



## Finance Department

**Drew Bouta, Director of Finance**

38624 SE River St. | PO Box 987

Snoqualmie, Washington 98065

(425) 888-1555 | [dbouta@snoqualmiewa.gov](mailto:dbouta@snoqualmiewa.gov)

**To:** City Council  
Finance & Administration Committee

**From:** Drew Bouta, Director of Finance

**Date:** December 8, 2025

**Subject:** CLAIMS REPORT  
Approval of payments for the period: October 7, 2025, through November 18, 2025

### BACKGROUND

Per RCW 42.24.080, all claims presented against the city by persons furnishing materials, rendering services, or performing labor must be certified by the appropriate official to ensure that the materials have been furnished, the services rendered, or the labor performed as described, and that the claims are just, due, and unpaid obligations against the city, before payment can be made. Expedited processing of the payment of claims when certain conditions have been met allows for the payment of claims before the legislative body has acted to approve the claims when: (1) the appropriate officers have furnished official bonds; (2) the legislative body has adopted policies that implement effective internal control; (3) the legislative body has provided for review of the documentation supporting the claims within a month of issuance; and (4) that if claims are disapproved, they shall be recognized as receivables and diligently pursued. The City of Snoqualmie meets all requirements of this state law.

Pursuant to Snoqualmie Municipal Code (SMC) Chapter 3.85, all Claims, Demands and Vouchers against the city, provides that the Finance Director or her designee will examine all claims prior to payment and provide periodic reporting of the payments to the City Council for final approval. Per SMC 3.85.040, to meet these requirements, the Finance Director schedules payment of claims and payroll for monthly Finance & Administration Committee review followed by full City Council approval on the consent agenda. Per SMC 3.85.050, documentation supporting claims paid and the Finance Director's written report are made available to all city council members at City Hall for 48 hours prior to the Finance & Administration Committee meeting. Following the 48-hour review period, the Finance & Administration Committee considers the claims as part of its regular agenda and recommends to the full city council whether to approve or disapprove the claims. Consistent with these requirements, this report seeks City Council approval of payment of claims and payroll batches summarized in the table below.

### ANALYSIS

All payments made during these periods were found to be valid claims against the city. The City's internal controls include certification of the validity of all expenditures by the appropriate department and an internal audit conducted by designated finance department staff who review all claims and payroll payments. Staff performs system validation and exception reviews to validate payroll records. The Finance Director performs a random sampling review of supporting documentation for claims payments to ensure validity, as well as regularly reviews its processes to ensure appropriate internal controls are in place. The City issues disbursements for claims and payroll via the following methods:

- Warrant: paper negotiable instruments, very much like, although legally distinct from, checks
- Commercial Credit Card: as authorized by Financial Management Policy
- Electronic Funds Transfer (EFT). EFTs are electronic banking transactions (no paper instrument) of two basic types: (1) Automated Clearing House (ACH) for Electronic Fund Transfer (EFT) and (2) Wire Transfers a direct transfer between bank accounts

The foregoing amounts were budgeted in the 2025-2026 biennial budget, and sufficient funds are available to cover these payments, as appropriate. Details pertaining to the individual vendor payments are available in documentation provided for the Finance & Administration Committee and subsequent City Council review by accessing the following link on the city website: [Claims Report](#)

[illegible]

|              |                     |
|--------------|---------------------|
| <b>Total</b> | <b>1,468,584.98</b> |
|--------------|---------------------|

The following claims and payments were objected to by Finance Director: **NONE**  
*(Itemize claims/demands amounts and circumstances, and summarize reasons for objection)*

I, the undersigned, do hereby certify under penalty of perjury that the claims and payroll warrant and/or checks itemized above were issued to pay just, due, and unpaid obligations of the City of Snoqualmie for materials furnished, services rendered, or labor performed, and that I am authorized to authenticate and certify the foregoing.

