

**NEWPORT CITY COUNCIL AGENDA**

*April 6, 2026 AT 6:00 P.M.*

**INTRODUCTION**

The City of Newport, Washington, is a Mayor/Council form of government and is a code city. Essentially, Newport conducts its day to day business within the State of Washington laws, RCW 35A, that govern optional municipal code cities. The Newport City Council is called to order by the **Mayor** and all business of the City is conducted in accordance with State of Washington laws and Newport Resolution number 10410 City Council Rules of Procedure, adopted January 04, 2010. If you require any reasonable accommodation to participate in the council meeting, please contact the City at (509) 447-6429 twenty-four (24) hours prior to the meeting.

**YOUR ELECTED OFFICIALS**

MAYOR KEITH CAMPBELL  
COUNCILMEMBER NATHAN WEATHERS  
COUNCILMEMBER ELIZABETH SPRING  
COUNCILMEMBER JAMI SEARS  
MAYOR PRO TEM MARK ZORICA  
COUNCILMEMBER NATHAN LONGLY

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**CALL TO ORDER**

ROLL CALL  
PLEDGE OF ALLEGIANCE  
AMENDMENTS & APPROVAL OF AGENDA & 03/16/2026 COUNCIL MEETING  
MINUTES

**MAYOR & COUNCIL COMMENTS:**

**AUDIENCE PARTICIPATION:**

**CITY ADMINISTRATOR COMMENTS:**

**NEW BUSINESS:**

Motion to approve updated Clerk/Treasurer job description – Abby Gribi, City Administrator

Motion to approve Resolution 20260406 to surplus police vehicle Chevrolet Tahoe and selling to South Pend Oreille Fire District – Abby Gribi, City Administrator

Motion to approve amendments to the Electronic Funds Transfer (EFT) Policy and Procedures – Abby Gribi, City Administrator

Council accounts payable invoice review process – Councilmember Weathers

Business Committee – Councilmember Zorica

**BILLS & PAYROLL:**

CLAIMS CHECKS 67437-67454, 67436Void	\$18,069.59
CLAIMS EFT 2026 April 1 <sup>st</sup> Mtg: 1-4	\$3,288.33
CLAIMS DIR PAY 2026 April 1 <sup>st</sup> Mtg: 1-2	\$56,630.00
PAYROLL EFT 2026 March 2 <sup>nd</sup> PR: 1-9; Dir Deposit Run 03/17/2026	\$91,270.01

**EXECUTIVE SESSION:**

Executive Session to discuss with legal counsel litigation, potential litigation and/or legal risks, per RCW 42.30.110(1)(i)

**ADJOURNMENT:**

## CITY OF NEWPORT Job Description

Job Title: City Clerk/Treasurer  
Department: Financial  
Reports To: City Administrator  
FLSA Status: Exempt  
Salary Range: \$6,949 - \$7,689  
Revised Date: ~~September 18, 2023~~ March 31, 2026

### SUMMARY:

This position is responsible for keeping a full and true record of every act and proceeding of the City Council maintaining a record of all ordinances, keeping the seal of the city, keeping such books, accounts and making such reports as required by the state auditor including the duties as provided in RCW 35.24.120. This position performs a variety of professional, administrative and technical accounting and clerical functions in maintaining the proceedings and fiscal records and systems for the City of Newport.

### REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Prepares, copies, posts, and distributes agendas, reports, minutes and records of meetings to Miner, Mayor and City Council Member, City Administrator, and Department Heads. Attends all regular and special City Council meetings, ensures an accurate recording of the proceedings. Preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record, copies, posts, and distributes information as required and/or requested. Ensures that the original copy of any Ordinances, Resolutions or other documents which require signatures are signed by the relevant signing authority, published in the paper if required, and that the original copy is codified into the municipal code and properly organized and filed.
- Responsible for preparing the preliminary budget and final budget upon Council ratification and administration of the final Budget for the City of Newport. Assures that City Department Heads perform within budget; performs cost control activities; monitors revenues and expenditures in City departments and alerts department heads with any concerns to assure sound fiscal control; analyses financial records to forecast future financial position and budget requirements; evaluates need for procurement of funds and investment of surplus; assures effective and efficient use of budgeted funds, materials, facilities, and time. Advises City Administrator, Mayor, and City Council on investments and loans for short and long range financial plans.
- Prepares financial reports; loan agreement reports i.e. FMHA, etc; signs notes of indebtedness as approved by City Council.

