

Sumas City Council Meeting

Sumas City Hall, 433 Cherry Street, Sumas, WA 98295

Monday, April 22, 2024 at 7:00 PM

Agenda

1. Opening Meeting - Pledge of Allegiance

2. Review/Correct and/or Approve Minutes

[a.](#) April 08, 2024 Draft Minutes

3. Citizen Input

4. New Business

[a.](#) Resolution No. 837 Authorizing Financial Investment

[b.](#) Cascade Engineering LLC Service Agreement - Water System Plan Update

c. Surplus of Property, Noble Street Bid Opening

5. Staff Reports

Chief of Police

Public Works Director

Finance Director

City Clerk

Mayor

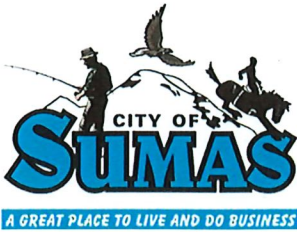
City Attorney

6. Voucher Approvals

7. Executive Session

a. Discussion with legal counsel about legal risks of current or proposed action RCW 42.30.110(1)(i)

8. Adjournment



Sumas City Council Meeting

Sumas City Hall, 433 Cherry Street, Sumas, WA 98295

Monday, April 08, 2024, at 7:00 PM

Minutes

PRESENT

Mayor Bruce Bosch

Council Member Jesse Clawson

Council Member Josh Clawson

Council Member Richard Postma

Council Member Todd Daniels

Council Member Jessica Koehler

1. Opening Meeting - Pledge of Allegiance

2. Review/Correct and/or Approve Minutes

a. March 25, 2024, Draft Minutes

Councilmember Daniels made a motion to approve March 25, 2024, Minutes, Councilmember Postma seconded; all were in favor the motion carried.

3. Parks Committee

Councilmember Koehler and Councilmember Josh Clawson had met about the community garden with the garden club. The club has an idea how to make the community garden work with imposed regulations to help with any conflict amongst the gardeners. Mayor Bosch stated the new place for the community garden will be on Second Street in the city right away across from the library.

4. Old Business

a. Reichhardt & Ebe Engineering Professional Services

A&E for Hovel Road Culverts

A&E for W Third Culvert

A&E for Multiple Roads

b. Trantech Engineering LLC Professional Services

A&E on Multiple Roads

c. Freeland & Associates, Inc. Professional Services

City Well Transmission Line

Sumas Stormwater Outfall

City Well Access Bridge

Jim Wright, City Attorney explained that the addendums for each contract will be based on phases and when the availability of funds the city receives.

Councilmember Daniels made a motion to authorize Mayor Bosch to sign the seven contracts with an addendum for each contract for the A&E agreements. Councilmember Jesse Clawson seconded; all were in favor the motion carried.

5. New Business

6. Staff Reports

Public Works Director

Sunny Aulakh reported that the PSE will be shutting down for the next four to five weeks for upgrading, this closure will allow our crew to do work on the wellheads.

Finance Director

1. Memo - Salary Step Increase

Mollie Bost stated Carson Cortez, City Planner, has completed one-year of service, it is being recommended to move him to step two of five, effective April 1, 2024.

Councilmember Jesse Clawson motioned to affirm the salary step increase for Carson Cortez, from step one to step two, Councilmember Daniels seconded; all were in favor the motion carried.

Mollie Bost also advised that the first quarter financials are there for their review and asked if they had any questions, there were no questions.

Mayor

Mayor Bosch said the Nooksack Valley Disposal cleanup day was a success and had a decent turnout for the weather conditions.

7. Voucher Approvals

The bills were presented for approval and payment. Check numbers 43194 through 43243 for \$71,203.60; EFTs in the amount \$12,040.10 & March Payroll \$204,408.41. Councilmember Postma made a motion to pay the bills, Councilmember Daniels seconded; all were in favor the motion carried.

8. Executive Session

a. Discussion with legal counsel about legal risks of current or proposed action RCW 42.30.110(1)(i)

Discussion with legal counsel about legal risks or current or proposed action RCW 42.30.110(1)(i); will be back in session in approximately twenty minutes at 7:35 pm. No action was taken.

9. Adjournment

Councilmember Jesse Clawson made a motion to adjourn, Councilmember Josh Clawson seconded; all were in favor the motion carried.

