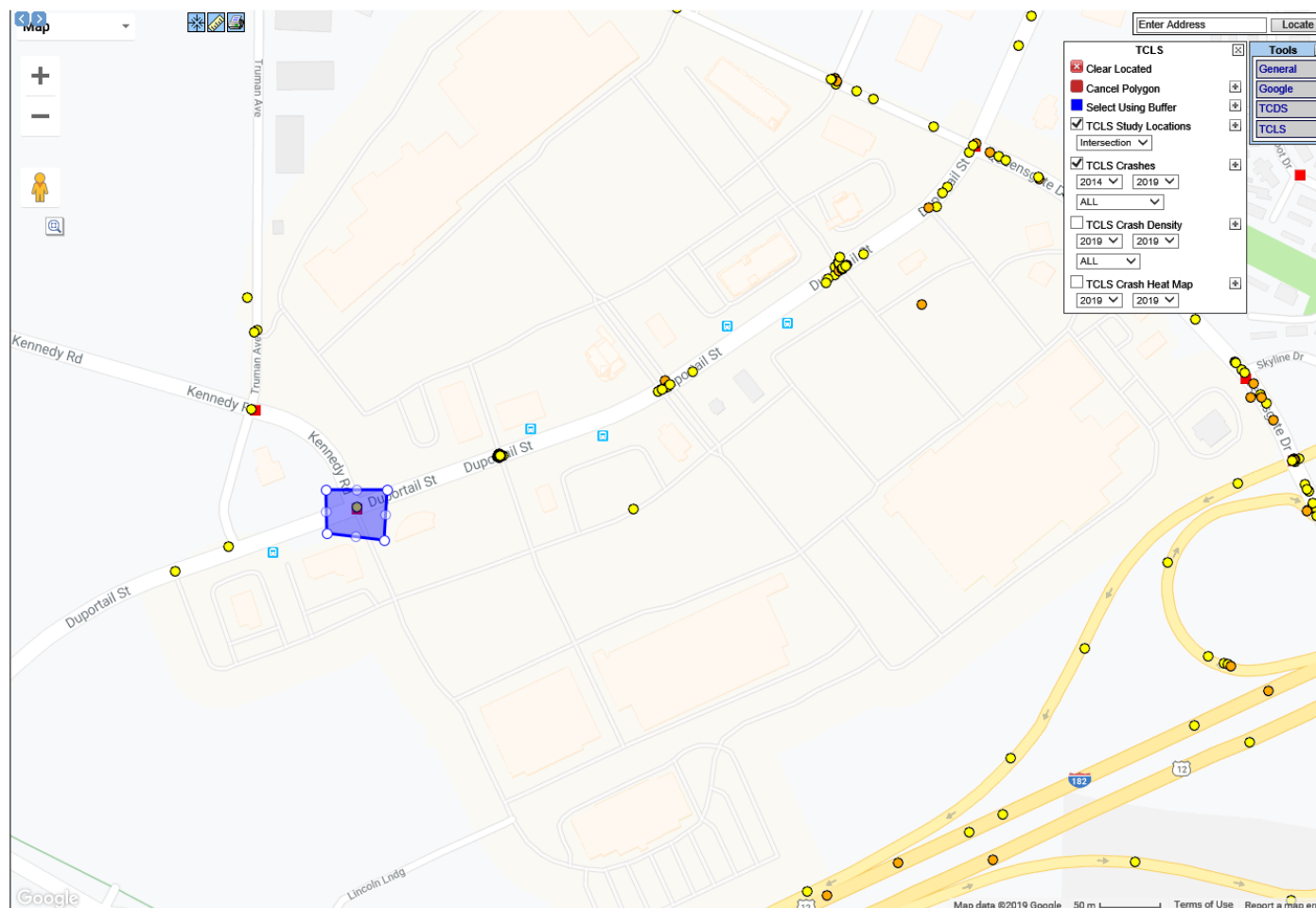
City Data Analysis

RICHLAND WASHINGTON
Transportation Data Management System

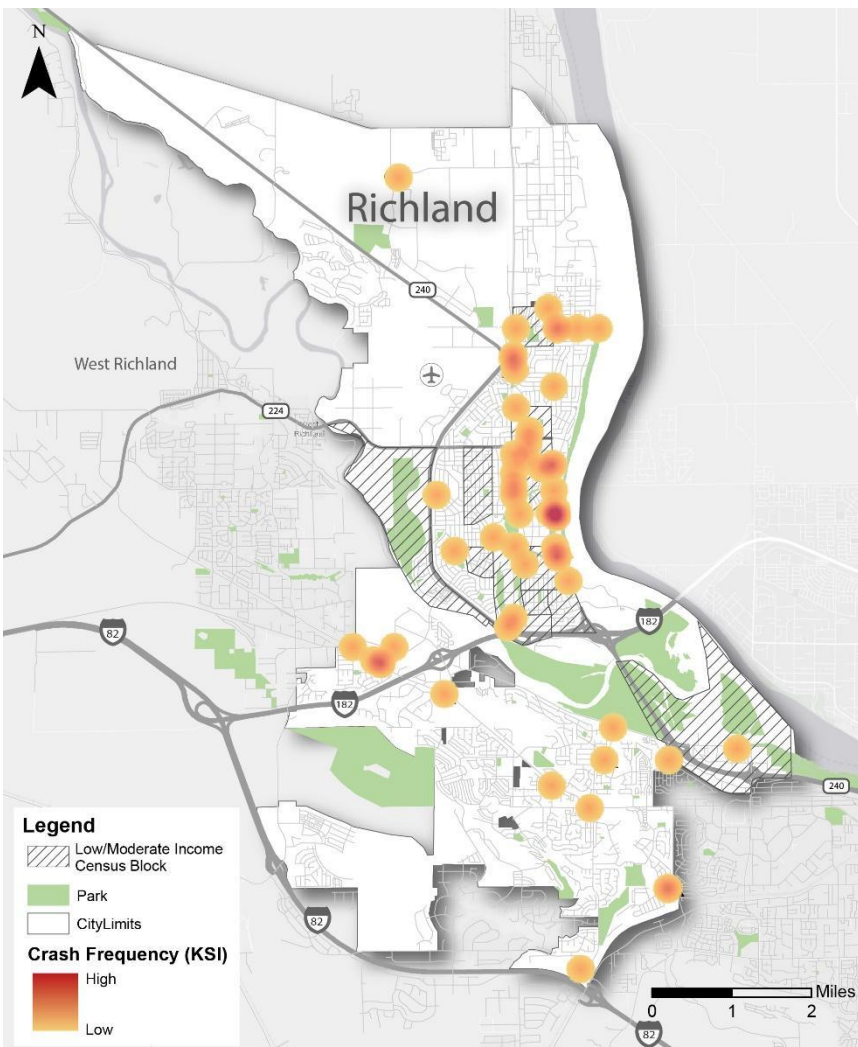
[Back](#)