- Delegates authority for receipt, disbursement, banking, protection and custody of funds, and financial instruments.
- Receives all sealed bid documents submitted to the City. After awarding of contract to successful bidder by the Council, is responsible for returning bid bonds to unsuccessful bidders and for setting up bid files.
- Administers oath of office to public officials.
- Maintains all contracts and board and commission memberships entered into by or with the City.
- Backs up the Deputy City Clerk/Treasurer and Accounting Clerk in their absence in all aspects of their jobs.
- When new LIDs are proposed, is responsible for the LID process, ensuring the procedure, laws and regulations are followed. After ordinances are adopted by the City Council establishing local improvement districts (LIDs) is responsible for ensuring copies of preliminary assessment notices and current addresses. Prepare certified documents for bonding attorney.
- Responsible for notarizing documents for City departments and/or citizens having business with the City.
- Prepares all inter-fund transfers and investments purchased and sold.
- Processes daily deposit from cash register.
- Balances the Schedule 6 monthly to be in compliance with the State Auditor's Office annual filing requirement.
- Primarily responsible for land use and planning questions and compliance.
- Acts as the secretary for the Planning Commission. Prepares and advertises meeting agendas, minutes, legal notices, and public hearings as directed by the City Administrator or their designee.
- Prepares monthly cash and expenditure reports and balances these funds with the checkbook. Provides reports to the Department Heads for their review.
- Prepare a monthly financial report and distribute to the Mayor and Council.

- Processes state and federal grants, expenditures, personnel time and receipts and maintains all records in accordance with grant requirements, ensuring compliance with State Auditor.
- Administers grants and prepares spreadsheets to monitor grant funds received and spent.
- Tracks and coordinates trainings for various departments.
- ~~as~~ Assists the City Administrator with Human-human Resource-resources Director to ensure that City personnel policies, procedures, files, benefits, retirement, salary programs are fair, equitable, accurate and in compliance with all applicable federal and state employment laws and regulations. Conducts employee orientations for all new employees ensuring that all required federal, state and/or local forms, benefits, policies, etc. are discussed, completed, logged and maintained in appropriate files.– Maintains accurate, personnel files in accordance with state and federal guidelines.
- Acts as Administrative Assistant to the City Administrator and other Department Heads performing the following duties but not limited to: typing, preparing reports, conducting research and related information for decision-making purposes, sets up meetings and appointments as requested, makes reservation and travel arrangements for meetings, seminars, and conventions for the Mayor, Council and staff.
- Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES:

Directly supervises the Deputy Clerk/Treasurer and the Accounting Clerk. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending an individual for hire, and training employees; planning; assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### EDUCATION AND EXPERIENCE:

Required: High school diploma and 2 years related experience

Desired: Associate degree or Bachelor's degree in related field and 2 years experience.

## NECESSARY SPECIAL REQUIREMENTS

Must pass background check

Must be bondable

Possession of valid driver's license with record free from serious or frequent violations

## LANGUAGE SKILLS:

Ability to read and interpret documents such as accounting, policy and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Proficiency in computerized bookkeeping programs (i.e. BARS, etc.) and Chart of Accounts.

## REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

## WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**Equal Opportunity Employer (EEO) Statement**

The City is an equal opportunity employer and values diversity at all levels of the organization. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by applicable federal, state, or local laws.

RESOLUTION NO. 20260429

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NEWPORT,  
PEND OREILLE COUNTY, WASHINGTON, DECLARING CERTAIN  
PROPERTY OWNED BY THE CITY OF NEWPORT TO BE EXCESS AND  
SURPLUS PROPERTY AND AUTHORIZING SALE.**

**WHEREAS**, the City of Newport, Pend Oreille County, Washington (the “City”) is a duly incorporated and existing City by virtue of the Constitution and laws of the state of Washington;

**WHEREAS**, the Police Chief has determined that certain property owned by the City of Newport (the “City”), identified as a Chevrolet Tahoe with VIN number 1GNSKZE01DR158640 (the “Equipment”), is no longer needed for City purposes; and,

**WHEREAS**, the Police Chief intends that the City shall receive fair market value for the Equipment while also minimizing the financial impact of the disposal process; and,

**WHEREAS**, the Police Chief has determined the Equipment can be offered for sale; and

**WHEREAS**, the City has identified a need for the Equipment to be utilized by South Pend Oreille Fire and Rescue (SPOFR) and SPOFR has agreed to pay the City a fair market value for the Equipment in the amount of \$4,000.00; and

**WHEREAS**, the City Council believes it to be in the best interests of the City to dispose of the Equipment and it is efficient and effective for its governance to sell the Equipment to SPOFR for its use.

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF NEWPORT,  
PEND OREILLE COUNTY, WASHINGTON, RESOLVES as follows:**

**Section 1.** The Equipment is declared excess and surplus to the current and future needs of the City of Newport.

**Section 2.** The appropriate City staff are authorized to dispose of the Equipment by sale to SPOFR for fair market value of \$4,000.00.