_____, Mayor

ATTEST:

_____, City Clerk

DRAFT

RESOLUTION NO. 837

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUMAS, WASHINGTON,
AUTHORIZING FINANCIAL INVESTMENT**

WHEREAS, the City of Sumas has authority to invest available funds in instruments such as bonds, warrants, certificates, and other investments as defined in RCW 39.59.040; and

WHEREAS, the City previously opened an investment portfolio and purchased a US Treasury Bond through the brokerage company Time Value Investments (“TVI”) pursuant to Resolution No. 803; and

WHEREAS, the City has a bond that has reached maturity and has available funds to reinvest and it has been recommended by the Finance Director and supported by the Finance Committee to continue building our investment portfolio at this time, with future investment options to be determined at a later time at the direction of the Finance Committee and approval of City Council; and

WHEREAS, the City authorizes the Finance Director, Mollie Bost, to act on the City’s behalf to purchase a US Treasury Bond through the brokerage company, Time Value Investments, Inc, 9725 3rd Ave NE, Suite 610, Seattle, WA 98115; and

WHEREAS, the City has a Safekeeping Account at US Bank, a qualified public depository, to act as the custodian of the securities; and

WHEREAS, the invested funds will be accounted for in the City’s financial records;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SUMAS, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Authorizing Purchase of US Treasury Bond. The City authorizes its Finance Director to direct Time Value Investments to purchase a US Treasury bond on behalf of the City in the amount of \$250,000, at the best available rate, for a term of approximately 3 years.

ADOPTED AND APPROVED by the City Council of the City of Sumas on this 22nd day of April 2024.

Bruce Bosch, Mayor

ATTEST:

APPROVED AS TO FORM:

Michelle Quinn, City Clerk

James Wright, City Attorney

SERVICES AGREEMENT

CITY OF SUMAS

(2024 – Update of Water System Plan)

The **CITY OF SUMAS**, a municipal corporation of the State of Washington (hereinafter the "City"), with offices located at City Hall, 433 Cherry Street, Sumas, Washington 98295, and **Cascade Engineering Group, P.S., Inc.** (hereinafter the "Contractor"), with offices located at 119 Grand Avenue, Suite D, Bellingham, Washington 98225, in consideration of the mutual covenants herein, do hereby agree as follows:

I. PURPOSE: The purpose of this Agreement is for the provision of professional engineering and related services to update the City's existing 2012 Water System Plan and assisting the City in completion and approval of the updated water system plan.

II. TERM OF AGREEMENT/TIME OF PERFORMANCE: The time for performance of work by Contractor shall begin upon the City's execution of this Agreement and the scope of work set forth herein shall be completed by Contractor so that the updated water system plan can be submitted to the Department of Health as required under state law on or before April 1, 2025, with continued assistance by Contractor to the City through approval of the updated water system plan by the Department of Health. If the scope of the work set forth herein is not completed by Contractor on or before the above date(s), Contractor shall be deemed to have failed to substantially perform a material part of its obligations under this Agreement and the City shall have the rights set forth under sub-section **IX. A.** below related to default, unless such failure is due to any force majeure event or other factor beyond the reasonable control of the Contractor.

III. LIAISON: The City's officer responsible for this Agreement is Carson Cortez, its Project Manager. The Contractor's responsible person is Mike DiSpigno, P.E.

IV. SCOPE OF WORK: The Contractor shall provide professional engineering and related services, assisting the City in updating the City of Sumas Water System Comprehensive Plan for submittal and approval by the Department of Health as set forth in

the Scope of Services attached hereto and marked as “**Attachment A: Scope of Services**” including the performance of all Tasks as specified therein.

V. PAYMENT:

A. Contractor shall be compensated for services performed on a time and materials basis at the current hourly rates set forth in “**Attachment A: Scope of Services**”, to the extent that compensation does not exceed the amount set forth in sub-section B.

B. The total compensation paid to Contractor for performance of the services called for in this Agreement, and set forth in section IV above, shall not exceed: \$83,000.00.

C. The City agrees to pay the Contractor monthly based on invoices submitted periodically.

D. Contractor will be paid on the basis of invoices for work satisfactorily completed. Invoices shall be submitted to the Project Manager for approval prior to payment. No final payment shall be made until approved by the Project Manager.