Form View | Export XLS

Crash ID	County	Community	Primary Road	Intersecting Road	Date	Time	Type	Level	Crash Rpt.
3423252	Benton	Richland	KENNEDY RD	DUPORTAIL ST	9/30/2010	16:00	Rear End	PDO	
E075819	Benton	Richland	DUPORTAIL ST	KENNEDY RD	11/4/2010	17:17	Angle	PDO	
E104146	Benton	Richland	DUPORTAIL ST	KENNEDY RD	5/10/2011	08:25	Angle	PDO	
E112500	Benton	Richland	DUPORTAIL ST	KENNEDY RD	6/28/2011	17:11	Angle	PDO	
E137272	Benton	Richland	DUPORTAIL ST	KENNEDY RD	11/16/2011	19:46	Angle	Inj. (C)	
E201128	Benton	Richland	DUPORTAIL ST	KENNEDY RD	10/25/2012	20:24	Angle	Inj. (C)	
E221364	Benton	Richland	KENNEDY RD	DUPORTAIL ST	1/16/2013	19:11	Turning	PDO	
E286629	Benton	Richland	DUPORTAIL ST	KENNEDY RD	11/19/2013	18:07	Angle	Inj. (C)	
E333735	Benton	Richland	KENNEDY RD	DUPORTAIL ST	6/8/2014	15:03	Object	PDO	
E427742	Benton	Richland	DUPORTAIL ST	KENNEDY RD	5/26/2015	12:20	Angle	Inj. (C)	
E434901	Benton	Richland	DUPORTAIL ST	KENNEDY RD	6/18/2015	15:03	Angle	PDO	
E558731	Benton	Richland	DUPORTAIL ST	KENNEDY RD	6/28/2016	16:51	Turning	Inj. (B)	
E584512	Benton	Richland	DUPORTAIL ST	KENNEDY RD	9/13/2016	19:55	Angle	PDO	
E618708	Benton	Richland	DUPORTAIL ST	KENNEDY RD	12/9/2016	12:52	Angle	PDO	
E620648	Benton	Richland	DUPORTAIL ST	KENNEDY RD	12/15/2016	17:50	Turning	PDO	
E662047	Benton	Richland	DUPORTAIL ST	KENNEDY RD	4/14/2017	15:07	Angle	Inj. (C)	
E717781	Benton	Richland	KENNEDY RD	DUPORTAIL ST	9/30/2017	21:14	Rear End	PDO	
E726267	Benton	Richland	DUPORTAIL ST	KENNEDY RD	10/21/2017	10:05	Angle	PDO	
E732214	Benton	Richland	DUPORTAIL ST	KENNEDY RD	11/3/2017	12:18	Angle	PDO	
E798093	Benton	Richland	DUPORTAIL ST	KENNEDY RD	5/10/2018	18:21	Angle	PDO	
E799991	Benton	Richland	KENNEDY RD	DUPORTAIL ST	5/19/2018	10:42	Angle	PDO	
E808883	Benton	Richland	DUPORTAIL ST	KENNEDY RD	6/14/2018	06:50	Angle	Inj. (C)	
E849575	Benton	Richland	DUPORTAIL ST	KENNEDY RD	10/14/2018	21:30	Object	PDO	
E852132	Benton	Richland	DUPORTAIL ST	KENNEDY RD	10/20/2018	11:16	Angle	PDO	
E897153	Benton	Richland	DUPORTAIL ST	KENNEDY RD	2/26/2019	15:05	Turning	PDO	