**Section 3. Severability.** Should any section, paragraph, sentence, clause or phrase of this Resolution, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Resolution be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Resolution or its application to other persons or circumstances.

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

**Section 5. Effective Date.** This Resolution shall immediately take effect and be in full force.

PASSED AND ADOPTED THIS 6TH DAY OF APRIL 2026.

CITY OF NEWPORT, WASHINGTON

\_\_\_\_\_  
KEITH CAMPBELL, MAYOR

ATTEST:

\_\_\_\_\_  
TIFFANY HANSEN, DEPUTY CITY CLERK/TREASURER

Approved as to form:

OFFICE OF THE CITY ATTORNEY

By: \_\_\_\_\_  
MEGAN C. CLARK, CITY ATTORNEY



# THE CITY OF NEWPORT

## Electronic Funds Transfer (EFT) Policy and Procedures

Created Resolution 06062022	6/6/2022
Repeal Resolution and create Policy	12/2024
<u>Update EFT procedure</u>	<u>04/2026</u>

**DEFINITION:**

Electronic Funds Transfer (EFT): The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers, NACHA and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.

**POLICY STATEMENT:**

The City of Newport recognizes the use of various electronic methods as a safe and efficient method to process certain disbursements. The City of Newport is committed to establishing controls and procedures for the utilization of electronic funds transfers (EFTs). This policy provides a framework of procedures to ensure that proper protocols are followed, and that applicable oversight is in place for the use of EFTs.

**PURPOSE:**

The primary goal of this policy is to ensure EFTs are initiated, executed and approved in a secure manner. This policy establishes general guidelines for using EFTs including wire transfers for payables and receivables. The procedures outline what electronic funds transactions the City may engage in and the accounting procedures to be followed in accordance with RCW 39.58.750 and Washington State Auditors' requirements in RCW 43.09.185.

**GENERAL GUIDELINES:**

The City of Newport utilizes EFTs for receipt of intergovernmental payments, grant payments, and other revenues where practical, and the transmittal of payroll, withholdings, tax deposits, bond payments, credit card processing fees, banking fees, transfers between the City's financial institution and investment accounts, properly approved invoices, and other contract services with prior approval and other disbursements where practical or required. All EFT transactions will utilize the same procedures.

All EFT payments will be coordinated and submitted through the Finance Department. The City Clerk or his/her designee will approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid, and that the transaction is accurately recorded in the general ledger system.

EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statutes and accepted business practices.

All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.

Reconciliation of bank activity to the checkbook register and the finance software will be performed in a timely manner with all exceptions resolved by the City Clerk or her/his designee.

The City Clerk shall serve as primary administrator to manage and control access to the systems used to process EFT transactions. The administrator shall ensure that adequate separation of duties exists in accordance with accepted internal control standards. In addition, the administrator shall ensure approval and maintenance of user system IDs, user permissions, including authorized representatives and their associated transfer limits. The City Administrator has authority to serve as back up administrator.

The City Administrator is authorized to make changes to this policy, provided such changes are consistent with state and federal requirements.

It is intended that all transactions are a two-person process to ensure proper oversight. In extenuating circumstances, review procedures may be delayed and transfers entered and completed by one person. Secondary review by another employee must still occur as soon as practicable. The City Administrator must be notified by email when this occurs.

EFT payments should only be initiated by secure computer-based systems:

- Mountain West Bank (designated administrator, dual control with a time-limited token generated PIN).
- Vendor Payment portals.

#### **VENDOR PAYMENTS:**

The procedure to initiate, approve, and record EFT vendor payments is subject to the same financial policies, procedures, and controls that govern disbursements made by any other means.

- Review of any invoice for payment will be performed by City Clerk or her/his designee to ensure accuracy and;
- Approval signatures from Department Head, City Administrator or Mayor will be on the invoice submitted for ACH payment or a contract approved by City Council shall be on file for contractual services and;
- Councilmember signature on the Invoice Review Report form for that council meeting.

To promote the safety of City funds in the EFT environment, the following additional procedures will be used by all City employees involved in processing payments via EFTs:

- Upon completion of an accounts payable cycle, finance staff initiate an EFT payment on the vendor secure single user account for the specific amount of the approved invoice. Review and approval of the payment confirmation by the City Clerk or her/his designee, who will not be entering or initiating the payment, verifying that the vendor and amount paid is required.
- Vendors who are paid directly from the City's bank account are paid by creating a NACHA file during the accounts payable process. The NACHA file is uploaded to the City's bank account to initiate an EFT from the bank to the vendor. Review and approval of the

payment by the City Clerk or her/his designee, who will not be entering or initiating the transfer is required.