VI. EXTRA WORK AND CHANGE ORDERS: Work in addition to, or different from, that provided for in the Scope of Work section, shall only be allowed by prior authorization in writing, as a modification to this Agreement. Such modifications shall be attached hereto and made a part hereof, and shall be approved in the same manner as this Agreement.

VII. LIABILITY AND INSURANCE: The Contractor shall defend, indemnify and hold harmless the City, its officers, employees, principals and agents from any and all injury or damage to the City or its property, and also from all claims, demands, causes of action, or suits of any kind that arise directly or indirectly out of, incident to, or due to any actual or alleged negligence, intentional tort, or breach of duty by the Contractor, its agents, employees, representatives or subcontractors in performing work and services under this Agreement, except for injuries and damages caused by the sole negligence of the City.

In the event any claim, suits, or actions result from the concurrent negligence of (a) the City or the City's agents or employees and (b) the Contractor or the Contractor's agents or employees, the defense and indemnity provisions in the preceding paragraph of this section

shall be valid and enforceable only to the extent of the Contractor’s negligence or the negligence of its agents and employees.

The Contractor specifically agrees to defend and indemnify the City from claims or suits brought by Contractor’s own employees against the City. For this purpose, Contractor specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on benefits payable to or for any third party under the workers' compensation acts. This waiver has been mutually negotiated by the parties.

The City's rights and remedies in this Agreement are in addition to any other rights and remedies provided by law.

Contractor will obtain and maintain in force at least the following minimum insurance coverages covering all activity under this Agreement, and as to which the City shall be named as additional insured:

A.	Workers Compensation	Statutory Amount
B.	Broad Form Comprehensive General Liability	\$1,000,000
C.	Automobile Liability	\$ 500,000
D.	Professional Liability	\$1,000,000

An insurance certificate showing the coverage required under this paragraph VIII will be submitted to the City for approval at least annually.

VIII. COMPLIANCE WITH LOCAL LAWS: The Contractor shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the State and local governments.

IX. TERMINATION:

A. Should either party hereto believe that the other has failed to substantially perform all or a material part of its obligations under the Agreement, it shall deliver written notice to that effect to the other, specifying the alleged default and giving the other party seven (7) days to cure such default. Thereafter, should the default not be remedied to the satisfaction of the non defaulting party, this Agreement may be terminated upon written notice (delivered by certified mail). In the event of termination under this subparagraph, the Contractor shall be paid an amount, in the discretion of the Project Manager, which takes into account actual costs incurred by the Contractor in performing the project work to the date of termination, the amount of work originally required which was satisfactorily completed to the date of termination, the cost to the City of completing the work itself or of employing another firm to complete it and the inconvenience and time which may be required to do so, along with any other factors which affect the value to the City of the project work which has been performed to the date of termination. In no event shall the Contractor receive an amount based on anticipated profit on unperformed services or other work.

B. The City shall have the right to terminate this Agreement at any time upon ten days written notice to the Contractor.

C. On the giving of notice of termination, Contractor shall immediately begin winding down its services in anticipation of the termination, and shall be prepared to deliver to the City all documents and other uncompleted work on the date of termination.

D. In the event that funding is withdrawn, reduced or limited in any way after the effective date of this Agreement due to City budgetary constraints, and prior to its normal completion, the City may summarily terminate the Agreement as to the funds withdrawn, reduced or limited notwithstanding any other termination provisions of this Agreement. If the level of funding withdrawn, reduced or limited is so great that the City deems that the continuation of the services covered by this Agreement is no longer in the best interest of the City, the City may summarily terminate this Agreement in whole notwithstanding any other termination provision of this

Agreement. Termination under this Section shall be effective upon receipt of written notice thereof.

E. Termination of this Agreement shall not prevent the City from invoking those provisions herein necessary to protect or enforce its rights hereunder, which provisions shall survive termination.

X. ASSIGNMENT: Neither party shall assign or delegate any or all interests in this Agreement without first obtaining the written consent of the other party.

XI. VENUE STIPULATION: This Agreement has been and shall be considered as having been made and delivered within the State of Washington, and shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action in law or equity, or judicial proceeding for the enforcement of this Agreement or any of the provisions contained therein, shall be instituted and maintained only in Whatcom County Superior Court, Bellingham, Washington.