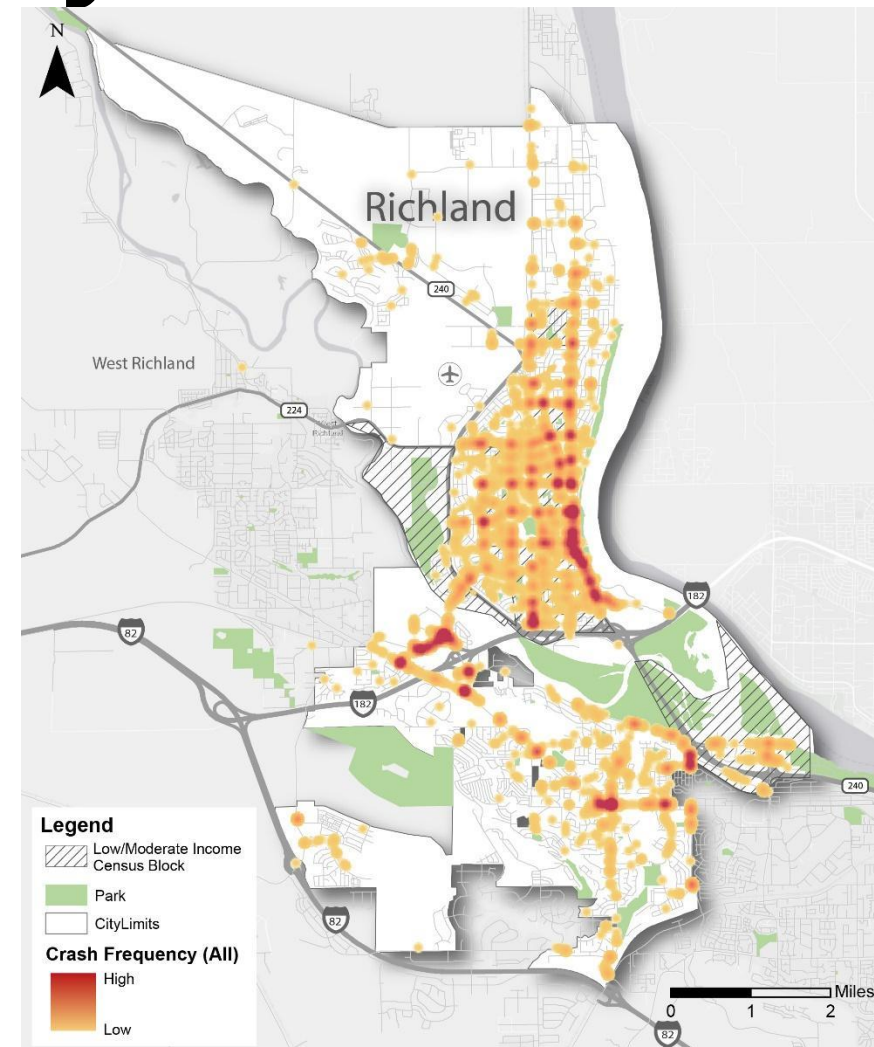


LRSP Crash Data Analysis



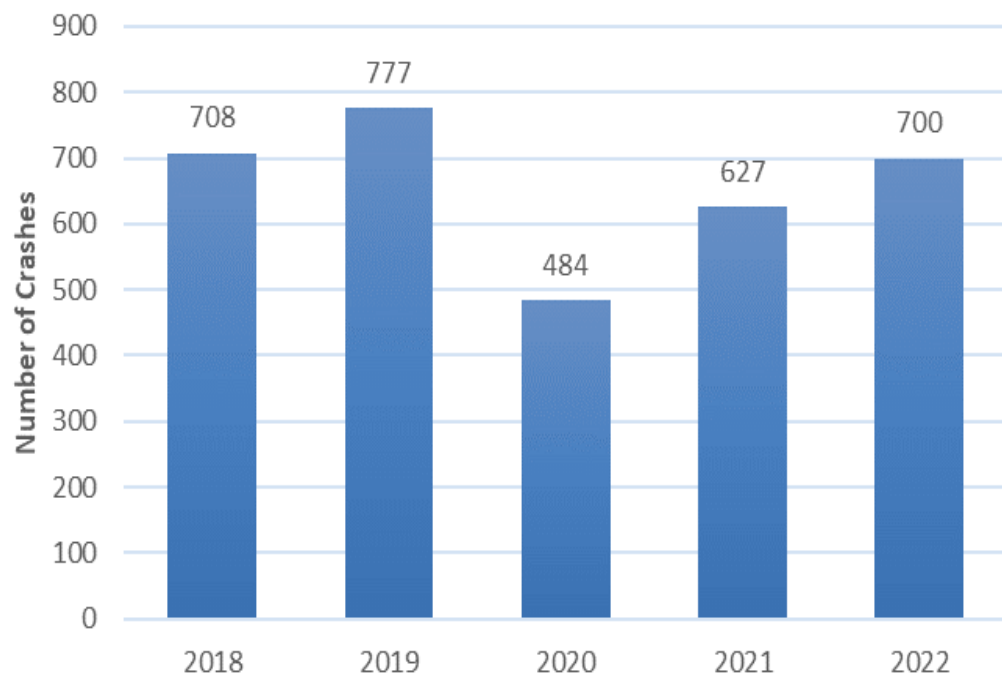
Heat Map of Fatal and Serious Injury Collisions in Richland, 2018-2022. (left)

Heat Map of All Reported Collisions in Richland, 2018-2022. (right)

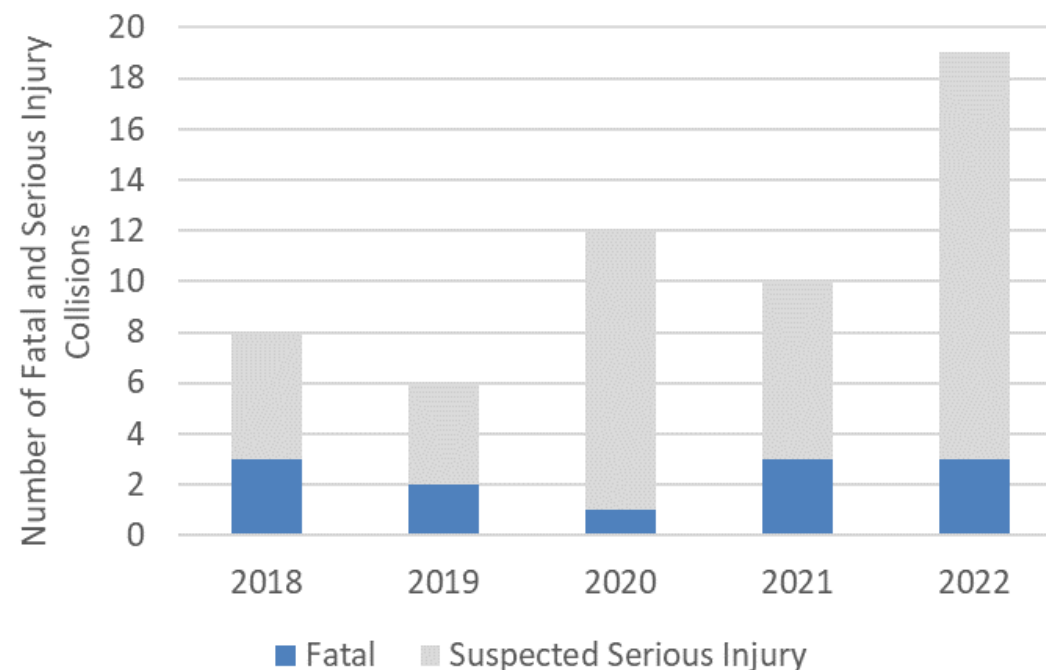




Crash Data



Crashes in City, 2018-2022



Fatal and SI Crashes in City, 2018-2022



Risk Factors

Data Element	Collision Attribute	Total Collisions	Fatal Collisions (K)	Serious Injury Collisions (SI)	Percent of all Richland Collisions with this Attribute	Percent of KSI Richland Collisions with this Attribute
Citywide	Any	3,296	12	43		
Collision Type	Lane Departure	614	4	12	19%	29%
	Roadway Departure at Curves	95	3	2	3%	9%
	Head-On	17	1	2	<1%	6%
	Entering at Angle	993	1	9	30%	18%
Contributing Circumstance (For at least one vehicle)	Exceeding Reasonable Safe Speed or Exceeding Stated Speed Limit	197	4	5	6%	16%
	Alcohol-Impaired ⁽²⁾	156	1	5	5%	11%
	Drug-Impaired ⁽²⁾	47	0	2	1%	4%
	Inattention / Distraction	625	2	7	19%	16%
Motor Type Involved	Motorcycle	50	4	7	2%	20%
	Heavy Vehicle	82	0	0	3%	0%
Lighting Condition	Dark/Dusk/Dawn	936	7	14	28%	38%
Intersection	At Intersection or Intersection Related	1,772	8	22	54%	55%
	Signalized Intersection (for at least one approach)	897	6	9	27%	27%
	Unsignalized (No Traffic Control, Yield, Stop Sign)	875	2	13	27%	27%
Road User	Pedestrian Involved	54	1	8	2%	16%
	Cyclist Involved	42	1	3	1%	7%
Roadway Surface	Wet	263	2	2	8%	7%
	Ice	97	0	0	3%	0%
Age	Driver Age 16 to 25 Involved	1406	5	16	43%	38%
	Driver Over Age 65 Involved	651	1	9	20%	18%
Restraint (Seat Belt) Usage	No Restraints Used	44	1	3	1%	7%



Highlighted Risk Factors

Data Element	Collision Attribute	Total Collisions	Fatal Collisions (F)	Serious Injury Collisions (SI)	Percent of all Richland Collisions with this Attribute	Percent of F&SI Richland Collisions with this Attribute
Citywide	Any	3,296	12	43		
Intersection	Unsignalized Intersection	897	6	9	27%	27%
	Signalized Intersection	875	2	13	27%	27%
Road User	Pedestrian Involved	54	1	8	2%	16%
	Cyclist Involved	42	1	3	1%	7%
Collision Type	Roadway Departure	614	4	12	19%	29%
	Entering at Angle	993	1	9	30%	18%
Lighting Condition	Dark/Dusk/Dawn	936	7	14	28%	38%