Drew Bouda

Nov 24, 2025

Drew Bouta, Director of Finance

Date \_\_\_\_\_

**FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve**









|                 |                          |                               |      |    |     |   |          |          |                     |                                                    |            |            |
|-----------------|--------------------------|-------------------------------|------|----|-----|---|----------|----------|---------------------|----------------------------------------------------|------------|------------|
| TYLERTEC        | 350.13.023.59418.541000. | Professional Svcs - General   | 2025 | 10 | INV | P | 2,800.00 | 112025AP | 86112 045-540303    | Tyler Consulting Services-Financial Implementation | 10/2/2025  | 11/20/2025 |
| URNW            | 402.20.040.53580.545200. | Rent - Furniture & Equipment  | 2025 | 11 | INV | P | 3,599.54 | 112025AP | 86113 253046325-001 | Rental-lift for roof repair 9/16-9/29/25           | 10/2/2025  | 11/20/2025 |
| VERIZCS         | 402.20.019.53510.542010. | Cellular Telephone            | 2025 | 10 | INV | P | 1,199.30 | 112025AP | 86114 6124253716    | Machine to Machine, Voice and Mobile Broadband     | 9/23/2025  | 11/20/2025 |
| VERIZCS         | 502.11.020.51888.542010. | Cellular Telephone            | 2025 | 10 | INV | P | 9,044.09 | 112025AP | 86114 6126169921    | Monthly Cellular Telephone Service 9/17-10/16/25   | 10/16/2025 | 11/20/2025 |
| Water Mgmt Labs | 402.20.040.53585.541000. | Professional Svcs - General   | 2025 | 11 | INV | P | 140.00   | 112025AP | 86115 232743        | Tribal agreement Pass through testing              | 10/16/2025 | 11/20/2025 |
| Water Mgmt Labs | 402.20.040.53585.541000. | Professional Svcs - General   | 2025 | 11 | INV | P | 140.00   | 112025AP | 86115 232822        | Tribal agreement Pass through testing              | 10/20/2025 | 11/20/2025 |
| WLACE           | 402.20.045.53560.531300. | Repair & Maintenance Supplies | 2025 | 11 | INV | P | 215.43   | 112025AP | 86116 15316534      | Supplies to repair and replace manholes on Park St | 10/18/2025 | 11/20/2025 |
| WLACE           | 402.20.040.53580.531340. | Custodial & Cleaning Supplies | 2025 | 11 | INV | P | 68.91    | 112025AP | 86116 15316487      | Supplies to clean drain in restroom                | 10/14/2025 | 11/20/2025 |

#### City of Snoqualmie

Claims presented to the City to be paid in the amount of \$13,045.23

For claims warrants numbered 86117 through 86120 & dated 11/17/2025

|          |                          |                               |      |    |     |   |          |          |                    |                                                    |            |            |
|----------|--------------------------|-------------------------------|------|----|-----|---|----------|----------|--------------------|----------------------------------------------------|------------|------------|
| GRAINGER | 401.18.037.53481.531050. | Uniforms & Protective Gear    | 2025 | 11 | INV | P | 4,613.05 | 111725AP | 86117 9693034515   | Multi gas detector for confined spaces             | 10/30/2025 | 11/17/2025 |
| GRAINGER | 402.20.040.53580.531050. | Uniforms & Protective Gear    | 2025 | 11 | INV | P | 1,757.33 | 111725AP | 86117 9691125687   | Gloves and vinyl pouch for staff                   | 10/28/2025 | 11/17/2025 |
| MTC      | 001.16.035.54210.541050. | Engineering Services          | 2025 | 11 | INV | P | 2,000.00 | 111725AP | 86118 4926-AR14040 | StreetSaver Subscription                           | 9/29/2025  | 11/17/2025 |
| NB CHEVY | 501.23.051.54868.531400. | Tires                         | 2025 | 11 | INV | P | 4,373.61 | 111725AP | 86119 14811        | Replacement tires for PW 3/4 and 1/2 ton pickups.  | 11/10/2025 | 11/17/2025 |
| WLACE    | 403.22.050.53130.531300. | Repair & Maintenance Supplies | 2025 | 11 | INV | P | 23.11    | 111725AP | 86120 15316539     | Concrete mix,pothole repair-access hole Park/Schus | 10/20/2025 | 11/17/2025 |
| WLACE    | 403.22.030.53190.531050. | Uniforms & Protective Gear    | 2025 | 11 | INV | P | 233.14   | 111725AP | 86120 15316580     | chainsaw emergent response/shirts, Sandin          | 10/24/2025 | 11/17/2025 |
| WLACE    | 403.22.030.53190.531300. | Repair & Maintenance Supplies | 2025 | 11 | INV | P | 44.99    | 111725AP | 86120 15316580     | chainsaw emergent response/shirts, Sandin          | 10/24/2025 | 11/17/2025 |