XII. STATUS OF CONTRACTOR: Neither Contractor nor personnel employed by the Contractor shall acquire any rights or status in the City's employment, nor shall they be deemed employees or agents of the City for any purpose other than as specified herein. Contractor shall be deemed an independent contractor and shall be responsible in full for payment of its employees, including worker's compensation, insurance, payroll deductions, and all related costs. Further, Contractor represents that it is customarily in the business of providing the services described in this Agreement, has its own place of business, is eligible for and does file with the Internal Revenue Service a schedule of business expenses, has established or will timely establish an account with the State Department of Revenue and has received a unified business identifier number, and maintains a separate set of books and records for such business.

XIII. CONTRACTOR'S STUDIES, REPORTS AND WORK PRODUCT: All documents, maps and other materials of whatever kind prepared by the Contractor pursuant to this Agreement shall be deemed property of the City upon completion or termination of the Agreement. The Contractor may keep file copies of its work product but shall retain no other rights of ownership therein.

XIV. MISCELLANEOUS PROVISIONS:

A. Each party acknowledges that such party has read this Agreement and understands its contents, that such party has had the opportunity to have this Agreement reviewed by an attorney of such party’s choice, and that such party either has consulted with an attorney or voluntarily has chosen not to consult with an attorney before signing this Agreement.

B. No modification, termination or amendment of this Agreement may be made except by written agreement signed by all parties, except as provided herein.

C. No failure by any of the foregoing parties to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement or to exercise any right or remedy for a breach thereof shall constitute a waiver of any such breach or any other covenant, agreement, term or condition. Any party hereto, by notice, may, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation or covenant of any other party hereto. No waiver shall affect or alter this Agreement, and each and every covenant, agreement, term and condition of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

D. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

E. The entire agreement between the parties hereto is contained in this Agreement and the exhibits hereto; and this Agreement supersedes all of their previous understandings and agreements, written and oral, with respect to this transaction. To the extent any of the terms or conditions set forth in any exhibit hereto, including attached Exhibit “A”, are inconsistent with any provision of this Agreement, the provisions of this Agreement will control.

EXECUTED, this the _____ day of _____, 2024, for the Contractor:

Name: _____
Title: _____

EXECUTED, this the _____ day of _____, 2024, for the **CITY OF SUMAS**:

Mayor

Attest:

Approved as to Form:

City Clerk

City Attorney

ATTACHMENT A: SCOPE OF SERVICES

PROJECT UNDERSTANDING

The City of Sumas (City) has requested Cascade Engineering Group, P.S., Inc (Cascade) provide assistance to the City in updating the City’s 2012 Water System Plan (Plan). These services include the hydraulic modeling and analyses of the water system, and the preparation of the Plan chapters relevant to this analysis. In addition, Cascade will provide on-call technical assistance to City staff for any help in compiling the report text.

As discussed previously, the Washington State Department of Health (DOH) acting as the water system regulatory agency, has updated the format and required information in water system plans. The new format is outlined in their *2020 Water System Planning Guidebook*. The attached spreadsheet, Attachment #C, provides the Table of Contents for the new format. This spreadsheet also references the corresponding section in the current (2012) Plan’s format and identifies new sections that are not discussed in the current Plan. Based on our conversation with the current Whatcom County DOH planner, Krista Chavez, the DOH will not be as concerned with the format of the Plan as long as the information is in the Plan.

Our understanding is that the City will be responsible for the completion of the Plan and will be providing Cascade with the necessary information to provide the technical analysis. Cascade will provide the results of this analysis for input into the Plan. Cascade will be responsible for updating the water system demand, performing system analyses that include system pressure, fire flow, and storage, and providing information on the type and location of any required system improvements. The City of Sumas staff will be responsible for updating the remaining portions of the Plan. Cascade will provide assistance with the preparation of the relevant exhibits and assist with reviewing and updating the other sections of the Plan as requested by City staff as outlined in the tasks below.

The following is a more detailed description of the project tasks for this Scope of Services.

Task 1: Review New DOH Requirements and Coordination with the City

This task includes a review of the Department of Health’s Group A water system plan requirements. A comparison of the new requirements and its format will be made with the current Plan. References will be made that show where the current Plan information fits in the new format, and the missing sections will be identified. This comparison will be reviewed with the City and task assignments will be made identifying task responsibilities. Attachment #C is a summary of this effort.