#### **CHANGES AND NEW EFT PAYMENT REQUESTS:**

Authentication of new EFT requests and changes to existing payment methods from check to EFT or changes to existing EFTs are required prior to the transactions being input in the computer-based financial software system and includes the following steps:

- Validate: All new electronic payment instruction requests received, even if the request is internal.
- Contact: The supplier or requestor must be contacted directly by phone to confirm any requests for payment method or payment instructions changes. Do not use the contact information provided on the request to change payment method or payment instructions. Contact information known to be genuine must be used, such as the contact information in the master file or information collected from the original contract. The contact must confirm existing payment instructions on file prior to making changes to those instructions (i.e., current bank account name, number, and routing information).
- Verify: The new information provided on the payment instructions must be verified with the known contact (i.e., contact bank to confirm the correct account name, number, and routing information).
- Document: The verification process that was followed must be documented to validate payment instructions. The person responsible for entering/updating instructions and the person approving the new/updated wire instructions must approve the record of verification.
- Second independent verification: after documentation of the verification process, it must be checked by the City Administrator prior to making the change in the financial software system and issuing any payments with the new or updated method of payment.

#### **TRANSFERS BETWEEN ACCOUNTS:**

When an investment purchase or sale transfer between Mountain West Bank and LGIP accounts occurs, an Investment Purchase/Sale Form is completed by the City Clerk or his/her designee. The Deputy Clerk/Treasurer or Accounting Clerk will complete the transaction in the financial accounting software and verify the transaction details. The transfer is initiated by the City Clerk or his/her designee on the Mountain West Bank or LGIP online system and the Deputy Clerk/Treasurer or Accounting Clerk completes the transfer. A transaction activity report is attached and checked by the City Clerk or his/her designee. Deposit Receipts from LGIP and confirmation of wire transfer from Mountain West Bank are attached after the transfer is complete.

**PAYROLL DIRECT DEPOSIT:**

Employees must submit a hard copy in person of the completed Direct Deposit EFT Agreement Form to the City Clerk for payroll NACHA payments. No electronic signatures will be accepted. Any change to banking information will require a newly completed form and a voided check or letter from the financial institution. If an employee submits a change request without enough time for authorization prior to payroll, payment may be made by check until such time as the information can be verified.

- Employees are paid directly from the City's bank account by creating a NACHA file during the payroll posting process. The NACHA file is uploaded to the City's bank account to initiate an EFT from the bank to the employees. Review and approval of the payment by the City Clerk or her/his designee, who will not be entering or initiating the transfer is required.

**PAYROLL VENDOR PAYMENTS:**

The City of Newport pays certain invoices relating to payroll expenses through an EFT process. Upon completion of a payroll cycle, the vendor and invoice amount are identified. Through a secure single user account, payroll staff initiate an ACH payment on the vendor site for the specific amount identified for each payroll cycle. The information including vendor, disbursement amount, and payroll cycle is maintained along with confirmation that the ACH disbursement was accepted by the vendor. Review of the payment by the City Clerk or her/his designee who will not be entering or initiating the transfer is required.

**CORRECTIVE PLAN FOR IDENTIFIED ERRONEOUS OR FRAUDULENT TRANSACTIONS:**

If banking fraud is discovered in the EFT process, the fraud must be reported to the City Clerk or City Administrator immediately. The City Clerk must notify the City Administrator of the possible fraud as soon as possible after it is detected. In the event the City Clerk is suspected of possible fraud, it must be reported to the City Administrator immediately. Steps will be taken with the financial institution to mitigate the fraud, and the appropriate entities will be notified as necessary.

The City will take the necessary steps, including legal action, to recover any losses arising from fraud or attempted fraud. This may include action against third parties involved in the fraud whose negligence contributed to the fraud. Employees found to be associated with fraudulent activity will be subject to disciplinary action, up to and including termination and legal prosecution, in accordance with City policies and procedures and applicable laws and regulations.

Washington state law (RCW 43.09.185) requires all state agencies and local governments to immediately notify the State Auditor's Office if staff knows or suspect a loss of public resources or other illegal activity, including certain cyberattacks.

This Electronic Fund Transfer Control Policy is approved by the City of Newport and effective as of the date signed below.

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Abby Gribi, City Administrator

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Date

CITY OF NEWPORT  
PAYROLL CHECK REGISTER  
PAYDAY: March 25, 2026

We, the undersigned Council of the City of Newport, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that EFT Payment PR 2026 March 2nd 1 through 9, as well as the Direct Deposit run 3/17/2026 for employees are approved for payment in the amount of \$91,270.01 this 6th day of April 2026.