Identification and Prioritization

- Signalized Intersections – covered in completed project or Downtown Connectivity Project
- Unsignalized Intersections – prioritized for improvements by data ranking and engineering evaluation of feasible countermeasures
- Pedestrian Safety at street crossings
- Bicyclist Safety to be addressed through ongoing Complete Streets restriping program through the annual Pavement Preservation Program and new construction projects
- Lane departure crashes at a higher rate in Richland than similar cities

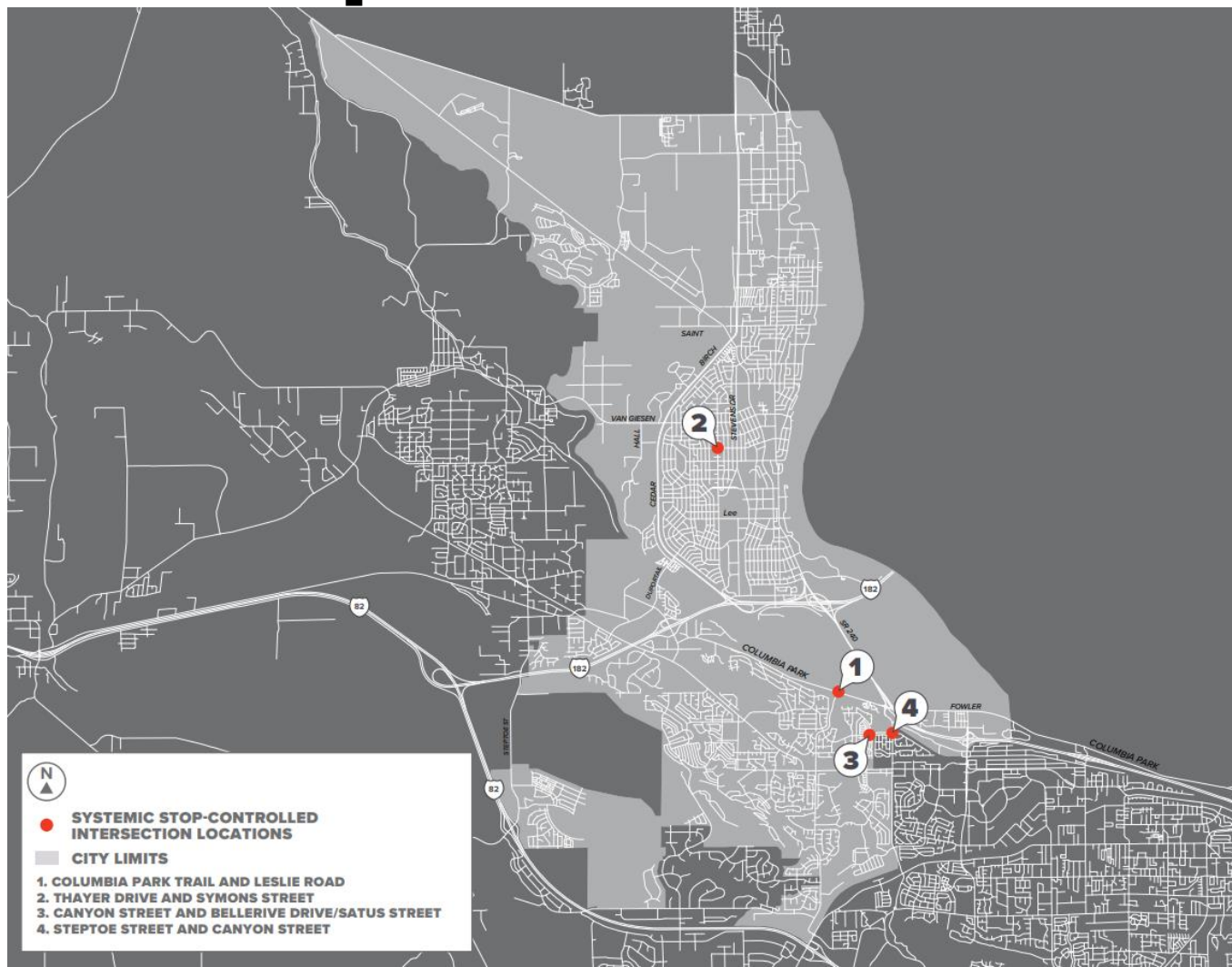
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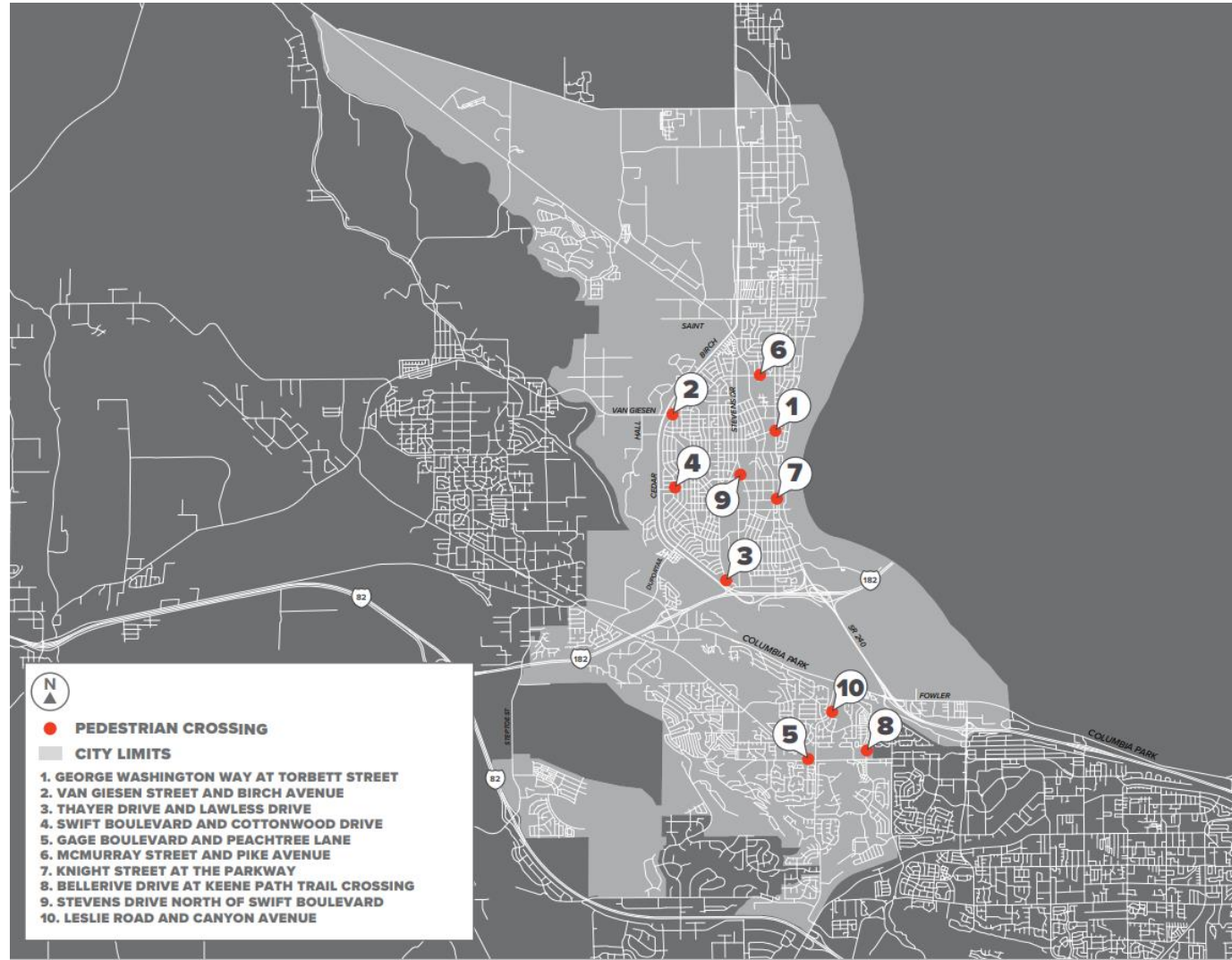
Project List