Task 2: Data Collection and Information Review

Task 2 consists of the collection and review of any new system data since the last plan was completed. Our understanding is that the City will provide us with the following information:

- Recent meter readings and water quality testing records.
- Records of any flow tests performed throughout the system.
- Descriptions, maps and/or sketches of physical changes to the water system.
- Updates to the conservation, source protection, operation and maintenance, and financial programs.

- Information on any proposed or desired system improvements.

Task 3: Hydraulic Model Update and System Analyses

Based on the information obtained, Cascade will update the hydraulic model of the Sumas water system and run analyses necessary for the Plan update. Several subtasks will be performed to prepare the model and run the analyses:

- Add or alter the nodes, pipes, pumps, storage tanks or other water system components within the model to match the improvements and changes to the Sumas system since the previous water system plan.
- Update the water system demands assumed within the model to account for system changes, growth and future growth (10 and 20 year) projections.
- Run the model for current and future (10 and 20 year) peak hour demand conditions.
- Run hydrant flow analyses for current and future (10 and 20 year) peak hour demand conditions.
- Analyses will be run to identify potential deficiencies (based on model results) during current and future (10 and 20 year) conditions, and then rerun with potential system improvements. The potential improvements evaluated will be based on the model results and input from City staff. Identified improvements will be used in Task 4 below.

Task 4: Water System Plan Update

Cascade staff will assist City of Sumas staff in preparing the updated Water System Plan. Specific sections to be updated primarily by Cascade include the following:

- Chapter 2 Basic Planning Data - Cascade will update tables and figures regarding existing usage and water demand forecasting.
- Chapter 3 Inventory and Analysis - Cascade will update this chapter based on the work performed in Task 3. The City shall be responsible for the system inventory and water quality analysis portions of this chapter.
- Chapter 8 (Improvement Program). Cascade will update this chapter based on the potential improvements necessary as determined using the hydraulic analysis. City staff may add other proposed improvements at their preference.

Included, where appropriate within these chapters, will be a summary of potential system deficiencies (as identified by the hydraulic analyses) and a listing of potential improvements.

In addition to the Chapters listed above, Cascade staff will provide review and input on the other chapters and exhibits on an “as-requested” basis by the City. This on-call assistance assumes up to 24 hours of engineering staff time.

Task 5: Incorporation of DOH Comments

This task includes up to 40 hours of engineering staff time to review and respond to the DOH review comments.

Task 6: Project Administration

This task includes work to manage the project, including meeting attendance, and coordination with the City and DOH personnel. This task includes attendance at a kick off Pre-Submittal meeting with DOH personnel.

Expenses: This item includes expenses associated with vehicle mileage to the project site and to meetings, printing, and reproduction costs of documents, and postage.

EXCEPTIONS

All items not specifically included within the above task items are excluded from this scope of services, including but not limited to the following:

- Preparation of Construction Documents for System Improvements
- Surveying and utility locating services
- Testing of water quality and water system component functionality
- Environmental investigations (including wetlands or other critical areas)
- Geotechnical engineering and hydrogeologic analyses
- Permitting
- Assembly and copying of the final updated Water System Plan

PROJECT FEES:

For the preceding Scope of Services, Cascade proposes to be compensated on a Time and Materials plus Expenses, to a maximum fee of \$83,000 in accordance with the task estimate shown below, and as detailed in Attachment B. Task estimates are not intended to be an exact value per task, but are solely to provide a total project estimate for contract approval purposes.

Task Description	Estimated Cost
Task 1: Review New DOH Requirements and City Coordination	\$ 4,200
Task 2: Data Collection and Review	\$ 10,100
Task 3: Hydraulic Model Update and Analyses	\$ 36,800
Task 4: Water System Plan Update	\$ 21,500
Task 5: Incorporation of DOH Comments	\$ 5,600
Task 6: Project Management/Administration	\$ 4,600
Expenses	\$ 200
TOTAL:	\$ 83,000

Task cost estimates are based on performing each task a single time unless identified otherwise in the scope. Additional analysis or plan preparation iterations are considered extra services. Any additional work outside of this scope that is requested by City or is due to new information or new circumstances shall be approved in writing by both City and Cascade prior to Cascade performing additional work.

ATTACHMENT B

CASCADe ENGINEERING GROUP, P.S., INC
2024 Billing Rates

CLIENT agrees to pay Cascade Engineering Group, P.S., Inc. (CASCADe) in accordance with the classification rates listed below, plus an amount for incurred expenses based on CASCADe's Rates for Expenses shown below.