Councilmember \_\_\_\_\_

Councilmember \_\_\_\_\_

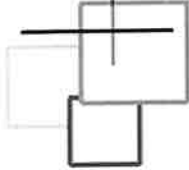
Councilmember \_\_\_\_\_

Councilmember \_\_\_\_\_

Councilmember \_\_\_\_\_

City Deputy Clerk/Treasurer *J. Hansen* *3/17/26*

# Register



Number	Name	Fiscal Description	Cleared	Amount
Direct Deposit Run - 3/17/2026	Payroll Vendor	2026 - March - 2nd Council Meeting		\$43,228.38
EFT PR 2026 Mar 2nd - 1	Dept of Labor & Industry	2026 - March - 2nd Council Meeting		\$5,009.09
EFT PR 2026 Mar 2nd - 2	Dept of Retirement - Def Comp	2026 - March - 2nd Council Meeting		\$1,002.50
EFT PR 2026 Mar 2nd - 3	Dept of Retirement Systems	2026 - March - 2nd Council Meeting		\$6,927.44
EFT PR 2026 Mar 2nd - 4	EFTPS	2026 - March - 2nd Council Meeting		\$13,282.20
EFT PR 2026 Mar 2nd - 5	Employment Security	2026 - March - 2nd Council Meeting		\$115.95
EFT PR 2026 Mar 2nd - 6	Employment Security - LTC	2026 - March - 2nd Council Meeting		\$266.84
EFT PR 2026 Mar 2nd - 7	Employment Security - PMFL	2026 - March - 2nd Council Meeting		\$389.92
EFT PR 2026 Mar 2nd - 8	Idaho State Tax	2026 - March - 2nd Council Meeting		\$921.00
EFT PR 2026 Mar 2nd - 9	Vimly Benefit Solutions, Inc. - EFT	2026 - March - 2nd Council Meeting		\$20,126.69
				<b>\$91,270.01</b>

CITY OF NEWPORT  
VOUCHER REPORT

DATE: April 6, 2026 (First Meeting Run)

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

Claims Checks 67437-67454, 67436Void \$18,069.59

EFT 2026 April 1st Mtg: 1-4 \$3,288.33

Direct Pay 2026 April 1st Mtg: 1-2 \$56,630.00

Grand Total of all Claims \$77,987.92

Deputy City Clerk/Treasurer: *P. Hansen* 3/31/26

# Register

Fiscal: 2026  
 Deposit Period: 2026 - April  
 Check Period: 2026 - April - 1st Council Meeting

Check Number	Name	Print Date	Clearing Date	Amount
<b>Mountain West</b>				
<b>51040005632</b>				
67436	DOL	4/6/2026		Void
67437	DOL	3/16/2026		\$3,143.50
67438	Albani Falls Building Supply	4/6/2026		\$406.38
67439	All Season Overhead Door	4/6/2026		\$996.23
67440	AT&T Mobility	4/6/2026		\$145.00
67441	McDowell, Megan	4/6/2026		\$20.00
67442	Canon Solutions America	4/6/2026		\$542.37
67443	Department Of Health	4/6/2026		\$1,984.00
67444	IBS, Inc	4/6/2026		\$1,114.05
67445	Lexipol LLC	4/6/2026		\$3,877.58
67446	Newport Miner	4/6/2026		\$90.00
67447	Oxarc	4/6/2026		\$1,152.39
67448	PO CO Auditor	4/6/2026		\$18.00
67449	T-Mobile USA, Inc	4/6/2026		\$100.00
67450	Tobeck, Kajin	4/6/2026		\$239.59
67451	USA Bluebook	4/6/2026		\$1,400.48
67452	Vision Municipal Solutions	4/6/2026		\$86.16
67453	Washington State Dept of Ecology	4/6/2026		\$2,627.34
67454	Maki, Leslie	4/6/2026		\$126.52
Direct Pay 2026 April 1st Mtg - 1	Kimley-Horn and Associates, Inc. - DIRECT PAY	4/6/2026		\$53,162.50
Direct Pay 2026 April 1st Mtg - 2	SCJ Alliance - DIRECT PAY	4/6/2026		\$3,467.50
EFT 2026 April 1st Mtg - 1	Avista Utilities - AUTO PAY	4/6/2026		\$21.68
EFT 2026 April 1st Mtg - 2	City Of Newport Water & Sewer - AUTO PAY	4/6/2026		\$1,643.11
EFT 2026 April 1st Mtg - 3	LocalTel Communication - AUTOPAY	4/6/2026		\$566.44
EFT 2026 April 1st Mtg - 4	Vimly Benefit Solutions, Inc. - EFT	4/6/2026		\$1,057.10
<b>Total</b>				<b>Check</b>
<b>Total</b>				<b>51040005632</b>
<b>Grand Total</b>				<b>\$77,987.92</b>
<b>Total</b>				<b>\$77,987.92</b>
<b>Grand Total</b>				<b>\$77,987.92</b>