Prioritized Location or Systemic Collision Type	Safety Project
1. Systemic Stop-controlled Intersections	Signing and pavement marking improvements; Advanced Intersection Warning System; low-cost mini-roundabout; low-cost curb extensions
2. Systemic Pedestrian Crossings	Marked crosswalks, advanced warning signs, Rectangular Rapid Flashing Beacons (RRFBs)

Projects – Stop Controlled Intersections



Projects – Pedestrian Crossings



Next Steps

- Council Authorization for WSDOT City Safety Program Application – January 16, 2024
- Submit application to 2024 City Safety Program - February 2, 2024.
- Council review and adoption of updated Comprehensive Safety Action Plan – February, 2024
- Refresh Comprehensive Safety Action Plan in preparation for state or federal grant programs - every 1 to 2 years



COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Items of Business

Strategic Priority 3 - Focused Development

Subject:

Bonneville Power Administration (BPA) Power and Transmission Update (Discussion Only)

Department/Office
Energy Services

Ordinance/Resolution Number:

Document Type:
Presentation

Recommended Motion:

None.

Summary:

Staff will provide an update on power and transmission issues within the NW and regionally. The update will also include proposed improvements and timing by Bonneville Power Administration (BPA) to the local transmission network and BPA's timeline for the post-2028 power contract process.

Fiscal Impact:

None.

Attachments:

- I. 2024 Council - BPA Transmission and Power Update



BPA Transmission and Power Update

Clint Whitney,
Energy Services Director
January 16, 2024

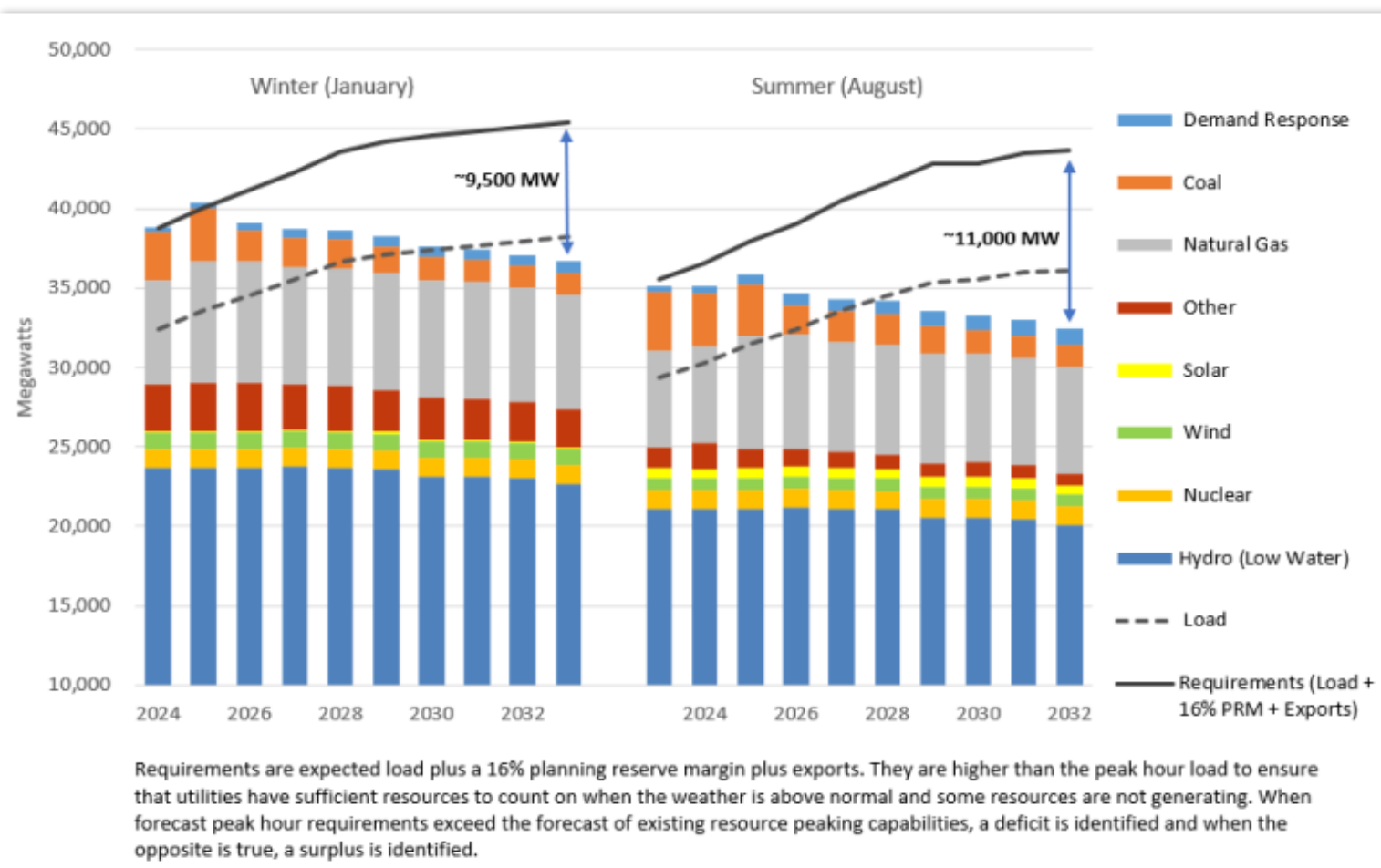
Timeframe Summaries

- Before 2025: Decent baseload generation available despite 2x power costs. Coal is not allowed in WA after 2025.
- 2026-2028: NW 10-year demands forecasted to increase $> 1.5\%$ /year which is 2x forecast from 2022 forecasts. End of BPA Power contract. Supply chain disruption and interconnection queue. South of Tri-Cities Transmission Reinforcement.
- 2028-2030: Continued baseload pressure with natural gas generation required to be neutral by 2030. Increased risk from variable resources.
- 2030-2045: Increased at-risk demand hours and magnitude of capacity.