Rates for personnel used as a basis for payment are as set forth below:

Project Manager	\$160.00 – 190.00 per hour
Project Engineer	\$125.00 - 175.00 per hour
Design Engineer	\$90.00 – 130.00 per hour
Engineering Technician	\$ 80.00 - 110.00 per hour
Project Assistant	\$ 65.00 - 95.00 per hour

The Rates for Expenses used as a basis for payment are as set forth below:

A. **OUTSIDE EXPENSES:**

Outside expenses incurred under this agreement for which CASCADe must pay shall be charged at actual cost plus 10 percent. These expenses may include, but shall not be limited to, costs for transportation and subsistence incidental thereto; mapping, photographic or reproduction services; drafting supplies; equipment rental; fees for permits, filings, applications, bonds and special insurance coverage; long distance telephone charges; services provided by professional firms, outside consultants, and testing firms; postage and freight; etc. Mileage shall be reimbursed at the current federal rate per mile.

B. **OFFICE EXPENSES**

Copies and prints of documents will be charged a fee of \$0.05 per page (8.5"x11") for Black and White, and \$0.25 per page (8.5"x11") for Color. Large format prints (24"x36") will be charged at \$10.00 per sheet.

Turbidity tests performed with in-house equipment will be charged a \$10 fee per test.

These rates are subject to adjustment on January 1 of each year.

CEG-7

City of Sumas Water System Plan
 Table of Contents Comparison - Existing Plan and new DOH Format

P:\S\SUMS0001\0000CON\0

New Required Information

Task Assignments

Outline from: *City of Sumas Water System Comprehensive Plan*,
 December 2011 Revision

- City of Sumas - Cascade Engineering Group

Outline from:

Unknown status

EXISTING PLAN Section #	Title	Notes	NEW DOH FORMAT
1.1	Ownership and Management		1. CHAPTER 1: DESCRIPTION OF THE
1.2	System Background		1.1 Ownership and Management
1.4	Inventory of Existing Facilities	Figure 3	1.2 System History and Background
1.8	Service Area Policies and Conditions	Figure 2	1.3 Related Plans
1.7	Service Area Declaration		1.4 Service Area, Maps, and Land Uses
1.4	Related Plans		1.5 System Policies
			1.6 Duty to Serve
			1.7 Local Government Consistency
			1.8 Watershed Plan Consistency

2.1	Current Conditions		2. CHAPTER 2: BASIC PLANNING DATA
2.1	Current Conditions	Appendix D ERU Calcs	2.1 Current Population, Service Connections
4.1	Water Use Efficiency Program	ERU calcs assist with graphics, tables, write up as required	2.2 Water Production and Usage
3.3.1	Source	page 3-16	2.3 Distribution System Leakage
4.4	Reliability Analysis		2.4 Water Supply Characteristics
2.2	Future Conditions		2.5 Water Supply Reliability Evaluation
2.2	Future Conditions		2.6 Future Population Projections and Land Use
			2.7 Future Water Demand

1.3	Inventory of Existing Facilities		3. CHAPTER 3: SYSTEM INVENTORY
1.3	Inventory of Existing Facilities	incomplete	3.1 Asset Management - Asset Inventory
1.3	Inventory of Existing Facilities		3.1.1 Asset Inventory
1.3	Inventory of Existing Facilities	Provide exst. info	<ul style="list-style-type: none"> All sources and emerg All major pipelines - the possible. Include pipe di All reservoirs, including All booster pump station All distribution system Pressure zone boundaries
		Provide exst. info	3.1.2 Asset Condition and Reliability
			Item b.