# Voucher Directory

Fiscal : 2026 - April  
 Council Date : 2026 - April - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Albani Falls Building Supply	67438	03/25/2026	2026 - April - 1st Council Meeting		
			Albani Falls Statement		
			001-000-000-521-20-48-00	Repair & Maintenance	\$9.00
			001-000-000-576-80-31-00	Operating Supplies	\$132.46
			101-000-000-543-30-31-00	Operating Supplies	\$132.46
			410-000-000-534-34-31-00	Office & Operating Supplies	\$132.46
			<b>Total 03/25/2026 Albani Falls Statement</b>		<b>\$406.38</b>
			<b>Total 67438</b>		<b>\$406.38</b>
Total Albani Falls Building Supply					
All Season Overhead Door	67439	Invoice - 03112026	2026 - April - 1st Council Meeting		
			001-000-000-576-80-48-00	Repair & Maintenance	\$332.07
			Repair PW shop overhead door		
			101-000-000-543-30-48-00	Equipment Repair & Maint	\$332.08
			410-000-000-534-34-48-00	Repair & Maintenance	\$332.08
			<b>Total Invoice - 03112026</b>		<b>\$996.23</b>
			<b>Total 67439</b>		<b>\$996.23</b>
Total All Season Overhead Door					
AT&T Mobility	67440	Invoice - 609698	2026 - April - 1st Council Meeting		
			001-000-000-521-20-41-00	Professional Services	\$145.00
			Tower search for case		
			<b>Total Invoice - 609698</b>		<b>\$145.00</b>
			<b>Total 67440</b>		<b>\$145.00</b>
Total AT&T Mobility					
Avista Utilities - AUTO PAY	EFT 2026 April 1st Mtg - 1	03/26/2026	2026 - April - 1st Council Meeting		
			Avista Statement		
			411-000-100-535-35-47-00	Public Utilities	\$21.68

Vendor Number Reference Account Number Description Amount

Total 03/26/2026 Avista Statement Idaho Flow Meter \$21.68  
 Total EFT 2026 April 1st Mtg - 1 \$21.68  
 Total Avista Utilities - AUTO PAY \$21.68

Business License endorsement refund  
 67441  
 2026 - April - 1st Council Meeting  
 Business License endorsement refund 606122161 Megan McDowell \$20.00  
 001-000-000-321-99-00-00 Business Licenses  
 Non resident under \$4000 - no fee required  
 Total Business License endorsement refund \$20.00  
 606122161  
 Total 67441 \$20.00  
 Total Business License endorsement refund \$20.00

Canon Solutions America  
 67442  
 Invoice - 42875753  
 001-000-000-513-10-48-01 Maintenance Copier \$30.15  
 001-000-000-521-20-48-01 Maintenance Copier \$18.11  
 001-000-000-591-18-70-01 1/4 Copier Lease \$69.89  
 001-000-000-591-21-70-02 Police Copier Lease \$124.06  
 101-000-000-543-30-48-01 Maintenance Copier \$30.16  
 101-000-000-591-47-70-01 1/4 Copier Lease \$69.89  
 410-000-000-534-34-49-03 Maint. Agrmt- Copier Machine \$30.16  
 410-000-000-591-34-70-01 1/4 Copier Lease \$69.90  
 411-000-100-535-35-49-03 Maint Agrmt. - Copier Machine \$30.16  
 411-000-100-591-35-70-01 1/4 Copier Lease \$69.89  
 Total Invoice - 42875753 \$542.37  
 Total 67442 \$542.37  
 Total Canon Solutions America \$542.37

City Of Newport Water & Sewer - AUTO PAY  
 EFT 2026 April 1st Mtg - 2  
 03/27/26 City of Newport W/S  
 001-000-000-513-10-47-00 Utilities \$35.12  
 001-000-000-521-20-47-00 Utilities \$70.25  
 001-000-000-522-50-47-10 Utilities \$130.62  
 Fire Department SPOFR  
 001-000-000-576-30-47-02 RV Park W/S Utilities \$542.66  
 RV Park  
 001-000-000-576-80-47-00 Utilities \$126.51