#### City of Snoqualmie

Claims presented to the City to be paid in the amount of \$433,923.83

For claims warrants numbered 2025163 through 2025171 & dated 10/7/2025

|                   |                          |                                |      |    |     |   |            |          |                           |                                            |           |           |
|-------------------|--------------------------|--------------------------------|------|----|-----|---|------------|----------|---------------------------|--------------------------------------------|-----------|-----------|
| AWC Benefits      | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 167,467.95 | 100725DD | 2025163 Payroll 10/7/2025 | Health/Disab Benefis                       | 10/7/2025 | 10/7/2025 |
| DSHS              | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 500.00     | 100725DD | 2025164 Payroll 10/7/2025 | Child Support                              | 10/7/2025 | 10/7/2025 |
| Voya              | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 225.00     | 100725DD | 2025165 Payroll 10/7/2025 | Deferred Compensation Program              | 10/7/2025 | 10/7/2025 |
| ICMA - Mission Sq | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 5,963.12   | 100725DD | 2025166 Payroll 10/7/2025 | Deferred Compensation Program              | 10/7/2025 | 10/7/2025 |
| AFLAC             | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 78.13      | 100725DD | 2025167 Payroll 10/7/2025 | Aflac insurance                            | 10/7/2025 | 10/7/2025 |
| DRS               | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 90,510.68  | 100725DD | 2025168 Payroll 10/7/2025 | DRS Pension//Deferred Compensation Program | 10/7/2025 | 10/7/2025 |
| NWFFT Trust       | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 35,557.17  | 100725DD | 2025169 Payroll 10/7/2025 | Health Benefits- Fire                      | 10/7/2025 | 10/7/2025 |
| NAVIA AP          | 634.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 416.67     | 100725DD | 2025170 Payroll 10/7/2025 | Flexible Spending Account                  | 10/7/2025 | 10/7/2025 |
| EFTPS             | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 133,205.11 | 100725DD | 2025171 Payroll 10/7/2026 | IRS Tax Deposit                            | 10/7/2025 | 10/7/2025 |

#### City of Snoqualmie

Claims presented to the City to be paid in the amount of \$352,358.60

For claims warrants numbered 2025179 through 2025186 & dated 10/22/2025

|                   |                          |                                |      |    |     |   |            |          |                            |                                            |            |            |
|-------------------|--------------------------|--------------------------------|------|----|-----|---|------------|----------|----------------------------|--------------------------------------------|------------|------------|
| L&I               | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 120,876.92 | 102225DD | 2025179 Payroll 10/22/2025 | 3rd Quarter Labor and Industries premiums  | 10/22/2025 | 10/22/2025 |
| ESD               | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 6,733.54   | 102225DD | 2025180 Payroll 10/22/2025 | 3rd Quarter Unemployment Tax               | 10/22/2025 | 10/22/2025 |
| DSHS              | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 500.00     | 102225DD | 2025181 Payroll 10/22/2025 | Child Support                              | 10/22/2025 | 10/22/2025 |
| Voya              | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 225.00     | 102225DD | 2025182 Payroll 10/22/2025 | Deferred Compensation Program              | 10/22/2025 | 10/22/2025 |
| ICMA - Mission Sq | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 5,666.84   | 102225DD | 2025183 Payroll 10/22/2025 | Deferred Compensation Program              | 10/22/2025 | 10/22/2025 |
| DRS               | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 87,093.74  | 102225DD | 2025184 Payroll 10/22/2025 | DRS Pension//Deferred Compensation Program | 10/22/2025 | 10/22/2025 |
| NAVIA AP          | 634.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 416.67     | 102225DD | 2025185 Payroll 10/22/2025 | Flexible Spending Account                  | 10/22/2025 | 10/22/2025 |
| EFTPS             | 631.00.000.23150.231500. | Undistributed Payroll Deductns | 2025 | 10 | DIR | P | 130,845.89 | 102225DD | 2025186 Payroll 10/22/2025 | IRS Tax Deposit                            | 10/22/2025 | 10/22/2025 |