City of Sumas Water System Plan
 Table of Contents Comparison - Existing Plan and new DOH Format

P:\SUMMS0001\0000CON10

New Required Information

Task Assignments

- City of Sumas - Cascade Engineering Group

Unknown status

Outline from: *City of Sumas Water System Comprehensive Plan*,
 December 2011 Revision

Outline from:

EXISTING PLAN Section #	Title	Notes	Notes	NEW DOH FORMAT
-------------------------	-------	-------	-------	----------------

Section #	Title	Notes	Notes	Water Treatment Description
3.3.2	Water Treatment	What is current water quality treatment status?		<ul style="list-style-type: none"> • Facility age and estimat • Current condition of tre • Criticality assessment. • Maximum instantaneou • Fluctuations and/or tren • Risk from natural hazar • Type of treatment proce • Evaluation of treatment
3.3.3	Storage	Provide exst info Provide exst info		Storage Description and Cof <ul style="list-style-type: none"> • Facility age and estimat • Current condition of res • Criticality assessment. • The type, material and t • Risk from natural hazar • Turnover of water (e.g., • Date of last inspection/c
3.3.3	Storage	Provide exst info		
We had the inside of the tanks inspected August 2020. Sealed joints May, 2023 (Baker Silo)				
3.3.4	Distribution System	incomplete		Distribution System Descrip <ul style="list-style-type: none"> • Facility age and estimat • Criticality assessment. • A map showing the loca • A map showing the loca • A map showing the loca • How system pressures a • Risk from natural hazar • Method(s) of recording
3.2	Water Quality Analysis	3.1 Parameters		3.2 Water Quality <ul style="list-style-type: none"> • Provide water quality • Provide water quality

Item b.


City of Sumas Water System Plan
 Table of Contents Comparison - Existing Plan and new DOH Format

P:\S\SUMS0001\0000CON10













 New Required Information
 Task Assignments

Outline from: *City of Sumas Water System Comprehensive Plan*,
 December 2011 Revision

 - City of Sumas
 - Cascade Engineering Group

 Unknown status

Outline from:

EXISTING PLAN Section #	Title	Notes	Notes	NEW DOH FORMAT
4.3	Water Right Evaluation			3.4 Capacity Analysis <ul style="list-style-type: none"> • Water Rights • Physical Capacity Analysis • New Source of Supply Analysis
3.3	System Description and Analysis			
3.4	Summary of System Deficiencies & Proposed Improvements			3.5 Summary of System Deficiencies
4.1	Water Use Efficiency Program			4. CHAPTER 4: WATER USE EFFICIENCY <ul style="list-style-type: none"> 4.1 Source and Service Metering - Describe and consumption 4.2 Distribution System Leakage - Summary plan as needed to reduce water loss D 4.3 Water Use Efficiency Program 4.4 Water Use Efficiency Savings
5.0	Reference to 1996 plan			5. CHAPTER 5: SOURCE WATER PROTECTION <ul style="list-style-type: none"> 5.1 Sanitary Control Area 5.2 Wellhead Protection Program 5.3 Watershed Control Program
6.1	Water System Management and Personnel			6. CHAPTER 6: OPERATION & MAINTENANCE <ul style="list-style-type: none"> 6.1 Water System Management and Personnel <ul style="list-style-type: none"> 6.1.1 Alignment of Job Responsibilities <ul style="list-style-type: none"> • Day-to-day operation and maintenance • Day-to-day operation and maintenance <ul style="list-style-type: none"> • List the WTP ratings <ul style="list-style-type: none"> • Water quality monitoring <ul style="list-style-type: none"> • Source sampling • Water treatment sampling • Distribution system sampling • Capital improvement program • Water system asset management • Asset management

City of Sumas Water System Plan

Table of Contents Comparison - Existing Plan and new DOH Format

New Required Information

Task Assignments

Outline from: *City of Sumas Water System Comprehensive Plan*,
December 2011 Revision

- City of Sumas - Cascade Engineering Group

Outline from:

Unknown status

NEW DOH FORMAT

EXISTING PLAN
Section # Title

Notes

Notes

- Cross-connection contr
- Ensuring operational siz
- Budgeting.
- Complaint response.
- Disseminating public in
- Meter reading and billir
- Documentation and rec

6.3	System Operation and Control			6.2 Operations and Preventive Maintenanc
6.4	Comprehensive Monitoring Plan			6.3 Comprehensive Water Quality Monit
6.4	Comprehensive Monitoring Plan (pg 6-9)	Figure 18		6.3.1 Coliform Monitoring Progr
6.4	Comprehensive Monitoring Plan/ Follow-up action upon detection (pg 6-14)			6.3.2 Water Treatment Monitorin
6.5	Emergency Response Program			6.3.3 Distribution System Optimiz
6.6	Cross-Connection Control Program			6.4 Emergency Response
6.7/6.8	Recordkeeping and Reporting			6.5 Cross-Connection Control
				6.6 Sanitary Survey Findings
				6.7 Recordkeeping, Reporting, and Custon
				6.8 Surface Water Treatment (if applicabl
				6.9 Summary of O&M Deficiencies