Other Resource Adequacy Studies

Figure 6: Peak Capacity Load/Resource Picture

- [PNUCC RA 2023 NW Regional Forecast](#)



Other Resource Adequacy Studies

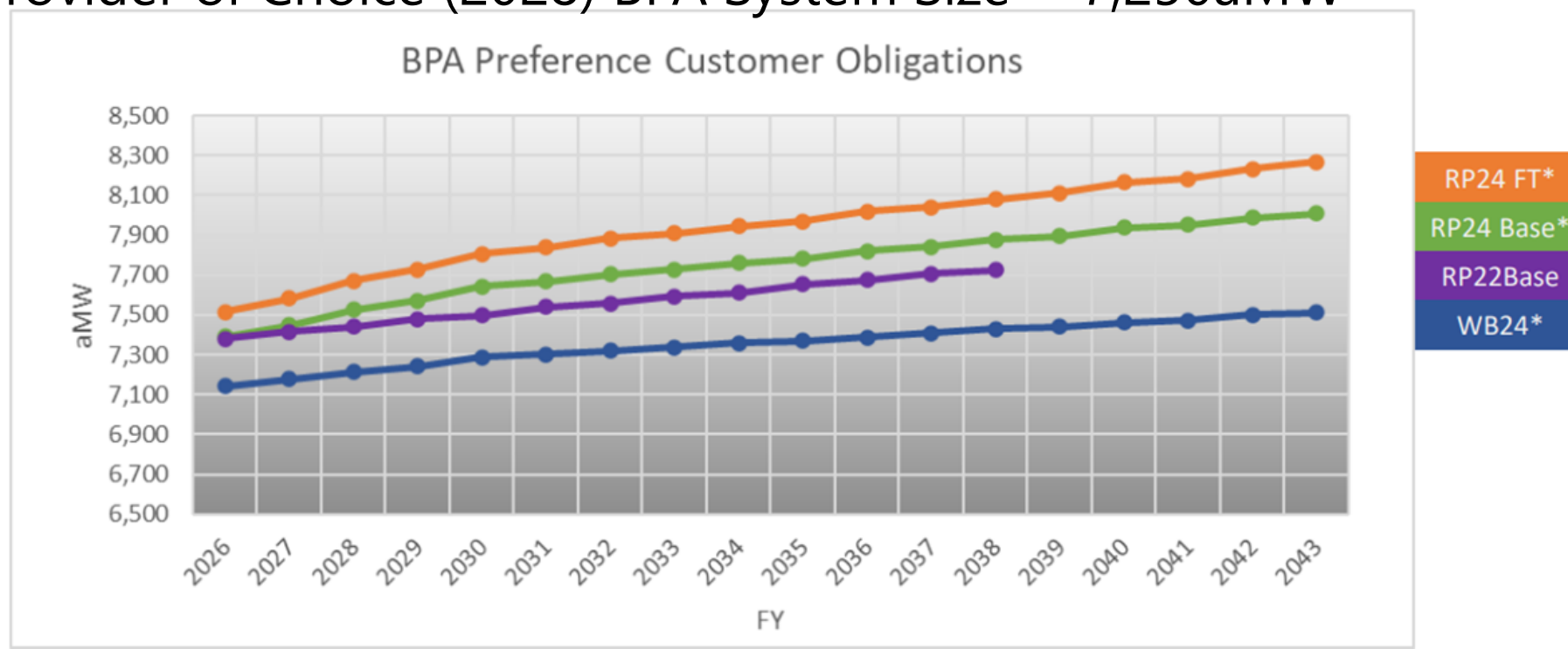
- [Western Electricity Coordinating Council's 11/2023 RA Assessment](#)
 - Concern with meeting demand starting in 2026.
 - Increased risks from variable resources, demand growth from electrification, lagging pace of new resource growth associated with supply chain issues and retiring resources.
- [Western Resource Adequacy Program \(WRAP\)](#)
 - BPA joined WRAP on October 19, 2022.
 - Transition compliance – Summer '25 through Winter '27/28.
 - Binding compliance afterwards.

BPA Power – Resource Adequacy (RA)

- BPA Loads and Resources Study ([2023 White Book](#))
 - FCRPS: low water year = energy deficits & capacity surplus
 - PNW: low water year = energy surplus decreasing to deficit in 2033 & capacity deficit ranging from 774MW to 3,506 in 2026-2033
 - FCRPS: median water year = energy surplus & capacity surplus
 - PNW: median water year = energy surplus & capacity surplus

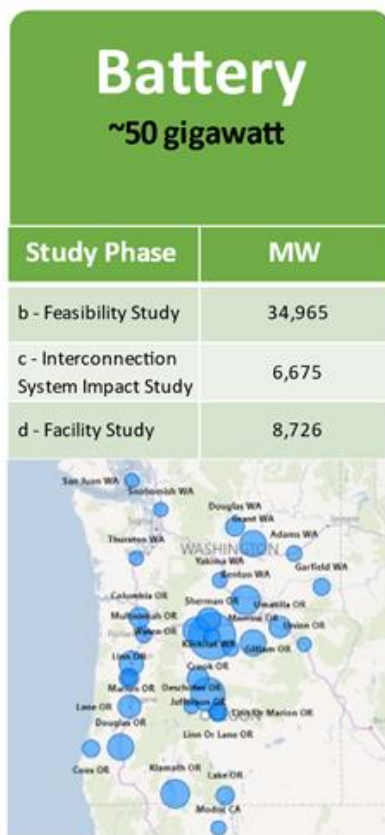
BPA Power – Resource Adequacy (RA)

- BPA [2024 Resource Program](#)
 - Uses White Book and adjust for climate change, electrification and conservation
 - Provider of Choice (2028) BPA System Size = 7,250aMW