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-543-30-47-01	Water - Public Works Shop	\$161.63
			410-000-000-534-34-47-01	Public Utilities - Water	\$161.65
			411-000-100-535-35-47-01	Public Utilities - Water	\$414.67
				<b>Total 03/27/26 City of Newport W/S</b>	<b>\$1,643.11</b>
				<b>Total EFT 2026 April 1st Mtg - 2</b>	<b>\$1,643.11</b>
				<b>Total City Of Newport Water &amp; Sewer - AUTO PAY</b>	<b>\$1,643.11</b>
				<b>Department Of Health</b>	
				67443	
				<b>Invoice - 61807</b>	
			410-000-000-534-34-41-06	DWSRF Water Tank Rehab	\$1,984.00
				DWSRF Water Tank Rehab	
				1st Review of REhab submittal#25-1106	
				<b>Total Invoice - 61807</b>	<b>\$1,984.00</b>
				<b>Total 67443</b>	<b>\$1,984.00</b>
				<b>Total Department Of Health</b>	<b>\$1,984.00</b>
				<b>DOL</b>	
				67437	
				<b>2026 - April - 1st Council Meeting</b>	
				<b>WWTP 0290YK Dump trailer title transfer</b>	
			411-000-100-535-35-49-00	Miscellaneous Expenditures	\$3,143.50
				<b>Total WWTP 0290YK Dump trailer title transfer</b>	<b>\$3,143.50</b>
				<b>Total 67437</b>	<b>\$3,143.50</b>
				<b>Total DOL</b>	
				<b>IBS, Inc</b>	
				67444	
				<b>2026 - April - 1st Council Meeting</b>	
				<b>Invoice - 900453-1</b>	
			001-000-000-576-80-31-00	Operating Supplies	\$185.06
			101-000-000-543-30-31-00	Operating Supplies	\$185.06
			410-000-000-534-34-31-00	Office & Operating Supplies	\$185.06
				<b>Total Invoice - 900453-1</b>	<b>\$555.18</b>
				<b>Invoice - 900937-1</b>	
			001-000-000-576-80-31-00	Operating Supplies	\$186.29
			101-000-000-543-30-31-00	Operating Supplies	\$186.29
			410-000-000-534-34-31-00	Office & Operating Supplies	\$186.29
				<b>Total Invoice - 900937-1</b>	<b>\$558.87</b>
				<b>Total 67444</b>	<b>\$1,114.05</b>
				<b>Total IBS, Inc</b>	<b>\$1,114.05</b>
				<b>Kimley-Horn and Associates, Inc. - DIRECT PAY</b>	
				<b>Direct Pay 2026 April 1st Mtg - 1</b>	
				<b>Invoice - 34826234</b>	
			001-000-000-558-50-41-05	Dept. of Commerce Climate Planning	\$50,400.00
				Climate plan update 2027	

Vendor	Number	Reference	Account Number	Description	Amount
		Total Invoice - 34826234		Climate PR#2	\$50,400.00
		Invoice - 35071175	001-000-000-558-50-41-00	Professional Services	\$2,762.50
				On-Call Planning	\$2,762.50
		Total Invoice - 35071175			\$53,162.50
		Total Direct Pay 2026 April 1st Mtg - 1			\$53,162.50
		Total Kimley-Horn and Associates, Inc. - DIRECT PAY			
Lexipol LLC	67445	Invoice - #INVLEX11265329	001-000-000-521-20-49-00	2026 - April - 1st Council Meeting Miscellaneous Expenditure Law Enforcement Policy manual	\$3,877.58
		Total Invoice - #INVLEX11265329			\$3,877.58
Total Lexipol LLC	Total 67445				\$3,877.58
LocalTel Communication - AUTOPAY	EFT 2026 April 1st Mtg - 3	03/15/2026 LocalTel Statement	001-000-000-514-20-42-00	2026 - April - 1st Council Meeting Communications	\$23.75
				Internet	\$90.00
			001-000-000-521-20-42-00	Communications	\$89.95
			001-000-000-576-30-42-00	RV Park Communications RV Park	\$33.59
			001-000-000-576-80-42-00	Communications	\$57.34
			101-000-000-543-30-42-00	Communications	\$147.29
			410-000-000-534-34-42-00	Communications	\$124.52
			411-000-100-535-35-42-00	Communications	\$566.44
		Total 03/15/2026 LocalTel Statement			\$566.44
		Total EFT 2026 April 1st Mtg - 3			\$566.44
Total LocalTel Communication - AUTOPAY					\$566.44
Newport Miner	67446	Invoice - 17706	001-000-000-558-50-41-04	2026 - April - 1st Council Meeting Advertising Ord 2147	\$90.00
		Total Invoice - 17706			\$90.00
Total Newport Miner	Total 67446				\$90.00

Vendor	Number	Reference	Account Number	Description	Amount
Oxarc	67447	Invoice - 0032529952	411-000-100-535-35-31-00	2026 - April - 1st Council Meeting Office & Operating Supplies	\$1,152.39
				Sodium hypochlorite	
	Total 67447	Total Invoice - 0032529952			\$1,152.39
					\$1,152.39
					\$1,152.39
PO CO Auditor	67448	Invoice - 76146	410-000-000-534-34-41-00	2026 - April - 1st Council Meeting Professional Services	\$9.00
				Lien Account 1027.0	\$9.00
				Professional Services	\$18.00
	Total 67448	Total Invoice - 76146			\$18.00
					\$18.00
SCJ Alliance - DIRECT PAY		Direct Pay 2026 April 1st Mtg - 2		2026 - April - 1st Council Meeting	
		Invoice - 84375	410-000-000-534-34-41-06	DWSRF Water Tank Rehab	\$3,467.50
				DWSRF Water Tank Rehab	
				PR#3 bid docs for DOH review	
	Total DIRECT PAY 2026 April 1st Mtg - 2	Total Invoice - 84375			\$3,467.50
	Total SCJ Alliance - DIRECT PAY	Total Direct Pay 2026 April 1st Mtg - 2			\$3,467.50
					\$3,467.50
T-Mobile USA, Inc	67449	Invoice - L2603020016	001-000-000-521-20-41-00	2026 - April - 1st Council Meeting Professional Services	\$100.00
				Cell Area Dump 26-NP0299	
	Total 67449	Total Invoice - L2603020016			\$100.00
					\$100.00
					\$100.00
Total T-Mobile USA, Inc		Tobeck Reimbursement 03092026	001-000-000-521-20-31-01	2026 - April - 1st Council Meeting Clothing/Uniforms	\$152.60
				Radio pouch, pants	
				Clothing/Uniforms	\$86.99
Tobeck, Kajin	67450		001-000-000-521-20-31-01	Clothing/Uniforms	

Vendor Number Reference Account Number Description Amount

Total 67450  
 Total Tobeck, Kajin  
 Total Tobeck Reimbursement 03092026  
 holster  
 \$239.59  
 \$239.59  
 \$239.59

USA Bluebook 67451  
 2026 - April - 1st Council Meeting  
 Invoice - INV00989882  
 411-000-100-535-35-31-00 Office & Operating Supplies \$356.41  
 Total Invoice - INV00989882 \$356.41  
 Invoice - INV00999637  
 411-000-100-535-35-31-00 Office & Operating Supplies \$1,044.07  
 Lab supplies  
 Total Invoice - INV00999637 \$1,044.07  
 Total 67451  
 Total USA Bluebook \$1,400.48  
 \$1,400.48

Vimly Benefit Solutions, Inc. - EFT  
 EFT 2026 April 1st Mtg - 4  
 April 2026 LEOFF1  
 001-000-000-521-20-20-03 Leoff | Med Insur/LifeFlight \$1,057.10  
 Total April 2026 LEOFF1 \$1,057.10  
 Total EFT 2026 April 1st Mtg - 4 \$1,057.10  
 Total Vimly Benefit Solutions, Inc. - EFT \$1,057.10

Vision Municipal Solutions 67452  
 Invoice - 09-17185  
 001-000-000-513-10-49-01 Maint Agreement Software/Cloud \$21.54  
 101-000-000-543-30-49-02 Maint Agreement Software/Cloud \$21.54  
 410-000-000-534-34-49-01 Maint. Agrmt.-Computer/Cloud \$21.54  
 411-000-100-535-35-49-01 Maint Agreement - Software/Cloud \$21.54  
 Total Invoice - 09-17185 \$86.16  
 \$86.16  
 Total 67452  
 Total Vision Municipal Solutions \$86.16

Washington State Dept of Ecology  
67453

**2026 - April - 1st Council Meeting**

Invoice - 2026-BA0022322	2026 - April - 1st Council Meeting	
411-000-100-535-35-49-04	DOE Permits	\$1,655.14
	Biosolids Annual permit fee	
<b>Total Invoice - 2026-BA0022322</b>		<b>\$1,655.14</b>
Invoice - LAU-WA-W473-26		
411-000-100-535-35-49-04	DOE Permits	\$972.20
	Wastewater lab accreditation Fees	
<b>Total Invoice - LAU-WA-W473-26</b>		<b>\$972.20</b>
<b>Total 67453</b>		<b>\$2,627.34</b>
<b>Total Washington State Dept of Ecology</b>		<b>\$2,627.34</b>

Water & Sewer Refunds  
67454

**2026 - April - 1st Council Meeting**

L.Maki W/S overpayment refund 1693.0	Leslie Maki	\$55.67
410-000-000-343-40-10-01	Basic Charges-Water Revenue	\$70.85
411-000-000-343-50-10-01	Basic Charges - Sewer Revenue	
	Prepaid acct, then sold property with a credit on the account	
<b>Total L.Maki W/S overpayment refund 1693.0</b>		<b>\$126.52</b>
<b>Total 67454</b>		<b>\$126.52</b>
<b>Total Water &amp; Sewer Refunds</b>		<b>\$126.52</b>

**Grand Total** Vendor Count 24 **\$77,987.92**