7.1	Project Review Procedures			7.1 Project Review Procedures
7.2	Policies and Requirements for Outside Parties			7.2 Policies and Requirements for Outside
7.3/7.4	Design Standards / Construction Standards			7.3 Construction and Design Standards
7.5	Construction Certification and Follow-up Procedu	update for new criteria		7.3.1 Construction and Design St
				7.3.2 Design and Construction St
				7.4 Construction Certification

Purpose. Satisfies requirements of v
provide a description assu
1. Projects are constructed in accord
2. Construction inspection procedur
procedures, and water
3. The procedures for pre

Item b.

City of Sumas Water System Plan
 Table of Contents Comparison - Existing Plan and new DOH Format

P:\SUMS0001\0000CON\0

New Required Information

Task Assignments

- City of Sumas - Cascade Engineering Group

Unknown status

Outline from: *City of Sumas Water System Comprehensive Plan*,
 December 2011 Revision

Outline from:

Section #	Title	Notes	Notes
EXISTING PLAN			
9	Financial Program	provide additional past income and expense summaries	
NEW DOH FORMAT			
9. CHAPTER 9: FINANCIAL PROGRAM			
	9.1 Financial viability		
	9.2 Past income and expenses		
	9.3 Balanced operational budget		
	9.4 Capital Improvement Funding Plan		
	9.5 Reserves		
	9.6 Water rate evaluation		
	9.6.1 Affordability		
	9.6.2 Rates in support of water us		
N/A	9.7 Utilities and Transportation Commiss	N/A	
	9.8 Washington State Auditor's Office	N/A	
	9.9 Additional Resources	N/A	
10. CHAPTER 10 MISCELLANEOUS DOCUMENTS			
10.0	Miscellaneous Documents		10.1 State Environmental Policy Act
10.0	Miscellaneous Documents		10.2 Agreements
10.0	Miscellaneous Documents	Everson/Nooksack agreement New wheeling agreement?	<ul style="list-style-type: none"> Wholesale water agreements an Emergency supply agreements. Wheeling agreements. Joint-use agreements. Mutual aid agreements. Regional emergency preparedne Service area agreements.
10.0	Miscellaneous Documents; Appendix B	Declaration for Whatcom County	<ul style="list-style-type: none"> Regional watershed or wellhead Regional sampling program agr Financial agreements with lend Inter-local agreements of any ki and UGA in unincorporated cou Satellite Management Agency c
			10.3 Correspondence

Item b.

City of Sumas Water System Plan
 Table of Contents Comparison - Existing Plan and new DOH Format

P:\S\SUMS0001\0000CONC

New Required Information

Task Assignments

Outline from: *City of Sumas Water System Comprehensive Plan*,
 December 2011 Revision

- City of Sumas

Outline from:

Unknown status

EXISTING PLAN Section #	Title	Notes	Notes	NEW DOH FORMAT
7.5	Figure 19 (pg 7-7)	Use existing info ?		10.4 Appendices 10.4.1 Recommended supporting s Standard construction s • Standard operating pro • Hydraulic modeling inf • Water quality monitori • Water quality monitori • Water right documents • Most recent rate study. • Recent expense and inc • Easement and land owr • Latest cross connection • Latest water use efficie • Recent facility inspecti • Latest consumer confid • Recent consumer alerts • Monthly water treatmer • Current Water Quality] • Documentation of umm • Operator certification d
Appendices C and D 3.2	Water Quality Analysis			
10.0	Miscellaneous Documents			
9.0	Financial Program			
		Appendix A - CCCP Code citation		
10.0	Miscellaneous Documents - Susceptibility Rating and Area Waiver Documents ???			
6.2	Operator Certification	update info		
1.2	System Background			10.4.2 Required supporting docur • Water facilities invento • Consumer informationa • Notice sent to adiacent • Monthly annual water r • Susceptibility assessme • Contaminant survey an (WAC 246-290-135(3)) • Notification of findings protection (WAC 246-290-135(3))
Appendix B 2.1	Current Conditions Wellhead Protection Plan	resend with updated plan need additional years		
	Wellhead Protection Plan			
	Wellhead Protection Plan			

Item b.