## ADVICE REGISTER - SEMI MONTH

WARRANT: 251121 From: 11/01/2025 To: 11/15/2025

| NAME                 | CHK #     | NET PAY  |
|----------------------|-----------|----------|
| AHMED, HIND          | 000002436 | 3,684.17 |
| BACHER, ANNE M       | 000002437 | 2,780.40 |
| BAILEY, MICHAEL      | 000002438 | 5,824.28 |
| BARNET, RYAN         | 000002439 | 3,175.04 |
| BATTLES, JASON       | 000002440 | 4,609.98 |
| BEACH, LYLE          | 000002441 | 3,037.13 |
| BENNETT, PHILIP      | 000002442 | 4,936.20 |
| BENSON, ETHAN        | 000002443 | 494.88   |
| BETTS, JIMMIE L      | 000002444 | 3,249.53 |
| BLACK, MELINDA       | 000002445 | 3,094.35 |
| BOSTICK, MAX         | 000002446 | 4,955.49 |
| BOUTA, ANDREW        | 000002447 | 4,942.74 |
| BROWN, CHRIS E       | 000002448 | 4,419.68 |
| BRUMFIELD, SAMANTHA  | 000002449 | 3,063.67 |
| BUELNA, REBECCA      | 000002450 | 2,565.12 |
| BUERGI, DANIEL R     | 000002451 | 3,498.25 |
| BURKE, DENA          | 000002452 | 5,243.75 |
| BYRD, TYLER D        | 000002453 | 4,587.26 |
| CHAMBLESS, MICHAEL   | 000002454 | 6,928.92 |
| CHRISTENSEN, CARA    | 000002455 | 498.04   |
| COOPER, JOHN         | 000002456 | 3,925.42 |
| COTTON, CATHERINE    | 000002457 | 494.88   |
| DALY, MICHELLE R     | 000002458 | 2,644.54 |
| DALZIEL, RYAN A      | 000002459 | 2,885.16 |
| DAVIS, RAMONA        | 000002460 | 4,711.93 |
| DEAN, DEANA L        | 000002461 | 4,378.69 |
| DEWAR, MILES Z       | 000002462 | 2,099.83 |
| DUDDLES, MARTHA J    | 000002463 | 3,000.40 |
| ECKER, BRENDON J     | 000002464 | 2,043.60 |
| FLORIDA, HEATHER K   | 000002465 | 2,946.80 |
| FOUTS, JACOB T       | 000002466 | 4,293.75 |
| FRY, PATRICK         | 000002467 | 5,201.70 |
| GAMBLE, DYLAN A      | 000002468 | 3,126.37 |
| GEORGE, JASON A      | 000002469 | 4,825.20 |
| HALBERT, KEVIN F     | 000002470 | 2,832.42 |
| HAMLIN, JEFFREY T    | 000002471 | 5,867.39 |
| HARRIS, DONALD I     | 000002472 | 3,640.43 |
| HAWK, DALTON J       | 000002473 | 2,725.12 |
| HEATH, GREGORY Q     | 000002474 | 3,254.00 |
| HEBEL, RICHARD       | 000002475 | 2,407.40 |
| HEDGER, MATTHEW      | 000002476 | 3,466.17 |
| HENDERSON, KYLA A    | 000002477 | 2,814.41 |
| HENDRICKS, CORY D    | 000002478 | 3,650.43 |
| HOLLOWAY, BRYAN      | 000002479 | 544.99   |
| HOLMES, THOMAS E     | 000002480 | 6,920.95 |
| HOREJSI, GARY W      | 000002481 | 4,209.52 |
| HOYLA, KOBE R        | 000002482 | 4,452.07 |
| HSING, CHRISTOPHER   | 000002483 | 437.95   |
| HUGHES, JENNIFER L   | 000002484 | 3,707.16 |
| IVERSON, CHRISTINE L | 000002485 | 1,833.82 |
| JOHNSON, JOLYON M    | 000002486 | 494.88   |
| JOHNSON, KIMBERLY G  | 000002487 | 3,923.58 |
| JONGEKRYG, ANDREW P  | 000002488 | 2,364.20 |

## ADVICE REGISTER - SEMI MONTH

WARRANT: 251121 From: 11/01/2025 To: 11/15/2025

| NAME                        | CHK #     | NET PAY  |
|-----------------------------|-----------|----------|
| KNOWLES, KENNETH            | 000002489 | 3,528.18 |
| LACROIX, LAFLECHE           | 000002490 | 4,586.55 |
| LATHAM, ANDREW F            | 000002491 | 3,105.32 |
| LATHROP, NICHOLAS S         | 000002492 | 3,190.47 |
| LEMOINE, BLAKE S            | 000002493 | 2,202.63 |
| LIEBETRAU, MICHAEL K        | 000002494 | 2,406.17 |
| LOEHNDORF, SCOTT A          | 000002495 | 3,358.15 |
| MACVICAR, NEIL S            | 000002496 | 3,078.94 |
| MAINSTONE, BRIAN R          | 000002497 | 2,904.19 |
| MARKWARDT, KYLE C           | 000002498 | 2,728.46 |
| MCCALL, DANNA M             | 000002499 | 2,786.40 |
| MEADOWS, JOSEPH R           | 000002500 | 6,153.08 |
| MENDOZA-MARTINEZ, SUZETTE Y | 000002501 | 1,243.20 |
| MILLER, MATTHEW L           | 000002502 | 3,484.18 |
| MOATE, DANIEL W             | 000002503 | 7,663.61 |
| NEAL, RYAN T                | 000002504 | 3,109.76 |
| O'DONNELL, PETER A          | 000002505 | 3,937.20 |
| O'NEIL, KERRY K             | 000002506 | 2,487.69 |
| OCEGUEDA, JUAN M            | 000002507 | 3,315.45 |
| OLIVER, KATRINA M           | 000002508 | 1,246.77 |
| OROZCO, JORGE               | 000002509 | 2,929.06 |
| ORRE, ASHLEY K              | 000002510 | 1,997.66 |
| OWENS, JACK T               | 000002511 | 3,297.17 |
| PARKER, BENJAMIN T          | 000002512 | 4,179.41 |
| PETER, MICHAEL H            | 000002513 | 4,720.93 |
| PHAM, THAI Q                | 000002514 | 2,925.92 |
| QUADE, JOAN E               | 000002515 | 2,206.69 |
| RAMOS, DAMIAN               | 000002516 | 3,638.75 |
| RASMUSSEN, ERIK R           | 000002517 | 5,183.27 |
| REN, JUSTIN K               | 000002518 | 2,780.03 |
| ROBLES, STEVEN A            | 000002519 | 2,003.34 |
| ROSS, KATHERINE G           | 000002520 | 2,197.52 |
| SANDIN, KEVIN               | 000002521 | 2,312.84 |
| SCHANNAUER, WYATT           | 000002522 | 2,960.56 |
| SCHUMANN, ZACHARY J         | 000002523 | 3,437.89 |
| SHINN, TODD                 | 000002524 | 3,940.09 |
| SMITH, CHASE A              | 000002525 | 6,170.31 |
| SNYDER, KEVIN S             | 000002526 | 3,320.32 |
| SPEARS, JOSEPH E            | 000002527 | 3,227.06 |
| STEWART, JAKE R             | 000002528 | 1,896.06 |
| THRALL, ROBERT J            | 000002529 | 2,732.25 |
| TOZIER, THERESA M           | 000002530 | 3,550.41 |
| TREPTOW, ILYSE              | 000002531 | 2,833.01 |
| TYE, SHERRI                 | 000002532 | 2,688.75 |
| VINING, ANDREW E            | 000002533 | 3,489.79 |
| VLADIS, DMITRIY             | 000002534 | 4,338.69 |
| WALKER, JANNA L             | 000002535 | 3,575.47 |
| WASHINGTON, LOUIS R         | 000002536 | 394.88   |
| WEISS, JASON A              | 000002537 | 8,264.47 |
| WERRE, CHRISTOPHER T        | 000002538 | 4,637.99 |
| WEST, MATTHEW A             | 000002539 | 6,109.54 |
| WESTMAN, JESSE              | 000002540 | 5,056.59 |
| WIEBE, NICOLE H             | 000002541 | 2,840.44 |

**ADVICE REGISTER - SEMI MONTH****WARRANT: 251121      From: 11/01/2025 To: 11/15/2025**

| NAME                  | CHK #     | NET PAY    |
|-----------------------|-----------|------------|
| WILSON, CHRISTOPHER A | 000002542 | 3,135.00   |
| WOLFE, ALBERT R       | 000002543 | 3,379.66   |
| WOTTON, ROBERT        | 000002544 | 344.88     |
| Total Deposits: 109   |           | 370,927.14 |

\*\* END OF REPORT - Generated by Ilyse Treptow \*\*

# Claims Approval Report F&A 12-2-25, CM 12-8-25

Final Audit Report

2025-11-24

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2025-11-21                                   |
| By:             | Ilyse Treptow (itreptow@snoqualmiewa.gov)    |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAXeDBVHqAvBroP6RWS8xTZIGGG4o2Aeug |

## "Claims Approval Report F&A 12-2-25, CM 12-8-25" History

-  Document created by Ilyse Treptow (itreptow@snoqualmiewa.gov)  
2025-11-21 - 11:17:07 PM GMT
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2025-11-21 - 11:17:31 PM GMT
-  Email viewed by Drew Bouta (dbouta@snoqualmiewa.gov)  
2025-11-24 - 6:07:22 PM GMT
-  Document e-signed by Drew Bouta (dbouta@snoqualmiewa.gov)  
Signature Date: 2025-11-24 - 6:34:11 PM GMT - Time Source: server
-  Agreement completed.  
2025-11-24 - 6:34:11 PM GMT