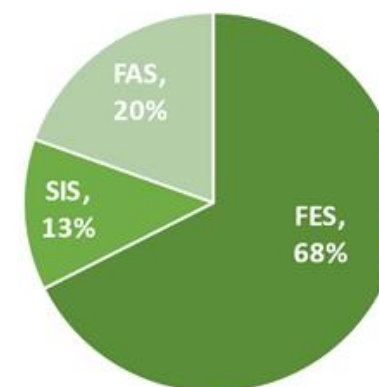


BPA Generation Interconnection Requests

GI Requests *in Progress* by Study Phase

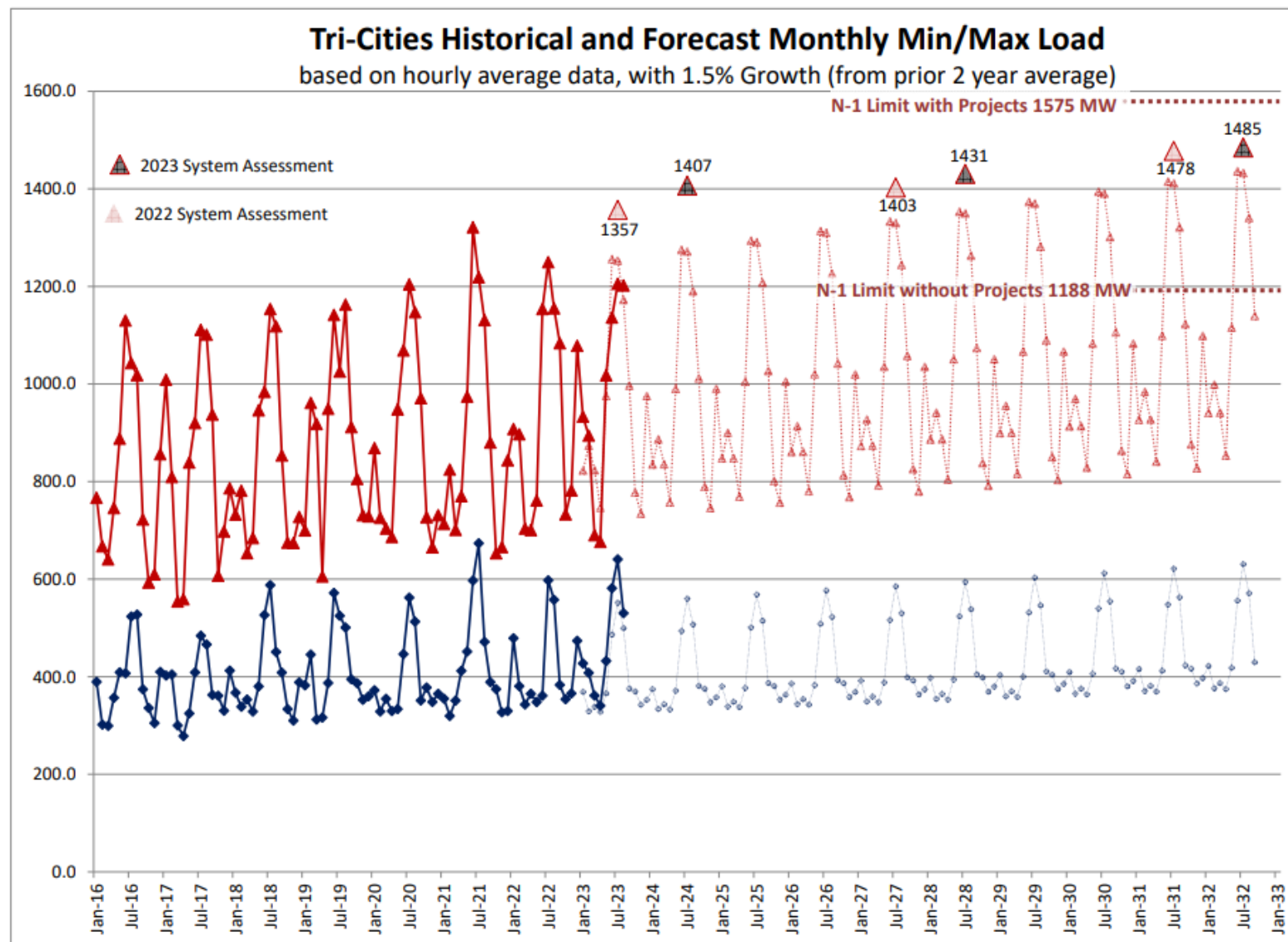


Generation Interconnection Requests
Percentage in Progress and in Study Phase



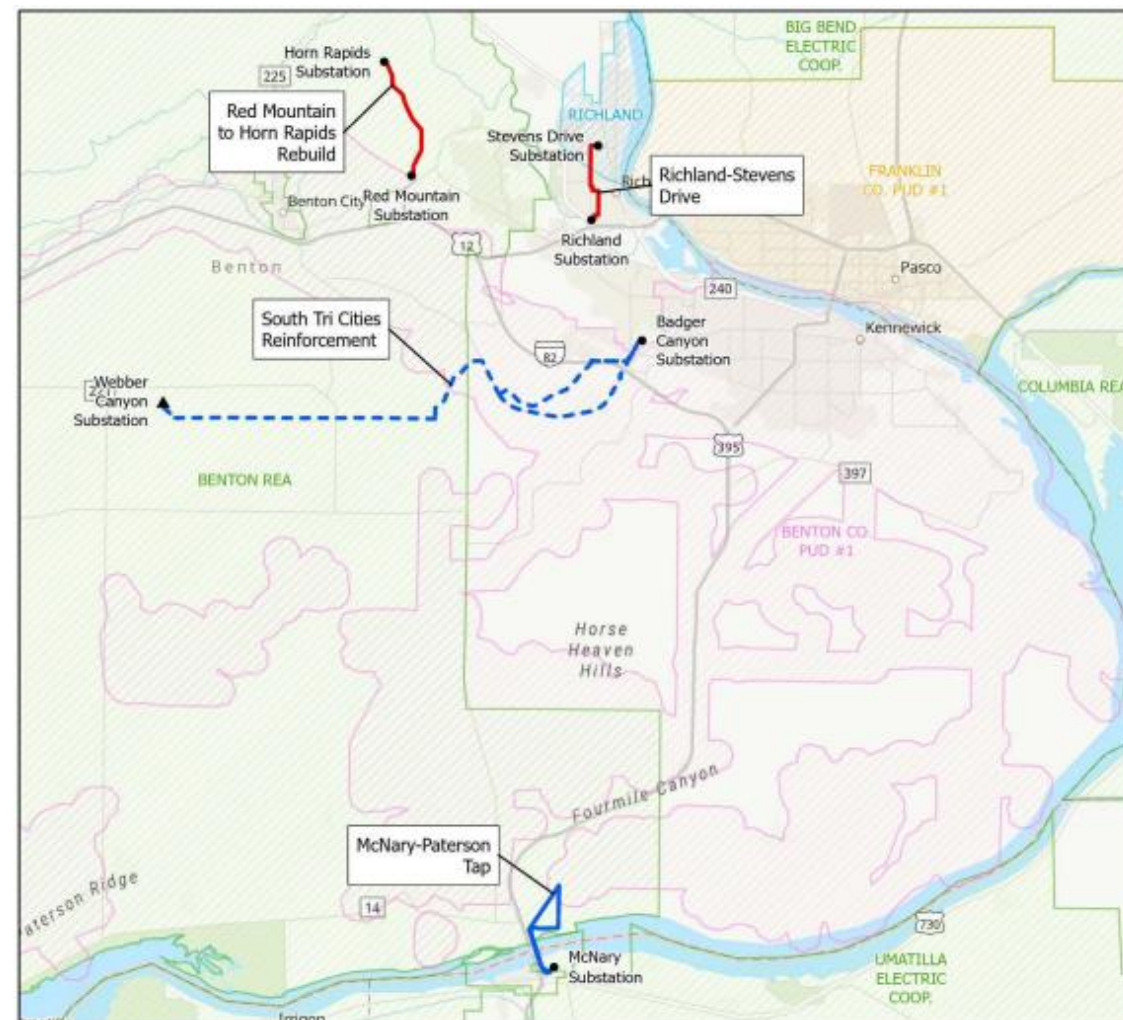


BPA Tri-Cities Transmission Capacity



BPA Tri-Cities Transmission Reinforcement

Project Name	Estimated Project Cost	Proposed Energization
South Tri-Cities Reinforcement	\$107M	Winter 2027
McNary-Paterson Tap	\$7.4M	Summer 2024
Red Mountain-Horn Rapids 115 kV Line	\$3.6M	Summer 2025
Richland-Stevens Drive 115 kV Line	\$12.5M	Spring 2027

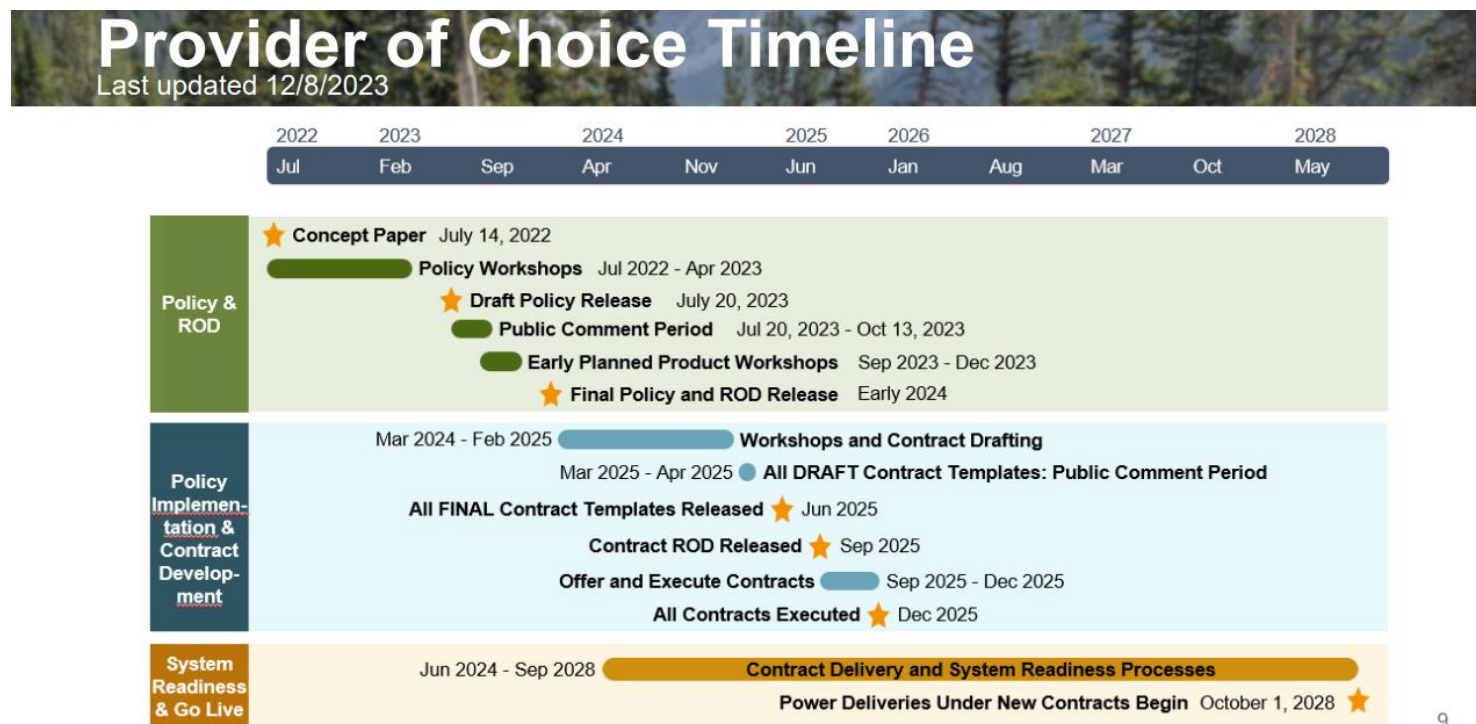


Energy Services Substations & Capacity Plans

- [System Map](#)
 - North Richland: Sandhill, Gateway, First St, Snyder
 - Central Richland: Stevens, Thayer, Richland
 - South Richland: City View, Tapteal, Leslie
- Additions/Replacements
 - 2024: City View Bk2 (25MW for load growth)
 - 2025: Stevens Bk1 replacement (~12MW additional for load growth)
 - 2026/27: Sandhill Bk3 (25MW for load growth)
 - 2026/27: 500kV-230kV/115kV Sub for Atlas Agro
 - 2026: Thayer Bk1 replacement (~12MW additional for load growth)
 - 2027: Dallas Sub (25MW for load growth)

BPA Power Timeline

- Existing Power contract 2008-2028
- New BPA "[Provider of Choice](#)" contract 2028-2043





COUNCIL AGENDA ITEM COVERSHEET

Council Date: 1/16/2024

Agenda Category: Items of Business

Strategic Priority 4 - Quality of Life

Subject:

Opioid Abatement Update (Discussion Only)

Department/Office
City Manager

Ordinance/Resolution Number:

Document Type:
Presentation

Recommended Motion:

None.

Summary:

As part of the One Washington Memorandum of Understanding (Resolution No. 2022-62), the City of Richland has begun receiving funds for Opioid Abatement. To date, Richland has received \$115,278.76 and is expected to receive \$1,022,707.60 over the next 17 years.

Staff has been working with Benton County to draft an Interlocal Agreement (ILA) to disperse Richland's Opioid Abatement Funds to support the Columbia Valley Recovery Center (CVCR). All local cities and counties have similarly indicated they would be pooling the funds to help fund operations at the CVCR related to the treatment of substance use disorders. As part of the agreement, Benton County will submit all reporting required by the regional Opioid Abatement Council and the City of Richland showing how funds have been expended on behalf of the City. The finalized ILA will be presented to Council at a future meeting.

This is an update and discussion and requires no action. Matt Rasmussen, Benton County Deputy County Administrator, will provide an update on the CVCR.

Fiscal Impact: None.

Attachments: