



CITY COUNCIL ROUNDTABLE MEETING, 6:30 PM
CITY COUNCIL REGULAR MEETING, 7:00 PM
Monday, July 22, 2024
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

Councilmembers: Ethan Benson, Cara Christensen,
Catherine Cotton, Bryan Holloway, Jo Johnson,
Louis Washington, and Robert Wotton

This meeting will be conducted in person at Snoqualmie City Hall and remotely using Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **813 0614 8787** and Password **1800110121** if prompted.
Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.
Press *6 to mute and unmute.

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- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
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- 4) Please confirm that your audio works prior to participating.

ROUNDTABLE AGENDA, 6:30 PM

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

SPECIAL BUSINESS

1. **AB24-082:** Reclaimed Water Reservoir Improvements Project Update.

Proposed Action: Discussion.

ADJOURNMENT

REGULAR AGENDA, 7 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

Appointments

2. Fire Badge Pinning: Firefighter Tyler Byrd.
3. Ceremonial Oath of Office: Police Officers William Natkha and Kobe Hoyla.

Presentations

4. Puget Sound Energy - EV Curbside Charging

Proclamations

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

(NOTE: No online public comments will be accepted during the meeting. Written comments are encouraged and may be submitted via in-person drop off, mail, or e-mail to cityclerk@snoqualmiewa.gov. All written comments must be received by 3:00 p.m. on the day of the scheduled meeting.)

CONSENT AGENDA

5. Approve the City Council Meeting Minutes dated July 8, 2024.
6. Approve the Claims Report dated July 22, 2024.

ORDINANCES

COMMITTEE REPORTS

Public Safety Committee:

7. **AB24-083:** Authorization to Purchase Police Department Vehicle.

Proposed Action: Move to approve the purchase of a Police SUV to replace the surplus Prisoner Van.

Community Development Committee:

Parks & Public Works Committee:

Finance & Administration Committee:

8. **Resolution 1693.**

Proposed Action: Move to approve Resolution 1693 regarding Community Center Expansion Phase 1.

9. **AB24-085:** Snoqualmie Police Association (SPA) Collective Bargaining Agreement (CBA).

Proposed Action: Move to approve the Collective Bargaining Agreement with Snoqualmie Police Association and authorize the Mayor to sign.

10. **AB24-077:** City Council Chambers Audio and Video Upgrade.

Proposed Action: Move to approve the contract with Pacific Office Automation for the Council Chambers Audio Video Upgrade and authorize the Mayor to sign.

Committee of the Whole:

REPORTS

11. Mayor's Report
12. Commission/Committee Liaison Reports

EXECUTIVE SESSION

13. Potential Closed Session pursuant to RCW 42.30.140(4)(b) Collective Bargaining Proceedings.
14. Executive Session pursuant to RCW 42.30.110(1)(i)(ii) or (iii) Litigation.

ADJOURNMENT

Accommodation: Requests for assistance or accommodations can be arranged by contacting the City Clerk by phone at (425) 888-8016 or by e-mail at cityclerk@snoqualmiewa.gov no later than 3:00 pm the day of the meeting.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

Item 1.

AB24-XXX

Click or tap to enter a date.

Choose an item.

AGENDA BILL INFORMATION

TITLE:	AB24-082: Reclaimed Water Reservoir Improvements Project Update	<input checked="" type="checkbox"/> Discussion Only
PROPOSED ACTION:	Discussion only	<input type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Jeff Hamlin	6/28/2024
	Finance	n/a	Click or tap to enter a date.
	Legal	n/a	Click or tap to enter a date.
	City Administrator	Mike Chambless	7/8/2022

DEPARTMENT:	Parks & Public Works	
	STAFF: Andrew Vining and Jeff Hamlin	
	COMMITTEE: Parks & Public Works	COMMITTEE DATE: July 16, 2024
	EXHIBITS: 1. Map of Class A Reclaimed Water System 2. Reclaimed Water Distribution System Engineering Report 3. Reclaimed Water Facilities Manual (The Purple Book) 4. WAC Chapter 173-219 Reclaimed Water Rule 5. RCW Chapter 90.46 Reclaimed Water Use 6. 2023 Class A Compliance Monitoring Reports	

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

The City produces and distributes Class A reclaimed water during dry season months for non-drinking uses such as landscape irrigation. Reclaimed water is wastewater that gets treated to such a high level that it can be used safely for irrigation. By using reclaimed water the City preserves potable water resources for drinking water purposes. The reclaimed water reservoir improvements will upgrade the dated reclaimed water distribution system and bring it into compliance with current state standards.

LEGISLATIVE HISTORY

State Legislation

The state legislature approved the Reclaimed Water Use Act in 1992 codified as RCW 90.46. This act encouraged using reclaimed water for land application, industrial, and commercial uses. In 1997 the Water Reclamation and Reuse Standards were developed to support this act. Most recently in 2006 this act was amended to expand uses of reclaimed water and directed state agencies to develop framework for safe and beneficial use of reclaimed water – this amendment is the origin of the reclaimed water rule.

Following the 2006 legislative direction state agencies (Department of Health and Department of Ecology) jointly began developing the framework over a 12-year period based on stakeholder feedback. In 2018 the Reclaimed Water Rule (WAC 0173-219) was adopted to encourage the use of reclaimed water to help meet the growing need for clean water across the state by establishing regulatory framework for the generation, distribution, and the use of reclaimed water for beneficial use. Concurrently agencies published the Reclaimed Water Facilities Manual or “Purple Book” which provides more in-depth guidance for utilities that produce reclaimed water.

RCW 90.46, WAC 173-219, and the Reclaimed Water Manual are enclosed for reference.

City Legislation

Following the state adoption of Reclaimed Water Rule in 2018 the City began evaluating options to ensure compliance with updated state standards. On February 25, 2019 under [AB19-022](#) City Council authorized RH2 Engineering (RH2) to prepare a Reclaimed Water Irrigation System Analysis Feasibility Study to provide agency coordination and evaluate potential solutions to meet the Reclaimed Water Rule standards. During this period the City also renewed its Water Reclamation Facility NPDES Permit WA0022403 (Permit) which authorizes the production and distribution of up to 1.56 million gallons of Class A Reclaimed Water daily. The City provided comment to the City’s draft permit on February 24, 2020 and received responses from Ecology documented in the permit. The final Permit outlines necessary improvements to the City’s reclaimed water distribution system and an associated compliance schedule. The following agenda bills were approved by Council to facilitate these improvements and continue production of Class A water. On November 28, 2022 City Council approved [AB22-146](#) Resolution No. 1632 authorizing a contract with RH2 to complete a Reclaimed Water Distribution System Engineering Report (enclosed). This contract was amended on October 3rd, 2023 under [AB23-110](#) which authorized RH2 to complete design of the reclaimed water reservoir improvements.

BACKGROUND

The City’s reclaimed water distribution system was constructed by the Snoqualmie Ridge Developer in 1997 based on RCW 90.46 standards at that time. The City utilizes sand filtration enhanced treatment followed by ultraviolet disinfection to treat reclaimed water to Class A standards. Following treatment, Class A water is then pumped to Eagle Lake Reservoir for temporary storage prior to distribution as irrigation water to various locations on the ridge including Snoqualmie Ridge Golf Course, City parks and rights-of-way, and the Snoqualmie Ridge Business Park. The reclaimed water system has operated for 25 years in this configuration with no major improvements or recorded public health incidents.

Despite this clean track record of public use, City operations staff have observed times of degraded class A water quality in the reclaimed water distribution system. The water degradation is a result of the distribution system being built to the old standards, specifically the system lacks adequate cross-connection controls needed to protect Class A water from lower-quality water sources. Class A water

produced at the City's Water Reclamation Facility is monitored daily and consistently meets state standards, as demonstrated in Exhibit 6. However, once delivered to Eagle Lake Class A water is degraded by lower-quality water including urban stormwater runoff. In addition, the pump station intake is located near the lake bottom and results in periodic intake of lake sediments.

The 2018 Reclaimed Water Rule standards are more comprehensive than the 1997 standards and require that reclaimed water produced not be degraded during storage and distribution. The 2018 Reclaimed Water Facilities Manual (The Purple Book) Chapter 7 provides guidelines for delivery of reclaimed water including storage and cross-connection control requirements. The old standards did not consider protection of Class A water during storage and distribution. The City's current Permit provides a 6-year extension to the 2018 reclaimed water rule and an associated compliance schedule for implementing improvements.

ANALYSIS

The City's Class A reclaimed water storage and distribution system does not meet current state standards and must be improved to ensure compliance with new standards for safe and reliable delivery of reclaimed water to customers. Over the past 5 years and following adoption of the Reclaimed Water Rule, City staff and consultants have discussed with state agencies options to upgrade the Class A distributions system to current standards. These discussions are reflected in Permit comments, meeting minutes, and the Reclaimed Water Distribution System Engineering Report. The City has been granted a 6-year extension to the 2018 reclaimed water rule and must complete upgrades to the system no later than July 2026 to continue Class A water distribution.

The City distributes an annual average of 18 million gallons Class A water to customers for irrigation purposes. Available during peak irrigation season this volume of water offsets potable water usage by up to 15% of the peak demand, equivalent to 2,000 ERUs. The City's Water System Plan identifies limitations to water rights and source capacity within the current 20-year planning period. As a result, due to the City's projected population growth and limited water rights, switching Class A customers to potable water is not a viable long-term solution.

City administration recommends improving the Class A water distribution system to current standards to ensure safe and reliable delivery of reclaimed water and preservation of potable water resources.

BUDGET IMPACTS

The overall project cost is estimated to be \$9 million. The City has received \$6.866M state funding for this project thru the Ecology Water Quality Combined Funding program. The offer consists of a \$6.866 million low-interest loan which will be used for project design and construction costs.

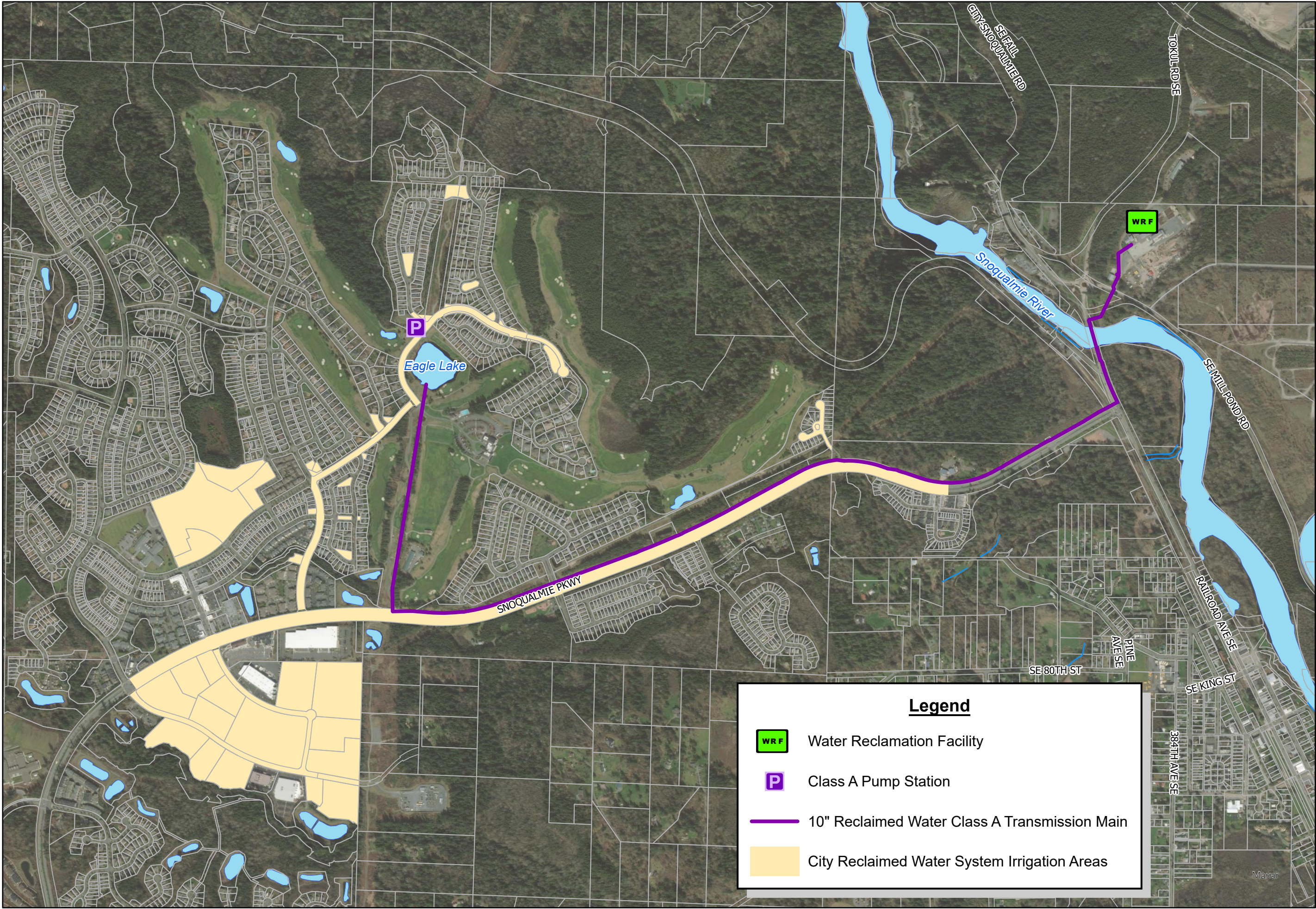
NEXT STEPS

City administration will provide agenda bills to council for upcoming project action items including design of irrigation pump station, acceptance of state funding for the project, and land purchase documents for acquiring property for the improvements. These agenda bills will be brought forward to meet the following project deadlines:


- December 31, 2024 – Final Plans and Specifications (currently underway)
- June 30, 2026 – Declaration of Construction Completion


PROPOSED ACTION


None at this time.




Legend

 Water Reclamation Facility

 Class A Pump Station

 10" Reclaimed Water Class A Transmission Main

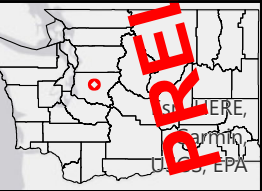
 City Reclaimed Water System Irrigation Areas

This map is a graphic representation of the City of Snoqualmie's Geographic Information System (GIS) data. It was designed and created by City staff and is not guaranteed to survey accuracy. This map is based on the best information available as of the date shown on this map.

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Vicinity Map



Reclaimed Water Reuse Plan
City of Snoqualmie
Water Reclamation Facility
Phase 3 Design



1 inch : 1,000 Feet

0 250 500 1,000 Feet

DRAWING IS FULL SCALE WHEN BAR MEASURES 2"



J:\DATA\SNOQ_GEN\INFO\COMP PLANS\RECLAIMED WATER\RECLAIMED WATER APRX BY: LMOJABAB PLOT DATE: OCT 5, 2022 COORDINATE SYSTEM: NAD 1983 HARN STATEPLANE WASHINGTON NORTH FIPS 4601 FEET



RECLAIMED WATER DISTRIBUTION SYSTEM ENGINEERING REPORT

Prepared for City of Snoqualmie

October 2023

SNQ 22-0187



Prepared by:
RH2 Engineering, Inc.
22722 29th Drive SE, Suite 210
Bothell, WA 98021
1.800.720.8052 / rh2.com

City of Snoqualmie

Reclaimed Water Distribution System

October 2023

Prepared by RH2 Engineering, Inc.

Prepared for City of Snoqualmie

Note: This Engineering Report was completed under the direct supervision of the following Licensed Professional Engineers registered in the State of Washington.

Sincerely,

RH2 ENGINEERING, INC.



Signed: 10/06/2023

City of Snoqualmie

Reclaimed Water Distribution System

Table of Contents

Introduction	1
Background	1
Historical Irrigation Usage.....	1
Alternatives Analysis.....	3
Alternative 1: Transition Irrigation Customers to Potable Supply.....	3
Alternative 2: Separation of City Reclaimed Water Irrigation System	5
Alternative 2A: Reclaimed Water Reservoir with Chlorination	6
Alternative 2B: Reclaimed Water Reservoir without Chlorination.....	6
Recommendation.....	7
Reclaimed Water Reservoir Preliminary Design	8
Reservoir Sizing	8
Reservoir Location	8
Reservoir Access	9
Reservoir Mechanical.....	9
Reservoir Electrical, Telemetry, and Lighting	9
Operations and Maintenance Considerations.....	10
Planning-Level Capital Costs	10
Conclusions and Next Steps	13

Tables

Table 1 – Existing Municipal Irrigation Pumps

Table 2 – City Irrigation Demands Summary

Table 3 – Reclaimed Water Reservoir Volume Basis of Design

Table 4 – Engineer’s Opinion of Probable Capital Cost for Sites 1 through 3 (Greenfield Sites)

Table 5 – Engineer’s Opinion of Probable Capital Cost for Site 4 (at WRF)

Table 6 – Engineer’s Opinion of Probable Capital Cost for Site 5 (WRF Clarifier)

Table 7 – Engineer’s Opinion of Probable Capital Cost for Site 6 (at IPS)

City of Snoqualmie

Reclaimed Water Distribution System

Table of Contents

Figures

Figure 1 – Existing Reclaimed Water System Map

Figure 2 – Average and Maximum Daily Irrigation Usage per Month

Figure 3 – Alternative 1 Schematic

Figure 4 – Municipal Reclaimed Irrigation Use and Potable Water Supplement

Figure 5 – Alternative 2 Schematic

Figure 6 – Potential Reservoir Location

Appendices

Appendix A – SEPA Checklist

City of Snoqualmie

Reclaimed Water Distribution System

Engineering Report

Introduction

This Engineering Report (Report) evaluates alternatives for the City of Snoqualmie (City) to improve its reclaimed water distribution system to meet the requirements of the Washington State Department of Ecology's (Ecology) Reclaimed Water Rule and to comply with Permit Section R8.A.1 of the City's current Reclaimed Water Permit. This Report includes the reclaimed water system alternatives analysis and the preliminary design of the preferred alternative.

Background

The City owns and operates a potable water system, a sanitary sewer system, and a reclaimed water system. The reclaimed water supply and distribution system finished construction in 1999. The City's Water Reclamation Facility (WRF) supplies Class A reclaimed water to Eagle Lake, where it is stored as irrigation supply for City-supplied customers and the Snoqualmie Ridge Golf Course (Golf Course). City customers are supplied irrigation water from the City owned Irrigation Pump Station (IPS) located near Eagle Lake. The Golf Course irrigation system is owned and operated by the Golf Course and is separate from City operations. **Figure 1** shows the reclaimed water transmission main from the WRF to Eagle Lake, as well as the City's reclaimed water system irrigation areas.

In 2021, Ecology issued the City's updated National Pollutant Discharge Elimination System (Permit) Permit (No. WA0022403), which included additional requirements for the City's reclaimed water system. These updates are based on the recently modified Reclaimed Water Rule, Chapter 173-219 Washington Administrative Code (WAC), which includes requirements that did not exist at the time the reclaimed water system was constructed. Through the NPDES Permit, Ecology is requiring the City to modify the reclaimed water distribution system to "...not allow contamination of reclaimed water by lower quality water, such as urban stormwater runoff." The purpose of this Report is to analyze alternatives and propose reclaimed water system improvements to fulfill Permit Section R8.A.1 submittal requirements. The use of reclaimed water is necessary to help meet the growing need for clean water for beneficial use. It is RH2 Engineering, Inc., (RH2) and the City's understanding that the goal of the Reclaimed Water Rule and the Permit, as it pertains to the City's Class A reclaimed water irrigation system, is to prevent degradation of reclaimed water quality from other sources.

The existing City irrigation system is a non-expanding reclaimed water system. At this time, the City has no intention to increase the service area or number of customers that receive reclaimed water.

Historical Irrigation Usage

Currently, reclaimed water is produced at the WRF, sent to Eagle Lake via the Reclaimed Water Transmission Main, and then pumped from the IPS to the City's irrigation distribution system. The municipal side of the IPS has three pumps that supply a 10-inch pipeline that connects to

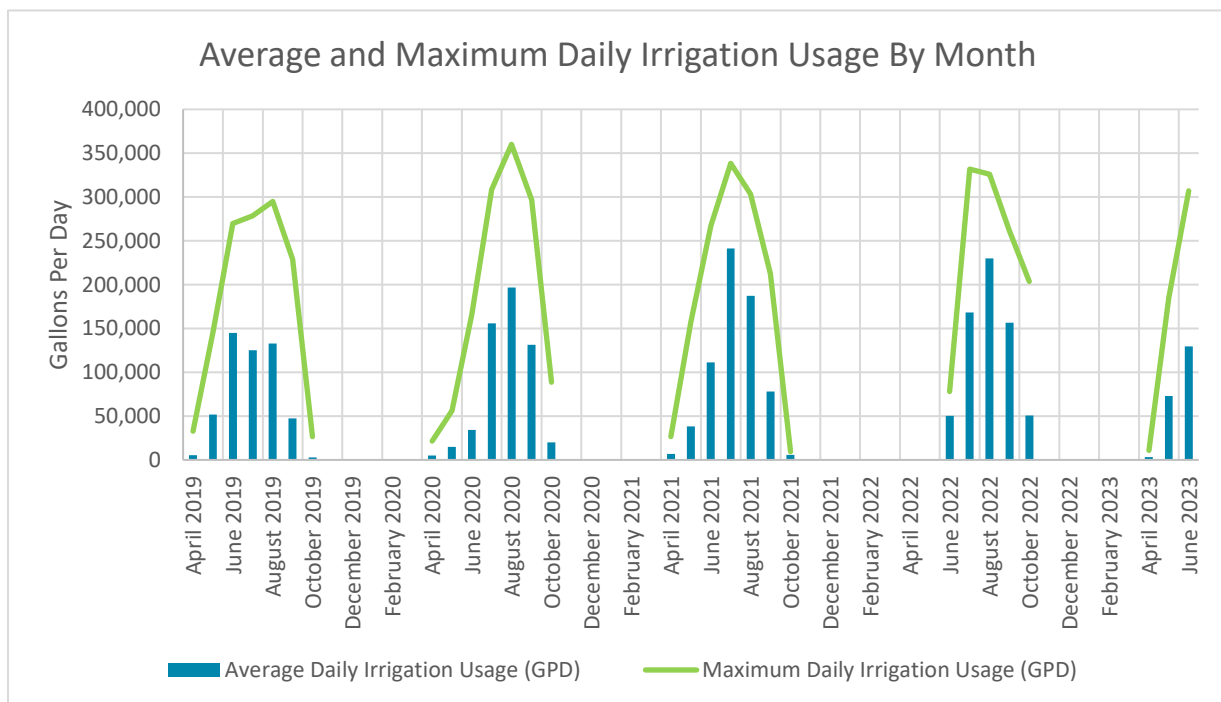
the City's irrigation distribution system. **Table 1** shows the existing pumps' capacity, total dynamic head, and horsepower.

Table 1
Existing Municipal Irrigation Pumps

Pump Quantity and Type	Pump Capacity (gpm)	Total Dynamic Head (ft)	Horsepower
(2) Vertical Turbine Pumps	500	400	75
(1) Jockey Pump	40	600	7.5

Historically, the City supplied Eagle Lake from two sources; Class A reclaimed water from the City's WRF, and water from the City's potable water system. In 2019, the City transitioned to using only reclaimed water for irrigation to help conserve potable water for beneficial use. **Figure 2** shows the average and maximum daily irrigation use for each month from April 2019 to June 2023 during irrigation season. During the 2019 through 2022 irrigation seasons, the average volume of irrigation water used for the City's irrigation system was 17.9 million gallons (MG) per year. This is not total reclaimed water supply to Eagle Lake or does it include supply to the Golf Course irrigation system.

Figure 2
Average and Maximum Daily Irrigation Usage per Month



The existing City irrigation system controller is a Rain Bird Maxicom Central Control System with meters to the various points of connection to bill customers. This Maxicom system controls irrigation of City areas overnight between the hours of 10 PM and 6 AM. **Table 2** summarizes the daily irrigation water demands.

Table 2
City Irrigation Demands Summary

Condition	Criteria	Gallons
Average Daily Demand	Average Day Production in July and August 2019-2022	180,000
Maximum Daily Demand	Maximum Day Production from 2019-2022	360,000
Maximum Daily Irrigation Pump Capacity	Eagle Lake Pump Station capacity with two 500 gallons per minute (gpm) pumps continuously running for 8 hours each night	480,000

The City contracts with Extended Range Forecasting Company, Inc., (ERF, aka Water Management Group, Inc.) to manage the irrigation system. The irrigation system piping varies throughout distribution, and there are multiple pressure regulating valves which reduce pressure to the zone of application. The jockey pump operates intermittently to maintain a pressure setpoint within the system, a minimum of 70 pounds per square inch (psi).

Alternatives Analysis

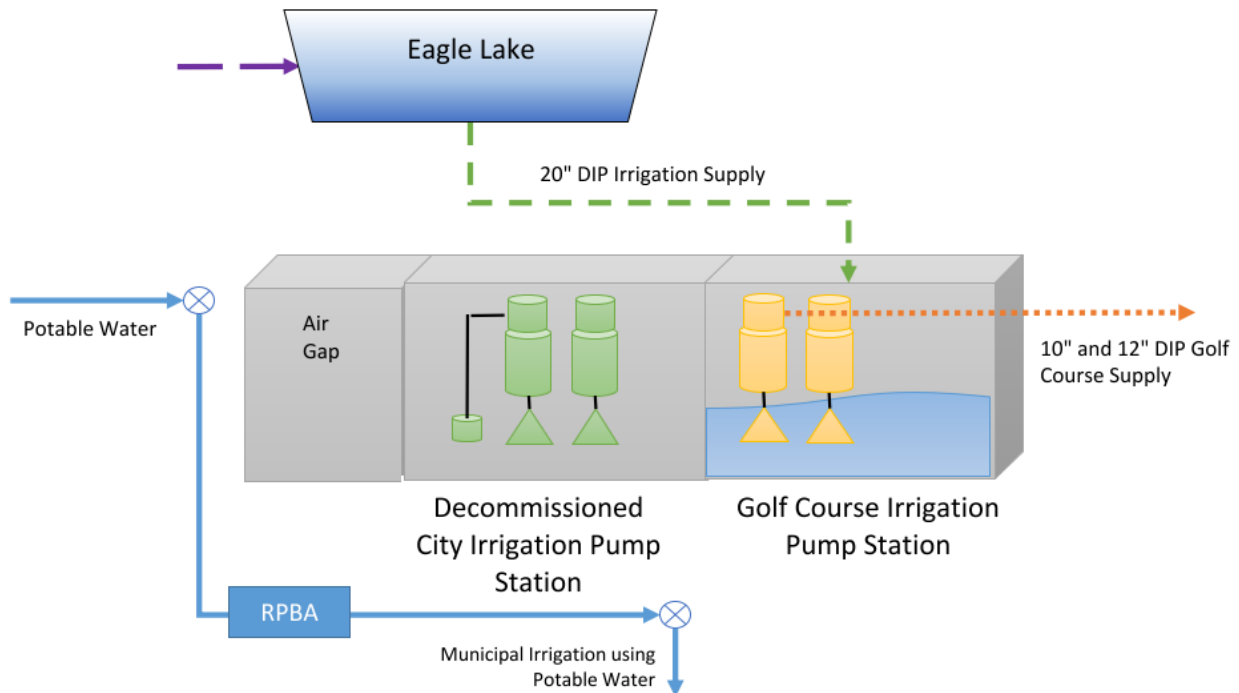
Ecology is requiring that the City's irrigation system be separated from Eagle Lake so that it does not pump water that is comingled with other potential water sources. In addition, the Reclaimed Water Rule requires that any Class A reclaimed water generator or distributor must maintain a free chlorine residual greater than 0.2 milligrams per liter (mg/L) or a total chlorine residual greater than 0.5 mg/L "...from the facility to the point of use to prevent biological growth, prevent deterioration of reclaimed water quality, and to protect public health." (WAC 173-219-370(1)). RH2 evaluated two distribution system improvement alternatives to comply with these regulations. Alternative 1 would transition the City's entire municipal irrigation supply downstream of the IPS to potable water, which inherently has a chlorine residual. Alternative 2 would construct a closed reservoir to store and separate reclaimed water generated by the WRF from the Golf Course's Eagle Lake. This alternative would either have a permanent chlorination system for disinfection or have appurtenances to implement emergency chlorination.

Alternative 1: Transition Irrigation Customers to Potable Supply

Alternative 1 would transition existing irrigation customers from reclaimed water to potable water. This can be accomplished by bypassing the IPS altogether and connecting the existing potable water supply directly to the 10-inch ductile iron pipe (DIP) municipal irrigation main. Piping associated with the municipal reclaimed IPS would be cut and capped. The existing 4-inch-diameter potable supply pipeline may need to be upsized to accommodate the new connection. A reduced pressure backflow assembly (RPBA) would be installed to prevent a cross connection to the domestic water system. The pipeline would be equipped with control valves

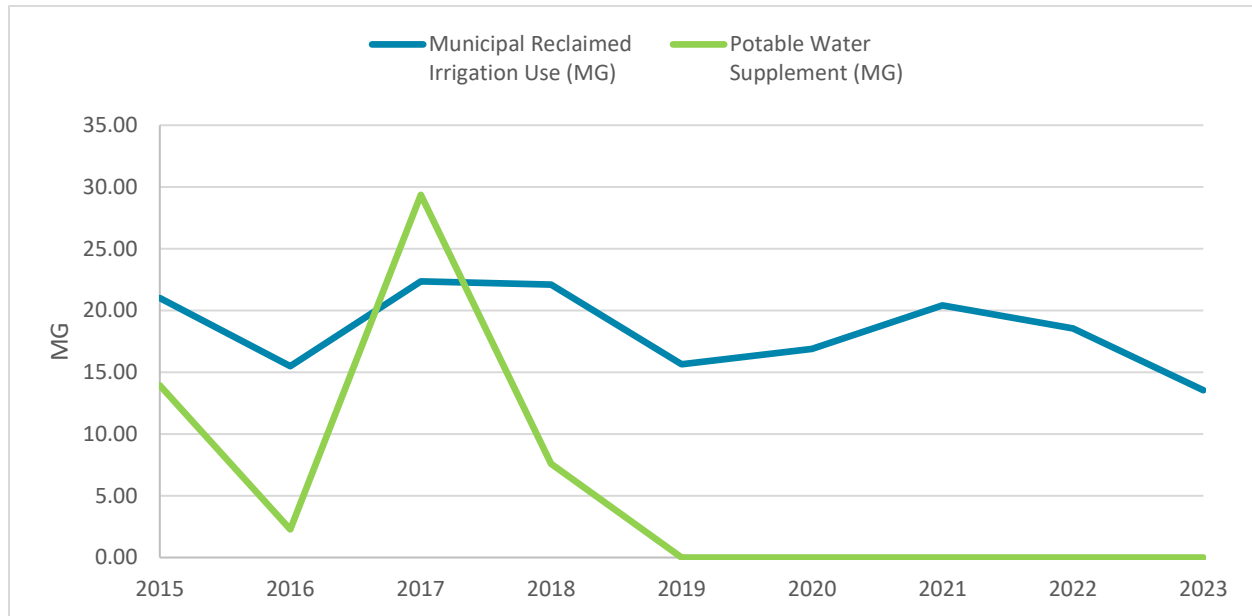
to regulate flow and a flow meter with a telemetry connection to allow the City to monitor water use. **Figure 3** shows a schematic of this alternative.

Figure 3
Alternative 1 Schematic



The City's Water Use Efficiency (WUE) Program, in accordance with the WUE Rule in the Municipal Water Supply – Efficiency Requirements Act, is helping to curtail excess potable water demands. Prior to 2019, potable water was used occasionally to supplement reclaimed water for irrigation. Since 2019, the City has not supplemented reclaimed water demands with potable water. **Figure 4** shows the historical annual municipal reclaimed water irrigation usage and potable water supplement. Converting municipal customers' irrigation supply from reclaimed water to potable water will result in higher potable water usage for irrigation. This will result in higher potable water usage for irrigation and may result in greater burden to water supply which has not been accounted for in water system planning.

Figure 4
Municipal Reclaimed Irrigation Use and Potable Water Supplement



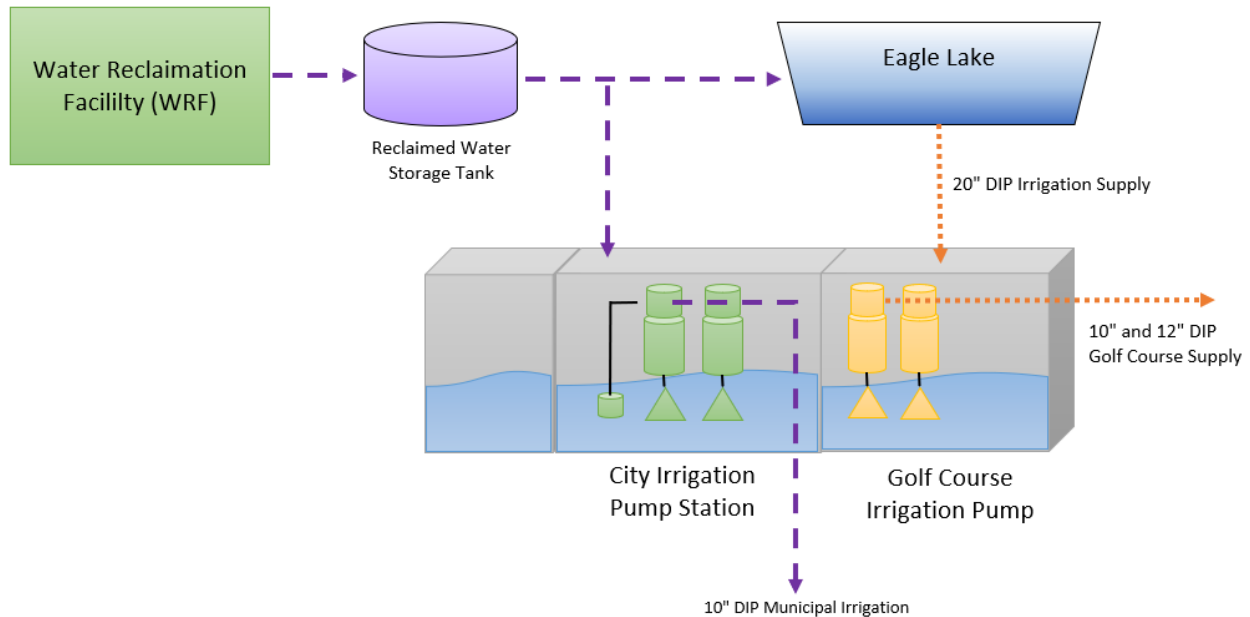
Converting the City's irrigation supply to potable water also will cause an increase in prices for City customers currently billed for reclaimed water. Per City Ordinance 1187, the rate for retail customers of the municipal irrigation system for reclaimed water is a flat rate (based on the percent of total zones a customer owns) plus a volumetric rate of \$3.21 per 100 cubic feet (ccf) in 2023. The commercial water/potable irrigation rate is a flat rate (based on the size of the customer's water meter) plus a volumetric rate of \$4.09/ccf in 2023 (assuming the usage falls within 300 to 801 ccf). Therefore, transitioning customers from reclaimed water to potable water would result in a cost increase of \$0.88/ccf in 2023.

The Water System Plan (WSP) details future water rights and source capacity limitations. Table 6-3 of the WSP shows that instantaneous water rights would be deficient by 2040 even factoring Water Use Efficiency (WUE). Table 7-2 of the WSP shows that projected water source capacity would be deficient by 2030. Due to the City's population growth, limited water rights, and customer cost impacts, potable water is not a viable long-term solution for the City to comply with the Reclaimed Water Rule.

Alternative 2: Separation of City Reclaimed Water Irrigation System

Alternative 2 consists of constructing a new reclaimed water reservoir. Reclaimed water produced at the WRF would be stored in the reservoir and then connected to the irrigation distribution system at the IPS, thereby completely separating Eagle Lake from the municipal irrigation system. This alternative would provide the City with complete control of the reclaimed water quantity and quality as it leaves the WRF. Eagle Lake would continue to be supplied with reclaimed water for use by the Golf Course. **Figure 5** shows a schematic of this alternative.

Figure 5
Alternative 2 Schematic



Alternative 2A: Reclaimed Water Reservoir with Chlorination

To maintain a chlorine residual per WAC 173-219-370, a chlorination system would inject sodium hypochlorite into the City's irrigation pump station discharge as the water is pumped to the municipal irrigation distribution system. The disinfection infrastructure would include a bulk sodium hypochlorite chemical storage and feed system, chlorine residual analyzers in the irrigation distribution system at key locations (to ensure a residual greater than 0.2 mg/L free chlorine or greater than 0.5 mg/L total chlorine), and electrical and control improvements.

The disadvantages of chlorinating reclaimed water not only include the additional capital and operational costs for the chemical feed system, but also the challenges and labor required to maintain a chlorine residual in this type of distribution system. As shown in **Figure 1**, unlike a potable water distribution system that typically loops fresh water throughout a system, the reclaimed water distribution system consists of a 10-inch-diameter transmission main to Eagle Lake and a branching network of irrigation lines from the pump station. This results in many dead-end, small diameter pipelines, each with their own extended water age issues. It would be challenging to monitor the various extents of the irrigation zones for chlorine residual. It would be even more challenging to consistently maintain a healthy chlorine residual in an intermittent system that only operates overnight and is dormant for most of the day. A fully looped irrigation system would require a complete rebuild of this distribution system.

Alternative 2B: Reclaimed Water Reservoir without Chlorination

WAC 173-219-370 allows for the distribution chlorine residual requirement to be waived or modified if the reclaimed water generator can demonstrate a benefit from reducing or eliminating the chlorine residual. The City previously requested a distribution chlorine residual waiver in a December 2015 Engineering Report under the condition that the chlorination disinfection system be maintained to either mitigate biological growth within the irrigation distribution system or provide disinfection in the event the ultraviolet (UV) disinfection system

cannot meet reclaimed water standards. In 2019, the City received formal approval from Ecology and the Washington State Department of Health (DOH) to waive the distribution chlorine residual requirement for the UV application. The City is requesting that Ecology and DOH continue to waive the distribution chlorine residual requirement for the proposed application of completely separating Eagle Lake from the municipal irrigation system by constructing a reclaimed water reservoir. The many benefits of not chlorinating the City's reclaimed water include the issues referenced previously. City operations staff would not need to operate and maintain the chlorine storage and feed equipment or monitor chlorine residual throughout the various dead-end irrigation zones overnight during the hours of irrigation.

One of the strongest reasons to not chlorinate is that the City has been operating this irrigation system for more than two decades without any recorded violations or public health concerns regarding the use of reclaimed irrigation water. The City has complete control of the irrigation system, there are no unauthorized users of the reclaimed water system, and the late-night hours of operation limit human exposure to the Class A reclaimed water. Augmenting this water with a chlorine residual would require extensive additional maintenance for City staff with minimal health benefit.

To provide disinfection flexibility, the City can keep the WRF reclaimed water pump discharge chemical injection point available if sodium hypochlorite is ever needed to sanitize the irrigation distribution system in an emergency. The City previously chlorinated Class A reclaimed water before the UV light disinfection system was implemented at the WRF.

Recommendation

Separating the City's reclaimed water allotment from Eagle Lake by installing a new closed water reservoir is the best solution to meet the updated Permit requirements. This will allow the City to have full control of the quality of reclaimed water generated by the WRF. Maintenance of a chlorine residual to comply with WAC 176-219-370 may require rebuilding the City's entire irrigation distribution system, as well as extensive operator labor to maintain and operate a chlorine storage and injection system and monitor chlorine residuals in dead-end zones overnight. The non-looped irrigation distribution system may not feasibly sustain a chlorine residual due to extensive water quality issues within dead-end pipes. The effort required for maintaining this residual has minimal benefit since the City has had no reported public health issues with humans interacting with this reclaimed irrigation water since 1999 when construction was completed. It would be challenging to estimate the costs of chlorinating reclaimed water while upgrading the reclaimed water distribution system to ensure a persistent chlorine residual. The City is formally requesting Ecology waive the requirement of maintaining a chlorine residual as outlined in WAC 173-219-370, since separation through a proposed reclaimed water reservoir will meet the intent of the NPDES Permit.

Reclaimed Water Reservoir Preliminary Design

Reservoir Sizing

The reservoir will be sized to provide at least enough storage to meet the maximum day demand of the existing system over the 8 hour irrigation period. The irrigation period is from 10 PM to 6 AM and most reclaimed water is produced during the day. **Table 3** shows the basis of design for the reservoir's volume.

Table 3
Reclaimed Water Reservoir Volume Basis of Design

Condition	Criteria	Design Usage (gal)
Average Daily Demand	Average Day Demand (During Peak Irrigation Season)	180,000
Minimum Storage Volume	1.5 x Average Day Demand (per Reclaimed Water Facilities Manual)	270,000
Maximum Daily Storage Volume	Maximum Production from 2019-2022	360,000
Conservative Maximum Daily Storage Volume	Maximum Production with a 10% Safety Factor	400,000
Maximum IPS Pumping Condition	Eagle Lake Pump Station capacity with two 500 gpm pumps continuously running for 8 hours each night	480,000

The proposed reservoir should be sized to store approximately 400,000 gallons to provide some conservatism for the maximum daily volume. The exact size will be determined in a future phase of this project.

Reservoir Location

The proposed reclaimed water reservoir will be constructed along the reclaimed water transmission main that currently runs from the WRF to Eagle Lake. Reclaimed water will flow from the reservoir to the IPS and bypass Eagle Lake. A new control structure and clearwell also will need to be installed at the IPS. **Figure 6** provides six possible sites for the proposed reservoir. Sites 1 and 2 are preferable as they are out of the neighborhood's public view; however, they are both within Bonneville Power Administration's (BPA) easement and would require additional coordination and permitting prior to construction. If the BPA permitting timeline would prevent the tank from being constructed and operational by June 30, 2026, then Site 3 or 4 should be selected. Site 3 is within view of the Golf Course and many homeowners; therefore, it would require additional coordination with these stakeholders. Site 4 is at the WRF. This site would simplify operations and maintenance; however, due to hydraulic constraints, a reservoir at the WRF would have to be very shallow and would be significantly more expensive than the other sites. Site 5 would require constructing an additional clarifier at the WRF and utilizing it as a reclaimed water reservoir until City growth requires it to function as a clarifier to increase WRF treatment capacity. This option was eliminated as it is significantly more expensive than sites 1-3 and once a third clarifier is needed at the WRF, another reclaimed water reservoir also would be necessary. Site 6 is next to the IPS. This site was

eliminated due to the large number of existing utilities in the area. **Planning-Level Capital Costs** for all six sites are presented later in this Report.

Reservoir Access

The site will be developed to allow for large vehicles to drive to the infrastructure for any future work. The reservoir will be buried or partially buried depending on the selected location. There will be a single roof access hatch that will be a minimum of 30 inches in diameter for interior access and transport of any maintenance equipment inside the reservoir. The interior access ladder will be stainless steel and equipped with a safety climb system. The reservoir will be designed to prevent any stormwater intrusion to maintain the water quality of the reclaimed water.

Reservoir Mechanical

A control structure or mechanical piping system will be designed in a future phase of this project to split reclaimed water flows to the reservoir and to Eagle Lake. Due to the volume differences between the reservoir and Eagle Lake, the intent of the control structure would be to prioritize filling the reservoir first. The reservoir inlet pipe will be ductile iron outside of the reservoir, stainless steel under and through the reservoir foundation, and coated steel within the reservoir. The inlet pipe sizing and location will be determined during future phases of the project.

The separate outlet pipe also will be coated steel pipe inside the reservoir, stainless steel piping through the reservoir, and ductile iron piping outside the reservoir. There also will be new ductile iron piping from the reservoir outlet to the City's municipal irrigation pump station clearwell. The outlet pipe sizing will be determined during future phases of the project.

The reservoir control structure would direct any reservoir overflow water to Eagle Lake. This will be designed during future phases of the project. Reservoir drainage will also be determined during the design phase of the project and will account for the partially buried or completely buried structure, likely through piping or an accessory structure.

All pipes entering or leaving the reservoir will have expansion joints to allow for differential settling without putting strain on the pipes.

The reservoir will have one roof vent to move air during normal operation and provide vacuum protection for a major drawdown event. The vent system will be confirmed during the design phase of the project.

Reservoir Electrical, Telemetry, and Lighting

The reservoir instrumentation will communicate with the City's Supervisory Control and Data Acquisition (SCADA) system through fiber optic lines. The location of the existing wiring that can be extended to the site will be evaluated during future phases of the project.

The SCADA system at the reservoir site will monitor reservoir levels, notify staff of access hatch intrusion, and notify the City if there is an overflow event. Updates to the telemetry system at

the IPS will allow City operators to monitor and control water levels in Eagle Lake and the bypass control structure.

The reservoir will have site lighting to help facilitate City staff to access the reservoir anytime throughout the day. Additional security measures will be determined during future phases of the project.

Operations and Maintenance Considerations

City WRF staff would operate and maintain the proposed reservoir and control structure, but the required labor is expected to be minimal due to the passive nature of these distribution system improvements.

If irrigation water is required in early spring before the WRF starts producing Class A reclaimed water regularly, then the irrigation system should be configured to be supplemented with potable water through an air gap or an approved backflow prevention device for potable cross-connection control.

The City can plan on shock chlorinating the transmission main, reservoir, and pipeline routinely as a maintenance procedure to ensure sanitary conditions at the start of each irrigation season. The emergency chlorination injection point can be activated for this activity. At the end of each irrigation season, the irrigation distribution system can be flushed and drained as much as possible.

Once construction of the reclaimed water reservoir is complete, the City will update its *Reclaimed Water Operations and Maintenance Manual* per the NPDES Permit requirements. This will include shock chlorination and flushing protocols for the reclaimed water distribution system, updates to the sign maintenance program, and cross-connection control maintenance activities, such as proper backflow prevention assembly testing protocols.

Planning-Level Capital Costs

This section summarizes the capital costs of the reclaimed water storage tank alternatives presented in **Figure 6**. **Table 4** presents an opinion of probable construction and overall project costs for a proposed reservoir on Sites 1 through 3, as these three sites have similar capital costs related to being undeveloped with minimal existing infrastructure and utilities. **Table 5** presents an opinion of probable cost for Site 4, which is significantly higher than Sites 1, 2, and 3 due to the shallow and wide geometry of the proposed tank to make the WRF location feasible. **Table 6** presents an opinion of probable cost for Site 5, which constructs a new clarifier to function as a reclaimed water reservoir. **Table 7** presents an opinion of probable cost for Site 6, which locates the proposed reservoir directly adjacent to the IPS. Costs and contingencies will be further refined during future phases of the project.

Table 4
Engineer's Opinion of Probable Capital Cost for Sites 1 through 3 (Greenfield Sites)

Item	Unit	Total Cost
Mobilization, Demobilization, Site Prep, and Cleanup (10%)	LS	\$265,000
Site Work	LS	\$275,000
Structural	LS	\$2,239,000
Utility	LS	\$100,000
Electrical, Telemetry, and Automatic Control	LS	\$100,000
Construction Cost Subtotal		\$2,979,000
Construction Contingency (30%)		\$894,000
Sales Tax (8.9%)		\$265,200
Total Estimated Construction Cost		\$4,139,000
Engineering Design, Survey, Geotechnical, Permitting, Bid-Phase Services, Construction-Phase Services		\$1,449,000
City Project Administration		\$621,000
Total Project Cost		\$6,300,000

Table 5
Engineer's Opinion of Probable Capital Cost for Site 4 (at WRF)

Item	Unit	Total Cost
Mobilization, Demobilization, Site Prep, and Cleanup (10%)	LS	\$323,000
Site Work	LS	\$300,000
Structural	LS	\$2,688,000
Utility	LS	\$90,000
Electrical, Telemetry, and Automatic Control	LS	\$150,000
Construction Cost Subtotal		\$3,551,000
Construction Contingency (30%)		\$1,066,000
Sales Tax (8.9%)		\$316,000
Total Estimated Construction Cost		\$4,933,000
Engineering Design, Survey, Geotechnical, Permitting, Bid-Phase Services, Construction-Phase Services		\$1,727,000
City Project Administration		\$740,000
Total Project Cost		\$7,400,000

Table 6
Engineer's Opinion of Probable Capital Cost for Site 5 (WRF Clarifier)

Item	Unit	Total Cost
Mobilization, Demobilization, Site Prep, and Cleanup (10%)	LS	\$302,000
Site Work	LS	\$450,000
Structural	LS	\$1,715,000
Utility	LS	\$450,000
Electrical, Telemetry, and Automatic Control	LS	\$400,000
Construction Cost Subtotal		\$3,317,000
Construction Contingency (30%)		\$996,000
Sales Tax (8.9%)		\$296,000
Total Estimated Construction Cost		\$4,610,000
Engineering Design, Survey, Geotechnical, Permitting, Bid-Phase Services, Construction-Phase Services		\$1,614,000
City Project Administration		\$692,000
Total Project Cost		\$7,000,000

Table 7
Engineer's Opinion of Probable Capital Cost for Site 6 (at IPS)

Item	Unit	Total Cost
Mobilization, Demobilization, Site Prep, and Cleanup (10%)	LS	\$316,000
Site Work	LS	\$400,000
Structural	LS	\$1,910,000
Utility	LS	\$750,000
Electrical, Telemetry, and Automatic Control	LS	\$100,000
Construction Cost Subtotal		\$3,476,000
Construction Contingency (30%)		\$1,041,000
Sales Tax (8.9%)		\$309,000
Total Estimated Construction Cost		\$4,826,000
Engineering Design, Survey, Geotechnical, Permitting, Bid-Phase Services, Construction-Phase Services		\$1,687,000
City Project Administration		\$723,000
Total Project Cost		\$7,300,000

Sites 1, 2, and 3 are the lowest cost options for the proposed reclaimed water reservoir and are to be further explored during future phases of this project. Locating the reservoir at the WRF (Site 4) was eliminated since it is more expensive and would reduce the amount of expandable area at the WRF. While developing a third WRF clarifier (Site 5) would be more expensive than Sites 1 through 3, it has the benefit of being converted into a future clarifier when needed.

However, this option postpones a true reclaimed water storage solution for the future and has been eliminated. Building the reservoir directly at the IPS (Site 6) would require a massive reconstruction of below-grade utilities; this option has been eliminated due to the additional cost and unknown risks.

Conclusions and Next Steps

The recommended alternative to comply with the Reclaimed Water Rule is for the City to store reclaimed water in a proposed reservoir, separating this supply. The proposed reservoir should be located in an open area near the Golf Course away from existing infrastructure and utilities (proposed Sites 1, 2, and 3). The irrigation system is a non-expanding system with no proposed new reclaimed water users in the near future. The existing infrastructure was operated and maintained for more than two decades with no public health concerns since the City irrigates overnight to minimize human exposure. Implementing a chlorination system to provide a chlorine residual would incur extensive costs and labor for minimal benefit.

The predesign and site selection will be finalized in 2023. A preliminary environmental review and planning-level State Environmental Policy Act (SEPA) Checklist has been prepared and is attached as **Appendix A**. The SEPA Checklist will be amended to a project-level SEPA in a future phase of this project after site selection. Design of the recommended improvements is anticipated to begin in 2024, with the goal to have construction complete by June 30, 2026, to comply with the milestones listed on the Permit. The preliminary design-level cost estimate for this project is between \$6,000,000 to \$7,000,000, depending on the selected tank location.

Appendix A

SEPA Checklist

SEPA ENVIRONMENTAL CHECKLIST

Purpose of checklist

Governmental agencies use this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization, or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions for applicants

This environmental checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully, to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions. **You may use “not applicable” or “does not apply” only when you can explain why it does not apply and not when the answer is unknown.** You may also attach or incorporate by reference additional studies reports. Complete and accurate answers to these questions often avoid delays with the SEPA process as well as later in the decision-making process.

The checklist questions apply to **all parts of your proposal**, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The agency to which you submit this checklist may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Instructions for lead agencies

Please adjust the format of this template as needed. Additional information may be necessary to evaluate the existing environment, all interrelated aspects of the proposal and an analysis of adverse impacts. The checklist is considered the first but not necessarily the only source of information needed to make an adequate threshold determination. Once a threshold determination is made, the lead agency is responsible for the completeness and accuracy of the checklist and other supporting documents.

Use of checklist for nonproject proposals

For nonproject proposals (such as ordinances, regulations, plans and programs), complete the applicable parts of sections A and B, plus the [Supplemental Sheet for Nonproject Actions \(Part D\)](#). Please completely answer all questions that apply and note that the words "project," "applicant," and "property or site" should be read as "proposal," "proponent," and "affected geographic area," respectively. The lead agency may exclude (for non-projects) questions in “Part B: Environmental Elements” that do not contribute meaningfully to the analysis of the proposal.

A. Background

1. Name of proposed project, if applicable:

Reclaimed Water Distribution System Improvements

2. Name of applicant:

City of Snoqualmie (City) Public Works Department

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

Andrew Vining, PE, Project Engineer
City of Snoqualmie Public Works
38624 SE River Street
Snoqualmie, WA 98065
(425) 831-8919, ext. 3004

4. Date checklist prepared:

October 6, 2023

5. Agency requesting checklist:

City Planning Department and Washington State Department of Ecology (Ecology)

6. Proposed timing or schedule (including phasing, if applicable):

The *Reclaimed Water Distribution System Engineering Report* (Engineering Report) (RH2, 2023) is undergoing final review and pending approval with Ecology, which is planned to occur before the end of 2023. The predesign and site selection for the reservoir will be finalized in late 2023. Design of the recommended improvements is anticipated to begin in 2024, with the goal of having construction complete by June 30, 2026, to comply with the requirements of Ecology's Reclaimed Water Rule and with Permit Section R8.A.1 of the City's current National Pollutant Discharge Elimination System (NPDES) Permit.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain.

The existing City irrigation system is a non-expanding reclaimed water system. The City does not currently intend to increase the service area or number of customers that receive reclaimed water. Future improvements or expansion of the reclaimed water system would be covered in future State Environmental Policy Act (SEPA) review, as needed.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal.

The Engineering Report, which includes a reclaimed water system alternatives analysis and preliminary design information for a preferred site alternative, has been prepared in support of this project. This SEPA Checklist has been prepared to accompany the Engineering Report review through Ecology, as well as detail anticipated project

improvements to the extent they are presently defined. Additional environmental documentation is anticipated to be prepared for construction of a preferred alternative, as well as for compliance with permitting processes, including the State Environmental Review Process (SERP) through Ecology. SERP is anticipated to be completed for this project as a condition of receiving Clean Water State Revolving Fund (CWSRF) funding.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No pending applications or approvals are known.

10. List any government approvals or permits that will be needed for your proposal, if known.

This SEPA will be processed by the City to accompany the Engineering Report. A project-level SEPA will be prepared following site selection and subsequent design. Approvals needed for the project include the following.

- Project Design/Construction Review and Approval – Washington State Department of Health (DOH) and Ecology
- SERP Compliance is anticipated to be required for the project pending award of CWSRF funding, including the following components – Ecology
 - Environmental Review (SEPA) (for project-level improvements)
 - Public participation/engagement
 - Section 106 National Historic Preservation Act (NHPA) Cultural Resources Review
 - Environmental Justice Review
 - Compliance with applicable federal cross cutters, as needed (e.g., Clean Air Act, Endangered Species Act, etc.)
- Proposed Use of Bonneville Power Administration (BPA) Right-of-Way Approval would be needed for select potential reservoir sites – BPA
- Clearing and Grading Permit – City
- Critical Areas Review would be needed for select potential reservoir sites – City
- Commercial Building Permit – City

11. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

The City's Water Reclamation Facility (WRF) produces Class A reclaimed water and supplies it to Eagle Lake via a transmission main that traverses State Route (SR) 202 and Snoqualmie Parkway. Class A water is stored in Eagle Lake as irrigation supply for the City's Class A distribution system and the Snoqualmie Ridge Golf Course (Golf Course). Reclaimed water is

distributed to the above-mentioned sources via the City-owned Irrigation Pump Station (IPS) located near Eagle Lake.

In 2021, Ecology issued the City's updated NPDES Permit (No. WA0022403), which included additional requirements for the City's reclaimed water system. These updates are based on the recently modified Reclaimed Water Rule in Chapter 173-219 Washington Administrative Code (WAC), which includes requirements that did not exist at the time the reclaimed water system was constructed. Through the NPDES Permit, Ecology is requiring the City to modify the reclaimed water distribution system to "...not allow contamination of reclaimed water by lower quality water, such as urban stormwater runoff."

To comply with the 2018 update of the Reclaimed Water Rule, the City is proposing construction of a new closed reservoir to store and separate reclaimed water generated by the WRF from Eagle Lake. Reclaimed water produced at the WRF would be stored in the reservoir and then connected to the irrigation distribution system at the IPS, thereby completely separating Eagle Lake from the City's Class A distribution system. The proposed closed reservoir also would involve construction of a new reclaimed water pipeline to the IPS. Six potential reservoir sites are identified in the Engineering Report and four are being evaluated further to determine the optimal location for the new facility.

This SEPA Checklist is being included with the Engineering Report review and is intended to satisfy planning-level SEPA review. To the extent that details are known for the proposed alternative reservoir sites, they have been included; however, the City anticipates preparation of a project-level SEPA once the reservoir site is selected and subsequent design is completed.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

Potential reservoir sites identified in the Engineering Report are all within City limits. Potential reservoir sites 1, 2, and 3 are in the Snoqualmie Ridge neighborhood, near the Golf Course. Potential reservoir site 4 is within the footprint of the City's existing WRF. The proposed reclaimed water transmission main alignment would be dependent on the reservoir site selected, but generally would traverse along existing rights-of-way from the IPS to the new reclaimed water reservoir. These reservoir sites are in the eastern half of Section 25, Township 24 North, Range 07 East.

Potential reservoir sites 1 and 2 are located within the BPA overhead power line corridor on parcel no. 2524079001, which encompasses the Golf Course. These sites are along an unnamed private road that spans south to north from Snoqualmie Parkway to SE Ridge Street through the Golf Course and is primarily used for Golf Course operations and maintenance.

Potential reservoir site 3 is located on parcel no. 2624079045, northwest of Eagle Lake, on the northwest side of Eagle Lake Drive SE and southwest of the existing IPS.

Potential reservoir site 4 is on parcel no. 3024089079 at the existing WRF site, on the north side of the Snoqualmie River and north of SE Stearns Road, approximately 1.5 miles east of Eagle Lake. Potential reservoir site 4 was determined to have a much higher cost of design and construction due to hydraulic limitations and is omitted from further discussion in this SEPA Checklist.

Refer to the attached **Potential Reservoir Locations** map showing the potential reservoir sites and possible reclaimed water transmission main alignment.

B. Environmental Elements

1. Earth

a. General description of the site:

Circle or highlight one: Flat, rolling, hilly, steep slopes, mountainous, other:

b. What is the steepest slope on the site (approximate percent slope)?

The steepest slope on potential reservoir site 1 is associated with the hillside north of Snoqualmie Parkway and is approximately 5 percent. Potential reservoir site 2 is generally flat with some gentle hills. The steepest slope on potential reservoir site 3, associated with the Golf Course and the road embankment of Eagle Lake Drive, is approximately 13 percent.

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them, and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

According to the Natural Resources Conservation Service soil survey data, the potential reservoir sites are entirely within the Tokul gravelly medial loam, 8 to 15 percent slopes, soil map unit, which is comprised of a moderately well drained gravelly medial loam that develops from volcanic ash mixed with loess over glacial till on hillslopes or till plains. This soil is classified as a farmland of statewide importance and is not hydric.

d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No.

e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill.

Earthwork would be needed to construct a new approximately 480,000-gallon water reclamation reservoir, install a reclaimed water transmission main from the new reservoir to the existing IPS and install associated power and communication lines between the new reservoir and the existing IPS. Earthwork quantities vary between the potential reservoir sites and will be further detailed in the planned project-level SEPA.

f. Could erosion occur because of clearing, construction, or use? If so, generally describe.

Erosion could occur during construction and clearing activities; however, construction best management practices (BMPs) will be included in the project design to reduce the chance for erosion, water quality impacts, and sedimentation resulting from construction activities.

g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)?

Some impervious surfaces, associated with roadways and existing facilities, are present in the existing site areas. The proposed improvements would construct a partially buried reclaimed water reservoir, potentially increasing impervious surfaces. The project-level SEPA will detail anticipated impervious surface percentages associated with the selected reservoir site.

h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

During construction, appropriate temporary erosion and sedimentation control (TESC) measures will be implemented to limit the potential for erosion resulting directly from construction activities (e.g., proper soil cover, dust control, inlet protection, sediment control, etc.). TESC measures will be included on the design plans to address erosion control planning for construction of the project. The finished project is not expected to result in erosion.

2. Air

a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

Temporary exhaust and dust emissions from construction equipment and vehicles are anticipated during construction but would not be present post-construction.

b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

No.

c. Proposed measures to reduce or control emissions or other impacts to air, if any.

Construction equipment and vehicles shall conform with Washington State standards for air quality, including using properly functioning equipment and vehicles that have passed emissions testing, using clean-burning fuels when possible, limiting diesel exhaust, limiting vehicle idling, etc.

3. Water

a. Surface Water:

1. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

Eagle Lake is an approximately 5-acre manmade waterbody surrounded by residential neighborhoods near the center of the Golf Course. Eagle Lake is a closed depression that is currently supplied by Class A reclaimed water from the City's WRF and has no natural outlet. Reclaimed water is stored and pumped from Eagle Lake via the IPS for land application of irrigation water at the Golf Course and throughout the City. Upon project completion, water allocated for the City's Class A distribution system will bypass Eagle Lake and be stored in the new reclaimed water reservoir.

Wetland and/or stream habitat may be present adjacent to some of the potential reservoir sites; however, site selection and subsequent design is needed to accurately determine project proximity and impacts to these features.

Water in the surrounding region generally drains to the Snoqualmie River, which flows to the northwest. Eagle Lake and drainage associated with the Golf Course do not flow into the Snoqualmie River; therefore, the Snoqualmie River will be unaffected by this proposal.

2. Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

Reservoir site selection and additional design is needed to determine proximity and/or impacts to streams or wetlands. It is anticipated that project design will occur in a manner that minimizes impacts to these critical areas.

No impacts to Eagle Lake or the Snoqualmie River are anticipated for any of the potential reservoir sites during construction and upon project completion.

3. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material.

None. The project will not involve fill or excavation within wetlands or waters of the state.

4. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose, and approximate quantities if known.

No.

5. Does the proposal lie within a 100-year floodplain? If so, note location on the site plan.

No Federal Emergency Management Agency mapped flood zones occur on or within proximity to the project sites.

6. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

No.

b. Ground Water:

1. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the

well. Will water be discharged to groundwater? Give a general description, purpose, and approximate quantities if known.

No.

2. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

Not applicable.

c. Water Runoff (including stormwater):

1. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

Surface water in the area is currently and will remain intercepted and routed directly to existing stormwater infrastructure associated with residential neighborhoods, public roadways, and the Golf Course. The completed project will not impact the existing runoff patterns of the site.

2. Could waste materials enter ground or surface waters? If so, generally describe.

No.

3. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No.

4. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any.

BMPs will be implemented to avoid and minimize potential impacts to nearby areas during project construction. Project design will be completed to adhere to applicable local, state, and federal regulations that provide standards to reduce and control impacts to surface, ground, and storm waters and drainage patterns.

4. Plants

- a. Check the types of vegetation found on the site:

☒ deciduous tree: alder, maple, aspen, other

☒ evergreen tree: fir, cedar, pine, other

☒ shrubs

☒ grass

☐ pasture

☐ crop or grain

☐ orchards, vineyards, or other permanent crops.

☐ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other

- ☐ **water plants: water lily, eelgrass, milfoil, other**
- ☐ **other types of vegetation**

b. What kind and amount of vegetation will be removed or altered?

Varying amounts of common lawn grasses and/or disturbed weedy vegetation will be removed for construction of the proposed reclaimed water reservoir. The amount and type of vegetation to be removed is dependent on the selected reservoir site, and this will be further detailed in a project-level SEPA.

c. List threatened and endangered species known to be on or near the site.

Based on a review of U.S. Fish and Wildlife Service (USFWS) Endangered Species Act maps and data, Washington State Department of Natural Resources Natural Heritage Data, and Washington Department of Fish and Wildlife Priority Habitats and Species data, the potential reservoir sites and surrounding areas do not support threatened or endangered plant species.

d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any.

To be determined with subsequent project design and detailed in subsequent project-level SEPA.

e. List all noxious weeds and invasive species known to be on or near the site.

According to the King County iMap GIS database, tansy ragwort (*Senecio jacobaea*), a King County Class B noxious weed, was observed near the potential reservoir sites.

5. Animals

a. List any birds and other animals that have been observed on or near the site or are known to be on or near the site.

Examples include:

- **Birds:** hawk, heron, eagle, songbirds, other:
- **Mammals:** deer, bear, elk, beaver, other:
- **Fish:** bass, salmon, trout, herring, shellfish, other:

b. List any threatened and endangered species known to be on or near the site.

According to USFWS Information for Planning and Consultation database, gray wolf (*Canis lupus*), North American wolverine (*Gulo gulo luscus*), marbled murrelet (*Brachyramphus marmoratus*), yellow-billed cuckoo (*Coccyzus americanus*), bull trout (*Salvelinus confluentus*), and monarch butterfly (*Danaus plexippus*) may be present in the area. However, based on the developed nature of the site, suitable habitat for these species is not present on or in the immediate vicinity of the project site. No threatened or endangered species or their habitats are anticipated to be present on or near the site.

c. Is the site part of a migration route? If so, explain.

The project area is within the Pacific Flyway migration route; therefore, it may provide habitat for migratory bird species. USFWS data shows five migratory species recognized as Birds of Conservation Concern that may be found in the project area (e.g., evening grosbeak, olive-sided flycatcher, rufous hummingbird, etc.).

d. Proposed measures to preserve or enhance wildlife, if any.

None anticipated at this time.

e. List any invasive animal species known to be on or near the site.

None known.

6. Energy and Natural Resources

a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Gasoline and oil will be used to fuel equipment for construction of the project. Electric energy will continue to be used to operate pumps for the IPS.

b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No.

c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

None known at this time.

7. Environmental Health

a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur because of this proposal? If so, describe.

No.

1. Describe any known or possible contamination at the site from present or past uses.

None known.

a. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

None known.

b. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

Construction of the project will utilize oil- and gas-fueled equipment and may require temporary fuel storage onsite. These uses do carry some risk of spill; however, the risk should be minimized with the implementation of spill control methodologies to be outlined in the project design and technical specifications in accordance with Washington State pollution control standards.

c. Describe special emergency services that might be required.

No special emergency services are anticipated.

d. Proposed measures to reduce or control environmental health hazards, if any.

No additional measures beyond those mentioned previously.

b. Noise

1. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Traffic noise, associated with Eagle Lake Drive SE and other roadways, is present at the site but is not anticipated to impact the project.

2. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site)?

Temporary construction noise will occur to install the proposed reclaimed water reservoir. The contractor will need to follow regulations set forth in Snoqualmie Municipal Code (SMC) 9.36.020, including controlling the level and timing of construction noise. The completed project will not produce noise disturbance above ambient levels at the site.

3. Proposed measures to reduce or control noise impacts, if any.

No additional measures beyond those mentioned previously.

8. Land and Shoreline Use

a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

All potential reservoir sites are along the City's existing 10-inch reclaimed water Class A transmission main alignment. Land uses near the potential reservoir sites include public and private roadways, the BPA overhead power line corridor, and Golf Course operations. Additional design and project-level SEPA completion will further define land uses in proximity to the selected reservoir site, as well as potential impacts to current surrounding land uses.

b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses because of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use?

No.

1. **Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how?**

No.

- c. **Describe any structures on the site.**

Potential reservoir sites 1 and 2 contain few above-ground structures including BPA overhead power lines and associated power poles, buildings that house Golf Course facilities and equipment, and other miscellaneous structures. No above-ground structures are present at potential reservoir site 3.

- d. **Will any structures be demolished? If so, what?**

No.

- e. **What is the current zoning classification of the site?**

According to the City's Official Zoning Map 2016, the entire project is within the Mixed Use (MU) local zoning classification.

- f. **What is the current comprehensive plan designation of the site?**

The current comprehensive plan designation of the site is MU.

- g. **If applicable, what is the current shoreline master program designation of the site?**

Not applicable.

- h. **Has any part of the site been classified as a critical area by the city or county? If so, specify.**

Wetlands and/or streams could be present adjacent to select potential reservoir sites.

- i. **Approximately how many people would reside or work in the completed project?**

None.

- j. **Approximately how many people would the completed project displace?**

None.

- k. **Proposed measures to avoid or reduce displacement impacts, if any.**

None proposed.

- l. **Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.**

The proposed project is consistent with existing and projected land uses. With subsequent design, project land use approval, including review of consistency with existing and projected land uses, will be completed by the City's Community Development Department

m. Proposed measures to reduce or control impacts to agricultural and forest lands of long-term commercial significance, if any.

None proposed.

9. Housing

a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

None.

b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

None.

c. Proposed measures to reduce or control housing impacts, if any.

Not applicable.

10. Aesthetics

a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

The proposed reclaimed water reservoir is anticipated to be approximately 24 feet tall, with up to 10 feet of the structure above grade. No other above-ground structures are proposed.

b. What views in the immediate vicinity would be altered or obstructed?

None.

c. Proposed measures to reduce or control aesthetic impacts, if any.

Following site selection, design of the selected reclaimed reservoir site will be conducted to minimize aesthetic impacts. Specific measures will be detailed in a project-level SEPA.

11. Light and Glare

a. What type of light or glare will the proposal produce? What time of day would it mainly occur?

None.

b. Could light or glare from the finished project be a safety hazard or interfere with views?

No.

c. What existing off-site sources of light or glare may affect your proposal?

None.

d. Proposed measures to reduce or control light and glare impacts, if any.

None proposed.

12. Recreation

a. What designated and informal recreational opportunities are in the immediate vicinity?

Potential reservoir sites 1, 2, and 3 are located within the Golf Course.

Additionally, Snoqualmie Falls, a popular scenic attraction, is located approximately 1 mile northeast of Eagle Lake. Associated with the 270-foot waterfall is a 2-acre park, gift shop, observation deck, and the Salish Lodge.

b. Would the proposed project displace any existing recreational uses? If so, describe.

The project will not impact the continued use of existing recreational opportunities in proximity to the site.

c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

None proposed.

13. Historic and Cultural Preservation

a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers? If so, specifically describe.

Approximately 1.25 miles to the east of the potential reservoir sites is the Snoqualmie Falls Hydroelectric Power Plant Historic District and the Snoqualmie Falls Cavity Generating Station, both listed on the National Register of Historic Places and the Washington Heritage Register. The proposed improvements will not affect either of these historic places.

b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

None known. According to the Washington State Department of Archaeology and Historic Preservation's (DAHP) Washington Information System for Architectural and Archeological Records Data (WISAARD) predictive model database, the proposed reservoir project sites are within an area with moderately low risk of containing as-yet unidentified archaeological sites. However, construction in the project footprint will occur primarily in previously disturbed areas associated with the Golf Course, so the probability of inadvertent discovery is anticipated to be minimal. A Cultural Resources Assessment will be prepared and reviewed as part of the project.

- c. **Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.**

It is anticipated a professional cultural resources consultant will conduct a background review, contact DAHP and area Tribes, conduct field investigations, and prepare a report, as necessary, to identify archaeological and historic evidence in the selected reclaimed water reservoir project location and evaluate the potential for the project to affect cultural resources.

- d. **Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.**

Specific cultural resources review and minimization measures will be detailed in a subsequent project-level SEPA.

14. Transportation

- a. **Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.**

The potential reservoir sites can be accessed via Snoqualmie Parkway. All potential reservoir sites are serviced by SR 202 and Interstate 90.

- b. **Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?**

The nearest transit stops to the project site are served by SR 202, both located approximately ½ mile south on Railroad Avenue.

- c. **Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle, or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).**

None proposed.

- d. **Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe.**

No.

- e. **How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates?**

None.

- f. **Will the proposal interfere with, affect, or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.**

No.

g. Proposed measures to reduce or control transportation impacts, if any.

None proposed.

15. Public Services

a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

No.

b. Proposed measures to reduce or control direct impacts on public services, if any.

Not applicable.

16. Utilities

a. Circle utilities currently available at the site: electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system, other:

b. Describe the utilities that are proposed for the project, the utility providing the service, and the general construction activities on the site or in the immediate vicinity which might be needed.

Proposed utilities to be installed at the selected reclaimed water reservoir site include a Class A reclaimed water reservoir, pipeline, and power and communication lines.

C. Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

X 
Andrew Vining (Oct 9, 2023 09:02 PDT)

SEPA Responsible Official

Type name of signee: Andrew Vining, PE

Position and agency/organization: Project Engineer/City of Snoqualmie

Date submitted: 10/9/2023

D. Supplemental sheet for nonproject actions

IT IS NOT REQUIRED to use this section for project actions.

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

This proposal would not directly increase discharges to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise. The site selection alternatives outlined in the Engineering Report will divert reclaimed water currently conveyed to Eagle Lake to a new closed reservoir for separate storage and City Class A reclaimed water use, thereby preventing comingling of City irrigation water with other sources and reducing the amount of reclaimed water discharged to Eagle Lake in the long-term.

- **Proposed measures to avoid or reduce such increases are:**

The proposed Engineering Report and subsequent reclaimed water system improvements will bring the City's reclaimed water system into compliance with the requirements of its current NPDES Permit. The changes are prompted by the 2018 modifications to the Reclaimed Water Rule, Chapter 174-219 WAC. Improvements and preliminary design described in the Engineering Report shall be compliant with local, state, and federal laws governing discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The Engineering Report and reclaimed reservoir site selection alternatives have been developed with consideration for avoidance and minimization of impacts to plants, animals, fish, and marine life. Site selection alternatives are in areas of previous disturbance, including the Golf Course, roadways, improved roadside shoulder areas, and along the alignment of the existing Class A reclaimed water transmission main and other utilities. Since the sites are entirely in previously disturbed areas, which coincide with areas providing low habitat value, impacts to plants, fish, and other wildlife are anticipated to be minimal.

- **Proposed measures to protect or conserve plants, animals, fish, or marine life are:**

No additional measures, as it pertains to the Engineering Report and preliminary design information, are proposed to protect, or conserve plants, fish, and other wildlife currently. After the preferred site alternative has been selected, and during design, the City will evaluate potential impacts to plants, animals, fish, or marine life. These proposed Class A reclaimed water improvements will be designed in accordance with City critical areas regulations and state and federal laws governing the protection of natural resources and fish and wildlife. The City will prepare a project-level SEPA,

once the reservoir site is selected and subsequent design is complete, that will include a further review of potential vegetation and wildlife impacts.

3. How would the proposal be likely to deplete energy or natural resources?

Findings from the Engineering Report indicate that no impacts to energy or natural resources are anticipated for any of the potential reservoir sites. The proposed alternatives utilize existing pumps for irrigation water; therefore, no additional permanent energy needs are anticipated.

- **Proposed measures to protect or conserve energy and natural resources are:**

None proposed.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection, such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

The site selection alternatives identified in the Engineering Report avoid and minimize, to the maximum extent possible, impacts on environmentally sensitive areas or areas designated for governmental protection. Impacts to wetlands and/or wetland buffers and areas containing cultural resources are possible, dependent on the site alternative selected; however, the City anticipates preparation of a project-level SEPA, once subsequent design is complete, that will include a further review of potentially impacted environmentally sensitive areas or areas designated for governmental protection.

- **Proposed measures to protect such resources or to avoid or reduce impacts are:**

Specific critical areas and cultural resources review and minimization measures will be detailed in a subsequent project-level SEPA. No additional measures to avoid or reduce impacts to environmentally sensitive areas or areas designated for governmental protection are proposed currently.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The improvements provided in the Engineering Report are compatible with existing land use plans, including the *Snoqualmie Comprehensive Plan 2032*, *Snoqualmie Ridge II Development Standards*, and the *Snoqualmie Ridge Class "A" Water System and Irrigation Plan*. Improvements will not impact land or shoreline use in the region.

- **Proposed measures to avoid or reduce shoreline and land use impacts are:**

The proposed Engineering Report and reclaimed water system improvements would continue to allow all permissible land and shoreline uses in the Mixed Use zone of the City. No additional measures to avoid or reduce shoreline and land use impacts are proposed.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

The proposal is not likely to increase demands on transportation or public services and utilities. The existing City irrigation system is a non-expanding reclaimed water system

and the proposed improvements described in the Engineering Report would only serve to separate the City's reclaimed water storage from the Golf Course supply.

- **Proposed measures to reduce or respond to such demand(s) are:**

No measures to reduce or respond to such demands are proposed currently. In the event that the City experiences an increase in service area or number of customers that receive reclaimed water, improvements or expansion of the reclaimed water system would be covered in future SEPA review, as needed.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

The proposed Engineering Report and subsequent improvements are being developed to comply with state requirements for protection of the environment, including Chapter 173-219 WAC. Through the City's NPDES Permit, Ecology is requiring the reclaimed water system to be modified to "... not allow contamination of reclaimed water by lower quality water, such as urban stormwater runoff." The proposed Engineering Report analyzes alternatives and proposes reclaimed water system improvements to fulfill NPDES Permit requirements. No conflict with any other local, state, or federal laws or requirements are anticipated because of this proposal.

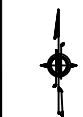
Figures





FIGURE 6: POTENTIAL RESERVOIR LOCATIONS

RECLAIMED WATER DISTRIBUTION SYSTEM ENGINEERING REPORT



SCALE: NTS
0' 1/2" 1"
DRAWING IS FULL SCALE WHEN
BAR MEASURES 1"



DEPARTMENT OF
ECOLOGY
State of Washington

Reclaimed Water Facilities Manual

The Purple Book

*Washington State Department of Ecology
and the Washington State Department of Health*

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To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-6600 or visit <https://ecology.wa.gov/accessibility>. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

Reclaimed Water Facilities Manual

The Purple Book

Water Quality Program
Washington State Department of Ecology
Olympia, Washington

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Table of Contents

	Page
1 Introduction.....	1
1.1 Purpose of This Manual.....	1
1.2 Protection of Public Health.....	1
1.3 Overview of Reclaimed Water.....	2
2 Definitions.....	5
2.1 Definitions (WAC 173-219-010).....	5
2.2 Abbreviations and Acronyms	14
3 Regulatory Framework	17
3.1 Reclaimed Water Rule	17
3.2 Reclaimed Water Permits	21
3.2.1 Wastewater discharge permits.....	21
3.2.2 Water right permits.....	22
3.2.3 Reclaimed water permit.....	22
3.3 Agricultural Industrial Process Water and Industrial Reuse Water	23
3.4 Multiple Regulatory Agency Review Process	24
3.5 Water Rights Considerations	24
4 Water Rights	27
4.1 Introduction.....	27
4.2 Applicant and Agency Responsibilities	27
4.2.1 Applicant Responsibilities.....	28
4.2.2 Ecology Responsibilities	28
4.3 Water Right Impairment	29
4.4 Instream Flow Water Rights	30
4.5 Impairment Analysis.....	31
4.6 Completing an Impairment Analysis	31
4.6.1 Impairment Action Plan.....	32
5 The Planning and Permitting Process.....	33
5.1 Determination of Lead Agency.....	34
5.2 Planning Process	34
5.2.1 Pre-planning Steps.....	35
5.2.2 Pre-Planning Meeting.....	36
5.2.3 Planning Documents.....	37
5.2.4 Feasibility Analysis.....	39
5.2.5 Private Utility Capacity.....	45
5.2.6 Engineering Report.....	46
5.2.7 Plans, Specifications and Construction Documents	57
5.2.8 Operation and Maintenance Manuals	61
5.2.9 Operator Certification	67
5.2.10 Use and Distribution Agreements.....	69
5.2.11 Use Site Evaluation	71
5.3 Permitting Process Overview.....	71
5.4 Ecology Role.....	74

5.4.1	<i>Agricultural Industrial Process Water Reuse Permits</i>	74
5.4.2	<i>Industrial Process Water Reuse Permits</i>	75
5.5	Department of Health Role	76
5.5.1	<i>Public Health Risk Consultation</i>	76
5.6	Public Role.....	77
6	Treatment Performance, Monitoring, and Reliability	79
6.1	Source Control and Pretreatment	79
6.2	Technology-Based Treatment Requirements.....	79
6.2.1	<i>Class A Reclaimed Water</i>	80
6.2.2	<i>Class B Reclaimed Water</i>	81
6.3	Equivalent Treatment Processes	82
6.4	Monitoring Conditions.....	83
6.4.1	<i>Reclaimed Water Monitoring</i>	83
6.5	Reliability Guidelines	85
7	Storage, Distribution, and Use	90
7.1	Operational Storage and Other Impoundments.....	90
7.1.1	<i>Storage and Impoundment Design Considerations</i>	91
7.1.2	<i>Setbacks for Impoundments</i>	91
7.1.3	<i>Alternative Design for Reclaimed Water Storage Ponds</i>	91
7.1.4	<i>Backup Supply Considerations</i>	93
7.1.5	<i>Fencing</i>	93
7.1.6	<i>Identification</i>	93
7.1.7	<i>Relationship to Stormwater Ponds</i>	93
7.1.8	<i>Runoff and Releases from Impoundments</i>	94
7.2	Chlorine Residual.....	94
7.3	Discharges from Distribution System for Maintenance Purposes	95
7.3.1	<i>Flushing Reclaimed Water Lines</i>	95
7.3.2	<i>Pipeline Repair Discharges</i>	95
7.4	Distribution System Construction Standards	95
7.4.1	<i>Pipelines</i>	95
7.4.2	<i>Pressure Differentials</i>	96
7.4.3	<i>Blowoff Assemblies</i>	96
7.4.4	<i>Valve Boxes</i>	96
7.4.5	<i>Fire Hydrants</i>	96
7.4.6	<i>Hose Bibbs</i>	96
7.4.7	<i>Drinking Fountain/Public Facilities</i>	97
7.4.8	<i>Special Provisions for Class B Reclaimed Water</i>	97
7.4.9	<i>Reclaimed Water Pumping Stations</i>	98
7.4.10	<i>Conversion of Existing Distribution Systems to Reclaimed Water</i>	98
7.5	Labeling Reclaimed Water Components	99
7.5.1	<i>Color Coding and Labeling</i>	99
7.5.2	<i>Use Area Notifications</i>	101
7.6	Cross-Connection Control	101
7.6.1	<i>Types of Contaminants</i>	102
7.6.2	<i>Multiple Barrier Concept</i>	103
7.6.3	<i>Backflow Prevention Methods</i>	103
7.6.4	<i>Legal Aspects of Cross-connection Control</i>	104

7.6.5	<i>Jurisdictions of Washington State Agencies Relating to Cross-Connection Control</i>	105
7.6.6	<i>Cross-Connection Control Regulations for Reclaimed Water Systems in Washington State</i>	106
7.6.7	<i>Minimum Elements of a CCC Program</i>	108
7.6.8	<i>Coordination</i>	110
7.6.9	<i>Relationship to Customer</i>	111
7.6.10	<i>Location and Ownership of Backflow Assemblies</i>	112
7.6.11	<i>Cross-connection Specialist Options</i>	113
7.6.12	<i>Backflow Assembly Testing Options</i>	114
7.6.13	<i>Programs for Small Systems</i>	114
7.6.14	<i>Personnel</i>	114
7.6.15	<i>Backflow Assembly Installation Standards</i>	115
7.6.16	<i>Cross-Connections in Wastewater Facility</i>	115
7.6.17	<i>Common Cross-Connections Associated with Distributed Systems</i>	116
7.6.18	<i>Requirements for Backflow Assembly Testing</i>	117
7.6.19	<i>Quality Assurance Program</i>	117
7.6.20	<i>Record Keeping and Reporting Requirements</i>	118
7.6.21	<i>Backflow Incident Response Plan</i>	119
7.7	<i>General Use Area Requirements</i>	119
7.7.1	<i>Distribution or Use by Other Parties</i>	120
7.7.2	<i>Tank Truck Distribution</i>	121
7.7.3	<i>Strainers at Use Sites</i>	121
7.7.4	<i>Irrigation Controllers</i>	121
7.8	<i>Conveying Reclaimed Water in Surface Waters of the State</i>	122
7.9	<i>Facilities Producing both Class A and B Reclaimed Water</i>	123
8	Commercial, Residential, Industrial, and Institutional Uses	125
8.1	<i>Class of Reclaimed Water Required</i>	125
8.2	<i>Other Water Quality Considerations</i>	127
9	Land Application/Irrigation Uses	128
9.1	<i>Class of Reclaimed Water Required</i>	128
9.2	<i>Incidental Site Runoff</i>	129
10	Wetlands	131
11	Streamflow and Surface Water Augmentation	132
12	Groundwater Recharge and Recovery	133
12.1	<i>Water Quality Requirements for Indirect Groundwater Recharge</i>	134
12.1.1	<i>Blended Flows for Groundwater Recharge</i>	134
12.2	<i>Water Quality Requirements for Direct Groundwater Recharge</i>	135
12.3	<i>Recovery of Reclaimed Water Stored in an Aquifer</i>	135
12.4	<i>Groundwater Recharge Criteria</i>	136
12.5	<i>Groundwater Monitoring</i>	148
12.5.1	<i>Monitoring of the Receiving Groundwater Body</i>	148
12.5.2	<i>End-of Pipe Monitoring for Groundwater Quality Protection</i>	150
12.6	<i>Hydrogeologic Evaluation for Reclaimed Water used to Recharge Groundwater</i>	151

List of Tables

	Page
Table 3-1 Laws and Regulations that may apply to Reclaimed Water.....	18
Table 5-1 Lead Agency for Reclaimed Water Projects.....	34
Table 5-2 Items Required in Feasibility Analysis	41
Table 5-3 Items for Demonstrating Private Utility Capacity.....	46
Table 5-4 Engineering Report Requirements	47
Table 5-5 Content Requirements for Reclaimed Water Project Plans and Specifications	60
Table 5-6 Operation and Maintenance Manual Requirements	62
Table 5-7 Reclaimed Water Facility Operator Certification Classifications.....	67
Table 5-8 Scenarios for Use and Distribution Agreements.....	69
Table 6-1 Minimum Performance Standards for Class A Reclaimed Water.....	80
Table 6-2 Minimum Performance Standards for Class B Reclaimed Water.....	82
Table 6-3 Typical Monitoring for Class A Reclaimed Water	84
Table 6-4 Typical Monitoring for Class B Reclaimed Water.....	85
Table 6-6 Reliability Guidelines for Reclaimed Water Facilities.....	86
Table 7-1 Class B Special Restrictions.....	97
Table 7-2 Identification Standards for Reclaimed Water Systems.....	100
Table 7-3 Backflow Hazards	104
Table 7-4 Considerations for Reclaimed Water	108
Table 7-5 Cross Connection Specialist Selection Guidance.....	113
Table 7-6 Backflow Assembly Tester Selection Guidance	114
Table 7-7 Cross-connections Associated with Reclaimed Water and Wastewater	116
Table 7-8 Recommended Protection to Protect Reclaimed Water Systems.....	116
Table 8-1 Class of Reclaimed Water Required for Commercial, Residential, Industrial, and Institutional Uses.....	125
Table 9-1 Class of Reclaimed Water Required for Landscape and Agricultural Irrigation Uses.....	128
Table 12-1 Combined Groundwater Criteria and Drinking Water Standards.	139
Table 12-2 Recommended constituents for Monitoring of Direct Groundwater Recharge	149
Table 12-3 Example Groundwater Monitoring Schedule for Indirect Groundwater Recharge.....	150

1 Introduction

1.1 Purpose of This Manual

The Washington State Department of Ecology (Ecology) prepared this guidance, the *Reclaimed Water Facilities Manual* or “Purple Book,” with assistance from the Washington State Department of Health (Health) and significant input from stakeholders.

This manual provides assistance for reclaimed water project proponents, applicants, permittees, owners, generators, distributors, design engineers, and users regulated by [chapter 173-219 Washington Administrative Code \(WAC\)](#), the Reclaimed Water Rule (referred to as the “Rule”). It also provides guidance for both Ecology and Health staff that develop, issue, and manage reclaimed water permits.

The Purple Book provides additional process and technical information, including design criteria, intended to guide and assist reclaimed water permittees, project proponents, planners, and/or designers to better understand the Rule requirements.

This document is not a regulation.

The information in this guidance document is intended to clarify the requirements in the Rule.

It should not be used as a substitute to the Rule language.

It should also be noted that this guidance document is not designed to, nor does it, cover every aspect of the Rule that you might think needs further clarification. When in doubt please review the Rule language, it is fairly comprehensive. Then, reach out to your [Ecology regional contacts](#) for further clarification. Ecology and Health will update this guidance periodically as needed and will use input from the regions to identify areas needing future guidance.

1.2 Protection of Public Health

Reclaimed water is generated using domestic wastewater containing some portion of human waste or sewage. This means the protection of public health must be of paramount importance for those involved in the generation, distribution, and/or use of the reclaimed water.

First it is important to note that the Rule requires individual, five-year reclaimed water permit(s) be issued for the generation, distribution, and use of reclaimed water in Washington state, thus ensuring that each project is designed and evaluated on a case-by-case basis.

Reliability and effectiveness of pathogen inactivation must be assured and other safeguards taken to meet the reliability requirements in the Rule. The Rule establishes the minimum technology-based treatment methods and reliability (redundancy) standards as well as performance and use based standards specific to the intended use(s). These, along with a number of other important provision are included in the Rule. All of these standards, terms, and conditions are incorporated into a permit, including provisions for monitoring, storage and distribution, and importantly, preventing delivery of inadequately treated water to end users.

The Rule also contains provisions for cross-connection control and backflow prevention to protect higher quality water from lower quality water. The Rule includes notification and communication with public potable water suppliers and owners of public potable water supply sources at certain design stages to ensure adequate coordination with nearby potable water supplies/suppliers. Protection of the environment, including protecting the quality and quantity of future potable water supplies, while still encouraging reclaimed water use, is an essential aim of the Reclaimed Water Rule.

1.3 Overview of Reclaimed Water

It is important to begin by restating the legislative intent for encouraging and regulating reclaimed water as a new source of water supply:

“The legislature finds that by encouraging the use of reclaimed water while assuring the health and safety of all Washington citizens and the protection of its environment, the state of Washington will continue to use water in the best interests of present and future generations. ...It is hereby declared that the people of the state of Washington have a primary interest in the development of facilities to provide reclaimed water to replace potable water in non-potable applications, to supplement existing surface and groundwater supplies, and to assist in meeting the future water requirements of the state.

The legislature further finds and declares that the utilization of reclaimed water by local communities for domestic, agricultural, industrial, recreational, and fish and wildlife habitat creation and enhancement purposes, including wetland enhancement, will contribute to the peace, health, safety, and welfare of the people of the state of Washington. To the extent reclaimed water is appropriate for beneficial uses, it should be so used to:

- Preserve potable water for drinking purposes.
- Contribute to the restoration and protection of instream flows that are crucial to preservation of the state's salmonid fishery resources.
- Contribute to the restoration of Puget Sound by reducing wastewater discharge.
- Provide a drought resistant source of water supply for non-potable needs.
- Be a source of supply integrated into state, regional, and local strategies to respond to population growth and global warming.

Use of reclaimed water constitutes the development of new basic water supplies needed for future generations and local and regional water management planning should consider coordination of infrastructure, development, storage, water reclamation and reuse, and source exchange as strategies to meet water demands associated with population growth and impacts of global warming.”
([RCW 90.46.005](#))

The legislature approved the Reclaimed Water Use Act in 1992 and codified it as chapter 90.46 Revised Code of Washington (RCW). This act initially encouraged using reclaimed water for land application and industrial and commercial uses, and treated wastewater as the source of supply for reclaimed water. The legislature amended chapter 90.46 RCW in 1995 to provide for additional uses of reclaimed water. This legislation extended the use of reclaimed water for groundwater recharge through surface percolation (infiltration), direct injection, and for surface water augmentation. The statute does not prohibit direct potable reuse and interest in this use is growing across the country. Given this, the Rule includes a pathway for direct potable reuse (Class A+ reclaimed water) to be beneficially used on a case-by-case basis if the State Board of Health issues a waiver or approves it as a new supply.

The law states that reclaimed water is ***not*** a wastewater (RCW 90.46.010).

The legislature directs that "reclaimed water" means water derived in any part from wastewater with a domestic wastewater component that has been adequately and reliably treated so that it can be used for beneficial purpose. The legislature instructed Health and Ecology to undertake necessary steps to encourage the development of reclaimed water facilities and to make reclaimed water available to help meet the growing water needs of the state.

Chapter 90.46 RCW establishes a joint role for Ecology and Health in the reclaimed water program. Ecology and Health have worked cooperatively to review and permit wastewater facility projects since their first interagency memorandum of understanding in 1972. Subsequent MOUs continued to have the same intent to avoid or minimize duplication of effort and to use each other's expertise in project review, including reclaimed water proposals. The Rule builds those goals into the lead and nonlead agency designation and roles and responsibilities.

Amendments to chapter 90.46 RCW in 2006 required the development of a new Rule for reclaimed water – [chapter 173-219 WAC, Reclaimed Water](#). Ecology and Health developed the Rule with significant input from stakeholders over many years.

The Rule defines three classes of reclaimed water: A+, A, and B. Class A+ requires the highest level of treatment and refers to using reclaimed water for direct potable reuse (DPR) only. The Rule does not establish specific standards for Class A+. In fact, direct potable reuse is not a beneficial use of reclaimed water unless and until the Group A potable water suppliers or reclaimed water generator has applied for and received a waiver from the State Board of Health under [WAC 246-290-060\(4\)](#).

The Rule focuses its attention on Class A and Class B reclaimed water. Class A reclaimed water has fewer restrictions on its use than Class B. The major difference between Class A and Class B reclaimed water is the level of filtration undergone by Class A water and the level of allowable contact with the public.

To ensure the product is safe for the designated uses, the Rule requires the source water be adequately and reliably treated. To assure reliable treatment, redundant facilities are required in the treatment process. Without redundant facilities, generators and distributors could inadvertently deliver inadequately treated water to the users. For every unit treatment process, a

reclaimed water treatment facility must have an operational and functional backup component, or automatic diversion for inadequately treated water for retreatment should a component fail to provide adequate treatment.

The Rule describes specific allowable beneficial uses of reclaimed water, and the required level of treatment appropriate for each use. The Rule requires treatment, disinfection, and redundancy that is over and above what most conventional wastewater treatment facilities must provide. The Rule also requires automated alarms, treatment reliability, and stringent operator training and certification.

Many communities in this state are approaching or have reached the limits of their available water supplies. Generation and use of reclaimed water can become an attractive option for conserving and extending available water resources. Reclaimed water use may also present an opportunity for pollution abatement when it replaces effluent discharged to sensitive surface waters or groundwaters.

Reclaiming water for a beneficial purpose instead of discharging wastewater can help a community meet water supply and wastewater management needs in a sustainable and environmentally responsible way.

The use of reclaimed water to replace potable water in non-potable applications conserves potable water and stretches the potable water supply. Using reclaimed water may avoid the cost of adding additional potable water supply sources and treatment. Furthermore, using reclaimed water can help preserve water rights for potable water sources to accommodate growth.

A reclaimed water program can reduce or eliminate effluent discharge to surface bodies of water, thus reducing pollutant loading in the environment. Protection of salmon runs or shellfish beds is also a benefit.

Regulators view reclaimed water use as an environmentally progressive approach to dealing with a community's wastewater. Wastewater treatment facilities can view and use reclaimed water as a resource.

To that end, lead and nonlead agency staff will work with utilities to find pathways to reclaimed water whenever possible by helping them navigate the permitting process and otherwise minimize the administrative hurdles to reclaiming water when possible.

2 Definitions

2.1 Definitions (WAC 173-219-010)

The user of this manual should become familiar with the specialized terms in the Reclaimed Water Use Act and the Reclaimed Water Rule:

- Chapter 90.46 RCW Reclaimed Water Use
- Chapter 173-219 WAC Reclaimed Water

This list combines the definitions from both sources and adds additional definitions for clarity in using this manual.

The following definitions apply to all aspects of reclaimed water generation, distribution, and use. Additional definitions found in law and Rule are included, as well as definitions specific to this manual. The Rule distinguishes between potable water supplies/suppliers and reclaimed water supplies/generators to avoid confusion in shared terminology.

- “Agricultural industrial process water” means water that has been used for the purpose of agricultural processing and has been adequately and reliably treated, so that as a result of that treatment, it is suitable for other agricultural water use.
- “Agricultural irrigation” means the application of water to agricultural land with the intent of meeting the water needs for production of agricultural food or nonfood crops.
- “Agricultural processing” means the processing of crops or milk to produce a product primarily for wholesale or retail sale for human or animal consumption, including but not limited to potato, fruit, vegetable, and grain processing.
- “Agricultural water use” means the use of water for irrigation and other uses related to the production of agricultural products. These uses include, but are not limited to, construction, operation, and maintenance of agricultural facilities and livestock operations at farms, ranches, dairies, and nurseries. Examples of these uses include, but are not limited to, dust control, temperature control, and fire control.
- “Alarm” means an integrated system of sensor instruments or devices that continuously monitors a specific function or process and automatically alerts operators to abnormal conditions by means of visual, or audible signals, or both.
- “Applicant” means any person applying for a reclaimed water permit.
- “Approval” means written acceptance from Department of Ecology and/or Health as satisfying requirements.

- “Approved air gap” means the physical separation between the free-flowing end of a water supply pipeline and the overflow rim of an open or nonpressurized receiving vessel that has the following minimum separations:
 - Twice the diameter of the supply piping measured vertically from the overflow rim of the receiving vessel, and in no case be less than one inch, when unaffected by vertical surfaces (vertical sidewalls); and
 - Three times the diameter of the supply piping, if the horizontal distance between the supply pipe and the vertical surface (sidewall) is less than or equal to three times the diameter of the supply pipe, or if the horizontal distance between the supply pipe and the intersecting vertical surfaces (sidewalls) is less than or equal to four times the diameter of the supply pipe and in no case less than one and one-half inches.
- “Approved backflow prevention assembly” means an RPBA, RPDA, DCVA, DCDA, PVBA, or SVBA used for protecting a potable or reclaimed water supply.
- “Aquifer” means a geologic formation, group of formations or part of a formation capable of yielding a significant amount of groundwater to wells or springs.
- “ART” means adequate and reliable treatment, as provided for in 90.46 RCW.
- “Backflow” means the undesirable reversal of flow of water or other substances through a cross-connection into the public water system or consumer’s potable water system.
- “Backflow Assembly Tester” (BAT) means a person meeting the requirements of chapter 246-292 WAC and certified under chapter 70.119 RCW to inspect, field test, maintain, and repair backflow prevention assemblies, devices, and air gaps that protect public water systems.
- “Beneficial purpose” or “beneficial use” means the use of reclaimed water for domestic, stock watering, industrial, commercial, agricultural, irrigation, hydroelectric power production, mining, fish and wildlife maintenance and enhancement, recreational, and thermal power production purposes, and for preservation of environmental and aesthetic values, and for all other uses compatible with the enjoyment of the waters of the state. Beneficial purpose or beneficial use of reclaimed water includes all uses authorized under chapter 90.46 RCW, and contained within WAC 173-219-390.
- “BOD₅” means five-day biochemical oxygen demand.
- “CBOD₅” means five-day carbonaceous biochemical oxygen demand.
- “Certified Operator” means a person who meets the requirements of WAC 173-219-250.
- “Chloramines” are products formed by the reactions between chlorine and ammonia-nitrogen often found in reclaimed water.

- "Class A reclaimed water" means a water resource that meets the treatment requirements of chapter 173-219 WAC, including, at a minimum, oxidation, coagulation, filtration, and disinfection.
- "Class A+ reclaimed water" means a water resource that meets the treatment requirements of chapter 173-219 WAC for Class A reclaimed water and any additional criteria determined necessary on a case-by-case basis by the Department of Health for direct potable reuse.
- "Class B reclaimed water," means a water resource that meets the treatment requirements of chapter 173-219 WAC, including, at a minimum, oxidation, and disinfection.
- "Commercial industrial and institutional use" means non-potable uses of water to produce products, provide goods and services, or for associated sanitary uses such as toilet flushing. The term does not include land application or irrigation uses.
- "Constructed beneficial wetlands" means those wetlands intentionally constructed on non-wetland sites to produce or create natural wetland functions and values.
- "Constructed treatment wetlands" means wetland-like impoundments intentionally constructed on non-wetland sites and managed for the primary purpose of further treatment or retention of reclaimed water as distinct from creating natural wetland functions and values.
- "Contaminant" means any chemical, physical, biological, or radiological substance or matter that does not occur naturally in surface water or groundwater or that occurs at concentrations greater than those in the natural environment.
- "Contaminants of emerging concern" or "CEC" means chemicals or compounds not regulated in drinking water, groundwater, surface water, or advanced treated water, some of which may be candidates for future regulation depending on their ecological toxicity, potential human health effects, public perception, and frequency of occurrence. Wastewater constituents such as pharmaceuticals and personal health care products are examples of CECs.
- "Cross-connection" means any actual or potential physical connection between a public water system or the consumer's water system and any source of non-potable liquid, solid, or gas that could contaminate the potable water supply by backflow.
- "Cross-connection control program" means the administrative and technical procedures the potable water supplier implements to protect the public water system from contamination via cross-connections as required in [WAC 246-290-490](#), or in [chapter 173-219-310 WAC](#). The purpose of the cross-connection control program is to protect potable water supplies and the public water supply system from contamination via cross-connections. Eliminate or control cross-connections by the installation of an approved backflow preventer commensurate with the degree of hazard, as defined in [WAC 246-290-490](#).

- “Cross-connection control specialist” (CCS) means an individual meeting the requirements of chapter 246-292 WAC and certified under [chapter 70.119 RCW](#) to develop and implement a cross-connection control program.
- “DCDA” means double check detector assembly.
- “DCVA” means double check valve assembly.
- “Delivered dose” means the measured dose assigned to a reactor based on reactor validation testing by collimated-beam apparatus. Also known as Reduction Equivalent Dose (RED).
- “Depressional wetland” means a wetland that occurs in topographic depressions where the elevation of the surface within the wetland is lower than in the surrounding landscape and the lowest point of elevation is within the boundary of the wetland.
- “Direct potable reuse” (DPR) means the process in which Class A+ reclaimed water is introduced into an existing water distribution, storage or treatment system without an environmental buffer.
- “Distribution system” means the physical infrastructure (storage, piping, pumps) that delivers [reclaimed] water from the source to the intended end point or user.
- “Distributor” means the person authorized through a use agreement with a reclaimed water generator to distribute or supply reclaimed water to users. A distributor may also be a generator or a user. Users that distribute reclaimed water to use areas through a gravity conveyance system for agricultural water uses are not distributors.
- “DO” means dissolved oxygen
- “Domestic Wastewater” means wastewater from greywater, toilet, or urinal sources.
- “Ecology” means the Washington State Department of Ecology.
- “Effective (Modal) contact time” means the amount of time elapsed between the time that a tracer, such as salt or dye, is injected into the influent at the entrance to a contact chamber and the time that the highest concentration of the tracer is observed in the effluent from the chamber. This value is expressed as t_{modal} .
- “Engineering report” means a document that examines the engineering and administrative aspects of a reclaimed water generation facility, as required under chapter 173-219 WAC.
- “Entity” means any person, public or private corporation, political subdivision, governmental subdivision, governmental agency, municipality, co-partnership, association, firm, trust estate, or any other legal individual.

- “Existing Water Right” means any permits, certificates, instream flows established by rule pursuant to [Chapters 90.22](#) and [90.54 RCW](#), vested water rights asserted by a water right claim, and all federally reserved water rights in existence when Ecology accepts a submitted water rights impairment analysis. ([WAC 173-219-090](#))
- “Food crops” mean any crops intended for human consumption.
- “Generator” means any person that generates any type of reclaimed water for a use regulated under this chapter. A generator may also be a distributor or a user.
- “Greywater” or “gray water” means domestic type flows from bathtubs, showers, bathroom sinks, washing machines, dishwashers, and kitchen or utility sinks. Greywater does not include flow from a toilet or urinal.
- “Groundwater” means water in a saturated zone or stratum beneath the surface of land or below a surface water body.
- “Groundwater recharge” means introduction of reclaimed water to groundwater aquifers and includes the following:
 - Indirect recharge: where reclaimed water is introduced to groundwater through surface or subsurface infiltration or percolation, where the introduced water travels through an unsaturated vadose zone and the comingling with groundwater of the state is not immediate.
 - Direct recharge: where reclaimed water is released directly and immediately into groundwater of the state through direct injection or other means.
- “Health” means the Washington State Department of Health
- “Inadequately treated water” means water treated by a reclaimed water treatment process that does not meet reclaimed water permit limits and standards.
- “Industrial reuse water” means water that has been used for the purpose of industrial processing and has been adequately and reliably treated so that, as a result of that treatment, it is suitable for other uses. ([RCW 90.46.010](#))
- “Instream flow” means either a stream flow level set in Rule that is needed to protect and preserve fish, wildlife, scenic, aesthetic, recreational, water quality, and other environmental values, and navigational values, or a federally reserved water right for a stream flow. The term “instream flow” means a base flow under [chapter 90.54 RCW](#), a minimum flow under [chapter 90.03 RCW](#) or [chapter 90.22 RCW](#), or a minimum instream flow under [chapter 90.82 RCW](#), or a federally reserved water right for a stream flow.
- “Land application” means use of reclaimed water as permitted under [WAC 173-219-390](#) for the purpose of irrigation or watering of landscape vegetation. Land application in this chapter is **not** synonymous with land treatment or reference to a biosolids land application.

- "Large on-site sewage system (LOSS)" means an On-site Sewage System with design flows of three thousand five hundred gallons per day (gpd) up to and including one hundred thousand gpd.
- "Lead agency" means either the Department of Health or the Department of Ecology that has been designated by [chapter 173-219-050 WAC](#) as the agency that will coordinate, review, issue, and enforce a reclaimed water permit issued under [chapter 173-219 WAC](#).
- "Most recent edition" means that version of a specific guidance or reference document in effect at the time the lead agency begins the feasibility and design review process.
- "Net environmental benefit" means that the environmental benefits of the reclaimed water generation project are greater than the environmental impacts associated with the project.
- "Nonlead agency" means Health or Ecology when they are not the lead agency as defined in [chapter 173-219 WAC](#).
- "Non-potable" means water that is not approved by Health or a local health jurisdiction as being safe for human consumption.
- "Non-potable reuse systems" means systems that collect and treat non-potable water, including greywater, from a single building or property for non-potable reuse at the single building or property, with no discharge to waters of the state, as regulated under [WAC 51-56-1500](#) and by the appropriate authority having jurisdiction, or a rule adopted by Health. When reuse occurs on nearby properties, these may be called onsite non-potable water systems or decentralized non-potable water systems.
- "NPDES" means the National Pollutant Discharge Elimination System.
- "On-site sewage system (OSS)" means an integrated system of components, located on or nearby the property it serves, that conveys, stores, treats, and provides subsurface soil treatment and disposal of domestic sewage. It consists of a collection system, a treatment component or treatment sequence, and a drainfield. It may or may not include a mechanical treatment system. An OSS also refers to a holding tank sewage system or other system that does not have a drainfield. A holding tank that discharges to a sewer is not included in the definition of OSS. A system that receives discharges of stormwater or industrial wastewater is not included in the definition of OSS. In some contexts, an OSS means an on-site system that has design flows below three thousand five hundred gpd.
- "Operator" means a person who operates a reclaimed water facility and/or distribution system, and if applicable, who meets the operator certification requirements in the permit.
- "Owner" means a person with a security interest in a reclaimed water facility regulated under [chapter 173-219 WAC](#).

- “Permittee” means any person issued a reclaimed water permit under [chapter 173-219 WAC](#).
- “Person” means any state, individual, public, or private corporation, political subdivision, governmental subdivision, governmental agency, municipality, co-partnership, association, firm, trust estate, or any other legal entity whatever.
- "pH" means the negative logarithm of the hydrogen ion concentration, measured in standard units or s.u.
- “Plans and specifications” means the detailed engineering drawings and specifications prepared by a licensed professional engineer, used in the construction or modification of reclaimed water facilities, and other related facilities.
- “Potable water” or “drinking water” means water safe for human consumption and approved under [chapter 246-290](#) or [246-291 WAC](#).
- "Potable water supply intake" means the works or structures at the head of a conduit through which water is diverted from a source (e.g., river or lake) into a treatment plant producing potable water. With or without treatment, it may also include a groundwater well and appurtenances, and any physical structures used for collecting spring and groundwater that is under the influence of surface water sources for potable supply.
- “Primary contact recreation” means activities where a human would have direct contact with water to the point of complete submergence.
- "Private utility" means all utilities, both public and private, which provide sewerage and/or water service and that are not municipal corporations as defined under [RCW 36.94.010](#). The ownership of a private utility may be in a corporation, nonprofit or for profit, in a cooperative association, in a mutual organization, or in individuals.
- “Public water system” means any system providing water for human consumption through pipes or other constructed conveyances, excluding a system serving only one single-family residence and a system with four or fewer connections all of which serve residences on the same farm as defined in [WAC 246-290-020](#). This term includes:
 - Collection, treatment, storage, and/or distribution facilities under control of the purveyor and used primarily in connection with the system; and
 - Collection or pretreatment storage facilities not under control of the purveyor, but primarily used in connection with the system.
- “Public entity” means a municipal, quasi-municipal, or other governmental entity or entities formed under the Interlocal Cooperation Act.
- "PVBA" means pressure vacuum breaker assembly.

- “Reclaimed water” means water derived in any part from wastewater with a domestic wastewater component that has been adequately and reliably treated to meet the requirements of Chapter 173-291 WAC, so that it can be used for beneficial purposes. Reclaimed water is not considered a wastewater.
- “Reclaimed water facility” or “facility” means the treatment plant, equipment, storage, conveyance devices, and dedicated sites for reclaimed water generation.
- “Reclaimed water permit” or “permit” means an operating permit identifying the terms and conditions, the required level of treatment, operating conditions and use-based standards, issued to a generator of reclaimed water by the lead agency.
- “Reclaimed Water Rule” or “Rule” means [chapter 173-219 WAC](#).
- “Reclaimed water use” means the use of reclaimed water of required quality for a beneficial purpose.
- “Recovery of reclaimed water stored in an aquifer” means the recovery of reclaimed water artificially stored in an underground geological formation for beneficial use.
- “Recovery period” means a period of time defined by the duration, rate, and schedule of withdrawal of reclaimed water for a beneficial use from an underground geological formation.
- “Reliability” means the ability of a system or component(s) thereof to perform a required function under permit stated conditions for a permit stated period.
- “Reliability assessment” means both an evaluation performed and a report by a professional engineer on the reliability of facility components, equipment, and certified operators that are used or proposed to be used to generate and manage reclaimed water.
- “RPBA” means reduced pressure backflow assembly.
- “RPDA” means reduced pressure detector assembly
- “Secondary contact recreation” means activities where a person’s water contact would be limited to the extent that illness or infections due to exposure to pathogens would normally be avoided.
- “Source water” means raw or treated wastewater with a domestic component, depending on facility configuration, that supplies a reclaimed water generation facility.
- “Streamflow” or “surface water augmentation” means the intentional introduction of reclaimed water into rivers and streams of the state or other surface water bodies, for the purpose of increasing volumes.

- “Surface irrigation” means application of water to the land surface by means of spraying equipment or flood irrigation.
- “Surface percolation” means the controlled application of water to the ground surface or to unsaturated soil for replenishing groundwater.
- "SVBA" means spill resistant vacuum breaker assembly.
- “ t_{10} ” means the effective contact time, or the time it takes 10 percent of a slug tracer volume to pass through the reactor, or alternately the time where 90 percent of reclaimed water is kept in contact with a disinfection residual within the contact reactor.
- “Third party guarantor” means an entity approved by the lead agency to provide stand-by management services if a generator fails to operate a reclaimed water treatment facility in compliance with chapter 173-219 WAC.
- “Total chlorine” is the sum of both free and combined chlorine.
- "TSS" means total suspended solids.
- “Unit process” means one or more defined grouped processes that performs an identified step in a process.
- "Use" means an application of reclaimed water in a manner and for a purpose, as designated in a use agreement or permit, and in compliance with all applicable regulatory lead agency and permit requirements.
- "Use Agreement" means an agreement or contract between the generator and the distributor or user, or between the distributor and user, that identifies terms and conditions for reclaimed water distribution and use to ensure compliance with the reclaimed water permit conditions.
- “Use area” means any facility, building, or land area, surface water, or groundwater identified in the use agreement.
- “USEPA” means the United States Environmental Protection Agency.
- “User” means any person who uses reclaimed water.
- “Vadose zone” means the unsaturated region of the soil which lies below the surface of the earth but above the saturated groundwater water table of the shallowest year-round aquifer.
- “Water right mitigation” means the use of reclaimed water for mitigation of new surface or groundwater rights or changes to existing surface or groundwater rights.

- “Waters of the state” means lakes, rivers, ponds, streams, inland waters, underground waters, salt waters, and all other surface waters and watercourses within the jurisdiction of the state of Washington, as defined in RCW 90.48.020.
- “Water table” means the upper surface of groundwater saturation.
- “Wetland” or “wetlands” means areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted to life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands regulated under chapter 90.46 RCW shall be delineated in accordance with the manual adopted by the Department of Ecology pursuant to [RCW 90.58.380](#).
- “Wetland enhancement” means intentional actions taken to improve the functions, processes, and values of existing wetlands.
- “Wetland mitigation” means a sequence of intentional steps or actions taken to reduce impacts to wetlands. Unless the context refers to the entire mitigation sequence, or clearly indicates other steps, the term “wetland mitigation” means compensatory mitigation or the compensation stage of the wetland mitigation sequence, where impacts to wetland functions are offset through the creation, restoration, enhancement, or preservation of other wetlands.
- “Wetland restoration” means intentional actions taken to return historic functions and processes to a former or degraded wetland site.

2.2 Abbreviations and Acronyms

AKART	All known available and reasonable methods of prevention, control, and treatment.
ART	adequate and reliable treatment
ASR	aquifer storage and recovery
AWWA	American Water Works Association
AWWARF	American Water Works Association Research Foundation (aka WRF)
BOD ₅	five-day biochemical oxygen demand
CBOD ₅	carbonaceous biochemical oxygen demand
CCP	cross-connection program
CFR	Code of Federal Regulations
cm	centimeter
COD	chemical oxygen demand
CT	concentration * time
Health	Washington State Department of Health
Ecology	Washington State Department of Ecology
G	velocity gradient

Gt	mixing energy * detention time
gpd	gallons per day
GWQS	Ground Water Quality Standards
ha	hectare
kg	kilogram
kV	kilovolt
LOSS	large on-site sewage system
MBR	membrane bioreactor
MCL	Maximum Contaminant Level
MCLG	Maximum Contaminant Level Goal
MF	microfiltration
MGD	million gallons per day
mJ/cm ²	millijoule per square centimeter (unit of UV dose)
mg/l	milligrams per liter
mL	milliliter
mm	millimeter
OSS	on-site sewage system
PVBA	Pressure Vacuum Breaker Assembly
μ	dynamic viscosity
μg/l	micrograms per liter
MPN	most probable number
mW*s/cm ²	milliwatt seconds per square centimeter (unit of UV dose)
NEPA	National Environmental Policy Act
NF	nanofiltration
NPDES	National Pollutant Discharge Elimination System
NTU	nephelometric turbidity unit
NWRI	National Water Research Institute
OCPI	overriding consideration of public interest
ODW	Office of Drinking Water (Health)
O&M	operation and maintenance
PAA	peracetic acid
PAC	polyaluminum chloride
PWM	Permit Writer's Manual, Department of Ecology WQP
RCW	Revised Code of Washington
RED	reduction equivalent dose
RPBA	Reduced Pressure Backflow Assembly
RPDA	Reduced Pressure Detector Assembly
RWFM	Reclaimed Water Facilities Manual

RO	reverse osmosis
SEA	Shorelands and Environmental Assistance Program
SEPA	State Environmental Policy Act
SVBA	Spill Resistant Vacuum Breaker Assembly
SWD	State Waste Discharge
T	time, as in total time of a tracer test
t_{10}	time when 10% of the volume of a tracer exits a vessel
t_{modal}	time when peak concentration of a tracer exits a vessel
TDH	total dynamic head
TDS	total dissolved solids
THM	trihalomethane
TKN	total Kjeldahl nitrogen
TOC	total organic carbon
TSS	total suspended solids
UF	ultrafiltration
UIC	Underground Injection Control
UPC	United Plumbing Code
USDA	United States Department of Agriculture
USEPA	United States Environmental Protection Agency
UV	ultraviolet
UVT	ultraviolet transmittance
WAC	Washington Administrative Code
WDFW	Washington State Department of Fish & Wildlife
WQP	Department of Ecology Water Quality Program
WRIA	Water Resource Inventory Area
WRP	Department of Ecology Water Resources Program
WSDOT	Washington State Department of Transportation

3 Regulatory Framework

The objective of any reclaimed water project design is to apply reclamation technologies and techniques to wastewater to ensure the resulting product can be beneficially used for intended beneficial purposes. To effectively meet project design requirements, application requirements, and permitting standards, terms, and conditions, the generator needs knowledge of specific reclaimed water statutes and applicable administrative regulations. Applicants for reclaimed water projects should review this section and corresponding regulations closely before proceeding with detailed design.

The legislature's direction to Health and Ecology is to coordinate efforts towards developing an efficient and streamlined process for review, approval, and permit issuance in order to encourage and enable the use of reclaimed water. The two state agencies have developed the assignment of the lead agency role to correspond with permit issuance already done by that agency. For example, a wastewater utility that has an existing discharge permit from Ecology and wishes to produce reclaimed water from its effluent will work with Ecology as the lead agency. See [Table 5-1](#) for more information.

3.1 Reclaimed Water Rule

Legislative amendments to [chapter 90.46 RCW](#) in 2006 required the development of a new Washington Administrative Code (WAC) chapter for reclaimed water – [chapter 173-219 WAC, Reclaimed Water](#). Ecology and Health cooperatively developed this Rule with significant input from stakeholders and technical advisory groups. The Rule sets forth minimum standards for reclaimed water projects. The agencies may incorporate additional enforceable conditions into a reclaimed water permit issued under the Rule as needed to protect public health and the environment.

The Rule provides treatment technology, reliability provisions, and water quality requirements for two classes of reclaimed water that will ensure adequate and reliable treatment (ART) for various uses. Although the Rule creates a pathway for a third class of water, Class A+, for Direct Potable Reuse, it does not establish standards. The standards for Class A+ water will be established on a case-by case basis by Health and will require a waiver/approval from the State Board of Health.

The Rule requires that the facility's permit establish conditions to assure operational reliability at all times ([WAC 173-219-350](#)). The Rule includes an "at all times" requirement because reclaimed water is no longer considered a wastewater and must meet the specified water quality for its approved uses. Further protective permit requirements may specify when and how a reclaimed water treatment facility must stop or control the generation, distribution and use of the reclaimed water, such as when there is a reduction in treatment or loss, failure, or bypass of any unit process at the facility.

ART requirements are in addition to (and slightly different than) the AKART requirements for wastewater treatment. AKART addresses the adequacy of treatment, and ART adds a focus on reliability.

All reclaimed water projects that incorporate an element of discharge to waters of the state must also meet the Washington State Water Pollution Control Act requirements for discharges to waters of the state ([chapter 90.48 RCW](#)).

Table 3-1 below lists some of the laws and regulations that may apply to a reclaimed water project.

Table 3-1 Laws and Regulations that may apply to Reclaimed Water

Statutes (RCWs) and Rules (WACs)	Application
Chapter 43.20 RCW State Board of Health	Provides the authority for Health to adopt rules (WACs) for sewage and drinking water systems.
Chapter 70.118 RCW On-site Sewage Disposal Systems	Establish a timely and orderly procedure for review and approval of on-site sewage disposal system additives; to prohibit the use, sale, or distribution of additives having an adverse effect on public health or the water quality of the state; to require the disclosure of the contents of additives that are advertised, sold, or distributed in the state; and to provide for consumer protection.
Chapter 70.118A RCW On-site Sewage Disposal Systems – Marine Recovery Areas	Authorizes enhanced local programs in marine recovery areas to inventory existing on-site sewage disposal systems, to identify the location of all on-site sewage disposal systems in marine recovery areas, to require inspection of on-site sewage disposal systems and repairs to failing systems, to develop electronic data systems capable of sharing information regarding on-site sewage disposal systems, and to monitor these programs to ensure that they are working to protect public health and Puget Sound water quality.
Chapter 70.118B RCW Large On-site Sewage Disposal Systems	Provides a framework for comprehensive management of large on-site sewage systems statewide (Systems that handle 3,500 gallons per day (gpd) up to and including 100,000 gpd.)
Title 21 RCW Public Utilities	Includes requirements under the Washington Utilities and Transportation Commission for public utilities. Chapters 80.04 and 80.28 RCW contain requirements for private wastewater companies.

Statutes (RCWs) and Rules (WACs)	Application
Chapter 90.03 RCW Water Code and Chapter 90.44 RCW Regulation of Public Groundwaters	Basis for the appropriation and beneficial uses of public waters. Use and distribution of reclaimed water is exempt from water rights permit requirements as described in RCW 90.46.130.
Chapter 90.46 RCW Reclaimed Water	Establishes requirements for reclaimed water use in Washington State, including for ongoing planning and assessment of opportunities for reclaimed water use during regional water supply planning. Basis for rule writing and permitting authority, establishment of initial standards and legislative intent of reclaimed water generation, distribution, and use.
Chapter 90.48 RCW Water Pollution Control	Establishes Ecology's authority to regulate all pollutants discharged into waters of the state.
Chapter 90.54 RCW	Basis for addressing the critical importance of providing and securing sufficient water to meet the needs of people, farms, and fish and the protection of sole source aquifers.
Chapter 51-56 WAC State Building Code Adoption and Amendment	Alternative water sources for non-potable applications, regulates treatment design and use of non-potable water in lieu of potable water within a building (WAC 51-56-1500).
Chapter 173-22 WAC Adoption of Designations of Shorelands and Wetlands Associated with Shorelines of the State	Designates wetland areas associated with the streams, lakes, and tidal waters which are subject to the provisions of Chapter 90.58 RCW.
Chapter 173-154 WAC Policies and Procedures	Establishes protection of upper aquifer zones from excessive water level declines or reductions in water quality.
Chapter 173-200 WAC Water Quality Standards for Groundwaters	Applies to any reclaimed water released to groundwaters of the state.
Chapter 173-201A WAC Water Quality Standards for Surface Waters	Applies to any reclaimed water released to surface waters of the state.
Chapter 173-216 WAC State Waste Discharge Permit Program	Regulates industrial and agricultural reuse water used for irrigation, impoundments, non-discharging wetlands (not regulated as waters of the state), and groundwater recharge projects.
Chapter 173-218 WAC Underground Injection Control Program	Establishes an underground injection control (UIC) program for the injection of fluids through wells. This rule is applicable to reclaimed water that would be released to groundwater by way of an injection well.

Statutes (RCWs) and Rules (WACs)	Application
Chapter 173-219 WAC Reclaimed Water Rule	Regulates reclaimed water facility review, permitting, technical standards, operations, and beneficial uses of reclaimed water.
Chapter 173-220 WAC National Pollutant Discharge Elimination System Program (NPDES)	Delegates to Ecology the NPDES permitting program from the United States Environmental Protection Agency (USEPA). Ecology will generally include provisions for reclaimed water generation, distribution, and use in a NPDES permit when the treatment facility also has an authorized discharge to surface water and if the beneficial use of reclaimed water involves distribution to surface water or to certain wetlands.
Chapter 173-230 WAC Certification Of Operators Of Wastewater Treatment Plants	Protect public health and the environment, including waters of the state, by ensuring wastewater treatment plants are properly operated and maintained. By requiring certification of wastewater treatment plant operators, the department ensures they demonstrate competence to operate and maintain wastewater treatment plants or reclaimed water facilities.
Chapter 173-240 WAC Submission of Plans and Report for Construction of Wastewater Facilities	Governs the submission of engineering reports to Ecology for the domestic wastewater treatment facilities. Entities proposing construction of reclaimed water facilities must submit engineering documents based on the requirements of this regulation and of chapter 173-219 WAC.
Chapter 246-260 WAC Water Recreation Facilities	Protects the health, safety, and welfare of users of water recreation facilities.
Chapter 246-262 WAC Recreational Water Contact Facilities	Protects the health, safety, and welfare of users of water contact facilities.
Chapter 246-272 WAC Wastewater and Reclaimed Water Use Fees	Establishes fees for Health sewage treatment and reclaimed water activities.
Chapter 246-272A WAC On-site Sewage Systems	Protects public health by regulating the location, design, installation, operation, maintenance, and monitoring of on-site systems with a design flow below 3,500 gallons/day by local health jurisdictions.
Chapter 246-272B WAC Large On-site Sewage System Regulations	Protects public health and the environment by establishing a comprehensive framework for statewide management by Department of Health of large on-site sewage systems with a design flow of 3,500 to 100,000 gallons/day.

Statutes (RCWs) and Rules (WACs)	Application
Chapter 246-272C WAC On-site Sewage Systems Tanks	Protects public health and safety by assuring proper design and construction of all tanks used in on-site sewage systems.
Chapter 246-274 WAC Greywater Reuse for Subsurface Irrigation	Establish requirements that provide building owners with simple, cost-effective options for reusing greywater for subsurface irrigation.
Chapter 246-290 WAC Group A Public Water Systems	Establishes requirements for public water systems consistent with the Safe Drinking Water Act and other Health statutes and WACs. For reclaimed water projects, requirements for water system plans, cross-connection controls, design standards (distribution systems), and source protection may apply to specific projects.
Chapter 246-292 WAC Waterworks Operator Certification	Protects public health by setting minimum requirements and standards for public water systems required to have a certified operator in responsible charge; certified operators of public water systems; certified operators that develop and implement cross-connection control programs; and certified operators that inspect, field test, maintain, and repair backflow assemblies, devices, and air gaps that protect public water systems.

3.2 Reclaimed Water Permits

There are basic statutory differences between *wastewater discharge permits*, *water right permits*, and *reclaimed water permits*.

3.2.1 Wastewater discharge permits

These include National Pollutant Discharge Elimination System (NPDES) permits and State Waste Discharge Permits (SWDP).

An NPDES Permit is required for a discharge of treated wastewater effluent to waters of the U.S. (surface waters). Ecology issues this permit by delegated authority of the Clean Water Act. Since waters of the U.S. are also waters of the State, Ecology's NPDES permits are actually NPDES/State Waste Discharge Permits issued under dual authorities.

A State Waste Discharge Permit is required for a discharge of treated wastewater effluent to waters of the state, which includes groundwater. Ecology regulates these under chapter 90.48 RCW, the Water Pollution Control Act. Similarly, Health or local health jurisdictions review and approve effluent dispersal from on-site sewage systems (OSS), chapter 70.118 RCW, and large on-site sewage systems (LOSS), chapter 70.118B RCW.

These permits include treatment, monitoring, and siting conditions providing for the least harmful disposal of treated wastewater effluent. Wastewater dischargers must treat their wastewater discharges to protect existing beneficial uses in groundwater and surface water and to protect public health. Typically, operators do not plan wastewater discharges for a specific beneficial use, although there may be some incidental benefit.

3.2.2 Water right permits

Chapter 90.03 RCW, Water Code and chapter 90.44 RCW, Groundwater Code authorize Ecology to regulate water rights. They govern the quantity, location, and purpose of water use and its relation to other water rights. A person reclaiming water with a permit issued under RCW 90.46 has the exclusive right to any reclaimed water generated by the wastewater treatment facility and as such does not need a water right for reclaimed water use.

3.2.3 Reclaimed water permit

Chapter 90.46 RCW, the Reclaimed Water Use Act, authorized Ecology, in coordination with Health to write a rule to establish standards for all aspects of reclaimed water use, including the distribution and storage. The Reclaimed Water Use Act considers reclaimed water a water supply produced for beneficial use(s) outlined in the law and expanded upon in the Rule. The law clearly states that reclaimed water is not a wastewater and that the use, distribution, storage, and the recovery from storage of reclaimed water by the owner of a wastewater treatment facility permitted under chapter 90.46 RCW is exempt from permit requirements of the Water Code.

The Rule requires individual permits to identify terms and conditions determined to be necessary by the lead agency for the protection of public health and the environment. Each permit may establish additional conditions on a case-by-case basis as needed to protect public health and the environment. The rule outlines the lead agency designation, and roles and responsibilities of each agency.

Generators issued a reclaimed water permit before the effective date of WAC 173-219 must comply with new Rule requirements on the effective date of February 23, 2018.

The lead agency may issue an extension for compliance to those issued the permit before the effective date of WAC 173-219 to provide for a reasonable time to comply.

Generators must request the extension in writing and provide good cause for the request. Acceptable "good cause" reasons include recent approval of a new permit (less than one year).

Generators are not required to obtain a modification of the existing reclaimed water permit until the application for the permit renewal is due under WAC 173-219-070.

Many facilities that generate reclaimed water also have wastewater effluent discharges. Effluent discharge may be an alternative when a reclaimed water facility cannot meet the required reclaimed water quality standards and the facility does not have the ability to store the water for re-treatment. Effluent discharge is also an option when the available supply of reclaimed water exceeds the demand by authorized users of the water or if there is only seasonal demand from beneficial users.

An NPDES permit is required under the federal Clean Water Act whenever effluent is discharged to surface water for the reasons stated above. In addition, if the beneficial use of the reclaimed water involves surface water augmentation or wetland enhancement, Ecology may issue a NPDES permit for that use. Similarly, a State Waste Discharge permit may be issued if wastewater effluent is discharged to the ground. In addition, ground and drinking water standards may apply when reclaimed water is used for groundwater recharge as a beneficial use.

While Ecology will typically issue a single permit to authorize effluent discharge (NPDES or SWDP) along with reclaimed water conditions, it may issue separate discharge and reclaimed water permits to a facility on a case-by-case basis. When a reclaimed water permit is combined with an NPDES or SWDP (both issued by Ecology), the reclaimed water requirements are included in a separate section from the effluent discharge conditions with headings beginning with “R” to indicate Reclaimed Water conditions.

Health may issue a reclaimed water permit in conjunction with an OSS or LOSS permit. OSS and LOSS discharge treated effluent to the vadose zone, and not directly to either surface water or groundwater.

The reclaimed Rule does not apply to the following activities:

- Non-potable reuse systems (WAC 173-219-030(2) (a)).
- Greywater or treated greywater as defined in [RCW 90.46.010](#) and [chapter 246-274 WAC](#). (WAC 173-219-030(2) (b)).
- Agricultural industrial process water as defined in RCW 90.46.010 (WAC 173-219-030(2) (c)).
- Industrial reuse water as defined in RCW 90.46.010 (WAC 173-219-030(2) (d)).
- The capture and redirection of wastewater effluent for treatment facility purposes when under the direct control of the operator in responsible charge of the facility.
- Land treatment of wastewater, in which wastewater is applied at agronomic rates to soil in a system that utilizes surface soils, cover crops, and/or soils in the vadose zone to provide additional treatment. For recommended design criteria and permitting procedures, refer to the most recent edition of [Guidelines for Preparation of Engineering Reports for Industrial Wastewater Land Application Systems \(Ecology\)](#).
- Discharge of 100,000 gallons per day or less (peak day flow) of wastewater effluent to groundwater through on-site sewage disposal systems regulated under chapters 70.118 and 70.118B RCW.

3.3 Agricultural Industrial Process Water and Industrial Reuse Water

In 2001 and 2002, legislative amendments to chapter 90.46 RCW added provisions for two additional types of industrial water reuse: agricultural industrial process water and industrial reuse water. The law did not specifically require or fund development of either new standards or regulations for the new categories. The current Reclaimed Water Rule, in accordance with [RCW](#)

[90.46.150](#), does not apply to the use of agricultural industrial process water or industrial reuse water under [RCW 90.46.160](#).

Due to the wide variety of potential wastewater sources and uses, Ecology envisions making most decisions on a case-by-case basis for these types of wastewater sources. All requirements for water quality and human health protection under chapter 90.48 RCW still apply. In addition, the permit must assure that the new water supply provides adequate and reliable treatment (ART) for the intended uses (RCW 90.46.010). Additional permitting information is provided in [Sections 5.4.1, Agricultural Industrial Process Water Reuse Permits](#) and [5.4.2, Industrial Process Water Reuse Permits](#).

3.4 Multiple Regulatory Agency Review Process

The Rule requires early consultation between potential generators and the lead and nonlead agency prior to the feasibility analysis for any new projects (WAC 173-219-170).

Two state agencies, Ecology and Health, have responsibility to review reclaimed water submittals and develop reclaimed water permits. Either agency may be designated as the lead agency for issuing and maintaining a reclaimed water permit in accordance with criteria in the Rule ([WAC 173-219-050](#)).

The nonlead agency may choose to limit the scope of its involvement. Chapter 5, Planning and Permitting Process, and Table 5-1 discuss and document which agency will be the lead agency for various types of reclaimed water projects. The lead agency will notify the nonlead agency of the receipt of applicant documents, coordinate reviews, and incorporate comments as requested.

Ecology's Water Resources Program (WRP) is responsible for the development of reclaimed water permit conditions regarding water rights, evaluating beneficial uses and controlled uses of reclaimed water relevant to the impairment analysis, as well as determining potential impairment of existing water rights (WAC 173-219-090(2)).

Early coordination or consultation with Ecology and Health is recommended for all significant issues related to public health and environmental protection.

3.5 Water Rights Considerations

The Reclaimed Water Use Act, chapter 90.46 RCW prohibits the cessation of a wastewater discharge, for the purpose of reclaiming it and putting it to beneficial use, if stopping that wastewater discharge will cause a downstream impairment of existing water rights. This is because typical wastewater effluent that is discharged to the environment is considered to be released and becomes waters of the state.

The Reclaimed Water Use Act requires that the reclaimed water project not impair existing water rights downstream from any freshwater discharge point of such facilities unless compensation or mitigation for such impairment is agreed to by the holder of the affected water right.

When wastewater that has been traditionally discharged is planned to be reclaimed for other uses, the Rule requires that the applicant demonstrate compliance with RCW 90.46.130. Ecology must evaluate and approve all reclaimed water projects to ensure compliance with RCW 90.46.130.

The Rule ([WAC 173-219-090 \(4\)](#)) contains the requirement that for all proposed reclaimed water projects, the project proponents must conduct and submit an initial impairment analysis of potentially impaired water rights to demonstrate compliance with this provision of the statute.

Ecology's Water Resources Program (WRP) reviews the initial impairment analysis, included as part of the [feasibility analysis](#). A component of the initial impairment analysis is the identification of all potentially impaired water users and/or instream flows. As the statute allows for compensation or mitigation for impairment, a preliminary proposal for compensation or mitigation of any impaired water right may be included in the feasibility analysis. Once a project has proceeded past the feasibility analysis, the project proponent must prepare and include a formal, final impairment analysis within the final comprehensive engineering report that is submitted to Ecology. This would include a detailed description of any compensation or mitigation agreed to by all water right holders found to be subject to impairment. WRP reviews the complete impairment analysis provided in the engineering report, makes an adequacy determination on that review to the lead agency for project approvals, and develops permit conditions necessary to avoid violations of the Water Code.

[Chapter 4](#) provides more detailed guidance.

Please note, the term "mitigation" is used in two different contexts in this guidance document. One context concerns statute RCW 90.46.130, where a reclaimed water user may provide compensation or mitigation to a downstream water right holder found to be subject to impairment. In this instance, mitigation could be in the form of water provided to the impaired water right holder in a way that offsets the impairment. The other context concerns using the reclaimed water itself as mitigation to allow for the issuance of a new water right(s). In this instance the reclaimed water use may offset the impacts associated with the new water right(s).

The specific circumstances of the original wastewater discharge and the proposed use of the reclaimed water governs the complexity of the impairment analysis. For example, an existing facility discharging to saltwater will need only to document the existing saltwater discharge while facilities discharging to fresh waters of the state will require a more thorough examination. Additionally, the direct use of reclaimed water piped from the facility requires a less complex impairment analysis than an applicant proposing to convey reclaimed water via waters of the state and withdraw the water for use downstream or down gradient.

For those proposing to convey reclaimed water using waters of the state. As long as the intent of subsequent withdrawal or diversion is recovery of the reclaimed water for a beneficial use by the owner of the reclaimed water facility and a portion of the reclaimed water is actually recovered, the complete project may be permitted under a single reclaimed water permit.

In some situations the use of reclaimed water may require that a new appropriative water right under chapter 90.03 or 90.44 RCW must be applied for and approved prior to initiating the withdrawal or diversion in addition to the reclaimed water permit. For example:

- Where reclaimed water is proposed as mitigation for withdrawal or diversion of waters of the state and no portion of the reclaimed water will be recovered, or
- When the reclaimed water is proposed as mitigation for new water use by a person other than the owner of the reclaimed water facility, regardless of whether a portion of the reclaimed water will be recovered.

4 Water Rights

4.1 Introduction

The Reclaimed Water Use Act (RCW 90.46.130) states, “...facilities that reclaim water under this chapter shall not impair any existing water right downstream from any freshwater discharge points of such facilities unless compensation or mitigation for such impairment is agreed to by the holder of the affected water right.”

The Reclaimed Water Rule, WAC 173-219-090(1), requires that an applicant for a reclaimed water permit demonstrate compliance with RCW 90.46.130 for all new reclaimed water projects, and for existing reclaimed water permits when permit modifications that change capacity and/or discharge volume are proposed.

This chapter provides guidance for conducting an analysis of potential impairment of existing water rights. The purpose of the impairment analysis is to evaluate the potential for impairment of existing water rights when a new reclaimed water project is planned.

The specific circumstances of the original wastewater discharge and the use of the reclaimed water will affect the complexity of the impairment analysis needed to demonstrate compliance with RCW 90.46.130. ([See Section 4.5](#) for more information.)

Ecology intends this guidance to assist both project applicants and Ecology staff in establishing a clear process for the analysis.

RCW 90.46.130 does not address potential impairment of existing water rights *upstream* of facility discharge points.

While not required by the statute, the applicant should consider evaluating potential impairment of upstream existing water rights to avoid potential litigation.

4.2 Applicant and Agency Responsibilities

The first step in an impairment analysis is for the project applicant to request the required pre-planning meeting with the lead and non-lead agencies, which needs to include Water Resources and Water Quality staff from Ecology (WAC 173-219-170(1)). This meeting is to scope the feasibility analysis, which must include an initial impairment analysis. The pre-planning meeting can include a discussion of process and possible approaches to the analysis. The applicant should contact [Ecology Regional Offices](#) early for coordination and technical assistance. An iterative process may be most appropriate.

Ecology encourages the project applicant to work with staff at any point in the process when questions arise about the procedure outlined in this section. Early contact with the [Washington State Department of Fish and Wildlife \(WDFW\)](#), tribes, potable water suppliers, and other water right holders in the basin will facilitate this process.

It is recommended that the applicant contact potential stakeholders, water users and water right holders early in the impairment analysis process. If the analysis reveals impairment and the applicant wishes to proceed with the project, mitigation or compensation is required.

Project applicants may choose to perform the initial and final impairment analyses or may request that Ecology conduct the analyses. Note that adequate staffing may not be available at Ecology to perform these analyses in a timely manner. To ensure timely action on the project, Ecology will often recommend contracting with a qualified consultant, possibly through Ecology's cost reimbursement process, to conduct the analyses. In either case, Ecology can assist the applicant in locating relevant data for the analyses.

4.2.1 Applicant Responsibilities

The applicant is responsible for submitting an initial and final water right impairment analysis to demonstrate compliance with RCW 90.46.130.

The initial water right impairment analysis, with or without an engineer's or hydrogeologist's stamp must be submitted with the feasibility analysis. The final, analysis must be stamped by an engineer or hydrogeologist licensed in Washington and, must be submitted as part of or with the final engineering report. Ecology may not accept any analysis until Ecology considers the analysis complete. See Section 4.6 for details on what to include in an impairment analysis.

Ecology's WRP has final determination of adequacy of a final impairment analysis and proposed mitigation and compensation. The Rule ties this determination to the permit issuance making it appealable at this point in the permitting process.

If there is potential water right impairment—requiring mitigation or compensation agreements with affected water right holders—the applicant must provide signed agreements before Ecology can make a final impairment determination and issue a reclaimed water permit.

Ecology recognizes it will take time to get agreements in place and therefore does not require signed agreements with the initial impairment analysis in the feasibility analysis. Signed mitigation or compensation agreements, if needed, should be submitted with the Engineering Report (WAC 173-219-210(2) (o) (iii)). Agreements will be included in a reclaimed water permit as part of the conditions of approval.

4.2.2 Ecology Responsibilities

Ecology, during the pre-planning meeting with the applicant, will assess the level of technical assistance to be provided, including but not limited to access to water rights data and defining the

area of influence to assess for potential impairment. If a cost reimbursement agreement is necessary, the scoping for this should happen at the pre-planning meeting or subsequent meeting if not practical to include as part of pre-planning meeting. Cost reimbursement agreements must meet the requirements of RCW 43.21A.690 and are subject to resource availability.

Ecology will notify WDFW and potentially affected tribes of the availability of any draft analyses. The applicant is encouraged to engage directly with WDFW and tribes.

Ecology will make a decision regarding the completeness of an initial impairment analysis for the feasibility analysis. Before Ecology makes a decision, they will consult with WDFW and affected tribes. Ecology may adopt, amend, reject or issue its own analysis beyond the applicant's analysis.

If approved, the final determination of impairment, and any finally executed agreements for mitigation or compensation will be included in the applicant's permit.

A reclaimed water permit application may be denied based on an impairment analysis determination. If a permit is denied the applicant must be given the basis for permit denial and appeal procedures.

The State is the holder of all adopted instream flow water rights and as such has the responsibility to protect these flows.

Applicants may receive approval of other planning documents that consider use of reclaimed water before an impairment analysis is completed. However, the State Environmental Policy Act (SEPA) reviewing agency might require water right impairment mitigation or compensation agreements prior to issuing a SEPA determination for a reclaimed water engineering report or for construction plans and specifications.

4.3 Water Right Impairment

An early stakeholder report¹ to the legislature recommended the following regarding water right impairment—as it relates to reclaimed water:

A water right is impaired when there is an interruption or interference in the availability of water, or degradation of the quality of water, caused by decreasing or ceasing a wastewater discharge to freshwater in order to reclaim the water, that would:

- Prevent an existing water right holder from partially or fully beneficially using the water right; or
- Require an existing water right holder to make significant modifications in order to beneficially use the water right; or

¹ [Water Rights Impairment Standards for Reclaimed Water: Stakeholder Views and Ecology Recommendations 2009 Report to the Legislature.](#)

- In the case of an existing instream flow established by Rule or otherwise, cause the flow of the stream to fall below the instream flow more frequently, for a longer duration, or by a greater amount than prior to decreasing or ceasing the discharge.

Ecology's consideration of a reclaimed water impairment analysis must be consistent with the provisions of [chapter 90.03 RCW](#), [chapter 90.44 RCW](#), [RCW 90.46.130](#), and applicable case law.

Water quality degradation is a potential cause of impairment to senior water rights. An example of this could be seen when a decrease in volume of water causes an exceedance of water quality standards in the remaining water that impacts a downstream water right holder's ability to use their water. Ecology bases this on water rights case law including: Hillcrest Water Assoc. v. Ecology, PCHB No. 80-128 (1981) and Cheney v. Ecology, PCHB No. 96-186 (1997).

4.4 Instream Flow Water Rights

Ecology must accept and approve compensation or mitigation for any water right impairments to state adopted instream flows.

When instream flows are impaired due to changes in discharge associated with the establishment of reclaimed water activities, there are currently very few options available to address this impact.

Recent Supreme Court reinforce a narrow interpretation of impairment of instream flows adopted in rule, and limit the ability to mitigate that impairment. However, recent legislation may provide mitigation options. This area of the law continues to evolve. Under the current legal framework:

- Ecology cannot use Overriding Consideration of Public Interest (OCPI) to justify permanent allocations of water.
- No impairment of instream flows is permissible, regardless of magnitude or ecological impact (Foster² extended the standard of impacts for availability in Postema to impairment of instream flows.)

If a reclaimed water project is proposed in a basin having adopted instream flows, the applicant may consider the following options:

- One potential option is to condition the reclaimed water permit as interruptible if removal of effluent results in any reduction of flows below the legal instream flow at any time of the year (i.e. interruptible during the summer months). This is similar to the condition placed on the diversion for a junior water right when instream flows are not met. Other conditions may apply, like the submittal of a metering plan.
- As another alternative, it may be possible for the project applicant to provide in-time, in-place, water-for-water compensation or mitigation to prevent the impairment of the instream flow right. The adequacy of mitigation is very case-specific.

² Foster v. Washington State Dept. of Ecology, 184 Wash. 2d 465 -Wash: Supreme Court, 2015

- New process changes or other actions at an existing facility that could result in increased discharges (above what has been discharged historically) may be available for purposes other than flow augmentation. Contact Ecology staff to discuss possible facility changes and site and case-specific mitigation measures.

4.5 Impairment Analysis

[WAC 173-219-090\(1\)](#) requires that an applicant for a reclaimed water permit demonstrate compliance with [RCW 90.46.130](#). This section of the Reclaimed Water Use Act requires that the reclaimed water project not impair existing water rights downstream from any freshwater discharge point unless compensation or mitigation for such impairment is agreed to by the holder of the affected water right. In the case of impairment to instream flows adopted in Rule, recent court cases minimize any flexibility the state may have in compensating for or mitigating such impairment.

Surface water/groundwater interactions should be considered in an impairment analysis of whether the reclaimed water project may cause impairment to both groundwater and surface water.

Reclaimed water facilities permitted prior to the effective date of the Reclaimed Water Rule are not required to develop an impairment analysis for the existing facility. However, if an applicant proposes to modify an existing reclaimed water facility in a manner that may affect existing water rights, such as a change in the treatment capacity or a new consumptive use, an impairment analysis will be required. [WAC 173-219-090](#). The change in uses or increase in the quantity of water reclaimed may only be allowed if they result in no impairment, or compensation/ mitigation has been agreed to by impaired water right holders.

The specific circumstances of the original wastewater discharge and the use of the reclaimed water will affect the complexity of the impairment analysis needed to demonstrate compliance with [RCW 90.46.130](#).

An existing facility discharging to saltwater will need only to document the existing saltwater discharge.

4.6 Completing an Impairment Analysis

[WAC 173-219-090\(4\)](#) requires of the applicant prepare the water rights impairment analyses. The final impairment analysis must be stamped by an engineer or hydrogeologist licensed in Washington State. Unless discharging directly to saltwater, an impairment analysis, at a minimum, must:

1. Describe the characteristics of the historical wastewater discharge and disposal method to determine the amount of water that is the basis for the analysis. This initial assessment should include or take into consideration:
 - A multi-year discharge hydrograph (minimum 24 months).
 - Wastewater disposed of in a fully consumptive manner.
2. Determine the study area for the analysis. The study area should be based on geographic and geologic boundaries, and the extent of downstream or down gradient influence of the

existing discharge. The study area description should include data and/or a modeling analysis to provide evidence for the limit of influence. A map should be provided along with a written description of this area.

3. Identify all existing water rights and water right claims within the study area. Any downstream water right holder of any priority date in this area whose exercise of a water right relies in whole or in part on the water body to which wastewater has historically been discharged should be evaluated. Ecology has interpreted downstream to mean down-gradient in the context of groundwater.

Relevant information that should be presented includes water right numbers, priority dates, points of withdrawal, instantaneous and annual withdrawal amounts, and purposes of use. Water right numbers and points of diversion/withdrawal should also be shown on the study area map.

For groundwater rights, additional information should be included such as well depth, well construction, static water level, and any additional pertinent hydrogeologic information (e.g. pumping test information, geologic/hydrogeologic reports).

Water Resources Program staff can assist with determining the location and characteristics of study area water rights. Any downstream instream flow control points should also be presented. Instream flows are water rights held by the Department of Ecology and potential impacts to these flows must be addressed in the impairment analysis.

4. Identify potentially impaired water rights, and the extent of potential impairment, based on proposed changes to the historical discharge.

4.6.1 Impairment Action Plan

In defining an action plan for addressing any impaired rights the applicant has several options to consider.

- Whether to alter the project to reduce or eliminate the impairment potential. Modifications to the proposed beneficial uses or to the project design may be possible to address impairment concerns. Phasing of the project may also be possible to provide the stakeholders time to explore additional options.
- Whether to “compensate or mitigate” for said impairment as described in RCW 90.46.130. A person seeking this option must obtain the water right holders’ concurrence with the project in writing and present such in the plan.
- Impairment of instream flows must be fully mitigated, water-for-water, in-time and in-place.
- Whether to acquire/purchase potentially impaired rights.

[WAC 173-219-090](#) allows a *preliminary* proposal for compensation or mitigation (as allowed under RCW 90.46.130) with the Feasibility Analysis, and a final proposal, with signed agreements, submitted with the Engineering Report.

5 The Planning and Permitting Process

Planning and permit requirements for reclaimed water facilities extend beyond any single program, so it is important for the proponent of a reclaimed water project to engage with staff from Ecology's Water Quality Program (WQP), the Water Resources Program (WRP), and Health early in the process.

This chapter discusses the general planning and permitting processes for most new reclaimed water projects. The Reclaimed Water Use Act, chapter 90.46 RCW, requires the Department of Ecology (Ecology) and the Department of Health (Health) to develop an efficient and streamlined process to allow generation and use of reclaimed water. Either agency may elect to issue a single permit to the reclaimed water generator that incorporates water quality, public health, and water resources provisions to govern the location and beneficial use of the water.

Health's [Wastewater Management Section](#) in the Division of Environmental Public Health is the primary contact for reclaimed water, and may consult with the [Office of Drinking Water](#) if appropriate.

Chapter 90.46.220 states, "Any person proposing to generate any type of reclaimed water for a use regulated under this chapter shall obtain a permit from the lead agency prior to distribution or use of that water." [WAC 173-219-070](#) identifies the following as eligible to apply for a reclaimed water permit:

- A municipal, quasi-municipal, or other governmental entity.
- A private utility, if the lead agency determines that the private utility meets the requirements in [WAC 173-219-180](#).
- The holder of an active on-site sewage treatment permit under [chapter 70.118B RCW](#) or a permit or approval under [chapter 70.118A RCW](#).
- The holder of an active waste discharge permit issued under [chapter 90.48 RCW](#).

Any of the above may propose constructing and operating a reclaimed water project that includes treatment and distribution facilities operated under a reclaimed water permit.

A successful reclaimed water project requires careful planning prior to constructing a facility or obtaining a reclaimed water permit. It is important to note that many reclaimed water projects require significant planning and design efforts that must start months, if not years, before submitting a permit application.

The project proponent must complete a feasibility analysis described in [Section 5.2.4](#) prior to submitting an application.

The proponent may have completed and received approval of an engineering report ([Section 5.2.6](#)) and design plans and specifications ([Section 5.2.7](#)) for the proposed facility prior to submitting the application or may submit the engineering report with the application. [Section 5.3](#) provides general information about permitting process specific to reclaimed water permits.

5.1 Determination of Lead Agency

Chapter 90.46 RCW and WAC 173-219-050 establish “lead” and “nonlead” roles for Ecology and Health in the review and approval of planning documents as well as in the development and oversight of reclaimed water permits. The lead agency is responsible for acting as the primary regulatory authority for a given project. These roles are further discussed in the following sections. Table 5-1 shows which agency will be lead for different types of reclaimed water projects.

Table 5-1 Lead Agency for Reclaimed Water Projects

Type of project	Lead Agency	
	Ecology	Health
Reclaimed water generator is already permitted by Ecology as a water pollution control facility	X	
Discharge to surface waters of the state	X	
Recharge to underground waters of the state (>100,000 gpd)	X	
On-site sewage system effluent discharge ≤ 100,000 gpd combined with reclaimed water uses that do not directly discharge to waters of the state		X
Reclaimed water generator is already permitted by Health or local health as an OSS or LOSS and with reclaimed water uses that do not directly discharge to waters of the state		X
Project proposal does not fall within the above categories	X The agencies may choose which will act as the lead after consultation	X The agencies may choose which will act as the lead after consultation

5.2 Planning Process

The reclaimed water planning process involves many steps common to other public works projects. The requirements and procedures discussed in the Planning Process section applies only to the development of new reclaimed water projects or the expansion of existing projects. Any reclaimed water facility approved by Ecology and Health prior to the enactment of the Reclaimed Water Rule, WAC 173-219, will not be required to complete new engineering documents until the facility owner propose an expansion or significant modification to the existing facilities.

Future updates to general sewer and water services plans should include appropriate feasibility analyses for new and expanded projects, but do not necessarily need to reassess the feasibility of existing reclaimed water projects for which no changes are proposed.

The legal owner of the proposed project must submit all documents for review and approval. Ecology will not accept documents submitted by a consultant or other third party unless accompanied by a transmittal letters signed by the proponent's signatory official or their duly authorized representative. [Chapter 173-219-190\(2\)](#) identifies acceptable signatories for various organizations:

- Municipal, state, or other public agency of facility: By either the principal executive officer or ranking elected official.
- Corporations: By a responsible corporate officer
- Partnership: By a general partner
- Sole proprietorship: By the proprietor
- Private Utility: By a responsible officer

All planning documents, engineering reports, plans and specifications, and operation and maintenance manuals must be prepared under the supervision of a professional engineer licensed in the state of Washington and bear the engineer's stamp and signature prescribed by the Board of Registration for Professional Engineers and Land Surveyors.

Other technical documents submitted for review and approval of the agencies must be prepared and stamped by the appropriate licensed professional.

Ecology must determine that a proposed reclaimed water project will not impair a water right before it can issue a reclaimed water permit. Project proponents must complete a water rights impairment analysis in consultation with Ecology's Water Resources Program early in the planning process to ensure that Ecology can ultimately permit the project. The feasibility analysis must include a preliminary water rights impairment analysis. The proponent must also include in the engineering report a detailed description of the compensation or mitigation plan, if one is necessary. See Chapter 4, Water Rights Impairment Analysis, for more information.

5.2.1 Pre-planning Steps

[Chapter 90.46.120 RCW](#) requires consideration in regional water supply plans or other potable water system plans the option of using reclaimed water to augment or replace the use of potable water or to potentially develop an additional new potable water supply. Reclaimed water project proponents must ensure that any water system planning under their organizational control includes appropriate consideration of reclaimed water use.

When the reclaimed water project proponent is not a local or regional potable water supplier, it should coordinate with the local or regional potable suppliers in the proposed project area to ensure that the suppliers appropriately consider the proposed reclaimed water supply in their water planning efforts. In addition, [RCW 90.48.112](#) requires wastewater utilities to evaluate the opportunities for the use of reclaimed water as part of any wastewater utility planning effort.

Integrating wastewater and reclaimed water planning with these other planning documents will help identify opportunities as they arise, leading to more comprehensive, collaborative, and cost-effective alternatives. State law says that, to the extent reclaimed water is appropriate for beneficial uses, it should be used to preserve potable water for drinking purposes (RCW 90.46.050). The local public water suppliers and owners of any public water supply sources in the vicinity of proposed reclaimed water facilities should be contacted early in the process, so they can be informed stakeholders.

Beyond this broad water system planning consideration RCW 90.46 and WAC 173-219 require the proponent of a new or expanded reclaimed water project to submit feasibility, planning, design, and construction documents to the lead agency for review and approval prior to construction. To help ensure the success of a proposed project, WAC 173-219-170 requires early consultation with the lead and nonlead agencies to discuss the project objectives and to determine the scope of project-specific planning process.

When Ecology will be the lead agency, the project proponent should start by contacting the Water Quality Program staff at the regional Ecology office in their area to set up a pre-planning meeting.

The meeting will typically involve permitting and engineering staff from Ecology's Water Quality Program along with Health's reclaimed water engineering staff. Staff from Ecology's Water Resources Program may also be involved to address water rights protection topics.

The meeting also presents an opportunity for all parties to review the general project concept and determine if there are any obvious factors that may render the project infeasible.

The general goals of the meeting will be to identify specific requirements for planning and design document along with establishing general timelines for reviewing and approving project documents.

5.2.2 Pre-Planning Meeting

A pre-planning project meeting between the project proponent, their consultants and with Department of Ecology Water Quality permitting staff, Water Resources staff and Department of Health Drinking Water Program staff is required before the design work commences on the reclaimed water project.

5.2.2.1 The meeting should include discussion of:

- Drinking Water System(s) in the vicinity of the reclaimed water treatment and distribution system supply network
- Protection of Drinking Water Systems' source water quality
- Applicable reclaimed water beneficial uses, such as:
 - Land application or irrigation, including
 - Landscape irrigation
 - Irrigation of orchards, vineyards and other food and non-food crops
 - Irrigation of pasture lands

- Irrigation of forest lands and other fiber, fodder and seed crops
 - Frost protection of orchards
- Ground water recharge along with recovery of reclaimed water stored in an aquifer. (Aquifer Storage and Recovery)
 - Discussions about requirements for aquifer characterization
- Commercial, industrial or institutional beneficial uses
- Wetland enhancement
- Streamflow or surface water augmentation
- Feasibility analysis criteria
 - Identifying all stakeholders that may be impacted directly or indirectly by the proposed project
 - Potential impacts to existing water rights (need for an impairment analysis)

Project proponents required to complete a water rights impairment analysis may need additional consultation with Ecology Water Resources Program staff to develop the scope of the impairment analysis. The final water rights impairment analysis and documentation of compensation or mitigation agreements should be included with the engineering report (WAC 173-219-090(4)). [See Chapter 4, Water Rights](#), for more information.

5.2.2.2 Pre-planning testing and data collection

Early consultation with the lead agency provides the opportunity to assess whether a proposed project requires detailed environmental testing or studies prior to determining whether a beneficial use will be approvable. Potential data collection may include:

- Pilot testing for groundwater (aquifer) recharge and recovery of reclaimed water stored in an aquifer. While this is required for the engineering report, the study can occur prior to the submission of the feasibility analysis.
- Wetland studies to demonstrate how reclaimed water may provide a beneficial enhancement to a natural or constructed wetland.
- Pilot testing necessary to demonstrate proposed reclaimed water treatment systems will produce the acceptable class of water. This may be necessary for treatment processes not discussed in the Orange Book or to validate virus inactivation for the proposed disinfection process.

5.2.3 Planning Documents

Project proponents may include some form of reclaimed water planning at multiple levels depending on the scale and scope of a proposal. Because state law requires consideration of reclaimed water in several instances, a number of planning documents may include descriptions of proposed reclaimed water projects at varying levels of detail.

The Reclaimed Water Rule lists specific content requirements of all reclaimed water planning and engineering documents submitted for lead agency review and approval. To avoid unnecessary duplication of efforts, the lead agency may accept the following documents on a case-by-case basis to replace or supplement documents required by WAC 173-219.

- General sewer plans and engineering reports/facility plan for domestic wastewater facilities under RCW 90.48.110 and 90.48.112, or WAC 173-240-050 and 173-240-060;
- Coordinated water system plans, small water system management plans, sewage and sewage treatment works system plans or predesign reports under chapter 43.20, 70.116, or 70.118B RCW or chapter 246-290, 246-291, 246-272A, or 246-272B WAC;
- Water supply plans under chapter 90.44 or 90.82 RCW (WAC173-219-180(2)(c));
- A regional water supply plan or plans addressing potable water supply service by multiple water suppliers under chapter 246-290 WAC;
- Groundwater and aquifer protection plans, under RCW 90.44.400 and chapter 173-100 WAC;
- Comprehensive reclaimed water plans under RCW 57.16.010; and
- A stand-alone or supplemental reclaimed water plan.

In general, planning for all proposed new or expanded reclaimed water projects will require lead agency review and approval of the following documents:

- Feasibility Analysis
- Engineering Report
- Plans and Specifications

The project proponent must also submit an operations and maintenance manual to the lead agency for review and approval prior to completing construction of the reclaimed water facility. In addition, if substantial changes are made to the approved plans and specifications during construction, the proponent must submit those changes to the lead agency for review approval prior to implementing the change. Substantial changes are those that impact the ability of the reclaimed water facility to adequately and reliably produce reclaimed water.

Once construction is complete, the facility owner must submit the Declaration of Construction Completion form found in [WAC 173-240-095](#) to certify that the reclaimed water facility was constructed according to the approved plans and specifications, including approved changes. The proponent should discuss schedules for document submittals and reviews early in the planning process, ideally as part of a pre-planning meeting. It is the responsibility of the project proponent to manage the document development and submittal schedule to ensure reviews and approvals can be completed in sufficient time to meet funding, contractual, and other project deadlines, including deadlines in compliance schedules.

The lead agency will typically comment on, approve, or reject documents within ninety calendar days of receipt. However, additional review time may be necessary on a case-by-case basis depending on to the complexity of a project or due to

If the proponent does not begin construction within three years of the lead agency's approval of the engineering report or the plans and specifications, the lead agency may require an update to the engineering documents to address changes in reclaimed water standards, regulatory requirements, or treatment technology.

other workload constraints. If circumstances prevent adequate review within ninety days, the lead agency will notify the project proponent of the reason for the delay and provide an estimated review completion date. It is important to note that each time the lead agency reviews a document version may require ninety days for completion.

Communicating regularly with the lead and nonlead agency about various technical and policy topics during document development can help streamline the review process and minimize the number of reviews by the lead agency.

The lead agency and nonlead agency, if applicable, may rely on several resources when reviewing plans, analyses, engineering reports, and operations and maintenance manuals to ensure they comply with the intent of the Reclaimed Water Rule. Resources include appropriate sections of the most recent editions of Ecology's [Criteria for Sewage Works Design](#) and this guidance manual. Additional review references may include, but are not limited to the following documents listed in WAC 173-240-040:

- *Manuals of Practice*, Water Pollution Control Federation
- *Manuals of Engineering Practice*, American Society of Civil Engineering.
- *Standard Specifications for Municipal Public Works Construction*, American Public Works Association.
- *Considerations for Preparation of Operation and Maintenance Manuals*, United States Environmental Protection Agency.
- *Process Design Manuals*, United States Environmental Protection Agency.
- *Design Criteria for Mechanical, Electric, and Fluid System and Component Reliability*, United States Environmental Protection Agency.
- *Design Manual: Onsite Wastewater Treatment and Disposal Systems*, United States Environmental Protection Agency, October 1980.
- *Guidelines for Larger On-Site Sewage Disposal Systems*, Washington State Department of Social and Health Services and Department of Ecology.

The lead agency will review the planning and engineering documents to determine whether the proposed reclaimed water facilities meet:

- State standards and other requirements for the generation, distribution, and use of reclaimed water under chapter 173-219 WAC and chapter 90.46 RCW.
- Applicable requirements of chapters 90.48 and 90.54 RCW necessary to prevent and control pollution of waters of the state.
- Applicable requirements of chapter 70.118, 70.118A, 70.118B, 70.119, 70.119A, or 43.20 RCW with respect to on-site sewage systems or public water systems.

5.2.4 Feasibility Analysis

Proponents of a reclaimed water project must develop a feasibility analysis that demonstrates they have the long-term technical, management, legal, and financial capacity to design, construct, operate, and maintain the reclaimed water facility. The analysis must also show that distribution and beneficial end uses of the reclaimed water are feasible. The general purpose of

the analysis is to document that the proponent has sufficient resources to provide public health and the environmental protection over a 20-year planning period.

As was discussed in [Section 5.2.1](#) and [5.2.2](#), early consultation with the lead agency and nonlead agency is an important component of successful project planning. Whether a proposed project involves building a new reclaimed water facility or expanding an existing facility, early consultation allows time for the lead agency and nonlead agency to provide technical assistance and to help identify whether there are any obvious factors that may make a proposed project infeasible.

Since a number of state laws and administrative rules require evaluating opportunities for reclaimed water use during comprehensive water and sewer planning, some existing planning documents may include sufficient information to satisfy some or all of the feasibility analysis requirement. The lead and nonlead agency can help evaluate whether existing documents can be used as a replacement or supplement. In many cases, documents approved for other purposes may meet the needs of this section with minor to moderate amendments or additions.

The following documents may be considered for use in meeting the feasibility analysis requirements under this section:

- General sewer plans and engineering reports for domestic wastewater facilities under RCW 90.48.110 and 90.48.112, or WAC 173-240-050 and 173-240-060;
- Coordinated water system plans, small water system management plans, sewage and sewage treatment works system plans or predesign reports under chapter 43.20, 70.116, or 70.118B RCW or chapter 246-290, 246-291, 246-272A, or 246-272B WAC;
- Water supply plans under chapter 90.44 or 90.82 RCW (WAC173-219-180(2)(c));
- A regional water supply plan or plans addressing potable water supply service by multiple water suppliers under chapter 246-290 WAC;
- Groundwater and aquifer protection plans, under RCW 90.44.400 and chapter 173-100 WAC; and
- Comprehensive reclaimed water plans under RCW 57.16.010.

If the above documents do not contain sufficient information, or if the information is outdated, the project proponent may need to develop a separate Reclaimed Water Feasibility Analysis to satisfy the rule requirement.

It is also critical that (potential) reclaimed water generators identify and communicate with public water systems early and often. In recognizing that both reclaimed water generators and public water systems provide water supplies to consumers, the reclaimed water generator should be prepared to discuss service area impacts, including revenue and public water system protection when customers shift from potable to reclaimed water supply with the public water supplier and the Department of Health Drinking Water Division.

The reclaimed water generator may need to participate in processes typically aimed at potable suppliers, including local planning for coordination of water service areas.

In addition, location of proposed reclaimed water facilities and beneficial use sites, in relation to potable water facilities and source water should be discussed with respect to financial and water quality implications of the reclaimed water distribution system, as well as any other relevant topics.

The project proponent must submit all documents that make up the feasibility analysis to the lead agency for review and approval. The lead agency may approve the submittal, return it for revisions, or disapprove the feasibility analysis based on a determination of inadequate technical, management, legal, and financial capacity or lack of sufficient information on which to make a determination.

For all reclaimed water projects the feasibility analysis must contain the information found in WAC 173-219-180(1) (c), and any other relevant information required by either the lead or nonlead agency. Table 5-2 below provides a summary of the items required in the feasibility analysis.

Table 5-2 Items Required in Feasibility Analysis

Text from WAC 173-219-180	Explanation
180 (1) (c) (i) Explanation of who will own, operate, and maintain the reclaimed water facility.	Provide the name, phone number, street address, and email address of the person that will own, operate, and maintain the reclaimed water facility as well as the names of the legally responsible official(s). If the owner plans to partner with a contract operator or other service provider to operate and/or maintain any or all of the proposed reclaimed water facilities, the feasibility plan must disclose that intention and, if known, provide the name and contact information for the contract operator.
180 (1) (c) (ii) For a planning period of 20 years, projected capital and operational costs, in terms of total annual cost and present worth, and projected revenues from user fees and other sources, if applicable.	Prepare a spreadsheet(s) showing projected capital and operating costs, including any debt service cost for bonds or loans used to finance the project, for a period of 20-years. Show total annualized costs and the net present worth using appropriate discount rates for public works projects. Develop estimated project revenues for the same 20-year period including any potential user fees or other sources of revenue. As part of the analysis, discuss whether user fees are already in place or if they are only proposed. Also clearly describe all sources of other revenue for the project, including whether the proponent anticipates using grants or loans to assist with initial capital costs. Compare all annual estimates to show financial viability of the facility.

<p>180 (1) (c) (iii) Estimate of the annual or seasonal volumes of wastewater required and available and proposed production (generation) rate of reclaimed water.</p>	<p>Demonstrate adequate supply of source (waste) water to match the demand for reclaimed water.</p> <p>To satisfy this requirement the project proponent must be able to show that there are viable opportunities for using reclaimed water produced at the proposed facility and that the facility will be capable of meeting all or part of that potential demand. The proponent may need to rely on a number of different existing resources and studies to estimate potential demand. Water usage reports and water system plans may be used to estimate water demands for commercial, industrial, and institutional uses along with some irrigation uses. Site-specific crop or irrigation plans may also be needed for larger irrigation projects. Hydrogeological reports and other environmental studies may be required to support estimates when proposed uses involve groundwater recharge or wetland enhancements. Each of these resources should give the proponent sufficient information to estimate the non-potable water needs that can be satisfied with reclaimed water on a seasonal and/or annual basis. Since the feasibility analysis is a preliminary planning document, Ecology does not expect the proponent to develop new, detailed water use studies unless there are no existing resources available to provide sufficient information.</p> <p>To estimate the potential reclaimed water supply, the proponent should rely on an up-to-date general sewer plan. The general sewer plan provides appropriate planning level information on the existing and projected amount of wastewater available for further processing into reclaimed water. It is also the appropriate place for a community to examine alternatives for long-term wastewater treatment, including the alternative to produce reclaimed water. If the project involves a small treatment system operated by a private utility or is part of an on-site treatment system, the proponent must be able to show how they came up with flow estimates for the proposed project.</p> <p>Once the proponent has developed estimates for reclaimed water demand and supply, it must develop a water balance to compare supply and demand to show whether they balance or if there are projected surpluses or deficits in supply. The results of this balance will be used elsewhere in the feasibility analysis in relation to managing any surplus or deficit.</p>
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<p>180 (1) (c)(iv) Description of the proposed level of reclaimed water quality the project will generate, along with general descriptions of the treatment systems and reliability features used by the proposed facility. The project proponent must demonstrate that the proposed facility concept is capable of meeting and ensuring the minimum requirements for water quality, treatment and reliability for the proposed uses</p>	<p>The project proponent must identify the minimum class of reclaimed water required for the anticipated beneficial uses along with any additional requirements listed for those uses in the Use-Based Performance Standards shown in Table 3 of WAC 173-219-390. The feasibility analysis must present a general process description of the proposed reclaimed water treatment facility including, all process steps necessary to treat raw domestic wastewater to the appropriate class of reclaimed water. While the proposed reclaimed water facility may operate separately from a secondary wastewater treatment facility, the proponent must be able to demonstrate that the source water to the reclaimed water facility will meet the minimum performance standards listed in Table 2 of WAC 173-219-330. The process description must also generally describe design alternatives the proponent will evaluate to ensure the future facility will comply with the treatment reliability standards listed in WAC 173-219-350.</p>
<p>180 (1) (c) (v) Description of plans for alternative use, storage, or release of any reclaimed water or inadequately treated water.</p>	<p>The feasibility analysis must generally discuss how the proponent propose to manage any excess or inadequately treated reclaimed water. It should discuss whether the proposed facility will include discharge alternatives for excess water or if it will include provisions for long-term or short-term storage of treated water. If storage is included, the proponent should discuss alternatives that may be used to ensure the stored water remains at an appropriate quality. The analysis should also discuss whether inadequately treated water will be stored and returned to the treatment process for re-treatment or discharge through any other authorized method.</p>
<p>180 (1) (c) (vi) Initial assessment of potential water quality and quantity impairment and potential strategies to prevent, compensate, and/or mitigate for such impairment.</p>	<p>The project proponent must complete the Impairment Analysis required by WAC 173-219-090(4) to fulfill this requirement. Please refer to Chapter 4 of this document for further details on that analysis.</p>
<p>180 (1) (c) (vii) List of all public potable water suppliers that provide water to the reclaimed water generation, storage, and distribution facilities in addition to proposed reclaimed water use areas. Describe proposed methods to coordinate with potable water suppliers on reclaimed water service including cross connection prevention actions in design and operation of the reclaimed water system. Results of coordination with the listed potable water suppliers must be included in the engineering report under Chapter 173-219-210 (2) (f).</p>	<p>As is noted in Section 5.2.1, potable water suppliers in the area of the proposed reclaimed water generation and distribution facilities are key stakeholders that the project proponent must engage with early in the planning process. The project proponent must work closely with all local potable water suppliers in the project area to create a list and map of all public water system facilities, including wells, wellhead protection areas, critical aquifer recharge areas (if appropriate), intakes, piping, and storage areas within at least 1,000 feet of any reclaimed</p>

	water generation, storage, or proposed use area. Include strategies for evaluating the need for cross-connection controls at locations where the potential for cross-connection may arise. In addition, establish roles and responsibilities of each party for identifying, evaluating, and resolving cross-connection issues. The feasibility analysis must include documentation that describes the notification and communication efforts with other public water systems and identifies how their concerns will be addressed in future facility designs.
180 (1) (c) (viii) Description of the contingency plan for both temporary and permanent reversion to domestic wastewater facilities and alternative water supply systems where applicable, if reclaimed water production (generation) is discontinued. Include the impact of increased demand to water purveyors.	The feasibility analysis should identify whether proposed reclaimed water uses require uninterruptible water supplies. If so, the project proponent should discuss whether the use agreements will commit to providing an alternate water source should the proposed facility fail to produce an adequate amount of reclaimed water to meet the use area demands. The analysis should contain details about any proposed water supply contingency plans including documentation of communication with local potable water suppliers to that may serve as a source of additional water.
180 (1) (c) (ix) A brief description of the community outreach and public involvement conducted or planned to be conducted, as you determine feasibility, to demonstrate awareness of and community support for the reclaimed water project.	Provide documentation of any public outreach involvement activities that have been or will be undertaken in support of the reclaimed water project. Include a plan for continued public outreach to develop community support for the project. Also include any documentation that shows community support for reclaimed water projects.
180 (1) (c) (x) Identification of existing or proposed interlocal or interagency agreements related to reclaimed water, if any, with local governments or local potable water utilities within the area of existing or proposed distribution and use of reclaimed water.	List all existing and proposed interlocal or interagency agreements required for the successful operation of the reclaimed water facility and distribution system. Identify existing or proposed interlocal or interagency agreements, if any, with local governments or local potable water utilities within the area of existing or proposed distribution and use of reclaimed water.
180 (1) (c) (xi) Statement of compliance with the State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA), where applicable.	The project proponent must comply with the appropriate state or federal environmental review process during the planning and design of the proposed facility. Ecology can assist the proponent in determining the appropriate process for the project.
180 (3) (a) Proposed reclaimed water facility customers	The beneficial uses anticipated for allocation or consumption of reclaimed water. Describe the anticipated infrastructure and delivery schedules and amounts. Include any water use

	<p>agreements already signed or anticipated for implementation.</p> <p>For projects proposing direct groundwater recharge as a beneficial use, provide known aquifer properties that demonstrate the aquifer capacity to receive and store injected reclaimed water. Include potential for impacts to nearby groundwater rights holders and surface features with the possible susceptibility to impacts due to increased groundwater recharge. For projects planning to recover reclaimed water stored in an aquifer, present estimates of recovery rates and annual withdrawal totals. Describe any planned aquifer pilot testing.</p>
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5.2.5 Private Utility Capacity

Beginning in 2005, chapter 90.46 RCW authorized Ecology and Health to issue reclaimed water permits to private utilities, provided the applicant demonstrates to the lead agency that it has the financial and other resources to ensure the reliability, continuity, and supervision of the reclaimed water facilities. The lead agency may require a private utility to submit adequate information to demonstrate that the private utility has capacity to design, construct, operate, and maintain the reclaimed water facility and that distribution and end uses are feasible. Private utilities that may propose a reclaimed water project and apply for a reclaimed water permit must demonstrate private utility capacity to the lead agency as part of their feasibility analysis. The assessment must include the content listed in [WAC 173-219-180\(3\)](#). If the project involves a private wastewater company, the company may have to comply with requirements under chapters 80.04 and 80.28 RCW and other applicable provisions through the Washington Utilities and Transportation Commission.

The lead agency may decline to approve a reclaimed water project or issue a reclaimed water permit based on a determination of inadequate technical, managerial, or financial capacity, or lack of sufficient information on which to make a determination. If this occurs:

- The lead agency may allow the private utility to make changes, such as managerial or financial changes, and the agency may re-evaluate the proposed project.
- The private utility may establish adequate capacity by entering into an agreement with a person acceptable to the lead agency to serve as the primary management entity or as a third-party guarantor. The management agreement must be binding on both parties to remain in force until the lead agency determines that the private utility has the technical, managerial, and financial capacity to qualify for a reclaimed water permit, or until the private utility enters into an agreement with another acceptable person.

Table 5-3 provides a review of the items listed in the Rule as required in the demonstration of private utility capacity.

Table 5-3 Items for Demonstrating Private Utility Capacity

Text from WAC 173-219-180 (3)	Explanation
180 (3) (a) A description of the proposed reclaimed water facility and its proposed customers	The demonstration of private utility capacity must be a part of, or accompany, the feasibility analysis described in Section 5.2.4 , which requires a project description that satisfies this requirement. A separate project description is generally not necessary.
180 (3) (b) A description of the technical, managerial, administrative, operational, legal, and financial capacity of the entity to comply with 90.46 RCW and chapter 173-219 WAC.	Management of the system, in all its forms is an important aspect of a Private Utility. The project proponent must use this section to provide sufficient information necessary to demonstrate how their proposed management structure for the reclaimed water utility will ensure adequate and reliable operation of the system on a long-term basis. The proponent must provide specific and detailed information about the technical managerial, administrative, operational, legal, and financial capacity of the private entity.
180 (3) (c) A description of other requirements, if a private utility is considered a private wastewater company under chapters 80.04 or 36.94 RCW .	Private water utilities have other responsibilities to state, County, and City governments as well as those within the reclaimed water permit. The private utility proponent must describe any additional responsibilities from other state or local governments they have identified as applicable and discuss how they intend to meet those issues.
180 (3) (d) Demonstration of ability of the entity to hire and retain certified operators who will be directly responsible for achieving effective and reliable routine operations.	All generators and distributors of reclaimed water must comply with the Certified Operators requirements in WAC 173-219-250. As part of this assessment the private utility must present a clear plan for hiring and retaining appropriate certified operators to operate and maintain the proposed reclaimed water facilities.
180 (3) (e) A list of all subcontracted services such as engineering, legal, and accounting.	The private utility must provide a list of all the organizations they propose to subcontract with for the planning, design, operation, maintenance, and management of the proposed reclaimed water facilities. Provide names, addresses, phone numbers, information on what tasks the entity will perform, and detailed information necessary to demonstrate that the contractors have appropriate expertise to perform the contracted tasks.

5.2.6 Engineering Report

The proponent of a reclaimed water project must submit a project specific engineering report to the lead agency review and approval. The engineering report is the primary document that thoroughly examines the engineering and administrative aspects of the reclaimed water project. It provides the basis for the design of the proposed reclaimed water project including the reclaimed water treatment, storage, and distribution systems up to the meter connection at the potential use areas. It should also include standard design elements that will be required for distribution systems operated by others under distribution and use agreements.

The engineering report must provide sufficient detail so that a professional engineer that has not been previously involved in the project can complete plans and specifications consistent with the information within the approved report without making more than minor changes.

The engineering report for a reclaimed water project will often need to rely on or be part of an engineering report for a domestic wastewater treatment facility required by WAC 172-240. The reclaimed water engineering report may also need to coordinate with the engineering report completed under the requirements of WAC 246-272B-04000 for a LOSS system regulated by Health. When Ecology is the lead agency, it encourages development of a single engineering report to satisfy the requirements of WAC 173-219-210 and WAC 173-240-060 whenever practical.

Given the close relationship with other engineering reports for wastewater facilities, it is important for a reclaimed water project proponent to coordinate early with Ecology and Health to identify where streamlining exists.

For all reclaimed water projects the engineering report must contain the information found in WAC 173-219-210(2), and any other relevant information required by either the lead or nonlead agency. See Table 5-4 for a review of the items listed in the Rule as required for engineering reports.

Table 5-4 Engineering Report Requirements

Text from WAC 173-219-210	Explanation
210 (2) (a) Sufficient detail for a professional engineer to complete plans and specifications without substantial changes.	"Sufficient detail" as used here is defined to mean the report must contain sufficient design information to allow an engineer not involved in writing the report to produce construction drawings for the facility as envisioned by the report writer without any need for process change or more than minor unit-sizing modifications. "Substantial change" means a change in the selected treatment process, facility size, design criteria, performance standards, or environmental impacts, or an increase in total project cost. A substantial change requires an amendment to the approved engineering report.
210 (2) (b) Name and contact information for the owner and the owner's authorized representative(s).	The report must include the name, street and mailing address, email address (if applicable), and telephone number of the owner and the owner's representative(s). The named person or position must have the authority to sign contracts relating to this project. Examples of the owner's representative include the mayor, chair of the city council sewer committee, city manager, public works director, etc. Additionally, the entity may identify a specific project contact person other than the legal representative.
210 (2) (c) A project description and location maps. The maps must include:	The project description includes the where, what, and why of the report along documentation to support the need for the proposed project and commitments for beneficial uses of the reclaimed water. The project proponent should reference relevant project information submitted in the Feasibility Analysis and, if necessary, modify the feasibility analysis information to reflect any changes made since approval.
210 (2) (c) (i) Location of all wastewater treatment and reclaimed water generation facilities, as well as all reclaimed and inadequately treated water storage facilities under direct control of the generator.	Include a location map of the project area, along with a map showing the current (if applicable) and proposed reclaimed water facility, the secondary wastewater treatment facility that provides the source water to the reclaimed water facility (if different from the reclaimed facility), and all storage areas for either inadequately treated or final product reclaimed water. The location map(s) must

	show the service area for the wastewater collection system that will provide domestic sewage to the reclaimed water facility as well as show the proposed reclaimed water distribution area. Maps should show service areas for wastewater collection and reclaimed water distribution of nearby jurisdictions. If the proposed facility serves as a regional treatment facility, show the service areas for each jurisdiction contributing domestic sewage flow to the facility.
210 (2) (c) (ii) All additional facilities that may be under control of the generator, such as for storage and distribution of reclaimed water.	As applicable to the project, show all reclaimed water distribution lines, pump station, and other reclaimed water distribution and storage facilities under the control of the project proponent. Clearly identify locations where control of the reclaimed water will transfer to another distributor or user operating under distribution and use agreements.
210 (2) (c) (iii) All potable water supply sources, wellhead protection areas for municipal water sources, and system facilities within one thousand (1000) feet of all identified potential reclaimed water generation, reclaimed water storage, and inadequately treated water storage facility areas and any proposed use areas.	Identify on location maps the service area boundaries of all potable water suppliers in the vicinity of the reclaimed water generation and distribution facilities and use area(s). Include maps showing the location of all potable water supply sources, including surface water intakes, wellheads, critical aquifer recharge areas (if appropriate), and wellhead protection areas, within 1,000 feet of any proposed reclaimed water generation or distribution facility or use area.
210 (2) (d) Proposed quantity and quality of the reclaimed water generated by the reclaimed water facility including an assessment that the proposed water quality meets the requirements for the highest proposed beneficial use included in WAC 173-219-390 on Table 3.	Identify the class of reclaimed water required for each proposed beneficial use of water produced at the proposed facility. Also identify the quantity of water needed by identified beneficial uses. Discuss generally how the proposed facilities will meet the reclaimed water quantity and quality demands for the identified beneficial uses. This general discussion should draw from information presented in the approved feasibility analysis and expand on or modify that information as necessary. The project proponent may include this general discussion as part of the more detailed descriptions of the source water and reclaimed treatment processes required by sections 210(2)(i) and 210(2)(j).
210 (2) (e) Description of who will operate and maintain the reclaimed water facility.	Provide a detailed staffing plan that describes the staffing requirements to operate and maintain the reclaimed water treatment, distribution, and storage facilities. Identify the minimum number of operators required for the proposed treatment and distribution facilities along with the required certification levels for those operators. Include provisions for laboratory staff as well as other staff that do not require certification as operators (i.e., mechanics, electricians, and technicians). If the project proponent plans to use a contract operator to operate and/or maintain any part of the treatment or distribution system, identify the contractor(s) and describe their roles and responsibilities.
210 (2) (f) Documentation of contact with potable water systems and their concerns, if any, as required in 173-219-180(1) (c).	Discuss efforts undertaken or in progress to notify and communicate with potable water suppliers. Identify concerns raised by the suppliers and discuss how those concerns have been or will be addressed. Include descriptions of design, operation, and communication strategies that will be included in the project to prevent cross-connections between the reclaimed water and potable water supplies or otherwise necessary to protect the sources of potable water.

210 (2) (g) Applicable requirements of chapter 51-50 WAC, including pipe colors and labeling.	Identify the elements of the Uniform Plumbing Code as adopted and amended by Washington State (WAC 51-56) that apply to the proposed project. Discuss how requirements will be used in the design of the proposed reclaimed water treatment and distribution facilities. Describe color coding and labeling procedures for new and repurposed piping and storage.
210 (2) (h) Design information for the reclaimed water distribution system directly under the control of the generator including meeting the requirements of WAC 173-219-360, and, if applicable, consistent with pressurized distribution systems in the most recent edition of the Department of Health's <i>Water System Design Manual</i> .	When the proposed project includes construction or modification of reclaimed water distribution and/or storage facilities, the engineering report must identify the design criteria from WAC 173-219-360 and the most recent edition of Health's Water System Design Manual that are relevant to the proposed project's scope. Also describe how the project design will incorporate those requirements. Note any anticipated variances from the criteria listed in the WAC or Health manual.
210 (2) (i) The anticipated amount, characteristics, and strength of the source water to be treated, including BOD ₅ , DO, TSS, and nitrate levels, and the degree of treatment required to generate proposed reclaimed water quality, and other influencing factors. And 210 (2) (l) Hydraulic, organic, and influent loading rates to the reclaimed water treatment facility.	<p>Discuss the characteristics of the secondary effluent to be used as the source water for the reclaimed treatment facility or process. Provide information about the quantity of effluent typically available for treatment to reclaimed quality along with the effluent quality in terms of BOD₅ or CBOD₅ (as appropriate) DO, TSS, pH, and total Nitrogen (if applicable for proposed uses). The proponent must be able to demonstrate that the source water to the reclaimed water treatment facility or process will comply with the minimum biological oxidation standards in Table 1 of WAC 173-219-330. They must also describe the treatment necessary to meet the applicable performance standards in Table 2 of WAC 173-219-330 as well as any use-based performance standards in Table 3 of WAC 173-219-390.</p> <p>The proponent may also need to include information in the engineering report about the waste load (flow, BOD₅, TSS, etc.) received by the treatment plant, its sources (the percentages of domestic, commercial, and industrial dischargers), and other relevant information required by WAC 173-240-060(3)(c). This is especially important when the proposed facility will not have a separate discharge of secondary effluent or when the proposed facility will use a membrane bioreactor or other advance treatment system. Ecology's staff will assist the proponent in determining when additional information about the untreated wastewater is necessary. For additional information about the requirements of WAC 173-240-060, please refer to Table G1-2 of the Criteria for Sewage Works Design.</p>
210 (2) (j) Descriptions of proposed treatment processes, including preliminary flow diagrams of critical reclaimed water unit processes, as well as anticipated reliability features and controls. The report must contain sufficient detail to verify the proposed facility will comply with the water quality and reliability requirements of this chapter.	<p>Provide basic sizing calculations and design criteria for the selected reclaimed water treatment system alternative. Identified criteria must agree with the appropriate chapters of the Orange Book, this manual, or other authoritative references. Thoroughly justify any deviation from the design criteria listed in recognized references. Describe the age, capacities, and adequacy of all existing treatment units used in the upgraded facilities.</p> <p>The proponent must present flow diagrams for the proposed reclaimed water treatment facility or unit processes. Include a schematic flow diagram showing all liquid and solids flow paths</p>

	<p>along with proposed sampling locations for compliance and process control monitoring. Also present a scaled site layout (with the site topography) that show how the proposed treatment units fit on the land available.</p> <p>Develop hydraulic profile(s) in detail for the proposed reclaimed water treatment facility or unit processes. Include the hydraulic profile for the average flow conditions as well as the highest and lowest anticipated elevations. Describe the conditions that would result in high water level and low water level conditions. Include hydraulic profiles for other critical flow conditions if necessary to justify unique design elements or operating conditions.</p> <p>The description developed according to this requirement along with the assessment of the degree of treatment discussed as part of section 210(2)(i) above must together demonstrate that the proposed facility will adequately and reliably produce reclaimed water of sufficient quantity and quality to meet use demands. The report must demonstrate that the constructed facilities will comply with applicable requirements listed in WAC 173-219-320 through 390.</p>
210 (2) (k) Description of alternative design options considered	<p>The engineering report must thoroughly describe all treatment alternatives evaluated to produce reclaimed water, including alternative filtration methods and disinfection processes. Present a ranked assessment of the alternatives based on their abilities to meet the project objectives, estimated cost, and any other identified critical factors. Describe all factors used in the evaluation and discuss whether any factors were given higher relative weight over others.</p>
<p>210 (2) (m) Summary of preliminary engineering design criteria for reclaimed water treatment processes including:</p> <p>210 (2) (m) (i) Aeration/anaerobic organic carbon reduction.</p> <p>210 (2) (m) (ii) Nutrient reduction (if required).</p> <p>210 (2) (m) (iii) Disinfection system selection meeting the requirements of WAC 173-219-340</p> <p>210 (2) (m) (iv) Contact time with disinfectant reactor.</p> <p>210 (2) (m) (v) Coagulation and filtration processes (if required).</p> <p>210 (2) (m) (vi) Reverse osmosis or comparable technology process (if required).</p>	<p>Provide one or more summary tables as necessary to list key design criteria for unit processes involved in the following treatment goals: biological oxidation of wastewater; treatment for nitrogen and/or phosphorus reduction (if appropriate for identified uses); coagulation and filtration; disinfection of reclaimed water; and any other advanced treatment targeting specific pollutants of concern. For any existing wastewater treatment unit processes that will become part of the reclaimed water treatment process, include a reference to the original engineering report approved by Ecology (either under WAC 173-240-060 or WAC 173-219-210) as the source for design criteria. Summary tables must show key criteria for a variety of operating conditions appropriate for the unit process and parameter listed (peak day or hour, annual average, the highest monthly average, etc.) Please see section G2-1 of the Orange Book for additional guidance on selecting appropriate design criteria. For disinfection unit processes the engineering report must clearly show the effective contact time within the disinfection reactor or contact chamber along with the dose of disinfectant (chlorine, UV light, or other approved disinfectant). It must demonstrate to the satisfaction of the lead agency that the proposed disinfection method consistently provides the required level of adequate and reliable disinfection necessary to meet the performance standards in Table 2 of WAC 173-219-330. All facilities producing Class A reclaimed water must use a disinfection process that complies with the disinfection process</p>

	standards in WAC 173-219-340. The report must show that the disinfection process, in combination with other treatment processes following biological oxidation, result in a minimum of 4-log virus removal or inactivation.
210 (2) (n) A description of compliance with treatment reliability standards as provided for in WAC 173-219-350.	The engineering report must describe all design and operational strategies the proponent will implement to ensure reliable operation of the reclaimed water facilities. It must clearly identify all unit process redundancy, alarms, and automated diversions necessary to prevent the bypass of any inadequately treated water to any use area. It must also provide a clear plan for managing inadequately treated water during emergencies or maintenance periods. Management strategies may include retaining water at the treatment facility for additional treatment or discharging the water under the authority of a waste discharge permit. The report must describe strategies for ensuring the proper disposal of solids removed during treatment. The facility must not allow removed solids to return to the product reclaimed water or discharge to waters of the state.
<p>210 (2) (o) A statement regarding compliance with:</p> <p>210 (2) (o) (i) State Environmental Protection Act (SEPA), State Environmental Review Process (SERP), or National Environmental Protection Act (NEPA).</p> <p>210 (2) (o) (ii) Any applicable state or local water quality management plan or any plan adopted under the Federal Water Pollution Control Act as amended.</p> <p>210 (2) (o) (iii) RCW 90.46.130, including any compensation or mitigation plans.</p> <p>210 (2) (o) (iv) Governor's Executive Order 05-05 Archaeological and Cultural Resources</p>	<p>SEPA/NEPA: Prepare an environmental report that identifies the potential environmental impacts of the project. Include a copy of the completed SEPA checklist along with the appropriate adopted SEPA determination (Determination of Nonsignificance, mitigation plan, Environmental Impact Statement, etc.) in the engineering report. The action taken that requires SEPA is the adoption of the engineering report and its recommended project. For federally funded projects, excluding SRF Loans, append a NEPA environmental assessment or reference to an applicable FEIS and final NEPA action in the engineering report.</p> <p>NOTE: The local government must make final SEPA declaration prior to approval of the engineering report.</p> <p>Water Quality Plan: Identify any water quality plan associated with the proposed reclaimed water project. Include discussions about how the project connects with or impacts that plan.</p> <p>Water Rights: If the water rights impairment analysis completed during the feasibility analysis identified that the project would impair a water right, include a brief discussion in the engineering report about any compensation or mitigation needed to address the impairment.</p> <p>Archaeology: The project proponent must briefly describe actions they will take during the design and construction to protect archaeological and cultural resources, as required by Governor's Executive Order 05-05.</p>
210 (2) (p) A pilot study proposal, if required. The lead agency may require a pilot reclaimed water facility study to evaluate the ability of the proposed facility to meet all reclaimed water quality requirements applicable to the project. The generator must include	The lead agency may require a project proponent to conduct a pilot study on a case-by case basis of a proposed treatment component, unit process, or combination of processes that may make up a reclaimed water facility. A pilot study is generally required when a project uses new or developmental technology or otherwise proposes a treatment strategy that lacks sufficient operational history to justify that it can meet the requirements of

discussion and determination of the need for a pilot study in the engineering report and include the proposal for it, if required.	the reclaimed water rule. A pilot study may also be required to validate that a specific disinfection system design will achieve appropriate viral reduction. If the lead agency determines a pilot study is necessary, the proponent must include in the engineering report a detailed plan for conducting the study.
210 (2) (q) Proposed pipeline separation distances, both horizontal and vertical, consistent with the most recent edition of Ecology's and Health's Pipeline Separation Design and Installation Reference Guide , in order to ensure trench stability and adequate access for repair and replacement, to minimize impacts to nearby utility pipes, and to protect public health.	If the proposed project includes the design and construction of distribution pipelines from the treatment facility to a use location, the proponent must ensure the pipeline design will comply with the referenced separation guidance. The Engineering report must identify the appropriate separation requirements that will be incorporated into the project design. If the proponent proposes using alternative separation strategies, they must include justification for using the alternate strategy.
<p>210 (2) (r) Wetlands. If a proposed beneficial use of the reclaimed water is for a wetland or wetland restoration and/or enhancement, the engineering report must include the following:</p> <p>210 (2) (r) (i) The wetland-rating category, size, hydrogeomorphic class, and vegetation class of the existing and proposed wetlands.</p> <p>210 (2) (r) (ii) The beneficial uses of the existing and proposed wetland.</p> <p>210 (2) (r) (iii) The hydrologic regime of the existing and proposed wetland, including depth and duration of inundation, average monthly water level fluctuations, and annual loadings of reclaimed water to the wetlands.</p> <p>210 (2) (r) (iv) Demonstration that the proposed quality of reclaimed water meets the requirements for this beneficial use.</p> <p>210 (2) (r) (v) Any studies conducted or additional information applicable to the specific project or site.</p> <p>210 (2) (r) (vi) Information to support a claim of net environmental benefit, if proposed. At a minimum, a claim of net environmental benefit must demonstrate that:</p> <p>210 (2) (r) (vi) (A) The use of reclaimed water provides full and uninterrupted protection of all significant beneficial uses existing in the wetland prior to the use of reclaimed water.</p> <p>210 (2) (s) (vi) (B) Creates new, or enhances the existing beneficial uses of the wetland.</p>	<p>Ecology recommends any proponent of a reclaimed water project that would provide water to wetlands for beneficial purposes to develop a separate companion report or appendix dedicated to examining this topic. Work with wetland specialists to develop the necessary supporting document. Documentation will include detailed descriptions of the current conditions of the wetlands and the anticipated future conditions after the introduction of reclaimed water. Include all of the physical and biological characteristics of the existing and proposed conditions as outlined in the text of the rule.</p> <p>Provide an analysis of the hydrologic regime of the wetland under both current and proposed conditions. Evaluate the monthly water level fluctuations to ensure that the addition of reclaimed water does not adversely impact the wetland conditions. Calculate the annual loading of reclaimed water into the wetland.</p> <p>Determine the water quality needed to provide the proposed benefit to the wetland based on the use-based performance standards in Table 3 of WAC 173-219-390 (rows 14-19). Also identify if the wetland analysis determines that additional water quality restrictions are needed to provide the intended benefit to the wetland. Discuss how the reclaimed water produced at the proposed facility will comply with the use-based performance standards and any site-specific water quality standards. Discuss and attach any studies performed to evaluate the impact of discharging reclaimed water into the wetland.</p> <p>Provide information on any claim of net environmental benefit from directing reclaimed water to an existing or new wetland. Discuss how reclaimed water enhances any existing beneficial uses of the wetland and what would happen without the use of reclaimed water. If the wetland currently exists, discuss how the addition of reclaimed water will protect the existing beneficial uses. Include a discussion of the impact on the wetland of ceasing the addition of reclaimed water.</p>

<p>210 (2) (s) Surface water augmentation. If a proposed beneficial use of the reclaimed water is for surface water augmentation, the engineering report must include the following:</p> <p>210 (2) (s) (i) The location and proposed augmentation uses of the reclaimed water.</p> <p>210 (2) (s) (ii) Demonstration of how the reclaimed water meets water quality standards at the point of release.</p> <p>210 (2) (s) (iii) If applicable, identify potable water supply intakes that are within one thousand feet of the reclaimed water use area, and discuss whether a two hundred foot minimum separation distance between them is sufficient to protect the potable water supply intake(s) from physical impairment potentially created from a reclaimed water use for surface water augmentation. Include demonstration that reclaimed water quality and quantity will not cause need for intake modifications or additional treatment requirements for the production of potable water.</p>	<p>Engineering reports for projects that propose to use reclaimed water for surface water augmentation must clearly demonstrate an increase to the volume of water flowing into a specific river, lake, or other surface water. In most situations the release of the reclaimed water to surface water will require authorization under a NPDES permit. As such the engineering report must fully describe how the addition of reclaimed water will impact the surface water quality and demonstrate that the addition will not violate applicable water quality standards, including the state's antidegradation policy.</p> <p>The engineering report must include all information required by WAC 173-240-060(3)(e) related to the description of the receiving water. Give the name, location (river mile, latitude/longitude, waterway segment number, township/range, etc.), and water quality classification of the proposed receiving water. Summarize any existing receiving water data (monitoring stations reporting to STORET, CRMS, USGS reports, NOAA reports, FERC license reports, data collected for this report, etc.). Include data collected for this report in an appendix to the report. For fresh water streams and rivers, determine and provide the 7Q10 (seven-day, ten-year recurrence low flow) flow in the report. The proponent must identify the applicable water quality standards for the receiving water and whether the receiving water is listed for any water quality impairment. If the water body is listed as impaired, discuss the status of any Total Maximum Daily Load for the water body and list any allocations provided for the reclaimed water.</p> <p>Discuss the following topics related to the hydraulic regime of the receiving water:</p> <ul style="list-style-type: none"> • Describe the intended water rights status for the augmented streamflow. Are they intended to be reserved for instream flows, or available for appropriation and diversion? If intended to be reserved for instream flows, the proponent should enroll the portion of the water right that will remain instream in the trust water right program and include a copy in the engineering report. • Describe the overall management and operational long-term commitment to maintain a reliable discharge of reclaimed water to the stream or lake once the downstream ecosystem and diversion water rights (if any) have come to depend upon this inflow of water. Future appropriations of water conditioned upon a reclaimed water discharge should include provisions that reflect that relationship. <p>Also discuss the following related to outfall design:</p> <p>The physical release of reclaimed water to the receiving stream, lake, or reservoir may occur directly through a piped outfall or indirectly through a pond, bank infiltration, or transport through groundwater connected to the surface water body. Include the following information in the Engineering Report:</p> <ul style="list-style-type: none"> • A site map showing outfall location and key design features, and identifying the receiving surface water body by name.
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	<ul style="list-style-type: none"> • A stage-storage curve for any reservoir, presented in graphical or tabular format, with both formats preferred. • For reservoirs, calculations of the shortest hydraulic residence time for reclaimed water in the reservoir prior to withdrawal for a drinking water source. Consider the combination of low stream flows, high diversion flows, and low reservoir water levels and storage volumes that will give the shortest hydraulic residence time in the reservoir. <p>For a direct piped outfall, provide:</p> <ul style="list-style-type: none"> • Reclaimed water pipeline diameter and material. • If pumping is required, pump location and capacity (flow, total dynamic head (TDH), motor size). • A drawing showing details for diffuser or other outfall structure. • A hydraulic profile for reclaimed water releases. Verify hydraulic performance over the normal range of water levels for the stream, lake, or reservoir. • Outfall site soils, geology, and fluvial geomorphology. Is the natural stream channel migrating? Is the channel subject to significant scour or sedimentation at this location? • A discussion of design features that will keep the outfall pipeline, diffuser, and/or structure in place and functioning during the normal range of streamflows, especially during high flow periods.
<p>210 (2) (t) Groundwater/aquifer recharge. If a proposed beneficial use of the reclaimed water is for aquifer recharge, the engineering report must include the following:</p> <p>210 (2) (t) (i) Information requested by the lead agency necessary to assess the specific treatment and use of reclaimed water for application to recharge groundwater.</p> <p>210 (2) (t) (ii) Site specific information presented in the following:</p> <p>210 (2) (t) (ii) (A) Project operation plan.</p> <p>210 (2) (t) (ii) (B) Conceptual model of the Hydrogeologic system.</p> <p>210 (2) (t) (ii) (C) Description of the legal framework.</p> <p>210 (2) (t) (ii) (D) Environmental assessment and analysis of any potential adverse conditions or potential impacts to the surrounding ecosystem.</p> <p>210 (2) (t) (ii) (E) Project mitigation plan, if required by the lead agency.</p> <p>210 (2) (t) (ii) (F) Project monitoring plan.</p>	<p>The following information is required of all projects seeking permits for indirect or direct Groundwater Recharge (173-219-210 (2) (u)) or Recovery of Reclaimed water in an aquifer (173-219-210 (2) (v)).</p> <p>A professional hydrogeologist licensed by the state of Washington shall prepare the hydrogeological information required. Refer to Section 12.6, Hydrogeological Evaluation for Reclaimed Water used to Recharge Groundwater, for more information.</p> <p>In order to generate accurate data with which to design the aquifer injection (and recovery) portion of the Reclaimed Water system pilot testing of aquifer properties and groundwater quality may be conducted prior to Engineering Report submission. Before testing commences, pilot test(s) must be authorized by Ecology, which entails Ecology review and approval of: 1) pilot well test plan and 2) Water Quality testing plan (QAPP) submitted by the applicant.</p> <p>Provide map showing location of aquifer recharge facility features that might be vulnerable to high water tables or high artesian pressures, including building foundations, buried tanks (septic tanks, fuel tanks), pipelines (water, sewer, gas, fuels), surface slopes, and deep excavations. Show geologic and subsurface conditions map.</p>

210 (2) (t) (ii) (G) Pilot demonstration of project performance.

Discuss water table or artesian pressure elevations, including capillary fringe and natural fluctuations, in the aquifer recharge area. Discuss changes in soil strength and slope stability that might be induced by higher water tables or higher artesian pressures resulting from recharged ground water. Assess the potential for changes in soil strength and slope stability to jeopardize these features or cause other damage. Monitoring and mitigation for changes with the potential to generate detrimental effects should be included in the Monitoring Plan (173-219-210 (2)(t)(ii)(F) and measures to control or minimize them included in the Mitigation Plan (173-219-210 (2)(t)(ii)(E).

Information on the aquifer proposed for recharge must include:

- Hydrogeologic system (conceptual model)
- Properties of aquifer targeted for storage
- Estimated groundwater flow direction and rate of movement
- Anticipated changes to groundwater system due to recharge or recovery activities. Mounding analysis is required for indirect recharge.
- Area impacted by project (affected area)
- General geologic conditions including stratigraphy and structure
- Location of existing natural hazards, contaminated areas, wetland habitat, flood plains, surface water bodies, or springs
- Surface water conditions
- Locations of all wells or other sources of groundwater in the affected area
- Source water and receiving aquifer quality and water compatibility

Project Operation Plan must include

- Recharge water availability, quantity and times of year
- Recharge and recovery rates and durations
- Storage period
- Proposed recharge and recovery facilities; location, number, and capacity
- Variability in source water quality and reliability
- Water treatment methods to meet GWQS
- Plan if discharge after recovery is to surface water
- Operation and maintenance plans to manage suspended sediment from ASR well
- Discharge permitting and destination for flushing water

Legal Framework

- Project water rights documentation
- Other water rights in aquifer recharge project area
- Instream flows or stream closures within groundwater recharge project area

	<ul style="list-style-type: none"> • Ownership and control of project facilities • Impairment analyses (if potential exists for water rights holders to be impacted by groundwater recharge, storage or recovery of reclaimed water stored in an aquifer) <p>Environmental Assessment and Analysis</p> <ul style="list-style-type: none"> • Environmental aspects of aquifer recharge project area; contaminated areas, land uses, wetland habitat, flood plains, surface water bodies or springs • Adverse impacts to slope stability, wetlands, flood plains, ground deformation, surface water bodies or springs • If past environmental assessment completed, reference the document(s) <p>Mitigation Plan</p> <ul style="list-style-type: none"> • Mitigation plan actions to be taken to prevent adverse impacts to the environment <p>Project Monitoring Plan (for pilot and operation phases</p> <ul style="list-style-type: none"> • Water quality sampling and subsequent reporting. A QAPP that includes source and aquifer water quality testing is recommended. • Water quality sampling to support geochemical modeling of aquifer response to source water injection • Measurement methods, threshold values, and evaluation techniques to assess aquifer elevation changes, areal extent of impacts to aquifer from injection, quantity injected and recovered, and cumulative amount of groundwater recovered over time • Evaluation of effectiveness of mitigation measures (if project includes mitigation)
<p>210 (2) (u) Recovery of reclaimed water stored in an aquifer. Aquifer recovery projects will be evaluated based on the information provided in the engineering report under (u) using the following criteria:</p> <p>210 (2) (u) (i) Aquifer vulnerability and hydraulic continuity.</p> <p>210 (2) (u) (ii) Aquifer boundaries and characteristics.</p> <p>210 (2) (u) (iii) Geotechnical impacts of project operation.</p> <p>210 (2) (u) (iv) Chemical compatibility of surface waters and groundwater.</p> <p>210 (2) (u) (v) Recharge and recovery treatment procedures.</p> <p>210 (2) (u) (vi) System Operation.</p> <p>210 (2) (u) (vii) Potential impairment of existing water rights.</p> <p>210 (2) (u) (viii) Environmental Impacts.</p>	<p>See additional information listed above for 173-219-210 (2) (u)</p> <p>Reclaimed water injected to an aquifer remains the property of the entity generating the reclaimed water, and is available for recovery from the aquifer without additional permitting. The quantity of the injected water authorized for recovery will be determined by findings of the pilot testing, aquifer capacity testing (pump tests and injection tests), water quality data, geochemical modeling predictions, aquifer geologic and hydrogeologic properties, protection of existing water rights, avoidance of aquifer injection and recovery operations impacts to nearby infrastructure, hydrologic features, and any other hazards.</p> <p>Chemical compatibility of source water and groundwater entails geochemical modeling of: groundwater quality, source water quality, aquifer matrix compositions, injection quantities, storage duration, volume and extent of storage reservoir, and hydrogeologic properties.</p>

210 (2) (u) (ix) Pilot demonstration project performance.	
210 (2) (v) On-site sewage treatment. If the generator is or will be operating an on-site sewage treatment system, the generator may reference an approved engineering report, but he reclaimed water engineering report must also include the on-site sewage treatment system predesign report, site and environmental review, and engineering report as required under WAC 246-272B, Parts 3 and 4.	The owner and operator of an on-site sewage treatment system may propose developing a reclaimed water project that includes the beneficial uses identified in WAC 173-219. In many cases, Health will be the lead agency for reclaimed water projects involving on-site systems. However, Ecology is the lead agency when the proposed project includes beneficial uses that may require a permit from Ecology, such as groundwater recharge, surface water augmentation, and most wetland enhancement uses. When the proposed reclaimed water project involves an on-site system with a design capacity of less than 100,000 gallons per day, the reclaimed water engineering report must include Health-approved technical documents related to the on-site system that will provide the source water to the reclaimed water treatment system. The documents are those required by WAC 246-272B-03000 through WAC 246-272B-04400 (Site and Environmental Review Requirements and Engineering Requirements).
210 (2) (w) Conveyance in waters of state. For projects, proposing conveyance in waters of the state, the engineering report must include the technical basis for the proposal.	Conveyance of reclaimed water through waters of the state may require permitting under RCW 90.48. This is especially the case for conveyance through surface waters of the state, which will required authorization under a NPDES permit. As such, the engineering report for a project proposing conveyance through waters of the state must include the information discussed above for the beneficial use of surface water augmentation. The proponent must also provide detailed technical information about the conveyance. The engineering report must describe: <ul style="list-style-type: none"> • How the facility will introduce reclaimed water into waters of the state for conveyance? • Where and how will the reclaimed water be removed from waters of the state? • How the proponent will track and record the amounts of water introduced and withdrawn?

5.2.7 Plans, Specifications and Construction Documents

The reclaimed water project proponent must submit detailed design documents (plans and specifications) to the lead agency for review and approval prior to the start of construction. No construction may begin before the lead agency is satisfied that the design complies with the requirements of WAC 173-219. Although the discussion in this section assumes a traditional design-bid-build construction delivery, a proponent may use any alternative public works contracting procedures authorized under RCW 39.10 for proposed project. This includes design-build, design-build-operate, and general contractor/construction manager contracting methods. If the proponent intends to use any alternative contracting methods, it must discuss that intent with the lead agency in order to develop an appropriate schedule for design reviews.

The construction plans and specifications should be prepared in accordance with the following documents:

- The most recent edition of this document, *Reclaimed Water Facilities Manual (Purple Book)*, Ecology.
- The most recent edition of [Criteria for Sewage Works Design \(Orange Book\)](#), #98-37, Ecology, if Ecology is the lead agency, or
- [Chapter 246-272B WAC](#) if Health, is the lead agency
- The most recent edition of the [Water System Design Manual](#), Health publication number [331-123](#), (appropriate for distribution and storage system design), or
- Accepted engineering practices for the design of wastewater treatment, water reclamation treatment, and water system storage and distribution.

Plans and specifications contain the complete technical details and drawings a contractor will use to construct a reclaimed water facility. Together with any appropriate supplemental documents, the plans and specifications constitute the contract documents for the construction project. The reclaimed water rule requires the construction of facilities to conform to the plans and specifications approved by the lead agency. In addition, operating permits for the reclaimed water facility may include certain design criteria from the approved plans and specifications as enforceable loading or operating limits for the facility.

Design documents for all treatment, storage, and distribution facilities under the direct control of the reclaimed water generator must receive approval by the lead agency. However, the generator may elect to separate the design of various facilities for phasing or convenience purposes. When separating the design into multiple packages, each related design package must clearly show how facilities in one package interact with facilities designed under separate packages. The project proponent should discuss with the lead agency early in the design process whether they contemplate any separation of design documents into multiple contract packages.

Plans and specifications must be sufficiently clear so that a third party can interpret and construct the facilities without excessive clarification from the design engineer.

Plan sets, in general, must include a title sheet, facility and/or unit process plan and profile sheets, design criteria sheets, and other sheets appropriate to sufficiently detail and outline the facilities being designed. The designer must consecutively number all plan sheets and include drawings showing plan views, elevations, sections, profiles, general layouts, and supplemental views as necessary to represent the intended design. Plans must be clear, legible, and drawn to a scale that permits all necessary information to be shown plainly. Numerical units should be expressed consistently throughout the plan set.

Specifications must include all construction information not shown on the drawings that is necessary to inform the builder in detail of the design requirements, including the quality and type of materials and equipment to be used. They must include requirements for all mechanical and electrical components, instructions for complete testing of materials and equipment, and operating performance tests. Each specification section should clearly identify the information

required in the submittal for the construction manager to properly review the contractor's proposal (such as equipment, pipe type, site work facilities, measures to mitigate construction activities regarding noise, traffic, stormwater, etc.).

The reclaimed water rule requires the owner of the prospective reclaimed water facility to submit two complete paper sets and one complete electronic set of the final plans and specifications to the lead agency for approval. Digital signatures on electronic documents must conform to the requirements of WAC 196-23-070(2). Once approved, the lead agency will return one paper set stamped as "Approved" to the project owner. On a case-by-case basis lead agency may waive the requirement for paper submittals.

The final documents, including electronic documents, must be stamped and signed by a professional engineer licensed in the state of Washington.

Although the rule requires multiple, stamped paper copies of the final documents submitted for approval, the same requirement does not apply to draft copies submitted for review.

A single unstamped copy, either paper or electronic, is typically acceptable for a draft review submittal. The proponent should discuss with the lead agency early in the design process the preferred method and timing of submitting draft documents.

The project proponent must coordinate with the lead agency for document review and eventual approval. Draft plans and specifications submitted for review should have all technical aspects of the documents mostly (approximately 90%) complete. For large, complex projects, an early review or consultation with the lead agency at approximately 60% design completion is encouraged. Since construction must conform to the approved documents, the proponent must submit the final "bid-ready" plans and specifications to the lead agency for approval. Any changes made after lead agency approval must be documented through addenda (if made prior to or during the bid process) or as change orders (if made during construction).

Changes made to the approved plans and specifications prior to or during construction may require additional review and approval by the lead agency. If the project receives financial assistance from Ecology through a State Revolving Fund loan or Centennial Clean Water grant, Ecology must review all changes regardless of scope to assess the eligibility of the change for grant or loan funding. In addition, any substantial change to the approved design must be reviewed and approved by the lead agency prior to incorporating the change into the project. A substantial change is one that alters the performance, reliability, or functionality of the facility.

Table 5-5 provides a review of the items listed in the Rule as required in plans and specifications.

Table 5-5 Content Requirements for Reclaimed Water Project Plans and Specifications

Text from WAC 173-219-220	Explanation
220 (2) The construction document must:	
220 (2) (a) Include a list of the design criteria for each unit process and for the overall facility.	List applicable design criteria for the complete facility and each unit process included in the design documents. Include all treatment, distribution, and storage facilities that are part of specific design package. Design criteria must be consistent with appropriate standards in references listed at the beginning of this section.
220 (2) (b) Include a field-commissioning plan for new facilities, if applicable. The plan must include testing of all processes, equipment, and reactors used in the generation of reclaimed water and be consistent with the review standards provided in WAC 173-219-200.	The design documents must describe how each new major treatment, storage, or distribution unit will be tested for proper and reliable operation prior to being placed into service. This may be included as part of the specifications or as a separate start-up or commissioning plan submitted as part of the design package. This plan should be updated during facility construction to include any requirements of vendors of specific equipment selected and installed at the new facility.
220 (2) (c) Include a plan for interim operation of facilities during construction, if applicable.	The design documents must include a plan for maintaining continuous operation of any existing reclaimed water or wastewater treatment facility if the proposed project involves expansion or modification of existing facilities. Clearly state the obligations of the construction contractor for maintaining operation of existing facilities and describe in detail the process for approvals, reporting, and monitoring of any anticipated equipment or process shutdown. Also include detailed bypassing plans for any project that may disrupt existing flow paths within a treatment facility or distribution system.
220 (2) (d) Comply with WAC 173-219-310 and identify all potential cross-connections, and the device or assembly to be installed to prevent them, as described in 173-219-310 WAC. This information must also be included in the as-built drawings and final operations and maintenance manual under WAC 173-219-240.	<p>The project design team must include a cross-connection control specialist responsible for evaluating the risk for cross connections in the proposed facility design. They must identify areas of concern and present appropriate devices or strategies to minimize or eliminate cross connections between all higher quality and lower quality water sources. The plans must evaluate and mitigate potential cross-connections in the following areas:</p> <ul style="list-style-type: none"> • Between potable water lines and all other lower quality water within the fence line of the treatment, distribution, or storage facilities. • Between reclaimed water and all lower quality waters, including partially-treated or inadequately-treated reclaimed water, in all areas covered by the design documents. <p>The design team and project owner must gain approval from the local potable water supplier for any device installed at a reclaimed water facility to protect the public water supply. This is typically a property isolation device installed at the fence line of the treatment, distribution, or storage facility property. For all other potable water lines at the reclaimed facility, the design engineer and owner must ensure the design complies with all applicable plumbing codes. The design engineer and facility owner is also responsible for ensuring cross-connection control devices consistent with the requirements of WAC173-219-310 and applicable plumbing codes are included in the design to protect the reclaimed water form contamination.</p>

As well as including the content described above, the plans and specifications must comply with all applicable requirements for the design of the source water treatment facility. When the project involves a domestic wastewater facility that is otherwise regulated by Ecology, the plans and specifications must comply with the requirements of WAC 173-240-070. Please refer to section G1-4.2 of the [Criteria for Sewage Works Design](#) for guidance on these requirements. When the project involves an on-site sewage system regulated by Health, the plans and specifications must comply with the requirements of WAC 246-272B-4400.

Upon construction completion, the generator must submit appropriate post-construction documents to the lead agency. For projects where Ecology is the lead agency, the generator must comply with the requirements of WAC 173-240-090. This regulation requires submittal of a “Declaration of Construction Completion” to Ecology within 30 days of the acceptance by the owner of the new or modified facility. The specific wording of the declaration form is found in WAC 173-240-095. The professional engineer responsible for inspection of the project must stamp and sign the “declaration of construction” form and the generator must submit the form along with one set of record drawings to regional Ecology office that oversees the area where the facility is located.

For reclaimed facilities that involve on-site systems with Health as the lead agency, the generator must submit post-construction documents consistent with WAC 246-272B-05400. Documents include a LOSS construction completion report, record drawings, a final management plan meeting the requirements of WAC 246-272B-04100, and a final operations and maintenance manual for the LOSS system, as specified in WAC 246-272B-04200.

5.2.8 Operation and Maintenance Manuals

[Chapter 173-219-240 WAC](#) requires that “the generator must at all times properly operate and maintain any facilities or systems of control installed by the generator to achieve compliance with the terms and conditions of the [reclaimed water] permit”. The rule requires the submission of an operations and maintenance (O&M) manual to the lead agency to document how the generator will comply with this requirement. This section provides an overview of this requirement.

The O&M manual is a guide and handbook operators use to ensure continuous, effective, efficient, and economical operation of the facilities while meeting the goal of producing reclaimed water that meets or exceeds the quality requirements of chapter 173-219 WAC. The manual required by the reclaimed water rule should not be confused with O&M manuals provided by vendors for each individual piece of equipment at the facility. While the equipment-specific manuals are vital for plant operation and maintenance, they do not provide the necessary information to explain how all of the equipment work together to adequately and reliably produce reclaimed water. The objective of the manual required by the rule is to describe the integrated operation and maintenance of the complete reclaimed water treatment, storage, and distribution facilities.

The manual also provides guidance on responding to emergency situations within the facility and should be considered a foundation for training new staff on plant operations.

O&M manuals are “living” documents. As such, Ecology expects generators to modify or clarify them over time based on operational experience. Changes in operational procedures and equipment require modification or amendment of the manual; substantial manual changes require Ecology review and approval. Generators should prepare and format the manual in a manner that allows revisions to be made easily. The manual should also identify the revision history of the document.

The lead agency must review and approve the O&M manual for a reclaimed water facility prior to that facility being placed into operation. Because of this constraint, it is important to coordinate closely the timing of draft submittals with the lead agency. The generator should consider early consultation with the lead agency on the scope and outline of the manual when construction is at approximately 50% completion. The initial draft of the manual should be submitted for review at least 90 days or more before the anticipated beginning of equipment testing. This should allow sufficient time for necessary revisions and final review and approval prior to the anticipated facility startup date. On a case-by-case basis, the lead agency may agree to a shorter review and approval timeline for small projects with low complexity.

Section G1-4.4 and table G1-3 of the [Criteria for Sewage Works Design](#) manual presents detailed discussions about the topics and organization of a functional O&M manual for domestic wastewater facilities. Most of this information generally applies to O&M manuals for reclaimed water facilities. Table 5-6 provides a review of the specific items listed in the WAC 173-219-240 as requirements for reclaimed water facility O&M manuals.

Table 5-6 Operation and Maintenance Manual Requirements

Text from WAC 173-219-240	Explanation
240 (2) (a) Sufficient detail to describe the operation and maintenance and treatment reliability of the entire reclaimed water facility, storage, and as applicable, the distribution system.	The generator must develop and maintain an O&M manual that describes the operation and maintenance of all reclaimed water facilities, including all treatment, storage, and distribution facilities under their direct control. The manual should provide concise information that gives operators an understanding of how the designers intended for the facilities to operate. It provides the instructions operators will follow to adequately and reliably produce and distribute reclaimed water. The contents should focus on describing how various equipment and unit processes interact with each other along with identifying critical control points and conditions. It must also establish standard operating procedures operators will follow during routine and emergency operating conditions.
240 (2) (b) A copy of the reclaimed water permit.	Maintain a current copy of the reclaimed water permit for the facility along with all other operating permits applicable to the facility's operations (NPDES or State Waste Discharge Permits for alternative discharges, State Biosolids Permit, Industrial Stormwater Permit, etc.). Facility operators are responsible for ensuring operations at the reclaimed facilities comply with applicable permits.

<p>240 (2) (c) Manufacturer's information on the reclaimed water facility equipment.</p>	<p>Include a list of all major equipment at the facility along with detailed manufacturer manuals for each individual piece or type of equipment. The generator may keep individual equipment manuals bound separate from the facility O&M manual, but must keep an overview list in the main manual as an index to those separate manuals. Include the following quick reference information on the index list: the manufacturer/vendor name, the address and phone number of nearest representative, complete identification/specification tag data with serial number, and location of the individual equipment manual. The individual equipment manuals should include all contact and identification information in the index list plus the following: any maintenance summaries provided by original equipment manufacturers or vendors, parts lists and exploded views of equipment identifying parts numbers, a list of spare parts kept in inventory, and information about all applicable warranties. If a spare parts inventory is not maintained at the plant, provide appropriate information necessary for ordering parts.</p>
<p>240 (2) (d) Technical guidance for both normal and emergency operating conditions.</p>	<p>Identify standard operating procedures for normal operation of the facilities as well as for emergency operating conditions. Emergency procedures should address steps to take in response to plant or treatment unit upset, releases of inadequately treated water, releases of water at unpermitted locations, and, if applicable, failures of cross-connection control devices. Include detailed emergency response and notification procedures for common emergency situations. Maintain an accurate list of contact numbers required for response to common emergency situations (facility management or other on-call staff, local police, fire, hospital, and health department; Ecology's regional Emergency Reporting and Tracking System, etc.). Format the contact list so that it can be easily referenced during an emergency. Also see WAC 173-219-240 (l) for additional emergency response requirements.</p>
<p>240 (2) (e) A section containing the generator's cross-connection control plan, in conformance with WAC 173-219-310.</p>	<p>WAC 173-219-310(4) requires the reclaimed water generator to develop a written cross-connection control program. Include a copy of this plan as a component of the O&M manual. Please see Section 7.6 of this document for further information regarding the cross-connection control plan.</p>
<p>240 (2) (f) A communication plan outlining notification of any potable water purveyors identified in WAC 173-219-180 and any other affected agencies.</p>	<p>The generator must build on the collaboration with local potable water suppliers and other stakeholders that began during the feasibility analysis phase. As the facilities transition into operation, it is important to ensure that there is continued identification and discussion of issues that may arise between the parties. The communication plan should include up-to-date contact information for operations staff and management for each potable water suppliers and other stakeholders. The plan must also describe events or conditions that warrant communication with others along with any</p>

	requirements for making contact within a specific amount of time after becoming aware of an issue. Common issues to cover in the plan include, but are not limited to: identifying cross-connection control failures, adding new use locations, unanticipated releases of reclaimed water to a stormwater system, planning for maintenance activities that may impact the demand for potable water or cause controlled releases of reclaimed water.
240 (2) (g) Roles and responsibilities for managerial and operational staff. (i) Include facility classification and the classification and certification requirements for treatment, distribution, and cross-connection control operators and personnel, if applicable. (ii) A discussion of provisions to provide a sufficient number of qualified personnel to operate the facility, storage, and distribution system, if applicable. (iii) List of persons and contact numbers to be alerted in case of emergency.	Provide a complete staffing plan that includes recommendations on the numbers, qualifications, duties, and grades of operators, laboratory staff, technicians, and managers required to operate and maintain all reclaimed water facilities under the direct control of the generator. Discuss how the proposed staffing complies with the operator certification requirements outlined in WAC 173-219-250. Additional guidance related to operator certification is provided in Section 5.2.9 below. Staffing recommendations should reflect realistic estimates of the time and effort needed for staff to operate the facilities at all times to reliably produce and distribute reclaimed water. Provide detailed justification for each position to ensure adequate budgeting and fund allocation for personnel. Include organizational charts to show lines of responsibilities along with contact numbers for emergency situations.
240 (2) (h) Principal design criteria including: 240 (2) (h) (i) A process description of each facility unit, including function, relationship to other facility units, and schematic diagrams. 240 (2) (h) (ii) Details of each unit operations and various controls, recommended settings, fail-safe features, and other elements that ensure proper operation of equipment. 240 (2) (h) (iii) Operation instructions for anticipated maintenance procedures, routine operations, less than design loading conditions, overload conditions, and if applicable, initial loading on a system designed for substantial growth. 240 (2) (h) (iv) Information on any maintenance procedures that contribute to the generation of wastewater or residual solids and the proper handling of the wastewater and solids generated. 240 (2) (h) (v) A maintenance log and schedule that incorporates manufacturer's recommendations, preventative maintenance, and housekeeping schedules, and special tools and equipment used to ensure that all unit processes and equipment are in reliable operating condition at all times.	Include in the O&M manual for quick reference copies of the following sheets from the as-built plans: design criteria sheets for the entire facility and for each major unit process, process flow diagrams, hydraulic profiles, equipment schedules, yard piping diagrams, general electrical schematics and one-line diagrams, and control loop diagrams. The generator should keep a complete set of the as-built plans available at the reclaimed facilities. Provide the detailed facility and process descriptions prescribed by the rule along with the prescribed operation and maintenance instructions, schedules, and logs. Discuss general routine maintenance activities including what to do for general maintenance and the schedule for maintenance. Include a discussion of possible failures and how to evaluate the system to determine what may have occurred. Maintain a log of maintenance activities showing when operators performed the maintenance, what activities operators performed and any notes for additional follow-up or for future inspections.
240 (2) (i) Laboratory procedures, including sampling techniques, monitoring requirements, sample analysis and record keeping procedures, including sample and chain of custody forms.	Develop a detailed laboratory procedures manual that documents how operators and/or laboratory staff will collect samples and conduct analyses necessary to demonstrate compliance with the reclaimed water permit

	and to ensure proper process control. Include a copy of the laboratory quality assurance manual approved by Ecology's Laboratory Accreditation unit. Additional guidance for the laboratory procedures can be found below this table.
240 (2) (j) Safety procedures.	<p>Thoroughly illustrate, discuss, and explain the particular safety and security risks associated with each reclaimed water facility under the direct control of the generator. Include emergency response and notification procedures and discuss policies that ensure the safety and security of the plant's equipment and personnel. Include a statement regarding general security of computer networks, especially networks with connections to plant control systems (DO NOT include sensitive security details in any document that may be subject to public disclosure).</p> <p>Include in appropriate locations of the manual all procedures for the lock out and tag out of equipment, confined space entry, proper handling of chemicals and other hazardous materials, responding to security violations and reporting safety concerns. Also discuss protocols for responding to floods, earthquakes, and other natural disasters from the perspective of ensuring staff safety while continuing to operate the facility, if ongoing operation is necessary, or for shutting down facilities during a disaster response.</p>
240 (2) (k) Spare parts inventory, address of local suppliers, equipment warranties, and appropriate equipment catalogues.	Maintain lists of spare parts kept in inventory at the reclaimed water facilities along with information about equipment warranties and local parts suppliers. The generator should include this information as part of the "manufacturer's information on the reclaimed water facility equipment" required by WAC 123-219-240(2)(c).
240 (2) (l) Emergency plans and procedures including, but not limited to: (i) Facility shutdown and cleanup of a treatment process upset or failure. (ii) Response plan to ensure that no inadequately treated water is delivered to a reclaimed water user.	The generator must ensure that the "technical guidance for both normal and emergency operating conditions" required by WAC 173-219-240-(d) includes detailed instructions for shutting down reclaimed water facilities and for appropriate cleanup following a treatment process upset or failure. Also include procedures operators must follow during emergency situations to prevent or minimize the delivery of inadequately treated water to any use area. Identify all alarms that will trigger automated diversions of inadequately treated water. Discuss procedures for draining and/or disinfecting storage and distribution systems should inadequately treated water enter the systems.
240 (2) (m) If the generator is the distributor, include a section on the distribution system including, but not limited to: (i) Responsibilities for operation and maintenance. (ii) Operational controls, maintenance requirements, monitoring, and inspection.	Whenever the generator has operational control over any part of the distribution system, the reclaimed water facilities O&M manual must include appropriate information as described above for the systems under their control. The generator may include this information in a single manual for all reclaimed water facilities, or they may develop a separate manual dedicated to the

	distribution system. If developing separate manuals, both sets of manuals must clearly define the point(s) where operations transition from one manual to the other.
240 (2) (n) If the generator is the user, include a section on the reclaimed water use areas including, but not limited to: (i) Responsibilities for operation and maintenance. (ii) Operational controls, maintenance requirements, and monitoring and inspection.	Whenever the generator has operational control over any use area, the reclaimed water facilities O&M manual must include appropriate information as described above for the use area(s) under their control. The generator may include this information in a single manual for all reclaimed water facilities, or they may develop a separate manual dedicated to the use area(s). If developing separate manuals, both sets of manuals must clearly define the point(s) where operations transition from one manual to the other.

Laboratory Procedures Manual

Proper sampling and laboratory practices are important for ensuring compliance with permit limits and reporting requirements along with maintaining good process control. Detailed descriptions of laboratory practices and procedures at the reclaimed water facility is an important component of the plant's O&M manual. [Ecology's Lab Accreditation Program](#) has [resources available online](#) to assist with developing a lab procedure manual. The reclaimed water generator should include the following topics in a laboratory procedures manual that becomes part of the overall plant O&M manual.

- **Sampling System and Locations:** Include an illustrated plan identifying all sample locations. Discuss special sampling considerations, such as automatic sampling systems or devices and the requirement for representative sampling.
- **Process Control Summary:** This section should reinforce the goals of process monitoring and performance evaluation. Prepare a table summarizing the sampling frequency, time (if important), location, and type of sample for all required process control tests. Discuss sample graphs and special analysis equipment to be used.
- **Laboratory Accreditation:** Discuss monitoring parameters for which the on-site laboratory has received performance accreditation. Provide a list of analytical services and laboratories available for use in conducting analyses for which the on-site lab is not accredited or may be unable to perform due to temporary problems with the on-site lab.
- **Laboratory Practices:** Discuss generally acceptable laboratory practices including identification of the appropriate Standard Methods protocols used for analyses, sample bench sheets and sample calculations, QA/QC tolerances and guidelines, laboratory safety, and procedures for submitting monthly discharge monitoring reports. Place emphasis on the integrity of collected data and policies regarding proper ways to correct errors in recording data (i.e., prohibitions on the use of correcting fluids and altering numbers).
- **Record Keeping System:** Develop a record keeping system that organizes data collection for process control and any information required by regulatory agencies. Show samples of records to be kept and reinforce the types of records to keep, such as calibration records, maintenance logs, and alarm logs. Clearly define that records must be kept at the treatment plant location unless special circumstances necessitate their storage at a different location.

5.2.9 Operator Certification

WAC 173-219-250 requires reclaimed water generators to staff the treatment facilities with operators certified by Ecology and Health under the authority of [chapter 173-230](#) and [246-292 WAC](#).

Certification levels are based on the combined complexity of processes used at the source domestic wastewater treatment facility and the additional processes needed to produce reclaimed water. In most cases Ecology considers reclaimed water treatment facilities producing Class A water as “tertiary” treatment facilities, while facilities producing Class B water are classified based on the underlying secondary treatment process. Reclaimed water distributors must also retain certified operators as described below.

WWTP Operator Certifications for Reclaimed Water Facilities

A certified wastewater treatment plant operator in responsible charge or in charge of a shift is required to be on-site and must meet the requirements in [WAC 173-230-040](#).

Table 5-7 lists the certification levels for typical reclaimed water treatment facilities. On a case-by-case basis Ecology may classify a plant higher than the listed classification depending on the complexity of the facility and/or the risks associated with the identified beneficial uses.

Table 5-7 Reclaimed Water Facility Operator Certification Classifications

Treatment Facility Description	Design Flow (MGD)	Classification
Any secondary treatment facility combined with coagulation and filtration producing Class A water	≤5	III
	>5	IV
Membrane Bioreactor (MBR) producing Class A or Class B* water	≤10	III
	>10	IV
Conventional activated sludge facility or biofiltration facility producing Class B water	≤1	II
	>1, ≤10	III
	>10	IV
Extended aeration facility producing Class B water	≤5 MGD	II
	>5 MGD	III

*On a case-by-case basis, Ecology may allow a lower classification of Class II for MBR facilities with design capacities of ≤1 MGD and producing Class B water.

The table above does not list classification levels for reclaimed water facilities using lagoons or constructed wetlands as the source domestic wastewater treatment facility due to the uncertainty of whether these facilities are suitable for use in a reclaimed water project. If the lead agency determines during the feasibility analysis and engineering report stages that a lagoon or wetlands based facility can adequately and reliably produce reclaimed water, Ecology will determine the appropriate facility classification based on the proposed overall facility design.

Ecology and Health will determine operator certification requirements on a case-by-case basis for any facility proposing to produce Class A+ water for direct potable reuse. Such facilities will require operators certified by Ecology as wastewater treatment plant operators and by Health as waterworks treatment plant operators.

Waterworks Operator Certifications for Reclaimed Water Distribution

Along with requiring certified operators for the reclaimed water treatment facilities, the reclaimed water rule requires certified operators for reclaimed water distribution systems. Ecology and Health determined that some reclaimed water distribution systems have characteristics and complexities similar to potable water supplier distribution systems.

Therefore, some distribution systems will require operators certified by Health under the authority of [chapter 246-292 WAC](#) for distribution management. This requirement applies to all entities that have operational control over any portion of a distribution system, which may include the generator and/or an independent distributor.

Reclaimed water projects that have distribution systems serving multiple use locations will likely require an operator certified as an OIT (operator in training) Water Distribution Manager 2 (WDM-IT 2) in responsible charge of the distribution system. The lead agency may waive this requirement when the project does not include a distribution system or when the distribution system serves a single use area that is under the direct control of the generator.

The designated WDM-IT 2 for a reclaimed water distributor must comply with the requirements in WAC 246-292-032, but is not subject to the on-site requirements of WAC 173-230-040.

Water Distribution Manager In-Training (WDM-IT)

A certified wastewater operator can obtain a WDM In-Training (WDM-IT) certification by meeting the minimum education and “[water-related experience](#)” requirements as defined in [WAC 246-292-060](#). “Water-related experience” is defined in WAC 246-292-010(52) as follows:

- (52) "**Water-related experience**" means experience:
- (a) Operating a water treatment plant or distribution system;
 - (b) Working in water quality, water resources, or water infrastructure in a federal, state, county, local, or other governmental agency;
 - (c) Working in industrial water;
 - (d) Working in wastewater treatment; or
 - (e) Working as a consulting engineer or operations consultant in water quality, water resources, or water infrastructure.

In addition to employing certified operators for routine operation of the reclaimed water distribution system, generators and distributors must also use staff certified to oversee cross-connection controls. A person certified as a cross-connection control specialist (CCS) must review all engineering reports, design documents, and O&M manuals prior to submitting them to the lead agency for review to ensure the documents contain appropriate cross-connection protections for all systems under the control of the generator or distributor. The CCS must also be responsible for developing and implementing the cross-connection control program required by WAC 173-219-310.

Cross-connection control Specialist (CCS)

Minimum education and experience requirements for the CCS certification are in WAC 246-292-060(3). CCS duties are defined in WAC 246-292-033.

All testing of backflow assemblies installed to prevent cross-connections must be done by a person certified as a backflow assembly tester (BAT). The education and experience requirements for and typical duties of a persons certified as a CCS or BAT are defined in Chapter 246-292 WAC. The generator and distributor may either employ the CCS and BAT as a member of their staff or under contract as a consultant.

Backflow Assembly Tester (BAT)

BAT certification requirements are defined in [WAC 246-292-034](#). Backflow preventer inspection and field test report content is outlined in [WAC 246-292-036](#). Additional details on backflow prevention can be found in [WAC 173-219-310](#).

Ecology and Health will continue to consider developing a reclaimed water operator certification program.

5.2.10 Use and Distribution Agreements

The reclaimed water rule regulates the generation, distribution, and use of reclaimed water to ensure all activities comply with the chapter 90.46 RCW. While the reclaimed water permit issued by the lead agency to the generator includes specific requirements related to the distribution and use of reclaimed water produced at the permitted facility, the rule recognizes that the generator may not always have direct control over these areas. When the generator does not maintain direct control over the reclaimed water from the point of generation to the point of use, the generator must enter into binding agreements with each end user or distributor that receives water from the permitted facility. The rule contemplates the following ownership and agreement relationships, as shown in Table 5-8:

Table 5-8 Scenarios for Use and Distribution Agreements

Ownership scenario	Agreement requirement
1. The generator has complete operational control over all generation, distribution and use.	No agreements required. All distribution and use area requirements are enforced directly through the reclaimed water permit.
2. The generator has operational control over the generation and all distribution systems, but does not have operational control over some or all of the use areas.	For all use areas where the generator does not have operational control, they must enter into use agreements with each end user receiving water.
3. The generator has operational control over the generation, but does not have operational control over any part of the distribution system or the use areas.	The generator must enter into distribution agreements with all entities receiving water for distribution to approved uses. In addition, each distributor must enter into use agreements with each end user receiving water from that distributor.

The reclaimed water permit will include conditions that apply to all distribution and use of reclaimed water. The conditions apply to the generator for all systems under their direct control. For all other systems, the generator must include these conditions in agreements to ensure compliance. The agreements must, at a minimum, contain specific requirements related to the following topics, as identified in WAC 173-219-290 (2):

- Cross-connection control measures.
- Monitoring points, parameters, and sample times, if applicable.
- Identification of the use site's inclusion in a wellhead protection area or critical aquifer recharge area, if applicable.
- If applicable, a copy of the generator's notice to the potable water supplier(s) linked to any such area(s), of any treatment requirements and proposed use(s), and, if any, special protection measures proposed.
- Best management practices to ensure permit compliance.
- General Use Based Requirements in WAC 173-219-380.

The use or distribution agreements are binding contracts that obligate the user or distributor to comply with specific requirements from the reclaimed water rule related to the use or distribution of the water.

The agreements must also include enforcement provisions that specify actions the generator will take if the distributor or user does not comply with the agreement. Enforcement may include temporarily discontinuing the supply of reclaimed water, permanent disconnection of the use area or distribution system, or implementing specific remedial actions necessary to ensure compliance. Failure of a generator to enforce the agreement will constitute a permit violation.

The rule allows for the use agreement to take a variety of forms. The generator may develop individual agreements with each distributor or user. They may also develop general agreement templates that apply to a defined set of users or distributors or they may enact local codes or ordinances that establish requirements of all reclaimed water users or distributors. Regardless of the form of the agreement, the lead agency must review and approve the agreements (individual agreement, template, code, or ordinance) prior to its use.

Reclaimed water permits may include conditions authorizing the addition of new users or similar beneficial uses without reopening and modifying the permit. Similar beneficial uses are uses contained within the same general use category(s) the permit has authorized as uses. The permittee may add users and uses when the permit authorizes the following general uses listed in Table 3 of WAC 173-219-390:

- Indoor Use
- Commercial, industrial, and institutional uses
- Land application or irrigation uses

When adding new users for a beneficial use identified in the permit, the permittee must submit a copy of the use agreement to the lead agency prior to allowing the use. If the beneficial use is not a currently permitted beneficial use, but is within the same category as existing uses (i.e., adding Class A landscape irrigation as a use for a permit that authorizes Class A food crop irrigation) the permittee must provide a new user agreement for approval by the lead agency before the new use can begin.

The ability to add new uses without modifying the permit does not generally apply to the authorized uses of groundwater recharge, release to wetlands, or surface water augmentation. These uses typically include a higher degree of site-specific review by Ecology and Health that must be completed prior to authorizing the use. In cases where the use must be authorized in a NPDES permit, the addition may only be made through a permit modification.

Joint permits issued by Ecology are issued under the legal authorities of the State Water Pollution Control Act (RCW 90.48), the state's Reclaimed Water Use law (RCW 90.46) and the federal Clean Water Act (Title 33 United States Code, Section 1342 – applicable only to NPDES permits).

5.2.11 Use Site Evaluation

The purpose of the evaluation is to verify the site's suitability to accept reclaimed water. While site assessments are an important aspect of all reclaimed water feasibility analyses and engineering reports, evaluations done at this early stage may not provide adequate insight for all potential use sites. This is especially true when the proposed uses involve irrigation uses, indoor uses, or other commercial, industrial, and institutional uses. Evaluations done during the early stages for facilities proposing these uses often focus on the general feasibility and suitability to provide water for identified uses over a broad distribution area. They may not evaluate each potential site in detail. In addition, opportunities for uses at sites not identified in the planning documents may arise after the facility is in operation. A separate site evaluation is necessary to demonstrate that uses at these previously unidentified sites are consistent with uses proposed in the approved feasibility assessment and/or engineering report.

The reclaimed water generator must evaluate each proposed use site prior to distributing any water to the site.

The general use-based requirements of the reclaimed water rule, WAC 173-219-380, require a site evaluation to determine the feasibility of reclaimed water use in a specific area. The analysis must review local codes or ordinances for the proposed use location to ensure they do not contain prohibitions for the use. The generator must also review all aspects of the proposed use to ensure the use is protective of public health and the environment. It must determine if the use area includes any sensitive or critical areas that may make the reclaimed water use infeasible or may make restrictions to the use necessary. If the evaluation determines the need for restrictions, the use agreement must include those restrictions as a use condition. Restrictions may include time limits for irrigation, uses of specific types of sprinklers, or limiting the rate at which the user may apply water to a crop.

5.3 Permitting Process Overview

Chapter 90.46 RCW authorizes the lead agency to issue permits to regulate the generation, distribution, and use of reclaimed water in Washington State. In most cases, a reclaimed water facility will operate in tandem with an existing domestic wastewater treatment facility that has been issued a waste discharge permit under the authority of RCW 90.48 (either NPDES or State Waste Discharge Permit). The reclaimed facility may also operate in tandem with a large on-site treatment system with a permit issued by Health under the authority of RCW 70.118B. In each case, the lead agency will typically issue a single permit for the facility that includes conditions

related to the treatment and beneficial use of reclaimed water along with conditions regulating waste discharges to waters of the state.

Not all reclaimed water facilities operate in tandem with domestic wastewater treatment facilities that require a waste discharge permit. In these cases, the lead agency will issue a reclaimed water permit under the sole authority of chapter 90.46 RCW.

In addition, the reclaimed water rule does not obligate the lead agency to issue combined reclaimed water and waste discharge permits to facilities that also have authorized wastewater discharges. The lead agency may issue a separate reclaimed water permit under the authority of RCW 90.46 to any facility on a case-by-case basis. The lead agency may choose to issue separate permits for the following reasons:

The reclaimed water rule does not require a facility to maintain a means of “waste discharge” for inadequately treated water or excess reclaimed water as long as the facility has sufficient storage on site.

- It is more convenient for the lead agency to manage the reclaimed water and waste discharge conditions for a particular facility when issued in separate permits.
- The organizational structure of the generator has different staff or departments overseeing implementation of the separate permit conditions.
- The reclaimed water facility begins operating sometime in the middle of the term of the waste discharge permit for the domestic wastewater plant.

The authorized beneficial use of reclaimed water from a facility also influences the type of permit issued. Uses that include the release of reclaimed water to surface waters of the state must have that release authorized by a NPDES permit. This includes uses for surface water augmentation, most wetland enhancement uses, and uses that include conveyance through surface waters of the state. The reclaimed water permit for these uses must ensure that the use complies with the use-based requirements of the reclaimed water rule as well as with applicable water quality standards for the surface water (Chapter 173-201A WAC).

The Rule requires the generator to submit an application for a reclaimed water permit to the lead agency at least one hundred eighty calendar days before the planned distribution of reclaimed water for use.

Prior to submitting the permit application, the generator or potential generator must have gain approval from the lead agency of their project’s feasibility analysis and should also have completed an engineering report for approval. While the reclaimed water rule allows for the submission of the engineering report in conjunction with the permit application, this timing is not appropriate for most large and complex reclaimed water projects where the typical length of time between the engineering report approval and construction completion may be on the order of one to three years.

Earlier submission may be warranted if the generator expects the necessary construction to take less than six months. In all cases, the generator should consult with Ecology’s regional staff during the facility planning and design phases to determine the appropriate timing of application

submission. While the permitting process typically takes 4-6 months to developing the draft permit and fact sheet and to complete the required public comment period, some complex projects may require additional time.

Ecology assess application and permit fees for reclaimed water permits according to chapter 173-224 WAC. When the project involves issues that require direct review by Health as the nonlead agency, it will assess an hourly fee based according to chapter 246-272 WAC. When Health is the lead agency for a reclaimed water project, it requires payment of fees at the start of project review with the permit application.

Upon receipt of the application for a new reclaimed water permit or for a permit renewal, the lead agency will review the application for completeness within ninety calendar days. If the review reveals inaccuracies or if the lead agency determines the application is incomplete, it may reject the application and ask the generator to resubmit a corrected application. If the issues require relatively minor corrections, the lead agency will work with the generator to get corrected information prior to accepting the application.

Health requires a permit application at the start of project review for any project where they are the lead agency.

To coincide with established processes for permitting on-site treatment facilities, Health must issue the final permit before it allows the generator to proceed to construction.

Health will notify the project proponent when to apply for a permit, consistent with [chapter 246-272B WAC](#).

After the lead agency accepts the application as complete, it begins drafting the reclaimed water permit and fact sheet. The permit provides the specific conditions the generator must comply with in order to produce and distribute reclaimed water. It identifies the specific authorized uses of the water, the use locations and restrictions for the water's use. The conditions are based on the requirements outlined in chapter 90.46 RCW, chapter 173-219 WAC, as well as other state and federal laws and regulations relevant to the operation of the reclaimed water facilities and to the protection of public health and the environment. The fact sheet documents the lead agency's reasons for including specific conditions in the permit.

Once the lead agency completes the draft permit and fact sheet, it will typically allow the permittee an opportunity to review the facts included in the documents to ensure it includes correct names, locations, phone numbers, and that data used in making decisions are accurate. After correcting any factual errors, the lead agency will issue a notice alerting the public that the draft permit and fact sheet are available for review and comment.

Upon completion of the public review process, the lead agency finalizes and issues the permit for a five-year term. The final permit may include changes to conditions based on comments received during the public comment period. The final fact sheet will include a summary of all comments received during the comment period along with the lead agency's responses to the comments.

Further details on the Ecology permitting process may be found in chapter 173-219 WAC and the most recent edition of the [Water Quality Program Permit Writer's Manual](#), #92-109, Ecology.

5.4 Ecology Role

Under chapter 90.46 RCW and chapter 173-219-050 WAC, Ecology is the lead agency for review of reclaimed water documents and development of reclaimed water permits for the following types of reclaimed water projects:

- New water pollution control facilities permitted by Ecology.
- Existing water pollution control facilities permitted by Ecology.
- Specific projects where for environmental protection or water right administration reasons, Ecology and Health agree that Ecology should be the lead agency.

For all reclaimed water projects where Ecology is the lead agency, the Water Quality Program (WQP) is responsible for developing reclaimed water permit conditions as necessary to ensure adequate design, construction, and operation of reclaimed water facilities. Ecology will incorporate public health conditions prepared by Health, when requested by Health. Ecology uses the authority under chapters 90.46 and 90.48 RCW to review, approve, permit and inspect the reclaimed water facilities.

Ecology also has responsibility for the following:

- Maintaining a certification program for operators of facilities that generate reclaimed water.
- Notifying Health in a timely manner of project submittals, initial permit applications, renewals or modifications that contain reclaimed water provisions.
- Consulting with Health to assure that public health is adequately addressed in engineering approvals, permits, and enforcement orders.
- Reporting to Health any permit violations of public health significance that may affect reclaimed water permits including copies of inspections, monitoring records, or correspondence with permittee, distributors, or users.
- Notifying Health of any complaints of public health significance on reclaimed water permittees.

5.4.1 Agricultural Industrial Process Water Reuse Permits

The Reclaimed Water Rule, in accordance with WAC 173-219-030, does **not** apply to the use of agricultural industrial process water or industrial reuse water.

Beginning in 2001, RCW 90.46.150 authorized Ecology to issue a permit for agricultural reuse of water derived from food processing wastewater. All existing requirements for water quality and human health protection under chapter 90.48 RCW still apply, including protection of waters of the state per the surface water standards (chapter 173-201A WAC) and the groundwater standards (chapter 173-200 WAC).

Due to the wide variety of potential wastewater sources and uses, Ecology envisions that most agricultural industrial process water decisions will be made on a case-by-case basis. If the wastewater has a domestic wastewater component, then it must meet the requirements for reclaimed water (WAC 173-219-030).

RCW 90.46.130 requires an impairment analyses for agricultural industrial process water. The applicant and WQP staff should coordinate with the Water Resources Program (WRP) regarding the potential for water right impairment and any additional permit conditions.

The law requires Ecology to refer the permit application to Health for review and consultation if a significant risk to public health exists in the proposed use of the water. Public health risks that may warrant referral to Health are included under [Section 5.5.1, Public Health Risk Consultation](#).

5.4.2 Industrial Process Water Reuse Permits

Beginning in 2002, RCW 90.46.160 authorized Ecology to issue a permit for water reuse projects derived from industrial process wastewaters. All existing requirements for water quality and human health protection under chapter 90.48 RCW still apply, including protection of waters of the state per the surface water standards (chapter 173-201A WAC) and the groundwater standards (chapter 173-200 WAC).

The Reclaimed Water Rule, in accordance with WAC 173-219-030, does *not* apply to the use of industrial reuse water.

The law is very broad regarding the types of industrial wastewaters and potential use. Projects are likely to be very case specific and no specific standards or regulations have been written to cover this category. Ecology has several sets of standards and regulations for industrial wastewaters that can be applied on a case-by-case basis to meet this AKART requirement. These include:

- AKART and Industrial Pre-treatment Standards (40 CFR Parts 400 through 471 and other sources)
- Surface water standards (chapter 173-201A WAC)
- Groundwater standards (chapter 173-200 WAC)
- Reclaimed Water Rule (chapter 173-219 WAC)

If the wastewater has a domestic wastewater component, then it must meet the requirements for reclaimed water (WAC 173-219-030). The applicant may investigate excluding the domestic sewage from the reuse stream.

RCW 90.46.130 requires an impairment analyses for industrial reuse water. The applicant and WQP staff should coordinate with the WRP regarding the potential for water right impairment and any additional permit conditions.

The law requires Ecology to refer the permit application to Health for review and consultation if a significant risk to public health exists in the proposed use of the water. Health will also be

notified of project proposals through the dual submittal of plans and designs noted elsewhere. Public health risks that may warrant referral to Health are included under [Section 5.5.1, Public Health Risk Consultation](#).

5.5 Department of Health Role

The Department of Health (Health) will be the lead agency for review of reclaimed water documents and development of reclaimed water permits for the following types of reclaimed water projects (WAC 173-219-050) (2):

- On-site (OSS or LOSS) effluent discharge $\leq 100,000$ gpd combined with reclaimed water uses not directly discharging to the waters of the state, or with uses specified as being within Ecology's responsibility.
- Specific projects where for public health protection reasons Ecology and Health agree that Health should be the lead agency.

For all reclaimed water projects, Health may develop reclaimed water permit conditions to ensure adequate public health protection, and to ensure adequate public health-related treatment, reliability and exposure provisions in the reclaimed water facilities. Health will ensure adequate public health-related reliability provisions are implemented in reclaimed water generation.

Health has responsibility for the following:

- Cross-connection control measures and public health requirements for reclaimed water permits. Most are spelled out in the Rule.
- Notifying Ecology of any reclaimed water permit violations for permits it issues and enforces through copies of inspections, monitoring records or correspondence with permittees, distributors or users.
- Reporting any other alleged permit violation to Ecology that is found as a result of a Health inspection or notification.

5.5.1 Public Health Risk Consultation

Public health risks in the use of reclaimed water or industrial reuse water that may be of interest to Health include the following:

- Proposed irrigation, other direct reclaimed water use within areas served by potable water systems. The Rule requires certain advance notifications to and communication with the public water supplier(s).
- Proposed installation of non-potable water pipelines in a public right-of-way that also incorporates potable water lines when pipe separation recommendations are not met.
- Projects creating cross-connections between reclaimed water and potable water in any water supply systems. The Rule has provisions to deal with this.
- Projects where aerosols are introduced into public areas.
- Projects that propose use in a water recreation facility or feature regulated under chapters 246-260 and 246-262 WAC.

- Projects with groundwater recharge occurring in areas adjacent to or contiguous with existing potable source water protection areas.
- Projects where uses might be compromised by microbial pathogens or other contaminants in the reclaimed or industrial reuse water.
- Projects where reclaimed water quality for public contact uses could potentially be contaminated by lower quality water, such as sewage or incompletely treated reclaimed water.

5.6 Public Role

The public plays an important role in the planning, development, and permitting of reclaimed water projects. The success of a proposed reclaimed water project depends greatly on public acceptance. The planning and permitting processes described in this chapter provide opportunities for public involvement at the following phases.

Feasibility Analysis: In enacting RCW 90.46, the legislature declared, “the people of the state of Washington have a primary interest in the development of facilities to provide reclaimed water to replace potable water in non-potable applications, to supplement existing surface and ground water supplies, and to assist in meeting the future water requirements of the state. Given this declaration, it is important for the public to weigh in at this early stage of project development to help identify the community needs and to build support and acceptance for the dedication of resources. The members of the communities where reclaimed water is to be produced and uses are the ones in the best position to identify the potential uses of reclaimed water as well as to identify the potential barriers.

Engineering Report: The engineering report is the project-specific document that thoroughly evaluates the technical aspects of a proposed reclaimed water project. WAC 173-219-210 requires the engineering report to include a statement demonstrating compliance with SEPA. Project proponents typically accomplish this by including a copy of the SEPA checklist for the project and the SEPA determination.

Public participation is an important part of this process. Critical decisions related to the reclaimed water facility are made at this stage.

Some decisions made at this stage, such as those involving land use and environmental justice, may be irreversible once the facility is constructed. It is critical for the public to work closely with the project proponent during this stage of project development to identify all potential impacts of the project.

For additional guidance on SEPA, please see Ecology’s SEPA guidance web site:
<https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance>.

Permit Development: Public participation is also an important part of the process to issue a reclaimed water permit to a generator. It is important to note, however, that the scope of participation at this stage differs significantly from the previous stages.

The public may weigh in on decisions the lead agency makes in establishing conditions for the generation, distribution, and use of reclaimed water regulated under the permit.

Public involvement at this phase focuses on whether the permit the lead agency proposes to issue complies with WAC 173-219, RCW 90.46, and other state and federal laws related to the release of the water from the facility.

When Ecology is the lead agency, the opportunities for public participation in the permit start shortly after the generator submits a permit application. After Ecology accepts the application as complete, it will publish a Public Notice of Application. This notice is generally an advisory notice that the Ecology has received the application and will begin drafting a permit. It does not initiate a formal comment period; however, the public may provide general comments for the permit writer to consider during the permit drafting.

Once Ecology completes the draft permit and fact sheet, it will publish a Public Notice of Draft Permit to alert the public of the availability of the draft permit and fact sheet. This notice starts the thirty-day public comment period of the draft permit. During this time, anyone may request a public hearing on the draft permit and fact sheet.

Ecology may schedule a hearing if it determines there is sufficient public interest. After the comment period has ended and after any public hearing has been held, Ecology will finalize the permit for issuance. The final permit may include changes requested during the comment period or hearing.

In all cases, Ecology will summarize comments received during the comment period and provide responses to those comments as part of the final fact sheet. Ecology will publish a Public Notice of Final Permit Decision when it issues the final permit (or permit denial, if warranted). This notice will include procedures for appealing the decision.

When Health is the lead agency, it will require the applicant to provide public notices consistent with the permitting process of large on-site systems, as described in chapter 246-272B WAC.

6 Treatment Performance, Monitoring, and Reliability

This chapter provides guidance on specific requirements for assuring adequate technology-based treatment of reclaimed water. The Ecology Water Quality Program (WQP) and the Department of Health (Health) issue a permit to the generator, governing the quality of the water for public health protection, environmental protection and suitability of the water for the intended beneficial uses authorized in the reclaimed water law and Rule. Reclaimed water must have adequate and reliable treatment (ART) and other reliability requirements, technology-based water quality limits, and specific use-based standards. The Reclaimed Water Rule (Rule), chapter 173-219 WAC governs the generation and use of reclaimed water.

6.1 Source Control and Pretreatment

Source control is the first line of defense. An effective industrial pretreatment program is necessary to provide a high quality influent so that the resulting effluent will be suitable for reclaimed water treatment and use. The Rule requires the permittee either to have an Ecology delegated industrial wastewater pretreatment program or to assure that all industries discharging into the collection system have waste discharge permits issued by Ecology (WAC 173-219-300).

6.2 Technology-Based Treatment Requirements

There are two classes of reclaimed water, Class A and Class B, with Class A as the higher level reflecting a process that includes coagulation and filtration by traditional methods, or enhanced filtration by membrane filtration processes. These levels are appropriate for direct beneficial uses of reclaimed water for irrigation and various commercial and industrial uses. Similar to surface water quality use-based standards, the degree of treatment required varies according to the specific use. Additional treatment may be required for some commercial and industrial uses, irrigation uses, groundwater recharge, surface water augmentation, or wetlands projects.

The reclaimed water treatment processes described in [WAC 173-219-320](#) and in this manual are derived from requirements for both conventional wastewater treatment and drinking water treatment systems. The effectiveness and reliability of these measures is considered a critical element of the system. Operators of the reclaimed water treatment processes must ensure that the facility produces consistent, high quality reclaimed water for its users.

Effective treatment relies on the multiple barrier approach that includes properly certified operators and multiple unit processes that create redundancy and reliability of treatment (WAC 173-219-350).

Since it is not feasible or cost effective to measure the wide variety of pathogens and pollutants that may be present in the wastewater at any given time, water quality surrogates are used to gauge performance of the treatment processes.

To assure final quality, the wastewater flows through a series of sequential treatment processes. This provides multiple opportunities to remove pollutants and provides a high level of reliability to final water quality.

None of the required treatment steps may be eliminated and still produce reclaimed water. A more detailed description of these processes may be found in the most recent edition of [Criteria for Sewage Works Design](#), #98-37, Ecology.

When using stabilization ponds or lagoons for treatment, reclaimed water engineering design should include additional treatment units for reliable aeration and solids separation. Lagoons and stabilization ponds cannot consistently produce an effluent with BOD₅ and TSS concentrations of less than 30 mg/L.

6.2.1 Class A Reclaimed Water

Class A reclaimed water may be produced by meeting the performance criteria for one of the two primary methods outlined in [WAC 173-219-320\(2\)](#), or meeting a demonstrated equivalent treatment method as prescribed in the Rule (WAC 173-219-320(2) (d)).

Class A reclaimed water generation using the four step process requires a minimum level of oxidized secondary treatment, coagulation, filtration and a high level of disinfection, in that order. The [Criteria for Sewage Works Design](#) provides information on these individual treatment processes including reclaimed water disinfection requirements.

Table 6-1 provides the minimum reclaimed water quality limits and sampling points for Class A water. Note that the BOD₅, TSS, and dissolved oxygen performance standards are met after the secondary treatment step rather than in the final reclaimed water. This assures the effectiveness of the treatment technique. An alternative to allow BOD₅ and TSS measurement after filtration may be considered on a case-by-case basis. Turbidity is regulated after filtration and prior to disinfection.

Table 6-1 Minimum Performance Standards for Class A Reclaimed Water

Parameter	Water Quality Limits	
Oxidized Wastewater – Secondary Effluent ^a		
	Average Monthly ^b	Average Weekly ^c
BOD ₅	30 mg/L	45 mg/L
CBOD ₅	25 mg/L	40 mg/L
TSS	30 mg/L	45 mg/L
Dissolved Oxygen	Must be measurably present in secondary effluent at all times	
pH	Minimum	Maximum
	6 s.u.	9 s.u.
pH (Groundwater recharge)	6.5 s.u.	8.5 s.u.
Coagulated and Filtered Wastewater and Membrane Filtered Wastewater		
	Average Monthly ^b	Sample Maximum
Turbidity: After Coagulation/ Filtration	2 NTU	5 NTU

Parameter	Water Quality Limits	
Turbidity: Membrane Filtration	0.2 NTU	0.5 NTU (for more than 5 minutes)
Disinfection		
	7-day Median ^d	Sample Maximum
Total Coliform	2.2 MPN/ 100 mL or CFU/100 mL	23 MPN/100 mL or CFU/100mL
Virus Removal	See disinfection process standards-in WAC 173-219-340 and Ecology's <i>Criteria for Sewage Design Works</i> (Orange Book)	
Denitrification		
	Average Monthly ^{ab}	Sample Maximum
Total Nitrogen ^f	10 mg/L	15 mg/L
Distribution System		
	Minimum Daily	
Chlorine Residual	0.2 mg/L free (0.5 mg/L total) ^e	

^a The compliance point for BOD₅ and TSS is the end of the unit process or alternative monitoring location as set in a reclaimed water permit.

^b The average monthly value for compliance is calculated as the sum of all daily samples measured during a calendar month divided by the number of samples measured that month.

^c The average weekly value for compliance is calculated as the sum of all daily samples measured during a calendar week divided by the number of daily samples measured during that week.

^d The median number of total coliform organisms in the reclaimed water after disinfection is determined from the bacteriological results of the last 7 days of analyses.

^e A chlorine residual of at least 0.2 mg/L measured as free chlorine or 0.5 mg/L total chlorine must be maintained in the reclaimed water during conveyance to the location of use or to the storage pond if reclaimed water is not directly piped to the location of use. (WAC 173-219-370).

^f Total nitrogen is the sum of Kjeldahl nitrogen (TKN), Nitrate (NO₃) and Nitrite (NO₂). Denitrification is not applicable for beneficial uses 1 – 13 shown in Table 3 of WAC 173-219-390.

6.2.2 Class B Reclaimed Water

Generation of Class B reclaimed water requires biological oxidation followed by enhanced disinfection (WAC 173-219-330). Coagulation and filtration and the associated treatment steps are not required for this class. Biological oxidation performance standards are identical to those required for Class A reclaimed water. Total coliform bacteria for Class B reclaimed water must not exceed a 7-day median of 23 MPN/100 mL or a sample maximum of 240 MPN/100 mL.

Table 6-2 provides the basic reclaimed water quality performance standards and sampling points for Class B water.

Table 6-2 Minimum Performance Standards for Class B Reclaimed Water

Parameter	Water Quality Limits	
Oxidized Wastewater – Secondary Effluent ^a		
Parameter	Average Monthly ^b	Average Weekly ^c
BOD ₅	30 mg/L	45 mg/L
TSS	30 mg/L	45 mg/L
Dissolved Oxygen	Must be measurably present in secondary effluent at all times	
Disinfected - Reclaimed Water		
	7-day Median ^d	Sample Maximum
Class B	23 MPN/ 100 mL	240 MPN/100 mL
pH	Must be between 6.0 and 9.0 standard units at all times	
Distribution System		
	Minimum Daily	
Chlorine Residual	0.2 mg/L free (0.5 mg/L total) ^e	

^a The compliance point for BOD₅ and TSS is at the end of the unit process or alternative monitoring location as set in a reclaimed water permit.

^b The average monthly value for compliance is calculated as the sum of all daily samples measured during a calendar month divided by the number of sample measured that month.

^c The average weekly value for compliance is calculated as the sum of all daily samples measured during a calendar week divided by the number of daily samples measured during that week.

^d The median number of total coliform organisms in the reclaimed water after disinfection is determined from the bacteriological results of the last 7 days of analyses.

^e A chlorine residual of at least 0.2 mg/L measured as free chlorine must be maintained in the reclaimed water during conveyance to the location of use or to the storage pond if reclaimed water is not directly piped to the location of use. Alternatively, a chlorine residual of 0.5 mg/L total chlorine may apply to distribution line reclaimed water (WAC 173-219-370).

6.3 Equivalent Treatment Processes

The applicant should demonstrate in the engineering report that with the alternative treatment method, water quality limits will be consistently achieved through proper design, operation, and maintenance of each component of the treatment method.

Pilot facility studies may be proposed or recommended by the lead agency to evaluate the ability of the proposed treatment process to reliably meet all reclaimed water quality requirements applicable to the project. A study protocol must be submitted for agency review and approval before the pilot facility startup (WAC 173-219-210(2) (p)). The protocol should provide a description of the:

- Equipment and facilities proposed for use during the study.
- Treatment capacity of the pilot facility.
- Operation and maintenance procedures.

The Reclaimed Water Rule allows the lead agency to authorize alternative treatment processes that the lead agency determines to be equivalent to the processes required in the Rule.

- Parameters monitored, monitoring frequency, sampling techniques, and analytical methods.
- Length of the pilot facility study.
- Steps taken to protect both public health and the environment if any use or distribution of reclaimed water is anticipated during the pilot facility study.

6.4 Monitoring Conditions

As monitoring is used as a tool to assure the quality of the water *at all times*, it is important that reclaimed water permits are very clear regarding monitoring specifics. Typical monitoring plans for Class A and Class B reclaimed water are provided in the sections below. Additional monitoring recommendations for specific uses of reclaimed water are provided in the respective chapter in this manual for that use.

Sampling and analysis for reclaimed water will be as follows, unless alternative sampling and analysis methods are approved by the lead agency:

- Samples for BOD₅ will be collected based on frequencies in the most recent version of the [Permit Writers Manual](#) and must be 24-hour flow proportional composite samples (WAC 173-219-260). Compliance with the BOD requirement will be determined both weekly and monthly, based on the arithmetic average of all samples collected during either a calendar week or calendar month.
- Samples for TSS will be collected based on frequencies in the most recent version of the Permit Writers Manual and must be 24-hour composite samples. Compliance with the TSS requirement will be determined both weekly and monthly, based on the arithmetic average of all samples collected during either a calendar week or calendar month.
- Grab samples for dissolved oxygen will be collected at least daily and at a time when wastewater characteristics are most demanding on the treatment facilities.
- Turbidity analysis (Class A reclaimed water only) will be performed by a continuous recording turbidimeter. Turbidity measurements will be read at least every fifteen minutes. Compliance with the average operating turbidity requirement will be determined monthly, based on the arithmetic average of all measurements (fifteen minutes or less frequency) read during the month. The sample maximum is defined as the value not to be exceeded at any time. The turbidity sample maximum is defined as the highest daily value that lasts longer than five (5) minutes
- Grab samples for total coliform organisms will be collected at least daily (frequencies will depend on size of facility and treatment processes utilized) and at a time when wastewater characteristics are most demanding on the treatment facilities and disinfection procedures. Compliance with the coliform requirements must be determined daily, based on each sample value (sample maximum limit) and on the median value determined from the bacteriological results of the last 7 days for which analyses have been completed.

6.4.1 Reclaimed Water Monitoring

The lead agency will incorporate monitoring requirements into reclaimed water permits (WAC 173-219-260) in order to demonstrate that the reclaimed water has been adequately and reliably

treated and that the environment and human health are adequately protected. Table 6-3 lists typical monitoring requirements for Class A reclaimed water and Table 6-4 lists the typical monitoring requirements for Class B reclaimed water. Note that generators must continuously monitor flow and turbidity for Class A, but only continuously monitor flow for Class B. Actual monitoring requirements will vary based on facility size and type of treatment.

Table 6-3 Typical Monitoring for Class A Reclaimed Water

Parameter	Units	Sample Point ^a	Sampling Frequency	Sample Type
Flow	MGD	Point of compliance	Continuous	Recording meter
BOD ₅	mg/l	Oxidation effluent	Weekly ^b	24-hour composite
		Filtration effluent	Weekly ^b	24-hour composite
TSS	mg/l	Oxidation effluent	Weekly ^b	24-hour composite
		Filtration effluent	Daily ^g	24-hour composite
pH	Standard Units	Oxidation effluent	Daily ^g	Measurement
		Filtration effluent	Daily ^g	Measurement
		Disinfected reclaimed water	Daily ^g	Measurement
Dissolved Oxygen	mg/L	Oxidation effluent	Daily ^g	Grab ^c
		Disinfected reclaimed water	Daily ^g	Grab ^c
Turbidity	NTU	Filter effluent	Continuous	Recording meter ^d
	Lbs.	Coagulant feed	Daily ^g	Metered usage
Coagulant	Mg/L	Coagulant Feed	Daily ^g	Calculation
Coagulant	Lbs.	Coagulant feed	Daily ^g	Metered usage
Coagulant Aid	mg/l	Disinfected reclaimed water	Monthly	24-hour composite
Total Nitrogen (as N) – Optional	mg/L	Disinfected reclaimed water	Monthly	Grab ^c 24-hour composite
Ammonia (as N) – Optional	mg/L	Disinfected reclaimed water	Monthly	Grab ^c 24-hour composite
Nitrate (as N) – Optional	No. of org. per 100 mL	Disinfected reclaimed water	Daily ^g	Grab ^c
Total Coliform ^e	µg/L	Disinfected reclaimed water	Once per permit cycle	Varies
Priority Pollutants ^f	mg/L	Reclaimed Water Distribution Line	Varies	Grab ^c
Total Chlorine Residual				

^a Samples must be taken at the location identified above or at compliance point(s) identified in the approved engineering report or permit.

^b Weekly is the typical minimum monitoring frequency. More frequent monitoring may be appropriate based on the reclaimed water facility size and processes.

^c Grab samples must be taken at the same time each day when wastewater characteristics are the most demanding on the treatment facilities and disinfection processes. Alternatively, continuous monitoring is recommended.

^d Filter effluent turbidity analysis must be performed by a continuous recording turbidimeter and must also be manually read and recorded at least every fifteen minutes.

- ^e As an alternate method, total coliform bacteria may be monitored using the ONPUG-MUG test (also called Autoanalysis Colilert System) per latest edition of standard methods.
- ^f Priority pollutant scans will only be required when surface water augmentation is the identified beneficial use and flows exceed 1 MGD.
- ^g Daily means five (5) times per week, excluding weekends and holidays.

Table 6-4 Typical Monitoring for Class B Reclaimed Water

Parameter	Units	Sample Point ^a	Sampling Frequency	Sample Type
Flow	MGD	Point of compliance	Continuous	Recording meter
BOD ₅	mg/l	Oxidation effluent	Weekly ^b	24-hour composite
COD ₅	Mg/l	Oxidation effluent	Weekly ^b	24-hour composite
TSS	mg/l	Oxidation effluent	Weekly ^b	24-hour composite
pH	Standard Units	Oxidation effluent	Daily ^f	Measurement
Dissolved Oxygen	mg/L	Oxidation effluent	Daily ^f	Grab ^c
Temperature	Celsius	Final reclaimed water	Daily ^f	Grab ^c
Total Nitrogen (as N)-Optional	mg/l	Disinfected reclaimed water	Monthly	Grab ^c 24-hour composite
Ammonia (as N)-Optional	mg/L	Disinfected reclaimed water	Monthly	Grab ^c 24-hour composite
Nitrate (as N)-Optional	mg/L	Disinfected reclaimed water	Monthly	Grab ^c 24-hour composite
Total Coliform ^d	MPN per 100 mL	Disinfected reclaimed water	Daily ^f	Grab ^c
Priority Pollutants ^e	µg/L	Disinfected reclaimed water	Once per permit cycle	Varies
Total Chlorine Residual	mg/L	Reclaimed Water Distribution Line	Varies	Grab ^c

- ^a Samples must be taken at the location identified above or at compliance points identified in the approved engineering report.
- ^b The typical minimum monitoring frequency is weekly. More frequent monitoring may be appropriate based on the reclaimed water facility size and processes.
- ^c Grab samples must be taken at the same time each day when wastewater characteristics are the most demanding on the treatment facilities and disinfection processes. Alternatively, continuous monitoring is recommended.
- ^d As an alternate method, total coliform bacteria may be monitored using the ONPUG-MUG test (also called Autoanalysis Colilert System) per latest edition of standard methods.
- ^e Priority pollutant scans will only be required when surface water augmentation is the identified beneficial use and flows exceed 1 MGD.
- ^f Daily means five (5) times per week, excluding weekends and holidays

6.5 Reliability Guidelines

Generators may not distribute water that has not received adequate and reliable treatment based on the requirements of the reclaimed water rule and the facility's reclaimed water permit. Water that does not receive treatment according to requirements in the reclaimed water rule and

reclaimed water permit must be diverted to temporary storage and re-treatment, or discharged under authorization by a state waste discharge permit or NPDES permit.

Engineering reports for reclaimed water facilities must include a reliability assessment of the proposed facilities (WAC 173-219-210(2) (k)).

All reclaimed water facilities must comply with the reliability requirements of WAC 173-219-350.

Table 6-6 below provides guidelines for reliability provisions that satisfy the requirements in the Rule. Other alternatives to the reliability guidelines in Table 6-6 may be accepted if the applicant demonstrates to the satisfaction of the lead agency that the proposed alternative provides an equal degree of reliability in accordance with the requirements of WAC 173-219-350.

Table 6-6 Reliability Guidelines for Reclaimed Water Facilities

Reliability Guidelines
<p>1. Bypassing Prohibited Generators may not divert any water that does not receive adequate and reliable treatment to any distribution system or use area. Water diverted around any unit process at the secondary treatment facility or reclaimed water treatment facility must be stored for re-treatment or discharged under the authorization of a NPDES or state waste discharge permit. (WAC 173-219-350(2)).</p>
<p>2. Flexibility of Design The design of process piping, equipment arrangement, and unit structures in the reclaimed water facility should allow for efficiency and convenience in operation and maintenance. The design should provide flexibility for operation that will result in the highest possible degree of treatment to be obtained under varying circumstances.</p>
<p>3. Alarms All reclaimed water facilities must provide alarm signals for any of the following, as applicable:</p> <ul style="list-style-type: none"> • Loss of power from the primary power supply. • Failure of a biological treatment process. • Failure of a coagulation process (interruption of required chemical feeds). • Failure of a filtration process. • Failure of a disinfection process. • Any other specific process failure for which warning included in the approved Engineering Report or is required by the lead agency.
<p>Alarms (cont'd) All required alarms must be independent of the primary power supply of the reclaimed water facility. Alarms must sound at an attended location (such as a police station, fire station etc.) or on a monitored electronic device that will alert the responsible operator in charge or designee available to take immediate corrective action. This requirement is in addition to any other alarm communication features proposed for the reclaimed water facility.</p>

Reliability Guidelines

4. Power Supply

An alarm must be provided for loss of power from the primary power supply (WAC 173-219-350(5) (b)).

The following items must be provided with a standby power source or a power supply independent of the primary power supply:

- Alarm systems (WAC 173-219-350(4) (b)).
- Diversion equipment for diversion to treatment reliability storage (WAC 173-219-350(4) (b)), or diversion to alternate discharge locations used for treatment reliability (WAC 173-219-350(4) (c)).

The power supply to the reclaimed water facility should be provided with one of the following reliability features:

- Standby power source. The standby power supply should be independent of the primary power supply or be a source of power supply separate from the primary power supply.
- Treatment reliability storage or discharge provisions via an automated diversion. The provisions should be suitable for the maximum duration of the primary power supply loss.

5. Storage or Discharge for Treatment Reliability

- a. Where short-term storage or discharge provisions are used as a reliability feature, these facilities must be reserved for the purpose of storing or discharging of untreated or partially treated wastewater (WAC 173-219-350(2)(a)). Capacity should be provided for the duration needed to avoid releasing into the reclaimed water distribution system or use areas, as determined in the reliability assessment contained in an approved Engineering Report. Typically, this duration will be at least 24-hours. The facilities must include all the necessary diversion works, provisions for odor control, conduits, and pumping and pump-back equipment. All of the equipment other than the pump-back equipment must be either independent of the normal power supply or provided with a standby power source.
- b. Where long-term storage or discharge provisions are used as a reliability feature, these must consist of ponds, reservoirs, downstream sewers leading to other treatment or discharge facilities, or any other facilities reserved for the purpose of storage or discharge of untreated or partially treated wastewater. These facilities should be of sufficient capacity to provide discharge or storage of wastewater for the duration needed to avoid bypassing to the reclaimed water distribution system or use areas, as determined in the reliability assessment contained in an approved Engineering Report. Typically, this duration will be at least 20 days. The facilities must include all the necessary diversion works, provisions for odor and nuisance control, conduits, and pumping and pump-back equipment. All of the equipment other than the pump-back equipment must be either independent of the normal power supply or provided with a standby power source.
- c. Diversion to a different type of reclaimed water use is an acceptable alternative to storage or discharge of partially treated wastewater, provided that the quality of the partially treated wastewater is suitable for that type of use.
- d. Diversion of partially treated wastewater to a permitted discharge point where the wastewater meets all discharge requirements is an acceptable alternative to storage of partially treated wastewater (WAC 173-219-350(2)).

Storage or Discharge for Treatment Reliability (cont'd)

- e. Automated diversions used for treatment reliability must include, in addition to provisions of (a), (b), (c), and (d) listed above, all the necessary sensors, instruments, valves, and other devices to enable fully automatic diversion of untreated or partially treated wastewater to approved storage or discharge facilities in the event of failure of the treatment process, and a manual reset to prevent automatic restart until the failure is corrected (WAC 173-219-350(4)(c)).

Reliability Guidelines

6. Biological Treatment

All biological treatment unit processes should be provided with one of the following reliability features:

- a. Alarm systems and multiple biological treatment units capable of producing oxidized wastewater with one unit not in operation.
- b. Alarm systems, short-term storage or discharge provisions, and standby replacement equipment.
- c. Alarm systems and long-term storage or discharge provisions.

7. Secondary Sedimentation

All secondary sedimentation unit processes should be provided with one of the following reliability features:

- a. Multiple sedimentation units capable of treating the entire flow with one unit not in operation.
- b. Standby sedimentation unit process.
- c. Long-term storage or discharge provisions.

8. Coagulation (not applicable to Class B)

- a. All coagulation unit processes should be provided with all of the following features for uninterrupted chemical feed:
 - Standby feeders.
 - Adequate chemical storage and conveyance facilities.
 - Adequate reserve chemical supply.
 - Automatic dosage control.
- b. All coagulation unit processes should be provided with one of the following reliability features:
 - Alarm systems and multiple coagulation units capable of treating the entire flow with one unit not in operation.
 - Alarm systems and standby coagulation unit process.
 - Alarm systems, short-term storage or discharge provisions, and standby replacement equipment.
 - Alarm systems and long-term storage or discharge provisions.

9. Filtration (Not applicable to Class B)

All filtration unit processes should be provided with one of the following reliability features:

- a. Alarm systems and multiple filter units capable of treating the entire flow with one unit not in operation.
- b. Alarm systems and standby filtration unit process.
- c. Alarm systems, short-term storage or discharge provisions, and standby replacement equipment.
- d. Alarm systems and long-term storage or discharge provisions.

Reliability Guidelines

10. Disinfection

- a. All disinfection unit processes where chlorine is used as the disinfectant should be provided with all of the following features for uninterrupted chlorine feed:
 - Standby chlorinator.
 - Standby chlorine supply.
 - Manifold systems to connect chlorine cylinders.
 - Chlorine scales.
 - Automatic switchover to full chlorine cylinders.
 - Continuous measuring and recording of chlorine residual.
- b. All disinfection unit processes where chlorine is used as the disinfectant should be provided with one of the following reliability features:
 - Alarm systems and standby chlorinator.
 - Alarm systems, short-term storage or discharge provisions, and standby replacement equipment.
 - Alarm systems and long-term storage or discharge provisions.
 - Alarm systems and multiple point chlorination. Each point of chlorination should have an independent power source, separate chlorinator, and separate chlorine supply.
- c. All other disinfection unit processes should be provided with one of the following reliability features:
 - Alarm systems and standby disinfection unit capable of treating the design flow rate with the largest operating unit out of service.
 - Alarm systems, short-term storage or discharge provisions, and standby replacement equipment.
 - Alarm systems and long-term storage or discharge provisions.

7 Storage, Distribution, and Use

This chapter provides guidelines for the Reclaimed Water Rule requirements for distribution of reclaimed water, storage, and impoundments of reclaimed water, and requirements common to various uses.

7.1 Operational Storage and Other Impoundments

Whenever a permittee generates reclaimed water in excess of the demand for permitted uses, the permittee may have an option to divert the excess water for discharge or dispose of the water under the authority of a current NPDES or SWDP permit. Where there is no permitted alternative use or discharge system, operational storage must be provided to assure the retention of reclaimed water under adverse weather conditions or at other times when reclaimed water use is precluded. The guidance in this section does not apply to storage of inadequately treated reclaimed water for treatment reliability discussed in [Section 6.5, Reliability Guidelines](#).

The stored reclaimed water must meet the provisions of WAC 173-219-370: Maintenance of chlorine residual, unless waived by the lead agency, in consultation with Health when Health is the nonlead agency.

The generator or person maintaining control of the reclaimed water should consider the type of use and potential for impact to human health and the environment when designing storage. It will be necessary to balance supply with demand and consider operating agreements between the generator, distributor and user if there are multiple entities involved. Operational storage provides a continuous supply of water during periods of downtime at the treatment facility, meets peak daily fluctuations in water demands, and allows for optimum facility operation beyond the reclaimed water facility.

Water that is of equal or better quality than reclaimed water may be used with reclaimed water in storage or distributions systems provided the water supply is protected by an approved air gap.

Determination of operational storage capacity should consider all of the following factors:

- Types of use.
- Variations in supply of and demand for reclaimed water, including peak summer demand and seasonal (wet weather) low demand.
- Reliability of treatment processes.
- Operating requirements and agreements with end users.
- Availability of backup supply sources.
- Potential for impact to human health and the environment.
- Frequency and duration of adverse weather conditions such as precipitation or frozen ground that would preclude use.
- Shut down for system maintenance and repair.
- Other factors that may limit or prevent the planned use of reclaimed water.

When wet weather conditions could preclude the use of reclaimed water, the operational storage volume in open reservoirs, exposed to rainfall, should be established by determining the storage period needed for a 10-year, 24-hour storm using weather data that is available from, or is representative of, the area involved. Designers should use a minimum of 20 years of climatic data in storage volume determinations.

When sizing operational storage facilities, designers should consider the degree of fluctuation and availability of supplemental (backup) supply sources. When supplementary water sources (potable or other supplies) can help meet peak demands, smaller operational storage facilities may be sufficient to control supplies into the distribution system.

7.1.1 Storage and Impoundment Design Considerations

Typical design solutions for reclaimed water storage include:

- Storage of reclaimed water in leak-proof, fabricated tanks where feasible.
- Design of all storage ponds or reservoirs to prevent groundwater exchange.
- Use of synthetic membrane liners meeting the criteria in Chapter G3-3.5 of [Criteria for Sewage Works Design](#).
- Justification for use of earthen or other liner designs based on the reclaimed water quality and site conditions as described in [Section 7.1.3, Alternative Design for Reclaimed Water Storage Ponds](#).
- Design and location of all storage ponds or reservoirs so that stormwater runoff from surrounding property will not enter the pond.

7.1.2 Setbacks for Impoundments

The minimum horizontal distance between a potable water supply well and storage facilities such as reclaimed water impoundments or ponds must comply with restrictions for the sanitary control area established under WAC 246-290-135 for Group A public water systems and WAC 246-291-125 for all other potable water supplies.

7.1.3 Alternative Design for Reclaimed Water Storage Ponds

The lead agency may consider other designs if, after the review of data submitted by the reclaimed water generator or user, the agency determines complete containment of the reclaimed water is not necessary. Factors include the reclaimed water quality, volume of storage, soil and geologic data, and groundwater data, including groundwater quality, uses, quantity and yield, and an adequate demonstration that the reclaimed water will not adversely impact groundwater quality. The lead agency may require groundwater monitoring.

Reclaimed water storage ponds with volumes greater than 10 acre-feet or with embankment heights greater than 6 feet above the downstream toe must comply with Ecology Dam Safety regulations. ([WAC 173-175-020](#))

If proposing earthen liners, the generator or user must include the following or justify alternatives:

- Soils used for pond lining should be free from foreign material such as paper, brush, trees, and large rocks.
- All soil liners constructed of compacted material should be at least 24 inches thick, compacted in lifts no greater than 6 inches thick, and compacted to 95 percent of maximum density as determined by the Standard Proctor Density test (WSDOT test method No. 606).
- For in-situ clay soils meeting the soils liner criteria above, a minimum of 6 inches below planned grade should be excavated and re-compacted to assure a uniformly compacted finished surface.
- Soil liners should meet the following particle size gradation and Atterberg limits:
 - Thirty percent or more passing a number 200 mesh sieve.
 - A liquid limit of 30 percent or greater.
 - A plasticity index of 15 or greater.
 - A permeability less than or equal to 1×10^{-7} cm/sec.
- Soil embankment walls should have a top width of at least five feet.
- The interior and exterior slopes of soil embankment walls should be no steeper than one foot vertical to three feet horizontal.
- All soil embankment walls should have a vegetative cover or other stabilizing material to prevent erosion.
- All piping penetrating the embankments should have erosion stops and water seals.

7.1.3.1 Seasonal Storage

Open reservoirs may be the most economical alternative for seasonal storage. However, algal growth and suspended solids from open reservoirs are sources of particles that may clog the user's system. Reservoirs may also require additional measures to prevent breeding of vectors and the creation of odors, slimes, or aesthetically displeasing deposits.

All water that enters the distribution system from open reservoirs should be filtered or screened. The minimum acceptable screen size is 200-mesh (microstrainer). The use of a very fine strainer or filter will remove the greatest percentage of suspended solids at central reservoir sites and minimize the need for special maintenance of the local systems. Most system control valves readily pass particles through a 30-mesh screen (screen opening of 0.0233 inch or 600 microns).

7.1.3.2 Operational Storage Facilities

Operational storage provides a continuous supply of water during periods of downtime at the treatment plant, meets peak daily fluctuations in water demands, and allows for optimum plant operation. Standard design for operational storage facilities is 1.5 to 2.0 times the average summer-day demand volume. At a minimum, operational storage capacity should be the volume equal to three times the portion of the average daily reclaimed water flow capacity for which there is no alternative use or discharge system. The lead agency may approve lesser volumes of operational storage capacity for reclaimed water facilities with groundwater recharge, surface water augmentation, or controlled uses.

When sizing the storage facilities, consider the degree of fluctuation and availability of supplemental supplies. Reducing peak period pumping charges may also reduce costs. When supplementary water sources (potable or other supplies) can meet peak demands, smaller operational storage facilities may be sufficient to control supplies into the distribution system.

7.1.4 Backup Supply Considerations

Distribution systems may need supplementary sources to meet demand during a facility disruption or main supply interruption.

Required storage capacity for each system will be different, depending on the following factors:

- Reliability of treatment processes.
- Peak summer demands.
- Availability of other sources.
- The proposed reliability of the system.
- End user (customer) agreements.
- Ability to recover to normal conditions.

Seasonal or operational storage facilities may be able to meet emergency storage requirements depending on their storage capacities. If a system lacks necessary operational storage capacity and the generator has made commitments ensuring an uninterrupted supply, it should have at least one reliable backup supply source to meet its demand. If a generator proposes potable water as a backup supply source, they must introduce the potable water into the reclaimed water system through a Health-approved backflow prevention device between the two systems (See Table 7-3). When reclaimed water contracts allow interruption of supply, backup supply systems may not be necessary.

7.1.5 Fencing

Enclose reclaimed water ponds and impoundments, not open to the public, within a securable fenced area or other acceptable enclosure that will prohibit public access, if required. Fencing also helps minimize vandalism and damage from animals.

7.1.6 Identification

Use signs to identify all storage facilities. Signs (color-coded, as referenced in [Section 7.5, Labeling Reclaimed Water Components](#)) should include the wording in high-contrast lettering and should have the internationally recognized symbol for “not drinking water.” The operator should post an adequate number of signs in English and other primary languages spoken in the area on the surrounding fence and at the entrance of each facility.

7.1.7 Relationship to Stormwater Ponds

Ecology considers incidental precipitation falling directly on impoundments or water features storing reclaimed water as reclaimed water. Stormwater ponds (designed specifically for the diversion, retention, or treatment of stormwater) are not included under chapter 90.46 RCW. Stormwater must meet the applicable stormwater quality requirements, and (if put to beneficial use) must be permitted as an appropriative water right or meet existing WRP policy for de minimus use.

7.1.8 Runoff and Releases from Impoundments

It may not be possible to entirely prevent the runoff of rainwater from decorative or storage ponds filled with reclaimed water, particularly during major storm events.

A principal water quality concern with reclaimed water ponds is the presence of locally added pollutants, such as fertilizers and algaecides.

Although Washington state law no longer regards reclaimed water as wastewater, generators could interpret regulations and permit conditions to mean any amount of incidental runoff to waters of the United States would require an NPDES permit per the Clean Water Act. This is undesirable for several reasons. Incidental runoff would be of small volumes and individual customer permits would be difficult to administer. Customers would not be willing to use reclaimed water given the cost and the potential liability associated with either securing an individual NPDES permit or ensuring that no incidental runoff will ever leave the permitted area. Ecology and Health have already regulated reclaimed water quality under the reclaimed water permit. Once produced, reclaimed water should be subject to essentially the same requirements as other non-potable water supplies.

Generators should interpret water quality laws consistent with the intent of the Legislature to encourage reclaimed water use.

Similar to other non-potable water impoundments, generators should manage runoff around reclaimed water storage reservoirs to minimize runoff into the pond. If discharges from a reclaimed water pond due to rainfall occur routinely or by design, Ecology will regulate such discharges under NPDES permit conditions in the reclaimed water permit.

7.2 Chlorine Residual

Maintenance of chlorine residual is required in distribution lines that convey reclaimed water from the treatment facility to the use area. Designers can consider this as an additional pathogen protection barrier. A chlorine residual will also inhibit regrowth that results in fouling or plugging of the distribution pipeline. A minimum chlorine residual of 0.2 mg/L or greater measured as free chlorine, or 0.5 mg/L or greater measured as total chlorine, is required unless waived or modified by the lead agency.

The lead agency might not require a chlorine residual:

- When the hydraulic retention time in the distribution system prevents significant deterioration in water quality from the point of compliance.
- When alternative treatment of recycled water maintains water quality comparable to the point of compliance.
- When in some other manner the generator demonstrates a benefit from reducing or eliminating the chlorine residual (WAC 173-219-370(1)).

In addition, the lead agency might not require a chlorine residual for:

- Reclaimed water impoundments at the point of use
- Storage ponds at the point of use
- Storage tanks at the point of use
- Distribution lines to groundwater recharge
- Conveyance along natural streams, lakes, or surface waters of the state.

The lead agency may waive or modify the requirement when the generator demonstrates a benefit from reducing or eliminating the chlorine residual (WAC 173-219-370(1) or for a specific application. (WAC 173-219-370(2).)

7.3 Discharges from Distribution System for Maintenance Purposes

7.3.1 Flushing Reclaimed Water Lines

Incidental or planned discharges of reclaimed water from distribution system maintenance procedures must conform to the permit conditions regarding notification to the regulatory agencies and the public. Ecology may approve other methods of control, discharge or disposal of this water when documented in the reclaimed water facility's engineering report. If Ecology approves alternative control methods, it will include those provisions in the permit. In all cases the operator must appropriately manage the release of chlorinated water, if the reclaimed water contains chlorine.

The reclaimed water permit will generally require diverting water released due to line maintenance to the sanitary sewer or to an approved use location.

7.3.2 Pipeline Repair Discharges

Ecology considers reclaimed water discharge or drainage resulting from pipeline repair activities an unanticipated discharge. Permittees should address management and disposal of this water within the operations and maintenance manual. If the pipe repair results in water being released into a municipal stormwater system, the generator or distributor responsible for the conveyance line must notify the appropriate stormwater utility of the discharge to their system.

7.4 Distribution System Construction Standards

All reclaimed water valves and outlets must be of a type (or secured in a manner) that permits operation only by authorized personnel. Reclaimed water generators must ensure the design of all system under their operational control comply with these standards. For systems not under their operational control, generators must include requirements in distribution and use agreements for distributors and users to comply with these requirements.

7.4.1 Pipelines

The installation of new or replacement distribution pipelines for reclaimed water distribution systems must comply with the most recent edition of [Planning for the Distribution of Reclaimed Water](#), Manual M24, American Water Works Association, the most recent edition of the

[Department of Health Water System Design Manual](#), or equivalent standard engineering practices (WAC 173-219-360(3)). Permittees must document pipe material, valves, valve covers, hydrants, associated components, installation, and testing practices in the engineering report and/or the construction plans and specifications for the project. [Section 7.5](#) describes the labeling requirements.

Ecology addresses separation distances between reclaimed water pipelines and other public or private utilities in the [Pipeline Separation Design and Installation Reference Guide](#), #06-10-029, Ecology and Health (173-219-360(4)). The top of pipelines should be buried a minimum of 36 inches below the finished street grade or the ground surface, unless frost penetration dictates a deeper burial is appropriate for the climatic conditions of the site. Pipelines for Class A and Class B reclaimed water must be located at least 200 feet away from potable water wells (WAC 173-219-360 (5)).

7.4.2 Pressure Differentials

Designers should base pressure criteria for reclaimed water distribution on system design and practice. In any case, operators should maintain positive pressure at the user's meter at the peak hour demand (PHD).

7.4.3 Blowoff Assemblies

Either an inline or end-of-line type blow-off or drain assembly should be installed for removing water or sediment from the pipe. The line tap for the assembly should be no closer than 18 inches to a valve, coupling, joint, or fitting unless it is at the end of the line. If there are restrictions on discharge or runoff due to chlorine residual or turbidity, operators should consult the Health Guidance Manual to find an acceptable means of disposal.

7.4.4 Valve Boxes

All valve covers on reclaimed water transmission lines shall be of a non-interchangeable shape with potable water covers and include identification information as reclaimed water with a recognizable inscription cast on the top surface, triangular shaped covers or purple colored covers.

7.4.5 Fire Hydrants

Where the reclaimed water distribution and use systems includes fire hydrants, identify each fire hydrant with a labeled tag in addition to being color-coded (WAC 173-219-360(2)) (see [Section 7.5, Labeling Reclaimed Water Components](#)). Operators should instruct the fire department and the local potable water utility in the use and care of the equipment when flushing the hydrants to avoid overspray, and on the care of any equipment that they might subsequently use with potable water.

7.4.6 Hose Bibbs

Access to hose bibbs on reclaimed water lines must be controlled or restricted to permit operation only by authorized personnel. Operators must identify hose bibbs with a labeled tag in addition to being color-coded (WAC 173-219-360(2)) (see [Section 7.5, Labeling Reclaimed Water Components](#)). Design fittings to prevent interconnection between potable and reclaimed

water distribution systems. Do not use hoses from reclaimed water systems with potable water systems.

Hose bibbs on potable water lines within reclaimed water use areas should have an approved hose bibb vacuum-breaker or other approved backflow assemblies.

7.4.7 Drinking Fountain/Public Facilities

Potable drinking water fountains and other public facilities must be located away from the irrigation area in which reclaimed water is used. Or, they must be otherwise isolated and protected from overspray of reclaimed water onto drinking fountains and other public facilities. Exterior drinking fountains and other public facilities should be shown on the construction plans for distribution systems.

7.4.8 Special Provisions for Class B Reclaimed Water

Some special restrictions are placed on the operation of reclaimed water systems as a matter of good practice and to protect public health. Restrictions applied by the regulatory agencies that should be in the detailed design are listed in Table 7-1.

Table 7-1 Class B Special Restrictions

Runoff conditions	Conditions which directly or indirectly cause runoff outside the approved use area are prohibited.
Ponding conditions	Conditions which directly or indirectly cause ponding outside or within the approved use area are prohibited.
Overspray conditions	Conditions which directly or indirectly cause windblown spray or overspray to pass outside the approved use area are prohibited.
Unapproved uses and use areas	In approving the engineering report and plans and specifications for a proposed reclaimed water system, Ecology is affirming that the generator will construct a facility that will adequately and reliably produce reclaimed water to meet the needs of the proposed beneficial uses. Furthermore, the Reclaimed Water Rule requires the generator to complete a site assessment prior to delivering reclaimed water to a proposed use site. The main purpose of this assessment is to verify that the site is appropriate for the proposed water use. These approvals and reviews become the basis for authorizing in a reclaimed water permit the specific uses locations of reclaimed water use. Delivering reclaimed water for uses not authorized in the permit or to locations not identified in use agreements is prohibited because the use or area have not been appropriately reviewed.
Food establishments/public facilities	To prevent food exposure to spray from irrigation systems, reclaimed water irrigation systems should not install systems near food establishments or public facilities such as picnic tables and drinking fountains (see 7.4.7).

7.4.9 Reclaimed Water Pumping Stations

Permittees with pumping facilities to distribute reclaimed water shall make special provisions to identify the type of water handled, provide acceptable backflow protection, and avoid release of reclaimed water in an uncontrolled manner.

- **Labeling:** Label and color-code all exposed and aboveground piping, fittings, pumps, and valves, in accordance with [Section 7.5, Labeling Reclaimed Water Components](#).
- **Signage:** In a fenced pump station area, post at least one sign (see Section 7.5.2, Use Area Notifications) on the fence, which all operations personnel using the facility can easily read.
- **Seal Water:** Any potable water used as seal water for reclaimed water pump seals should be adequately protected from backflow (with an air gap) per [Section 7.6, Cross-Connection Control](#), and proper drainage of the packing seal water should be provided.
- **Surge Protection:** All pumping systems should have proper surge protection facilities to prevent damage resulting from water hammer and pressure surges that can cause broken piping or damage to pumping equipment.

7.4.10 Conversion of Existing Distribution Systems to Reclaimed Water

The conversion of an existing potable water system to another type of water conveyance (reclaimed water, irrigation, etc.) introduces a potential risk to public health (WAC 173-219-360(8)). It is important for operators to verify that there are no cross-connections or unapproved connections to the system, and to ensure that all potable customers have been removed from the water distribution system.

Existing potable water lines converted to reclaimed use should first be accurately located and tested in coordination with Ecology and Health. The lines should be thoroughly tested prior to use, using dye, pressure, or other methods, to ensure there are no cross-connections or unapproved connections. If verification of the existing lines is not possible, the lines should be uncovered, inspected, and identified prior to use. Specific precautions may be necessary to ensure there are no unintended connections to an existing potable water system. Operators can use the lines for reclaimed water distribution if the existing lines are satisfactory to the regulatory agencies.

In actual practice, it may be very difficult to fulfill the above requirements. At a minimum, verify that there are no cross connections or unapproved connections, and ensure that you removed all potable water customers from the intended water lines.

If the lead agency approves the conversion of existing storage and distribution systems to reclaimed water use, all accessible points must be labeled as reclaimed water at the time of conversion and any inaccessible locations must be labeled at the time of repair or replacement (WAC 173-219-360(9)(a)).

Ecology and Health may approve the conversion of decommissioned sanitary sewer or storm sewer pipelines for use in a reclaimed water conveyance system. While the practice is uncommon, there is precedence in Washington State for the successful conversion of a sewer

force main owned by King County for use as a reclaimed water main from the Brightwater Reclaimed Water Facility. Such conversions will only be approved on a case-by-case basis following a detailed review of an engineering report that documents the plans for conversion. That engineering report must describe in detail the pipeline cleaning and disinfection efforts the proponent will use prior to conversion for reclaimed water use.

7.5 Labeling Reclaimed Water Components

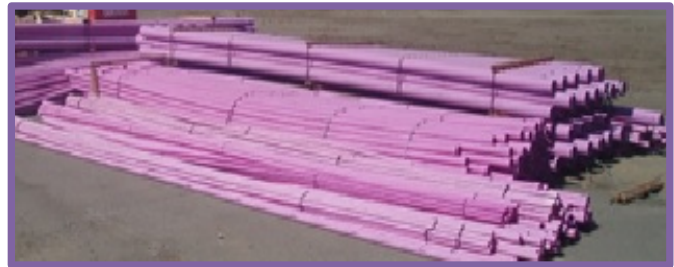
Generators and distributors must identify and label reclaimed water distribution system components, operational storage areas, and use areas in accordance with [WAC 173-219-360\(2\)](#). This section provides additional guidance.

7.5.1 Color Coding and Labeling

All new reclaimed water piping, valves, outlets, storage facilities and other appurtenances, in the distribution system and at use areas, must be labeled and color-coded purple (Pantone 512, 522 or other shade identified in the approved engineering report), identified with purple tape, or otherwise marked to clearly identify the water conveyed as non-potable reclaimed water. The identifying labels should be acceptable to the lead agency and in accordance with the approved engineering report.

The following guidelines apply to *color-coded pipes*:

- Color-coded purple (Pantone 512, 522 or other shade identified in the approved engineering report); or
- Embossed or integrally stamped/marked with the approved label, repeated on opposite sides of the pipe every three feet or less.



The following guidelines apply to *tape-identified pipes*:

- Purple identification tape or polyethylene vinyl wrap (Pantone 512, 522 or other shade identified in the approved engineering report).
- Identification tape labeled with the approved text in high-contrast lettering.
- Overall tape width at least 3 inches.
- Identification tape installed and centered on top of the transmission pipe longitudinally.
- Identification tape should be continuous and fastened to each pipe length at least every 10 feet. Tape attached to sections of pipe before placing pipe in the trench should have flaps sufficient for continuous coverage. Installers may use other satisfactory means of securing the tape during backfill of the trench if approved by the lead agency.

The following guidelines apply to appurtenances:

- Clearly inscribe the words “Reclaimed Water,” or similar label acceptable to the lead agency and in accordance with the approved engineering report, on equipment tags and the top surface of below-grade appurtenances, such as valve boxes.

Other pipe and construction warning tape schemes may be acceptable to the lead agency provided the colors and messages are consistent with the details of this section.

Color-coded pipe, identification tape and/or labels differentiating the reclaimed piping from other utility lines should be consistent throughout the service area. The permittee should develop a standard specification and details for meeting these guidelines, and be consistent. Table 7-2 summarizes the identification standards.



Table 7-2. Identification Standards for Reclaimed Water Systems

Item	Suggested Standard (Must be Acceptable to the Review Agencies)
Color	Pantone 512 or 522 or other shades of purple acceptable to review agencies.
Warning	Should be either one of the following phrases: <ul style="list-style-type: none"> • WARNING: RECLAIMED WATER—DO NOT DRINK • WARNING: NON-POTABLE WATER—DO NOT DRINK
Identification (Warning) Tape	The tape (color-coded, as listed above) should include the warning (listed above) in high-contrast lettering. The overall width of the tape should be at least 3 inches.
Equipment Tags and Surface Identification	The words RECLAIMED WATER should be clearly inscribed on equipment tags and the top surface of below-grade appurtenances, such as valve boxes.
Facility Signs	Signs (color-coded, as listed above) should include the warning (listed above) in high-contrast lettering and must have the universal symbol for “do not drink.” An adequate number of signs in English and other primary languages spoken in the area should also be posted on the surrounding fence and at the entrance of each facility.

7.5.2 Use Area Notifications

The permittee must notify the public and other utility employees of the use of reclaimed water in all use areas. One or more of the following can meet the notification requirements:



- Post an adequate number of clearly visible signs in English, and other primary languages spoken in the area, on the surrounding fence (if applicable) and at the entrance of each use area. Signs should be purple in color with white or black lettering, or another comparable color combination acceptable to the lead agency. Signs should read “Reclaimed Water – Not Intended for Drinking” or other advisory or educational language acceptable to the lead agency.
- Other lead agency approved methods of notification that provide equivalent protection.

In addition, for Class B reclaimed water, signs, and notices should inform the public or utility employees that the lead agency does not recommend body contact with the water.

7.6 Cross-Connection Control

A cross-connection is defined as any actual or potential physical connection between a high quality water system and any source of lower quality liquid, solid, or gas that could contaminate the water supply by backflow. Cross-connections exist everywhere; in all plumbing and facilities.

The task of eliminating all cross-connections is enormous. Implementing CCC programs reasonably reduce the risk of contamination. For a reclaimed water supply to become contaminated via a cross-connection, three things need to happen simultaneously:

1. The water supply piping must be unprotected (no backflow prevention device) from a cross-connection;
2. A physical cross-connection must be made between the water supply piping and a contaminant source; and
3. Backflow conditions must occur.

Backflow is the flow of water (or other solid, liquid, or gas from any source) back into the reclaimed water supply. Backflow may be due to either:

Backsiphonage is backflow caused by a negative pressure (vacuum or partial vacuum) in the supply piping. Backsiphonage occurs when system pressure is reduced below atmospheric pressure. The effect is similar to sipping water through a straw.

Backpressure is backflow caused by pressure in the downstream plumbing being greater than the pressure in the water supply piping. The higher pressure in the downstream plumbing may be from a pump, thermal expansion, heating boiler, etc.

Backflow can be prevented in two ways, either through installation of:

1. An approved air gap (AG) that provides a physical separation between the contaminant and the water supply; or
2. Mechanical devices or assemblies that prevent backflow from occurring.

7.6.1 Types of Contaminants

The reason for developing and implementing a CCC program is to protect the quality of reclaimed water by preventing contamination via cross-connections. The reclaimed water distributor has the responsibility to deliver water to its consumers that meets all standards set forth by the department. The water must be desirable from an aesthetic and health standpoint to reduce the likelihood of consumers turning to another water supply. The reclaimed water distribution system is an efficient means of transporting water to consumers served by the system. However, the distribution system can also become the conduit for the spread of a contaminant to a large population.

7.6.1.1 Microbiological Contaminants

In cross-connection control, waterborne diseases are a primary health concern. Microbiological organisms that may cause waterborne disease include: bacteria, viruses, protozoa, and parasitic helminths (worms).

The risk of a waterborne disease transmitted through the reclaimed water supply is a major concern because of the:

- Large population that may be exposed to the disease in a short timeframe;
- Inability to immediately detect contamination (in fact, the first indicator may be the outbreak of disease); and
- Difficulty in tracing the contaminant source (e.g., *Giardia* cysts may enter the distribution system from a holding tank or through a cross-connection with auxiliary lower quality water supply).

Individuals with underdeveloped or weakened immune systems, such as infants, the elderly, and persons receiving treatment for cancer, are more vulnerable to waterborne diseases than persons with fully functioning immune systems.

7.6.1.2 Chemical Contaminants

Every chemical will have some effect on anything exposed to it. The severity of the effect experienced depends on the type of chemical, amount of chemical in the water, and the duration of exposure. Chemical contamination can have dramatic effects on the environment and property.

Some chemicals may normally have low levels of toxicity. However, when these chemicals are introduced into the water system via cross-connections, they may react to form more toxic chemicals. This occurs when the chemicals introduced via backflow combine with the chemicals intentionally added to treat the water supply. Chemical contaminants may also react with the piping

material in the distribution system to leach toxic metals into the water. Other chemicals, such as gasoline, may damage piping materials and lead to structural failure of the pipe.

Some chemical contaminants may adhere strongly to the distribution piping walls and/or plumbing. Once a backflow incident has introduced chemicals with this characteristic into the water system, it is extremely difficult and/or virtually impossible to completely clean/remove the contaminant from the system. There have been well-documented backflow incidents where the only viable remedy was to replace the pipe affected by the chemical contaminant.

Concerns about chemical contamination may be different from system to system, since each system is unique.

7.6.1.3 Physical Hazards

Examples of physical hazards are compressed air and steam. Compressed air and steam may result in heat damage to the environment or property or breakage of piping or fixtures. Physical hazards may also cause the release of settled contaminants already in the distribution system.

Physical hazards may also be chemical hazards. The risks posed by a gas, such as propane, in addition to toxic effects, may cause an explosion.

7.6.2 Multiple Barrier Concept

Cross-connection control is a vital part of the multiple barrier concept to protecting reclaimed water. The major barriers include:

- **Providing Treatment.** Treatment is provided to comply with the maximum contaminant level and treatment technique requirements established by the reclaimed water regulations.
- **Secondary Disinfection.** **Secondary disinfection** is used to maintain a disinfectant residual in the distribution system to control microbiological water quality.
- **Storage.** **Storage reservoirs** provide protected storage and prevent microbiological contamination of the treated water.
- **Distribution System Design.** The design, installation and material standards, and minimum operating pressures prevent contaminants from entering the distribution system.
- **Cross-Connection Control Programs.** Require approved backflow preventers to prevent contaminants from entering the distribution system.
- **Water Quality Monitoring.** Provide a means of surveillance of the system to detect microbiological and/or chemical contaminants in the water supply.
- **Operation by Qualified Personnel.** Provide certified treatment plant operators, distribution system managers, and CCSs to ensure proper operation of the system.
- **Emergency Planning.** Establish emergency procedures for correcting problems detected in water quality monitoring, caused by natural disasters, or created by backflow incidents.

7.6.3 Backflow Prevention Methods

The Cross-connection Control Specialist (CCS) must determine the type and degree of backflow prevention by the degree of hazard, probability of occurrence, acceptable risk level, and reliability of the backflow preventer. Backflow will be the result of either backpressure or back

siphonage conditions. The CCS must identify the degree of hazard, and provide adequate protection for the most severe hazard encountered.

Table 7-3 Backflow Hazards

Backflow Preventer	Degree of Hazard	Backflow Type
Air gap (AG)	High and low	Back pressure and back siphonage
Reduced pressure backflow assembly (RPBA)	High and low	Back pressure and back siphonage
Double-check valve assembly (DCVA)	Low	Back pressure and back siphonage
Pressure vacuum breaker (PVBA)	High and low	Back siphonage
Spill-resistant vacuum breaker (SBVB)	High and low	Back siphonage
Atmospheric vacuum breaker (AVB)	Very low	Back siphonage
Hose bibb vacuum breaker (HBVB)	Very low	Back siphonage

Detailed descriptions of the design, function, and operation of each backflow assembly are found in:

- *Manual of Cross-Connection Control*, published by the University of Southern California - Foundation for Cross-Connection Control & Hydraulic Research (USC-FCCCHR); and
- *Cross-Connection Control Manual, Accepted Procedure and Practice*, published by the Pacific Northwest Section, American Water Works Association.

7.6.3.1 Approved Backflow Prevention Assemblies

State regulation requires that all installed RPBA's, DCVA's, and must be models included on the current list of approved backflow assemblies from the University of California Foundation for Cross-Connection Control and Hydraulic Research approved backflow prevention assemblies (WAC 173-219-310(5)).

7.6.3.1.1 Degree of Hazard

Degrees of hazards posed by potential contaminants must be assessed by a DOH certified Cross-connection Control Specialist (CCS). Almost all substances are considered a hazard of some degree. Normally the risk can be divided into high or low hazard categories.

- **High Hazard** is a substance that can pose an immediate impact on the environment or property.
- **Low Hazard** is a substance that effects the aesthetics of the reclaimed water or increase operating costs for the end user.

7.6.4 Legal Aspects of Cross-connection Control

Once contamination occurs, one or more persons may suffer a loss. The history of backflow incidents reveals that the loss can range from a minor financial loss (e.g., the cost of flushing a plumbing system) to significant damage to property, financial loss, or even death.

7.6.4.1 Whenever there is a backflow incident, one must assume that litigation will follow.

The litigation may be based on a violation of regulations, a tort action, and/or a breach of contract. In general, the reclaimed water distributor's liability may flow from the following sources:

- Having a statutory/regulatory obligation and failing to follow it (i.e., breach of the law);
- Failing to develop a "reasonable" CCC program and/or failing to take follow-up enforcement action, once aware of a hazard (i.e., negligence);
 - Supplying a customer with contaminated water that causes the customer to suffer a loss (e.g., breach of contract/product liability);
- Imposing unreasonable requirements on the customer (e.g., requiring an RPBA on all services);
 - Extending a CCC program beyond their jurisdiction (e.g., inspecting plumbing and enforcing the Uniform Plumbing Code); and
 - Misrepresenting the actions of the distributor (i.e., making an implied contract).

7.6.4.2 To reduce the exposure to liability, the distributor should implement a CCC program that:

- Complies with regulatory requirements set forth in the reclaimed water regulations (WAC 173-219-310);
- Follows the "standards" of the water industry for the application of backflow assemblies;
- Includes the testing of backflow assemblies by a method and at a frequency stipulated in regulations;
- Includes the testing of backflow assemblies by DOH-certified testers; and
- Includes procedures for investigating backflow incidents and restoring water quality after an incident occurs.

7.6.5 Jurisdictions of Washington State Agencies Relating to Cross-Connection Control

The state legislature assigns the administration and enforcement of statutes and regulations to different departments (agencies) within state government. In Washington, several state departments have responsibilities for the administration and/or enforcement of CCC-related regulations. These agencies include:

7.6.5.1 Washington State Department of Ecology Regulates Cross-Connection Control for Reclaimed Water and Wastewater

Ecology holds authority over reclaimed water generators and distributors who are responsible for protecting reclaimed water and partially treated reclaimed water from contamination via cross-connections with lower quality water. This includes the generation facility, includes all treatment stages, storage, and distribution facilities, and ending at the point of delivery to the user's reclaimed water meter at the property line or the use area (WAC 173-219-310(3)).

Ecology is also responsible for ensuring the reclaimed water generators and distributors coordinate with DOH and potable water suppliers for the protection of drinking water from contamination via cross connections with reclaimed water, partially treated wastewater, and wastewater. This

coordination includes providing potable water suppliers, if any, written notification prior to providing reclaimed water service to any property within the distributor's service area so the distributor can ensure users comply with the cross-connection control requirements under WAC 246-290-490 and locally adopted regulations..

7.6.5.2 Washington State Department of Health Regulates Cross-Connection Control for Public Drinking Water Systems

DOH Office of Drinking Water administers and enforces drinking water regulations for public water systems as set forth in WAC 246-290-490. The mission of the Office of Drinking Water is to protect the health of the people of Washington State by ensuring safe and reliable drinking water.

DOH is also responsible for ensuring the potable water suppliers coordinate with Ecology and reclaimed water generators and distributors for the protection of drinking water from contamination via cross-connections with reclaimed water, partially treated wastewater, and wastewater. This coordination includes working with reclaimed water generators and distributors to identify any properties within the distributor's service area so the distributor can ensure users comply with the cross-connection control requirements under WAC 246-290-490 and locally adopted regulations.

7.6.5.3 Washington State Building Code Council (SBCC)

The SBCC adopts the Uniform Plumbing Code (UPC) with state amendments specific to Washington (under RCW 19.27). The UPC applies within the property lines of the customer's premises. The UPC is applicable statewide and includes amendments specific to Washington (WAC 51-60). These include a number of CCC amendments.

Although the SBCC is responsible for adoption of the UPC, Local Administrative Authorities (i.e., local building and/or plumbing officials) administer and enforce the UPC. Customers must comply with the UPC in effect at the time of installation, whether or not the Local Administrative Authority inspects the plumbing.

7.6.5.4 Washington State Department of Labor and Industries

Washington State Department of Labor and Industries (L&I) requires persons engaged in the craft of plumbing to be certified (under RCW 18.106). The craft of plumbing includes installing, repairing and replacing plumbing and applies *within buildings only*. Some plumbing activities require a journeyman's plumber certificate, whereas other plumbing activities, such as backflow assembly repair, require only a specialty plumber certificate.

The plumber certification requirements impacts some DOH-certified Backflow Assembly Testers (BATs). BATs that repair backflow prevention assemblies within buildings must hold a valid specialty plumber certificate issued by Labor & Industries.

Most DOH-certified BATs must also maintain an L&I issued contractor's license to operate in Washington State.

7.6.6 Cross-Connection Control Regulations for Reclaimed Water Systems in Washington State

The purpose of this guidance is to help reclaimed water generators and distributors protect reclaimed water from potential contamination via cross-connections with lower quality water. This section does not include technical information to cover protection of potable water systems from

reclaimed water, this is the responsibility of the potable water distributor. The operator of the reclaimed water system must coordinate with other agencies to ensure all cross-connection rules are followed.

7.6.6.1 WAC 246-290-490 Drinking Water Rule

Department of Ecology standards prohibit direct connections between reclaimed water systems and potable water systems. The Department of Health considers all classes of reclaimed water a high health hazard. ***Properties provided with both reclaimed water and potable water are required to have an air gap or reduced-pressure backflow assembly at the potable water service meter.*** The requirement is based on the assessment of a high health hazard of the reclaimed water, and the high probability that a connection could be made between the potable and non-potable systems (e.g., in the event of the disruption of the reclaimed water supply).

Where the customer uses potable water to supplement a reclaimed water system, the water must be supplied through an approved AG inspected by a DOH certified Backflow Assembly Tester or Cross-connection Control Specialist at least annually.

7.6.6.2 WAC 51-56-0600 and WAC 51-56-1500 Amendment to the Uniform Plumbing Code

Along with the adopted Uniform Plumbing Code; this provides cross-connection control guidance within buildings. This rule provided immediate actions upon discovery of any cross-connections with reclaimed water and describes some preventative measures.

7.6.6.3 Reclaimed Water Rule WAC 173-219-310

Must eliminate or control cross-connections between the distribution system and potential contaminants. In most cases, eliminating cross-connections is almost impossible. Thus, control of cross-connections is the more common approach used to protect reclaimed water systems from contamination. Control of cross-connections must be accomplished by the installation of approved backflow preventers commensurate with the degree of hazard.

Reclaimed water generators and distributors must develop and implement a written cross-connection control program that meets the requirements of WAC 173-219-310. They must also provide a certified cross-connection control specialist (CCS) to review all plans, engineering reports, and operation and maintenance manuals to ensure compliance with cross-connection control requirements before submitting documents to the lead agency for review (WAC 173-219-310 (4) (b)).

Reclaimed water generators and distributors must use good engineering practices in the development and implementation of cross-connection control programs. Guidance publications and references such as, but not limited to, the most recent edition of the following, may be used for cross-connection program development and implementation:

- Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California, *Manual of Cross-Connection Control*.
- Washington State Department of Ecology, [*Criteria for Sewage Works Design*](#).
- Washington State Department of Ecology, *Reclaimed Water Facilities Manual* (This document).

- Pacific Northwest Section of the American Water Works Association *Cross-Connection Control Manual, Accepted Procedure and Practice*.

Table 7-4 Considerations for Reclaimed Water

Situation	Comment
General	Distributors must not have any unprotected cross-connections between reclaimed water and lower quality water of any classification under any circumstance. The reclaimed water generator is responsible for ensuring compliance with provisions of their approved cross-connection control program (CCP). The reclaimed water permit holder must complete an annual summary report documenting facility inspections, test results, repair and replacement requirements, and the proper installation of new backflow prevention assemblies at reclaimed water use sites during the year to the lead agency upon request.
Potable Water Make-up	If a potable water source is blended with reclaimed water at a use area or site, there must be an air gap separation on the potable water supply. The potable water system distributor must approve and inspect the air gap separation, as directed in the potable water distributor's CCP, or the locally adopted plumbing code or ordinance, whichever is more stringent.
Reclaimed Water Lines Serving and Within a Dwelling Unit	Reclaimed water may not enter any dwelling unit or building containing a dwelling unit, except to provide fire protection water, toilet flushing water, or other indoor residential water uses consistent with locally adopted plumbing codes at approved sites. The reclaimed water service pipe and building plumbing must conform to all pipeline separation, marking, and warning guidelines of this section, reclaimed water use standards, and state and local plumbing codes.
Pipeline Separation	The Reclaimed Water Rule defines adequate separation as "consistent with the most recent edition of <i>Pipeline Separation Design and Installation Reference Guide</i> by Ecology and Health. The selected separation distance must be justified in the engineering report."
Bypasses	Bypass piping installed around any approved backflow prevention assembly is equipped with an approved backflow prevention assembly that affords at least the same level of protection as the assembly that is being bypassed.
Hose Bibbs on Reclaimed Water Lines	Only authorized personnel may control or permit operational access to hose bibbs on reclaimed water lines.
Markings and Warnings	All backflow-prevention assemblies and downstream piping must be adequately marked and color-coded in conformance with the industry practice and applicable standards to identify the hazards and fluids downstream of the assembly.

7.6.7 Minimum Elements of a CCC Program

To be acceptable to the lead agency, the reclaimed water distributor's CCC program must include the 6 minimum elements specified in WAC 173-219-310(5).

7.6.7.1 Element 1: Establish Legal Authority

The reclaimed water distributor must adopt a local ordinance, resolution, code, bylaw, or other written legal instrument that:

- Establishes the distributor's legal authority to implement a CCC program;

- Describes the operating policies and technical provisions of the distributor's CCC program; and
- Describes the corrective actions used to ensure that consumers comply with the distributor's CCC requirements.

Where the Distributor owns both the generating facility and the facilities served by the reclaimed water system, they may already have the legal authority to establish a CCC program.

7.6.7.2 Element 2: Procedures/Schedules

The distributor must develop and implement procedures and schedules for ensuring that:

- Cross-connections are eliminated whenever possible
- When cross-connections cannot be eliminated, they are controlled by installation of approved backflow prevention assemblies commensurate with the degree of hazard.
- Approved backflow prevention assemblies are installed in the approved orientation and in accordance with industry standards.
- New and existing points of use are assessed for compliance with the cross-connection control program.
- Approved backflow prevention assemblies are inspected and tested as required.

7.6.7.3 Element 3: Provide Qualified Personnel

The distributor must ensure that personnel, including at least one person certified as a CCS, are provided to develop and implement the CCC program.

7.6.7.4 Element 4: Assembly Testing Quality Assurance/Quality Control (QA/QC)

The distributor must develop and implement a BPA testing quality assurance/quality control program including, but not limited to, documentation of tester certification and test kit calibration, test report contents, and time frames for submitting completed test reports.

7.6.7.5 Element 5: Backflow Incident Response Plan

The distributor must develop and implement (when appropriate) procedures for responding to backflow incidents.

7.6.7.6 Element 6: Establish/Maintain Cross-Connection Control Records

The distributor must develop and maintain CCC records including, but not limited to, the following:

- Locations in the generation facility where cross-connections between higher quality and lower quality water have been identified.
- Property locations where reclaimed water is provided.
- Property locations where users are served by both reclaimed water and potable water, and identification of and notification to the potable distributor.
- Approved backflow assemblies and air gaps protecting the reclaimed water generation and distribution systems; including exact location, description of the type, manufacturer, model, size, and serial number, assessed degree of hazard, installation date, history of inspections, tests and repairs, test results, and person performing tests.
- Cross-connection control program annual summary reports and backflow incident reports.

7.6.8 Coordination

WAC 173-219-310 requires coordination between the reclaimed water generator, reclaimed water distributor, potable water supplier, and the Local Administrative Authority on CCC matters. The level of coordination between these parties may vary. Coordination options include:

- A simple exchange of information (minimum effort);
- Interacting (cooperating) with each other; or
- Operating a combined (joint) program.

7.6.8.1 Exchange of Information Program

For an exchange of information level of coordination, the distributor should:

- Notify the drinking water supplier and Local Administrative Authority of the distributor's CCC program and policies;
- Notify the drinking water supplier and Local Administrative Authority of all permits for new services and ask to be notified of any permits for plumbing changes to existing premises served by the reclaimed water system; and
- Notify the drinking water supplier and Local Administrative Authority of any enforcement action in which reclaimed water service is discontinued and of any backflow incidents known to have contaminated the public drinking water system, the reclaimed water distribution system, or the customer's plumbing.

7.6.8.2 Interaction Level of Coordination

For an interaction level of coordination (cooperation) the distributor may:

- Conduct joint surveys/inspections of the customer's premises; and
- Share assembly location and testing information.

7.6.8.3 Combined/Joint Program Level of Coordination

In joint programs, it is common for distributors to delegate CCC responsibilities to the drinking water supplier including filling the required Cross-connection Control Specialist position.

Distributors that wish to implement a combined/joint program with the drinking water supplier should establish:

- Which agency will be in overall charge (take the lead) of the joint CCC program;
- A written agreement that clearly delineates the authority and responsibility of each party with regards to cross-connection control; and
- A list of the tasks to be performed by each party.

7.6.8.4 Written Agreements

Distributors wanting to implement joint programs are encouraged to develop written agreements. At a minimum, the written agreement should:

- Define the purpose of the joint program;
- Identify the parties to the agreement;
- Define terms used in the agreement (e.g., health hazard);
- Cite the regulations that the combined program is based upon (e.g., WAC 246-290, UPC);

- Cite the authority (e.g., ordinance or council vote) to enter into a written agreement and implement a combined program;
- List the technical references used (e.g., PNWS-AWWA Manual, USC Manual, etc.);
- Delineate the respective responsibilities;
- Describe administration procedures;
- Designate the DOH certified Cross-connection Control Specialist responsible for overall program supervision;
- Provide detailed operating procedures for:
 - Construction plan review;
 - Authorization for connection of new service;
 - Conducting initial and periodic hazard assessments (surveys); and
 - Communicating with customers.
- Include procedures for responding to:
 - General water quality complaints;
 - Health-related complaints; and
 - Backflow incident investigations.
- Describe enforcement procedures for:
 - Addressing Uniform Plumbing Code violations; and
 - Ensuring compliance with WAC 173-219-310;
- Include procedures for record-keeping;
- Contain provisions for amending and/or canceling the written agreement; and
- Delineate responsibilities for various program costs, cost recovery and transfer of funds between parties.

7.6.9 Relationship to Customer

The main enforcement tool for the reclaimed water distributor is to formalize the business relationship with the customers. This applies to more than the CCC program issues and good business practices should be followed.

The purpose of a service agreement is to make clear to the customer the:

- Legally binding conditions of service; and
- And actions for the customer's breach of contract.

At a minimum, a service agreement should:

- Be in writing and signed by the customer or authorized agent of the customer;
- Be short, but explicit (in that the customer agrees to the service policy including the CCC requirements);
- Clearly state the corrective actions, if the customer fails to comply with the agreement; and
- Include by attachment the written service policy and standards.

A customer's application for service is a policy (terms) for providing service and requires the distributor to:

- Review the customer's usage plans and/or conduct a cross-connection survey to assess the hazard posed usage plan; and
- Request, as a result of the hazard assessment from the plan review and/or survey, the installation of premises isolation backflow assemblies to protect the reclaimed water distribution system if applicable.

If the distributor chose not to conduct a plan review and/or hazard survey, by default, the distributor accepted the liability for any cross-connection hazards.

7.6.9.1 Enforcement of Corrective Actions

A CCC program must describe the corrective actions used to ensure consumers comply with CCC requirements. Take corrective actions if the customer:

- Fails to install backflow protection necessary to protect the distribution system; or
- Fails to test or maintain backflow assemblies; or
- Makes a change to the plumbing system that necessitates the installation of additional assemblies and/or different types of assemblies.

Distributors are required to take appropriate corrective action if a cross-connection or potential cross-connection exists that is not controlled by the installation of an approved backflow prevention assembly. Corrective action may include, but is not limited to:

- Diverting potentially contaminated reclaimed water or taking other action to prevent it from leaving the reclaimed water facility and entering the distribution system until the hazard is controlled or eliminated.
- Denying or discontinuing reclaimed water service to a user's property until the cross-connection hazard is eliminated or controlled.
- Requiring the user to install, repair, or replace an approved backflow prevention assembly appropriate for the level of risk of contamination for premises isolation of the reclaimed water system.

7.6.10 Location and Ownership of Backflow Assemblies

Distributors must ensure that cross-connections, that cannot be eliminated, are controlled by the installation of approved backflow preventers commensurate with the degree of hazard. The general options are premises isolation backflow preventer owned by the:

- Distributor and installed with the meter on the public right-of-way (ROW) or in a utility easement alongside the public ROW; or
- Customer and installed on the service line on the customer's side of the property line immediately downstream of the meter.

Accepting a customer-installed backflow assembly at a location other than immediately downstream of the distributor's meter (i.e., at the property line) brings the risk of customers making additional connections upstream of the backflow protection without the distributor's knowledge.

The major advantage to the distributor's ownership of backflow assemblies is the increase in the reliability of the assemblies that protect the distribution system because the distributor purchases, installs, tests, maintains, and repairs the assemblies. The major advantage to the distributor of the customer owning the assembly is avoiding the responsibility (and cost) for purchase, installation, maintenance, repairs, or replacement and the accompanying potential liability for assembly failure.

7.6.11 Cross-connection Specialist Options

At least one person certified as a cross-connection specialist (CCS) must be provided to develop and implement the distributor's CCC program. The options available to comply with the CCS requirement are:

- Distributor's existing staff obtains CCS certification;
- Distributor contracts with another reclaimed water distributor, drinking water utility, or agency to use the services of their CCS; or
- Distributor contracts with an independent CCS to provide services.

Table 7-5, below, shows benefits and drawbacks associated with selection of a CCS.

Table 7-5 Cross Connection Specialist Selection Guidance

	Distributor's Program – CCS Options		
	<i>Distributor's Staff Certified</i>	<i>Contract with Another Utility or Agency</i>	<i>Contract with Consultant CCS</i>
Major Advantages	CCS is readily available. Minimum cost.	CCS will likely have more experience.	CCS will likely have the most experience.
Major Disadvantages	Potential staff turnover. Experience may be limited. May require training.	CCS may not be readily available Requires interagency agreement.	CCS may not be readily available. Requires service contract.

When soliciting proposals from contract CCSs, at a minimum, distributors should request:

- Documentation of current CCS certification, and the date of initial CCS certification;
- A resume of applicable training, certification, and work experience with specific emphasis on experience in program development and implementation to meet the most recently published CCC regulations;
- A list of systems the CCS is currently under contract with and/or systems they have provided CCC program services to within the past five years and a description of the services provided to each system;
- The names of at least three systems the CCS has worked for within the previous three to five years (to contact as references);
- Information on the scope of services the CCS is willing to provide; and
- A sample of the CCS's written work.

7.6.12 Backflow Assembly Testing Options

At least one person certified as a cross-connection specialist (CCS) must be provided to develop and implement the distributor's CCC program.

The distributor must develop and implement a policy for the testing of backflow assemblies protecting the distribution system. Guidance for selection of a backflow assembly tester (BAT) can be found in Table 7-6. The general options are:

1. Distributor hires a BAT to test all assemblies; or
2. Distributor has on staff BAT test all assemblies; or
3. Distributor requires the customer to hire a BAT.

Table 7-6 Backflow Assembly Tester Selection Guidance

	Testing of Assemblies	
	<i>By Distributor-Employed BAT (on Staff or Contract)</i>	<i>By Customer-Employed BAT (i.e., Contractor)</i>
Major Advantages	Ensures quality assurance/control of test results for the distributor. Reduces the administrative costs for the distributor. Results in good public relations for utility. Decreases customer costs.	Cost is borne by the customers with cross-connections.
Major Disadvantages	Increases staff/consultant costs for the distributor. Increases staff training requirements for the distributor	Testing quality assurance/control is not ensured. Increased administrative costs for the distributor.

7.6.13 Programs for Small Systems

A common characteristic of many small reclaimed water systems is that they are under single ownership. As such, the reclaimed water system includes all facilities from the source of supply to the discharge point. Small systems should apply the principles of the reclaimed water regulations to ensure the source of supply and the distribution facilities are not contaminated through unprotected cross-connections. All minimum elements should be evaluated for applicability.

The general administration tasks for a CCC program are the same for both small and larger public water systems. The primary difference is in the amount of administrative work associated with implementation of the program. For small systems the administration of a CCC program should only result in a small workload.

7.6.14 Personnel

All reclaimed water system employees (staff and/or contract manager/operator) should have a general knowledge of cross-connection control. The CCS involved in the development and implementation of the program will likely be the most knowledgeable about the principles and practices of cross-connection control. However, all staff members may be involved in CCC issues because:

- Customers may ask general questions of office and/or field staff;

- Office staff will process the paper work related to the CCC program (survey records, correspondence, annual summary report forms, etc.);
- Field staff may encounter backflow conditions (e.g., main break causes backsiphonage conditions, meter reader may notice meter running backwards) or may need to respond to a backflow incident; and
- Field staff may spot a new cross-connection.

7.6.15 Backflow Assembly Installation Standards

Backflow prevention assemblies must be installed in a manner that:

- Facilitates their proper operation, maintenance, inspection, and/or in-line testing using standard procedures.
- Ensures that the assembly will not become submerged due to equipment failure or weather-related conditions such as flooding.
- Ensures compliance with all applicable safety regulations.

These requirements are established, because an improper installation decreases the assembly's reliability of preventing backflow due to:

- An unsafe or inaccessible location reduces the likelihood of an assembly being inspected, tested and maintained;
- Improper assembly orientation may prevent proper operation;
- Installation in a hazardous environment may allow contaminants to enter the assembly through test cocks, relief valve ports, or air inlets, and/or may cause corrosion damage; and
- Freezing temperatures or high temperatures may damage the assembly.

Manufacturers provide recommendations for the proper installation of their assemblies, and it is important to consult the manufacturer's instructions prior to the installation of any assembly. However, the distributor or other approval authorities may have established installation requirements that differ from the manufacturer's recommendations. If the manufacturer's recommendations conflict with the distributor's requirements; the more stringent installation requirements take precedence.

Recommended installation standards are provided in technical publications such as the:

- Manual of Cross-Connection Control, published by the University of Southern California - Foundation for Cross-Connection Control & Hydraulic Research (USC-FCCCHR); and
- Cross-Connection Control Manual, Accepted Procedure and Practice, published by the Pacific Northwest Section, American Water Works Association.

7.6.16 Cross-Connections in Wastewater Facility

An essential component of the distributor's CCC program is to provide protection from cross-connections at wastewater facilities. There are a number of common cross-connections typically found between reclaimed water and wastewater. Examples are included in Table 7-7.

Table 7-7 Cross-connections Associated with Reclaimed Water and Wastewater

Facilities	Water Uses	Equipment
Reclaimed water treatment facilities	Pump seal water	Water-operated sewage sump ejectors
Wastewater treatment facilities	Foam control	Water-cooled compressors
Lift stations	Flushing	Aspirators (laboratory)
Combined sewage overflows	Cleaning screens and racks	Sterilizers (laboratory)
Pressure regulator stations	Washdown activities	Janitor sinks
	Pump primers	Trap primers
	Chlorinators	Flush-O-Meter valves
	Cooling	Condensers
	Heating (boilers)	Heat exchangers
		Hand tools

The Washington State Department of Ecology [Criteria for Sewage Works Design](#) manual, contains extensive diagrams and descriptions of potential cross-connection.

7.6.17 Common Cross-Connections Associated with Distributed Systems

Reclaimed water systems serve many water uses that pose cross-connection hazards to the distribution system. Some of these hazards are listed on the table below; however, other specific hazards encountered in the system may not be listed.

Table 7-8 Recommended Protection to Protect Reclaimed Water Systems

Description of Hazard or Premises	Minimum Protection Required/Recommended
Auxiliary water supply, interconnected with reclaimed water system	RPBA
Auxiliary water supply, not interconnected	DCVA
Commercial farms	RPBA
Surface Water, Ponds, Fountains	AG
Hobby farms (5 – 10 acres, non-commercial)	DCVA
Hydroponics, non-commercial greenhouse	RPBA
Livestock watering trough	AG or AVB
Fire Suppression (booster pump, chemical addition)	RPBA
Fire Suppression (no pump, chemical addition)	DCVA
Irrigation system (booster pump, chemical addition)	RPBA
Irrigation system (no pump, chemical addition)	DCVA
Industrial Cooling	RPBA
Boiler Feed	RPBA
Solar heating system, heat exchangers (with chemicals)	RPBA
Solar heating system, heat exchangers (no chemicals used)	DCVA
Swimming pool, spa	DCVA
Hydroponics, greenhouses	RPBA or DCVA
Discharge to sewer	AG or RPBA
Sewage Pumps, Lift Stations, Grinder Pumps	AG or RPBA
Tank Truck Hauling	AG or RPBA

Toilet and Urinal Flushing	AG or RPBA
Washing and Washdown	AG
Dust Control	DCVA
Ship Ballast	AG or RPBA

7.6.18 Requirements for Backflow Assembly Testing

Backflow assemblies are mechanical devices subject to fouling and wear. History has shown that backflow preventers that are not tested periodically will not be maintained or repaired. Backflow preventers that are not maintained or repaired have a much higher likelihood of failure. Similarly, AGs that are not inspected periodically may be by-passed or re-plumbed.

Backflow assemblies and AGs used in place of assemblies relied protecting the distribution system must be inspected for proper installation and tested for proper operation:

- At the time of installation;
- Annually after installation (minimum frequency);
- After a backflow incident; and
- After an assembly is repaired, reinstalled, or relocated (or an AG is re-plumbed).

Backflow assemblies must be tested using acceptable procedures specified in the most recently published edition of the *Manual of Cross-Connection Control*, published by the University of Southern California Foundation for Cross-Connection Control & Hydraulic Research.

Only a DOH-certified backflow assembly tester (BAT) may conduct all field tests of assemblies relied upon to protect the reclaimed water system. A public listing of certified testers is maintained on the DOH Office of Drinking Water website.

7.6.19 Quality Assurance Program

An adequate quality assurance program must:

- Document that test reports are submitted by DOH-certified backflow assembly testers;
- Document the type of test kit used, serial number, and that the test kit has been verified for accuracy within the last year and calibrated if necessary (some test kits can't be re-calibrated),
- Specify the minimum content of backflow assembly test reports and establish procedures for test report review; and
- Establish a timeframe for submitting completed backflow assembly test reports.

To comply with the quality assurance/quality control requirement, distributors must maintain documentation of all tester's Backflow Assembly Tester Certification, and test kit calibration. Example backflow assembly inspection and test report forms can be found on the [Office of Drinking Water webpage](#).

The distributor's CCS (either on staff or contract) should have the training and experience to review test reports for quality assurance purposes. The reviews should be made at least annually, and preferably more often, if previous reviews show problems.

7.6.20 Record Keeping and Reporting Requirements

Distributors should keep all original records (correspondence, plans, etc.) in the system files. If contractors (i.e., CCSs) are used, the contractors should give the original records to the distributor and retain photocopies of the records in their own files.

Section 173-219-310 (10) Recordkeeping and reporting identifies specific timeframes that Cross-connection control records must be kept. Records pertaining to the list of properties using reclaimed water must be kept as long as reclaimed water is provided to the property. Records regarding information pertaining to cross-connection incidents must be kept for five years or for the life of the approved backflow prevention assembly, whichever is shorter.

7.6.20.1 Record of Risk Assessment

For each customer, the distributor shall maintain a record of the initial risk assessment and subsequent re-assessments, because these:

- Document that the distributor has complied with the Ecology requirement to evaluate new and existing customers to assess the degree of hazard;
- Provide a historical perspective that may be needed by a new CCS, Program Manager, or supervisor;
- Contain a signed statement from the customer or customer's CCS about his water use, and/or assessed degree of hazard; and
- Contain information useful for investigating a backflow incident.

For each connection requiring a backflow preventer to protect the reclaimed water system, records should be kept indicating the assessed hazard level of the connection and the required backflow preventer.

7.6.20.2 Inventory of Backflow Preventers

It is critical to keep accurate records on backflow preventers. For each customer where an approved BPA or AG is required to protect the distribution system the inventory should:

- Information on the exact location of the backflow preventer or AG (adequate details to find the backflow preventers);
- Description of hazard isolated;
- Type, size, make, model, serial number and installation date of backflow assembly, or AG details including installation date; and
- Size, make, model and installation date of AVBs used on irrigation systems.

7.6.20.3 Inventory of Backflow Preventer Test/Inspection Reports

For each assembly field test or AG inspection, the test report inventory information should include at a minimum:

- The name and certification number of the BAT performing each test or inspection;

- Test results (pass/fail and actual readings) or inspection results; and
- Repair/re-plumbing history.

7.6.20.4 Correspondence

The distributor should maintain copies of all correspondence with customers for a period of at least five years, including the:

- Most current service agreement with each customer; and
- Notification to the customer to install a backflow preventer(s).
- All correspondence with Ecology and the Local Administrative Authority should be maintained for at least five years.

7.6.20.5 Reporting Requirements

Reporting requirements include completing the CCC Annual Summary Report (ASR) forms and making them available to Ecology on request. The forms provide a means for distributors to report on the:

- Status of their written program plans
- Progress of their implementation activities

7.6.21 Backflow Incident Response Plan

A distributor's failure to properly respond to a backflow incident may:

- Significantly increase the number of persons and/or property exposed to a hazard;
- Increase the distributor's effort (cost) to contain a contaminant and clean the contaminant from the distribution system; and
- Expose the distributor to increased liability from a claim for punitive damages for negligence.

Distributors should consult with Ecology, DOH, Local Administrative Authorities, and Local Health jurisdiction when developing the response plan to identify communication lines, responsibilities, etc.

Report backflow incidents on a form acceptable to Ecology with additional supporting information, photos, laboratory analyses, etc.

7.7 General Use Area Requirements

Generators and distributors may only supply reclaimed water to specific use locations and for specific beneficial uses authorized by the lead agency. In general, requirements for construction standards in Section 7.4, the labeling guidelines in Section 7.5 and the cross-connection control guidelines in Section 7.6 apply to systems at each use area. Reclaimed water permits will include general use area requirements that the generator must implement at use areas under their direct control or as part of their agreements with reclaimed water users.

While requirements may differ for each use area based on the specific beneficial use and site constraints identified during the site evaluation, the Reclaimed Water Rule includes a few

general requirements for all uses. The user must post advisory signs at the use area to alert the public and employees of the use of reclaimed water. In addition, all pipes carrying reclaimed water at the use area must be labeled as reclaimed water and designed with pipeline separation consistent with the construction and labeling standards in this document.

The reclaimed water user must control access to the reclaimed water.

It must restrict operation of valves and outlets to authorized personnel trained in the use of the reclaimed water system.

The system design should also use locking valves and hose bibs or other measures to limit access to the system controls. When Class B water is used at an area, the user must confine the water to the use site, including all runoff and spray.

In some use areas, care should be taken with respect to locating irrigation sprinklers using reclaimed water. Irrigation systems using reclaimed water should be designed in a way that prevents spray from reaching walkways, picnic tables, drinking water fountains passing vehicles, or domestic water facilities.

Reclaimed water facilities must meet the applicable requirements of chapters 90.48 and 90.54 RCW necessary to prevent and control pollution of waters of the state. Reclaimed water facilities must also meet applicable requirements of RCW 43.20.050 and chapter 70.119 RCW necessary to protect public health and potable drinking water supplies. In addition, permit requirements will assure the suitability of the water for the planned beneficial uses.

This does not mean that all contaminants believed present should have limits or be included in monitoring requirements in every permit. Detection of chemicals at low levels does not automatically translate into possible impacts on human or aquatic health or the suitability of the water for the proposed use. For example, generators may complete United States Geological Survey (USGS) water quality assessments at the parts-per-trillion levels, which is an amount that can be up to 100 times lower than the threshold used for setting standards and guidelines. The lead agency will use best professional judgment in determining when to include additional parameters in the permit for limits or environmental monitoring.

7.7.1 Distribution or Use by Other Parties

Requirements in the Reclaimed Water Rule related to the distribution and use of reclaimed water apply to all generators, distributors and users regardless of whether they have been issued a reclaimed water permit by the lead agency. The reclaimed water permit will include specific distribution and use requirements that the permittee must comply with whenever the water is under their direct control. The permit also includes the ability for the permittee to enter into agreements with third parties to distribute or use water generated at the permitted facility. Those agreements must include specific requirements governing the distribution and use of the water. If a third party distributor or user does not comply with the conditions in the agreement, the permittee must take actions to enforce the agreement, which may include discontinuing the reclaimed water service.

7.7.2 Tank Truck Distribution

Reclaimed water generators or other authorized users may use tank trucks or similar transport vehicles to transport and distribute reclaimed water, in accordance with the provisions in an approved Operation and Maintenance Manual and in binding use agreements, or other advisory or educational language acceptable to Ecology and Health. Such vehicles must be filled from sources protected by an approved air gap or other approved cross-connection control device. Permittees must inspect and approve all vehicles used to transport reclaimed water for such use prior to transporting the reclaimed water. Vehicles that have previously transported hazardous or dangerous waste, or will potentially transport potable water, must not transport reclaimed. Vehicles used for delivering potable water for potable uses should never be used to transport reclaimed water, unless they then stop transporting potable water for potable purposes.

The vehicle must be clearly identified with signs labeled "Reclaimed Water – Not Intended for Drinking"

7.7.3 Strainers at Use Sites

Depending on the quality of reclaimed water and the type of storage used strainers may be needed at the use area consumer's meter. If a strainer is needed, the generator and user (if different individuals) should document in the use agreement who is responsible for installing and maintaining the equipment. Satisfactory strainer types are as follows:

- Wye strainers: Not recommended for below-ground installations (in vaults).
- Basket strainers: Suitable for above-ground or below-ground installations (in vaults).
- Filter strainers: Normally used above ground in drip systems.

Generators/Distributors/users may install strainers, normally the same size as the line, before or after the meter. In choosing the location, consider the following:

- Installation before the meter will protect the meter as well as the on-site reclaimed water system. Maintenance of the strainer will be the responsibility of the reclaimed water generator.
- Installation after the meter will not provide meter protection, and maintenance is usually not the responsibility of the reclaimed water generator. It should be noted prior to installing the strainer if there will be debris in the reclaimed water that may plug the screen in the meter.

Strainers can range in mesh size from 20 to 325. A mesh size of 20 to 80 is normally adequate. An analysis of the potential debris in the reclaimed water will aid in prescribing the optimum size. In order to reduce maintenance, Distributors should allow material that will not plug on-site irrigation nozzles to pass through any mesh.

7.7.4 Irrigation Controllers

Reclaimed water users may use controllers to automatically open and close on-site distribution valves. Designers should consider the following design features:

- Controllers should be fully automatic.

- Controllers should select from multiple starting times for any time of day, seven days a week, and should be equipped with moisture sensors to avoid activation during rainy periods.
- A station's duration should be capable of delivering water from 1 to 60 minutes per each start time.
- Controllers for reclaimed water should be color coded per Section 7.5, Labeling Reclaimed Water Components, to distinguish them from potable water. Controllers should be labeled inside and outside to indicate that the system uses reclaimed water. The labels should also alert operations and maintenance personnel of any operational constraints.
- Seal an appropriately sized drawing of the area served by the controller in a sealable plastic sleeve, placed in the controller, and updated as needed.

7.8 Conveying Reclaimed Water in Surface Waters of the State

When reclaimed water commingles with waters of the state for indirect use, it does not necessarily lose its character as reclaimed water. The generator of reclaimed water may retain the exclusive right to some of the reclaimed water for storage or conveyance and subsequent recovery. Generators should clearly document the intent to retain this exclusive right, known as a "controlled use," in the approved planning documents and reclaimed water engineering report (WAC 173-219-210(w)).

Reclaimed water conveyed through any surface water of the state for downstream withdrawal must meet all applicable requirements of the Federal Water Pollution Control Act and chapter 90.48 RCW. The generator will be issued a single NPDES permit that contains all necessary requirements to protect surface water quality along the provisions of a Reclaimed Water Permit that allow the beneficial use of the water. Ecology will issue the permit under the authorities of both chapter 173-220 WAC and WAC 173-219-270.

For projects proposing conveyance in waters of the state, the lead agency must approve a conveyance report as part of the engineering report (WAC 173-219-210(w)). The report must address how the generator plans to meet the requirements for controlled uses. The reclaimed water permit will include conditions assuring the conveyance and diversion of water as approved in the engineering report.

The following requirements apply to conveyance of reclaimed water through surface waters of the state:

- The maximum quantity of water diverted for beneficial use must equal the amount discharged minus evaporation, seepage, and other losses as determined by Ecology.
- The generator must be responsible for all activities required to put reclaimed water into, or take reclaimed water out of, surface waters of the state.
- Include a proposal for the distance and time interval between distribution to and diversion from surface waters in the conveyance report. Ecology will approve this report and include appropriate provisions in the reclaimed water permit conditions.

- The total volume of reclaimed water distributed and conveyed must not raise the intervening surface water body above the ordinary high water mark of that body of water.
- The generator must measure and record the location, rate, frequency, timing, and duration of each diversion.

7.9 Facilities Producing both Class A and B Reclaimed Water

Operating a dual-class facility may be viable in an area where the demand for Class B water is much greater than the demand for Class A. Ecology and Health will consider proposals for dual-class facilities on a case-by-case basis.

While Class A water must be filtered (either membrane filtration or coagulation plus sand or fabric filtration), Class B water does not require filtration. In addition, disinfection of Class B water does not have to meet the same low Total Coliform level as Class A water and does not need to demonstrate viral removal. As a result, the use of Class B water is limited to controlled applications in areas that have restricted public access. While a generator cannot allow the use of Class B water in any application that is restricted to Class A, they may allow Class A water use for any application that requires a minimum Class B standard. Therefore, reclaimed water proponent must weigh the cost difference between operating and maintaining separate treatment and distribution systems for each class against the cost of treating all water to a Class A standard.

While the Reclaimed Water Rule does not prohibit a reclaimed water treatment facility from producing both Class A and Class B reclaimed, Ecology discourages the practice since the infrastructure requirements to maintain adequate separation between the two product water streams may be cost prohibitive.

If a generator chooses to produce both classes of water, it may do so by either splitting the source water to the water reclamation facility into two separate treatment trains dedicated to each class, or by diverting a portion of Class B product water for further treatment to Class A standards. In either case the engineering documents for the proposed facility must clearly show how the generator will maintain compete separation between the higher-quality Class A water and the lower-quality Class B water. The generator must also use pipe labeling that clearly differentiates between the classes of waters conveyed by the pipes. The generator may not use any pipe designated for Class A water to convey Class B water. In addition, Ecology will not approve any plan that proposes the generation and distribution of variable classes of water (either Class A or Class B) through the same infrastructure.

8 Commercial, Residential, Industrial, and Institutional Uses

This chapter describes the regulations, parameters and considerations for commercial, industrial, and institutional uses of reclaimed water.

8.1 Class of Reclaimed Water Required

Table 8-1 lists the most common commercial, industrial, institutional, and residential uses of reclaimed water and the class of water required for each use (WAC 173-219-390). When other uses are proposed by an applicant, the lead agency should determine, on a case-by-case basis, whether the use is within the intent of the Reclaimed Water Rule and the applicable class of reclaimed water, based on the following overarching criteria. The lead agency will identify the applicable class of reclaimed water for the proposed use based on the following:

- Class A technology-based standards apply to all uses where public or general employee contact is likely. Class A standards also apply to uses with a significant potential for site runoff or seepage.
- Class B technology-based standards apply to uses with restricted access to qualified personnel with no contact by the public or general employee and limited potential for environmental impact. Use of Class B reclaimed water must be confined to the use area (WAC 173-219-380(3)).

Table 8-1 Class of Reclaimed Water Required for Commercial, Residential, Industrial, and Institutional Uses

Use	Allowed Classes of Reclaimed Water		Issues that may affect use selection
	Class A	Class B	
<i>Commercial, and Institutional</i>			
Toilet and urinal flushing	YES	NO	Discoloration of fixtures. Users must not have access to the plumbing system for repairs or modifications. Where the residents have access to the plumbing system for repairs or modifications no use of reclaimed water is permitted.
Street washing, Spray	YES	NO	See BMP S430 in the Stormwater Management Manual for Western Washington (SWMMWW) and/or the Best Management Practices (BMPs) for Urban Streets in the Stormwater Management Manual for Eastern Washington (SWMMEW)

Use	Allowed Classes of Reclaimed Water		Issues that may affect use selection
	Class A	Class B	
Exterior pressure washing of building and sidewalks	YES	NO	Discoloration and spotting due to increased TDS in the reclaimed water. See BMP S431 in the SWMMWW and/or the BMPs for Washing and Steam Cleaning Vehicles/Equipment/ Building Structures in the SWMMMEW
Street sweeping, Brush dampening	YES	YES	See BMP S406 in the SWMMWW and/or the BMPs for Urban Streets in the SWMMMEW
Decorative fountains or water features	YES	NO	Increased TDS may affect quality of the vegetation and aquatic life. Nutrients in standard Class A reclaimed water may result in excess algal growth. This issue may be minimized if the reclaimed water facility removes nutrients as part of their treatment process.
Flushing/cleaning of sanitary sewers	YES	YES	
Washing of corporation yards, lots, and sidewalks	YES	NO	See BMP S430 in the SWMMWW and/or the BMPs for Urban Streets in the SWMMMEW
Dust control (Dampening unpaved roads and other surfaces)	YES	YES	See BMP S407 in the SWMMWW and/or the BMPs for Dust Control at Disturbed Land Areas and Unpaved Roadways and Parking Lots in the SWMMMEW
Dampening of soil for compaction (at construction sites, landfills, etc.)	YES	YES	
Water jetting for consolidation of backfill around pipelines	YES	YES	
Aerial firefighting and prevention	YES	YES	
Interior fire hydrants or sprinkler systems	YES	NO	Increased TDS may affect pumps, pipes and nozzles. Users must not have access to the plumbing system for repairs or modifications. Where the residents have access to the plumbing system for repairs or modifications no use of reclaimed water is permitted.
Industrial			
Boiler feed-water	YES	YES	Due to TDS and nutrients typically found in reclaimed water all industrial uses may require additional treatment and conditioning. This will result in a
Closed loop cooling – No creation of aerosols or other mist	YES	YES	
Cooling aerosols or other mist created (e.g., Use in cooling towers, Forced air evaporation, or spraying)	YES	NO	
Process water - Without exposure of workers	YES	YES	

Use	Allowed Classes of Reclaimed Water		Issues that may affect use selection
	Class A	Class B	
Process water - With exposure of workers	YES	NO	high TDS waste stream that may not be accepted by the local POTW or industrial wastewater treatment system.
Ship ballast	YES	YES	
Washing aggregate and making concrete	YES	YES	
Residential (Indoor)			
Toilet and urinal flushing	YES	NO	Fixture discoloration. The higher TDS may result in deposition of salt on surfaces. Nutrients and TDS may affect plants and grasses. Residents must not have access to the plumbing system for repairs or modifications. Where the residents have access to the plumbing system for repairs or modifications no use of reclaimed water is permitted.
Sprinkler systems in buildings	YES	NO	
Other indoor uses permitted by local plumbing codes	YES	NO	
Residential (Outdoor)			
Lawn and garden irrigation	YES	NO	Nutrients and TDS may affect plants and grasses. Residents must not have access to the plumbing system for repairs or modifications. Where the residents have access to the plumbing system for repairs or modifications no use of reclaimed water is permitted.

8.2 Other Water Quality Considerations

In addition to meeting Class A or Class B water quality standards, uses must minimize the potential for adverse impacts to the environment including aesthetics, algal growth, runoff, and discharges to waters of the state. This includes decorative ponds or other water features that are not lined or sealed to prevent seepage. Document the design in the project engineering report in accordance with the procedure and criteria presented in [Section 7.1.3, Alternative Design for Reclaimed Water Storage Ponds](#). Provide sufficient information to demonstrate how groundwater quality standards (chapter 173-200 WAC) are met. Any outlets from storage or use sites to surface water must meet federal water pollution control act and chapter 90.48 RCW standards.

9 Land Application/Irrigation Uses

Irrigation is typically the most common use of reclaimed water. This chapter describes the regulations, parameters and considerations for land application and irrigation uses.

Land application or irrigation with reclaimed water should not be confused with land treatment that is regulated under a State Waste Discharge Permit.

The distinct difference is that reclaimed water is highly-treated water that is no longer considered a wastewater and is of a quality appropriate for the identified irrigation uses and needs no additional treatment.

9.1 Class of Reclaimed Water Required

Table 9-1 lists the minimum class of reclaimed water that may be used for the most common irrigation uses per WAC 173-219-390. When an applicant proposes other uses, the lead agency should determine, on a case-by-case basis, whether the use is within the intent of the Reclaimed Water Rule and the applicable class of reclaimed water, based on the following overarching criteria.

- Class A technology-based standards apply to all uses where public or general employee contact is likely. Class A standards also apply to uses with a significant potential for site runoff or seepage. Class A standards apply to most situations where reclaimed water is to be used on food crops.
- Class B technology-based standards apply to uses with restricted access to qualified personnel with no contact by the public or general employee and limited potential for environmental impact. Use of Class B reclaimed water must be confined to the use area (WAC 173-219-380(3)).

Table 9-1 Class of Reclaimed Water Required for Landscape and Agricultural Irrigation Uses

Use	Allowed Classes of Reclaimed Water	
	Class A	Class B ^{1, 2}
<i>Irrigation of Nonfood Crops</i>		
Trees and fodder, fiber, and seed crops and pastures accessed by milking animals.	YES	NO
Trees and fodder, fiber, and seed crops in pastures to which milking animals do not have access	YES	YES
Uses with public contact	YES	NO
<i>Irrigation of Food Crops</i>		
Irrigation of all food crops that do not undergo processing before consumption.	YES	NO
Irrigation - Orchards and vineyards	YES	YES ³
Irrigation for frost protection of orchards	YES	YES ⁴

Use	Allowed Classes of Reclaimed Water	
	Class A	Class B ^{1, 2}
Irrigation of food crops that undergo physical or chemical processing sufficient to destroy all pathogenic agents	YES	YES
Landscape Irrigation		
Restricted access areas (e.g., freeway landscapes, fenced industrial areas)	YES	YES
Open access areas (e.g., Golf courses, parks, playgrounds, common areas, and private property including residential landscapes)	YES	NO

¹ A minimum 50 foot setback applies between the irrigation area and public use areas or property lines.

² 240 MPN/100 mL median total coliform standard applies.

³ Fruit must not contact the irrigation water or the ground.

⁴ Crops may not be harvested for at least 15 days following the application of Class B reclaimed water.

9.2 Incidental Site Runoff

Reclaimed water approved for irrigation uses have not necessarily been evaluated for potential impacts to surface waters or groundwaters of the state. Therefore, reclaimed water permits for the generating facilities do not authorize release of water outside of the intended use areas.

To prevent incidental runoff, reclaimed water users must take care to use water at rates appropriate for the crop and for weather conditions. They must also apply water in ways that minimize overspray and application to pavement or other hard surfaces. Use agreements must include appropriate BMPs designed to minimized incidental runoff.

10 Wetlands

Ecology has chosen to delay publishing guidance specific to the beneficial use of reclaimed water for Wetland Enhancement until 2020. A successful proposal requires that the proponent of a project that would use reclaimed water for wetland enhancement be able to demonstrate that their proposal will improve the functions, processes, and values of the existing wetland(s).

To improve the likelihood of successful proposals, additional time is necessary to develop comprehensive guidance on the characteristics of an approvable wetland enhancement project. The pending guidance will concentrate on two primary goals:

- Identify the improvements to the functions, processes, and values of an existing wetland. A project proponent must discuss these improvements in detail in planning and engineering documents in order to obtain approval for wetland enhancement as the beneficial use
- Discuss the regulatory and technical considerations a project proponent must examine when developing a wetland enhancement project that uses reclaimed water.

While this guidance is under development, Ecology will continue to work with project proponents on a case-by-case basis to examine the merits of a proposal. Anyone interested in evaluating a potential wetland enhancement project should consult with Ecology's regional office for the project area to discuss the requirements for developing an approvable project. Project evaluations will require input from the following Ecology programs: Water Quality, Water Resources, and Shorelands & Environmental Assistance. Project proponents should rely on Ecology's regional Water Quality Program staff as their primary project contacts.

11 Streamflow and Surface Water Augmentation

Ecology has chosen to delay publishing guidance specific to the beneficial use of reclaimed water for Streamflow and Surface Water Augmentation until 2020. A successful proposal requires that the proponent of a project that would use reclaimed water for surface water augmentation be able to demonstrate that their proposal will result in increased volume.

To improve the likelihood of successful proposals, additional time is necessary to develop comprehensive guidance on the characteristics of an approvable project. The pending guidance will concentrate on two primary goals:

- Identify necessary detail in planning and engineering documents necessary for a project proponent to gain approval for surface water augmentation as the beneficial use.
- Discuss the regulatory and technical considerations a project proponent must examine when developing a surface water augmentation project that uses reclaimed water.

While this guidance is under development, Ecology will continue to work with project proponents on a case-by-case basis to examine the merits of a proposal. Anyone interested in evaluating a potential surface water augmentation project should consult with Water Quality staff in Ecology's regional office for the project area to discuss the requirements for developing an approvable project. Ecology's regional Water Resources staff will also provide valuable input for project development.

12 Groundwater Recharge and Recovery

This chapter describes the reclaimed water Rule requirements for projects proposing to recharge groundwater with reclaimed water. Groundwater recharge projects include indirect and direct groundwater recharge and storage, and may include recovery of reclaimed water stored in an aquifer. The intent of groundwater recharge is planned replenishment of the groundwater for an in situ value (salt-water intrusion barrier, increase base flows for instream flows, maintain geologic structure), for recovery later for beneficial uses, to maintain a consistent sustainable yield from an aquifer, or as mitigation for other groundwater withdrawals.

Indirect groundwater recharge introduces reclaimed water to groundwater by way of surface or shallow subsurface percolation (infiltration). The reclaimed water travels through an unsaturated/vadose zone before reaching the groundwater. Direct groundwater recharge introduces reclaimed water directly and immediately into a groundwater aquifer through direct injection using a well completed in the saturated zone, or other means.

The Reclaimed Water Rule requires that an applicant provide complete project details in the reclaimed water engineering report for all projects proposed to use reclaimed water for groundwater recharge ([WAC 173-219-210](#)). The project description must specify the planned use for the reclaimed water, whether abandonment, recovery for beneficial uses, or as mitigation for other water right appropriations ([WAC 173-219-290](#)).

Prior to distributing to the ground, the reclaimed water must meet all other requirements for treatment, reliability, conveyance, distribution, identification, etc. as addressed in other chapters of this manual. In particular, the reclaimed water project must comply with all applicable requirements of chapter 90.48 RCW, and chapter 173-200 WAC for groundwater quality and chapter 246-290 WAC for drinking water standards.

The following groundwater protection areas have been recognized in state and federal laws and regulations:

- Wellhead protection areas: One, Five and Ten-year Time of Travel Zones (WAC 246-290-130; WAC 246-290-135).
- Sole source aquifers (federal Safe Drinking Water Act).
- Aquifer protection areas (chapter 36.36 RCW).
- Critical aquifer recharge areas (Growth Management Act - RCW 36.70A.170; WAC 365-190-100).
- Special (groundwater) protection area (WAC 173-200-090).
- Groundwater management area (RCW 90.44.400; chapter 173-100 WAC).

Projects that distribute reclaimed water to locations within or near a designated groundwater protection area must identify in the facilities plan or project engineering report the aquifer protection designation and any special requirements to be implemented for the preservation or protection of groundwater quality in the designated aquifer.

12.1 Water Quality Requirements for Indirect Groundwater Recharge

This manual classifies indirect groundwater recharge as reclaimed water applied to the ground under any of the following conditions:

- Percolated through unlined lagoons or percolation beds.
- Distributed for subsurface infiltration through shallow, buried perforated pipes.
- Wells constructed in the vadose zone.
- Other dispersal methods above the seasonal high water table.

Reclaimed water used for indirect groundwater recharge must meet all of the following requirements:

- WAC 173-219-330 Class A or B reclaimed water requirements (See Chapter 6, Treatment Technologies, in this manual).
- WAC 173-219-390 Table 3, Groundwater Use-Based Performance Standards.
- Monitoring requirements specified within this chapter.

12.1.1 Blended Flows for Groundwater Recharge

The Reclaimed Water Rule does not authorize the conveyance of stormwater. Separation of stormwater in the reclaimed water system is required except for the circumstances described below.

The following are examples of circumstances where a permittee may blend stormwater with reclaimed water for groundwater recharge:

- The commingled stormwater and reclaimed water is jointly treated to meet the reclaimed water standards for recharge prior to percolation.
- The stormwater is from non-pollutant generating impervious surfaces³ or the stormwater is treated using best management practices in a current Ecology or approved local stormwater manual.
- Stormwater that falls directly on the infiltration site.

Reclaimed water blended with stormwater that indirectly recharges groundwater must meet the same water quality standards and monitoring requirements as those required for Indirect Recharge using reclaimed water only.

³ Non Pollutant Generating Impervious Surfaces, as defined in the [Eastern Washington Phase II Municipal Stormwater Permit](#), August 1, 2014.

12.2 Water Quality Requirements for Direct Groundwater Recharge

This section applies to direct recharge of reclaimed water into an aquifer using a well completed in the saturated zone. Reclaimed water used for groundwater recharge by direct injection must meet all of the following requirements:

- Class A reclaimed water quality requirements found in WAC 173-219-330
- The use-based performance standards in WAC 173-219-390 Table 3 for direct groundwater recharge (aquifer recharge).
- Sample and test reclaimed water for compliance with the State groundwater quality standards and drinking water standards, at the point of injection in the receiving groundwater or at the end of pipe prior to distribution to the aquifer.

The reclaimed water rule contains all the necessary standards and requirements that must be met for this beneficial use to be permitted under this rule, as 90.46 RCW intended.

For compliance within the aquifer where reclaimed water is stored, evaluate groundwater quality by using groundwater sample analyses results. The groundwater monitoring locations and the sample parameters chosen for analysis are based on the specific project conditions.

For direct recharge of reclaimed water, registration of the recharge facilities with Ecology under the Underground Injection Control Program (chapter 173-218 WAC) is required for any injection facility that meets the definition of an Underground Injection Control well.

12.3 Recovery of Reclaimed Water Stored in an Aquifer

RCW 90.46 provides Ecology with the authority to permit the beneficial use, storage, and recovery from storage of reclaimed water under the reclaimed water rule.

The reclaimed water rule contains the “review standards and standards for mitigation of adverse impacts from storage and recovery of reclaimed water in an aquifer” necessary to meet the legislative intent in 90.46 RCW and RCW 90.03.370(2) and (3), as well as the intent of Chapter 173-157 WAC.

The reclaimed water rule redefines the term aquifer storage and recovery (ASR) with the following terms:

- **Direct groundwater recharge** refers to the releasing of reclaimed water into ground water through direct injection (Aquifer Storage).
- **Recovery of reclaimed water stored in an aquifer** (aquifer recovery) is the recovery of the reclaimed water that has been stored in an aquifer.⁴

⁴ Reclaimed water stored in an aquifer remains the property of the person that recharged it to the aquifer.

Because the ASR rule (Chapter 173-157 WAC) exempts “projects storing and recovering reclaimed water in an aquifer”, the reclaimed water rule incorporates equivalent technical requirements and standards so that *direct groundwater recharge* and *recovery of reclaimed water stored in an aquifer* do not rely on, or reference, 173-157 WAC.

In addition, because RCW 90.46.120⁵ provides an exemption that is dependent upon a permit for recovery of reclaimed water from an aquifer being “reviewed under the standards established under RCW 90.03.370(2)”, the reclaimed water rule incorporates those standards, along with relevant requirements from Chapter 173-157 WAC, into the following sections of the reclaimed water rule:

- Engineering report content requirements in WAC 173-219-210.
- Reclaimed water permit terms and conditions in WAC 173-219-270.
- Used-based standards, (24) and (25) on Table 3 in WAC 173-219-390.

By placing equivalent standards and requirements into the reclaimed water rule, Ecology’s intent is to address the different statutory requirements and/or exemptions from requirements that have caused confusion in the past.

The amount and schedule of reclaimed water permitted for recovery from groundwater storage will be based on project specific attributes, including: the quantity and timing of reclaimed water injection, the hydrogeologic properties of the storage aquifer, implications for water supply to other water rights holders in the aquifer, among other factors. Chemical fingerprinting may be considered as a factor in establishing the recovery amounts and timing.

Reclaimed water used for groundwater recharge must meet all of the following requirements:

- WAC 173-219-330 Class A reclaimed water requirements (See [Chapter 6, Treatment Technologies](#), in this manual).
- WAC 173-219-390 Table 3, Groundwater Use-Based Performance Standards.
- Monitoring requirements specified within this chapter.

12.4 Groundwater Recharge Criteria

The lead agency will develop enforceable limits within a permit to ensure that the groundwater meets both the groundwater and drinking water quality standards. The groundwater quality standards are established by Ecology in WAC173-200 and contain numeric criteria in Table 1 of the Rule and narrative standards.

Project designers should consider aquifer vulnerability, the background groundwater quality, the reclaimed water source water characteristics, potential geochemical reactions between the reclaimed water and the ambient aquifer water, proposed uses of the water, and previously collected water quality information. As needed, the project proponent must clearly define the

⁵ “...Use, distribution, storage, and the recovery from storage of reclaimed water permitted under this chapter is exempt from the permit requirements of RCW 90.03.250 and 90.44.060, provided that a permit for recovery of reclaimed water from aquifer storage shall be reviewed under the standards established under RCW 90.03.370(2) for aquifer storage and recovery projects...”.

benefits of the project in demonstrating overriding consideration of public interest (in accordance with Section 3.2 of the [Implementation Guidance for the Groundwater Quality Standards](#), #96-02, Ecology). See [Guidance for Aquifer Storage and Recovery AKART Analysis and Overriding Consideration of Public Interest Demonstration](#) for information for additional information on OCPI.

The possible risk to people and to aquatic life can only be partially addressed by project compliance with drinking water standards (Chapter 246-290 WAC). Drinking water standards lack criteria for many chemicals and their degradation or breakdown products. In some cases, criteria developed for individual chemicals do not take into account exposure to mixtures or seasonal high pulses in concentrations. In some situations, groundwater supports environmental systems requiring more stringent protection than that provided by the State Board of Health criteria in [chapter 246-390 WAC](#). The lead agency may add additional constituents of concern (not listed in Table 12-3) if there is reason to believe that they are present in the reclaimed water at levels that would not adequately protect the beneficial uses of the water. An example of these could be contaminants of emerging concern.

Those considering the development or permitting of a reclaimed water project with groundwater recharge should review two key documents that will guide Department of Ecology and Department of Health decisions on water quality monitoring. The first is the [Implementation Guidance for the Groundwater Quality Standards](#), #96-02, Ecology. This is a comprehensive guide to understanding and implementing the groundwater quality standards required by chapter 173-200 WAC.

Guidance for drinking water standards is presented in the [Water System Design Manual](#), #331-123, Health; chapter 12 is devoted to water quality. Numerous Health publications offer guidance for specific drinking water contaminants and are available on their website: <https://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/PublicationsandForms>. To see the wellhead protection area locations in the project county go to the [WA DOH Source Water Assessment Program Maps](#). This link includes an address query tool.

The minimum horizontal distance between a groundwater recharge site and any potable water supply well (WAC 173-219-360) must comply with restrictions for the sanitary control area established in [WAC 246-290-135](#) for Group A public water supplies and [WAC 246-291-125](#) for all other potable water supplies.

The state groundwater quality standards established by Ecology in [chapter 173-200 WAC](#) contain criteria in Table 1 of the WAC and narrative standards that include all other contaminants not listed in Table 1 (the practical quantitation level is used as the enforcement limit). The state drinking water standards established by the State Board of Health are codified in [chapter 246-290 WAC](#). These standards are combined in Table 12-1 below (Health is shaded), with which reclaimed water storage projects must comply.

If a contaminant criteria is listed in both chapter 173-200 WAC and chapter 246-290 WAC but the criteria is not consistent between the two rules, the most stringent criteria must be met.

Table 12-1 Combined Groundwater Criteria and Drinking Water Standards.

(Contaminants without criteria are regulated by WAC 173-200 040 (3). The enforcement limit for constituents without criteria will be equal to the practical quantification limit.)

Standards Source	Contaminant Category	Contaminant	Criteria, Narrative	Criteria, Numeric	Units	CAS
Ecology	Carcinogen	Acrylamide		0.02	ug/L	79-06-1
Health	Synthetic Organic	Acrylamide	Treatment technique (TT)			79-06-1
Ecology	Carcinogen	Acrylonitrile		0.07	ug/L	107-13-1
Health	Synthetic Organic	Alachlor		0.002	mg/L	15972-60-8
Health	Synthetic Organic	Aldicarb		0.003	mg/L	116-06-3
Health	Synthetic Organic	Aldicarb sulfone		0.002	mg/L	1646-87-4
Health	Synthetic Organic	Aldicarb sulfoxide		0.004	mg/L	1646-87-3
Ecology	Carcinogen	Aldrin		0.005	ug/L	309-00-2
Health	Radioactive	Alpha emitters		15	pCi/l	NA
Ecology	Carcinogen	Aniline		14	ug/L	62-53-3
Health	Inorganic	Antimony		0.006	mg/L	7440-36-0
Ecology	Carcinogen	Aramite		3	ug/L	140-57-8
Ecology	Carcinogen	Arsenic	Measured as total metals	0.05	ug/L	7440-38-2
Health	Inorganic	Arsenic		0.01	mg/L	7440-38-2
Health	Inorganic	Asbestos		7	MFL	1332-21-4
Health	Synthetic Organic	Atrazine		0.003	mg/L	1912-24-9
Ecology	Carcinogen	Azobenzene		0.7	ug/L	103-33-3
Ecology	Primary	Barium	Measured as total metals	1	mg/l	7440-39-3
Health	Inorganic	Barium		2	mg/L	7440-39-3
Ecology	Carcinogen	Benzene		1	ug/L	71-43-2
Health	Volatile Organic	Benzene		0.005	mg/L	71-43-2
Ecology	Carcinogen	Benzidine		0.0004	ug/L	92-87-5
Ecology	Carcinogen	Benzo(a)pyrene		0.008	ug/L	50-32-8
Health	Synthetic Organic	Benzo(a)pyrene [PAH]		0.0002	mg/L	50-32-8
Ecology	Carcinogen	Benzotrichloride		0.007	ug/L	98-07-7
Ecology	Carcinogen	Benzyl chloride		0.5	ug/L	100-44-7
Health	Inorganic	Beryllium		0.004	mg/L	7440-41-7

Standards Source	Contaminant Category	Contaminant	Criteria, Narrative	Criteria, Numeric	Units	CAS
Health	Radioactive	Beta/photon emitters		4	mrem/yr	NA
Ecology	Carcinogen	Bis(chloroethyl)ether		0.07	ug/L	111-44-4
Ecology	Carcinogen	Bis(chloromethyl)-ether		0.0004	ug/L	542-88-1
Health	Disinfection Byproduct	Bromate		0.01	mg/L	15541-45-4
Ecology	Carcinogen	Bromodichloro-methane		0.3	ug/L	75-27-4
Ecology	Carcinogen	Bromoform		5	ug/L	75-25-2
Ecology	Primary	Cadmium	Measured as total metals	0.01	mg/l	7440-43-9
Health	Inorganic	Cadmium		0.005	mg/L	7440-43-9
Ecology	Carcinogen	Carbazole		5	ug/L	86-74-8
Health	Synthetic Organic	Carbofuran		0.04	mg/L	1563-66-2
Ecology	Carcinogen	Carbon tetrachloride		0.3	ug/L	56-23-5
Health	Volatile Organic	Carbon tetrachloride		0.005	mg/L	56-23-5
Health	Maximum Residual Disinfectant Levels	Chloramines	MRDL = 4; MRDLG = 4	4	mg/L	NA
Ecology	Carcinogen	Chlordane		0.06	ug/L	57-74-9
Health	Synthetic Organic	Chlordane		0.002	mg/L	57-74-9
Ecology	Secondary	Chloride		250	mg/l	16887-00-6
Health	Maximum Residual Disinfectant Levels	Chlorine	MRDL = 4; MRDLG = 4	4	mg/L	7782-50-5
Health	Maximum Residual Disinfectant Levels	Chlorine dioxide	MRDL = .8; MRDLG = 800	0.8	mg/L	10049-04-4
Health	Disinfection Byproduct	Chlorite		1	mg/L	14998-27-7
Ecology	Carcinogen	4 Chloro-2-methyl aniline hydrochloride		0.2	ug/L	3165-93-3
Ecology	Carcinogen	4 Chloro-2-methyl aniline		0.1	ug/L	95-69-2
Health	Volatile Organic	Chlorobenzene		0.1	mg/L	108-90-7

Standards Source	Contaminant Category	Contaminant	Criteria, Narrative	Criteria, Numeric	Units	CAS
Ecology	Carcinogen	Chlorodibromo-methane		0.5	ug/L	124-48-1
Ecology	Carcinogen	Chloroform		7	ug/L	67-66-3
Ecology	Carcinogen	o-Chloronitrobenzene		3	ug/L	88-73-3
Ecology	Carcinogen	p-Chloronitrobenzene		5	ug/L	100-00-5
Ecology	Carcinogen	Chlorthalonil		30	ug/L	1897-45-6
Ecology	Primary	Chromium	Measured as total metals	0.05	mg/l	7440-47-3
Health	Inorganic	Chromium		0.1	mg/L	7440-47-3
Ecology	Secondary	Color		15	color units	NA
Health	Radioactive	Combined radium		5	pCi/l	NA
Ecology	Secondary	Copper	Measured as total metals	1	mg/l	7440-50-8
Health	Inorganic	Copper	Action Level = 1.3 ppm	1.3	mg/L	7440-50-8
Ecology	Secondary	Corrosivity	noncorrosive			NA
Health	Inorganic	Cyanide		0.2	mg/L	57-12-5
Ecology	Primary	2-4 D		0.1	mg/l	94-75-7
Health	Synthetic Organic	2,4-D		0.07	mg/L	94-75-7
Health	Synthetic Organic	Dalapon		0.2	mg/L	75-99-0
Ecology	Carcinogen	4,4-DDD		0.3	ug/L	72-54-8
Ecology	Carcinogen	4,4-DDE		0.3	ug/L	72-55-9
Ecology	Carcinogen	DDT (includes DDE and DDD)		0.3	ug/L	50-29-3
Health	Synthetic Organic	Di(2-ethylhexyl) adipate		0.4	mg/L	103-23-1
Ecology	Carcinogen	Diallate		1	ug/L	2303-16-4
Health	Synthetic Organic	Dibromochloropropane		0.0002	mg/L	96-12-8
Ecology	Carcinogen	1,2 Dibromoethane		0.001	ug/L	106-93-4
Ecology	Carcinogen	1,4 Dichlorobenzene		4	ug/L	106-46-7
Health	Volatile Organic	o-Dichlorobenzene		0.6	mg/L	95-50-1
Health	Volatile Organic	p-Dichlorobenzene		0.075	mg/L	106-46-7
Ecology	Carcinogen	3,3' Dichlorobenzidine		0.2	ug/L	91-94-1
Ecology	Carcinogen	1,1 Dichloroethane		1	ug/L	75-34-3

Standards Source	Contaminant Category	Contaminant	Criteria, Narrative	Criteria, Numeric	Units	CAS
Ecology	Carcinogen	1,2 Dichloroethane (ethylene chloride)		0.5	ug/L	107-06-2
Health	Volatile Organic	1,2-Dichloroethane		0.005	mg/L	107-06-2
Health	Volatile Organic	1,1-Dichloroethylene		0.007	mg/L	75-35-4
Health	Volatile Organic	cis-1,2-Dichloroethylene		0.07	mg/L	156-59-2
Health	Volatile Organic	trans-1,2-Dichloroethylene		0.1	mg/L	156-60-5
Health	Volatile Organic	Dichloromethane		0.005	mg/L	75-09-2
Ecology	Carcinogen	1,2 Dichloropropane		0.6	ug/L	78-87-5
Health	Volatile Organic	1,2-Dichloropropane		0.005	mg/L	78-87-5
Ecology	Carcinogen	1,3 Dichloropropene		0.2	ug/L	542-75-6
Ecology	Carcinogen	Dichlorvos		0.3	ug/L	62-73-7
Ecology	Carcinogen	Dieldrin		0.005	ug/L	60-57-1
Ecology	Carcinogen	3,3' Dimethoxybenzidine		6	ug/L	119-90-4
Ecology	Carcinogen	3,3 Dimethylbenzidine		0.007	ug/L	119-93-7
Ecology	Carcinogen	1,2 Dimethylhydrazine		60	ug/L	540-73-8
Ecology	Carcinogen	2,4 Dinitrotoluene		0.1	ug/L	121-14-2
Ecology	Carcinogen	2,6 Dinitrotoluene		0.1	ug/L	606-20-2
Health	Synthetic Organic	Dinoseb		0.007	mg/L	88-85-7
Ecology	Carcinogen	1,4 Dioxane		7	ug/L	123-91-1
Health	Synthetic Organic	Dioxin [2,3,7,8-TCDD]		3E-08	mg/L	NA
Ecology	Carcinogen	1,2 Diphenylhydrazine		0.09	ug/L	122-66-7
Health	Synthetic Organic	Diquat		0.02	mg/L	85-00-7
Ecology	Carcinogen	Direct Black 38		0.009	ug/L	1937-37-7
Ecology	Carcinogen	Direct Blue 6		0.009	ug/L	2602-46-2
Ecology	Carcinogen	Direct Brown 95		0.009	ug/L	16071-86-6
Health	Synthetic Organic	Endothall		0.1	mg/L	145-73-3
Ecology	Primary	Endrin		0.0002	mg/l	72-20-8
Health	Synthetic Organic	Endrin		0.002	mg/L	72-20-8
Ecology	Carcinogen	Epichlorohydrin		8	ug/L	106-89-8

Standards Source	Contaminant Category	Contaminant	Criteria, Narrative	Criteria, Numeric	Units	CAS
Health	Synthetic Organic	Epichlorohydrin	Treatment technique (TT)			106-89-8
Ecology	Carcinogen	Ethyl acrylate		2	ug/L	140-88-5
Health	Volatile Organic	Ethylbenzene		0.7	mg/L	100-41-4
Ecology	Carcinogen	Ethylene dibromide		0.001	ug/L	106-93-4
Health	Synthetic Organic	Ethylene dibromide		0.00005	mg/L	106-93-4
Ecology	Carcinogen	Ethylene thiourea		2	ug/L	96-45-7
Health	Microbiological	Fecal coliform and E. coli		0	Not Stated	NA
Health	Microbiological	Fecal indicators (E. coli)	Treatment technique (TT)			68583-22-2
Ecology	Primary	Fluoride		4	mg/l	16984-48-8
Health	Inorganic	Fluoride		4	mg/L	16984-48-8
Ecology	Secondary	Foaming Agents		0.5	mg/l	NA
Ecology	Carcinogen	Folpet		20	ug/L	133-07-3
Ecology	Carcinogen	Furazolidone		0.02	ug/L	67-45-8
Ecology	Carcinogen	Furium		0.002	ug/L	531-82-8
Ecology	Carcinogen	Furmecyclox		3	ug/L	60568-05-0
Health	Microbiological	Giardia lamblia Viruses Cryptosporidium	Treatment technique (TT)			NA
Health	Synthetic Organic	Glyphosate		0.7	mg/L	1071-83-6
Ecology	Radionuclides	Gross Alpha Particle Activity		15	pCi/l	NA
Ecology	Radionuclides	Gross Beta Activity	Gross Beta Particle Radioactivity	50	pCi/l	NA
Health	Treatment Technique Violations	Groundwater Rule TT violations	Treatment technique (TT)			NA
Health	Disinfection Byproduct	Haloacetic Acids (HAA)		0.06	mg/L	NA
Ecology	Carcinogen	Heptachlor		0.02	ug/L	76-44-8
Health	Synthetic Organic	Heptachlor		0.0004	mg/L	76-44-8
Ecology	Carcinogen	Heptachlor Epoxide		0.009	ug/L	1024-57-3
Health	Synthetic Organic	Heptachlor epoxide		0.0002	mg/L	1024-57-3

Standards Source	Contaminant Category	Contaminant	Criteria, Narrative	Criteria, Numeric	Units	CAS
Health	Microbiological	Heterotrophic plate count (HPC) bacteria	Treatment technique (TT)			NA
Ecology	Carcinogen	Hexachlorobenzene		0.05	ug/L	118-74-1
Health	Synthetic Organic	Hexachlorobenzene		0.001	mg/L	118-74-1
Ecology	Carcinogen	Hexachlorocyclohexane (alpha)		0.001	ug/L	319-84-6
Ecology	Carcinogen	Hexachlorocyclohexane (technical)		0.05	ug/L	608-73-1
Health	Synthetic Organic	Hexachlorocyclopentadiene		0.05	mg/L	77-47-4
Ecology	Carcinogen	Hexachlorodibenzo-p-dioxin, mix		0.00001	ug/L	19408-74-3
Ecology	Carcinogen	Hydrazine		0.03	ug/L	302-01-2
Ecology	Carcinogen	Hydrazine sulfate		0.3	ug/L	10034-93-2
Ecology	Secondary	Iron	Measured as total metals	0.3	mg/l	7439-89-6
Ecology	Primary	Lead	Measured as total metals	0.05	mg/l	7439-92-1
Health	Inorganic	Lead	Action Level = 0.15 ppb	0.015	mg/L	7439-92-1
Health	Microbiological	Legionella	Treatment technique (TT)			NA
Ecology	Carcinogen	Lindane		0.06	ug/L	58-89-9
Health	Synthetic Organic	Lindane		0.0002	mg/L	58-89-9
Ecology	Secondary	Manganese	Measured as total metals	0.05	mg/l	7439-96-5
Ecology	Primary	Mercury	Measured as total metals	0.002	mg/l	7439-97-6
Health	Inorganic	Mercury [inorganic]		0.002	mg/L	7439-97-6
Ecology	Carcinogen	2 Methoxy-5-nitroaniline		2	ug/L	99-59-2
Ecology	Primary	Methoxychlor		0.1	mg/l	72-43-5
Health	Synthetic Organic	Methoxychlor		0.04	mg/L	72-43-5
Ecology	Carcinogen	2 Methylaniline		0.2	ug/L	95-53-4
Ecology	Carcinogen	2 Methylaniline hydrochloride		0.5	ug/L	636-21-5

Standards Source	Contaminant Category	Contaminant	Criteria, Narrative	Criteria, Numeric	Units	CAS
Ecology	Carcinogen	4,4' Methylene bis(N,N'-dimethyl) aniline		2	ug/L	101-61-1
Ecology	Carcinogen	Methylene chloride (dichloromethane)		5	ug/L	75-09-2
Ecology	Carcinogen	Mirex		0.05	ug/L	2385-85-5
Health	Inorganic	Nitrate		10	mg/L	14797-55-8
Ecology	Primary	Nitrate (as N)		10	mg/l	14797-55-8
Health	Inorganic	Nitrite		1	mg/L	14797-65-0
Ecology	Carcinogen	Nitrofurazone		0.06	ug/L	59-87-0
Ecology	Carcinogen	N-Nitrosodiethanolamine		0.03	ug/L	1116-54-7
Ecology	Carcinogen	N-Nitrosodiethylamine		0.0005	ug/L	55-18-5
Ecology	Carcinogen	N-Nitrosodimethylamine		0.002	ug/L	62-75-9
Ecology	Carcinogen	N-Nitroso-di-n-butylamine		0.02	ug/L	924-16-3
Ecology	Carcinogen	N-Nitroso-di-n-propylamine		0.01	ug/L	621-64-7
Ecology	Carcinogen	N-Nitrosodiphenylamine		17	ug/L	86-30-6
Ecology	Carcinogen	N-Nitroso-N-methylethylamine		0.004	ug/L	10595-95-6
Ecology	Carcinogen	N-Nitrosopyrrolidine		0.04	ug/L	930-55-2
Ecology	Secondary	Odor		3	threshold odor units	NA
Health	Synthetic Organic	Oxamyl [Vydate]		0.2	mg/L	23135-22-0
Ecology	Carcinogen	PAH		0.01	ug/L	130498-29-2
Ecology	Carcinogen	PBBs		0.01	ug/L	NA
Ecology	Carcinogen	PCBs		0.01	ug/L	1336-36-3
Health	Synthetic Organic	PCBs [Polychlorinated biphenyls]		0.0005	mg/L	1336-36-3
Health	Synthetic Organic	Pentachlorophenol		0.001	mg/L	87-86-5
Ecology	Secondary	pH	6.5-8.5		pH units	NA

Standards Source	Contaminant Category	Contaminant	Criteria, Narrative	Criteria, Numeric	Units	CAS
Ecology	Carcinogen	o-Phenylenediamine		0.005	ug/L	95-54-5
Health	Synthetic Organic	Di(2-ethylhexyl) phthalate		0.006	mg/L	117-81-7
Ecology	Carcinogen	Bis(2-ethylhexyl) phthalate		6	ug/L	117-81-7
Health	Synthetic Organic	Picloram		0.5	mg/L	1918-02-1
Ecology	Carcinogen	Propylene oxide		0.01	ug/L	75-56-9
Ecology	Radionuclides	Radium -226		3	pCi/l	13982-63-3
Ecology	Radionuclides	Radium 226 & 228		5	pCi/l	13982-63-3 & 15262-20-1
Ecology	Primary	Selenium	Measured as total metals	0.01	mg/l	7782-49-2
Health	Inorganic	Selenium		0.05	mg/L	7782-49-2
Ecology	Primary	Silver	Measured as total metals	0.05	mg/l	7440-22-4
Health	Synthetic Organic	Simazine		0.004	mg/L	122-34-9
Ecology	Radionuclides	Strontium-90	Gross Beta Particle Radioactivity	8	pCi/l	10098-97-2
Health	Volatile Organic	Styrene		0.1	mg/L	100-42-5
Ecology	Secondary	Sulfate		250	mg/l	14808-79-8
Ecology	Carcinogen	2,3,7,8-Tetrachlorodibenzo-p-dioxin		0.0000006	ug/L	1746-01-6
Health	Volatile Organic	Tetrachloroethylene		0.005	mg/L	127-18-4
Ecology	Carcinogen	Tetrachloroethylene (perchloroethylene)		0.8	ug/L	127-18-4
Ecology	Carcinogen	p,α,α,α-Tetrachlorotoluene		0.004	ug/L	5216-25-1
Health	Inorganic	Thallium		0.002	mg/L	7440-28-0
Health	Volatile Organic	Toluene		1	mg/L	108-88-3
Ecology	Carcinogen	2,4 Toluenediamine		0.002	ug/L	95-80-7
Ecology	Carcinogen	o-Toluidine		0.2	ug/L	95-53-4
Ecology	Primary	Total Coliform Bacteria	1/100 mL	1	1/100 mL	NA

Standards Source	Contaminant Category	Contaminant	Criteria, Narrative	Criteria, Numeric	Units	CAS
Health	Microbiological	Total Coliform Bacteria	MCL: (systems that collect ≥ 40 samples/month) more than 5% of monthly samples are positive; (systems that collect < 40 samples/month) 2 or more positive samples per monthly sampling period			NA
Ecology	Secondary	Total Dissolved Solids		500	mg/l	NA
Health	Microbiological	Total organic carbon	Treatment technique (TT)			NA
Ecology	Carcinogen	Toxaphene		0.08	ug/L	8001-35-2
Health	Synthetic Organic	Toxaphene		0.003	mg/L	8001-35-2
Health	Synthetic Organic	2,4,5-TP [Silvex]		0.05	mg/L	93-72-1
Ecology	Primary	2,4,5-TP Silvex		0.01	mg/l	93-72-1
Health	Volatile Organic	1,2,4-Trichlorobenzene		0.07	mg/L	120-82-1
Ecology	Primary	1,1,1-Trichloroethane		0.2	mg/l	71-55-6
Health	Volatile Organic	1,1,1-Trichloroethane		0.2	mg/L	71-55-6
Health	Volatile Organic	1,1,2-Trichloroethane		0.005	mg/L	79-00-5
Ecology	Carcinogen	Trichloroethylene		3	ug/L	79-01-6
Health	Volatile Organic	Trichloroethylene		0.005	mg/L	79-01-6
Ecology	Carcinogen	2,4,6-Trichlorophenol		4	ug/L	88-06-2
Ecology	Carcinogen	Trimethyl phosphate		2	ug/L	512-56-1
Ecology	Radionuclides	Tritium	Gross Beta Particle Radioactivity	20000	pCi/l	10028-17-8

Standards Source	Contaminant Category	Contaminant	Criteria, Narrative	Criteria, Numeric	Units	CAS
Health	Disinfection Byproduct	TTHMs [Total trihalomethanes]		0.08	mg/L	NA
Health	Microbiological	Turbidity	Treatment technique (TT)		NTU	NA
Health	Radioactive	Uranium		30	ug/L	7440-61-1
Ecology	Carcinogen	Vinyl chloride		0.02	ug/L	75-01-4
Health	Volatile Organic	Vinyl Chloride		0.002	mg/L	75-01-4
Health	Volatile Organic	Xylenes		10	mg/L	1330-20-7
Ecology	Secondary	Zinc	Measured as total metals	5	mg/l	7440-66-6

12.5 Groundwater Monitoring

The reclaimed water permit issued by the lead agency will establish the point of compliance for the enforceable limits. The following are the monitoring point options for the point of compliance (WAC 173-219-270(5)):

- End of pipe in the reclaimed water prior to recharge.
- Within the receiving groundwater, as close to the recharge location as is technically, hydrogeologically, and geographically feasible.
- An alternate location in the groundwater within the project property boundaries.
- In surface water in continuity with the groundwater at a point beyond the project property boundaries, when needed to verify compliance with the surface water quality standards, chapter 173-201A WAC.

Applicants planning to recover reclaimed water from their direct groundwater recharge projects should refer to Section 12.4, Groundwater Recharge Criteria, for more information.

12.5.1 Monitoring of the Receiving Groundwater Body

If the lead agency determines that groundwater monitoring is necessary to protect groundwater quality, a groundwater monitoring plan will be prepared by the permittee, approved by the lead agency, and incorporated into the reclaimed water permit.

- Monitoring at end-of-pipe verifies that the reclaimed water treatment facility is in compliance with permitted discharge constituent concentrations. That end-of-pipe monitoring can also be used to assess whether the reclaimed water quality is satisfactory to meet the groundwater quality criteria requirements (including nitrate concentrations) when it is recharged to groundwater.
- Monitoring should be based on reclaimed water quality and quantity, site-specific soil and hydrogeologic characteristics.

- Baseline concentrations in groundwater for parameters in reclaimed water must be established prior to initiation of groundwater recharge operations.
- Once reclaimed water is recharged to groundwater (either directly or indirectly) monitoring is required from at least two down gradient monitoring wells. The minimum groundwater monitoring frequency is quarterly. Analytes measured in groundwater will be defined based on the specific project, and listed in the facility permit.
- Monitoring wells should assess reclaimed water quality along the groundwater flow path, and establish the groundwater gradient and flow direction. The number and location of proposed monitoring wells, and the frequency of monitoring, should be described in the Hydrogeologic System Conceptual Model and the Project Monitoring Plan, or a quality assurance project plan, or an engineering report.
- Constituents recommended for monitoring in projects that directly recharge groundwater are listed shown in Table 12-2.

An example of a groundwater monitoring schedule and list of parameters, for groundwater recharge by indirect injection, is listed in Table 12-3.

Table 12-2 Recommended constituents for Monitoring of Direct Groundwater Recharge

General Parameters	Nutrients
Alkalinity and bicarbonate	Total nitrogen
Boron	Ammonia
Calcium	Nitrate
Chloride	Total phosphorus
Dissolved oxygen	Orthophosphate
Fluoride	Total kjeldahl nitrogen
Hardness	
Magnesium	Metals
pH	Arsenic
Potassium	Barium
Sodium	Cadmium
Sulfate	Copper
total dissolved solids (TDS)	Iron
Temperature	Lead
total organic carbon (TOC)	Mercury
turbidity	Selenium
redox potential	Boron
	Calcium
Industrial pollutants	Magnesium
Perchlorate	Sodium
Chlorate	
Bromate	Pathogens
Iodate	Total coliform
PBDEs	E coli or enterococci bacteria
PCBs	Coliphage
PFOS	Cryptosporidium

Pesticides	Giardia
Aldrin	HPC
Atrazine	Disinfection Byproducts
Diazinon	Cyanide
Dieldrin	Individual and Total trihalomethanes
Chlorpyrifos	Individual and Total Halo-acetic acids
Lindane	NDMA

Table 12-3 Example Groundwater Monitoring Schedule for Indirect Groundwater Recharge

Parameter	Units	Minimum Sampling Frequency	Sample Type
Static well water elevation	Feet above sea level	Quarterly ⁽¹⁾	Measurement
pH	Standard Units	Quarterly ⁽¹⁾	Measurement
Nitrate NO ₃ (as N)	mg/L	Quarterly ⁽¹⁾	Grab
TKN (as N)	mg/L	Quarterly ⁽¹⁾	Grab
Total Dissolved Solids	mg/L	Quarterly ⁽¹⁾	Grab
Total Coliform Bacteria	MPN/100 mL	Quarterly ⁽¹⁾	Grab
Chloride	mg/L	Quarterly ⁽¹⁾	Grab
TOC	Mg/L	Quarterly	Grab
Cations/Anions: Calcium, Magnesium, Potassium, Sodium, Bicarbonate, Carbonate, Fluoride, sulfate	mg/L	Yearly ⁽²⁾	Grab
Total Metals: Arsenic, Cadmium, Chromium, Copper, Lead, Mercury, Nickel, Silver, Zinc ⁽³⁾	µg/L	Yearly ⁽²⁾	Grab
Total Trihalomethanes (TTHM)	mg/L	Quarterly ⁽¹⁾	Grab

¹ Quarterly is defined as every three months.

² Yearly is defined as once within twelve consecutive months.

³ Analytical method: Arsenic, USEPA 206.3 or 206.2; Cadmium, USEPA 2007.7 or 213.2; Chromium, USEPA 200.7 or 218.2; Copper, USEPA 200.7 or 220.2; Lead, USEPA 239.2; Mercury, USEPA 245.1 or 245.2; Nickel, USEPA 249.2; Silver, USEPA 272.2; Zinc, USEPA 200.7 or 289.1.

12.5.2 End-of Pipe Monitoring for Groundwater Quality Protection

For any parameters detected in the reclaimed water prior to recharge, the lead agency will require groundwater data collection to establish background groundwater conditions for those parameters prior to initiation of the groundwater recharge operations.

Groundwater monitoring can be discontinued for specific parameters or constituents if it can be determined that the recharged reclaimed water does not:

- Result in groundwater quality trends toward higher contaminant concentrations, or
- Impact the suitability of the groundwater for beneficial use.

12.6 Hydrogeologic Evaluation for Reclaimed Water used to Recharge Groundwater

The hydrogeologic evaluation for an aquifer recharge project will conform to the requirements established in the [Criteria for Sewage Works Design](#), Section E3-4 Groundwater Quality Standards Checklist (Ecology Publication no. 98-37).

The hydrogeologic evaluation is intended to establish a conceptual hydrogeologic model that is used to guide the development of the project design, identify data gaps and to define additional data collection needs. With subsequent characterization work, the hydrogeologic evaluation assesses the potential impact of the project operations on groundwater quality, defines protective measures to minimize or mitigate those impacts, and defines the monitoring needed to assess facility compliance with the permit conditions.

Understanding of the groundwater system will increase in specificity and accuracy as the project proceeds.

The following are the steps to characterize the hydrogeologic system for groundwater recharge and recovery of reclaimed water stored in an aquifer:

- Feasibility Analysis
 - Existing data on the proposed receiving aquifer system is assembled into a conceptual model that includes: regional geology (stratigraphy and structure); geology of target reservoir unit(s); hydrogeology: recharge and discharge locations, annual estimates; water level variations; reservoir areal extent and thickness, confined conditions, water levels; reservoir transmissivity, permeability, porosity; location(s) of nearby surface water, wetlands, floodplains, and groundwater wells; locations of existing documented natural hazards potentially impacted by project.
- Conceptual Model Framework
 - Model framework that is flexible enough to guide and incorporate the various data collected for characterization and design of project components (i.e. variations in recharge rates and volumes, agricultural drain interactions, physio-chemical aquifer modeling).
 - Model framework allows for iteration between conceptual model, data collection, and numerical model development, and leads to iterations that reduce uncertainty.
 - Data gaps are clearly identified, such as well locations, construction and depth of wells needed to address specific data needs.
 - Allows for incorporation of new data and identification of QA/QC criteria for generation of that data.
 - Facilitates GIS analyses and 3D visualization of model framework and updates to model.
 - Supports the understanding and decision making of technical staff (engineers, hydrogeologists, managers) on the hydrogeologic system response and management of aquifer recharge and recovery operations.

- Pilot Test
 - Test well drilled to receiving aquifer, which collects the following hydrogeologic information: direction and rate of water movement, changes to aquifer properties due to testing; reservoir suitability for injection and storage; estimated areal extent of project impacts. For the target aquifer the potential impact to any nearby waterbody, water users, and mounding, is evaluated, potentially using numerical simulations to estimate travel times. Data addressing existing data gaps is collected and a report submitted with results of testing and refinements to the conceptual model.
- Engineering Design
 - Incorporate the pilot test aquifer characterization and performance results into the reclaimed water system design. Aquifer storage system design should account for existing water quality in proposed storage geologic unit(s) and water quality of the injected reclaimed water, and the predicted mixing between native and recharged water. Specifically, the following processes should be considered in the design and operation of the aquifer storage system: geochemical changes anticipated; reactions of injected water with aquifer minerals; measures to control metals mobilized during injection; uncertainties in predicted performance.
 - Additional data needed for effective system design and operation should be identified and collected as part of final Engineering Design Report approval and project permitting.

Hydrogeologic information characterizing the following aspects of the site hydrogeology will be used in establishing permit conditions that are protective of groundwater quality:

- Lateral and vertical extent of storage aquifer
- Confined or unconfined aquifer
- Permeability
- Total storage volume available
- Effective hydraulic conductivity
- Transmissivity
- Potential for physio-chemical changes in the aquifer or vadose zone as a consequence of recharge
- Estimated flow direction and rate of movement
- Anticipated changes to the groundwater system due to the proposed project
- Estimated area that could be affected by the project
- General geology, stratigraphy and structure
- Locations of existing documented natural hazards that could be affected
- Locations of surface waters
- Locations of all wells or other sources of groundwater of record within the area affected
- The chemical and physical composition of the reclaimed water and its compatibility with the naturally occurring waters of the receiving aquifer

Chapter 173-219 WAC RECLAIMED WATER

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WAC

173-219-010	Definitions, abbreviations, and acronyms.
173-219-020	Purpose and scope.
173-219-030	Applicability.
173-219-040	Direct enforceability.
173-219-050	Lead agency designation.
173-219-060	Agency requirements and responsibilities.
173-219-070	Permit required.
173-219-080	Applying for a reclaimed water permit.
173-219-090	Water rights protection.
173-219-100	Public access to information.
173-219-110	Public notice.
173-219-120	Public comment period.
173-219-130	Public hearing request.
173-219-140	Relationship with other ecology and health permits.
173-219-150	Regulatory action for noncompliance.
173-219-160	Appeals.
173-219-170	Preplanning and project application.
173-219-180	Feasibility analysis.
173-219-190	Timing and signature requirements.
173-219-200	Plan review and review standards.
173-219-210	Engineering report.
173-219-220	Plans and specifications.
173-219-230	Construction and declaration of construction.
173-219-240	Operations and maintenance.
173-219-250	Certified operators.
173-219-260	Monitoring, recording, and reporting.
173-219-270	Reclaimed water permit terms and conditions.
173-219-280	Fact sheet.
173-219-290	Use agreements.
173-219-300	Source control and pretreatment requirements.
173-219-310	Cross-connection control.
173-219-320	Class A and B reclaimed water.
173-219-330	Performance standards.
173-219-340	Disinfection process standards.
173-219-350	Treatment reliability standards.
173-219-360	Storage and distribution system requirements.
173-219-370	Maintenance of chlorine residual.
173-219-380	General use-based requirements.
173-219-390	Specific use-based requirements.

WAC 173-219-010 Definitions, abbreviations, and acronyms. Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

"Agricultural water use" means the use of water for irrigation and other uses related to the production of agricultural products. These uses include, but are not limited to, construction, operation, and maintenance of agricultural facilities and livestock operations at farms, ranches, dairies, and nurseries. Examples of these uses include, but are not limited to, dust control, temperature control, and fire control.

"Alarm" means an integrated system of sensor instruments or devices that continuously monitor a specific function or process and automatically alert operators to abnormal conditions by means of visual or audible signals, or both.

"Approved air gap" means the physical separation between the free-flowing end of a water supply pipeline and the overflow rim of an open or nonpressurized receiving vessel that has the following minimum separations:

- Twice the diameter of the supply piping measured vertically from the overflow rim of the receiving vessel, and in no case be less than one inch, when unaffected by vertical surfaces (vertical side-walls); and
- Three times the diameter of the supply piping, if the horizontal distance between the supply pipe and the vertical surface

(sidewall) is less than or equal to three times the diameter of the supply pipe, or if the horizontal distance between the supply pipe and the intersecting vertical surfaces (sidewalls) is less than or equal to four times the diameter of the supply pipe and in no case less than one and one-half inches.

"Approved backflow prevention assembly" means an RPBA, RPDA, DCVA, DCDA, PVBA, or SVBA used for protecting a potable or reclaimed water supply.

"Aquifer" means a geologic formation, group of formations, or part of a formation capable of yielding a significant amount of groundwater to wells or springs.

"Augmentation" means the intentional addition of water to rivers and streams of the state or other surface water bodies through the zone of saturation or to the surface water.

"Backflow assembly tester" or **"BAT"** means a person meeting the requirements of chapter 246-292 WAC and certified under chapter 70.119 RCW to inspect, field test, maintain, and repair backflow prevention assemblies, devices, and air gaps that protect public water systems.

"Beneficial purpose" or **"beneficial use"** means the uses of reclaimed water for domestic, stock watering, industrial, commercial, agricultural, irrigation, hydroelectric power production, mining, fish and wildlife maintenance and enhancement, recreational, and thermal power production purposes, and for preservation of environmental and aesthetic values, and for all other uses compatible with the enjoyment of the waters of the state. Beneficial purpose or beneficial use of reclaimed water includes all uses authorized under chapter 90.46 RCW, and contained within WAC 173-219-390.

"BOD₅" means five-day biochemical oxygen demand.

"CBOD₅" means five-day carbonaceous biochemical oxygen demand.

"Certified operator" means a person who meets the requirements of WAC 173-219-250.

"Class A reclaimed water" means a water resource that meets the treatment requirements of this chapter, including, at a minimum, oxidation, coagulation, filtration, and disinfection.

"Class A+ reclaimed water" means a water resource that meets the treatment requirements of this chapter for Class A reclaimed water and any additional criteria determined necessary on a case-by-case basis by health for direct potable reuse.

"Class B reclaimed water" means a water resource that meets the treatment requirements of this chapter, including, at a minimum, oxidation, and disinfection.

"Commercial, industrial, and institutional use" means nonpotable uses of water to produce products, provide goods and services, or for associated sanitary uses such as toilet flushing. The term does not include land application or irrigation uses.

"Constructed beneficial wetlands" means those wetlands intentionally constructed on nonwetland sites to produce or create natural wetland functions and values.

"Constructed treatment wetlands" means wetland-like impoundments intentionally constructed on nonwetland sites and managed for the primary purpose of further treatment or retention of reclaimed water as distinct from creating natural wetland functions and values.

"Cross-connection control specialist" or **"CCS"** means an individual meeting the requirements of chapter 246-292 WAC and certified under chapter 70.119 RCW to develop and implement a cross-connection control program.

"DCDA" means double check detector assembly.

"DCVA" means double check valve assembly.

"**Depressional wetland**" means a wetland that occurs in topographic depressions where the elevation of the surface within the wetland is lower than in the surrounding landscape, and the lowest point of elevation is within the boundary of the wetland.

"**Direct potable reuse**" means the process in which Class A+ reclaimed water is introduced into an existing water distribution, storage, or treatment system without an environmental buffer.

"**Distributor**" means the person authorized through a use agreement with a reclaimed water generator to distribute or supply reclaimed water to users. A distributor may also be a generator or a user. Users that distribute reclaimed water to use areas through a gravity conveyance system for agricultural water uses are not distributors.

"DO" means dissolved oxygen.

"**Domestic wastewater**" means wastewater from greywater, toilet, or urinal sources.

"**Ecology**" means the Washington state department of ecology.

"**Engineering report**" means a document that examines the engineering and administrative aspects of a reclaimed water facility, as required under this chapter.

"**Food crops**" means any crops intended for human consumption.

"**Generator**" means any person that generates any type of reclaimed water for a use regulated under this chapter. A generator may also be a distributor or a user.

"**Groundwater**" means water in a saturated zone or stratum beneath the surface of land or below a surface water body.

"**Groundwater recharge**" means introduction of reclaimed water to groundwater aquifers and includes the following:

- **Indirect recharge:** Where reclaimed water is introduced to groundwater through surface or subsurface infiltration or percolation, where the introduced water travels through an unsaturated vadose zone and the commingling with groundwater of the state is not immediate.

- **Direct recharge:** Where reclaimed water is released directly and immediately into groundwater of the state through direct injection or other means.

"**Health**" means the Washington state department of health.

"**Inadequately treated water**" means water treated by a reclaimed water treatment process that does not meet reclaimed water permit limits and standards.

"**Land application**" means use of reclaimed water as permitted under this chapter for the purpose of irrigation or watering of landscape vegetation. Land application in this chapter is **not** synonymous with land treatment or reference to a biosolids land application.

"**Lead agency**" means either the department of health or the department of ecology that has been designated by this chapter as the agency that will coordinate, review, issue, and enforce a reclaimed water permit issued under this chapter.

"**Most recent edition**" means that version of a specific guidance or reference document in effect at the time lead agency begins the feasibility and design review process.

"**Net environmental benefit**" means that the environmental benefits of the reclaimed water generation project are greater than the environmental impacts associated with the project.

"**Nonlead agency**" means health or ecology when they are not the lead agency as defined in this chapter.

"Nonpotable" means water that is not approved by health or a local health jurisdiction as being safe for human consumption.

"Nonpotable reuse systems" means systems that collect and treat nonpotable water, including greywater, from a single building or property for nonpotable reuse at the single building or property, with no discharge to waters of the state, as regulated under WAC 51-56-1500 and by the appropriate authority having jurisdiction, or a rule adopted by health. When reuse occurs on nearby properties, these may be called on-site nonpotable water systems or decentralized nonpotable water systems.

"NPDES" means the National Pollutant Discharge Elimination System.

"Operator" means a person who operates a reclaimed water facility and/or distribution system, and if applicable, who meets the operator certification requirements in the permit.

"Owner" means a person with a security interest in a reclaimed water facility regulated under this chapter.

"Permittee" means any entity issued a reclaimed water permit under this chapter.

"Person" means any state, individual, public or private corporation, political subdivision, governmental subdivision, governmental agency, municipality, copartnership, association, firm, trust estate, or any other legal entity whatever.

"pH" means the negative logarithm of the hydrogen ion concentration, measured in standard units or s.u.

"Plans and specifications" means the detailed engineering drawings and specifications prepared by a licensed professional engineer, used in the construction or modification of reclaimed water facilities, and other related facilities.

"Potable water" or **"drinking water"** means water safe for human consumption and approved under chapter 246-290 or 246-291 WAC.

"Potable water supply intake" means the works or structures at the head of a conduit through which water is diverted from a source (e.g., river or lake) into a treatment plant producing potable water. With or without treatment, it may also include a groundwater well and appurtenances, and any physical structures used for collecting spring and groundwater that is under the influence of surface water sources for potable supply.

"Private utility" means all utilities, both public and private, which provide sewerage and/or water service and that are not municipal corporations as defined by RCW 36.94.010. The ownership of a private utility may be in a corporation, nonprofit or for profit, in a cooperative association, in a mutual organization, or in individuals.

"PVBA" means pressure vacuum breaker assembly.

"Reclaimed water" means water derived in any part from a wastewater with a domestic wastewater component that has been adequately and reliably treated to meet the requirements of this chapter, so that it can be used for beneficial purposes. Reclaimed water is not considered a wastewater.

"Reclaimed water facility" or **"facility"** means the treatment plant, equipment, storage, conveyance devices, and dedicated sites for reclaimed water generation.

"Reclaimed water permit" or **"permit"** means an operating permit identifying the terms and conditions, the required level of treatment, operating conditions, and use-based standards, issued to a generator of reclaimed water by the lead agency.

"Recovery of reclaimed water stored in an aquifer" means the recovery of reclaimed water artificially stored in an underground geological formation for beneficial use.

"Recovery period" means a period of time defined by the duration, rate, and schedule of withdrawal of reclaimed water for a beneficial use from an underground geological formation.

"Reliability" means the ability of a system or component(s) thereof to perform a required function under permit stated conditions for a permit stated period.

"Reliability assessment" means both an evaluation performed and a report by a professional engineer on the reliability of facility components, equipment, and certified operators that are used or proposed to be used to generate and manage reclaimed water.

"RPBA" means reduced pressure backflow assembly.

"RPDA" means reduced pressure detector assembly.

"Source water" means raw or treated wastewater with a domestic component that supplies a reclaimed water facility.

"Streamflow" or **"surface water augmentation"** means the intentional use of reclaimed water for rivers and streams of the state or other surface water bodies, for the purpose of increasing volumes.

"Surface percolation" means the controlled application of water to the ground surface or to unsaturated soil for replenishing groundwater.

"SVBA" means spill resistant vacuum breaker assembly.

"T₁₀" means the effective contact time, the time it takes ten percent of a slug tracer volume to pass through the reactor, or the time where ninety percent of reclaimed water is kept in contact with a disinfection residual within the contact reactor.

"Third-party guarantor" means an entity approved by the lead agency to provide standby management services if a generator fails to operate a reclaimed water facility in compliance with this chapter.

"TSS" means total suspended solids.

"Unit process" means one or more defined grouped processes that perform an identified step in a process.

"Use" means an application of reclaimed water in a manner and for a purpose, as designated in a permit or use agreement, and in compliance with all applicable lead agency and permit requirements.

"Use agreement" means an agreement or contract between the generator and the distributor or user, or between the distributor and user, that identifies terms and conditions for reclaimed water distribution and use to ensure compliance with the reclaimed water permit conditions.

"Use area" means any facility, building, or land area, surface water, or groundwater identified in the use agreement.

"USEPA" means the United States Environmental Protection Agency.

"User" means any person who uses reclaimed water.

"Waters of the state" means lakes, rivers, ponds, streams, inland waters, underground waters, salt waters and all other surface waters and watercourses within the jurisdiction of the state of Washington, as defined in RCW 90.48.020.

"Water table" means the upper surface of groundwater saturation.

"Wetland" or **"wetlands"** means areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted to life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and sim-

ilar areas. Wetlands regulated under chapter 90.46 RCW shall be delineated in accordance with the manual adopted by the department of ecology pursuant to RCW 90.58.380.

"Wetland enhancement" means intentional actions taken to improve the functions, processes, and values of existing wetlands.

"Wetland mitigation" means a sequence of intentional steps or actions taken to reduce impacts to wetlands. Unless the context refers to the entire mitigation sequence, or clearly indicates other steps, the term "wetland mitigation" means compensatory mitigation or the compensation stage of the wetland mitigation sequence, where impacts to wetland functions are offset through the creation, restoration, enhancement, or preservation of other wetlands.

"Wetland restoration" means intentional actions taken to return historic functions and processes to a former or degraded wetland site.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-010, filed 1/23/18, effective 2/23/18.]

WAC 173-219-020 Purpose and scope. (1) Purpose. The purpose of this chapter is to encourage the use of reclaimed water to help meet the growing need for clean water across the state by establishing a regulatory framework for the generation, distribution, and use of reclaimed water for the beneficial uses established in chapter 90.46 RCW and this chapter.

Nothing in this chapter shall supersede or diminish the provisions of chapters 173-200, 173-201A, 173-500, 246-290, 246-292, 246-272, 246-272A, 246-272B, and 246-274 WAC.

(2) Scope. This chapter implements chapter 90.46 RCW and establishes requirements for production, distribution, and use of reclaimed water as authorized by ecology and health. This chapter also establishes lead and nonlead agency designations, roles, and responsibilities over particular aspects of reclaimed water, as well as requirements for:

(a) Planning, designing, constructing, operating, and maintaining reclaimed water facilities.

(b) Permitting of reclaimed water facilities.

(c) Technology-based treatment, operational storage and distribution, treatment reliability, and use-based requirements.

(d) Compliance with RCW 90.46.130, preventing impairment of existing water rights.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-020, filed 1/23/18, effective 2/23/18.]

WAC 173-219-030 Applicability. (1) Applicability. The requirements of this chapter apply to all existing and proposed facilities that are or will be designed, constructed, operated, and maintained in the state of Washington to generate, distribute, and/or use reclaimed water, and to the persons involved in these activities.

(2) Exceptions to applicability.

(a) Nonpotable reuse systems.

(b) Greywater or treated greywater as defined in RCW 90.46.010 and chapter 246-274 WAC.

(c) Agricultural industrial process water as defined in RCW 90.46.010.

(d) Industrial reuse water as defined in RCW 90.46.010.

(e) Land treatment systems of wastewater regulated under chapter 90.48 RCW.

(f) On-site sewage treatment systems, with no reclaimed water generation, under chapters 70.118 and 70.118B RCW and 246-272, 246-272A, and 246-272B WAC.

(g) Reclaimed water facility maintenance. The capture and redirection of wastewater effluent or reclaimed water for facility and internal purposes provided those uses are:

(i) In restricted areas.

(ii) Not subject to public exposure.

(iii) Under the direct control of the generator's or user's authorized maintenance personnel.

(iv) Described within an approved operations and maintenance manual.

(3) Relationship to other applicable regulations. Nothing in this chapter shall be construed to exempt entities from complying with all other applicable local, state, or federal ordinances, codes, or statutes.

(4) Severability. The provisions of this chapter are separate and severable from one another. If any provision is stayed or determined to be invalid, the remaining provisions shall continue in full force and effect.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-030, filed 1/23/18, effective 2/23/18.]

WAC 173-219-040 Direct enforceability. All persons subject to the requirements of this chapter must comply on the effective date of this chapter, except as allowed under subsection (1) of this section.

(1) Exceptions. Persons issued a permit before the effective date of this chapter are subject to this chapter except as follows:

(a) The lead agency may issue an extension for compliance to persons issued a permit before the effective date of this chapter to provide a reasonable timeline for compliance with this chapter.

(b) Persons issued a permit before the effective date of this chapter:

(i) Must request the extension for compliance in writing and provide good cause for the request.

(ii) Are not required to obtain a modification of the existing reclaimed water permit until the application for the permit renewal is due under WAC 173-219-070.

(2) Waiver request.

(a) A generator may request in writing a waiver from specific requirements of this chapter. Waiver requests must:

(i) Identify the requirement requested to be waived.

(ii) State the reason for the waiver.

(iii) Provide information supporting the request and any additional information identified by the lead agency needed to make the waiver determination.

(b) The lead agency may grant a waiver, in consultation with the nonlead agency, if it:

(i) Is consistent with the purpose and intent of this chapter.

(ii) Does not lower the level of public health and environmental protection required within this chapter.

(c) The lead agency must provide:

(i) Twenty-one calendar days for the nonlead agency to review and comment on the waiver request before granting or denying a waiver.

(ii) Written notice to the generator within ninety calendar days granting or denying a waiver request, requesting additional information, or explaining any delay and stating an expected date for issuing a decision.

(d) The requirements of WAC 173-219-090 cannot be waived.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-040, filed 1/23/18, effective 2/23/18.]

WAC 173-219-050 Lead agency designation. When either health or ecology is the lead agency under this section, the other agency will be the nonlead agency. On a case-by-case basis, ecology and health may agree to change the lead agency designation. If the lead agency changes, the new lead agency must notify the generator within ten calendar days of the change.

(1) Ecology as lead agency. Ecology is the lead agency and will issue permits when:

(a) The reclaimed water facility source water is wastewater effluent from a water pollution control facility permitted by, or requiring a permit from, ecology.

(b) Reclaimed water or inadequately treated water, is released to:

(i) Water bodies regulated under chapter 90.48 RCW and, if applicable, the Federal Water Pollution Control Act.

(ii) A water pollution control facility permitted by ecology.

(2) Health as lead agency. Health is the lead agency and will issue permits when:

(a) The reclaimed water facility source water is wastewater effluent from an on-site sewage system with a design flow less than or equal to one hundred thousand gallons per day, regulated under chapter 246-272A or 246-272B WAC and there is no direct release of reclaimed water to the waters of the state.

(b) The reclaimed water permit is dependent on or supplemental to an on-site sewage treatment system operating permit issued for required treatment and reliability.

(c) The only release of inadequately treated water, surplus source water, or surplus reclaimed water is to an on-site sewage system.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-050, filed 1/23/18, effective 2/23/18.]

WAC 173-219-060 Agency requirements and responsibilities. (1) Lead agency responsibilities.

(a) Coordinate with the nonlead agency, including:

(i) Preplanning meeting and scoping of project.

(ii) Review of required documents including, but not limited to, all project or permit applications, reports, plans, specifications, and draft and final permits and fact sheets.

(iii) Incorporation of nonlead agency permit requirements as directed in this chapter.

(b) Monitor reclaimed water permit compliance, including conducting inspections of a permitted reclaimed water facility.

(c) Enforce reclaimed water permit terms and conditions as provided for in WAC 173-219-270.

(d) Notify nonlead agency of violations, compliance, and enforcement actions.

(e) Assess and collect fees as authorized in chapter 173-224 WAC for ecology as lead agency and chapter 246-272 WAC for health as lead agency.

(f) Respond to appeals brought pursuant to this chapter.

(2) Nonlead agency responsibilities.

(a) Participate in meetings convened by the lead agency.

(b) Determine scope for review of project or permit applications, reports, documents, and permit monitoring and renewal.

(c) Submit and review comments and provide any reclaimed water permit conditions to the lead agency within thirty days of receipt of documents.

(d) Assess and collect fees as authorized in chapter 173-224 WAC for ecology as nonlead agency and chapter 246-272 WAC for health as nonlead agency.

(e) Assist the lead agency with appeals brought pursuant to this chapter.

(3) Ecology responsibilities. As the lead agency or nonlead agency, ecology will:

(a) Develop reclaimed water permit requirements necessary to protect waters of the state and to regulate facility upgrades, modifications, and operation of all sewer systems and associated water pollution control facilities that collect or treat wastewater to generate reclaimed water, except as exempted under RCW 90.48.110.

(b) Issue all regulatory decisions related to compliance with RCW 90.46.130.

(c) Incorporate health conditions required by health into the reclaimed water permits.

Ecology may issue a wastewater discharge permit that incorporates terms and conditions for the generation of reclaimed water into a permit issued under chapter 90.48 RCW, and if applicable, the Federal Water Pollution Control Act, or issue these permits concurrently with a reclaimed water permit.

(4) Health responsibilities. As the lead agency or the nonlead agency, health will:

(a) Develop reclaimed water permit requirements as necessary to ensure adequate public health protection in the generation, storage, delivery, and use of reclaimed water and to regulate facility upgrades, modifications, and operation of all sewer systems and associated on-site sewage system facilities that collect or treat wastewater, generate, and, if applicable, deliver reclaimed water.

(b) Incorporate ecology permit conditions required by ecology for environmental protection of waters of the state into permits.

Health may issue a large on-site sewage system permit that incorporates terms and conditions for generation of reclaimed water or issue the permit concurrently with a reclaimed water permit.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-060, filed 1/23/18, effective 2/23/18.]

WAC 173-219-070 Permit required. No reclaimed water may be distributed or used without a reclaimed water permit issued pursuant to this chapter and chapter 90.46 RCW. Nothing in a reclaimed water per-

mit excuses a person from complying with all applicable federal, state, or local statutes, ordinances, or regulations.

(1) Eligibility to apply for a reclaimed water permit. Any person proposing to generate any type of reclaimed water for a use regulated under this chapter shall obtain a permit from the lead agency prior to distribution or use of that water. A permit under this chapter may only be issued to:

(a) A municipal, quasi-municipal, or other governmental entity.

(b) A private utility, if the lead agency determines that the private utility meets the requirements in WAC 173-219-180.

(c) The holder of an active on-site sewage treatment permit under chapter 70.118B RCW or a permit or approval under chapter 70.118A RCW.

(d) The holder of an active waste discharge permit issued under chapter 90.48 RCW.

(2) Duration of reclaimed water permit. A reclaimed water permit shall be issued for a fixed term, not to exceed five years from the effective date.

(3) Reclaimed water permit transfer. A permittee may, with the lead agency's approval, transfer a reclaimed water permit if the permittee:

(a) Makes the request to the lead agency in writing at least thirty calendar days before the proposed date of transfer.

(b) Provides to the lead agency a written agreement between the existing permittee and the new permittee that demonstrates the feasibility of the new permittee as provided in WAC 173-219-180.

(c) Specifies the date for transfer of reclaimed water permit responsibility, coverage, and liability.

A transfer is effective on the date specified in the written agreement unless the lead agency notifies the parties of their intent to modify or revoke and reissue the reclaimed water permit.

(4) Reclaimed water permit renewal.

(a) At least one hundred eighty days before expiration of the reclaimed water permit, a permittee must submit a renewal application provided by the lead agency.

(b) As long as the permittee meets the renewal application requirements and deadlines for renewal, an expiring reclaimed water permit remains in effect and enforceable until the lead agency either denies the application or issues a renewed permit.

(c) If a permittee fails to meet the deadline or application requirements for renewal, the permit expires on the expiration date provided for in the permit.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-070, filed 1/23/18, effective 2/23/18.]

WAC 173-219-080 Applying for a reclaimed water permit. (1) Reclaimed water permit application.

(a) Applications for reclaimed water permits shall be submitted to the lead agency no later than one hundred eighty calendar days before planned distribution of reclaimed water for use.

(b) Upon receipt of the application or renewal application for a permit, the lead agency must assess the application for completeness within ninety calendar days.

(c) Prior to submitting an application, the permit applicant must receive lead agency approval on a feasibility analysis under WAC 173-219-180.

(d) Prior to, or in conjunction with, submitting an application, the permit applicant must complete the required engineering report and submit it to lead agency for approval.

(2) Changes requiring new or supplemental reclaimed water permit application.

(a) Any person permitted for Class B reclaimed water generation proposing to generate Class A reclaimed water must file a new or supplemental application for any Class A use of reclaimed water not specifically authorized in the existing or active reclaimed water permit.

(b) Prior to, or in conjunction with, submitting the new or supplemental application, the permit applicant must:

(i) Submit new or revised planning and construction documents required in this chapter as necessary to describe any modifications of the existing reclaimed water facility.

(ii) Submit a copy of the new use agreements per WAC 173-219-290, unless the agreement for the new use is consistent with a standard use agreement that the lead agency has previously approved.

(3) Permit application and review fees.

(a) When health is the lead agency, health will charge a permit application fee in accordance with chapter 246-272 WAC. Health's permit fees may be based on or combined with the associated source water treatment permit.

(b) When ecology is the lead agency, ecology will charge a permit application fee in accordance with chapter 173-224 WAC.

(c) When health is nonlead agency and must review a portion of a permit application received by ecology, health will charge an hourly review fee under chapter 246-272 WAC.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-080, filed 1/23/18, effective 2/23/18.]

WAC 173-219-090 Water rights protection. (1) Compliance with RCW 90.46.130. Any person applying to ecology or health for a reclaimed water permit, permit renewal, or permit modification under this chapter must demonstrate compliance with RCW 90.46.130.

(2) Determining compliance. Ecology is responsible for determining whether a proposed reclaimed water facility would comply with RCW 90.46.130. Ecology's determination must be consistent with the provisions of chapter 90.03 RCW, the state water code, chapter 90.44 RCW, regulation of public groundwaters, RCW 90.46.130, and applicable case law.

(3) Existing water rights. Existing water rights include any permits, certificates, instream flows established by rule pursuant to chapters 90.22 and 90.54 RCW, vested water rights asserted by a water right claim, and all federally reserved water rights in existence when ecology accepts a submitted water rights impairment analysis.

(4) Impairment analysis. The applicant must prepare and submit an impairment analysis of potentially impaired water rights as part of the feasibility analysis under WAC 173-219-180. The impairment analysis must be stamped by an engineer or hydrogeologist licensed in Washington. A preliminary proposal for compensation or mitigation as allowed under RCW 90.46.130 may be included with the feasibility analysis. The generator must submit a detailed description of the compensation or mitigation plan as part of the engineering report submitted under WAC 173-219-210, if necessary to demonstrate compliance with RCW 90.46.130.

(5) Permit renewals or modifications. Permit renewals and modifications must demonstrate compliance with RCW 90.46.130.

(6) Notification and consultation. Ecology and the applicant will jointly notify and consult with affected tribes and the Washington state department of fish and wildlife (WDFW) before ecology makes its final determination of compliance with RCW 90.46.130.

(7) Final determination. Ecology will make the final determination of compliance with RCW 90.46.130 as part of the decision to issue or deny the reclaimed water permit.

(8) Cost reimbursement. The applicant may request assistance from ecology through a cost reimbursement agreement, based on resource availability, during any stage of scoping or conducting an analysis to demonstrate compliance with RCW 90.46.130. Cost reimbursement agreements must meet the requirements of RCW 43.21A.690.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-090, filed 1/23/18, effective 2/23/18.]

WAC 173-219-100 Public access to information. The lead agency must make available for inspection and copying records relating to reclaimed water permits, in accordance with chapter 42.56 RCW. The lead agency may require a reasonable fee for copying of documents. Claims of confidentiality must be handled in accordance with the appropriate provisions of chapters 42.56 RCW and 173-03 WAC, and RCW 43.21A.160. For reclaimed water permits that are also subject to NPDES permit requirements, ecology must disclose any information accorded confidential to the USEPA regional administrator if the USEPA requests this information.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-100, filed 1/23/18, effective 2/23/18.]

WAC 173-219-110 Public notice. (1) Public notice of permit application when ecology is the lead agency. Ecology will provide notice of a complete reclaimed water permit application via electronic mail, posting on ecology's website, press release, or other appropriate means.

(2) Public notice of draft permitting decision when ecology is the lead agency. Ecology will publish via electronic mail, posting to ecology's website, press release, or other appropriate means, any draft decision to issue a permit, including ecology's findings on compliance with RCW 90.46.130. This public notice must state that a draft reclaimed water permit is available for review and comment and at a minimum, include the following:

(a) The name, address, email, and phone number of the lead agency.

(b) The procedure for obtaining a copy of the fact sheet and the draft permit(s).

(c) The type and location of the reclaimed water facility.

(d) The procedures for finalizing the draft reclaimed water permit and the means by which interested persons may comment on the draft reclaimed water permit, including:

(i) The length of the public comment period.

(ii) How and by when to request a public hearing.

(3) Public notice when health is the lead agency. Health must require the applicant to provide the public notice details described in this section consistent with the requirements of WAC 246-272B-02200, 246-272B-02300, and 246-272B-02250, regardless of the size of the reclaimed water and on-site sewage system(s).

(4) Public notice of final permitting decision. The lead agency will publicize, at least as broadly as required for the draft permitting decision under subsections (2) and (3) of this section, their final reclaimed water permitting decision per RCW 90.46.220. This notice must include:

(a) If issued, the lead agency must provide:

(i) The procedure for obtaining a copy of the final reclaimed water permit and fact sheet.

(ii) Effective date of the reclaimed water permit.

(iii) Expiration date of the reclaimed water permit.

(iv) Appeal procedures under WAC 173-219-160.

(b) If denied, the lead agency must provide:

(i) Basis for permit issuance denial.

(ii) Appeal procedures under WAC 173-219-160.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-110, filed 1/23/18, effective 2/23/18.]

WAC 173-219-120 Public comment period. Public comment period required. A minimum of thirty calendar days from the beginning of the public comment period must be provided for public input and comment on a draft permit. The lead agency must retain, consider, and respond to all comments received during the public comment period.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-120, filed 1/23/18, effective 2/23/18.]

WAC 173-219-130 Public hearing request. During the public comment period, any person may request a public hearing for the lead agency to accept verbal comments on the drafts. Any such request for a public hearing must be filed with the lead agency before the end of the public comment period. The lead agency will hold a public hearing if it determines there is sufficient public interest.

(1) Notice of a public hearing. Notice must be published at least thirty calendar days in advance of the hearing.

(a) When ecology is lead agency, it must publish notice of the hearing at least as widely as the notice of the draft permitting decision.

(b) When health is the lead agency, the generator must publish the notice and provide proof of publication to health.

(2) Content of public hearing notice. This notice must include the:

(a) Name, address, and phone number of the lead agency contact person.

(b) Date, time, and location for the hearing.

(c) Nature and purpose of the hearing.

(d) A reference to the public notice provided under this section including the method of notice and date of issuance.

(e) Contacts and locations where interested persons may obtain more information.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-130, filed 1/23/18, effective 2/23/18.]

WAC 173-219-140 Relationship with other ecology and health permits. Ecology will streamline permit requirements under this chapter and chapters 173-216 and 173-220 WAC, and NPDES permit requirements under the Federal Water Pollution Control Act into a single permit document issued by ecology.

Health will streamline permit requirements under this chapter and chapter 173-216 WAC, and on-site sewage system permit requirements under RCW 70.118B.020 and 43.20.050 into a single permit document issued by health.

The lead agency may issue a separate reclaimed water permit with an associated wastewater permit on a case-by-case basis when determined by the lead agency to improve implementation of chapter 90.46 RCW and this chapter.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-140, filed 1/23/18, effective 2/23/18.]

WAC 173-219-150 Regulatory action for noncompliance. The generation, distribution, and/or use of reclaimed water without a permit, or in a manner that violates the terms and conditions of a permit, order, or directive issued under this chapter, is prohibited.

(1) Immediate protection of public health or the environment. When it appears to the lead agency that immediate action is required to protect human health and safety or the environment, the lead agency may issue a written order or directive to the person or persons responsible without first issuing a notice of determination of violation pursuant to subsection (2) of this section. An order or directive issued pursuant to this subsection shall be served by registered mail or personally upon any person to whom it is directed, and shall inform the person or persons responsible to take immediate action, and of the process for requesting an adjudicative hearing.

(2) Notice of determination of violation. The notice of determination of violation is not an appealable order or directive. Upon determination of a violation or substantial potential to violate this chapter or chapter 90.46 RCW, and except as provided for in subsection (1) of this section, the lead agency must:

(a) Provide notice of the determination of violation by registered mail or personally to the responsible person or persons.

(b) Provide thirty calendar days from receipt of the notice for the responsible party to submit a full report containing the steps taken or to be taken to comply with the determination of violation.

If the violation is not corrected or proposed actions or schedule are not sufficient, the lead agency may issue an order, directive, or other enforcement action to the responsible party after the expiration of thirty calendar days, or after the full report is filed in response to the notice of determination of violation, whichever is sooner.

(c) Send the order, directive, or enforcement action by registered mail and inform the responsible party of the process for requesting an adjudicative hearing.

(3) Compliance schedules and conditions. The lead agency may establish schedules and conditions to achieve compliance through an ad-

ministrative order or terms of a permit. If the schedule has more than one year between interim requirement completion dates, the reclaimed water permit or administrative order must require and specify due dates for progress reports towards completion. A compliance schedule must:

(a) Set the shortest, most reasonable time, to achieve the specified requirements.

(b) Contain interim requirements and establish dates for completion.

(c) Direct the responsible person or persons to submit written notice to the lead agency within fourteen calendar days of:

(i) Completion of each compliance item.

(ii) Missed compliance requirements, including the following:

(A) Reason for missed compliance.

(B) Plan to achieve compliance.

(d) Inform the responsible person or persons that failure to comply with conditions or interim requirements in the compliance schedule is considered a continuing violation and that the lead agency may modify or revoke the reclaimed water permit or take other direct enforcement actions as provided for in this chapter.

(4) Enforcement authority. The lead agency may:

(a) Modify, suspend, or revoke a reclaimed water permit in whole or in part during its term for cause.

(b) Assess penalties and other civil relief as may be appropriate against any entity who:

(i) Generates any reclaimed water for a use regulated under this chapter and distributes or uses that water without a permit.

(ii) Violates any term or condition of a permit issued under this chapter.

(iii) Violates any of the provisions or requirements of this chapter.

(c) With the assistance of the attorney general, bring any appropriate action at law or in equity, including action for injunctive relief, as may be necessary to enforce the provisions of this chapter. The lead agency may bring the action in the superior court of the county in which the violation occurred, or in the superior court of Thurston County. The court may award reasonable attorneys' fees for the cost of the attorney general's office in representing the lead agency.

(d) Seek criminal sanctions against any person or entity who knowingly makes any false statement, representation, or certification in any notice, report, monitoring device, methodology, or data required by the terms and conditions of a reclaimed water permit.

(5) Penalties.

(a) Any entity who is found guilty of willfully violating chapter 90.46 RCW, or any written orders or directives of the lead agency or a court, is guilty of a gross misdemeanor, and upon conviction may be punished by a fine of up to ten thousand dollars and costs of prosecution, or by imprisonment, or both, at the discretion of the court. Each day upon which a willful violation occurs may be deemed a separate and additional violation.

(b) Any entity who violates the terms and conditions of a reclaimed water permit incurs, in addition to any other penalty as provided by law, a civil penalty in the amount of up to ten thousand dollars for every such violation.

Each such violation is a separate and distinct offense, and in case of a continuing violation, every day's continuance is considered a separate and distinct violation.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-150, filed 1/23/18, effective 2/23/18.]

WAC 173-219-160 Appeals. (1) Appealable actions. Any person aggrieved by a permitting decision, made in accordance with provisions of this chapter, may appeal that decision as provided by law applicable to the agency issuing the decision. This includes, but is not limited to, chapters 34.05, 43.21B, 43.70 RCW, and RCW 90.46.220(7), 90.46.250, and 90.46.270.

(2) Adjudicative proceedings. The request for an adjudicative proceeding must be made in the form and manner set forth in the lead agency's laws and regulations, where consistent with chapter 90.46 RCW.

(a) Health's procedural rules are set forth in chapter 246-10 WAC and Part 8 of chapter 246-272B WAC.

(b) Ecology's final agency actions are appealable through the pollution control hearings board (PCHB) in accordance with the PCHB's procedural rules.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-160, filed 1/23/18, effective 2/23/18.]

WAC 173-219-170 Preplanning and project application. (1) Early consultation with lead and nonlead agencies. Potential generators must arrange and attend a preplanning meeting with the lead and nonlead agency to determine the scope of the feasibility analysis, as well as other planning, permitting, or technical matters related to their intention to generate and distribute reclaimed water for use.

(2) Project application. When health is the lead agency, the generator must submit a project application and fee prior to health reviewing any document submittals required under this chapter, consistent with chapters 246-272B and 246-272 WAC.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-170, filed 1/23/18, effective 2/23/18.]

WAC 173-219-180 Feasibility analysis. (1) Long-term feasibility of reclaimed water generation, distribution, and use. A feasibility analysis must demonstrate that the generator has the long-term technical, management, legal, and financial capacity to design, construct, operate, and maintain the reclaimed water facility, and that distribution and end uses are feasible. The feasibility analysis, including any of the relevant planning documents, must be submitted to the lead agency for review and approval. The purpose of the feasibility analysis is to ensure that resources are sufficient to provide public health and environmental protection for a planning period of twenty years. Guidance on developing the feasibility analysis is available in the *Reclaimed Water Facility Manual* (purple book).

(a) Entities proposing new reclaimed water projects must notify the lead agency early in the project-planning phase to determine the scope of the required feasibility analysis.

(b) Entities with existing reclaimed water permits, proposing to modify their facilities or operations, must consult with the lead agency to determine what, if any, additional feasibility information needs to be submitted and approved.

(c) The feasibility analysis must include the following content along with any other relevant data required to fully demonstrate the feasibility of the proposed project and as may be required by the rules of the lead or nonlead agency:

(i) Explanation of who will own, operate, and maintain the reclaimed water facility.

(ii) For a planning period of twenty years, projected capital and operational costs, in terms of total annual cost and present worth, and projected revenues from user fees and other sources, if applicable.

(iii) Estimate of the annual or seasonal volumes of wastewater required and available and proposed production rate of reclaimed water.

(iv) Description of the proposed level of reclaimed water quality the project will generate, along with general descriptions of the treatment systems and reliability features used by the proposed facility. The project proponent must demonstrate that the proposed facility concept is capable of meeting and ensuring the minimum requirements for water quality, treatment, and reliability for the proposed uses.

(v) Description of plans for alternative use, storage, or release of any reclaimed water or inadequately treated water.

(vi) Initial assessment of potential water quality and quantity impairments and potential strategies to prevent, compensate, and/or mitigate for such impairments.

(vii) List of all potable water suppliers that provide water to the reclaimed water generation, storage, and distribution facilities in addition to proposed reclaimed water use areas. Describe proposed methods to coordinate with potable water suppliers on reclaimed water service including cross connection prevention actions in design and operation of the reclaimed water system. Results of coordination with the listed potable water suppliers must be included in the engineering report under WAC 173-219-210 (2) (f).

(viii) Description of the contingency plan for both temporary and permanent reversion to domestic wastewater facilities and alternative water supply systems where applicable, if reclaimed water production is discontinued. Include the impact of increased demand to water purveyors.

(ix) A brief description of the community outreach and public involvement conducted or planned to be conducted, as feasibility is determined, to demonstrate awareness of and community support for the reclaimed water project.

(x) Identification of existing or proposed interlocal or inter-agency agreements related to reclaimed water, if any, with local governments or local potable water suppliers within the area of existing or proposed distribution and use of reclaimed water.

(xi) Statement of compliance with the State Environmental Policy Act (SEPA) and the National Environmental Policy Act (NEPA), when applicable.

(2) Coordination under other state and local planning. The use of reclaimed water must be considered and coordinated under other planning requirements in state law as well as local codes and ordinances. Relevant planning documents produced under other planning requirements or a list and summary of recommendations related to reclaimed water in such documents may be submitted to meet all or part of the submittal requirements of this section. Documents approved for other purposes may require amendments or the lead agency may require supplemental information to fulfill the requirements of this section. Such planning documents include, but are not limited to, those listed in RCW 90.48.112 and 90.46.120.

(3) Demonstration of private utility capacity. In addition to subsections (1) and (2) of this section, the lead agency may require a private utility to submit adequate information to demonstrate that the private utility has capacity to design, construct, operate, and maintain the reclaimed water facility and that distribution and end uses are feasible. Such information includes, but is not limited to:

(a) A description of the proposed reclaimed water facility and its proposed customers.

(b) A description of the technical, managerial, administrative, operational, legal, and financial capacity of the entity to comply with chapter 90.46 RCW and this chapter.

(c) A description of other requirements, if a private utility is considered a private wastewater company under chapter 80.04 or 36.94 RCW.

(d) Demonstration of ability of the entity to hire and retain certified operators who will be directly responsible for achieving effective and reliable routine operations.

(e) A list of all subcontracted services such as engineering, legal, and accounting.

(f) With the consent of the lead agency, a private utility may establish adequate management capacity by entering into a management agreement with a municipal, quasi-municipal, or other governmental entity acceptable to the lead agency to serve as the primary management entity or as a third-party guarantor. The management agreement must be binding on both parties and remain in force until the lead agency determines that the private utility has the technical, managerial, and financial capacity to act as the generator, or until the private utility enters into a management agreement with another municipal, quasi-municipal, or other governmental entity.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-180, filed 1/23/18, effective 2/23/18.]

WAC 173-219-190 Timing and signature requirements. (1) Timing. The generator is responsible for ensuring that there is sufficient time to meet funding, contractual, and other project deadlines.

(a) The lead agency may require an update to an approved engineering document to address changes in conditions, regulatory requirements, or engineering technology when three or more years have elapsed between agency approval of the documents and the construction of the reclaimed water facility.

(b) The lead agency must receive the required submittals by the deadline established in the permit or compliance schedule.

(2) Reclaimed water project and permit application signature requirements. All reclaimed water project or permit applications, application renewals, and transfers must be signed as follows:

- (a) Municipal, state, or other public agency or facility: By either the principal executive officer or ranking elected official.
- (b) Corporations: By a responsible corporate officer.
- (c) Partnership: By a general partner.
- (d) Sole proprietorship: By the proprietor.
- (e) Private utility: By a responsible officer.

(3) Signature requirements on other required submittals. All other required submittals must be signed either by the person in subsection (2) of this section or by their duly authorized representative.

(a) A person, for the purposes of this subsection, is a duly authorized representative only if the person described in subsection (2) of this section submits written authorization to the lead agency and specifies an individual or a position with responsibility for the overall operation of the regulated facility or activity.

(b) If an authorization under (a) of this subsection is no longer accurate, the person in subsection (2) of this section must submit a new authorization before or with the signed submittal.

(c) Any person signing a document under this chapter must make the following certification, unless a different certification is applicable under another related section of this chapter:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a facility designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the facility, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for violations."

(d) Engineering submittals must be prepared, stamped, signed, and dated by a professional engineer who is licensed in Washington state, as directed in chapter 18.43 RCW.

(e) Geology and hydrogeology submittals must be prepared, stamped/sealed, signed, and dated by a geologist or hydrogeologist licensed in Washington state, as directed in chapter 18.220 RCW.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-190, filed 1/23/18, effective 2/23/18.]

WAC 173-219-200 Plan review and review standards. (1) Plan review required. All feasibility, planning, design, and construction documents and, if applicable, associated fees, must be submitted to the lead agency for review and approval before constructing or significantly modifying reclaimed water facilities.

The lead agency will comment on, approve, or reject documents submitted for planning, design, and/or construction within ninety calendar days of receipt. If circumstances prevent adequate review within a period of ninety days, the lead agency must notify the entity of the reason for the delay and provide an estimated review completion date.

(2) Review standards. The lead agency and nonlead agency, if applicable, must review all applications, plans, analyses, engineering reports, and operations and maintenance manuals to ensure they are reasonably consistent with the appropriate sections of the most recent edition of ecology's guidance, *Criteria for Sewage Works Design* (orange book) and ecology and health's guidance, *Reclaimed Water Facilities Manual* (purple book). Additional review references may include, but are not limited to, the documents listed in WAC 173-240-040. The purpose of the review is to evaluate whether the proposed reclaimed water facilities meet:

(a) State standards and other requirements for the generation, distribution, and use of reclaimed water under this chapter and chapter 90.46 RCW.

(b) Applicable requirements of chapters 90.48 and 90.54 RCW necessary to prevent and control pollution of waters of the state.

(c) Applicable requirements of chapter 70.118, 70.118A, 70.118B, 70.119, 70.119A, or 43.20 RCW with respect to on-site sewage systems or public water systems.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-200, filed 1/23/18, effective 2/23/18.]

WAC 173-219-210 Engineering report. (1) Submission of engineering report to lead agency. The engineering report is the technical basis for the design of a proposed reclaimed water facility. A generator must comply with the requirements of WAC 173-219-180 (1)(b) and (c) and include a section or stand-alone engineering report meeting the requirements of WAC 173-240-060 for the wastewater treatment facility or chapter 246-272B WAC, Part 4, for the on-site sewage systems, that will provide source water for the proposed reclaimed water facility. This does not apply if the source water is raw sewage.

(2) Engineering report contents. All engineering reports required under this chapter must reflect acceptable engineering practices and demonstrate the capacity of the generator to protect public health and the environment. The lead and nonlead agencies will determine the scope of the engineering report. Reports must include:

(a) Sufficient detail for a professional engineer to complete plans and specifications without substantial changes.

(b) Name and contact information for the owner and the owner's authorized representative(s).

(c) A project description and location maps. The maps must include:

(i) Location of all wastewater treatment and reclaimed water generation facilities, as well as all reclaimed and inadequately treated water storage facilities under direct control of the generator.

(ii) All additional facilities that may be under control of the generator, such as for storage and distribution of reclaimed water.

(iii) All potable water supply sources, wellhead protection areas for municipal water sources, and system facilities within one thousand feet of all identified potential reclaimed water generation, reclaimed water storage, and inadequately treated water storage facility areas, and any proposed use areas.

(d) Proposed quantity and quality of the reclaimed water generated by the reclaimed water facility, including an assessment that the proposed water quality meets the requirements for all proposed beneficial uses included in Table 3 of WAC 173-219-390.

(e) Description of who will operate and maintain the reclaimed water facility.

(f) Documentation of contact with potable water systems and their concerns, if any, as required in WAC 173-219-180 (1)(c).

(g) Applicable requirements of chapter 51-56 WAC, including pipe colors and labeling.

(h) Design information for the reclaimed water distribution system directly under the control of the generator to demonstrate compliance with the requirements of WAC 173-219-360, and if applicable, consistent with pressurized distribution systems in the most recent edition of health's *Water System Design Manual*.

(i) The anticipated amount, characteristics, and strength of the source water to be treated, including BOD₅, DO, TSS, and nitrate levels, and the degree of treatment required to generate proposed reclaimed water quality, and other influencing factors.

(j) Descriptions of proposed treatment processes, including preliminary flow diagrams of critical reclaimed water unit processes, as well as anticipated reliability features and controls. The report must contain sufficient detail to verify that the proposed facility will comply with the water quality and reliability requirements of this chapter.

(k) Description of alternative design options considered.

(l) Hydraulic, organic, and influent loading rates to the reclaimed water treatment facility.

(m) Summary of preliminary engineering design criteria for reclaimed water treatment processes, if required, including:

(i) Aeration/anaerobic organic carbon reduction.

(ii) Nutrient reduction, if required.

(iii) Disinfection system selection meeting the requirements of WAC 173-219-340.

(iv) Contact time within the disinfectant reactor.

(v) Coagulation and filtration processes, if required.

(vi) Reverse osmosis or comparable technology process, if required.

(n) A description of compliance with treatment reliability standards in WAC 173-219-350.

(o) A statement regarding or demonstration of compliance with:

(i) State Environmental Protection Act (SEPA), State Environmental Review Process (SERP), or National Environmental Protection Act (NEPA).

(ii) Any applicable state or local water quality management plan or any plan adopted under the Federal Water Pollution Control Act as amended.

(iii) RCW 90.46.130, including any compensation or mitigation plans.

(iv) Governor's Executive Order 05-05 Archaeological and Cultural Resources.

(p) A pilot study proposal, if required. The lead agency may require a pilot reclaimed water facility study to evaluate the ability of the proposed facility to meet all reclaimed water quality requirements applicable to the project. The generator must include discussion and determination of the need for a pilot study in the engineering report and include the proposal for it, if required.

(q) Proposed pipeline separation distances, both horizontal and vertical, consistent with the most recent edition of ecology's and health's *Pipeline Separation Design and Installation Reference Guide*,

in order to ensure trench stability and adequate access for repair and replacement, to minimize impacts to nearby utility pipes, and to protect public health.

(r) **Wetlands.** If a proposed beneficial use of the reclaimed water is for a wetland, or wetland restoration and/or enhancement, the reclaimed water engineering report must include the following:

(i) The wetland-rating category, size, hydrogeomorphic class, and vegetation class of the existing and proposed wetlands.

(ii) The beneficial uses of the existing and proposed wetland.

(iii) The hydrologic regime of the existing and proposed wetland, including depth and duration of inundation, average monthly water level fluctuations, and annual loadings of reclaimed water to the wetlands.

(iv) Demonstration that the proposed quality of reclaimed water meets the requirements for this beneficial use.

(v) Any studies conducted or additional information applicable to the specific project or site.

(vi) Information to support a claim of net environmental benefit, if proposed. At a minimum, a claim of net environmental benefit must demonstrate that the use of reclaimed water:

(A) Provides full and uninterrupted protection of all significant beneficial uses existing in the wetland prior to the use of reclaimed water.

(B) Creates new, or enhances existing, beneficial uses of the wetland.

(s) **Surface water augmentation.** If a proposed beneficial use of the reclaimed water is for surface water augmentation, the engineering report must also include the following:

(i) The location and proposed augmentation uses of the reclaimed water.

(ii) Demonstration of how the reclaimed water meets water quality standards at the point of release.

(iii) If applicable, identify potable water supply intakes that are within one thousand feet of the reclaimed water use area, and discuss whether a two hundred foot minimum separation distance between them is sufficient to protect the potable water supply intake(s) from physical impairment potentially created from a reclaimed water use for surface water augmentation. Include demonstration that reclaimed water quality and quantity will not cause need for intake modifications or additional treatment requirements for the production of potable water.

(t) **Groundwater/aquifer recharge.** If a proposed beneficial use of the reclaimed water is for aquifer recharge, the engineering report must also include the following:

(i) Information requested by the lead agency necessary to assess the specific treatment and use of reclaimed water for application to recharge groundwater.

(ii) Site-specific information presented in the following:

(A) Project operation plan.

(B) Conceptual model of the hydrogeologic system.

(C) Description of the legal framework.

(D) Environmental assessment and analysis of any potential adverse conditions or potential impacts to the surrounding ecosystem.

(E) Project mitigation plan, if required by the lead agency.

(F) Project monitoring plan.

(G) Pilot demonstration of project performance.

(u) **Recovery of reclaimed water stored in an aquifer.** Aquifer recharge and recovery projects will be evaluated based on the informa-

tion provided in the engineering report under (t) of this subsection using the following criteria:

- (i) Aquifer vulnerability and hydraulic continuity.
- (ii) Aquifer boundaries and characteristics.
- (iii) Geotechnical impacts of project operation.
- (iv) Chemical compatibility of surface waters and groundwater.
- (v) Recharge and recovery treatment procedures.
- (vi) System operation.
- (vii) Potential impairment of existing water rights.
- (viii) Environmental impacts.
- (ix) Pilot demonstration project performance.

(v) **On-site sewage treatment.** If the generator is or will be operating an on-site sewage treatment system, the generator may reference an approved engineering report, but the reclaimed water engineering report must also include the on-site sewage treatment system pre-design report, site and environmental review, and engineering report as required under chapter 246-272B WAC, Parts 3 and 4.

(w) **Conveyance in waters of state.** For projects proposing conveyance in waters of the state, the engineering report must include the technical basis for the proposal.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-210, filed 1/23/18, effective 2/23/18.]

WAC 173-219-220 Plans and specifications. (1) Approved construction plans and specifications. Construction plans and specifications must be submitted to the lead agency for review and approval prior to construction of the facility. The generator must submit:

(a) Two complete sets of paper plans and specifications, and one complete set in an electronic format for approval as allowed by the lead agency. The lead agency may waive the requirement for paper submittals.

(b) Construction plan and specifications meeting lead agency guidance and standards.

Once the lead agency determines that the final design documents are acceptable, it will stamp one of the paper copies of the final plans "approved" and return them to the generator for their records.

(2) Content of construction document. The construction document must:

(a) Include a list of the design criteria for each unit process and for the overall facility.

(b) Include a field-commissioning plan for new facilities, if applicable. The plan must include testing of all processes, equipment, and reactors used in the generation of reclaimed water and be consistent with the review standards provided in WAC 173-219-200.

(c) Include a plan for interim operation of facilities during construction, if applicable.

(d) Comply with WAC 173-219-310 and identify all potential cross-connections, and the device or assembly to be installed to prevent them, as described in WAC 173-219-310. This information must also be included in the as-built drawings and final operations and maintenance manual under WAC 173-219-240.

(e) Follow applicable requirements in:

- (i) WAC 173-240-070 for domestic wastewater facilities.
- (ii) WAC 246-272B-04400 for on-site sewage systems.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-220, filed 1/23/18, effective 2/23/18.]

WAC 173-219-230 Construction and declaration of construction.

(1) Construction of reclaimed water facilities.

(a) Reclaimed water facilities must be constructed in accordance with chapter 90.46 RCW, this chapter, and the construction plans and specifications approved by the lead agency prior to construction.

(b) When health is the lead agency, no construction is permitted until health issues a written approval to construct, under chapter 246-272B WAC. If construction does not begin within two years following the date of health's approval of the plans and specifications, the approval shall expire or be extended as directed in WAC 246-272B-02350.

(2) Revisions to approved construction plans and specifications. If during construction, the engineer determines a substantial change to the approved plans and specifications is necessary and could affect the quality or quantity of the reclaimed water or has financial assistance implications, the generator must submit revisions to the approved engineering plans and specifications to the lead agency for review and approval prior to continuing construction of the facility.

(3) Declaration of construction. The professional engineer responsible for the construction portion of the project must comply with WAC 173-240-090 and submit a construction completion form provided for in WAC 173-240-095 to ecology within thirty calendar days of acceptance by the owner of the constructed or modified reclaimed water facility. Health's requirements are provided in WAC 246-272B-02350 and Part 5 of chapter 246-272B WAC.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-230, filed 1/23/18, effective 2/23/18.]

WAC 173-219-240 Operations and maintenance. The generator must at all times properly operate and maintain any facilities or systems of control installed by the generator to achieve compliance with the terms and conditions of the permit. Where design criteria have been established, the generator must not allow flows or waste loadings to exceed approved design criteria, or approved revisions thereto.

(1) Operations and maintenance manual requirements. An operation and maintenance manual must be submitted to the lead agency for review and approval prior to operation of the facility and must be included together with any other relevant data required by the lead agency.

(2) Content of operations and maintenance manual. The following content with detail commensurate with the size and complexity of the generation facility must be included:

(a) Sufficient detail to describe the operation and maintenance and treatment reliability of the entire reclaimed water facility, storage, and as applicable, the distribution system.

(b) A copy of the reclaimed water permit.

(c) Manufacturer's information on the reclaimed water facility equipment.

(d) Technical guidance for both normal and emergency operating conditions.

(e) A section containing the generator's cross-connection control plan, in conformance with WAC 173-219-310.

(f) A communication plan outlining notification of any potable water purveyors identified in WAC 173-219-180 and any other affected agencies.

(g) Roles and responsibilities for managerial and operational staff.

(i) Include facility classification and the classification and certification requirements for treatment, distribution, and cross-connection control operators and personnel, if applicable.

(ii) A discussion of provisions to provide a sufficient number of qualified personnel to operate the facility, storage, and distribution system, if applicable.

(iii) List of persons to be alerted and their contact information in case of emergency.

(h) Principal design criteria including:

(i) A process description of each facility unit, including function, relationship to other facility units, and schematic diagrams.

(ii) Details of each unit operations and various controls, recommended settings, fail-safe features, and other elements that ensure proper operation of equipment.

(iii) Operation instructions for anticipated maintenance procedures, routine operations, less than design loading conditions, overload conditions, and if applicable, initial loading on a system designed for substantial growth.

(iv) Information on any maintenance procedures that contribute to the generation of wastewater or residual solids and the proper handling of the wastewater and solids generated.

(v) A maintenance log and schedule that incorporates manufacturer's recommendations, preventative maintenance, and housekeeping schedules, and special tools and equipment used to ensure that all unit processes and equipment are in reliable operating condition at all times.

(i) Laboratory procedures, including sampling techniques, monitoring requirements, sample analysis, and recordkeeping procedures, including sample and chain of custody forms.

(j) Safety procedures.

(k) Spare parts inventory, address of local suppliers, equipment warranties, and appropriate equipment catalogues.

(l) Emergency plans and procedures including, but not limited to:

(i) Facility shutdown and cleanup of a treatment process upset or failure.

(ii) Response plan to ensure that no inadequately treated water is delivered to a reclaimed water user or use site.

(m) If the generator is the distributor, include a section on the distribution system including, but not limited to:

(i) Responsibilities for operation and maintenance.

(ii) Operational controls, maintenance requirements, monitoring, and inspection.

(n) If the generator is the user, include a section on the reclaimed water use areas including, but not limited to:

(i) Responsibilities for operation and maintenance.

(ii) Operational controls, maintenance requirements, monitoring, and inspection.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-240, filed 1/23/18, effective 2/23/18.]

WAC 173-219-250 Certified operators. (1) Certified operator requirements. Certified operators must perform certain functions for reclaimed water facilities, as identified in this chapter or the reclaimed water permit, and consistent with the certifications standards of the agency issuing the certificate. The reclaimed water permit must require that the generator and distributor, if separate persons, employ one or more operators, or a contractor(s) employing operators, with certain operator certification classifications or levels.

(2) Allowable certifications.

(a) For generators and distributors: Health certifications, under chapter 246-292 WAC, for waterworks treatment, distribution management, cross-connection control, and backflow prevention assembly testing.

(b) For generators: Ecology certification, under chapter 173-230 WAC, for wastewater treatment.

(c) For generators and distributors: Either health or ecology certifications, for reclaimed water treatment, when one develops a reclaimed water operator certification program.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-250, filed 1/23/18, effective 2/23/18.]

WAC 173-219-260 Monitoring, recording, and reporting. Any use, generation, distribution, or storage of reclaimed water, authorized by a permit may be subject to such monitoring requirements as may be reasonably required by the lead agency, including the installation, use and maintenance of monitoring equipment or methods, and, where appropriate, biological monitoring methods. The lead agency must establish monitoring, recording, and reporting requirements and include them in the required permit(s).

(1) Monitoring schedules. A detailed self-monitoring and testing schedule for water quality limits, other substances, or parameters, required to demonstrate that the reclaimed water is protective of human health and the environment.

(2) Monitoring parameters. The lead agency may increase monitoring parameters or frequency for cause including, but not limited to, significant, recurrent reclaimed water permit violations, where determined necessary to protect public health or the environment, or for other cause. The lead agency may base parameters, sample types, locations, and frequencies requirements on:

(a) Available guidance or model permits.

(b) Quantity, quality, and variability of the reclaimed water.

(c) Treatment methods.

(d) Significance of the pollutants.

(e) Availability of appropriate indicator or surrogate parameters.

(f) Cost of monitoring.

(g) Past compliance history.

(3) Source water monitoring. If the influent to the reclaimed water facility is effluent from a wastewater facility, the generator may use monitoring data collected for the wastewater discharge permit to fulfill all or part of influent monitoring requirements. Minimum requirements include:

(a) Flow.

(b) BOD₅.

(c) TSS.

(d) pH.

(4) Representative sampling and analysis. In addition to the standard requirements, the lead or nonlead agency may establish specific conditions to assure that sampling and measurements accurately represent the volume and nature of the parameters monitored or their removal.

(5) Monitoring equipment maintenance and calibration. The lead and/or nonlead agency must establish maintenance and calibration requirements based on manufacturer's requirements and accepted scientific field practices for the appropriate installation, use, calibration, and maintenance of monitoring equipment for flow, and continuous monitoring devices and methods.

(6) Sampling and analytical procedures. Sampling and analytical methods must conform with this subsection, although the lead agency may require other sampling and analytical methods as needed and on a case-by-case basis.

(a) The *Guidelines Establishing Test Procedures for the Analysis of Pollutants contained in 40 C.F.R. Part 136* or *Guidelines Establishing Test Procedures for the Analysis of Pollutants contained in 40 C.F.R. Part 141*.

(b) *Standard Methods for the Examination of Water and Wastewater* in effect at time of permit issuance or renewal.

(c) A laboratory accredited under the provisions of chapter 173-50 WAC must conduct the analysis of all monitored data required by the reclaimed water permit. Field measurements such as flow, temperature, settleable solids, conductivity, pH, turbidity, and internal process control parameters are exempt from this subsection, unless the laboratory is on-site and must obtain accreditation for other parameters.

(7) Recordkeeping and reporting. The lead agency may provide and require a reporting form for this requirement. The lead and/or nonlead agency must:

(a) Specify the requirements for recordkeeping for each measurement or sample taken including, but not limited to:

(i) The date, the exact place, and time of sampling, and the individual who performed the sampling or measurement.

(ii) The dates the laboratory performed the analyses and the individual who performed the analyses.

(iii) The analytical techniques or methods used and the results of all analyses.

(b) Specify the reporting requirements for routine compliance monitoring including the content and forms, reporting frequency (monthly, quarterly, annually), the beginning and ending of reporting periods and due dates, whether reporting is required when the generator is not generating reclaimed water, and where and how to send reports to the lead agency.

(c) Establish requirements for recordkeeping and reporting of other operational records such as preventative maintenance activities and corrective actions.

(d) Require a reclaimed water summary report, containing, but not limited to, the following information:

(i) Frequency and date(s) of submission of a reclaimed water summary report.

(ii) Total volume of reclaimed water generated, distributed, and used since the last report.

(8) Records retention. The generator must retain all monitoring records for at least three years. The lead and/or nonlead agency may establish requirements that extend the period of retention for some or all records during the course of any unresolved litigation. The lead agency may specify other records to be retained by the generator. These include, but are not limited to, the following:

- (a) Calibration and maintenance records.
- (b) Original recordings for continuous monitoring instrumentation.
- (c) Copies of all reports required by the permit.
- (d) Records of all data used to complete the application for the permit.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-260, filed 1/23/18, effective 2/23/18.]

WAC 173-219-270 Reclaimed water permit terms and conditions.

The reclaimed water permit must identify terms and conditions determined to be necessary by the lead agency, for the protection of public health, the environment, and to implement this chapter and chapters 90.46, 90.48, 70.118, and 70.118B RCW as applicable. The reclaimed water permit may establish additional conditions on a case-by-case basis specific to the types of distribution systems and uses authorized through a use agreement. Terms and conditions must include, but are not limited to:

(1) Regulatory entry and access. For assessing compliance, the generator must allow the lead and nonlead agencies the right to:

(a) Enter the premises where the generator keeps records and the permitted reclaimed water facilities.

(b) Inspect any records that the permit requires the generator to keep under the conditions of the reclaimed water permit.

(c) Inspect any facility, equipment, practice, or operation permitted or required by the reclaimed water permit.

(d) Sample or monitor any substance or any parameter at the reclaimed water facility.

(e) Copy, at reasonable cost, any records required by the terms and conditions of the reclaimed water permit.

(2) Duty to provide information. The falsification of information submitted to the lead agency constitutes a violation of the terms and conditions of the reclaimed water permit. The generator must submit:

(a) All the information requested to determine if cause exists for modifying, revoking, reissuing, or terminating the reclaimed water permit, or to determine compliance with the permit or this chapter.

(b) Copies of records required by this chapter.

(3) Reporting planned changes. The generator must provide advance notice to the lead agency of any reclaimed water facility modifications, production increases, or other planned changes, such as maintenance activities or process modifications that may result in short-term noncompliance with permit limits or conditions.

(4) Noncompliance action required. In the event of an action that violates the terms and conditions of the permit, the generator must:

(a) Take immediate action to stop, contain, and remedy unauthorized generation, distribution, or use of reclaimed water.

(b) Immediately identify and report to the lead agency, no later than twenty-four hours from the time the generator becomes aware of

the circumstances, any issue that threatens public health or the environment.

(c) Submit a written report to the lead agency within thirty days of any noncompliance that threatens public health or the environment that describes the following:

(i) The noncompliance and its cause, if known.

(ii) The period of noncompliance including times and dates, to the extent possible, and if the compliance has not been corrected, the anticipated date and time it is expected to be corrected.

(iii) The corrective actions taken.

(iv) Steps planned to reduce or eliminate recurrence.

(v) Any other pertinent information.

(5) Reclaimed water quality limits. The permit issued by the lead agency must:

(a) Specify enforceable limits on the quality of reclaimed water distributed for use that:

(i) Verify that the required treatment processes at the reclaimed water facility are functioning correctly.

(ii) Verify that the facility is reliably achieving the required technology-based and use-based standards.

(b) List:

(i) Each required parameter.

(ii) Regulatory limits.

(iii) Sample type, method, and point of compliance.

(iv) Establish action required when the generator exceeds a limit.

(6) Facility loading. The permit must establish conditions to assure that the facility operates within the approved design capacity. The reclaimed water permit may specify design limits that the facility must not exceed, periodic assessments, reporting of flow and loadings, and warning levels that trigger requirements to maintain adequate capacity.

(7) Authorized uses. The permit must:

(a) Require the generator to maintain use agreements with distributors and users receiving reclaimed water and document the use-based site evaluation, per WAC 173-219-380. The reclaimed water permit may include conditions requiring the generator to obtain lead agency review and approval of use agreements or may specify terms and conditions allowing the use of standardized agreement language or local ordinances for all or some distributors, uses, or users.

(b) Limit the distribution and use of reclaimed water to those uses and locations established in the permit or by a signed use agreement.

(c) Establish water quality limits that qualify reclaimed water for distribution and for shutoff in case of treatment system malfunction or failure.

(d) Specify conditions that require distribution of reclaimed water to be terminated.

(e) Prohibit the release or distribution of inadequately treated water.

(f) For storage of reclaimed water in an aquifer and/or recovery of the water, the permit must include the recovery period of the reclaimed water based on the hydrogeologist report. Ecology may modify or ask health to modify the reclaimed water permit and the recovery period based on later, supplemental documentation.

(8) Adding new users or uses. The lead agency may authorize the addition of new users or similar uses without reopening the permit,

based on submission and approval of the use agreement to the lead agency or prior approval of a use or use agreement as prescribed in WAC 173-219-290.

(9) Use specific permit conditions. The reclaimed water permit must include appropriate, specific conditions authorizing and controlling the storage, generation, distribution, recovery, and permitted uses of the reclaimed water in a manner that protects public health and the environment.

(10) Cross-connection control. The permit must require the generator to meet the provisions of WAC 173-219-310 to protect higher quality water from lower quality water.

(11) Water rights impairment. The permit must require proof of continuing compliance with RCW 90.46.130, and, if necessary, enforceable provisions to ensure compensation or mitigation is implemented by the permittee.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-270, filed 1/23/18, effective 2/23/18.]

WAC 173-219-280 Fact sheet. (1) Fact sheet required. The lead agency must prepare a fact sheet to support the reclaimed water permit.

(2) Content of the fact sheet. The fact sheet must include, but is not limited to, the following:

(a) Nature of the source water to the reclaimed water facility.

(b) Chemical, biological, and physical characteristics of the reclaimed water generated.

(c) Size of the reclaimed water facility, the approved facility design, reliability features, and methods of operation.

(d) Methods of distribution.

(e) Types of uses covered under the reclaimed water permit.

(f) For existing reclaimed water treatment facilities, the compliance history of the reclaimed water facility.

(g) The need for monitoring and recordkeeping to document compliance.

(h) Legal considerations relative to land use, water rights, local wellhead protection regulations, and the public interest.

(i) Requirements from other local, state, and federal agencies.

(j) Summary of:

(i) Type and location of all proposed reclaimed water facilities.

(ii) Reclaimed water quality and purpose of the proposed uses.

(iii) Legal and technical basis for the reclaimed water permit terms and conditions.

(iv) Procedures for public review and comment.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-280, filed 1/23/18, effective 2/23/18.]

WAC 173-219-290 Use agreements. (1) Review and approval of use agreements. Together with the use site evaluation under WAC 173-219-380, the generator must submit to the lead agency for review and approval all proposed or signed contracts or use agreements, if applicable, between:

(a) Generator and distributor of reclaimed water.

(b) Generator and end user of reclaimed water.

(c) Distributor and each end user of reclaimed water.

(2) Content of use agreements. The agreements must include sufficient detail to ensure compliance with requirements of the reclaimed water permit in this chapter, and chapter 90.46 RCW, at the point of use, and must include at a minimum:

(a) Cross-connection control measures.

(b) Monitoring points, parameters, and sample times, if applicable.

(c) Identification of the use site's inclusion in a wellhead protection area or critical aquifer recharge area, if applicable.

(d) If applicable, a copy of the generator's notice to the potable water supplier(s) linked to any such area(s), of any treatment requirements and proposed use(s), and, if any, special protection measures proposed.

(e) Best management practices to ensure permit compliance.

(f) General use based requirements in WAC 173-219-380.

(3) Template use agreements. A template use agreement may be submitted to the lead agency for review and approval. Template use agreements must be approved by the lead agency prior to implementation.

(4) Adding new users. The reclaimed water permit may include conditions authorizing the addition of new users or similar beneficial uses without reopening the permit. For adding new users to previously permitted beneficial uses, a copy of the use agreement must be submitted to the lead agency prior to use. If the beneficial use is not a currently permitted beneficial use, the permittee must provide a new user agreement for approval by the lead agency before the new use can begin.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-290, filed 1/23/18, effective 2/23/18.]

WAC 173-219-300 Source control and pretreatment requirements.

(1) Source water controls. Source water controls must prevent the presence of substances that may affect the reclaimed water quality or the ability to generate reclaimed water.

(2) Other applicable requirements. Source water to reclaimed water facilities must comply with the applicable requirements for:

(a) Pretreatment of industrial wastewater under 40 C.F.R. Part 403, Sections 307(b) and 308 in the Federal Water Pollution Control Act, and chapter 90.48 RCW.

(b) Discharge restrictions and prohibitions for dangerous waste under chapter 173-303 WAC and WAC 173-216-060.

(c) Restrictions and prohibitions of certain substances entering an on-site sewage system under WAC 246-272B-06000, 246-272B-07050, and 246-272A-0270.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-300, filed 1/23/18, effective 2/23/18.]

WAC 173-219-310 Cross-connection control. (1) Applicability, purpose, and responsibility.

Reclaimed water generators, distributors, users, and potable water purveyors must take action to eliminate or prevent cross-connection between water supplies.

(2) Group A water systems, as defined in WAC 246-290-020, are responsible for protecting their potable water distribution system from cross-connections with lower quality water supplies, such as Class A and Class B reclaimed water.

(3) Reclaimed water generators and distributors are responsible for protecting reclaimed water and partially treated reclaimed water from contamination via cross-connection with lower quality water supplies and preventing water under their control from contaminating potable water, starting in the generation facility, including all treatment stages, storage, and distribution facilities, and ending at the point of delivery to the user's reclaimed water meter at the property line of the use area.

(a) Distributors must provide the potable water purveyor, if any, written notification prior to providing reclaimed water service to any property within the purveyor's service area so the purveyor can ensure users comply with the cross-connection control requirements under WAC 246-290-490 and any locally adopted regulations.

(b) Generators must notify their potable water purveyor of the proposed and ongoing reclaimed water treatment activity and facility location and comply with the purveyor's cross-connection control requirements under WAC 246-290-490 and any locally adopted regulations.

(c) Reclaimed water generators and distributors must not provide reclaimed water to any user before the user has installed and tested the correct backflow prevention assembly on the potable supply line, and the potable water purveyor verifies it.

(d) Under the provisions of this section, generators and distributors are not responsible for eliminating or controlling cross-connections on the end user's property.

(4) General program requirements. The reclaimed water generator and distributor must develop and implement a written cross-connection control program that meets the requirements of this section for the portions of reclaimed water treatment, storage, and delivery under their control. They must:

(a) Use good engineering practices in the development and implementation of cross-connection control programs. Guidance publications and references such as, but not limited to, the most recent edition of the following, may be used for cross-connection program development and implementation:

(i) Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California, *Manual of Cross-Connection Control*.

(ii) Washington state department of ecology *Criteria for Sewage Works Design*.

(iii) Washington state department of ecology *Reclaimed Water Facilities Manual*.

(iv) Pacific Northwest Section of the American Water Works Association *Cross-Connection Control Manual, Accepted Procedure and Practice*.

(b) Provide a certified cross-connection control specialist (CCS) to review all plans, engineering reports, and operation and maintenance manuals to ensure compliance with cross-connection control requirements before documents are submitted to the lead agency for review.

(c) The generator must document cross-connection prevention responsibilities of the generator, distributor, and potable water purveyor at all generation and distribution facilities in the reclaimed

water engineering plan, cross-connection control program, and operation and maintenance manual.

(d) Include the requirement that cross-connections between the reclaimed water and lower quality water are eliminated, or controlled by the installation of approved backflow prevention assemblies.

(e) Ensure that the CCS determines and documents the appropriate method of backflow protection to eliminate or control cross-connections in the reclaimed water facility and distribution system.

(f) Take appropriate corrective action if a cross-connection or potential cross-connection exists that is not controlled by the installation of an approved backflow prevention assembly. Corrective action may include, but is not limited to:

(i) Diverting potentially contaminated reclaimed water or taking other action to prevent it from leaving the reclaimed water facility and entering the distribution system until the hazard is controlled or eliminated.

(ii) Denying or discontinuing reclaimed water service to a user's property until the cross-connection hazard is eliminated or controlled.

(iii) Requiring the user to install, repair, or replace an approved backflow prevention assembly appropriate for the level of risk of contamination for premises isolation of the reclaimed water system.

(g) Prohibit the intentional return of used water to the distribution system. Such water includes reclaimed water used for any purpose within the user's property.

(5) Minimum elements of a cross-connection control program. The reclaimed water generator and distributor must:

(a) **Element 1:** Adopt a local ordinance, resolution, code, bylaw, or other written legal instrument that:

(i) Establishes the generator's or distributor's legal authority to implement a cross-connection control program.

(ii) Describes the operating policies and technical provisions of the cross-connection control program.

(iii) Describes corrective actions to be taken to ensure compliance with the cross-connection control requirements.

(b) **Element 2:** Develop and implement procedures and schedules for ensuring that:

(i) Cross-connections are eliminated whenever possible.

(ii) When cross-connections cannot be eliminated, they are controlled by installation of approved backflow prevention assemblies commensurate with the degree of hazard.

(iii) Approved backflow prevention assemblies are installed in the approved orientation and in accordance with industry standards.

(iv) New and existing points of use are assessed for compliance with the cross-connection control program.

(v) Approved backflow prevention assemblies are inspected and tested as required.

(c) **Element 3:** Ensure that personnel, including at least one person certified as a CCS, develop and implement the cross-connection control program.

(d) **Element 4:** Develop and implement a backflow prevention assembly testing quality control assurance program including, but not limited to, documentation of the tester's BAT certification and test kit calibration, test report contents, and time frames for submitting completed test reports.

(e) **Element 5:** Develop and implement, when appropriate, procedures for responding to backflow incidents.

(f) **Element 6:** Develop and maintain cross-connection control records including, but not limited to, the following:

(i) Locations in the generation facility where cross-connections between higher quality and lower quality water have been identified.

(ii) Property locations where reclaimed water is provided.

(iii) Property locations where users are served by both reclaimed water and potable water, and identification of and notification to the potable purveyor.

(iv) Approved backflow assemblies and air gaps protecting the reclaimed water generation and distribution systems; including exact location, description of the type, manufacturer, model, size, and serial number, assessed degree of hazard, installation date, history of inspections, tests and repairs, test results, and person performing tests.

(v) Cross-connection control program annual summary reports and backflow incident reports.

(6) Protecting the reclaimed water distribution system.

(a) If the reclaimed water use on a property poses a high likelihood of contaminating the reclaimed water distribution system, the reclaimed water distributor must ensure installation of an approved backflow prevention assembly at the meter or property line.

(b) Reclaimed water distributors may require backflow prevention assemblies to be installed at the meter or property line for properties with characteristics such as, but not limited to, the following:

(i) Complex piping arrangements or piping subject to frequent changes that make it impractical to assess whether cross-connections exist.

(ii) A repeated history of cross-connections being established or reestablished; or

(iii) Cross-connections that are unavoidable or not correctable.

(7) Approved backflow prevention assemblies. The reclaimed water generator and distributor must ensure that all installed backflow prevention assemblies relied upon to protect the reclaimed water facility and distribution system are models that appear on current *University of Southern California Foundation for Cross-Connection Control and Hydraulic Research* approved backflow prevention assemblies list.

(8) Approved backflow prevention assembly installation. The reclaimed water generator and distributor must ensure that:

(a) Approved backflow prevention assemblies are installed in a manner that:

(i) Facilitates their proper operation, maintenance, inspection, and/or in-line testing using standard procedures.

(ii) Ensures that the assembly will not become submerged due to equipment failure or weather-related conditions such as flooding.

(iii) Ensures compliance with all applicable safety regulations.

(b) Bypass piping installed around any approved backflow prevention assembly is equipped with an approved backflow prevention assembly that affords at least the same level of protection as the assembly that is being bypassed.

(9) Approved backflow prevention assembly inspection and testing. The reclaimed water generator and distributor must ensure that:

(a) Inspections and/or tests of approved air gaps and approved backflow prevention assemblies relied upon to protect the reclaimed water system are conducted:

(i) At the time of installation.

(ii) Annually after installation, or more frequently, if required by the reclaimed water distributor for connections serving premises or

systems that pose a high health cross-connection hazard or for assemblies that repeatedly fail.

(iii) After a backflow incident.

(iv) After an assembly is repaired, reinstalled, or relocated or the replumbing of an air gap.

(b) Approved backflow prevention assemblies relied upon to protect the reclaimed water system are tested using standards approved for assemblies installed to protect potable water systems in accordance with subsection (5) of this section.

(10) Recordkeeping and reporting. Reclaimed water generators and distributors:

(a) Must keep cross-connection control records for the following time frames:

(i) Records pertaining to the list of properties using reclaimed water must be kept as long as reclaimed water is provided to the property.

(ii) Records regarding information required in subsection (5)(f) of this section must be kept for five years or for the life of the approved backflow prevention assembly, whichever is shorter.

(b) May maintain records or data in any media, such as paper, film, or electronic format.

(c) Must complete the cross-connection control program annual summary report and make all records and reports available as required in the permit conditions.

(d) Must notify the lead agency, potable water purveyor, and local health jurisdiction as soon as possible, but no later than the end of the next business day, when a backflow incident is discovered by the reclaimed water generator or distributor to have contaminated the reclaimed water facility, distribution system, or the potable water system.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-310, filed 1/23/18, effective 2/23/18.]

WAC 173-219-320 Class A and B reclaimed water. Reclaimed water must meet the minimum technology-based treatment methods and treatment reliability standards in WAC 173-219-350 before distribution and use. Reclaimed water must also meet the applicable performance standards established in Table 1 and Table 2 under WAC 173-219-330. Source water for the reclaimed water facility must meet or exceed minimum secondary treatment requirements in WAC 173-221-040 to satisfy the biological oxidation performance standards in this chapter. Raw source water must meet these standards through the reclaimed water treatment process.

(1) Allowable treatment methods for Class B reclaimed water. Class B reclaimed water must also meet the following treatment process train requirements: Biological oxidation followed by disinfection.

(2) Allowable treatment methods for Class A reclaimed water. Class A reclaimed water must also meet one of the following treatment process train requirements:

(a) Biological oxidation, followed by coagulation, filtration, and disinfection, demonstrating at least a 4-log virus removal or inactivation.

(b) Biological oxidation, followed by membrane filtration and disinfection, demonstrating at least a 4-log virus removal or inactivation.

(c) Combination of biological oxidation and membrane filtration via a membrane bioreactor, followed by disinfection, demonstrating at least a 4-log virus removal or inactivation.

(d) An alternative treatment method, that demonstrates to the satisfaction of the lead agency that it provides for equivalent treatment and reliability.

Minimum performance standards for an equivalent process or treatment must demonstrate assurance that reclaimed water quality limits are consistently achieved through proper design, operation, and maintenance of each of the treatment units in the proposed alternative treatment process.

(3) Class A+ reclaimed water. Class A+ reclaimed water requirements must be established by health, on a case-by-case basis, and must have approval of the state board of health before it can be beneficially used for direct potable reuse.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-320, filed 1/23/18, effective 2/23/18.]

WAC 173-219-330 Performance standards. Reclaimed water performance standards. All Class A and Class B reclaimed water at a minimum must meet the technology-based performance standards listed in Table 1 and Table 2 for the class of reclaimed water generated at the facility. Compliance shall generally be measured at the end of treatment, however, the reclaimed water permit may specify alternative monitoring locations and water quality limits to ensure compliance with performance standards, and any additional use based requirements as listed in Table 3.

Table 1: Minimum Biological Oxidation Performance Standards

Biological Oxidation		
Parameter ¹	Minimum Biological Oxidation Performance Standard	
<i>Dissolved Oxygen</i>	Must be measurably present	
<i>BOD₅</i>	Monthly Average	Weekly Average
	30 mg/L	45 mg/L
<i>CBOD₅</i>	25mg/L	40 mg/L
<i>TSS</i>	30 mg/L	45 mg/L
<i>pH</i>	Minimum	Maximum
	6 s.u.	9 s.u.
<i>pH</i> (Groundwater recharge)	6.5 s.u.	8.5 s.u.

¹ The parameter must be measured at the end of the unit process or alternative monitoring location as set in a reclaimed water permit.

Table 2: Class A and B Performance Standards

Coagulation/Filtration				
Parameter ¹	Class A Reclaimed Water		Class B Reclaimed Water	
<i>Turbidity²</i>	Monthly Average	Sample Maximum	Monthly Average	Sample Maximum
	2 NTU	5 NTU	Not Applicable	Not Applicable
Membrane Filtration				
<i>Turbidity²</i>	Class A Reclaimed Water		Class B Reclaimed Water	
	Monthly Average	Sample Maximum	Monthly Average	Sample Maximum
	0.2 NTU	0.5 NTU	Not Applicable	Not Applicable

Disinfection				
Total Coliform	Class A Reclaimed Water		Class B Reclaimed Water	
	7-Day Median	Sample Maximum	7-Day Median	Sample Maximum
	2.2 MPN/100 mL or CFU/100 mL	23 MPN/mL or CFU/mL	23 MPN/mL or CFU/mL	240 MPN/mL or CFU/mL
Virus Removal	See disinfection process standards in WAC 173-219-340		Not Applicable	Not Applicable
Denitrification ³				
Total Nitrogen	Class A Reclaimed Water		Class B Reclaimed Water	
	Monthly Average	Weekly Average	Monthly Average	Weekly Average
	10 mg/L	15 mg/L	Not Applicable	Not Applicable

¹ The parameter must be measured at the end of the unit process or alternative monitoring location as set in a reclaimed water permit.

² Sample maximum for turbidity is the highest value for the day that lasts longer than five minutes.

³ Not applicable for beneficial uses 1-13 listed on Table 3: Use-Based Requirements.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-330, filed 1/23/18, effective 2/23/18.]

WAC 173-219-340 Disinfection process standards. (1) Disinfection process: Class A reclaimed water. The engineering report must demonstrate, to the satisfaction of the lead agency that the proposed disinfection method consistently provides the required level of adequate and reliable disinfection to help preserve the quality of water delivered to the use site. All Class A reclaimed water generation disinfection processes must, in combination with treatment processes following biological oxidation, result in a minimum of 4-log virus removal or inactivation. The disinfection process may use any or all of the following:

(a) **Chlorine.** Where chlorine is used as the disinfectant in the treatment process a minimum total chlorine residual of at least 1 mg/L, after a T₁₀ contact time of at least thirty minutes, based on peak day design flow is required.

The lead agency may require additional protections including defined concentration (C), time (T), or chlorine concentration multiplied by (CT) values as needed to protect public health. The lead agency may require a tracer study to determine contact times.

(b) **Ultraviolet light.** The generator must design and install ultraviolet light disinfection processes that conform to recognized standards and engineering practices developed for use in reclaimed water facilities. Acceptable methods include the criteria in the most recent edition of:

(i) *Ultraviolet Disinfection, Guidelines for Drinking Water and Water Reuse, published by the National Water Research Institute (NWRI) in collaboration with the American Water Works Association Research Foundation (AWWARF).*

(ii) *Ecology's Criteria for Sewage Works Design (orange book).*

(iii) *Water Environment Federation MOP-8 Design of Municipal Wastewater Treatment Plants.*

(c) **Other disinfection methods.** Any other disinfection process proposed to the lead agency to meet the performance standard in this chapter must:

(i) Be in accordance with the most recent edition of *ecology's Criteria for Sewage Works Design (orange book).*

(ii) Demonstrate that the proposed process is equivalent to or better than chlorination or ultraviolet light treatment in this section.

(2) Validation of virus removal. For Class A reclaimed water, virus inactivation performance of the combined treatment processes following biological oxidation must be documented. Performance of the chosen disinfection method must be documented by using one of the following:

(a) **Chemical disinfection.** Where a chemical disinfection process is used, acceptable validation methods include:

(i) A challenge study or pilot facility demonstration specific to the project conditions.

(ii) A third-party challenge study or equipment verification study acceptable to the lead agency.

(iii) Design and operation limits from other regulatory programs applied to the production of reclaimed or recycled water equivalent to Class A reclaimed water as deemed acceptable by the lead agency.

(b) **Ultraviolet disinfection.** Where ultraviolet disinfection processes are used, validation must include an acceptable bioassay study conforming to the most recent edition of *Ultraviolet Disinfection, Guidelines for Drinking Water and Water Reuse*, published by the National Water Research Institute (NWRI).

Third-party validation studies that have been performed in off-site qualified test facilities and in accordance with the NWRI/AWWARF guidelines are allowed if approved by the lead agency.

(c) Existing reclaimed water facilities must demonstrate compliance with the validation requirement:

(i) When a disinfection system is modified, replaced, or the facility expects an increase in hydraulic capacity.

(ii) With the application for permit renewal unless the lead agency issues an extension under WAC 173-219-040.

(3) Disinfection process: Class B reclaimed water. The engineering report must demonstrate, to the satisfaction of the lead agency that the proposed disinfection method consistently provides the required level of adequate and reliable disinfection to help preserve the quality of water delivered to the use site. All Class B reclaimed water generation disinfection processes must result in a minimum total chlorine residual of at least 1 mg/L, after a T_{10} contact time of at least thirty minutes based on peak design day flow or a substantially equivalent alternative process approved by the lead agency.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-340, filed 1/23/18, effective 2/23/18.]

WAC 173-219-350 Treatment reliability standards. (1) Operational reliability requirements.

(a) Entities must design and construct all reclaimed water facilities to assure operational reliability at all times, consistent with the approved engineering report, per WAC 173-219-210, operate it as directed in approved operations and maintenance manual, per WAC 173-219-240 to meet the reliability requirements in this section.

(b) The generator must demonstrate adequate capacity for failure of one or more treatment trains or standby replacement equipment acceptable to the lead agency such that treatment is maintained at all times with one or more treatment trains not in operation.

(2) Bypassing prohibited. The generator must not bypass inadequately treated wastewater from the approved and permitted reclaimed water facility to the distribution system or to the point of use. Reclaimed water facilities must either store inadequately treated water for additional treatment or have authorization to discharge the wastewater to an NPDES outfall, or another permitted disposal location in accordance with a wastewater discharge permit issued under chapter 90.48, 70.118, or 70.118B RCW. The lead agency may:

(a) Require a reclaimed water generator to maintain either storage or disposal options for inadequately treated water sized to accommodate the full design flow.

(b) Specify when and how the reclaimed water treatment facility must cease or otherwise control the generation, distribution, and use of reclaimed water including, but not limited to, the reduction, loss, failure, or bypass of any unit processes of the reclaimed water facility.

(c) Specify procedures to establish when the treatment processes are sufficiently restored to allow the generation, distribution, or use of the reclaimed water.

(d) Prohibit bypassing of inadequately treated water from the approved reclaimed water facility to the distribution system or to the point of use.

(3) Removed substances. The generator must not resuspend or reintroduce collected screenings, grit, solids, sludge, filter backwash, or other pollutants removed during treatment to the reclaimed water process or to the finished reclaimed water.

(4) Diversion requirements for inadequately treated water. Design requirements for diversions of reclaimed water when performance standards are not met must:

(a) Include all the necessary diversion works, conduits, and pumping and pump back equipment.

(b) Provide a power supply independent of the primary power supply or a standby source for all diversion equipment. An uninterruptible power supply backup is acceptable.

(c) Automated diversions must be capable of autonomously diverting all flow to the approved storage or disposal location based on input from appropriate process sensors and alarms. The reset of the process must be manually monitored to confirm performance standards are being met.

(5) Alarms required. All reclaimed water systems must have and use alarm systems to assure reliability. Alarm systems must:

(a) Provide alarm warning of all of the following:

(i) Loss of power from the primary power supply.

(ii) Failure of required treatment units.

(iii) Interruption of required chemical feeds.

(iv) Other events as required by the lead agency.

(b) Be capable of continuous operations when there is a loss of primary power supply to the facility.

(c) Sound at an attended location or through an automated notification system that will alert the responsible operator in charge or designee available to take immediate corrective action.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-350, filed 1/23/18, effective 2/23/18.]

WAC 173-219-360 Storage and distribution system requirements.

This section applies only to the storage or distribution facilities for Class A and Class B reclaimed water.

(1) Operational storage or distribution. The stored reclaimed water must meet the provisions of WAC 173-219-370, unless waived by the lead agency, in consultation with health when health is the nonlead agency. Water that is of equal or better quality than reclaimed water may be used with reclaimed water in storage or distribution systems provided the water supply is protected by an approved air gap in accordance with WAC 51-56-1500.

(2) Labeling. The generator, distributor, and user must label or use color-coded purple (Pantone 512, 522, or other shade approved in the engineering report) for all new reclaimed water piping, valves, outlets, storage facilities, and other appurtenances.

(3) Pipe separation. Reclaimed water distribution systems must, as determined in the reclaimed water engineering report prepared under WAC 173-219-210, provide adequate separation between the underground-reclaimed water lines and sanitary sewer lines, storm sewer lines, potable water lines, and potable water wells, to protect water quality.

(4) Distance to potable water supply intakes. The minimum horizontal distance between Class A and Class B reclaimed water storage and distribution and potable water supply intakes, including well-heads, springs, surface water, or designated groundwater under the influence of surface water, must be two hundred feet and identified in the reclaimed water engineering report prepared under WAC 173-219-210.

(5) Cross-connection control. Potential cross-connections between the reclaimed water and potable water and between the reclaimed water and wastewater, stormwater, or other systems of lower water quality must be managed as described in WAC 173-219-310.

(6) Distribution or use by entities other than the generator. Unless expressly stated otherwise in enforceable ordinances or contracts, the generator is responsible for all reclaimed water facilities and activities inherent to the generation and delivery of the reclaimed water.

(a) The generator and the distributor must coordinate with all potable water system purveyors in those service areas the generator operates or owns facilities for treatment, storage and distribution, and/or reclaimed water uses as required under WAC 173-219-180.

(b) Coordination must include, but is not limited to, cross-connection control requirements under WAC 173-219-310, pipe installation, storage and other facility construction, reclaimed water uses, well-head protection, emergency responses, and any changes to these to assure protection of public health. The reclaimed water permit may include conditions authorizing the distribution or use of reclaimed water by entities other than the generator via the use agreement if enforceable provisions are in place ensuring construction, operation, maintenance, and use meet all the requirements of the reclaimed water permit, this chapter, and chapter 90.46 RCW.

(7) Other design requirements. Reclaimed water distribution pipe material, valves, valve covers, hydrants, and associated components must meet the standards provided by the lead agency.

(8) Conversion of existing storage tanks or pipe systems for reclaimed water use. In addition to the requirements in this section, the generator must apply for and receive approval from the lead agency prior to converting existing potable water storage and pipe systems to reclaimed water storage and/or distribution. Prior to approval, the

lead agency may require project specific design details for conversion of existing infrastructure (storage tanks and pipe systems) for storage and distribution of reclaimed water.

If the lead agency approves the conversion of existing storage and pipe systems for reclaimed water use, the generator must identify the water conveyed as nonpotable reclaimed water, in conformance with chapter 51-56 WAC, where applicable.

(9) Distribution by transport vehicles. The lead agency may allow distribution of reclaimed water using tank trucks or similar transport vehicles to distribute reclaimed water provided:

(a) Vehicles are clearly identified with reclaimed water advisory signs such as "nonpotable water."

(b) Vehicles used for transporting hazardous or dangerous waste are never used to transport reclaimed water.

(c) Vehicles used for delivering potable water for potable use are never used to transport reclaimed water, unless they then stop transporting potable water for potable purposes.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-360, filed 1/23/18, effective 2/23/18.]

WAC 173-219-370 Maintenance of chlorine residual. The generator and distributor must maintain a chlorine residual as follows:

(1) Chlorine residual in the distribution system. A minimum chlorine residual of ≥ 0.2 mg/L free chlorine or ≥ 0.5 mg/L total chlorine is required in pipeline distribution systems conveying the reclaimed water from the facility to the point of use to prevent biological growth, prevent deterioration of reclaimed water quality, and to protect public health.

The lead agency may waive or modify the requirements for maintaining a chlorine residual during storage or conveyance to the point of use, if the generator demonstrates a benefit from reducing or eliminating the chlorine residual. When ecology is lead agency, it must notify health of any such proposed or requested waiver or permit modification.

(2) Chlorine residual for use areas. A chlorine residual is not required in reclaimed water impoundments, storage ponds, and storage tanks at the point of use, or for conveyance along natural streams, lakes, surface waters, or groundwaters of the state.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-370, filed 1/23/18, effective 2/23/18.]

WAC 173-219-380 General use-based requirements. (1) Site evaluation. The lead agency may include reclaimed water permit conditions for additional use area requirements in sensitive or critical areas, or where deemed that additional measures are needed or the lead agency may determine use in a proposed area is infeasible, and not approve it. The generator, responsible person or persons must:

(a) Assure that any proposed use site is appropriate for reclaimed water use, is not prohibited by local codes or ordinances, and is protective of public health and the environment.

(b) Provide site evaluation information to the lead agency.

(2) Signage or advisory notification. The generator, distributor, or user must notify the public and employees at the use site of the

reclaimed water in all use areas by the posting of advisory signs, distribution of written advisory notices, or both.

(a) Signage must be clearly visible, emphasize the color purple, and read "Reclaimed Water - Do Not Drink," or other language acceptable to health or required by chapter 51-56 WAC when applicable.

(b) Health may approve other methods of notification that provide equivalent public health protection. The labeling, pipeline separation, and other design requirements of WAC 173-219-360 apply to all uses unless otherwise specified by the lead agency.

(3) Use confined to site. The generator, distributor, and user must confine Class B reclaimed water, including runoff and spray, to the use area in the permit and/or the use agreement.

(4) Restrict operation. The generator, distributor, and user must limit operation of all reclaimed water valves and outlets to authorized personnel. They must control or restrict access to hose bibs on reclaimed water lines.

(5) Labeling and design. The labeling, pipeline separation, and other design requirements of WAC 173-219-360, apply to all uses unless otherwise specified by the lead agency.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-380, filed 1/23/18, effective 2/23/18.]

WAC 173-219-390 Specific use-based requirements. The lead agency may consider and approve other uses not listed in Table 3 below on a case-by-case basis.

Table 3: Use-Based Performance Standards

Beneficial Use	Reclaimed Water Class Requirements	Additional Requirements
Indoor Use		
(1) Commercial or industrial facilities, buildings, apartments, condominiums, hotels, and motels (toilet/urinal flushing or laundry).	Class A	Residents must not have access to the plumbing system for repairs or modifications. Where the residents have access to the plumbing system for repairs or modifications, no use of reclaimed water is permitted.
Commercial, Industrial and Institutional Uses ¹		
(2) Commercial, industrial and institutional uses (including public water features) with public contact.	Class A	
(3) Commercial, industrial, and institutional uses with environmental contact.	Class B	Must minimize adverse impacts to the environment and dependent beneficial uses.
(4) Commercial, industrial, and institutional uses with restricted access.	Class B	<ul style="list-style-type: none"> • Contact limited to qualified personnel. • Little potential for health impacts.
Land Application or Irrigation ¹		
(5) Landscape irrigation with direct or indirect public access.	Class A	
(6) Landscape irrigation with restricted access and contact.	Class B	Contact limited to qualified personnel or used at times of no, or very limited public access.
(7) Irrigation of food crops (unless otherwise specified).	Class A	

Beneficial Use	Reclaimed Water Class Requirements	Additional Requirements
(8) Frost protection of orchard crops.	Class B	<ul style="list-style-type: none"> • Must not apply within 15 days of harvest. • 50-foot setback from public access.
(9) Irrigation of nonfood crops.	Class B	50-foot setback from public access.
(10) Irrigation of orchards or vineyards.	Class B	<ul style="list-style-type: none"> • 50-foot setback from public access. • Class B irrigation water must not come in contact with the fruit within 15 days of harvest.
(11) Irrigation of process food crops.	Class B	50-foot setback from public access.
(12) Irrigation of trees, fodder, fiber, or seed crops in pastures not accessed by milking animals.	Class B	50-foot setback from public access.
(13) Irrigation of trees, fodder, fiber, or seed crops in pastures accessed by milking animals.	Class A	
Release to Wetlands		
(14) Category I wetlands.	No reclaimed water use	
(15) Category II wetlands with special characteristics.	No reclaimed water use	On a case-by-case basis, Class A reclaimed water may be used, if it can be demonstrated that no existing significant wetlands functions will be decreased and a net environmental benefit can be demonstrated as required in WAC 173-219-210 (2)(h)(vi).
(16) Category II wetlands without special characteristics. ²	Class A	<p>Unless it can be demonstrated that no existing significant wetlands functions will be decreased and overall net environmental benefits will result from the release of reclaimed water must not exceed on average annual basis:</p> <ul style="list-style-type: none"> • 20 mg/L BOD, 20 mg/L TSS, 3 mg/L TKN, and 1 mg/L phosphorous. • Annual hydraulic load ≤ 2 cm/day.
(17) Category III or IV wetlands. ²	Class A	<p>Unless it can be demonstrated that no existing significant wetlands functions will be decreased and overall net environmental benefits will result from the release of reclaimed water must not exceed on average annual basis:</p> <ul style="list-style-type: none"> • 20 mg/L BOD, 20 mg/L TSS, 3 mg/L N TKN, and 1 mg/L phosphorous. • Annual hydraulic load ≤ 3 cm/day.
(18) Constructed treatment or beneficial use wetlands with public access.	Class A	Reclaimed water that does not meet the class A or B reclaimed water standards may be beneficially used for discharge into constructed treatment wetlands where the department of ecology, in consultation with the department of health, has specifically authorized such use at such lower standards, as provided for in RCW 90.46.090(2).

Beneficial Use	Reclaimed Water Class Requirements	Additional Requirements
(19) Constructed treatment or beneficial use wetlands with no public access.	Class A or B	Reclaimed water that does not meet the class A or B reclaimed water standards may be beneficially used for discharge into constructed treatment wetlands where the department of ecology, in consultation with the department of health, has specifically authorized such use at such lower standards, as provided for in RCW 90.46.090(2).
Surface Water Augmentation		
(20) Surface water augmentation (including direct via impoundments, rivers, reservoirs, or lakes and indirect via groundwater or bank infiltration).	Class A or B	Criteria established on a case-by-case basis to protect existing beneficial uses (recreational, environmental, or other). Must meet applicable requirements of: <ul style="list-style-type: none"> • Chapter 173-201A WAC (surface water standards). • WAC 246-290-310 (drinking water maximum contaminant levels).
Groundwater Recharge		
(21) Indirect groundwater recharge (surface percolation, subsurface percolation, or vadose wells).	Class A or B	Criteria established on a case-by-case basis. Must meet applicable requirements of: <ul style="list-style-type: none"> • Chapter 173-200 WAC (groundwater standards). F • Chapter 173-218 WAC when using a UIC well (underground injection control program). • WAC 246-290-310 (drinking water maximum contaminant levels in finished reclaimed water or at alternative point of compliance). • Minimum physical setback of 200 feet, and sanitary control area requirements, whichever is greater, around water supply wells as outlined in WAC 246-290-135.
(22) Direct groundwater recharge (aquifer recharge).	Class A	Criteria established on a case-by-case basis. Must meet applicable requirements of: <ul style="list-style-type: none"> • Chapter 173-200 WAC (groundwater standards). • Chapter 173-218 WAC (UIC program). • WAC 246-290-310 (drinking water maximum contaminant levels in finished reclaimed water product or at alternative point of compliance). • Minimum physical setback of 200 feet, and sanitary control zone area requirements, whichever is greater, around water supply wells as outlined in WAC 246-290-135.

Beneficial Use	Reclaimed Water Class Requirements	Additional Requirements
(23) Recovery of reclaimed water stored in an aquifer (aquifer recovery).	Class A	The effects of recovering stored reclaimed water from an aquifer must be demonstrated using the criteria presented in the engineering report. They must not negatively impact groundwater quality, the surrounding environment, or water rights holders.
Direct Potable Reuse		
(24) Direct potable reuse.	Class A+	Class A+ treatment criteria will be established on a case-by-case basis by health. Direct potable reuse is not a beneficial use of reclaimed water unless and until the group A potable water purveyor or reclaimed water generator has applied for and received a waiver from the state board of health under WAC 246-290-060(4).

¹Class A reclaimed water may be used with no additional requirements.

²For depressional wetlands, maximum increase of 10 cm above the natural average monthly water level.

[Statutory Authority: RCW 90.46.015. WSR 18-03-166 (Order 06-12), § 173-219-390, filed 1/23/18, effective 2/23/18.]

**Chapter 90.46 RCW
RECLAIMED WATER USE**

Sections

- 90.46.005 Findings—Coordination of efforts—Development of facilities encouraged.
- 90.46.010 Definitions.
- 90.46.015 Rules—Coordination with department of health—Consultation with advisory committee.
- 90.46.020 Interim standards for pilot projects for use of reclaimed water.
- 90.46.030 Standards, procedures, and guidelines for industrial and commercial use of reclaimed water—Reclaimed water permits—Fee structure for permits—Formal agreements between the departments of health and ecology.
- 90.46.040 Standards, procedures, and guidelines for land applications of reclaimed water.
- 90.46.042 Standards, procedures, and guidelines for direct recharge.
- 90.46.044 Standards, procedures, and guidelines for discharge to wetlands.
- 90.46.050 Advisory committee—Development of standards, procedures, and guidelines.
- 90.46.070 Exemption from standards, procedures, and guidelines.
- 90.46.072 Conflict resolution—Reclaimed water projects and chapter 372-32 WAC.
- 90.46.080 Use of reclaimed water for surface percolation—Establishment of discharge limit for contaminants.
- 90.46.090 Use of reclaimed water for discharge into constructed beneficial use wetlands and constructed treatment wetlands—Standards for discharge.
- 90.46.100 Discharge of reclaimed water for streamflow augmentation.
- 90.46.110 Reclaimed water demonstration program—Demonstration projects.
- 90.46.120 Use of water from wastewater treatment facility—Consideration in regional water supply plan or potable water supply plans—Consideration in reviewing provisions for water supplies for short plat, short subdivision, or subdivision—Report to the legislature.
- 90.46.130 Impairment of water rights downstream from freshwater discharge points.
- 90.46.140 Greywater reuse—Standards, procedures, and guidelines—Rules.
- 90.46.150 Agricultural industrial process water—Permit—Use—Referral to department of health.
- 90.46.160 Industrial reuse water—Permit.
- 90.46.200 Authority of the departments of ecology and health—Lead agency—Duties.
- 90.46.210 Lead agency—Authority to bring legal proceeding.
- 90.46.220 Permit.
- 90.46.230 Right to enter and inspect property related to the purpose of the permit—Administrative search warrant.
- 90.46.240 Plans, reports, specifications, and proposed methods of operation and maintenance to be submitted to departments.
- 90.46.250 Violation of chapter—Notification—Immediate action.

- 90.46.260 Penalty.
- 90.46.270 Violations—Civil penalty—Procedure.
- 90.46.280 Application of administrative procedure act to chapter.
- 90.46.290 On-site nonpotable water systems—Risk-based water quality standards—Adoption of rules.

RCW 90.46.005 Findings—Coordination of efforts—Development of facilities encouraged. The legislature finds that by encouraging the use of reclaimed water while assuring the health and safety of all Washington citizens and the protection of its environment, the state of Washington will continue to use water in the best interests of present and future generations.

To facilitate the immediate use of reclaimed water for uses approved by the departments of ecology and health, the state shall expand both direct financial support and financial incentives for capital investments in water reuse and reclaimed water to effectuate the goals of this chapter. The legislature further directs the department of health and the department of ecology to coordinate efforts towards developing an efficient and streamlined process for creating and implementing processes for the use of reclaimed water.

It is hereby declared that the people of the state of Washington have a primary interest in the development of facilities to provide reclaimed water to replace potable water in nonpotable applications, to supplement existing surface and ground water supplies, and to assist in meeting the future water requirements of the state.

The legislature further finds and declares that the utilization of reclaimed water by local communities for domestic, agricultural, industrial, recreational, and fish and wildlife habitat creation and enhancement purposes, including wetland enhancement, will contribute to the peace, health, safety, and welfare of the people of the state of Washington. To the extent reclaimed water is appropriate for beneficial uses, it should be so used to preserve potable water for drinking purposes, contribute to the restoration and protection of instream flows that are crucial to preservation of the state's salmonid fishery resources, contribute to the restoration of Puget Sound by reducing wastewater discharge, provide a drought resistant source of water supply for nonpotable needs, or be a source of supply integrated into state, regional, and local strategies to respond to population growth and global warming. Use of reclaimed water constitutes the development of new basic water supplies needed for future generations and local and regional water management planning should consider coordination of infrastructure, development, storage, water reclamation and reuse, and source exchange as strategies to meet water demands associated with population growth and impacts of global warming.

The legislature further finds and declares that the use of reclaimed water is not inconsistent with the policy of antidegradation of state waters announced in other state statutes, including the water pollution control act, chapter 90.48 RCW and the water resources act, chapter 90.54 RCW.

The legislature finds that other states, including California, Florida, and Arizona, have successfully used reclaimed water to supplement existing water supplies without threatening existing resources or public health.

It is the intent of the legislature that the department of ecology and the department of health undertake the necessary steps to encourage the development of water reclamation facilities so that reclaimed water may be made available to help meet the growing water requirements of the state.

The legislature further finds and declares that reclaimed water facilities are water pollution control facilities as defined in chapter 70A.135 RCW and are eligible for financial assistance as provided in chapter 70A.135 RCW. The legislature finds that funding demonstration projects will ensure the future use of reclaimed water. The demonstration projects in RCW 90.46.110 are varied in nature and will provide the experience necessary to test different facets of the standards and refine a variety of technologies so that water purveyors can begin to use reclaimed water technology in a more cost-effective manner. This is especially critical in smaller cities and communities where the feasibility for such projects is great, but there are scarce resources to develop the necessary facilities.

The legislature further finds that the agricultural processing industry can play a critical and beneficial role in promoting the efficient use of water by having the opportunity to develop and reuse agricultural industrial process water from food processing. [2020 c 20 § 1495; 2007 c 445 § 2; 2001 c 69 § 1; 1997 c 355 § 1; 1995 c 342 § 1; 1992 c 204 § 1.]

Findings—Intent—2007 c 445: "(1) Since the 1992 enactment of the reclaimed water act, the value of reclaimed water as a new source of supply has received increasing recognition across the state and across the nation. New information on the matters in this section has increased awareness of the need to better manage, protect, and conserve water resources and to use reclaimed water in that process. The legislature now finds the following:

(a) Global warming and climate change. Global warming has reduced the volume of glaciers in the North Cascade mountains to between eighteen to thirty-two percent since 1983, and up to seventy-five percent of the glaciers are at risk of disappearing under projected temperatures for this century. Mountain snow pack has declined at virtually every measurement location in the Pacific Northwest, reducing the proportion of annual river flow to Puget Sound during summer months by eighteen percent since 1948. Global warming has also shifted peak streamflows earlier in the year in watersheds covering much of Washington state, including the Columbia river basin, jeopardizing the state's salmon fisheries. The state's recent report on the economic impacts of climate change indicate that water resources will be one of the areas most affected, and that many utilities may need to invest major resources in new supply and conservation measures. Developing and implementing adaptation strategies, such as water conservation that includes the use of reclaimed water, can extend existing water supply systems to help address the global warming impacts. In particular, because reclaimed water uses existing sources of supply and fairly constant base flows of wastewater, it has year-round dependability, without regard to any given year's climate variability. This is particularly important during summer months, when outdoor demands peak and streamflows are critical for fish.

(b) Puget Sound. The governor has initiated a Puget Sound partnership, with a request for an initial strategy to address high

priority problems. In December, the partnership delivered a strategy that includes expanded use of reclaimed water both in order to improve the Puget Sound's water quality by reducing wastewater discharges and by replacing current sources of supply for nonpotable uses that detrimentally affect streamflows and habitat.

(c) Salmon recovery. The federal fisheries services recently approved a salmon recovery plan for the Puget Sound, which was developed across multiple watersheds by numerous local governments, tribal governments, and other parties to achieve sustainable populations of salmon and other species. That plan includes an adaptive management component where continued efforts will be made to address issues, including problems with instream flows, identified as a limiting factor in virtually all the watersheds, through strategies that will be developed by regional and watershed implementation groups. A potentially significant strategy may be the substitution of reclaimed water for nonpotable uses where it will benefit streams and habitat.

(d) Water quality. Increasingly stringent federal standards for water quality are forcing a number of communities to develop strategies for wastewater treatment that, in addition to providing higher treatment levels, will reduce the quantity of discharges. For many of those communities, facilities to produce reclaimed water will be a necessary approach to achieve both water quality and water supply objectives.

(e) Watershed plans. Under the watershed planning act of 1997, approximately two-thirds of the watersheds in the state have used a bottom-up approach to developing collaborative plans for meeting future water supply needs. Many of those plans include the use of reclaimed water for meeting those needs.

(f) Columbia river water management. Pursuant to legislation and funding provided in 2006, federal, state, and local governments and agencies, along with tribal governments, user groups, environmental organizations, and others are developing a comprehensive strategy for the mainstem Columbia that will ensure supplies for future growth while protecting streamflows and fish habitat. The strategy will include multiple tools that may include the potential development of new storage, conservation measures, and water use efficiency. One pathway toward conservation and efficiency is likely to be identification and implementation of reclaimed water opportunities.

(g) Development schedule. The time frame required to plan, design, construct, and begin use of reclaimed water can be extensive due to the public information and acceptance efforts required in addition to planning, design, and environmental assessment required for infrastructure projects. This extended time frame necessitates the initiation of reclaimed water projects as soon as possible.

(2) It is therefore the intent of the legislature to:

(a) Effectuate and reinvigorate the original intent behind the reclaimed water act to expand the use of reclaimed water for nonpotable uses throughout the state;

(b) Restate and emphasize the use of reclaimed water as a matter of water resource management policy;

(c) Address current barriers to the use of reclaimed water, where changes in state law will resolve such issues;

(d) Develop information from the state agencies responsible for promoting the use of reclaimed water and address regulatory, financial, planning, and other barriers to the expanded use of

reclaimed water, relying on state agency expertise and experience with reclaimed water;

(e) Facilitate achieving state, regional, and local objectives through use of reclaimed water for water supply purposes in high priority areas of the state, and in regional and local watershed and water planning;

(f) Provide planning tools to local governments to incorporate reclaimed water and related water conservation into land use plans, consistent with water planning;

(g) Expand the scope of work of the advisory committee established under chapter 279, Laws of 2006 to identify other reclaimed water issues that should be addressed; and

(h) Provide initial funding, and evaluate options for providing additional direct state funding, for reclaimed water projects." [2007 c 445 § 1.]

Construction—1995 c 342: "This act shall not be construed as affecting any existing right acquired or liability or obligation incurred under the sections amended or repealed in this act or under any rule or order adopted under those sections, nor as affecting any proceeding instituted under those sections." [1995 c 342 § 10.]

Effective date—1995 c 342: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and shall take effect immediately [May 11, 1995]." [1995 c 342 § 11.]

RCW 90.46.010 Definitions. The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

(1) "Agricultural industrial process water" means water that has been used for the purpose of agricultural processing and has been adequately and reliably treated, so that as a result of that treatment, it is suitable for other agricultural water use.

(2) "Agricultural processing" means the processing of crops or milk to produce a product primarily for wholesale or retail sale for human or animal consumption, including but not limited to potato, fruit, vegetable, and grain processing.

(3) "Agricultural water use" means the use of water for irrigation and other uses related to the production of agricultural products. These uses include, but are not limited to, construction, operation, and maintenance of agricultural facilities and livestock operations at farms, ranches, dairies, and nurseries. Examples of these uses include, but are not limited to, dust control, temperature control, and fire control.

(4) "Constructed beneficial use wetlands" means those wetlands intentionally constructed on nonwetland sites to produce or create natural wetland functions and values.

(5) "Constructed treatment wetlands" means wetland-like impoundments intentionally constructed on nonwetland sites and managed for the primary purpose of further treatment or retention of reclaimed water as distinct from creating natural wetland functions and values.

(6) "Direct groundwater recharge" means the controlled subsurface addition of water directly into groundwater for the purpose of replenishing groundwater.

(7) "Domestic wastewater" means wastewater from greywater, toilet, or urinal sources.

(8) "Greywater or gray water" means domestic type flows from bathtubs, showers, bathroom sinks, washing machines, dishwashers, and kitchen or utility sinks. Gray water does not include flow from a toilet or urinal.

(9) "Industrial reuse water" means water that has been used for the purpose of industrial processing and has been adequately and reliably treated so that, as a result of that treatment, it is suitable for other uses.

(10) "Land application" means use of reclaimed water as permitted under this chapter for the purpose of irrigation or watering of landscape vegetation.

(11) "Lead agency" means either the department of health or the department of ecology that has been designated by rule as the agency that will coordinate, review, issue, and enforce a reclaimed water permit issued under this chapter.

(12) "Nonlead agency" means either the department of health or the department of ecology, whichever is not the lead agency for purposes of this chapter.

(13) "Person" means any state, individual, public or private corporation, political subdivision, governmental subdivision, governmental agency, municipality, copartnership, association, firm, trust estate, or any other legal entity whatever.

(14) "Planned groundwater recharge project" means any reclaimed water project designed for the purpose of recharging groundwater.

(15) "Reclaimed water" means water derived in any part from wastewater with a domestic wastewater component that has been adequately and reliably treated, so that it can be used for beneficial purposes. Reclaimed water is not considered a wastewater.

(16) "State drinking water contaminant criteria" means the contaminant criteria found in the drinking water quality standards adopted by the state board of health pursuant to chapter 43.20 RCW and the department of health pursuant to chapter 70A.125 RCW.

(17) "Streamflow or surface water augmentation" means the intentional use of reclaimed water for rivers and streams of the state or other surface water bodies, for the purpose of increasing volumes.

(18) "Surface percolation" means the controlled application of water to the ground surface or to unsaturated soil for the purpose of replenishing groundwater.

(19) "User" means any person who uses reclaimed water.

(20) "Wastewater" means water-carried wastes from residences, buildings, industrial and commercial establishments, or other places, together with such groundwater infiltration and inflow as may be present.

(21) "Wetland or wetlands" means areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted to life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Wetlands regulated under this chapter shall be delineated in accordance with the manual adopted by the department of ecology pursuant to RCW 90.58.380. [2020 c 20 § 1496; 2009 c 456 § 1; 2006 c 279 § 4; 2002 c 329 § 3; 2001 c 69 § 2; 1997 c 444 § 5; 1995 c 342 § 2; 1992 c 204 § 2.]

Alphabetization—2009 c 456: "The code reviser shall alphabetize and renumber the definitions in RCW 90.46.010." [2009 c 456 § 19.]

Alphabetization—2006 c 279: "The code reviser shall alphabetize and renumber the definitions in RCW 90.46.010." [2006 c 279 § 12.]

Severability—1997 c 444: "If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected." [1997 c 444 § 11.]

Construction—Effective date—1995 c 342: See notes following RCW 90.46.005.

RCW 90.46.015 Rules—Coordination with department of health—Consultation with advisory committee. (1) The department of ecology shall, in coordination with the department of health, adopt rules for reclaimed water use consistent with this chapter. The rules must address all aspects of reclaimed water use, including commercial and industrial uses, land applications, direct groundwater recharge, wetland discharge, surface percolation, constructed wetlands, and streamflow or surface water augmentation. The department of health shall, in coordination with the department of ecology, adopt rules for greywater reuse. The rules must also designate whether the department of ecology or the department of health will be the lead agency responsible for a particular aspect of reclaimed water use. In developing the rules, the departments of health and ecology shall amend or rescind any existing rules on reclaimed water in conflict with the new rules.

(2) All rules required to be adopted pursuant to this section must be completed no later than December 31, 2010, except that the department of ecology shall adopt rules for reclaimed water use no earlier than June 30, 2013.

(3) The department of ecology must consult with the advisory committee created under RCW 90.46.050 in all aspects of rule development required under this section. [2011 c 353 § 11; 2009 c 456 § 2; 2006 c 279 § 1.]

Intent—2011 c 353: See note following RCW 36.70A.130.

RCW 90.46.020 Interim standards for pilot projects for use of reclaimed water. (1) The department of ecology shall, in coordination with the department of health, develop interim standards for pilot projects under subsection (3) of this section on or before July 1, 1992, for the use of reclaimed water in land applications.

(2) The department of health shall, in coordination with the department of ecology, develop interim standards for pilot projects under subsection (3) of this section on or before November 15, 1992, for the use of reclaimed water in commercial and industrial activities.

(3) The department of ecology and the department of health shall assist interested parties in the development of pilot projects to aid in achieving the purposes of this chapter. [1992 c 204 § 3.]

RCW 90.46.030 Standards, procedures, and guidelines for industrial and commercial use of reclaimed water—Reclaimed water permits—Fee structure for permits—Formal agreements between the departments of health and ecology.

(1)(a) The department of health shall, in coordination with the department of ecology, adopt a single set of standards, procedures, and guidelines on or before August 1, 1993, for the industrial and commercial use of reclaimed water.

(b) Standards adopted under this section are superseded by any rules adopted by the department of ecology pursuant to RCW 90.46.015 as they relate to the industrial and commercial use of reclaimed water.

(2) Unless the department of ecology adopts rules pursuant to RCW 90.46.015 that relate to the industrial and commercial use of reclaimed water specifying otherwise, the department of health may issue a reclaimed water permit for industrial and commercial uses of reclaimed water to the generator of reclaimed water who may then distribute the water, subject to provisions in the permit governing the location, rate, water quality, and purposes of use. Permits issued after the adoption of rules under RCW 90.46.015 must be consistent with the adopted rules.

(3) The department of health in consultation with the advisory committee established in RCW 90.46.050, shall develop recommendations for a fee structure for permits issued under subsection (2) of this section. Fees shall be established in amounts to fully recover, and not exceed, expenses incurred by the department of health in processing permit applications and modifications, monitoring and evaluating compliance with permits, and conducting inspections and supporting the reasonable overhead expenses that are directly related to these activities. Permit fees may not be used for research or enforcement activities. The department of health shall not issue permits under this section until a fee structure has been established.

(4) A permit under this section for use of reclaimed water may be issued only to:

(a) A municipal, quasi-municipal, or other governmental entity;

(b) A private utility as defined in RCW 36.94.010; or

(c) The holder of a waste discharge permit issued under chapter 90.48 RCW.

(5) The authority and duties created in this section are in addition to any authority and duties already provided in law with regard to sewage and wastewater collection, treatment, and disposal for the protection of health and safety of the state's waters. Nothing in this section limits the powers of the state or any political subdivision to exercise such authority.

(6) Unless the department of ecology adopts rules pursuant to RCW 90.46.015 that relate to the industrial and commercial use of reclaimed water specifying otherwise, the department of health may implement the requirements of this section through the department of ecology by execution of a formal agreement between the departments. Upon execution of such an agreement, the department of ecology may issue reclaimed water permits for industrial and commercial uses of reclaimed water by issuance of permits under chapter 90.48 RCW, and may establish and collect fees as required for permits issued under chapter 90.48 RCW.

(7) Unless the department of ecology adopts rules pursuant to RCW 90.46.015 that relate to the industrial and commercial use of reclaimed water specifying otherwise, and before deciding whether to

issue a permit under this section to a private utility, the department of health may require information that is reasonable and necessary to determine whether the private utility has the financial and other resources to ensure the reliability, continuity, and supervision of the reclaimed water facility. [2006 c 279 § 5; 2005 c 59 § 1; 2002 c 329 § 4; 1992 c 204 § 4.]

RCW 90.46.040 Standards, procedures, and guidelines for land applications of reclaimed water. (1) The department of ecology shall, in coordination with the department of health, adopt a single set of standards, procedures, and guidelines, on or before August 1, 1993, for land applications of reclaimed water.

(2) Standards adopted under this section are superseded by any rules adopted by the department of ecology pursuant to RCW 90.46.015 as they relate to the land application of reclaimed water. [2009 c 456 § 3; 2006 c 279 § 6; 2005 c 59 § 2; 1992 c 204 § 5.]

RCW 90.46.042 Standards, procedures, and guidelines for direct recharge. (1) The department of ecology shall, in consultation with the department of health, adopt a single set of standards, procedures, and guidelines, on or before December 31, 1996, for direct recharge using reclaimed water. The standards shall address both water quality considerations and avoidance of property damage from excessive recharge.

(2) Standards adopted under this section are superseded by any rules adopted by the department of ecology pursuant to RCW 90.46.015 as they relate to direct recharge using reclaimed water. [2006 c 279 § 7; 1995 c 342 § 6.]

Construction—Effective date—1995 c 342: See notes following RCW 90.46.005.

RCW 90.46.044 Standards, procedures, and guidelines for discharge to wetlands. (1) The department of ecology shall, in consultation with the department of health, adopt a single set of standards, procedures, and guidelines, on or before June 30, 1996, for discharge of reclaimed water to wetlands.

(2) Standards adopted under this section are superseded by any rules adopted by the department of ecology pursuant to RCW 90.46.015 as they relate to discharge of reclaimed water to wetlands. [2006 c 279 § 8; 1995 c 342 § 7.]

Construction—Effective date—1995 c 342: See notes following RCW 90.46.005.

RCW 90.46.050 Advisory committee—Development of standards, procedures, and guidelines. The department of ecology shall, before July 1, 2006, form an advisory committee, in coordination with the department of health and the department of agriculture, which will provide technical assistance in the development of standards, procedures, and guidelines required by this chapter. The advisory committee shall be composed of a broad range of interested individuals

representing the various stakeholders that utilize or are potentially impacted by the use of reclaimed water. The advisory committee must also contain individuals with technical expertise and knowledge of new advancements in technology. [2006 c 279 § 2; 1995 c 342 § 9; 1992 c 204 § 6.]

Construction—Effective date—1995 c 342: See notes following RCW 90.46.005.

RCW 90.46.070 Exemption from standards, procedures, and guidelines. Any person lawfully using reclaimed water before April 2, 1992, may continue to do so and is not required to comply with the standards, procedures, and guidelines under chapter 90.46 RCW before July 1, 1995. [1992 c 204 § 8.]

RCW 90.46.072 Conflict resolution—Reclaimed water projects and chapter 372-32 WAC. On or before December 31, 1995, the department of ecology and department of health shall, in consultation with local interested parties, jointly review and, if required, propose amendments to chapter 372-32 WAC to resolve conflicts between the development of reclaimed water projects in the Puget Sound region and chapter 372-32 RCW [WAC]. [1995 c 342 § 8.]

Construction—Effective date—1995 c 342: See notes following RCW 90.46.005.

RCW 90.46.080 Use of reclaimed water for surface percolation—Establishment of discharge limit for contaminants. (1) Except as otherwise provided in this section, reclaimed water may be beneficially used for surface percolation provided the reclaimed water meets the state drinking water contaminant criteria as measured in groundwater beneath or down gradient of the recharge project site, and has been incorporated into a sewer or water comprehensive plan, as applicable, adopted by the applicable local government and approved by the department of health or department of ecology as applicable.

(2) If the state drinking water contaminant criteria do not contain a standard for a constituent or contaminant, the department of ecology shall establish a discharge limit consistent with the goals of this chapter, except as otherwise provided in this section.

(3) Except as otherwise provided in this section, reclaimed water that does not meet the state drinking water contaminant criteria may be beneficially used for surface percolation where the department of ecology, in consultation with the department of health, has specifically authorized such use at such lower standard.

(4) The provisions of this section are superseded by any rules adopted by the department of ecology pursuant to RCW 90.46.015 as they relate to surface percolation. [2009 c 456 § 4; 2006 c 279 § 9; 1997 c 444 § 6; 1995 c 342 § 3.]

Severability—1997 c 444: See note following RCW 90.46.010.

Construction—Effective date—1995 c 342: See notes following RCW 90.46.005.

RCW 90.46.090 Use of reclaimed water for discharge into constructed beneficial use wetlands and constructed treatment wetlands—Standards for discharge. (1) Reclaimed water may be beneficially used for discharge into constructed beneficial use wetlands and constructed treatment wetlands provided the reclaimed water meets the class A or B reclaimed water standards as defined in the reclamation criteria, and the discharge is incorporated into a sewer or water comprehensive plan, as applicable, adopted by the applicable local government and approved by the department of health or department of ecology as applicable.

(2) Reclaimed water that does not meet the class A or B reclaimed water standards may be beneficially used for discharge into constructed treatment wetlands where the department of ecology, in consultation with the department of health, has specifically authorized such use at such lower standards.

(3) (a) The department of ecology and the department of health must develop appropriate standards for discharging reclaimed water into constructed beneficial use wetlands and constructed treatment wetlands. These standards must be considered as part of the approval process under subsections (1) and (2) of this section.

(b) Standards adopted under this section are superseded by any rules adopted by the department of ecology pursuant to RCW 90.46.015 as they relate to discharge into constructed beneficial use wetlands and constructed treatment wetlands. [2006 c 279 § 10; 1997 c 444 § 7; 1995 c 342 § 4.]

Severability—1997 c 444: See note following RCW 90.46.010.

Construction—Effective date—1995 c 342: See notes following RCW 90.46.005.

RCW 90.46.100 Discharge of reclaimed water for streamflow augmentation. (1) Reclaimed water intended for beneficial reuse may be discharged for streamflow augmentation provided the reclaimed water meets the requirements of the federal water pollution control act, chapter 90.48 RCW, and is incorporated into a sewer or water comprehensive plan, as applicable, adopted by the applicable local government and approved by the department of health or department of ecology as applicable.

(2) Standards adopted under this section are superseded by any rules adopted by the department of ecology pursuant to RCW 90.46.015 as they relate to discharge of reclaimed water for streamflow augmentation. [2006 c 279 § 11; 1995 c 342 § 5.]

Construction—Effective date—1995 c 342: See notes following RCW 90.46.005.

RCW 90.46.110 Reclaimed water demonstration program—Demonstration projects. (1) The department of ecology shall establish and administer a reclaimed water demonstration program for the purposes of funding and monitoring the progress of five demonstration projects. The department shall work in cooperation with the department of health.

(2) The five demonstration projects will be:

(a) The city of Ephrata, to use class A reclaimed water for surface spreading that will recharge the groundwater and reduce the nitrate concentrations that currently exceed drinking water standards in domestic wells;

(b) Lincoln county, for a study of the use of reclaimed water to transport twenty-two million gallons a day from Spokane to water sources that will rehydrate and restore long depleted streambeds;

(c) The city of Royal City to replace an interim emergency sprayfield by using one hundred percent of its discharge as class A reclaimed water to enhance local wetlands and lakes in the winter, and potentially irrigate a golf course;

(d) The city of Sequim to implement a tertiary treatment system and reuse one hundred percent of the city's wastewater to reopen an existing shellfish closure area to benefit state and tribal resources, improve streamflows in the Dungeness river, and provide a sustainable water supply for irrigation purposes;

(e) The city of Yelm to use one hundred percent of its wastewater to provide alternative water supply for irrigation and industrial uses in order to offset increased demand for water supply, to protect the Nisqually river chum salmon runs, and to develop experimental artificial wetlands to test low cost treatment options.

(3) By September 30, 1997, the department of ecology shall enter into a grant agreement with the demonstration project jurisdictions that includes reporting requirements, timelines, and a fund disbursement schedule based on the agreed project milestones.

(4) Upon completion of the projects, the department of ecology shall report to the appropriate committees of the legislature on the results of the program.

(5) Demonstration projects which will discharge or otherwise deliver reclaimed water to federal reclamation project facilities or irrigation district facilities shall meet the requirements of the facilities' operating entity for such discharges or deliveries.

(6) No irrigation district, its directors, officers, employees, or agents operating and maintaining irrigation works for any purpose authorized by law, including the production of food for human consumption and other agricultural and domestic purposes, is liable for damages to persons or property arising from the implementation of the demonstration projects in this section. [1997 c 355 § 2.]

RCW 90.46.120 Use of water from wastewater treatment facility—Consideration in regional water supply plan or potable water supply plans—Consideration in reviewing provisions for water supplies for short plat, short subdivision, or subdivision—Report to the legislature. (1) The owner of a wastewater treatment facility that is reclaiming water with a permit issued under this chapter has the exclusive right to any reclaimed water generated by the wastewater treatment facility. Use, distribution, storage, and the recovery from storage of reclaimed water permitted under this chapter is exempt from the permit requirements of RCW 90.03.250 and 90.44.060, provided that a permit for recovery of reclaimed water from aquifer storage shall be reviewed under the standards established under RCW 90.03.370(2) for aquifer storage and recovery projects. Revenues derived from the reclaimed water facility shall be used only to offset the cost of operation of the wastewater utility fund or other applicable source of systemwide funding.

(2) If the proposed use of reclaimed water is to augment or replace potable water supplies or to create the potential for the development of an additional new potable water supply, then regional water supply plans, or any other potable water supply plans prepared by multiple water purveyors, must consider the proposed use of the reclaimed water as they are developed or updated.

(a) Regional water supply plans include those adopted under state board of health laws (chapter 43.20 RCW), the public water system coordination act of 1977 (chapter 70A.100 RCW), groundwater protection laws (chapter 90.44 RCW), and the watershed planning act (chapter 90.82 RCW).

(b) The requirement to consider the use of reclaimed water does not change the plan approval process established under these statutes.

(c) When regional water supply plans are being developed, the owners of wastewater treatment facilities that produce or propose to produce reclaimed water for use within the planning area must be included in the planning process.

(3) When reclaimed water is available or is proposed for use under a water supply or wastewater plan developed under chapter 43.20, 70A.100, 90.44, 90.48, or 90.82 RCW these plans must be coordinated to ensure that opportunities for reclaimed water are evaluated. The requirements of this subsection (3) do not apply to water system plans developed under chapter 43.20 RCW for utilities serving less than one thousand service connections.

(4) The provisions of any plan for reclaimed water, developed under the authorities in subsections (2) and (3) of this section, should be included by a city, town, or county in reviewing provisions for water supplies in a proposed short plat, short subdivision, or subdivision under chapter 58.17 RCW, where reclaimed water supplies may be proposed for nonpotable purposes in the short plat, short subdivision, or subdivision.

(5) By November 30, 2009, the department of ecology shall review comments from the reclaimed water advisory committee under RCW 90.46.050 and the reclaimed water and water rights advisory committee under the direction of the department of ecology and submit a recommendation to the legislature on the impairment requirements and standards for reclaimed water. The department of ecology shall also provide a report to the legislature that describes the opinions of the stakeholders on the impairment requirements and standards for reclaimed water. [2020 c 20 § 1497; 2009 c 456 § 5; 2007 c 445 § 3; 2003 1st sp.s. c 5 § 13; 1997 c 444 § 1.]

Findings—Intent—2007 c 445: See note following RCW 90.46.005.

Severability—2003 1st sp.s. c 5: See note following RCW 90.03.015.

Severability—1997 c 444: See note following RCW 90.46.010.

RCW 90.46.130 Impairment of water rights downstream from freshwater discharge points. (1) Except as provided in subsection (2) of this section, facilities that reclaim water under this chapter shall not impair any existing water right downstream from any freshwater discharge points of such facilities unless compensation or

mitigation for such impairment is agreed to by the holder of the affected water right.

(2) Agricultural water use of agricultural industrial process water and use of industrial reuse water under this chapter shall not impair existing water rights within the water source that is the source of supply for the agricultural processing plant or the industrial processing and, if the water source is surface water, the existing water rights are downstream from the agricultural processing plant's discharge points existing on July 22, 2001, or from the industrial processing's discharge points existing on June 13, 2002. [2002 c 329 § 5; 2001 c 69 § 4; 1997 c 444 § 4.]

Severability—1997 c 444: See note following RCW 90.46.010.

RCW 90.46.140 Greywater reuse—Standards, procedures, and guidelines—Rules. (1) The department of health shall develop standards, procedures, and guidelines for the reuse of greywater, consistent with RCW 43.20.230(2), by January 1, 1998.

(2) Standards, procedures, and guidelines developed by the department of health for reuse of greywater shall encourage the application of this technology for conserving water resources, or reducing the wastewater load, on domestic wastewater facilities, individual on-site sewage treatment and disposal systems, or community on-site sewage treatment and disposal systems.

(3) The department of health and local health officers may permit the reuse of greywater according to rules adopted by the department of health. [1997 c 444 § 8.]

Severability—1997 c 444: See note following RCW 90.46.010.

RCW 90.46.150 Agricultural industrial process water—Permit—Use—Referral to department of health. The permit to apply agricultural industrial process water to agricultural water use shall be the permit issued under chapter 90.48 RCW to the owner of the agricultural processing plant who may then distribute the water through methods including, but not limited to, irrigation systems, subject to provisions in the permit governing the location, rate, water quality, and purpose. In cases where the department of ecology determines that a significant risk to public health exists, in land application of the water, the department must refer the application to the department of health for review and consultation.

The owner of the agricultural processing plant who obtains a permit under this section has the exclusive right to the use of any agricultural industrial process water generated from the plant and to the distribution of such water through facilities including irrigation systems. Use and distribution of the water by the owner is exempt from the permit requirements of RCW 90.03.250, 90.03.380, 90.44.060, and 90.44.100.

Nothing in chapter 69, Laws of 2001 shall be construed to affect any right to reuse agricultural industrial discharge water in existence on or before July 22, 2001. [2001 c 69 § 3.]

RCW 90.46.160 Industrial reuse water—Permit. (1) The permit to use industrial reuse water shall be the permit issued under chapter 90.48 RCW to the owner of the plant that is the source of the industrial process water, who may then distribute the water according to provisions in the permit governing the location, rate, water quality, and purpose. In cases where the department of ecology determines that a proposed use may pose a significant risk to public health, the department shall refer the permit application to the department of health for review and consultation.

(2) The owner of the industrial plant who obtains a permit under this section has the exclusive right to the use of any industrial reuse water generated from the plant and to the distribution of such water. Use and distribution of the water by the owner is exempt from the permit requirements of RCW 90.03.250, 90.03.380, 90.44.060, and 90.44.100.

(3) Nothing in this section affects any right to reuse industrial process water in existence on or before June 13, 2002. [2002 c 329 § 6.]

RCW 90.46.200 Authority of the departments of ecology and health—Lead agency—Duties. (1) The department of ecology and the department of health shall have authority to carry out all the provisions of this chapter including, but not limited to, permitting and enforcement. Only the department of ecology or the department of health may act as a lead agency for purposes of this chapter and will be established as such by rule. Enforcement of a permit issued under this chapter shall be at the sole discretion of the lead agency that issued the permit.

(2) All permit applications shall be referred to the nonlead agency for review and consultation. The nonlead agency may choose to limit the scope of its review.

(3) The authority and duties created in this chapter are in addition to any authority and duties already provided in law. Nothing in this chapter limits the powers of the state or any political subdivision to exercise such authority. [2009 c 456 § 7.]

RCW 90.46.210 Lead agency—Authority to bring legal proceeding. The lead agency, with the assistance of the attorney general, is authorized to bring any appropriate action at law or in equity, including action for injunctive relief, as may be necessary to carry out the provisions of this chapter. The lead agency may bring the action in the superior court of the county in which the violation occurred or in the superior court of Thurston county. The court may award reasonable attorneys' fees for the cost of the attorney general's office in representing the lead agency. [2009 c 456 § 8.]

RCW 90.46.220 Permit. (1) Any person proposing to generate any type of reclaimed water for a use regulated under this chapter shall obtain a permit from the lead agency prior to distribution or use of that water. The permittee may then distribute and use the water, subject to the provisions in the permit. The permit must include provisions that protect human health and the environment. At a minimum, the permit must:

- (a) Assure adequate and reliable treatment; and
- (b) Govern the water quality, location, rate, and purpose of use.
- (2) A permit under this chapter may be issued only to:
 - (a) A municipal, quasi-municipal, or other governmental entity;
 - (b) A private utility as defined in RCW 36.94.010;
 - (c) The holder of a waste disposal permit issued under chapter 90.48 RCW; or
 - (d) The owner of an agricultural processing facility that is generating agricultural industrial process water for agricultural use, or the owner of an industrial facility that is generating industrial process water for reuse.
- (3) Before deciding whether to issue a permit under this section to a private utility, the lead agency may require information that is reasonable and necessary to determine whether the private utility has the financial and other resources to ensure the reliability, continuity, and supervision of the reclaimed water facility.
- (4) Permits shall be issued for a fixed term specified by the rules adopted under RCW 90.46.015. A permittee shall apply for permit renewal prior to the end of the term. The rules adopted under RCW 90.46.015 shall specify the process of renewal, modification, change of ownership, suspension, and termination.
- (5) The lead agency may deny an application for a permit or modify, suspend, or revoke a permit for good cause, including but not limited to, any case in which it finds that the permit was obtained by fraud or misrepresentation, or there is or has been a failure, refusal, or inability to comply with the requirements of this chapter or the rules adopted under this chapter.
- (6) The lead agency shall provide for adequate public notice and opportunity for review and comment on all initial permit applications and renewal applications. Methods for providing notice may include electronic mail, posting on the lead agency's internet site, publication in a local newspaper, press releases, mailings, or other means of notification the lead agency determines appropriate. The lead agency shall also publicize notice of final permitting decisions.
- (7) Any person aggrieved by a permitting decision has the right to an adjudicative proceeding. An adjudicative proceeding conducted under this subsection is governed by chapter 34.05 RCW. For any permit decision for which the department of ecology is the lead agency under this chapter, any appeal shall be in accordance with chapter 43.21B RCW. For any permit decision for which department of health is the lead agency under this chapter, any application for an adjudicative proceeding must be in writing, state the basis for contesting the action, include a copy of the decision, be served on and received by the department of health within twenty-eight days of receipt of notice of the final decision, and be served in a manner that shows proof of receipt.
- (8) Permit requirements for the distribution and use of greywater will be established in rules adopted by the department of health under RCW 90.46.015. [2009 c 456 § 9.]

RCW 90.46.230 Right to enter and inspect property related to the purpose of the permit—Administrative search warrant. (1) (a) Except as otherwise provided in (b) of this subsection, the lead agency or its designee shall have the right to enter and inspect any property related to the purpose of the permit, public or private, at reasonable

times with prior notification in order to determine compliance with laws and rules administered by the lead agency. During such inspections, the lead agency shall have free and unimpeded access to all data, facilities, and property involved in the generation, distribution, and use of reclaimed water.

(b) The lead agency or its designee need not give prior notification to enter property under (a) of this subsection if the purpose of the entry is to ensure compliance by the permittee with a prior order of the lead agency or if the lead agency or its designee has reasonable cause to believe there is a violation of the law that poses a serious threat to public health and safety or the environment.

(2) The lead agency or its designee may apply for an administrative search warrant to a court of competent jurisdiction and an administrative search warrant may issue where:

(a) The lead agency has attempted an inspection under this chapter and access has been actually or constructively denied; or

(b) There is reasonable cause to believe that a violation of this chapter or rules adopted under this chapter is occurring or has occurred. [2009 c 456 § 10.]

RCW 90.46.240 Plans, reports, specifications, and proposed methods of operation and maintenance to be submitted to departments.

All required feasibility studies, planning documents, engineering reports, and plans and specifications for the construction of new reclaimed water, agricultural industrial process water, and industrial reuse water facilities, including generation, distribution, and use facilities, or for improvements or extensions to existing facilities, and the proposed method of future operation and maintenance of said facility or facilities, shall be submitted to and be approved by the lead agency, before construction thereof may begin. No approval shall be given until the lead agency is satisfied that the plans, reports, and specifications and the methods of operation and maintenance submitted are adequate to protect the quality of the water for the intended use as provided for in this chapter and are adequate to protect public health and safety as necessary. [2009 c 456 § 11.]

RCW 90.46.250 Violation of chapter—Notification—Immediate action.

(1) When, in the opinion of the lead agency, a person violates or creates a substantial potential to violate this chapter, the lead agency shall notify the person of its determination by registered mail. The determination shall not constitute an appealable order or directive. Within thirty days from the receipt of notice of such determination, the person shall file with the lead agency a full report stating what steps have been and are being taken to comply with the determination of the lead agency. After the full report is filed or after the thirty days have elapsed, the lead agency may issue the order or directive as it deems appropriate under the circumstances, shall notify the person by registered mail, and shall inform the person of the process for requesting an adjudicative hearing.

(2) When it appears to the lead agency that water quality conditions or other conditions exist which require immediate action to protect human health and safety or the environment, the lead agency may issue a written order to the person or persons responsible without first issuing a notice of determination pursuant to subsection (1) of

this section. An order or directive issued pursuant to this subsection shall be served by registered mail or personally upon any person to whom it is directed, and shall inform the person or persons responsible of the process for requesting an adjudicative hearing. [2009 c 456 § 12.]

RCW 90.46.260 Penalty. Any person found guilty of willfully violating any of the provisions of this chapter, or any final written orders or directive of the lead agency or a court in pursuance thereof, is guilty of a gross misdemeanor, and upon conviction thereof shall be punished by a fine of up to ten thousand dollars and costs of prosecution, or by imprisonment in the county jail for up to three hundred sixty-four days, or both, in the discretion of the court. Each day upon which a willful violation of the provisions of this chapter occurs may be deemed a separate and additional violation. [2011 c 96 § 60; 2009 c 456 § 13.]

Findings—Intent—2011 c 96: See note following RCW 9A.20.021.

RCW 90.46.270 Violations—Civil penalty—Procedure. (1) Except as provided in RCW 43.05.060 through 43.05.080, 43.05.100, 43.05.110, and 43.05.150, any person who:

(a) Generates any reclaimed water for a use regulated under this chapter and distributes or uses that water without a permit;

(b) Violates the terms or conditions of a permit issued under this chapter; or

(c) Violates rules or orders adopted or issued pursuant to this chapter,

shall incur, in addition to any other penalty as provided by law, a penalty in an amount of up to ten thousand dollars per day for every violation. Each violation shall be a separate and distinct offense, and in case of a continuing violation, every day's continuance shall be a separate and distinct violation. Every act of commission or omission which procures, aids, or abets in the violation shall be considered a violation under the provisions of this section and subject to the penalty herein provided for. The penalty amount shall be set in consideration of the previous history of the violator and the severity of the violation's impact on public health, the environment, or both, in addition to other relevant factors.

(2) A penalty imposed by a final administrative order is due upon service of the final administrative order. A person who fails to pay a penalty assessed by a final administrative order within thirty days of service of the final administrative order shall pay, in addition to the amount of the penalty, interest at the rate of one percent of the unpaid balance of the assessed penalty for each month or part of a month that the penalty remains unpaid, commencing within the month in which the notice of penalty was served, and reasonable attorneys' fees as are incurred if civil enforcement of the final administrative order is required to collect penalty.

(3) A person who institutes proceedings for judicial review of a final administrative order assessing a civil penalty under this chapter shall place the full amount of the penalty in an interest bearing account in the registry of the reviewing court. At the conclusion of the proceeding the court shall, as appropriate, enter a

judgment on behalf of the lead agency and order that the judgment be satisfied to the extent possible from moneys paid into the registry of the court or shall enter a judgment in favor of the person appealing the penalty assessment and order return of the moneys paid into the registry of the court together with accrued interest to the person appealing. The judgment may award reasonable attorneys' fees for the cost of the attorney general's office in representing the lead agency.

(4) If no appeal is taken from a final administrative order assessing a civil penalty under this chapter, the lead agency may file a certified copy of the final administrative order with the clerk of the superior court in which the person resides, or in Thurston county, and the clerk shall enter judgment in the name of the lead agency and in the amount of the penalty assessed in the final administrative order.

(5) When the penalty herein provided for is imposed by the department of ecology, it shall be imposed pursuant to the procedures set forth in RCW 43.21B.300. All penalties imposed by the department of ecology pursuant to RCW 43.21B.300 shall be deposited into the state treasury and credited to the general fund.

(6) When the penalty is imposed by the department of health, it shall be imposed pursuant to the procedures set forth in RCW 43.70.095. All receipts from penalties shall be deposited into the health reclaimed water account. The department of health shall use revenue derived from penalties only to provide training and technical assistance to reclaimed water system owners and operators. [2009 c 456 § 14.]

RCW 90.46.280 Application of administrative procedure act to chapter. The provisions of chapter 34.05 RCW, the administrative procedure act, apply to all rule-making and adjudicative proceedings authorized by or arising under the provisions of this chapter. [2009 c 456 § 15.]

RCW 90.46.290 On-site nonpotable water systems—Risk-based water quality standards—Adoption of rules. (1)(a) By July 1, 2022, the department of health, in consultation with the Washington state building code council and the Washington state association of plumbers and pipefitters who participate in the development of the Uniform Plumbing Code under chapter 19.27 RCW, shall adopt rules for:

(i) Risk-based water quality standards for the on-site treatment and reuse of nonpotable alternative water sources for nonpotable end uses in multifamily residential, commercial, and mixed-use buildings, and district-scale projects, including a mix of multifamily residential, commercial, and mixed-use buildings; and

(ii) Construction standards to adopt the risk-based framework water quality standards.

(b) The department of health must ensure that rules adopted under this subsection take effect by December 31, 2022.

(2) At a minimum, the rules required under subsection (1) of this section must address the following:

(a) Risk-based log reduction targets for the removal of pathogens, such as enteric viruses, parasitic protozoa, and enteric bacteria for alternative water sources, including wastewater from all domestic fixtures, gray water, rainwater, and stormwater for

nonpotable end uses such as toilet and urinal supply water, clothes washing, irrigation, and dust suppression;

(b) Treatment and performance requirements;

(c) Water quality monitoring requirements;

(d) Reporting requirements for the treatment, performance, and water quality monitoring results;

(e) Notification and public information requirements;

(f) Cross-connection controls;

(g) Permitting;

(h) Any conflicts the rules adopted in this section have with the department of ecology's municipal stormwater general permit and guidance manuals on stormwater for eastern and western Washington. Any calculations of the amount of water that a property owner or permit holder must make to address runoff from impervious surfaces must reduce the amount of rainwater considered to be stormwater when it is captured to be used for alternative nonpotable end uses in buildings and projects; and

(i) The need for a water right impairment review through the department of ecology.

(3) (a) An on-site treated nonpotable water system in operation before January 1, 2022, must comply with the rules established pursuant to subsection (1) of this section by January 1, 2024.

(b) If a permitting local jurisdiction finds that the permittee is unable to come into compliance with the rules adopted under subsection (1) of this section because the engineering, repair, or replacement of the system is cost prohibitive, the local jurisdiction may grant the permittee a waiver of compliance with the rules.

(4) The department of health may consult or contract with other public or private entities including, but not limited to, the state building code council and the department of ecology for advice on state building code language, water rights, water quality, and other technical matters relating to adoption of the risk-based water quality standards pursuant to subsection (1) of this section.

(5) For the purposes of this section, "local jurisdiction" includes a county, city, or town. [2021 c 156 § 1.]



Permit Number: WA0022403

Permittee: SNOQUALMIE WWTP AND RECLAIM FACILITY

Facility County: King

Receiving Waterbody:

Monitoring Period: 05/01/2023 - 05/31/2023

Outfall: 002 - Reclaimed Water

Version: 1

Item 1.

Week	Monitoring Point	Coagulant Additive Lbs/Day Metered/Recorded	Dissolved Oxygen Milligrams/L (mg/L) Continuous Metered/Recorded	Turbidity (NTU) Measured Continuous Metered/Recorded	Flow Million Gallons/Day Continuous Metered/Recorded	Total Coliforms MPN/100 mL 1/Day Grab	Total Coliforms (7 Day Median) MPN/100 mL 1/Day Calculated
		FIL	002	002	002D	002D	002D
1-M	5/1/23	C	C	C	C	C	C
1-T	5/2/23	C	C	C	C	C	C
1-W	5/3/23	C	C	C	C	C	C
1-Th	5/4/23	C	C	C	C	C	C
1-F	5/5/23	C	C	C	C	C	C
1-Sa	5/6/23	C	C	C	C	C	C
2-Su	5/7/23	C	C	C	C	C	C
2-M	5/8/23	C	C	C	C	C	C
2-T	5/9/23	C	C	C	C	C	C
2-W	5/10/23	C	C	C	C	C	C
2-Th	5/11/23	C	C	C	C	C	C
2-F	5/12/23	C	C	C	C	C	C
2-Sa	5/13/23	C	C	C	C	C	C
3-Su	5/14/23	C	C	C	C	C	C
3-M	5/15/23	C	C	C	C	C	C
3-T	5/16/23	C	C	C	C	C	C
3-W	5/17/23	C	C	C	C	C	C
3-Th	5/18/23	C	C	C	C	C	C
3-F	5/19/23	C	C	C	C	C	C
3-Sa	5/20/23	C	C	C	C	C	C
4-Su	5/21/23	C	C	C	C	C	C
4-M	5/22/23	C	C	C	C	C	C
4-T	5/23/23	8	3.30	0.87	0.64	<1	1
4-W	5/24/23	7	3.10	1.21	0.89	<1	1
4-Th	5/25/23	14	2.76	1.00	0.74	<1	1
4-F	5/26/23	15	1.95	1.05	0.85	<1	1
4-Sa	5/27/23	10	1.95	0.67	0.82	<1	1
5-Su	5/28/23	7	2.22	0.50	0.80	<1	1
5-M	5/29/23	10	1.75	0.43	0.88	<1	1
5-T	5/30/23	16	2.04	1.27	0.84	<1	1
5-W	5/31/23	7	2.28	1.77	0.83	<1	1
Daily Minimum			1.75				
			>= 0.2 (RO)				
Average		10	2.37	.97	.81		
		Report Only	Report Only	<= 2	DL: 1.56		
Maximum		16			0.89		
		Report Only			Report Only		
Daily Maximum				1.77		<1	1
				<= 5 (RO)		<= 23 (RO)	<= 2.2 (RO)

Reporting Codes Used: B - Below Detection Limit/No Detection, C - No Discharge



Permit Number: WA0022403

Permittee: SNOQUALMIE WWTP AND RECLAIM FACILITY

Facility County: King

Receiving Waterbody:

Monitoring Period: 06/01/2023 - 06/30/2023

Outfall: 002 - Reclaimed Water

Version: 1

Item 1.

Week	Monitoring Point	Coagulant Additive Lbs/Day Metered/Recorded	Dissolved Oxygen Milligrams/L (mg/L) Continuous Metered/Recorded	Turbidity (NTU) Measured Continuous Metered/Recorded	Flow Million Gallons/Day Continuous Metered/Recorded	Total Coliforms MPN/100 mL 1/Day Grab	Total Coliforms (7 Day Median) MPN/100 mL 1/Day Calculated
		FIL	002	002	002D	002D	002D
1-Th	6/1/23	13.00	2.56	1.65	0.86	<1	1
1-F	6/2/23	9.00	2.45	2.37	0.82	<1	1
1-Sa	6/3/23	10.00	2.03	1.29	0.84	<1	1
2-Su	6/4/23	13.00	1.93	1.70	0.87	<1	1
2-M	6/5/23	11.00	1.96	1.59	0.43	<1	1
2-T	6/6/23	9.00	1.67	1.28	0.82	5.30	1
2-W	6/7/23	9.00	1.84	1.10	0.84	3.10	1
2-Th	6/8/23	12.00	1.87	0.59	0.87	<1	1
2-F	6/9/23	12.00	1.85	0.64	0.87	<1	1
2-Sa	6/10/23	11.00	1.75	0.69	0.05	<1	1
3-Su	6/11/23	C	C	C	C	C	C
3-M	6/12/23	18.00	1.69	0.77	0.29	<1	1
3-T	6/13/23	9.00	1.54	0.60	0.79	<1	1
3-W	6/14/23	7.00	1.49	1.79	0.04	<1	1
3-Th	6/15/23	C	C	C	C	C	C
3-F	6/16/23	C	C	C	C	C	C
3-Sa	6/17/23	8.00	1.49	0.97	0.05	<1	1
4-Su	6/18/23	C	C	C	C	C	C
4-M	6/19/23	C	C	C	C	C	C
4-T	6/20/23	C	C	C	C	C	C
4-W	6/21/23	C	C	C	C	C	C
4-Th	6/22/23	C	C	C	C	C	C
4-F	6/23/23	C	C	C	C	C	C
4-Sa	6/24/23	C	C	C	C	C	C
5-Su	6/25/23	C	C	C	C	C	C
5-M	6/26/23	C	C	C	C	C	C
5-T	6/27/23	C	C	C	C	C	C
5-W	6/28/23	12.00	1.98	4.83	0.38	<1	1
5-Th	6/29/23	17.00	2.10	1.56	0.80	<1	1
5-F	6/30/23	17.00	2.60	0.69	0.78	<1	1
Daily Minimum			1.49				
			>= 0.2 (RO)				
Average		11.59	2.23	1.42	.61		
		Report Only	Report Only	<= 2	DL: 1.56		
Maximum		18			0.87		
		Report Only			Report Only		
Daily Maximum				4.83		5.3	1
				<= 5 (RO)		<= 23 (RO)	<= 2.2 (RO)

Reporting Codes Used: B - Below Detection Limit/No Detection, C - No Discharge



Permit Number: WA0022403

Permittee: SNOQUALMIE WWTP AND RECLAIM FACILITY

Facility County: King

Receiving Waterbody:

Monitoring Period: 07/01/2023 - 07/31/2023

Outfall: 002 - Reclaimed Water

Version: 1

Item 1.

Week	Monitoring Point	Coagulant Additive Lbs/Day Metered/Recorded	Dissolved Oxygen Milligrams/L (mg/L) Continuous Metered/Recorded	Turbidity (NTU) Measured Continuous Metered/Recorded	Flow Million Gallons/Day Continuous Metered/Recorded	Total Coliforms MPN/100 mL 1/Day Grab	Total Coliforms (7 Day Median) MPN/100 mL 1/Day Calculated
		FIL	002	002	002D	002D	002D
1-Sa	7/1/23	11.00	2.06	0.63	0.76	<1	1
2-Su	7/2/23	14.00	1.99	0.66	0.80	<1	1
2-M	7/3/23	15.00	2.19	0.67	0.80	<1	1
2-T	7/4/23	16.00	2.10	0.66	0.80	<1	1
2-W	7/5/23	12.00	2.32	0.68	0.87	<1	1
2-Th	7/6/23	15.00	1.73	1.11	0.80	<1	1
2-F	7/7/23	14.00	1.81	0.88	0.82	<1	1
2-Sa	7/8/23	12.00	1.89	0.81	0.83	1.00	1
3-Su	7/9/23	19.00	1.96	0.70	0.83	<1	1
3-M	7/10/23	14.00	2.29	0.71	0.88	<1	1
3-T	7/11/23	14.00	1.91	0.64	0.82	<1	1
3-W	7/12/23	17.00	2.05	0.65	0.81	<1	1
3-Th	7/13/23	15.00	2.34	0.47	0.51	<1	1
3-F	7/14/23	15.00	2.20	1.41	0.82	1.00	1
3-Sa	7/15/23	14.00	2.20	0.66	0.81	<1	1
4-Su	7/16/23	16.00	1.96	0.64	0.83	<1	1
4-M	7/17/23	20.00	2.15	0.74	0.80	<1	1
4-T	7/18/23	10.00	2.11	0.58	0.77	<1	1
4-W	7/19/23	11.00	3.23	1.24	0.80	<1	1
4-Th	7/20/23	15.00	2.05	1.28	0.83	<1	1
4-F	7/21/23	13.00	1.57	1.05	0.76	<1	1
4-Sa	7/22/23	16.00	1.47	1.17	0.83	<1	1
5-Su	7/23/23	15.00	1.52	0.80	0.86	<1	1
5-M	7/24/23	11.00	1.33	0.79	0.83	<1	1
5-T	7/25/23	14.00	1.79	0.57	0.81	<1	1
5-W	7/26/23	19.00	1.52	1.12	0.81	<1	1
5-Th	7/27/23	14.00	1.43	1.42	0.79	<1	1
5-F	7/28/23	13.00	1.78	0.52	0.76	<1	1
5-Sa	7/29/23	13.00	1.82	0.48	0.11	<1	1
6-Su	7/30/23	14.00	1.79	0.48	0.80	<1	1
6-M	7/31/23	8.00	1.83	0.62	0.77	<1	1
Daily Minimum			1.33				
			>= 0.2 (RO)				
Average		14.1613	1.94806	0.80129	0.778065		
		Report Only	Report Only	<= 2	DL: 1.56		
Maximum		20			0.88		
		Report Only			Report Only		
Daily Maximum				1.42		1	1
				<= 5 (RO)		<= 23 (RO)	<= 2.2 (RO)

Reporting Codes Used: B - Below Detection Limit/No Detection



Permit Number: WA0022403

Permittee: SNOQUALMIE WWTP AND RECLAIM FACILITY

Facility County: King

Receiving Waterbody:

Monitoring Period: 08/01/2023 - 08/31/2023

Outfall: 002 - Reclaimed Water

Version: 1

Item 1.

Week	Monitoring Point	Coagulant Additive Lbs/Day Metered/Recorded	Dissolved Oxygen Milligrams/L (mg/L) Continuous Metered/Recorded	Turbidity (NTU) Measured NTU Continuous Metered/Recorded	Flow Million Gallons/Day Continuous Metered/Recorded	Total Coliforms MPN/100 mL 1/Day Grab	Total Coliforms (7 Day Median) MPN/100 mL 1/Day Calculated
		FIL	002	002	002D	002D	002D
1-T	8/1/23	19.00	1.96	0.05	0.79	<1	1.00
1-W	8/2/23	19.00	1.92	0.52	0.82	<1	1.00
1-Th	8/3/23	15.00	2.02	0.51	0.90	<1	1.00
1-F	8/4/23	14.00	1.96	0.49	0.85	<1	1.00
1-Sa	8/5/23	15.00	2.52	0.45	0.82	<1	1.00
2-Su	8/6/23	12.00	1.90	0.45	0.83	<1	1.00
2-M	8/7/23	12.00	2.17	0.59	0.26	<1	1.00
2-T	8/8/23	12.00	1.92	1.26	0.77	<1	1.00
2-W	8/9/23	17.00	2.08	0.52	0.88	<1	1.00
2-Th	8/10/23	12.00	1.80	0.76	0.84	<1	1.00
2-F	8/11/23	18.00	1.61	1.96	0.85	<1	1.00
2-Sa	8/12/23	12.00	2.90	0.55	0.87	<1	1.00
3-Su	8/13/23	17.00	1.57	0.57	0.87	<1	1.00
3-M	8/14/23	34.00	1.53	0.60	0.80	<1	1.00
3-T	8/15/23	18.00	2.43	0.50	0.89	<1	1.00
3-W	8/16/23	16.00	2.17	1.35	0.86	<1	1.00
3-Th	8/17/23	12.00	2.18	0.55	0.86	<1	1.00
3-F	8/18/23	11.00	2.87	1.59	0.90	<1	1.00
3-Sa	8/19/23	14.00	2.37	0.60	0.82	<1	1.00
4-Su	8/20/23	15.00	2.85	0.66	0.85	<1	1.00
4-M	8/21/23	16.00	1.89	0.75	0.88	<1	1.00
4-T	8/22/23	13.00	2.39	0.69	0.86	<1	1.00
4-W	8/23/23	12.00	2.60	0.68	0.84	<1	1.00
4-Th	8/24/23	19.00	2.49	0.97	0.82	<1	1.00
4-F	8/25/23	14.00	1.93	1.11	0.79	<1	1.00
4-Sa	8/26/23	20.00	1.70	0.69	0.80	<1	1.00
5-Su	8/27/23	21.00	2.11	0.82	0.86	<1	1.00
5-M	8/28/23	12.00	1.85	0.77	0.88	<1	1.00
5-T	8/29/23	13.00	2.01	0.74	0.83	<1	1
5-W	8/30/23	15.00	2.25	1.65	0.79	<1	1
5-Th	8/31/23	15.00	2.10	0.57	0.82	<1	1
Daily Minimum			1.53				
			>= 0.2 (RO)				
Average		15.6129	2.13065	0.773226	0.822581		
		Report Only	Report Only	<= 2	DL: 1.56		
Maximum		34			0.9		
		Report Only			Report Only		
Daily Maximum				1.96		1	1
				<= 5 (RO)		<= 23 (RO)	<= 2.2 (RO)

Reporting Codes Used: B - Below Detection Limit/No Detection



Permit Number: WA0022403

Permittee: SNOQUALMIE WWTP AND RECLAIM FACILITY

Facility County: King

Receiving Waterbody:

Monitoring Period: 09/01/2023 - 09/30/2023

Outfall: 002 - Reclaimed Water

Version: 1

Item 1.

Week	Monitoring Point	Coagulant Additive Lbs/Day Metered/Recorded	Dissolved Oxygen Milligrams/L (mg/L) Continuous Metered/Recorded	Turbidity (NTU) Measured NTU Continuous Metered/Recorded	Flow Million Gallons/Day Continuous Metered/Recorded	Total Coliforms MPN/100 mL 1/Day Grab	Total Coliforms (7 Day Median) MPN/100 mL 1/Day Calculated
		FIL	002	002	002D	002D	002D
1-F	9/1/23	5.00	2.33	0.68	0.14	<1	1
1-Sa	9/2/23	9.00	2.21	0.51	0.65	<1	1
2-Su	9/3/23	18.00	1.86	0.58	0.84	<1	1
2-M	9/4/23	10.00	1.82	0.75	0.84	<1	1
2-T	9/5/23	18.00	1.68	0.94	0.81	<1	1
2-W	9/6/23	12.00	1.36	0.87	0.78	<1	1
2-Th	9/7/23	17.00	3.02	0.79	0.88	<1	1
2-F	9/8/23	13.00	2.07	0.86	0.79	<1	1
2-Sa	9/9/23	14.00	2.31	0.65	0.80	<1	1
3-Su	9/10/23	17.00	2.02	1.15	0.89	<1	1
3-M	9/11/23	17.00	2.08	1.07	0.86	<1	1
3-T	9/12/23	15.00	2.76	0.71	0.79	<1	1
3-W	9/13/23	12.00	3.58	0.54	0.85	<1	1
3-Th	9/14/23	16.00	2.93	0.48	0.79	<1	1
3-F	9/15/23	15.00	3.35	0.68	0.20	<1	1
3-Sa	9/16/23	C	C	C	C	C	C
4-Su	9/17/23	C	C	C	C	C	C
4-M	9/18/23	C	C	C	C	C	C
4-T	9/19/23	C	C	C	C	C	C
4-W	9/20/23	C	C	C	C	C	C
4-Th	9/21/23	C	C	C	C	C	C
4-F	9/22/23	C	C	C	C	C	C
4-Sa	9/23/23	C	C	C	C	C	C
5-Su	9/24/23	C	C	C	C	C	C
5-M	9/25/23	C	C	C	C	C	C
5-T	9/26/23	C	C	C	C	C	C
5-W	9/27/23	C	C	C	C	C	C
5-Th	9/28/23	C	C	C	C	C	C
5-F	9/29/23	C	C	C	C	C	C
5-Sa	9/30/23	C	C	C	C	C	C
Daily Minimum			1.36				
			>= 0.2 (RO)				
Average		13.87	2.36	.75	.73		
		Report Only	Report Only	<= 2	DL: 1.56		
Maximum		18			0.89		
		Report Only			Report Only		
Daily Maximum				1.15		1	1
				<= 5 (RO)		<= 23 (RO)	<= 2.2 (RO)

Reporting Codes Used: B - Below Detection Limit/No Detection, C - No Discharge



CITY COUNCIL ROUNDTABLE MEETING MINUTES CITY COUNCIL REGULAR MEETING MINUTES July 8, 2024

ROUNDTABLE MEETING

CALL TO ORDER & ROLL CALL: Mayor Ross called the Roundtable Meeting to order at 6:00 pm.

City Council: Councilmembers Bryan Holloway, Louis Washington, Catherine Cotton, Cara Christensen, and Jo Johnson.

It was moved by CM Holloway, seconded by CM Christensen to:

Excuse CM Benson and Wotton's absence this evening.

PASSED: 5-0 (Holloway, Washington, Cotton, Christensen, Johnson)

Mayor Katherine Ross was also present.

City Staff Present: David Linehan, Interim City Attorney; Mike Chambless, City Administrator; Deana Dean, City Clerk; Gretchen Garrett, Deputy City Clerk (remote); Jeff Hamlin, Parks & Public Works Director; Dylan Gamble, CIP Manager; Patrick Fry, Project Engineer; Danna McCall, Communications Coordinator; Drew Bouta, Finance Director; Fletcher Lacroix, IT Director; Emily Arteche, Community Development Director (remote); and Andrew Jongekryg, IT Support.

AGENDA APPROVAL

It was moved by CM Holloway, seconded by CM Johnson to approve the agenda which was unanimously approved.

SPECIAL BUSINESS

1. **AB24-075: 2025-2030 Non-Utilities Capital Improvement Plan.** This item was introduced by Finance Director Drew Bouta for presentation and discussion regarding options for the Community Center Expansion Project. Handouts provided. Topics included the original 2025-2030 CIP proposal, Option #1 a one-year delay, Option #2 a two-year delay, and Option #3 a two-year delay with a scope reduction. Council questions followed. Josh Sutton, Facilities Executive, from the YMCA addressed Council regarding school district costs for use of the Kent pool. CM Holloway noted that the intent of the motion at the June 24, 2024, meeting was that at a time when an acceptable set of funding options occurs, to move forward with this project. Discussion followed.

It was moved by CM Johnson, seconded by CM Christensen to adjourn the Roundtable Meeting. The meeting ended at 6:46 pm.

REGULAR MEETING

CALL TO ORDER: Mayor Ross called the Regular Meeting to order 7:00 pm.

City Council: Councilmembers Robert Wotton, Bryan Holloway, Louis Washington, Catherine Cotton, Cara Christensen, and Jo Johnson. Councilmember Benson's attendance was excused at the 6:00 pm Roundtable meeting.

Mayor Katherine Ross was also present.

City Staff:

David Linehan, Interim City Attorney; Mike Chambless, City Administrator; Deana Dean, City Clerk; Gretchen Garrett, Deputy City Clerk (remote); Danna McCall, Communications Coordinator; Brian Lynch, Police Chief; Gary Horejsi, Police Captain; Dimitry Vladis, Police Sergeant; Chase Smith, Police Sergeant; Michael Liebetrau, Police Evidence and Records Technician; Pamela Mandery, Police Support Officer; Jason Weiss, Police Sergeant; Marcus Sanchez, Police Officer; Emily Arteche, Community Development Director (remote); Jeff Hamlin, Parks & Public Works Director; Dylan Gamble, CIP Manager; Patrick Fry, Project Engineer; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Jen Hughes, Budget Analyst; Fletcher Lacroix, IT Director; and Andrew Jongekryg, IT Support.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

It was moved by CM Holloway; seconded by CM Johnson to:

Approve the agenda as amended.

PASSED: 6-0 (Wotton, Holloway, Washington, Cotton, Christensen, Johnson)

It was moved by CM Holloway, seconded by CM Christensen to:

Add a Closed Session after Executive Session.

PASSED: 6-0 (Wotton, Holloway, Washington, Cotton, Christensen, Johnson)

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Public Hearings

Appointments

2. Introduction of Sergeant Dmitriy Vladis. Police Chief Lynch introduced this item and spoke to Sergeant Vladis' experience and qualifications. Badge pinning performed by Sergeant Vladis' wife Courtney. Photos followed and Sergeant Vladis said a few words.

Presentations

3. Society of St. Vincent de Paul. Presentation provided by Maggie Jonascue and Jim Jordan of Society of St. Vincent de Paul. Council questions followed.

4. Introduction of the Utility Rate Study and Schedule / 2025-2030 Utilities Capital Improvement Plan (CIP). This item was introduced by CIP Manager Dylan Gamble. Presentation by Sergey Tarasov of FCS Group who appeared remotely. Topics included background, overview of rate setting process, financial policies, key assumptions, scenarios for consideration, scenario summaries, discussion and directions, and next steps. Council questions followed.

Proclamations

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

5. Approve the City Council Meeting Minutes dated June 24, 2024.
6. Approve the Claims Report dated July 8, 2024

It was moved by CM Washington; seconded by CM Holloway to:
Approve the consent agenda.

PASSED: 6-0 (Wotton, Holloway, Washington, Cotton, Christensen, Johnson)

ORDINANCES

7. **AB24-078:** SR-202 Elk Fields Speed Limit Reduction. Introduction read into the record by CM Holloway. This is the first reading of Ordinance 1291.

It was moved by CM Holloway; seconded by CM Washington to:

Authorize the first reading of Ordinance 1291 amending the Snoqualmie Municipal Code to reduce the speed limit of SR-202 from Mile post 27.95 to Mile Post 28.28, the Southerly City Limits, from 50 MPH to 40 MPH and set forth the second reading and adoption at the July 22, 2024, City Council meeting.

It was moved by CM Holloway; seconded by CM Cotton to:

Waive Council Rule of Procedure 9.6.2.2 and adopt Ordinance 1291 amending the Snoqualmie Municipal Code to reduce the speed limit of SR-202 from Mile post 27.95 to Mile Post 28.28, the Southerly City Limits, from 50 MPH to 40 MPH on first and final reading.

PASSED: 6-0 (Wotton, Holloway, Washington, Cotton, Christensen, Johnson)

(Note: The Ordinance was re-numbered to 1292 due to a Scrivener's error.)

COMMITTEE REPORTS

Public Safety Committee: No report.

Community Development Committee: No report.

Parks & Public Works Committee:

8. **AB24-075:** 2025-2030 Non-Utilities Capital Improvement Plan (CIP). Introduction read into the record by CM Holloway. This is a continued discussion from the 6:00 pm Roundtable meeting.

It was moved by CM Holloway; seconded by CM Christensen to:

Approve Resolution No. 1692 approving the 2025-2030 Non-Utility Capital Improvement Plan, with Option #1 as presented earlier.

PASSED: 5-0 (Holloway, Washington, Cotton, Christensen, Johnson)

- Public comment in support of the Community Center Expansion Project provided by Josh Sutton of the YMCA.

It was moved by CM Holloway, seconded by CM Washington to:

Add footnote to CIP that the intent is that as soon as an acceptable set of options and funding is secure to move forward with this project.

PASSED: 5-1 (Holloway, Washington, Cotton, Christensen, Johnson) NAY: Wotton

Resolution 1693 will be brought back to Finance & Administration Committee and the next Council meeting.

At 9:00 pm, Council took a 5-minute recess.

At 9:06 pm, Council returned to open session.

9. Introduction of the Utility Rate Study and Schedule / 2025-2030 Utilities Capital Improvement Plan (CIP). CIP Manager Dylan Gamble continued the discussion from above. Council questions followed.

Finance & Administration Committee: No report.

Committee of the Whole: No report.

REPORTS

10. Mayor's Report:

- The city had a fantastic 4th of July event and appreciates the Ridge ROA, Church on the Ridge, and the city staff who helped make it successful. It was very well attended by residents and those from outside the city.
- North Bend and Snoqualmie begin discussions on the police services agreement this month.
- Two police officers will be graduating from the Academy this week.
- The city received notice that Echo Glen has applied for permitting for construction of the perimeter fence.
- The next K4C meeting is July 16th.

11. Commission/Committee Liaison Reports:

- CM Christensen provided an update on SCA PIC noting feedback is sought regarding asylee and refugee accommodations.
 - CM Cotton provided an update from the June SCA public health briefing, and an update on the Arts Commission.
12. Department Reports for June 2024. City Administrator Mike Chambless reviewed department reports for June 2024.

It was moved by CM Johnson; seconded by CM Christensen to:

Extend Council meeting past 10:00 pm.

PASSED: 5-0 (Holloway, Washington, Cotton, Christensen, Johnson)

EXECUTIVE SESSION

13. Executive Session pursuant to RCW 42.30.110(1)(i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; (ii) Litigation that the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity; or (iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency; lasting approximately 35 minutes.

ADD ON:

14. Closed Session pursuant to RCW 42.30.140(4)(b) for the planning or adoption of a strategy or position to be taken during the course of any collective bargaining proceedings, or reviewing the proposals made in the negotiations or proceedings; lasting approximately 2 minutes.

Council went into Executive Session at 9:26 pm which was expected to end at 10:00 pm.

Council reconvened at 10:00 pm.

It was moved by CM Johnson; seconded by CM Christensen to:

Authorize an increase with Pacifica Law Group in the amount of \$50,000.

PASSED: 5-0 (Holloway, Washington, Cotton, Christensen, Johnson)

It was moved by CM Christensen; seconded by CM Johnson to:

Approve the settlement agreement with Nigel Draveling dated June 26, 2024.

PASSED: 5-0 (Holloway, Washington, Cotton, Christensen, Johnson)

ADJOURNMENT

It was moved by CM Holloway; seconded by CM Christensen to:

Adjourn the meeting.

PASSED: 5-0 (Holloway, Washington, Cotton, Christensen, Johnson)

Meeting was adjourned at 10:01 pm.

CITY OF SNOQUALMIE

Katherine Ross, Mayor

Attest:

Deana Dean, City Clerk

DRAFT



Drew Bouta, Director of Finance

38624 SE River St. | PO Box 987

Snoqualmie, Washington 98065

(425) 888-1555 | dbouta@snoqualmiewa.gov

To: City Council
Finance & Administration Committee

From: Drew Bouta, Director of Finance

Date: July 22, 2024

Subject: CLAIMS REPORT
Approval of payments for the period: June 26, 2024, through July 8, 2024

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 following table summarizes the claims and payments authorized by the Finance Director:

The foregoing amounts were budgeted in the 2023-2024 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](#)

CITY OF SNOQUALMIE
Disbursements for Council Approval
Claims, Payroll and Miscellaneous

CLAIMS						
Batch ID	Date	Warrants		Amount	ACH	
		From #	Thru #		Qty	Amount
100	7/3/2024	82140	82177	\$ 648,039.50	38	648,039.50
101	7/3/2024	82178	82273	\$ 1,734,472.44	96	1,734,472.44
						-
						-
						-
Grand Total						2,382,511.94

PAYROLL (Including Payroll Benefits)						
Batch ID	Date	Warrants		Amount	ACH	
		From #	Thru #		Qty	Amount
PR 7-8-24	7/8/2024				112	\$ 446,151.53
PRV 7-8-24	7/8/2024	62509	62516	\$ 6,989.30	15	\$ 528,055.40
						-
						-
Grand Total						981,196.23

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
6/26/2024	Dept. of Revenue - Monthly Excise Tax	\$ 45,612.38		\$ 45,612.38
7/1/2024	Merchant Card Fees - Bankcard	\$ 9,008.61		\$ 9,008.61
7/2/2024	Merchant Card Fees - Bluefin	\$ 660.81		\$ 660.81
7/2/2024	Merchant Card Fees - Merchant Transact	\$ 785.83		\$ 785.83
7/2/2024	Navia - 2024 FSA Plan Reimbursements	\$ 522.47		\$ 522.47
7/2/2024	Navia - 2024 HRA Plan Reimbursements	\$ 5,443.75		\$ 5,443.75
7/3/2024	Merchant Card Fees - Tyler Munis	\$ 69.82		\$ 69.82
7/5/2024	Merchant Card Fees - American Express	\$ 1,354.90		\$ 1,354.90
7/5/2024	Merchant Card Fees - Tyler Munis - American Expre	\$ 2.01		\$ 2.01
				-
Grand Total				63,460.58

Total **3,427,168.75**

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 Bouta

Jul 9, 2024

Drew Bouta, Director of Finance

Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$648,039.50

For claims warrants numbered 82140 through 82177 & dated 6/27/2024

For claims warrants numbered 82140 through 82177 & dated 6/27/2024											#100		
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE	
AMZONCAP	FIRS2210 531000	Office Supplies	2024	6	INV	Paid	443.17	82140	1NDM-T7VX-IJ91	Replacement Batteries/Paper Towels	45446	6/27/2024	
AMZONCAP	FIRS2220 531910	Operating Supplies	2024	6	INV	Paid	76.20	82140	193Q-H66K-7KCY	Laundry Detergent	45440	6/27/2024	
Control Systems	41759436 563000	WRF Improve Construction	2024	6	INV	Paid	12,988.17	82141	1639R	Onsite MCC equip verif, inspect, config, & testing	45453	6/27/2024	
CORPPAY	CLKS1420 541000	Professional Svcs - General	2024	6	INV	Paid	262.50	82142	6/24 DD	City Credit Card D. Dean	45464	6/27/2024	
CORPPAY	CLKS1420 542300	Postage & Freight	2024	6	INV	Paid	24.47	82142	6/24 DD	City Credit Card D. Dean	45464	6/27/2024	
CORPPAY	EMGS2560 531911	SECAST Van M&O Supplies	2024	6	INV	Paid	210.00	82142	6/24 JR	City Credit Card J. Rellamas	45464	6/27/2024	
CORPPAY	EMGS2560 531911	SECAST Van M&O Supplies	2024	6	INV	Paid	29.41	82142	6/24 M Bailey	City Credit Card M. Bailey	45464	6/27/2024	
CORPPAY	EXES1310 543000	Training & Travel	2024	6	INV	Paid	393.65	82142	6/24 KR	City Credit Card K. Ross	45464	6/27/2024	
CORPPAY	EXES1310 549100	City-Sponsored Expenses	2024	6	INV	Paid	30.25	82142	6/24 JH	City Credit Card J. Hamlin	45464	6/27/2024	
CORPPAY	FIRS2210 523100	Clothing Allowance	2024	6	INV	Paid	62.91	82142	6/24 JR	City Credit Card J. Rellamas	45464	6/27/2024	
CORPPAY	FIRS2210 531000	Office Supplies	2024	6	INV	Paid	42.91	82142	6/24 JR	City Credit Card J. Rellamas	45464	6/27/2024	
CORPPAY	FIRS2210 549100	City-Sponsored Expenses	2024	6	INV	Paid	144.25	82142	6/24 JR	City Credit Card J. Rellamas	45464	6/27/2024	
CORPPAY	FIRS2220 523100	Clothing Allowance	2024	6	INV	Paid	164.59	82142	6/24 M Bailey	City Credit Card M. Bailey	45464	6/27/2024	
CORPPAY	FIRS2220 531050	Uniforms & Protective Gear	2024	6	INV	Paid	40.66	82142	6/24 M Bailey	City Credit Card M. Bailey	45464	6/27/2024	
CORPPAY	FIRS2220 531910	Operating Supplies	2024	6	INV	Paid	340.00	82142	6/24 M Bailey	City Credit Card M. Bailey	45464	6/27/2024	
CORPPAY	FIRS2245 543000	Training & Travel	2024	6	INV	Paid	503.82	82142	6/24 M Bailey	City Credit Card M. Bailey	45464	6/27/2024	
CORPPAY	HUMS1810 541420	HR-Related Services	2024	6	INV	Paid	257.73	82142	6/24 KJ	City Credit Card K. Johnson	45464	6/27/2024	
CORPPAY	STR54290 549100	City-Sponsored Expenses	2024	6	INV	Paid	13.23	82142	6/24 JH	City Credit Card J. Hamlin	45464	6/27/2024	
CORPPAY	40153410 523300	Reimb - Dues, Licenses & Cert	2024	6	INV	Paid	225.00	82142	6/24 JH	City Credit Card J. Hamlin	45464	6/27/2024	
CORPPAY	40153410 523300	Reimb - Dues, Licenses & Cert	2024	6	INV	Paid	450.00	82142	6/24 JQ	BAT Certification- Hebel & Hilton	45464	6/27/2024	
CORPPAY	40153410 543000	Training & Travel	2024	6	INV	Paid	1,540.00	82142	6/24 JH	City Credit Card J. Hamlin	45464	6/27/2024	
CORPPAY	51051821 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	1,807.60	82142	6/24 DH	City Credit Card D. Harris	45464	6/27/2024	
COS	FIRS2250 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	855.43	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS	NONS1820 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	194.02	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS	PKF57680 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	14,203.50	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS	POLS2150 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	971.18	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS	STR54230 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	2,097.78	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS	STR54270 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	195.34	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS	40153481 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	887.81	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS	40153935 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	250.07	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS	40253580 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	8,607.95	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS	40353130 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	969.48	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS	51051821 547300	Water - Sewer - Stormwater	2024	6	INV	Paid	6,422.86	82143	UB 5/24	COS UB 5/24	45449	6/27/2024	
COS BD	31126050 541073	C Pk Sprayground - Design	2024	6	INV	Paid	1,856.91	82144	PLMB2024-013	For City of Snoq Plumbing Permit C Pk Sprayground	45454	6/27/2024	
CPSE	FIRS2210 541000	Professional Svcs - General	2024	6	INV	Paid	3,060.00	82145	05-19045	Ctr for Public Sfty Excellence strategic planning	45440	6/27/2024	
Deana Dean	COUS1160 549100	City-Sponsored Expenses	2024	6	INV	Paid	74.39	82146	RE D Dean	snacks, beverages for June 10, 2024 Council Mtg.	45454	6/27/2024	
DOE2	40253510 541561	Water Quality Program Fees	2024	6	INV	Paid	10,103.50	82147	24-WA00224038-1	Permitting fees NPDES Water Quality prgrm	45345	6/27/2024	
FCSGROUP	PLNS5860 541000	Professional Svcs - General	2024	6	INV	Paid	9,813.75	82148	3743-22405103	Capital Facilities Funding Plan	45429	6/27/2024	
GALLSLLC	FIRS2220 531050	Uniforms & Protective Gear	2024	6	INV	Paid	27.12	82149	027883554	Embroiderable Rectangle Patch	45420	6/27/2024	
GALLSLLC	FIRS2220 531050	Uniforms & Protective Gear	2024	6	INV	Paid	251.20	82149	027993915	Leather Boots	45432	6/27/2024	
HD Fowler	40353130 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	59.32	82150	I6719890	Replacement gasket for storm line access cover	45447	6/27/2024	
KBM	LEG51541 541100	Outside Legal Services - Gen	2024	6	INV	Paid	1,512.00	82151	22689	Pre-Defense General	45446	6/27/2024	
KC 710	50251888 542200	INET Internet Network Services	2024	6	INV	Paid	1,023.00	82152	11014655	King County INET	45412	6/27/2024	
KC 710	50251888 542200	INET Internet Network Services	2024	6	INV	Paid	1,023.00	82152	11014704	King County INET	45443	6/27/2024	
Kennedy/Jenks	40253580 541050	Engineering Services	2024	6	INV	Paid	14,803.20	82153	172155	Mixing zone study data review and analysis	45443	6/27/2024	
KI 2	FIRS2220 523100	Clothing Allowance	2024	6	INV	Paid	235.93	82154	9397	Slv strpg, hat emblm, brass cutout, gloss, nmlplate	45442	6/27/2024	
LAI	FIRS2220 531912	EMS Supplies & Equipment	2024	6	INV	Paid	630.62	82155	1420310	gloves, test strips, face mask, saline rinse bandg	45378	6/27/2024	
LAI	FIRS2220 531912	EMS Supplies & Equipment	2024	6	INV	Paid	776.24	82155	1420317	N95 face mask	45378	6/27/2024	
Landscape Structures	31126050 563009	C Pk Sprayground - Construct	2024	6	INV	Paid	160,350.00	82156	INV-139610-MAY	For May Sitework of the Splashpad	45446	6/27/2024	
LDC	PLNS5860 541000	Professional Svcs - General	2024	6	INV	Paid	550.50	82157	34610	Snoqualmie Middle Housing	45426	6/27/2024	
LEVEL3	50251888 542000	Telephone Service	2024	6	INV	Paid	57.88	82158	692235614	Monthly Telephone Service	45444	6/27/2024	
LIFTOFF	50251881 548860	Hardware-Software Maintenance	2024	6	INV	Paid	30,570.00	82159	7305Ren24A	0365 Licenses Annual Renewal	45448	6/27/2024	
LIFTOFF	50251881 548860	Hardware-Software Maintenance	2024	6	INV	Paid	31,188.00	82159	7305Ren24B	0365 G3 Licenses Annual Renewal	45448	6/27/2024	

LOUDEDGE	40153481 549300	Printing	2024	6	INV	Paid	125.00	82160 C05-060124-B	Water Quality Report	45444	6/27/2024
LOUDEDGE	40153481 549300	Printing	2024	6	INV	Paid	95.00	82160 C05-120122-B	Flood Report	45261	6/27/2024
MACDMILL	PKF57680 548000	Repair & Maintenance Services	2024	6	INV	Paid	1,306.55	82161 SVC288039	Burst water line repair	45324	6/27/2024
MACDMILL	PKF57680 548000	Repair & Maintenance Services	2024	6	INV	Paid	1,310.07	82161 SVC290899	repair pipe leak under building	45351	6/27/2024
MACDMILL	PKF57680 548000	Repair & Maintenance Services	2024	6	INV	Paid	2,448.07	82161 SVC290915	urinal not draining-repair	45351	6/27/2024
MACDMILL	PKF57680 548000	Repair & Maintenance Services	2024	6	INV	Paid	1,616.32	82161 SVC297332	urinal leak backside chase room	45412	6/27/2024
Michael Liebetrau	POL52110 542300	Postage & Freight	2024	6	INV	Paid	4.75	82162 RE M Liebetrau 10/23	Reimb. M Liebetrau 10/23 card stock, gear, postage	45455	6/27/2024
Michael Liebetrau	POL52110 542300	Postage & Freight	2024	6	INV	Paid	8.04	82162 RE M Liebetrau 11/23	Reimb. M Liebetrau 11/23 postage & patches	45455	6/27/2024
Michael Liebetrau	POL52110 542300	Postage & Freight	2024	6	INV	Paid	10.81	82162 RE M Liebetrau 8/23	Reimb. M. Liebetrau 8/2023	45455	6/27/2024
Michael Liebetrau	POL52121 531050	Uniforms & Protective Gear	2024	6	INV	Paid	76.23	82162 RE M Liebetrau 10/23	Reimb. M Liebetrau 10/23 card stock, gear, postage	45455	6/27/2024
Michael Liebetrau	POL52122 531000	Office Supplies	2024	6	INV	Paid	4.61	82162 RE M Liebetrau 10/23	Reimb. M Liebetrau 10/23 card stock, gear, postage	45455	6/27/2024
Michael Liebetrau	POL52122 531000	Office Supplies	2024	6	INV	Paid	15.20	82162 RE M Liebetrau 5/23	Reimb. M Liebetrau silver markers 5/25/23	45455	6/27/2024
Michael Liebetrau	POL52122 531000	Office Supplies	2024	6	INV	Paid	24.03	82162 RE M Liebetrau 6/23	Reimb. M Liebetrau book stand, copy stamp 6/2023	45455	6/27/2024
Michael Liebetrau	POL52122 531000	Office Supplies	2024	6	INV	Paid	59.42	82162 RE M Liebetrau 7/23	Reimb. M Liebetrau 7/23 off suppl, gear, op suppl	45455	6/27/2024
Michael Liebetrau	POL52122 531000	Office Supplies	2024	6	INV	Paid	153.20	82162 RE M Liebetrau 8/23	Reimb. M. Liebetrau 8/2023	45455	6/27/2024
Michael Liebetrau	POL52122 531000	Office Supplies	2024	6	INV	Paid	15.44	82162 RE M Liebetrau 9/23	Reimb. M Liebetrau 9/23	45455	6/27/2024
Michael Liebetrau	POL52122 531050	Uniforms & Protective Gear	2024	6	INV	Paid	49.01	82162 RE M Liebetrau 11/23	Reimb. M Liebetrau 11/23 postage & patches	45455	6/27/2024
Michael Liebetrau	POL52122 531050	Uniforms & Protective Gear	2024	6	INV	Paid	131.43	82162 RE M Liebetrau 9/23	Reimb. M Liebetrau 9/23	45455	6/27/2024
Michael Liebetrau	POL52122 531820	Info Tech Components	2024	6	INV	Paid	179.59	82162 RE M Liebetrau 8/23	Reimb. M. Liebetrau 8/2023	45455	6/27/2024
Michael Liebetrau	POL52122 531820	Info Tech Components	2024	6	INV	Paid	99.77	82162 RE M Liebetrau 5/23	Reimb. M Liebetrau 9/23	45455	6/27/2024
Michael Liebetrau	POL52122 531910	Operating Supplies	2024	6	INV	Paid	525.69	82162 RE M Liebetrau 1/24	Reimb. M Liebetrau 1/24 suppl for Sgt assessmt	45455	6/27/2024
Michael Liebetrau	POL52122 531910	Operating Supplies	2024	6	INV	Paid	26.34	82162 RE M Liebetrau 3/23	Reimb. M Liebetrau food for Access Audit 3/16/23	45455	6/27/2024
Michael Liebetrau	POL52122 531910	Operating Supplies	2024	6	INV	Paid	23.09	82162 RE M Liebetrau 7/23	Reimb. M Liebetrau 7/23 off suppl, gear, op suppl	45455	6/27/2024
Michael Liebetrau	POL52122 531910	Operating Supplies	2024	6	INV	Paid	130.15	82162 RE M Liebetrau 8/23	Reimb. M. Liebetrau 8/2023	45455	6/27/2024
Michael Liebetrau	POL52122 531910	Operating Supplies	2024	6	INV	Paid	497.27	82162 RE M Liebetrau 9/23	Reimb. M Liebetrau 9/23	45455	6/27/2024
Michael Liebetrau	01452110 542300	Postage & Freight	2024	6	INV	Paid	1.83	82162 RE M Liebetrau 10/23	Reimb. M Liebetrau 10/23 card stock, gear, postage	45455	6/27/2024
Michael Liebetrau	01452122 531050	Uniforms & Protective Gear	2024	6	INV	Paid	49.00	82162 RE M Liebetrau 11/23	Reimb. M Liebetrau 11/23 postage & patches	45455	6/27/2024
Michael Liebetrau	01452122 531050	Uniforms & Protective Gear	2024	6	INV	Paid	138.67	82162 RE M Liebetrau 7/23	Reimb. M Liebetrau 7/23 off suppl, gear, op suppl	45455	6/27/2024
Michael Liebetrau	01452122 531820	Info Tech Components	2024	6	INV	Paid	50.76	82162 RE M Liebetrau 8/23	Reimb. M. Liebetrau 8/2023	45455	6/27/2024
Minuteman Press	FIR52210 549300	Printing	2024	6	INV	Paid	103.22	82163 52239	Business Cards	45324	6/27/2024
Minuteman Press	40153481 531000	Office Supplies	2024	6	INV	Paid	242.43	82163 93037	April 2023 Util. Bill printing/folding, Envelopes	45450	6/27/2024
Minuteman Press	40153481 549300	Printing	2024	6	INV	Paid	319.16	82163 93037	April 2023 Util. Bill printing/folding, Envelopes	45450	6/27/2024
Minuteman Press	40253580 531000	Office Supplies	2024	6	INV	Paid	242.43	82163 93037	April 2023 Util. Bill printing/folding, Envelopes	45450	6/27/2024
Minuteman Press	40253580 549300	Printing	2024	6	INV	Paid	319.16	82163 93037	April 2023 Util. Bill printing/folding, Envelopes	45450	6/27/2024
Minuteman Press	40353130 531000	Office Supplies	2024	6	INV	Paid	242.41	82163 93037	April 2023 Util. Bill printing/folding, Envelopes	45450	6/27/2024
Minuteman Press	40353130 549300	Printing	2024	6	INV	Paid	319.16	82163 93037	April 2023 Util. Bill printing/folding, Envelopes	45450	6/27/2024
NAVIA AP	00150020 522300	HRA Medical Reimbursements	2024	6	INV	Paid	10.35	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	CLK51420 522300	HRA Medical Reimbursements	2024	6	INV	Paid	4.14	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	COM55720 522300	HRA Medical Reimbursements	2024	6	INV	Paid	8.28	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	EVE57120 522300	HRA Medical Reimbursements	2024	6	INV	Paid	2.90	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	EXE51310 522300	HRA Medical Reimbursements	2024	6	INV	Paid	8.28	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	FINS1423 522300	HRA Medical Reimbursements	2024	6	INV	Paid	33.12	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	FIR52220 522300	HRA Medical Reimbursements	2024	6	INV	Paid	0.41	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	HUM51810 522300	HRA Medical Reimbursements	2024	6	INV	Paid	8.28	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	LEG51531 522300	HRA Medical Reimbursements	2024	6	INV	Paid	4.14	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	NON51810 541000	Professional Svcs - General	2024	6	INV	Paid	100.00	82164 10861162	FSA Admin Fees- May	45442	6/27/2024
NAVIA AP	PKA57680 522300	HRA Medical Reimbursements	2024	6	INV	Paid	0.83	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	PKF57680 522300	HRA Medical Reimbursements	2024	6	INV	Paid	31.06	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	PLN55860 522300	HRA Medical Reimbursements	2024	6	INV	Paid	7.45	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	POL52110 522300	HRA Medical Reimbursements	2024	6	INV	Paid	15.57	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	POL52121 522300	HRA Medical Reimbursements	2024	6	INV	Paid	4.14	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	POL52122 522300	HRA Medical Reimbursements	2024	6	INV	Paid	51.34	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	POL52131 522300	HRA Medical Reimbursements	2024	6	INV	Paid	8.28	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	STR54230 522300	HRA Medical Reimbursements	2024	6	INV	Paid	2.07	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	STR54290 522300	HRA Medical Reimbursements	2024	6	INV	Paid	0.83	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	01452110 522300	HRA Medical Reimbursements	2024	6	INV	Paid	5.13	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	01452122 522300	HRA Medical Reimbursements	2024	6	INV	Paid	39.33	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	31132010 522300	HRA Medical Reimbursements	2024	6	INV	Paid	2.19	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	31132020 522300	HRA Medical Reimbursements	2024	6	INV	Paid	3.06	82164 10861163	HRA Admin Fees- May	45442	6/27/2024

NAVIA AP	31132030 522300	HRA Medical Reimbursements	2024	6	INV	Paid	3.02	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	40153410 522300	HRA Medical Reimbursements	2024	6	INV	Paid	0.83	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	40153481 522300	HRA Medical Reimbursements	2024	6	INV	Paid	14.49	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	40153915 522300	HRA Medical Reimbursements	2024	6	INV	Paid	0.41	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	40153935 522300	HRA Medical Reimbursements	2024	6	INV	Paid	6.21	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	40253510 522300	HRA Medical Reimbursements	2024	6	INV	Paid	0.83	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	40253580 522300	HRA Medical Reimbursements	2024	6	INV	Paid	33.12	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	40353110 522300	HRA Medical Reimbursements	2024	6	INV	Paid	0.83	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	40353130 522300	HRA Medical Reimbursements	2024	6	INV	Paid	12.42	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	40353190 522300	HRA Medical Reimbursements	2024	6	INV	Paid	8.28	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	41759431 522300	HRA Medical Reimbursements	2024	6	INV	Paid	2.28	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	41759434 522300	HRA Medical Reimbursements	2024	6	INV	Paid	4.55	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	41759435 522300	HRA Medical Reimbursements	2024	6	INV	Paid	4.55	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	50154861 522300	HRA Medical Reimbursements	2024	6	INV	Paid	0.41	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	50154868 522300	HRA Medical Reimbursements	2024	6	INV	Paid	6.21	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	50251888 522300	HRA Medical Reimbursements	2024	6	INV	Paid	20.70	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	51051820 522300	HRA Medical Reimbursements	2024	6	INV	Paid	0.21	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NAVIA AP	51051821 522300	HRA Medical Reimbursements	2024	6	INV	Paid	6.21	82164 10861163	HRA Admin Fees- May	45442	6/27/2024
NFE	31126090 563014	Trails Replace - Construction	2024	6	INV	Paid	1,635.00	82165 9632	Crane service to set trail bridge beams	45448	6/27/2024
NFE	40253560 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	3,815.00	82165 9660	Rock for utility access pond row	45435	6/27/2024
NORCAM	FIR52220 541511	Dispatch Services	2024	6	INV	Paid	15,771.36	82166 0001709	Q3 2024 NORCOM fees	45444	6/27/2024
OTAK	PLN55860 541080	Environmental Services	2024	6	INV	Paid	5,286.00	82167 000042400424	Comp Plan Update	45412	6/27/2024
OTAK	PLN55860 541080	Environmental Services	2024	6	INV	Paid	461.00	82167 000052400219	Comp Plan Update	45432	6/27/2024
OTAK	PLN55860 541080	Environmental Services	2024	6	INV	Paid	11,461.75	82167 000052400490	Comp Plan Update	45443	6/27/2024
PARAMET	31137020 541000	Community Ctr - Prof'l Svcs	2024	6	INV	Paid	2,545.28	82168 55909	Comm. Ctr Design/Build Support svcs to 5/4/2024	45432	6/27/2024
POA-OR	50251888 545200	Rent - Furniture & Equipment	2024	6	INV	Paid	659.65	82169 262463	Copier Kit Overage	45435	6/27/2024
PREMIERM	01257321 541390	Advertising, Legal Notices etc	2024	6	INV	Paid	3,590.00	82170 322-M	Plein Air Print Ad/Art Off The Rls digital ad/eml	45444	6/27/2024
PSE	FIR52250 547100	Electricity	2024	6	INV	Paid	1,613.43	82171 257959 6/24	Electricity	45447	6/27/2024
PSE	PKF57680 547100	Electricity	2024	6	INV	Paid	223.13	82171 002042 6/24	Electricity	45450	6/27/2024
PSE	PKF57680 547100	Electricity	2024	6	INV	Paid	2,904.64	82171 007355 6/24	Electricity	45453	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	7,487.70	82171 001499 6/24 2	Electricity	45450	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	13.30	82171 01499 5/24	Electricity	45440	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	46.84	82171 01499 6/24	Electricity	45446	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	25.50	82171 431306 5/24	Electricity	45443	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	12.13	82171 456550 6/24	Electricity	45447	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	16.43	82171 577403 6/24	Electricity	45447	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	14.77	82171 577445 6/24	Electricity	45447	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	131.24	82171 617464 6/24	Electricity	45447	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	1,554.08	82171 639966 6/24	Electricity	45447	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	33.54	82171 742043 6/24	Electricity	45447	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	66.66	82171 780111 6/24	Electricity	45447	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	12.33	82171 780137 6/24	Electricity	45447	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	26.28	82171 943807 5/24	Electricity	45426	6/27/2024
PSE	STR54263 547100	Electricity	2024	6	INV	Paid	23.10	82171 943807 6/24	Electricity	45456	6/27/2024
PSE	40153481 547100	Electricity	2024	6	INV	Paid	7,273.17	82171 004220 5/24	Electricity	45440	6/27/2024
PSE	40153481 547100	Electricity	2024	6	INV	Paid	17.52	82171 037989 6/24	Electricity	45448	6/27/2024
PSE	40153482 547100	Electricity	2024	6	INV	Paid	838.49	82171 004220 5/24	Electricity	45440	6/27/2024
PSE	40153935 547100	Electricity	2024	6	INV	Paid	827.94	82171 002042 6/24	Electricity	45450	6/27/2024
PSE	40153935 547100	Electricity	2024	6	INV	Paid	11.99	82171 103385 6/24	Electricity	45447	6/27/2024
PSE	40153935 547100	Electricity	2024	6	INV	Paid	2,693.46	82171 436232 6/24	Electricity	45447	6/27/2024
PSE	40153935 547100	Electricity	2024	6	INV	Paid	13.09	82171 794782 6/24	Electricity	45447	6/27/2024
PSE	40253565 547100	Electricity	2024	6	INV	Paid	40.50	82171 007124 6/24	Electricity	45453	6/27/2024
PSE	40253565 547100	Electricity	2024	6	INV	Paid	9,229.00	82171 010656 5/24	Electricity	45418	6/27/2024
PSE	40253565 547100	Electricity	2024	6	INV	Paid	7,416.07	82171 010656 6/24	Electricity	45450	6/27/2024
PSE	40253565 547100	Electricity	2024	6	INV	Paid	29.85	82171 241392 6/24	Electricity	45447	6/27/2024
PSE	40253565 547100	Electricity	2024	6	INV	Paid	179.59	82171 241418 6/24	Electricity	45447	6/27/2024
PSE	40253580 547100	Electricity	2024	6	INV	Paid	18,663.63	82171 010656 5/24	Electricity	45418	6/27/2024
PSE	40253580 547100	Electricity	2024	6	INV	Paid	26,350.44	82171 010656 6/24	Electricity	45450	6/27/2024
PSE	51051821 547100	Electricity	2024	6	INV	Paid	271.17	82171 005615 6/24	Electricity	45450	6/27/2024

PSE	51051821 547100	Electricity	2024	6	INV	Paid	539.29	82171 133972 6/24	Electricity	45447	6/27/2024
PSE	51051821 547100	Electricity	2024	6	INV	Paid	79.58	82171 198066 6/24	Electricity	45447	6/27/2024
PSE	51051821 547100	Electricity	2024	6	INV	Paid	30.19	82171 198082 6/24	Electricity	45447	6/27/2024
PSE	51051821 547100	Electricity	2024	6	INV	Paid	11.65	82171 400820 6/24	Electricity	45447	6/27/2024
PSE	51051821 547100	Electricity	2024	6	INV	Paid	88.10	82171 549936 6/24	Electricity	45447	6/27/2024
PSE	51051821 547100	Electricity	2024	6	INV	Paid	1,519.30	82171 885592 6/24	Electricity	45447	6/27/2024
RH2	40153410 541000	Professional Svcs - General	2024	6	INV	Paid	1,607.72	82172 95486	Eagle Lake design, grading; rclm H2O plan update	45404	6/27/2024
RH2	40153410 541000	Professional Svcs - General	2024	6	INV	Paid	3,022.47	82172 95964	Eagle Lake design, reclaim H2O syst plan modeling	45419	6/27/2024
RH2	40253510 541000	Professional Svcs - General	2024	6	INV	Paid	1,607.72	82172 95486	Eagle Lake design, grading; rclm H2O plan update	45404	6/27/2024
RH2	40253510 541000	Professional Svcs - General	2024	6	INV	Paid	3,022.47	82172 95964	Eagle Lake design, reclaim H2O syst plan modeling	45419	6/27/2024
RH2	41134100 541060	Eagle Lake Reclam Design	2024	6	INV	Paid	22,015.21	82172 95486	Eagle Lake design, grading; rclm H2O plan update	45404	6/27/2024
RH2	41134100 541060	Eagle Lake Reclam Design	2024	6	INV	Paid	17,001.08	82172 95964	Eagle Lake design, reclaim H2O syst plan modeling	45419	6/27/2024
RH2	41759436 541040	WRF Improve Const Mgmt	2024	6	INV	Paid	101,206.54	82172 95452	SRF P3 Const, Mgmt, study, SCADA prep, inspect	45391	6/27/2024
SV School Dist	01452122 532100	Gasoline/Diesel Fuel	2024	6	INV	Paid	4,131.03	82173 8127	Fleet and NB Police Fuel	45453	6/27/2024
SV School Dist	50154868 532100	Gasoline/Diesel Fuel	2024	6	INV	Paid	11,277.62	82173 8127	Fleet and NB Police Fuel	45453	6/27/2024
TTKCM	PLN5860 541000	Professional Svcs - General	2024	6	INV	Paid	11,779.10	82174 52244613	Repetitive Loss Area Analysis	45429	6/27/2024
UNITEDSI	40353130 548000	Repair & Maintenance Services	2024	6	INV	Paid	185.00	82175 INV-4532247	Portable Toilet Service for DOC Operations	45443	6/27/2024
USAB	40153482 531500	Uniforms & Protective Gear	2024	6	INV	Paid	96.83	82176 INV00373752	ph buffer solution and iron reagent packets	45434	6/27/2024
Water Mgmt Labs	40153481 541000	Professional Svcs - General	2024	6	INV	Paid	420.00	82177 220657	May 2024 arsenic and bacteria samples	45441	6/27/2024

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$1,734,472.44

For claims warrants numbered 82178 through 82273 & dated 7/3/2024

#101												
VENDOR NAME	ACCOUNT	ACCOUNT DESC	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE #	FULL DESC	INVOICE DATE	CHECK DATE
ALLIEDE	40253550 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	189.41	82178	9019476120	automation hour meter	45455	7/3/2024
AM TEST	40253585 541000	Professional Svcs - General	2024	7	INV	Paid	1,295.00	82179	140322	3rd party lab	45443	7/3/2024
AMZONCAP	EMG52560 531911	SECAST Van M&O Supplies	2024	6	INV	Paid	31.24	82180	1KFC-7FPC-DF49	Blue Sea Systems Battery	45385	7/3/2024
AMZONCAP	EMG52560 531911	SECAST Van M&O Supplies	2024	6	INV	Paid	176.57	82180	1PR1-CQK9-QVTH	Pure Sine power converter, Tri-plex Cable	45382	7/3/2024
AMZONCAP	EMG52560 531911	SECAST Van M&O Supplies	2024	6	INV	Paid	222.20	82180	1WKC-YGWX-1WW6	NMO Antenna/Blue systems breaker, tit ppr/towels	45384	7/3/2024
AMZONCAP	FIR52220 531910	Operating Supplies	2024	6	INV	Paid	178.18	82180	1TRX-QQMC-QXF	paper towels	45390	7/3/2024
AMZONCAP	FIR52220 531910	Operating Supplies	2024	6	INV	Paid	143.85	82180	1WJT-HGK3-CN6R	toilet paper	45385	7/3/2024
AMZONCAP	FIR52220 531910	Operating Supplies	2024	6	INV	Paid	113.98	82180	1WKC-YGWX-1WW6	NMO Antenna/Blue systems breaker, tit ppr/towels	45384	7/3/2024
AMZONCAP	PKF57680 531000	Office Supplies	2024	6	INV	Paid	8.10	82180	17KT-64CC-1CVY	label maker, label tape and cartridge	45404	7/3/2024
AMZONCAP	PKF57680 531000	Office Supplies	2024	6	INV	Paid	5.72	82180	17QT-RTX7-6H79	Envelopes	45468	7/3/2024
AMZONCAP	PKF57680 531000	Office Supplies	2024	6	INV	Paid	20.84	82180	19DX-R4XK-4DX	Electric pencil sharpener	45419	7/3/2024
AMZONCAP	PKF57680 531000	Office Supplies	2024	7	INV	Paid	5.38	82180	1GNT-3QQN-4TMK	report covers	45447	7/3/2024
AMZONCAP	PKF57680 531000	Office Supplies	2024	6	INV	Paid	28.50	82180	1TPL-3KHY-HJ99	clipboards, wipes	45410	7/3/2024
AMZONCAP	STR54230 531000	Office Supplies	2024	6	INV	Paid	8.10	82180	17KT-64CC-1CVY	label maker, label tape and cartridge	45404	7/3/2024
AMZONCAP	STR54230 531000	Office Supplies	2024	6	INV	Paid	5.72	82180	17QT-RTX7-6H79	Envelopes	45468	7/3/2024
AMZONCAP	STR54230 531000	Office Supplies	2024	7	INV	Paid	5.37	82180	1GNT-3QQN-4TMK	report covers	45447	7/3/2024
AMZONCAP	40153481 531000	Office Supplies	2024	6	INV	Paid	8.10	82180	17KT-64CC-1CVY	label maker, label tape and cartridge	45404	7/3/2024
AMZONCAP	40153481 531000	Office Supplies	2024	6	INV	Paid	5.73	82180	17QT-RTX7-6H79	Envelopes	45468	7/3/2024
AMZONCAP	40153481 531000	Office Supplies	2024	6	INV	Paid	21.83	82180	19DX-R4XK-4DX	Electric pencil sharpener	45419	7/3/2024
AMZONCAP	40153481 531000	Office Supplies	2024	7	INV	Paid	5.27	82180	1GNT-3QQN-4TMK	report covers	45447	7/3/2024
AMZONCAP	40153481 531000	Office Supplies	2024	6	INV	Paid	7.57	82180	1GWR-CFJ4-JVP6	screen protectors	45380	7/3/2024
AMZONCAP	40153481 531000	Office Supplies	2024	6	INV	Paid	28.87	82180	1KHf-KW3Y-3MWX	clip boards	45397	7/3/2024
AMZONCAP	40153481 531000	Office Supplies	2024	6	INV	Paid	28.87	82180	1LMP-GNL6-3NHX	clip boards	45400	7/3/2024
AMZONCAP	40153481 531000	Office Supplies	2024	6	INV	Paid	28.87	82180	1VKI-WLT3-3KVG	clipboards	45400	7/3/2024
AMZONCAP	40153481 531820	Info Tech Components	2024	6	INV	Paid	321.54	82180	1H71-XQTC-GG7F	2-port PBX	45385	7/3/2024
AMZONCAP	40253580 531000	Office Supplies	2024	6	INV	Paid	8.10	82180	17KT-64CC-1CVY	label maker, label tape and cartridge	45404	7/3/2024
AMZONCAP	40253580 531000	Office Supplies	2024	6	INV	Paid	5.72	82180	17QT-RTX7-6H79	Envelopes	45468	7/3/2024
AMZONCAP	40253580 531000	Office Supplies	2024	7	INV	Paid	5.37	82180	1GNT-3QQN-4TMK	report covers	45447	7/3/2024
AMZONCAP	40253580 531000	Office Supplies	2024	6	INV	Paid	28.50	82180	1TPL-3KHY-HJ99	clipboards, wipes	45410	7/3/2024
AMZONCAP	40353130 531000	Office Supplies	2024	6	INV	Paid	8.42	82180	17KT-64CC-1CVY	label maker, label tape and cartridge	45404	7/3/2024
AMZONCAP	40353130 531000	Office Supplies	2024	6	INV	Paid	5.72	82180	17QT-RTX7-6H79	Envelopes	45468	7/3/2024
AMZONCAP	40353130 531000	Office Supplies	2024	6	INV	Paid	20.84	82180	19DX-R4XK-4DX	Electric pencil sharpener	45419	7/3/2024
AMZONCAP	40353130 531000	Office Supplies	2024	7	INV	Paid	5.48	82180	1GNT-3QQN-4TMK	report covers	45447	7/3/2024

AMZONCAP	40353130 531000	Office Supplies	2024	6	INV	Paid	29.06	82180 1TPL-3KHY-HJ99	clipboards, wipes	45410	7/3/2024
AMZONCAP	40353130 531050	Uniforms & Protective Gear	2024	6	INV	Paid	54.49	82180 1DPT-GQ1H-NFX7	waders	45413	7/3/2024
AMZONCAP	40353130 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	75.00	82180 1Q3N-PVHV-DYQQ	soil samp tools & implements, Locks	45416	7/3/2024
AMZONCAP	40353130 535900	Small Tools & Equipment	2024	6	INV	Paid	183.69	82180 1Q3N-PVHV-DYQQ	soil samp tools & implements, Locks	45416	7/3/2024
AMZONCAP	40353190 531000	Office Supplies	2024	6	INV	Paid	8.10	82180 17KT-64CC-1CVY	label maker, label tape and cartridge	45404	7/3/2024
AMZONCAP	40353190 531000	Office Supplies	2024	6	INV	Paid	5.73	82180 17QT-RTX7-6H79	Envelopes	45468	7/3/2024
AMZONCAP	40353190 531000	Office Supplies	2024	7	INV	Paid	5.37	82180 1GNT-3QQN-4TMK	report covers	45447	7/3/2024
AMZONCAP	40353190 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	101.24	82180 131F-PNXF-37CP	pruner, holster, & soil probe	45467	7/3/2024
AMZONCAP	40353190 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	75.00	82180 1Q3N-PVHV-DYQQ	soil samp tools & implements, Locks	45416	7/3/2024
AMZONCAP	40353190 535900	Small Tools & Equipment	2024	6	INV	Paid	183.69	82180 1Q3N-PVHV-DYQQ	soil samp tools & implements, Locks	45416	7/3/2024
AMZONCAP	40353190 549100	City-Sponsored Expenses	2024	6	INV	Paid	57.17	82180 1CWT-7W4G-VJ37	sm tree to display w/ framed "Sterling City" cert	45414	7/3/2024
AMZONCAP	50154868 531000	Office Supplies	2024	6	INV	Paid	10.20	82180 1FJC-7VKT-DGGT	Clipboards	45412	7/3/2024
AMZONCAP	51051821 531000	Office Supplies	2024	6	INV	Paid	10.19	82180 1FJC-7VKT-DGGT	Clipboards	45412	7/3/2024
AMZONCAP	51051821 531340	Custodial & Cleaning Supplies	2024	6	INV	Paid	21.70	82180 19RH-VRX3-P67N	sanitizing wipes	45395	7/3/2024
AMZONCAP	51051821 531340	Custodial & Cleaning Supplies	2024	6	INV	Paid	11.89	82180 1TPL-3KHY-HJ99	clipboards, wipes	45410	7/3/2024
ANGELARM	01452122 531050	Uniforms & Protective Gear	2024	7	INV	Paid	1,405.50	82181 INV10124	N. Schulgen- duty body armor carrier	45453	7/3/2024
ASPECT	41739434 541070	Water Rights - Prof'l Svcs	2024	7	INV	Paid	20,522.50	82182 568492	ASR Analysis and Feasibility Study ending 5/26/24	45456	7/3/2024
AWC	HUM51810 543000	Training & Travel	2024	6	INV	Paid	690.00	82183 125015	LRI 2024 Conf Registration: K. Johnson/ H. Florida	45357	7/3/2024
BAINA	40253580 548000	Repair & Maintenance Services	2024	6	INV	Paid	1,414.40	82184 1121	calibrate sensors	45436	7/3/2024
BAINA	40253580 548000	Repair & Maintenance Services	2024	6	INV	Paid	1,414.40	82184 1123	calibrate sensors	45453	7/3/2024
BEACON	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	751.82	82185 0591552-IN	Streamliner Chalker	45407	7/3/2024
Branom Instrument	40153481 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	119.73	82186 INV/2024/05450	calibrate backflow test kit	45442	7/3/2024
Brass Band NW	01257321 541000	Professional Svcs - General	2024	7	INV	Paid	500.00	82187 6/14/2024	Art Off the Rails Performer	45457	7/3/2024
Brian Vogan	EVE57320 541000	Professional Svcs - General	2024	6	INV	Paid	750.00	82188 5/23/24	Kids performer music in the park	45435	7/3/2024
CARLSONC	31126090 563014	Trails Replace - Construction	2024	6	INV	Paid	32,896.20	82189 33413	Business Park Bridge Repair	45455	7/3/2024
CARLSONC	31126090 563014	Trails Replace - Construction	2024	6	INV	Paid	3,052.00	82189 33414	Fisher Creek Bridge Deck Replacement	45455	7/3/2024
CARLSONC	31126090 563014	Trails Replace - Construction	2024	6	INV	Paid	2,049.20	82189 33415	Pressure treated lumber for trail bridge repairs	45455	7/3/2024
CDW GOVT	40153481 531820	Info Tech Components	2024	6	INV	Paid	76.91	82190 RN15030	PW- Austin Hilton Toughbook AC Adapter	45441	7/3/2024
CDW GOVT	40253580 531910	Operating Supplies	2024	6	INV	Paid	153.82	82190 RM82958	Wastewater Panasonic Toughbook AC Adapters	45441	7/3/2024
CENLINK	50251888 542000	Telephone Service	2024	6	INV	Paid	21.62	82191 333555664 6/24	Snoq. Police/Dispatch land line- Jun 09-Jul 08	45452	7/3/2024
Central Welding	FIRS2220 531910	Operating Supplies	2024	7	INV	Paid	109.03	82192 2083747	Sm/Med High Pressure & Haz Mat	45443	7/3/2024
CINTAS	40253580 545200	Rent - Furniture & Equipment	2024	7	INV	Paid	140.61	82193 9274342895	Rent AED	45444	7/3/2024
Cities Digital Inc	CLK51420 541000	Professional Svcs - General	2024	6	INV	Paid	17,682.53	82194 60451	Laserfiche Municipality Site License- Year 2	45453	7/3/2024
COBD	POL52122 541000	Professional Svcs - General	2024	6	INV	Paid	2,576.26	82195 24055	Cmdr & Chf asst w/ Evergrn Mtn Bike Fest 6/8/24	45461	7/3/2024
COI	POL52122 541511	Dispatch Services	2024	7	INV	Paid	30,130.65	82196 24000233	Dispatch services May 2024	45443	7/3/2024
COI	01452122 541511	Dispatch Services	2024	7	INV	Paid	20,087.10	82196 24000233	Dispatch services May 2024	45443	7/3/2024
COLFP	POL52122 541000	Professional Svcs - General	2024	7	INV	Paid	691.68	82197 PD 061324-4	Ofc Gouin asst w/Evergrn Mtn Bike Fest. 6/8/24	45456	7/3/2024
COMP PD	POL52122 531000	Office Supplies	2024	7	INV	Paid	97.21	82198 2288675-0	copier paper, hand soap liquid refills	45440	7/3/2024
COMP PD	POL52122 531000	Office Supplies	2024	7	INV	Paid	50.62	82198 2289026	whi & blk 1 in binders	45441	7/3/2024
COMP PD	POL52150 535210	Office Furnishings	2024	7	INV	Paid	149.32	82198 2288852-0	S. Butler- mobile sit/stand desk	45441	7/3/2024
COMP PD	01452122 531910	Operating Supplies	2024	7	INV	Paid	94.60	82198 2288675-0	copier paper, hand soap liquid refills	45440	7/3/2024
COMP PD	01452122 531910	Operating Supplies	2024	7	INV	Paid	68.84	82198 2289617-0	Keenex multiford paper towels	45446	7/3/2024
COMP PD	01452122 531910	Operating Supplies	2024	7	INV	Paid	91.39	82198 2290646-0	Broom, hand towel rolls, bath tissue	45449	7/3/2024
COMP PD	51051821 531340	Custodial & Cleaning Supplies	2024	7	INV	Paid	68.85	82198 2289617-0	Keenex multiford paper towels	45446	7/3/2024
COMP PD	51051821 531340	Custodial & Cleaning Supplies	2024	7	INV	Paid	111.23	82198 2290646-0	Broom, hand towel rolls, bath tissue	45449	7/3/2024
CORPPAY	00280090 531900	Miscellaneous Supplies	2024	6	INV	Paid	65.27	82199 6/24 NW	City Credit Card N. Wiebe	45464	7/3/2024
CORPPAY	COM55720 549100	City-Sponsored Expenses	2024	6	INV	Paid	172.86	82199 6/24 DM	City Credit Card D. McCall	45464	7/3/2024
CORPPAY	COM55720 549200	Dues-Subscriptions-Memberships	2024	6	INV	Paid	91.55	82199 6/24 DM	City Credit Card D. McCall	45464	7/3/2024
CORPPAY	EVE57120 531900	Miscellaneous Supplies	2024	6	INV	Paid	54.87	82199 6/24 NW	City Credit Card N. Wiebe	45464	7/3/2024
CORPPAY	EXE51310 543000	Training & Travel	2024	6	INV	Paid	35.00	82199 6/24 NW	City Credit Card N. Wiebe	45464	7/3/2024
CORPPAY	FINS1423 543000	Training & Travel	2024	6	INV	Paid	35.00	82199 6/24 Finance	City Credit Card- Finance	45464	7/3/2024
CORPPAY	POL52110 542300	Postage & Freight	2024	6	INV	Paid	8.50	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024
CORPPAY	POL52122 531000	Office Supplies	2024	6	INV	Paid	5.50	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024
CORPPAY	POL52122 531050	Uniforms & Protective Gear	2024	6	INV	Paid	212.55	82199 6/24 BL	City Credit Card B. Lynch	45464	7/3/2024
CORPPAY	POL52122 531050	Uniforms & Protective Gear	2024	6	INV	Paid	465.39	82199 6/24 GH	City Credit Card G. Horejsi	45464	7/3/2024
CORPPAY	POL52122 531050	Uniforms & Protective Gear	2024	6	INV	Paid	153.69	82199 6/24 M Black	City Credit Card M. Black	45464	7/3/2024
CORPPAY	POL52122 531050	Uniforms & Protective Gear	2024	6	INV	Paid	158.50	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024
CORPPAY	POL52122 531820	Info Tech Components	2024	6	INV	Paid	36.45	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024
CORPPAY	POL52131 531050	Uniforms & Protective Gear	2024	6	INV	Paid	130.80	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024

CORPPAY	POL52140 543000	Training & Travel	2024	6	INV	Paid	736.08	82199 6/24 BL	City Credit Card B. Lynch	45464	7/3/2024
CORPPAY	POL52140 543000	Training & Travel	2024	6	INV	Paid	290.48	82199 6/24 M Black	City Credit Card M. Black	45464	7/3/2024
CORPPAY	POL52140 543000	Training & Travel	2024	6	INV	Paid	597.75	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024
CORPPAY	01257321 531910	Operating Supplies	2024	6	INV	Paid	31.95	82199 6/24 NW	City Credit Card N. Wiebe	45464	7/3/2024
CORPPAY	01452110 541000	Professional Svcs - General	2024	6	INV	Paid	131.99	82199 6/24 M Black	City Credit Card M. Black	45464	7/3/2024
CORPPAY	01452110 542300	Postage & Freight	2024	6	INV	Paid	51.30	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024
CORPPAY	01452122 531000	Office Supplies	2024	6	INV	Paid	194.80	82199 6/24 BL	City Credit Card B. Lynch	45464	7/3/2024
CORPPAY	01452122 531000	Office Supplies	2024	6	INV	Paid	1,394.28	82199 6/24 GH	City Credit Card G. Horejsi	45464	7/3/2024
CORPPAY	01452122 531000	Office Supplies	2024	6	INV	Paid	604.18	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024
CORPPAY	01452122 531050	Uniforms & Protective Gear	2024	6	INV	Paid	153.69	82199 6/24 M Black	City Credit Card M. Black	45464	7/3/2024
CORPPAY	01452122 531050	Uniforms & Protective Gear	2024	6	INV	Paid	239.79	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024
CORPPAY	01452122 531820	Info Tech Components	2024	6	INV	Paid	63.88	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024
CORPPAY	01452122 541000	Professional Svcs - General	2024	6	INV	Paid	749.23	82199 6/24 M Black	City Credit Card M. Black	45464	7/3/2024
CORPPAY	01452140 543000	Training & Travel	2024	6	INV	Paid	720.08	82199 6/24 BL	City Credit Card B. Lynch	45464	7/3/2024
CORPPAY	01452140 543000	Training & Travel	2024	6	INV	Paid	140.47	82199 6/24 M Black	City Credit Card M. Black	45464	7/3/2024
CORPPAY	50251888 541030	Info Tech Services	2024	7	INV	Paid	802.25	82199 6/24 FL	City Credit Card F. Lacroix	45464	7/3/2024
CORPPAY	51051821 531340	Custodial & Cleaning Supplies	2024	6	INV	Paid	26.24	82199 6/24 ML	City Credit Card M. Liebetrau	45464	7/3/2024
CP	CLK51420 541000	Professional Svcs - General	2024	7	INV	Paid	128.08	82200 GCO0014485	Snoq Munic Code updates	45468	7/3/2024
CRESSV	51051821 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	2,342.72	82201 195641	Facility shelf ready garage door opener replacemnt	45407	7/3/2024
CRYSRPR	POL52150 545000	Operating Rentals & Leases	2024	7	INV	Paid	183.74	82202 5310053 061624	water cooler rental, drinking water, delivery fee	45459	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	14.14	82203 A311280	fence posts	45356	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	7.49	82203 A311302	LAG Scr 20 16 ea.	45364	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	58.74	82203 A311333	Fuel/Oil	45369	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	15.20	82203 A311337	All Seas Oil	45373	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	23.94	82203 B371677	6" Force Cup Plunger	45357	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	30.47	82203 B371706	Med GPWork Glove	45358	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	58.74	82203 B371928	Fuel/Oil	45362	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	5.98	82203 B371933	Velcro	45362	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	35.87	82203 B372018	Mixing Oil	45364	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	178.56	82203 B372074	GT 2WY connector	45365	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	11.97	82203 B372077	Med Util Knife	45365	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	3.78	82203 B372667	Mtl screws	45372	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	52.18	82203 B372676	2 Cyc Oil	45372	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	2.71	82203 B372677	WDG ANC 1/2 XS 1/2	45372	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	11.67	82203 B373025	Washer	45378	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	55.81	82203 B373071	Pads, scrub brush, graffiti remover	45379	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	14.15	82203 B373168	Util Glove	45380	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	4.99	82203 B373417	Ltx Gloves	45384	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	9.80	82203 B373499	Hsehd Gloves	45385	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	14.16	82203 B373523	CRD Stor Reel	45385	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	16.34	82203 B373637	Stem Silcock key	45387	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	1.08	82203 B373875	Key Ring	45391	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	48.24	82203 B373903	connector, wrench, seal tape	45391	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	9.69	82203 B373929	screws, sock adapter	45392	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	57.74	82203 B374005	Trimmer Line	45393	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	22.88	82203 B374079	trash bags	45394	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	29.40	82203 B374404	Gloves	45397	7/3/2024
CTV	PKF57680 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	40.32	82203 B375104	WDG Anc 3/8x3 3/4	45407	7/3/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	8.67	82203 B373026	U-Bolts	45378	7/3/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	7.17	82203 B373142	U bolts	45380	7/3/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	17.43	82203 B373515	30Sec Out Cleaner	45385	7/3/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	32.69	82203 B373584	ADJ Wrench	45386	7/3/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	45.77	82203 B373975	18" Bolt Cutter	45392	7/3/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	8.14	82203 B374395	WDG ANC 1/2x5 1/2	45397	7/3/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	8.16	82203 B374639	Expo Markers	45401	7/3/2024
CTV	STR54230 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	81.74	82203 B375071	ALU Scoop	45406	7/3/2024
CTV	40153481 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	16.27	82203 B373076	Clamps	45379	7/3/2024
CTV	40153481 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	31.17	82203 B374592	assrt. repair & maint. supplies	45400	7/3/2024
CTV	40253580 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	16.74	82203 B375128	EZ Anchor, sheet metal, washers	45407	7/3/2024

CTV	40353130 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	26.11	82203 8372114	batteries	45365	7/3/2024
CTV	40353130 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	15.24	82203 8373554	Util Knife, pruning blade	45386	7/3/2024
CTV	40353190 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	78.38	82203 8371342	Grabbers	45351	7/3/2024
CTV	40353190 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	79.48	82203 8371602	Fence Staple	45356	7/3/2024
CTV	51051821 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	2.87	82203 8372100	Screws	45365	7/3/2024
CTV	51051821 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	27.76	82203 8374386	Hose Nozzle, connectors	45397	7/3/2024
Emily Artech	PLN55860 543000	Training & Travel	2024	7	INV	Paid	59.50	82204 RE E Artech 5,6/24	Reimb. E. Artech mileage to fm mtgs	45464	7/3/2024
ENTENMAN	POL52122 531050	Uniforms & Protective Gear	2024	7	INV	Paid	152.25	82205 0181685-IN	D. Vladis- Sgt. dome badge, flat badge, lthr case	45455	7/3/2024
ENTENMAN	01452122 531050	Uniforms & Protective Gear	2024	7	INV	Paid	152.25	82205 0181685-IN	D. Vladis- Sgt. dome badge, flat badge, lthr case	45455	7/3/2024
ESM Consulting	31137020 541060	Community Ctr. - Design	2024	7	INV	Paid	10,596.25	82206 118094	Boundary line adjustment of Comm. Ctr Parcels	45449	7/3/2024
Evergreen Courier LL	40253585 542300	Postage & Freight	2024	7	INV	Paid	125.40	82207 000080	shipping to lab	45414	7/3/2024
Evergreen Courier LL	40253585 542300	Postage & Freight	2024	7	INV	Paid	376.20	82207 000099	shipping to lab	45446	7/3/2024
Evergreen Ford	50154868 531301	Repair Parts	2024	6	INV	Paid	126.35	82208 5205575	window switch SUB police #109	45453	7/3/2024
Evergreen Ford	50154868 531301	Repair Parts	2024	6	INV	Paid	126.35	82208 5205600	window switch 2020 Ford SUV police shelf stock	45454	7/3/2024
Evergreen Ford	50154868 548000	Repair & Maintenance Services	2024	6	INV	Paid	788.82	82208 6296891	advance trac & misfire repair #110 police SUV	45447	7/3/2024
Faruk Behluli refund	40258930 582111	Latecomers Fees - Sewer	2024	6	INV	Paid	3,924.50	82209 BP27262 F Behluli	Refund Faruk Behluli Pimbg fee PLMB2023-034 (NA)	45470	7/3/2024
FBILEEDA	POL52140 543000	Training & Travel	2024	7	INV	Paid	795.00	82210 200107538	B. Lynch Master Public Relations 7/2024 trng	45457	7/3/2024
FBILEEDA	POL52140 543000	Training & Travel	2024	7	INV	Paid	795.00	82210 200107688	M. Black Master Public Relations trng 7/2024	45460	7/3/2024
Ferguson Water Works	40153481 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	11,710.20	82211 0043603	MXU's for meters	45448	7/3/2024
FOYM	STR54290 523300	Reimb - Dues, Licenses & Cert	2024	7	INV	Paid	225.00	82212 410	Flagger Training & Certification	45461	7/3/2024
FOYM	40153410 523300	Reimb - Dues, Licenses & Cert	2024	7	INV	Paid	225.00	82212 410	Flagger Training & Certification	45461	7/3/2024
FOYM	40253580 523300	Reimb - Dues, Licenses & Cert	2024	7	INV	Paid	225.00	82212 410	Flagger Training & Certification	45461	7/3/2024
FOYM	50154861 523300	Reimb - Dues, Licenses & Cert	2024	7	INV	Paid	225.00	82212 410	Flagger Training & Certification	45461	7/3/2024
GENDIGIT	HUM51810 549200	Dues-Subscriptions-Memberships	2024	6	INV	Paid	155.76	82213 COS0030	June Norton LifeLock coverage for 16 employees	45458	7/3/2024
GIRARD	40153481 548000	Repair & Maintenance Services	2024	6	INV	Paid	180.00	82214 9128885	mud tipplings	45380	7/3/2024
GIRARD	40353190 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	86.11	82214 9129534	Gravel for trail repair	45412	7/3/2024
GIRARD	40353190 548000	Repair & Maintenance Services	2024	6	INV	Paid	528.00	82214 9129535	Tipping fee for sod/arbor day prep	45412	7/3/2024
GRAINGER	40253550 531300	Repair & Maintenance Supplies	2024	7	INV	Paid	105.95	82215 32388272-02	electrical heat shrink	45434	7/3/2024
GRIMINC	STR54264 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	570.18	82216 32388272-01	supplies for making street signs	45398	7/3/2024
GRIMINC	STR54264 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	134.72	82216 32388272-02	supplies for making street signs	45398	7/3/2024
GRIMINC	STR54264 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	134.72	82216 32388272-03	supplies for making street signs	45400	7/3/2024
Gunarama Wholesale,	POL52150 535400	Police Firearms & Weapons	2024	7	INV	Paid	103.88	82217 1257473	Hogue Remington 870 less lethal stock/forend (2)	45441	7/3/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	1,407.06	82218 9226337104	replacmt elec clothes dryer, plgs, ventg Fire St.	45441	7/3/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	9.03	82218 9226337105	Saw blades 12" sawsall tool	45441	7/3/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	172.55	82218 9226395877	Facility tool bag/storage	45442	7/3/2024
HD Supply Facil Main	51051821 531300	Repair & Maintenance Supplies	2024	7	INV	Paid	175.00	82218 9226445627	city hall lunch room replacement toaster oven	45445	7/3/2024
Heather Florida	HUM51810 543000	Training & Travel	2024	7	INV	Paid	20.00	82219 RE H Florida 5/24	Reimb. H. Florida per diem meals, conf 5/9-10 2024	45475	7/3/2024
Holmes Weddle	LEG51541 541103	S. Randall Legal Fees	2024	6	INV	Paid	1,124.00	82220 838931	Randall BIAA Matters	45457	7/3/2024
IHK	40353190 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	101.48	82221 82863P	Weedwacker line for restoration site maint.	45456	7/3/2024
IMC	NONS1250 541115	Municipal Court Services-Costs	2024	6	INV	Paid	2,972.31	82222 SQL April 2024	Snoqualmie court filings- April 2024	45413	7/3/2024
KC 710	00150020 531040	Tech-Prof Books Maps & Manuals	2024	6	INV	Paid	1,128.00	82223 2154988	Aerial imagery dataset of city for GIS	45432	7/3/2024
KC 710	PKA57680 531040	Tech-Prof Books Maps & Manuals	2024	6	INV	Paid	1,128.00	82223 2154988	Aerial imagery dataset of city for GIS	45432	7/3/2024
KC 710	40153410 531040	Tech-Prof Books Maps & Manuals	2024	6	INV	Paid	1,128.00	82223 2154988	Aerial imagery dataset of city for GIS	45432	7/3/2024
KC 710	40253510 531040	Tech-Prof Books Maps & Manuals	2024	6	INV	Paid	1,128.00	82223 2154988	Aerial imagery dataset of city for GIS	45432	7/3/2024
KC 710	40353110 531040	Tech-Prof Books Maps & Manuals	2024	6	INV	Paid	1,128.00	82223 2154988	Aerial imagery dataset of city for GIS	45432	7/3/2024
KEITHLY	40253580 531200	Motor Oils	2024	7	INV	Paid	971.17	82224 0370357-IN	oil for pumps	45446	7/3/2024
Kim Johnson	HUM51810 543000	Training & Travel	2024	7	INV	Paid	181.07	82225 RE K Johnson 5/24	Reimb. K. Johnson per diem/mileag for LRI Conf.	45475	7/3/2024
KING COUNTY	PLN59458 544400	Taxes & Assessments	2024	6	INV	Paid	1,237.01	82226 784920295507	Property Taxes- King St. Lot- Parcel 7	45432	7/3/2024
KING COUNTY	PLN59458 544400	Taxes & Assessments	2024	6	INV	Paid	260.92	82226 784920295606	Property Taxes- King St. Lot- Parcel 6	45432	7/3/2024
Kissler	40253555 548000	Repair & Maintenance Services	2024	7	INV	Paid	2,227.69	82227 11247	Transport to BLUF site	45447	7/3/2024
LAI	FIRS2220 531912	EMS Supplies & Equipment	2024	7	INV	Paid	328.07	82228 1441133	chest seal, cold pack, batt, dispos cloth, rinse	45443	7/3/2024
LAI	FIRS2220 531912	EMS Supplies & Equipment	2024	7	INV	Paid	222.69	82228 1442147	FR3 Primary Battery	45447	7/3/2024
LAI	FIRS2220 531912	EMS Supplies & Equipment	2024	7	INV	Paid	107.57	82228 1443230	Pain relief pad, sharps safe, water proof tape	45449	7/3/2024
LAWSONPR	40253580 531910	Operating Supplies	2024	7	INV	Paid	93.09	82229 9311578812	stock supplies	45442	7/3/2024
LIVEV	EVE57320 541000	Professional Svcs - General	2024	7	INV	Paid	3,000.00	82230 7100	Music in the Park July 11 band fee	45432	7/3/2024
LIVEV	EVE57320 541000	Professional Svcs - General	2024	7	INV	Paid	3,000.00	82230 7101	Music in the Park July 25 band fee	45432	7/3/2024
LNCS	FIRS2220 531050	Uniforms & Protective Gear	2024	6	INV	Paid	697.86	82231 INV827140	Structure Boots	45434	7/3/2024
LNCS	FIRS2220 531050	Uniforms & Protective Gear	2024	6	INV	Paid	697.86	82231 INV830936	Pull on structure boots	45447	7/3/2024
LNCS	FIRS2220 531050	Uniforms & Protective Gear	2024	7	INV	Paid	302.08	82231 INV831372	Inferno Gloves for Tyler Byrd	45447	7/3/2024

LNC5	FIRS2250 535900	Small Tools & Equipment	2024	6	INV	Paid	86.58	82231 INV826162	Locking Rung for Ladder	45433	7/3/2024
MADRONA	LEG51541 541100	Outside Legal Services - Gen	2024	6	INV	Paid	29,882.00	82232 12607	Interim City Attorney- Various matters	45456	7/3/2024
MATZKEN	POL52110 541000	Professional Svcs - General	2024	7	INV	Paid	250.00	82233 61324	polygraph exam- Drew Davis	45456	7/3/2024
MATZKEN	POL52110 541000	Professional Svcs - General	2024	7	INV	Paid	250.00	82233 61424	polygraph exam- Andres Obregon	45457	7/3/2024
MATZKEN	POL52110 541000	Professional Svcs - General	2024	7	INV	Paid	250.00	82233 6724	polygraph examination- Alec Seil	45450	7/3/2024
Michael Liebetrau	POL52110 542300	Postage & Freight	2024	7	INV	Paid	1.12	82234 RE M Liebetrau 4/24	Reimb. M. Liebetrau, 4/18-4/30 2024	45456	7/3/2024
Michael Liebetrau	POL52110 542300	Postage & Freight	2024	7	INV	Paid	7.13	82234 RE M Liebetrau 5/24	Reimb. M. Liebetrau 5/5-5/30 2024	45456	7/3/2024
Michael Liebetrau	POL52122 531000	Office Supplies	2024	7	INV	Paid	42.69	82234 RE M Liebetrau 2/24	Reimb. M. Liebetrau, 2/4-2/23 2024	45456	7/3/2024
Michael Liebetrau	POL52122 531820	Info Tech Components	2024	7	INV	Paid	87.36	82234 RE M Liebetrau 2/24	Reimb. M. Liebetrau, 2/4-2/23 2024	45456	7/3/2024
Michael Liebetrau	POL52122 531820	Info Tech Components	2024	7	INV	Paid	18.55	82234 RE M Liebetrau 5/24	Reimb. M. Liebetrau 5/5-5/30 2024	45456	7/3/2024
Michael Liebetrau	POL52122 531910	Operating Supplies	2024	7	INV	Paid	2.72	82234 RE M Liebetrau 2/24	Reimb. M. Liebetrau, 2/4-2/23 2024	45456	7/3/2024
Michael Liebetrau	POL52122 531910	Operating Supplies	2024	7	INV	Paid	4.35	82234 RE M Liebetrau 4/24	Reimb. M. Liebetrau, 4/18-4/30 2024	45456	7/3/2024
Michael Liebetrau	POL52122 531910	Operating Supplies	2024	7	INV	Paid	5.44	82234 RE M Liebetrau 5/24	Reimb. M. Liebetrau 5/5-5/30 2024	45456	7/3/2024
Michael Liebetrau	POL52140 543000	Training & Travel	2024	7	INV	Paid	695.00	82234 RE M Liebetrau 6/24	Reimb. M. Liebetrau 6/17/24 registr. P. Mandery	45460	7/3/2024
Michael Liebetrau	POL52140 543000	Training & Travel	2024	7	INV	Paid	850.00	82234 RE M Liebetrau4/24 2	Reimb. M. Liebetrau 4/18/24	45456	7/3/2024
Michael Liebetrau	01452140 543000	Training & Travel	2024	7	INV	Paid	748.40	82234 RE M Liebetrau 4/24	Reimb. M. Liebetrau, 4/18-4/30 2024	45456	7/3/2024
Michael Liebetrau	01452140 543000	Training & Travel	2024	7	INV	Paid	425.00	82234 RE M Liebetrau4/24 2	Reimb. M. Liebetrau 4/18/24	45456	7/3/2024
Michael Liebetrau	51051821 531340	Custodial & Cleaning Supplies	2024	7	INV	Paid	19.13	82234 RE M Liebetrau 2/24	Reimb. M. Liebetrau, 2/4-2/23 2024	45456	7/3/2024
Michael Liebetrau	51051821 531340	Custodial & Cleaning Supplies	2024	7	INV	Paid	26.24	82234 RE M Liebetrau 5/24	Reimb. M. Liebetrau 5/5-5/30 2024	45456	7/3/2024
Minuteman Press	POL52122 549300	Printing	2024	7	INV	Paid	52.04	82235 92985	Business cards D. Vladis	45443	7/3/2024
Minuteman Press	01257321 549300	Printing	2024	7	INV	Paid	337.59	82235 93136	Chalk the Block Signs	45467	7/3/2024
Minuteman Press	01452122 549300	Printing	2024	7	INV	Paid	52.04	82235 92985	Business cards D. Vladis	45443	7/3/2024
Minuteman Press	40153481 531000	Office Supplies	2024	6	INV	Paid	180.00	82235 93024	backflow letters- envelopes	45449	7/3/2024
Minuteman Press	40153481 542300	Postage & Freight	2024	6	INV	Paid	321.72	82235 93023	backflow letters	45449	7/3/2024
MISSIONS	HUM51810 541450	Employee Benefit Admin Fees	2024	7	INV	Paid	250.00	82236 20240331-109-320546A	Quarterly Plan Fee 4/1/24 to 6/30/24	45405	7/3/2024
MONROECC	40353130 548000	Repair & Maintenance Services	2024	6	INV	Paid	931.05	82237 MCC2405.0074	storm pond vegt. remvl, and wetland sign install	45454	7/3/2024
NB AUTOG	40253580 531300	Repair & Maintenance Supplies	2024	7	INV	Paid	283.92	82238 029229	battery for shop truck	45422	7/3/2024
NFE	31126090 563014	Trails Replace - Construction	2024	6	INV	Paid	1,907.50	82239 9663	Bus, park bridge- disposal of demolished material	45446	7/3/2024
Occ Health Cntr WA	FIRS2220 541000	Professional Svcs - General	2024	6	INV	Paid	1,296.00	82240 83265311	Christopher Brown Phys	45436	7/3/2024
Ofc Depot 32559	40253550 531300	Repair & Maintenance Supplies	2024	7	INV	Paid	27.24	82241 368758449001	connector	45446	7/3/2024
Pamela Mandery	POL52140 543000	Training & Travel	2024	7	INV	Paid	317.32	82242 RE P Mandery 6/24	Reimb. P. Mandery per diem, car for trng 6/16-6/22	45453	7/3/2024
PF&SINC	51051821 548000	Repair & Maintenance Services	2024	6	INV	Paid	909.32	82243 102324	Fire/Burglar Alarm Repair and Monitoring	45436	7/3/2024
PF&SINC	51051821 548000	Repair & Maintenance Services	2024	7	INV	Paid	264.87	82243 103368	Fire/Burglar alarm Repair and Monitoring City Hall	45464	7/3/2024
PF&SINC	51051821 548000	Repair & Maintenance Services	2024	7	INV	Paid	232.17	82243 103456	Fire/Burglar alarm Repair and Monitoring Fire St.	45464	7/3/2024
POWERDMS	POL52110 549200	Dues-Subscriptions-Memberships	2024	7	INV	Paid	249.80	82244 INV-52474	Subscrip., accred manual, PwerStandards for WASPC	45446	7/3/2024
PROSPECT	41759436 563000	WRF Improve Construction	2024	6	INV	Paid	1,314,688.79	82245 Pay Estimate #9	Construction thru 6/1, mech, elect, equip & tsting	45444	7/3/2024
PSRFA	50154868 548000	Repair & Maintenance Services	2024	6	INV	Paid	5,989.19	82246 9159	Fire Apparatus Repair and Service	45449	7/3/2024
RH2	40253510 541000	Professional Svcs - General	2024	6	INV	Paid	936.34	82247 95081	operational support	45363	7/3/2024
RH2	40253510 541000	Professional Svcs - General	2024	7	INV	Paid	2,223.81	82247 96438	operational support	45454	7/3/2024
ROBERT HALF	FINS1423 541190	Temporary Agency Personnel	2024	6	INV	Paid	2,152.10	82248 63713202	M. Dewar- Financial Specialist Support	45456	7/3/2024
ROBERT HALF	FINS1423 541190	Temporary Agency Personnel	2024	6	INV	Paid	2,170.00	82248 63727385	M. Dewar- Financial Specialist Support wk end 6/14	45461	7/3/2024
ROBERT HALF	FINS1423 541190	Temporary Agency Personnel	2024	7	INV	Paid	1,722.44	82248 63755155	M. Dewar- Financial Specialist Support wk end 6/21	45468	7/3/2024
RTA	50154868 531800	Minor Info Tech Software	2024	6	INV	Paid	3,978.50	82249 67367	Fleet Software upgrade/ER&R asset mgt syst support	45444	7/3/2024
SKCDPH	40253580 547501	Hazardous Waste Program Fees	2024	7	INV	Paid	6,363.31	82250 Q1-2024	Hazardous Waste Program Funding Q1-2024	45383	7/3/2024
SNAP-ON TOOLS	50154868 535900	Small Tools & Equipment	2024	6	INV	Paid	215.95	82251 ARV/61436964	socket set replacement for shop tool box	45433	7/3/2024
SNOQ TR	40258930 582114	Latecomers Fees - Group A	2024	6	INV	Paid	4,041.71	82252 2P-02-22-23	Latecomer Fee: Z Parker 412233/792841	45468	7/3/2024
SSI	50251881 548860	Hardware-Software Maintenance	2024	6	INV	Paid	30,421.71	82253 INV-017285	Springbrook Annual Support Fee Aug 2024-Jul 2025	45456	7/3/2024
STORMLK	40353190 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	3,028.66	82254 24-302	Plants for 3-Forks Restoration	45387	7/3/2024
SUMMIT LAW	HUM51810 541120	Legal Consulting Svcs - HR	2024	7	INV	Paid	1,540.50	82255 155043	Personnel Policy Handbook review	45461	7/3/2024
SUMMIT LAW	HUM51810 541120	Legal Consulting Svcs - HR	2024	6	INV	Paid	246.00	82255 155119	Legal Services re: Employment Advice	45461	7/3/2024
SUMMIT LAW	HUM51810 541120	Legal Consulting Svcs - HR	2024	7	INV	Paid	3,918.00	82255 155120	RE: Snoqualmie Police Assoc.	45461	7/3/2024
SUMMIT LAW	HUM51810 541120	Legal Consulting Svcs - HR	2024	7	INV	Paid	6,522.00	82255 155121	Legal Svcs RE: Prsonnel/Teamsters	45461	7/3/2024
SV School Dist	02051865 549990	School Impact Fees Pd to SVSD	2024	6	INV	Paid	50,656.13	82256 04-2024	School Impact Fees for January-April	45391	7/3/2024
TANGERIN	EVE57320 541000	Professional Svcs - General	2024	6	INV	Paid	750.00	82257 SNO071124FP	Face Painting Music for the Park 7/11/24	45449	7/3/2024
TANGERIN	EVE57320 541000	Professional Svcs - General	2024	6	INV	Paid	750.00	82257 SNO072524FP	Face Painting Music in the Park 7/25/24	45449	7/3/2024
TENELCO	40253555 548000	Repair & Maintenance Services	2024	6	INV	Paid	2,605.46	82258 92923	biolids hauling	45342	7/3/2024
The Pontunes	01257321 541000	Professional Svcs - General	2024	6	INV	Paid	500.00	82259 2024-4	Performer- Art off the Rails	45461	7/3/2024
Tim Bertsch	01257321 541000	Professional Svcs - General	2024	6	INV	Paid	200.00	82260 1	Performer- Art off the Rails	45457	7/3/2024
TRANSU	POL52110 549200	Dues-Subscriptions-Memberships	2024	7	INV	Paid	228.90	82261 944321-202405-1	credit check charges May 2024	45444	7/3/2024

ULINE	40253585 542300	Postage & Freight	2024	6	INV	Paid	339.68	82262 178520190	postage supplies-thermal bag	45434	7/3/2024
ULINE	40353190 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	488.60	82262 178960809	Trashcans to charge watering devices	45447	7/3/2024
ULINE	51051821 531300	Repair & Maintenance Supplies	2024	7	INV	Paid	110.20	82262 178750847	pw lunch room plastic forks and spoons	45441	7/3/2024
US Postmaster	40153481 542300	Postage & Freight	2024	7	INV	Paid	652.37	82263 7/24 UB Postage	Utility Bill Mailing for June Bills	45475	7/3/2024
US Postmaster	40253580 542300	Postage & Freight	2024	7	INV	Paid	652.38	82263 7/24 UB Postage	Utility Bill Mailing for June Bills	45475	7/3/2024
US Postmaster	40353130 542300	Postage & Freight	2024	7	INV	Paid	652.37	82263 7/24 UB Postage	Utility Bill Mailing for June Bills	45475	7/3/2024
USAB	40153482 531500	Uniforms & Protective Gear	2024	6	INV	Paid	230.00	82264 INV00386417	arsenic test kit	45449	7/3/2024
UULC	40153481 541000	Professional Svcs - General	2024	6	INV	Paid	85.52	82265 4050230	May 2024 locate service	45443	7/3/2024
UULC	40253560 548000	Repair & Maintenance Services	2024	7	INV	Paid	80.24	82265 4050229	811 Call Center fees	45443	7/3/2024
VALLEYD	NONS1591 541111	Public Defender Services	2024	6	INV	Paid	6,650.00	82266 May-24	public defense svcs- Snoqualmie cases May 2024	45444	7/3/2024
VERIZCS	40253580 542000	Telephone Service	2024	6	INV	Paid	1,834.26	82267 9964894682	M2M comms	45435	7/3/2024
VERTIGIS	50251881 548860	Hardware-Software Maintenance	2024	6	INV	Paid	7,075.23	82268 IN-SO-VGNA-00006262	For annual renewal of our Geocortex Maintenance	45392	7/3/2024
Water Mgmt Group	40153935 541000	Professional Svcs - General	2024	6	INV	Paid	4,004.98	82269 21796	July 2023 maxicom monitoring service	45107	7/3/2024
WEC	PKF57680 531520	Agricultural Supplies	2024	6	INV	Paid	11,041.15	82270 16271655	Fairway Supreme seed mix	45358	7/3/2024
WED	50154868 531301	Repair Parts	2024	6	INV	Paid	140.30	82271 INV022078	Replc belt idler tens sprgs #433 & 407 toro mowers	45449	7/3/2024
WESTPAY	POL52110 549200	Dues-Subscriptions-Memberships	2024	7	INV	Paid	216.31	82272 850272825	Clear research database monthly fee May 2024	45444	7/3/2024
WLACE	40153481 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	23.53	82273 15312303	mixed fuel	45449	7/3/2024
WLACE	40153481 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	35.36	82273 15312314	sprayer	45450	7/3/2024
WLACE	40153481 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	22.66	82273 15312365	painting supplies	45456	7/3/2024
WLACE	40253580 531050	Uniforms & Protective Gear	2024	6	INV	Paid	403.64	82273 15311923	PPE for pressure washing	45408	7/3/2024
WLACE	40253580 531500	Sewage Treatment Chemicals	2024	6	INV	Paid	71.98	82273 15312272	Garbage can for cleaning, N95 resp	45446	7/3/2024
WLACE	40353190 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	164.60	82273 15312329	Herbivore repellent & tools	45453	7/3/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	181.07	82273 15312242	facility weed control pw	45443	7/3/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	250.92	82273 15312384	Fire Station dining room light project	45460	7/3/2024
WLACE	51051821 531300	Repair & Maintenance Supplies	2024	6	INV	Paid	43.16	82273 15312388	Fire Station dining room light project	45460	7/3/2024

PR 7-08-24



Payroll
Blanket Voucher Document

Claims presented to the City to be paid on *07/08/2024* in the amount of *\$446,151.53*
which includes claim warrants numbered ____ - _____ through ____ - _____,
totaling *\$0.00* and direct deposits totaling *\$446,151.53*

Payroll

ACH Check Register

User: 'ITreptow'
 Printed: 07/03/2024 - 3:55PM
 Batch: 00001.07.2024 - June C2 2024 7/8/24
 Include Partial: TRUE



Check Date	Check Number	Partial ACH	Employee Name	Amount
07/08/2024	0	False	Bryan Holloway	483.05
07/08/2024	0	False	Catherine Cotton	434.69
07/08/2024	0	False	Louis Washington	334.69
07/08/2024	0	False	Ethan Benson	434.69
07/08/2024	0	False	Jolyon Johnson	434.69
07/08/2024	0	False	Robert Wotton	284.69
07/08/2024	0	False	Cara Christensen	434.69
07/08/2024	0	False	Katherine Ross	1,920.62
07/08/2024	0	False	Deana Dean	3,834.22
07/08/2024	0	False	Gretchen Garrett	2,511.59
07/08/2024	0	False	Tania Holden	3,043.84
07/08/2024	0	False	Jimmie Betts Jr.	2,752.22
07/08/2024	0	False	Brendon Ecker	2,037.68
07/08/2024	0	False	Andrew Latham	2,747.19
07/08/2024	0	False	Andrew Jongekryg	2,258.05
07/08/2024	0	False	Lafleche Lacroix	4,108.96
07/08/2024	0	False	Samantha Brumfield	1,685.96
07/08/2024	0	False	Kimberly Johnson	3,481.01
07/08/2024	0	False	Nicole Wiebe	2,610.40
07/08/2024	0	False	Andrew Bouta	4,420.48
07/08/2024	0	False	Jennifer Hughes	3,339.09
07/08/2024	0	False	Debbie Kinsman	2,231.33
07/08/2024	0	False	Heather Florida	2,592.78
07/08/2024	0	False	Gerald Knutsen	3,643.45
07/08/2024	0	False	Kyla Henderson	2,685.73
07/08/2024	0	False	Janna Walker	4,249.36
07/08/2024	0	False	Tami Wood	3,028.88
07/08/2024	0	False	Danna McCall	3,489.85
07/08/2024	0	False	Kristina Benko	1,285.45
07/08/2024	0	False	Brian Lynch	4,582.55
07/08/2024	0	False	Melinda Black	2,777.96
07/08/2024	0	False	Stephanie Butler	3,102.39
07/08/2024	0	False	Austin Gutwein	6,276.31
07/08/2024	0	False	Joseph Spears	3,636.30
07/08/2024	0	False	Michael Peter	3,203.32
07/08/2024	0	False	Max Bostick	2,561.39
07/08/2024	0	False	Pamela Mandery	3,598.23
07/08/2024	0	False	James Aguirre	3,993.63
07/08/2024	0	False	Michael Liebetrau	2,076.04
07/08/2024	0	False	Kobe Hoyla	2,199.87
07/08/2024	0	False	Craig Miller	4,490.76
07/08/2024	0	False	Daniel Moate	4,966.10
07/08/2024	0	False	Marcus Sanchez	4,307.53
07/08/2024	0	False	Joseph Meadows	4,514.31
07/08/2024	0	False	Cory Hendricks	3,220.62
07/08/2024	0	False	Nicholas Schulgen	3,128.05
07/08/2024	0	False	William Natkha	2,243.66

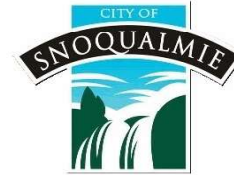
				Item 6.
Check Date	Check Number	Partial ACH	Employee Name	
07/08/2024	0	False	Erik Rasmussen	2,593.18
07/08/2024	0	False	Chase Smith	4,590.70
07/08/2024	0	False	James Kaae	5,498.35
07/08/2024	0	False	Jason Weiss	7,054.32
07/08/2024	0	False	Nigel Draveling	88,737.93
07/08/2024	0	False	Dmitriy Vladis	4,809.47
07/08/2024	0	False	Christopher Werre	3,380.75
07/08/2024	0	False	Gary Horejsi	3,603.60
07/08/2024	0	False	Jesse Westman	2,315.58
07/08/2024	0	False	Philip Bennett	4,532.75
07/08/2024	0	False	Justin Ren	2,606.45
07/08/2024	0	False	Kerry O'Neil	2,247.54
07/08/2024	0	False	Dalton Hawk	2,491.17
07/08/2024	0	False	Blake Lemoine	1,928.97
07/08/2024	0	False	Jason Battles	3,722.21
07/08/2024	0	False	Neil MacVicar	2,703.70
07/08/2024	0	False	Jorge Orozco	3,249.98
07/08/2024	0	False	Austin Hilton	2,159.56
07/08/2024	0	False	Ryan Barnet	3,047.53
07/08/2024	0	False	Michael Chambless	6,045.06
07/08/2024	0	False	Kyle Markwardt	2,220.06
07/08/2024	0	False	Christine Iverson Stinson	2,335.41
07/08/2024	0	False	Lyle Beach	4,818.23
07/08/2024	0	False	Patrick Fry	3,549.94
07/08/2024	0	False	Jeffrey Hamlin	4,926.27
07/08/2024	0	False	Andrew Vining	3,763.37
07/08/2024	0	False	Hind Ahmed	3,666.37
07/08/2024	0	False	Thomas Holmes	4,756.96
07/08/2024	0	False	Alec Bagley	2,311.84
07/08/2024	0	False	Joan Quade	2,089.56
07/08/2024	0	False	Ryan Dalziel	2,823.02
07/08/2024	0	False	Thai Pham	2,858.26
07/08/2024	0	False	Jaron Gentry	2,208.45
07/08/2024	0	False	Jake Stewart	1,908.81
07/08/2024	0	False	Jason George	4,746.23
07/08/2024	0	False	Kevin Halbert	2,569.23
07/08/2024	0	False	Timothy Barrett	3,150.29
07/08/2024	0	False	Donald Harris	4,688.13
07/08/2024	0	False	Kevin Snyder	3,579.57
07/08/2024	0	False	Kenneth Knowles	3,571.49
07/08/2024	0	False	Christopher Wilson	2,833.27
07/08/2024	0	False	Todd Shinn	2,955.80
07/08/2024	0	False	Matthew Hedger	4,488.02
07/08/2024	0	False	Richard Allen Hebel	1,998.72
07/08/2024	0	False	Ryan Neal	2,592.76
07/08/2024	0	False	John Cooper	3,745.24
07/08/2024	0	False	Emily Arteché	4,730.62
07/08/2024	0	False	Ashley Wragge	2,056.07
07/08/2024	0	False	Ilyse Treptow	2,924.30
07/08/2024	0	False	Rebecca Buelna	2,316.95
07/08/2024	0	False	Dylan Gamble	2,934.94
07/08/2024	0	False	Michael Bailey	5,737.25
07/08/2024	0	False	Jessica Rellamas	1,272.94
07/08/2024	0	False	Tylor Fischer	3,861.74
07/08/2024	0	False	Zachary Schumann	4,218.83
07/08/2024	0	False	Jacob Fouts	4,256.17
07/08/2024	0	False	Theresa Tozier	3,317.06

					Item 6.
Check Date	Check Number	Partial ACH	Employee Name		
07/08/2024	0	False	Gregory Heath		3,068.13
07/08/2024	0	False	Albert Wolfe		4,378.43
07/08/2024	0	False	Nicholas Lathrop		5,063.70
07/08/2024	0	False	Matthew West		4,919.65
07/08/2024	0	False	Robert Lasswell		5,882.86
07/08/2024	0	False	Benjamin Parker		4,547.04
07/08/2024	0	False	Peter O'Donnell		3,185.68
07/08/2024	0	False	Tyler Byrd		3,326.72
				Partial ACH:	0.00
				Regular ACH:	446,151.53
				Total:	446,151.53
Total Employees:			112		

Accounts Payable

Blanket Voucher Approval Document

User: ITreptow
 Printed: 07/08/2024 - 5:32PM
 Warrant Request Date: 7/8/2024
 DAC Fund:



PRV 7-8-24

Batch: 00001.07.2024 - PV 7/8/2024

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 535,044.70
 for claims warrants numbered 62509 through 62516 & dated 7/8/2024.

Line	Claimant	Voucher No.	Amount
1	AWC BENEFITS	000000000	174,087.12
2	Dept. of Labor & Industries	000000000	15,352.02
3	Employment Security Dept.	000000000	1,333.81
4	Employment Security Dept.	000000000	4,070.75
5	Employment Security Dept.	000000000	2,482.43
6	Dept. of Retirement Syst.-LEOFF	000000000	28,847.87
7	IAFF Firepac-Political Affairs Dept.	000062511	2.09
8	Teamsters Local Union #763	000062514	2,374.00
9	IAFF LOCAL #2878	000062512	1,388.03
10	Office of Support Enforcement - DSHS	000000000	664.50
11	Dept of Retirement Syst.-PERS	000000000	46,858.65
12	Dept. of Retirement Syst.- PSERS	000000000	885.94
13	IRS-Payroll EFTPS	000000000	202,823.21
14	Voya Institutional Trust Company	000000000	225.00
15	CITY OF SNOQUALMIE	000062509	476.68
16	ICMA Retirement Trust -303907	000000000	3,102.31
17	Dept. of Retirement Syst.- DCP	000000000	21,620.15
18	AFLAC	000000000	78.13
19	WSCFF	000062516	975.00
20	Snoqualmie Police Association	000062513	900.00
21	DiMartino Associates	000062510	409.50
22	NWFFT TRUST	000000000	25,623.51
23	Western States Police Medical Trust	000062515	464.00
Page Total:			\$535,044.70
Grand Total:			\$535,044.70

Accounts Payable

Check Detail

User: ITreptow
Printed: 07/09/2024 - 11:12AM



Item 6.

Check Number	Check Date			Amount
90000 - AWC BENEFITS Line Item Account				
0	07/08/2024			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/03/2024	PR Batch 00001.07.2024 AWC-Life Insurance Police	631-00-000-231-50-14-000		945.00
07/03/2024	PR Batch 00001.07.2024 AWC Long Term Disability	631-00-000-231-50-14-000		827.70
07/03/2024	PR Batch 00001.07.2024 AWC Life Insurance	631-00-000-231-50-14-000		536.70
07/03/2024	PR Batch 00001.07.2024 AWC Long Term Disab. Employee	631-00-000-231-50-14-000		6.28
07/03/2024	PR Batch 00001.07.2024 Kaiser Medical Benefits/200	631-00-000-231-50-14-000		2,403.90
07/03/2024	PR Batch 00001.07.2024 AWC-Medical Benefits/HF 500	631-00-000-231-50-14-000		31,171.60
07/03/2024	PR Batch 00001.07.2024 AWC-Vision	631-00-000-231-50-14-000		1,839.18
07/03/2024	PR Batch 00001.07.2024 AWC-Dental Benefits	631-00-000-231-50-14-000		12,395.02
07/03/2024	PR Batch 00001.07.2024 AWC - Medical Benefits/HF 250	631-00-000-231-50-14-000		123,908.04
07/03/2024	PR Batch 00001.07.2024 AWC Life Insurance Employee	631-00-000-231-50-14-000		3.30
07/03/2024	PR Batch 00001.07.2024 AWC-Employee Pd Life Addtl	631-00-000-231-50-14-000		50.40
Inv Total				174,087.12
0 Total:				174,087.12
90000 - AWC BENEFITS Total:				174,087.12
90010 - Dept. of Labor & Industries Line Item Account				
0	07/08/2024			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/03/2024	PR Batch 00001.07.2024 L&I Employee	631-00-000-231-50-73-000		2,240.10
07/03/2024	PR Batch 00001.07.2024 L&I Employer	631-00-000-231-50-73-000		13,111.92
Inv Total				15,352.02
0 Total:				15,352.02
90010 - Dept. of Labor & Industries Total:				15,352.02
90020 - Employment Security Dept. Line Item Account				
0	07/08/2024			
Inv				
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>		
07/03/2024	PR Batch 00001.07.2024 Emp Sec- Unemployment Tax	631-00-000-231-50-50-000		1,333.81

Inv Total	1,333.81
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0 Total:	1,333.81
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90020 - Employment Security Dept. Total:	1,333.81
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90022 - Employment Security Dept. Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	1,314.23
07/03/2024	PR Batch 00001.07.2024 WA Paid Fam. & Med. Leave	631-00-000-231-50-32-000	2,756.52

Inv Total	4,070.75
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0 Total:	4,070.75
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90022 - Employment Security Dept. Total:	4,070.75
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90023 - Employment Security Dept. Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 WA Cares	631-00-000-231-50-32-000	2,482.43

Inv Total	2,482.43
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0 Total:	2,482.43
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90023 - Employment Security Dept. Total:	2,482.43
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90030 - Dept. of Retirement Syst.-LEOFF Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 LEOFF 2 Employee	631-00-000-231-50-16-000	17,766.97
07/03/2024	PR Batch 00001.07.2024 LEOFF 2 Employer	631-00-000-231-50-16-000	11,080.90

Inv Total	28,847.87
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0 Total:	28,847.87
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90030 - Dept. of Retirement Syst.-LEOFF Total:	28,847.87
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90035 - IAFF Firepac-Political Affairs Dept. Line Item Account

62511 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 IAFF-FirePac	631-00-000-231-50-50-000	2.09

Inv Total	2.09
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62511 Total:	2.09
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90035 - IAFF Firepac-Political Affairs Dept. Total:	2.09
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90040 - Teamsters Local Union #763 Line Item Account

62514 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 Teamsters Union Dues	631-00-000-231-50-21-000	2,374.00

Inv Total	2,374.00
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62514 Total:	2,374.00
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90040 - Teamsters Local Union #763 Total:	2,374.00
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90045 - IAFF LOCAL #2878 Line Item Account

62512 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 IAFF-Local 2878 Fire	631-00-000-231-50-21-000	1,388.03

Inv Total	1,388.03
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62512 Total:	1,388.03
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90045 - IAFF LOCAL #2878 Total:	1,388.03
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90060 - Office of Support Enforcement - DSHS Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 Child Support	631-00-000-231-50-30-000	664.50

Inv Total	664.50
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0 Total:	664.50
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90060 - Office of Support Enforcement - DSHS Total:	664.50
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90070 - Dept of Retirement Syst.-PERS Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 PERS 2 Employer	631-00-000-231-50-16-000	23,869.47
07/03/2024	PR Batch 00001.07.2024 PERS 3 Employee	631-00-000-231-50-16-000	2,710.70
07/03/2024	PR Batch 00001.07.2024 PERS 3 Employer	631-00-000-231-50-16-000	4,348.76
07/03/2024	PR Batch 00001.07.2024 PERS2 Employee	631-00-000-231-50-16-000	15,929.72
Inv Total			46,858.65

0 Total:

46,858.65

90070 - Dept of Retirement Syst.-PERS Total:

46,858.65

90075 - Dept. of Retirement Syst.- PSERS Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 PSERS Employer	631-00-000-231-50-16-000	527.41
07/03/2024	PR Batch 00001.07.2024 PSERS Employee	631-00-000-231-50-16-000	358.53
Inv Total			885.94

0 Total:

885.94

90075 - Dept. of Retirement Syst.- PSERS Total:

885.94

90085 - IRS-Payroll EFTPS Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 Medicare Employee	631-00-000-231-50-27-000	9,932.09
07/03/2024	PR Batch 00001.07.2024 Medicare Employer	631-00-000-231-50-27-000	9,752.50
07/03/2024	PR Batch 00001.07.2024 Federal Income Tax	631-00-000-231-50-27-000	115,754.94
07/03/2024	PR Batch 00001.07.2024 FICA Employer	631-00-000-231-50-27-000	33,691.84
07/03/2024	PR Batch 00001.07.2024 FICA Employee	631-00-000-231-50-27-000	33,691.84
Inv Total			202,823.21

0 Total:

202,823.21

90085 - IRS-Payroll EFTPS Total:

202,823.21

90095 - Voya Institutional Trust Company Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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07/03/2024	PR Batch 00001.07.2024 Voya-Employer	631-00-000-231-50-19-000	100.00
07/03/2024	PR Batch 00001.07.2024 Voya-Employee	631-00-000-231-50-19-000	125.00
Inv Total			225.00

0 Total: 225.00

90095 - Voya Institutional Trust Company Total: 225.00

90099 - CITY OF SNOQUALMIE Line Item Account

62509 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 FSA	631-00-000-231-50-15-000	476.68
Inv Total			476.68

62509 Total: 476.68

90099 - CITY OF SNOQUALMIE Total: 476.68

90100 - ICMA Retirement Trust -303907 Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 ICMA-Employer Supplement	631-00-000-231-50-19-000	150.00
07/03/2024	PR Batch 00001.07.2024 ICMA-Employee	631-00-000-231-50-19-000	1,662.50
07/03/2024	PR Batch 00001.07.2024 ICMA-Employer	631-00-000-231-50-19-000	1,012.50
07/03/2024	PR Batch 00001.07.2024 Mission Square percentage	631-00-000-231-50-19-000	277.31
Inv Total			3,102.31

0 Total: 3,102.31

90100 - ICMA Retirement Trust -303907 Total: 3,102.31

90105 - Dept. of Retirement Syst.- DCP Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 DCP-Employer	631-00-000-231-50-19-000	5,706.00
07/03/2024	PR Batch 00001.07.2024 DCP Flat Employee	631-00-000-231-50-19-000	13,271.00
07/03/2024	PR Batch 00001.07.2024 DCP-Employer-Supplement	631-00-000-231-50-19-000	1,412.50
07/03/2024	PR Batch 00001.07.2024 Defferd Comp Roth Flat	631-00-000-231-50-19-000	803.00
07/03/2024	PR Batch 00001.07.2024 Deffered Comp Percentage	631-00-000-231-50-19-000	427.65
Inv Total			21,620.15

0 Total:	21,620.15
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90105 - Dept. of Retirement Syst.- DCP Total:	21,620.15
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90110 - AFLAC Line Item Account

0 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 AFLAC-Pre Tax	631-00-000-231-50-19-000	78.13

Inv Total	78.13
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0 Total:	78.13
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90110 - AFLAC Total:	78.13
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90120 - WSCFF Line Item Account

62516 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 WSCFF-BENEFIT TRUST FF ER	631-00-000-231-50-22-000	975.00

Inv Total	975.00
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62516 Total:	975.00
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90120 - WSCFF Total:	975.00
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90180 - Snoqualmie Police Association Line Item Account

62513 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 Police Union Dues	631-00-000-231-50-21-000	900.00

Inv Total	900.00
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62513 Total:	900.00
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90180 - Snoqualmie Police Association Total:	900.00
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90300 - DiMartino Associates Line Item Account

62510 07/08/2024

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 Brown & Brown DBA DiMartino	631-00-000-231-50-14-000	409.50

Inv Total			409.50
62510 Total:			409.50
90300 - DiMartino Associates Total:			409.50
90310 - NWFFT TRUST Line Item Account			
0	07/08/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 Medical/Vision Benefits	631-00-000-231-50-14-000	23,480.13
07/03/2024	PR Batch 00001.07.2024 Dental Benefits	631-00-000-231-50-14-000	2,143.38
Inv Total			25,623.51
0 Total:			25,623.51
90310 - NWFFT TRUST Total:			25,623.51
90400 - Western States Police Medical Trust Line Item Account			
62515	07/08/2024		
Inv			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
07/03/2024	PR Batch 00001.07.2024 W States Police Medical Trust	631-00-000-231-50-17-000	464.00
Inv Total			464.00
62515 Total:			464.00
90400 - Western States Police Medical Trust Total:			464.00
Total:			535,044.70



Claims Approval Report

Final Audit Report

2024-07-09

Created:	2024-07-09
By:	Ilyse Treptow (itreptow@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATBGmsm-7KFUqQBGfDuXLrPuQIZNleg-o

"Claims Approval Report" History

-  Document created by Ilyse Treptow (itreptow@snoqualmiewa.gov)
2024-07-09 - 6:30:55 PM GMT
-  Document emailed to Drew Bouta (dbouta@snoqualmiewa.gov) for signature
2024-07-09 - 6:31:29 PM GMT
-  Email viewed by Drew Bouta (dbouta@snoqualmiewa.gov)
2024-07-09 - 7:11:19 PM GMT
-  Document e-signed by Drew Bouta (dbouta@snoqualmiewa.gov)
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BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-083
July 22, 2024
Committee Report

Item 7.

AGENDA BILL INFORMATION

TITLE:	AB24-083: Purchase of One (1) Police SUV replacement of Prisoner Van	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Move to Approve the Purchase of One (1) Police SUV replacing the surplus Prisoner Van.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director Finance Legal City Administrator	Mike Chambless Janna Walker David Linehan Mike Chambless	Click or tap to enter a date. 6/26/2024 Click or tap to enter a date. 7/8/2024
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DEPARTMENT:	Police		
STAFF:	Brian Lynch, Police Chief / Gary Horejsi, Police Captain		
COMMITTEE:	Public Safety	COMMITTEE DATE: July 15, 2024	
EXHIBITS:	1. Memo from Fleet Department 2. Captain 24 Car		

AMOUNT OF EXPENDITURE	\$ 84,443
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The purpose of this agenda bill is to obtain authorization to purchase a replacement vehicle for the police department. Costs will be drawn from money received from the sale of the jail van, and money already deposited into the ER&R fund. Council authorization is required as the purchase price exceeds \$50,000.00.

BACKGROUND

The Equipment Replacement and Repair (ER&R) Fund was established in 2005 to set aside funds annually for the replacement of vehicles or equipment as they reach the end of their useful lives. Once a vehicle is due for replacement, and with Council approval, the City draws upon the accumulated funds to pay for the replacement without any additional borrowing or interfund transferring. Working together with Police Staff and vehicle/ admin support from the Police Department, it was agreed that the best route for replacement of the van was to purchase new 1) Police Ford SUV consistent with the established fleet with the factory-built options that would best fit the need of the Police department, City, and overall fleet division and fleet support staff.

ANALYSIS

Administration is recommending the purchase of one (1) Police SUV to replace the 2018 Ford Prisoner Jail Van surplus with council action in September of 2023 and sold at auction. The Police Department would like to utilize a smaller more consistent and versatile fleet vehicle approach to fill the need of the department. Exhibit 2 shows the cost of upfit for the last police vehicle purchased. It is estimated that the proposed Police SUV will have the features listed and cost a similar amount.

BUDGET IMPACTS

Administration recommends approving the purchase of a Police SUV and related taxes and upfitting costs in the amount of \$84,443. Because the replacement of the transit van (vehicle #130) was unplanned for this year, the Administration will need to bring forward a budget amendment at a later date to appropriate for the replacement. This amendment would be funded by the sale of the prisoner van (\$35,000), the funds accumulated for the purchase of a new prisoner van (approximately \$33,000), and the remaining portion coming from the General Fund (#001) (\$16,443).

NEXT STEPS

Following Council approval, staff will continue forward with the purchase of one (1) Police SUV

PROPOSED ACTION

Move to approve the purchase of one (1) Police SUV to replace the surplus Prisoner van for the Police Department.



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PO Box 987
Snoqualmie, WA 98065

Office: 425-831-4919
Fax: 425-888-7109

www.snoqualmiewa.gov

COUNCIL AGENDA REPORT

DATE: July 02, 2024
TO: Snoqualmie City Council
FROM: Don Harris, Fleet/Facility Supervisor
SUBJECT: Approving the Purchase of one (1) Police SUV (Prisoner Van Replacement)

BACKGROUND

The Equipment Replacement and Repair (ER&R) program was established in 2005 to set aside funds annually for the replacement of vehicles or equipment as they reach the end of their useful lives. Once a vehicle is due for replacement, and with Council approval, the City draws upon the accumulated funds to pay for the replacement without any additional borrowing or interfund transferring. In this case, the Prisoner van unit was pulled from service earlier (year 5) than the standard lifecycle (10 year) and surplus (AB23-116) (Res.#22-1667) and sold at auction for market value. The Police Division would prefer to run a consistent fleet vehicle to do prisoner transports, patrol duties, or other functions.

ANALYSIS

Administration is recommending the purchase of one (1) Police SUV vehicle and equipment for the 2023-2024 biennium.

RECOMMENDATION

Staff recommends approving the purchase of one (1) Police SUV vehicle and equipment replacement for the 2023-2024 biennium.

BUDGET

Administration recommends approving the purchase of a Police SUV and related taxes and upfitting costs in the amount of \$84,443. Because the replacement of the transit van (vehicle #130) was unplanned for this year, the Administration will need to bring forward a budget amendment at a later date to appropriate for the replacement. This amendment would be funded by the sale of the prisoner van (\$35,000), the funds accumulated for the purchase of a new prisoner van (approximately \$33,000), and the remaining portion coming from the General Fund (#001) (\$16,443).

2024 Police/Fire Vehicle Equipment List

Vendor	Equipment Type	order	Tax	Total
Fleet key, wiring, housings	Factory cost	\$64,988.00	\$5,913.91	\$70,902
Applied Concepts	KERR Factory add-ons			
A Shade Above Window Tin	Radar Unit			
Napa	Window Tint	\$220.00	\$20.02	\$240
Credit Card	Flashlights	\$160.00	\$14.56	\$175
FCI	Seatcovers	\$274.00	\$24.93	\$299
FCI/AOI	electrical equipment box	\$150.00	\$13.65	\$164
FCI/AC-DC	Second Battery and equipt.	\$800.00	\$72.80	\$873
Motorola	MZL Battery timer	\$200.00	\$18.20	\$218
Wentz Electronics	800 Radios			
Sirennet/Kent D. Bruce	VHF Radios	\$850.00	\$77.35	\$927
Sirennet	Light pkg/console with 8.6 tax			
Setina	Consoles/comp. dock w/8.6%	\$1,800.00	\$163.80	\$1,964
Tessco	Partitions/gun lock			
Stop Tech	Radio Antennas	\$500.00	\$45.50	\$546
Truck Vault	Stop Sticks	\$525.00	\$47.78	\$573
Tuscan Enterprises	Truck Vault	included		
Tuscan Enterprises	Graphics			
FCI	Graphics Installation			
Cintas Corp.	FCI equipment upfit labor	\$6,245.00	\$568.30	\$6,813
Napa	Trauma/First aid kit	\$258.00	\$23.48	\$281
Sirennet	Circuit breakers (large)	\$150.00	\$13.65	\$164
Credit Card Factory outlet	Chargeguards	\$160.00	\$14.56	\$175
	Garmin portable navigation			
	Computer/printer/barcode			
	Licensing/plates	\$120.00	\$10.92	\$131
	Additional lights	included		
		\$77,400.00	\$7,043.40	
			Equipment Total	\$84,443
Vehicle Cost				
Grand Total (Equip / Cars)				

RESOLUTION NO. 1693**A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON REGARDING APPROVAL OF THE COMMUNITY CENTER EXPANSION PHASE 1 INCLUDING THE ADDITION OF A NATATORIUM TO THE EXISTING COMMUNITY CENTER AND CONSTRUCTION UPON FULL FUNDING OF THE PROJECT.**

WHEREAS, the current community center is one-third of the size of what was originally planned nearly 25 years ago; and

WHEREAS, since the Snoqualmie Community Center opened in 2012, Snoqualmie's population has grown by approximately 30%, with more than 40% of residents using the facility, resulting in more demand than the existing facility can accommodate; and

WHEREAS, the Snoqualmie Valley is severely deficient in aquatics space, with only one publicly owned, 85-year-old undersized pool to serve the area, and in 2022 had over 3,000 students on the wait list for swim lessons; and

WHEREAS, our city is surrounded by rivers, there were nine drownings in the past six years and 46 swift water rescues in the past three years; not learning to swim is a public safety issue; and

WHEREAS, the Community Center Expansion project is part of the City's 2025-2030 Non-Utilities Capital Improvement Plan; and

WHEREAS, the City of Snoqualmie has completed the design and have an active building and health department application for a "shovel ready" facility addition of approximately 24,000 square feet; and

WHEREAS, this design increases multi-purpose spaces for community programming, adds an accessible aquatic center with 6-lane lap pool and activity pool, increases locker room space, adds common use space and additional community meeting and office space; and

WHEREAS, the project enjoys broad support from a majority of the residents of the city as reflected in the Community Center Expansion survey conducted in 2019, Community Survey in 2023, and was identified as a major need in the 2024 Parks, Recreation, Open Space and Trails Master Plan; and

WHEREAS, the project enjoys support from community partners including the YMCA of Greater Seattle and the Snoqualmie Valley School District; and

WHEREAS, the City of Snoqualmie remains open to additional community partners for the project such as the City of North Bend, Si View Metropolitan Parks District, Snoqualmie Valley School District, and King County; and

WHEREAS, the City of Snoqualmie has been saving for this project since the inception of the Snoqualmie Ridge master-planned community and has accumulated over \$17 million of capital funds for the Community Center Expansion project, and has successfully secured additional funding through the King County Aquatics Grant; and

WHEREAS, the City has an Operations Agreement with the YMCA and will negotiate a new agreement to operate the facility and cover future maintenance, operations, and capital maintenance costs;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The Snoqualmie City Council approves the 2025-2030 Capital Improvement Plan including Community Center Expansion Phase 1 with the addition of a natatorium to the existing Community Center.

Section 2. The City will actively pursue additional funding sources, including the Department of Commerce Youth Recreational Facilities Grant and King County Aquatics Grant, as well as support from the YMCA's Capital Campaign, and a direct appropriation from the State & local legislatures and regional partners. As soon as an acceptable set of options and funding is secured, the City will proceed with the necessary approvals to commence construction.

PASSED by the City Council of the City of Snoqualmie, Washington, this 22nd day of July 2024.

Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

David Linehan, Interim City Attorney



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-085
July 22, 2024
Committee Report

Item 9.

AGENDA BILL INFORMATION

TITLE:	AB24-085: Snoqualmie Police Association (SPA) Collective Bargaining Agreement (CBA)	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Move to approve the Collective Bargaining Agreement (CBA) between the Snoqualmie Police Association (SPA) and the City of Snoqualmie and authorize the Mayor to sign.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Brian Lynch	7/11/2024
	Finance	Drew Bouta	7/11/2024
	Legal	Outside Counsel	7/3/2024
	City Administrator	Mike Chambless	7/11/2024

DEPARTMENT:	Human Resources		
	STAFF: Kim Johnson, HR Manager; Drew Bouta, Finance Director; Brian Lynch, Police Chief		
	COMMITTEE: Public Safety		COMMITTEE DATE: July 15, 2024
	EXHIBITS: 1. New Agreement (2024-2026) Clean Version 2. New Agreement (2024-2026) Redlined Version 3. Old Agreement (2022-2023)		

AMOUNT OF EXPENDITURE	\$ 4,026,383 (Wages and Benefits for SPA Members Only)
AMOUNT BUDGETED	\$ 3,850,271 (Wages and Benefits for SPA Members Only)
APPROPRIATION REQUESTED	\$ 176,113 (2023-2024 Biennial Budget)

SUMMARY

INTRODUCTION

The city recently completed negotiations with the Snoqualmie Police Association (SPA). The resultant collective bargaining agreement ("CBA"), if approved by council, will last through the end of 2026 and apply retroactively to January 1, 2024.

BACKGROUND

Snoqualmie Police Association (SPA) represents the Police Officers and Sergeants for the City of Snoqualmie and North Bend. The previous CBA spanned a length of two years from 2022-2023 (Exhibit A). Regular negotiation meetings with SPA began in late 2023 and lasted through July 2024. The City contracted for consulting services with Summit Law Group to assist with the negotiation of this agreement.

ANALYSIS

The term of this agreement is January 1, 2024 through December 31, 2026. The City of Snoqualmie (City) and Snoqualmie Police Association (SPA) settled on a three-year agreement. The new agreement accounts for an 8% COLA in 2024, 1% - 3.5% range (depending on the June to June CPI-W)+ 1% for 2025, and a 3.5% increase in 2026. The new agreement also includes a 12-hour shift schedule (effective 1/1/2025) which replaces the current 10-hour shift schedule + 2 hours of mandatory overtime. The education incentive pay will now be paid as a percentage of the employee's base rate of pay instead of a flat monthly amount for an associate degree or a bachelor's degree only. The longevity pay incentive will now include a monthly amount of 8% for those employees who have worked for the City for more than twenty (20) years. And, effective 1/1/2025, employees required to work a shift that begins on a designated city holiday, shall be paid at time and one-half (1.5%) for the entire shift. Finally, much time was spent working through the entire agreement to bring it up to date with current labor laws and standards and to make it easier to read and interpret.

BUDGET IMPACTS

Administration recommends approving the 2024-2026 Collective Bargaining Agreement (CBA). The CBA includes an 8% COLA for 2024, a 1% to 3.5% COLA depending on the June-to-June CPI-W for the Seattle-Tacoma-Bellevue area with an additional 1% added on top for 2025, and a 3.5% COLA for 2026. It also includes a change to the educational incentive pay, longevity pay, and holiday pay. These changes are expected to cost the City of Snoqualmie and the City of North Bend collectively an additional \$176,000 in wages and wage-based benefits (Social Security, Medicare, pension, etc.) over the amounts budgeted in the 2023-2024 Biennial Budget. Of the \$176,000, \$99,000 is expected to be attributable to the City of Snoqualmie and \$77,000 is expected to be attributable to the City of North Bend. These estimates assume full staffing. The City approved a 2023-2024 Biennial Budget across the two primary funds impacted by this CBA, the General Fund (#001) and the North Bend Police Services Fund (#014), with a 3.5% cost-of-living adjustment for 2024. The City's budget also included 2-6% increases in medical, dental, and vision benefits.

Currently, the Police Department is running approximately \$200,000 under budget in the General Fund (#001) or 1.86% of their total two-year appropriation and \$137,000 under budget in the North Bend Police Services Fund (#014) or 2.61% of their total two-year appropriation. Given other anticipated expenditures over the next month that will dissipate some of the current budgetary savings, the Administration will likely request a budget amendment from Council at a future date to account for the impact of the CBA on the 2023-2024 Biennial Budget.

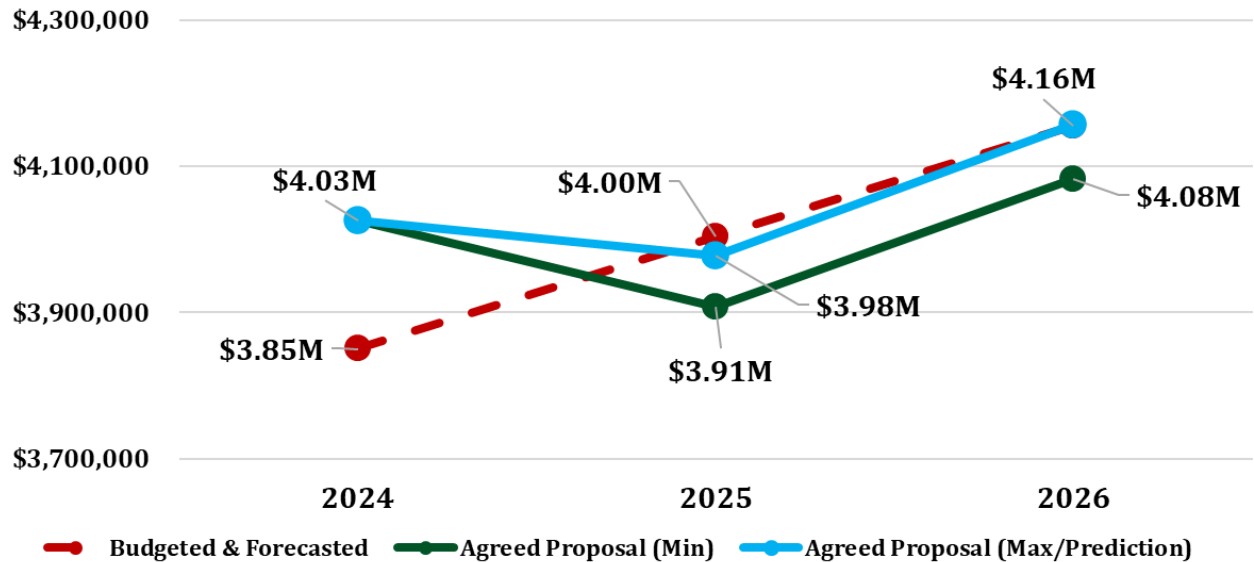
Approval of the CBA would also impact the development of the 2025-2026 Biennial Budget. In addition to COLA increases and the change in educational incentive pay, longevity pay, and holiday pay, the current shift schedule which includes 10 hours of regular time and 2 hours of mandatory overtime would be replaced by 12 hours of regular time (12-hour shift schedule) effective January 1, 2025. Because of this change, the City is expected to reduce the amount spent on overtime by an estimated \$250,000 to \$275,000 which is based on the amount of overtime spent on average over a six-year period (2018-2023) multiplied by an estimated percentage of overtime in 2023 that was shift-based.

After considering the proposed changes to the CBA, the following charts estimate the financial impact of the CBA relative to what has been budgeted and forecasted in wages and benefits for SPA members only for Snoqualmie, North Bend, and both cities combined.

Snoqualmie Police Association CBA

How much more would **both cities** spend (est.) relative to what has been budgeted and forecasted?

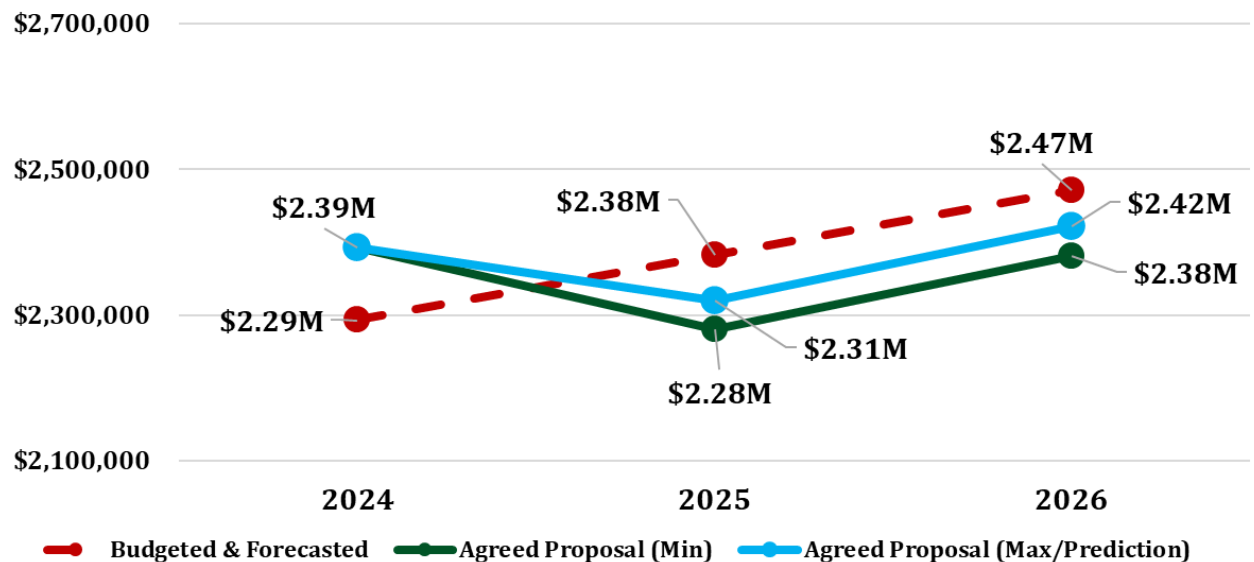
NOTE: Wages & Benefits for SPA Members Only

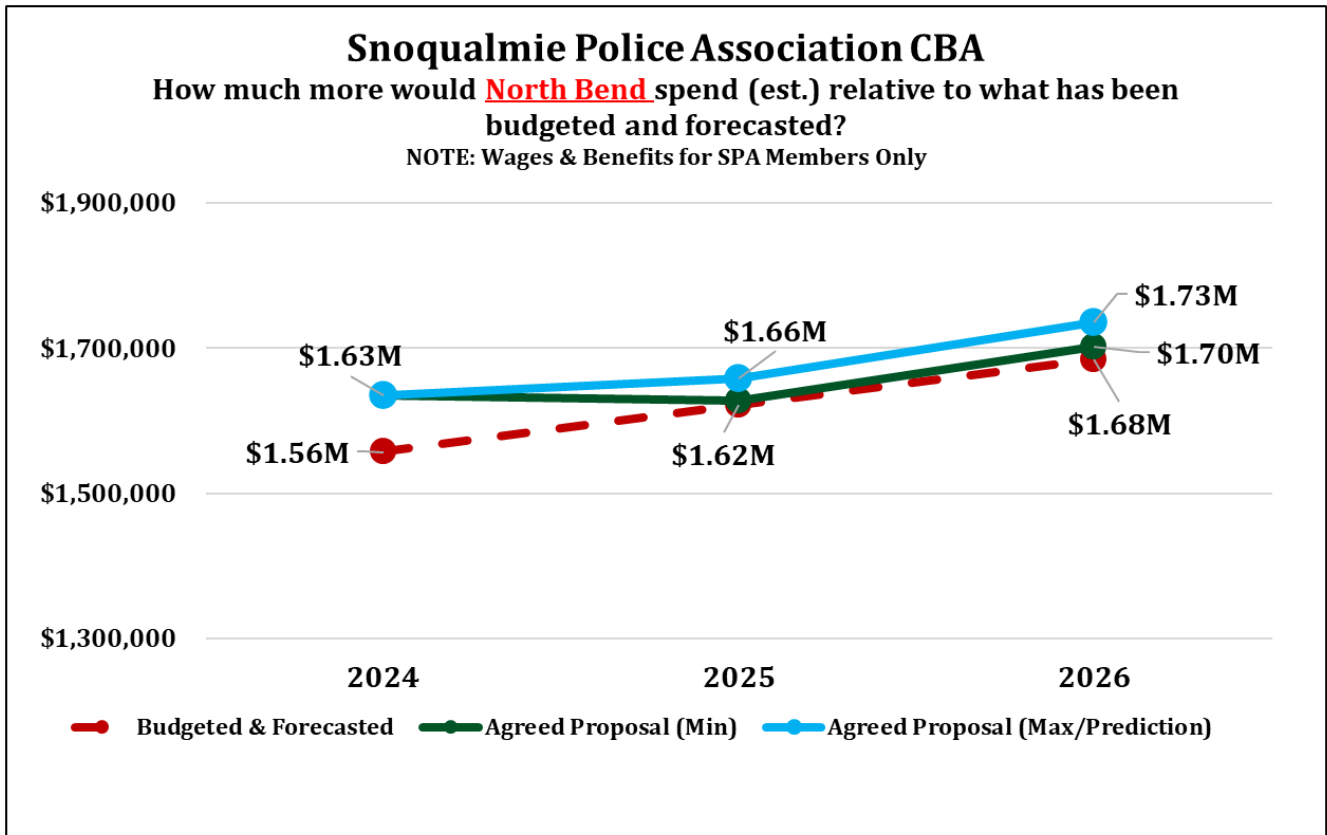


Snoqualmie Police Association CBA

How much more would **Snoqualmie** spend (est.) relative to what has been budgeted and forecasted?

NOTE: Wages & Benefits for SPA Members Only





PROPOSED ACTION

Move to approve the Collective Bargaining Agreement with Snoqualmie Police Association and authorize the Mayor to sign.

Collective Bargaining Agreement
Between the City of Snoqualmie
and
Snoqualmie Police Association
2024-2026

A G R E E M E N T

by and between

CITY OF SNOQUALMIE, WASHINGTON
and
SNOQUALMIE POLICE ASSOCIATION

2024-2026

TABLE OF CONTENTS

<u>ARTICLE 1</u>	RECOGNITION, ASSOCIATION MEMBERSHIP, PAYROLL DEDUCTION	3
<u>ARTICLE 2</u>	NON-DISCRIMINATION	4
<u>ARTICLE 3</u>	ASSOCIATION RIGHTS	4
<u>ARTICLE 4</u>	HOURS OF WORK	4
<u>ARTICLE 5</u>	OVERTIME	6
<u>ARTICLE 6</u>	CALLBACK, COURT TIME AND STANDBY PAY	7
<u>ARTICLE 7</u>	WAGES	8
<u>ARTICLE 8</u>	HOLIDAYS	9
<u>ARTICLE 9</u>	VACATIONS	10
<u>ARTICLE 10</u>	SICK LEAVE	11
<u>ARTICLE 11</u>	HEALTH AND WELFARE INSURANCE BENEFITS	13
<u>ARTICLE 12</u>	UNIFORMS AND EQUIPMENT	14
<u>ARTICLE 13</u>	MISCELLANEOUS (Training, Seniority, Layoffs).....	15
<u>ARTICLE 14</u>	DISCIPLINE.....	15
<u>ARTICLE 15</u>	GRIEVANCE PROCEDURE.....	15
<u>ARTICLE 16</u>	MANAGEMENT RIGHTS AND RESPONSIBILITIES.....	17
<u>ARTICLE 17</u>	SAVINGS CLAUSE.....	17
<u>ARTICLE 18</u>	DURATION.....	18
<u>ARTICLE 19</u>	BILL OF RIGHTS.....	18
<u>ARTICLE 20</u>	PERSONNEL POLICIES	19
<u>ARTICLE 21</u>	PFML PROGRAM	21
<u>APPENDIX A</u>	WAGES	21
<u>APPENDIX B</u>	PROPERTY AND EQUIPMENT LIST	23

AGREEMENT

by and between

CITY OF SNOQUALMIE, WASHINGTON

and

SNOQUALMIE POLICE ASSOCIATION

2024-2026

This agreement is by and between the City of Snoqualmie, Washington, hereinafter referred to as the Employer, and the Snoqualmie Police Association, hereinafter referred to as the Association.

ARTICLE 1 RECOGNITION, ASSOCIATION MEMBERSHIP AND PAYROLL DEDUCTION

- 1.1 Recognition: The Employer recognizes the Association as the exclusive bargaining representative for all Employees in the bargaining unit, which shall include all full time Law Enforcement Officers, excluding all officers above the rank of Sergeant, who choose to be members of the bargaining unit.
- 1.2 Union membership or non-membership is at the option of the employee.
- 1.3 Payroll Deduction: Upon the receipt of notice from the Association of the employees' authorization, the Employer shall deduct from the pay of all employees who are members of the Association and are covered by this Agreement, the dues and fees of the Association, and shall remit to the treasurer of said Association all such deductions on the last business day of each month. Where laws require written authorization by the employee, the same shall be furnished by the employee to the Association in the form required. The Association will provide written notice of said authorization to the Employer. The Employer will begin withholding dues no later than the second payroll period following notice from the ~~Union~~ Association that an employee has authorized dues withholding. No deduction shall be made which is prohibited by applicable law. The employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to the Association representative in accordance with the terms and conditions of the authorization. The Association shall provide notice to the Employer of an employee's written request to revoke authorization for payroll deductions for Association dues and fees. Upon receipt of such notice of revocation from the Association, the Employer shall end the deduction no later than the second payroll after receipt of the revocation notice. Unless otherwise provided herein, the Employer shall rely on information provided by the Association regarding the authorization and revocation of authorization for deductions.
- 1.4 The Association will indemnify, defend, and hold harmless the Employer against any claims made against the Employer on account of any deduction of dues for the Association, provided that the Association shall have no obligation to defend and indemnify the Employer if the result of the liability is a result of the City's own negligence. The Association agrees to refund the Employer any amounts paid to it in

error on account of dues deduction provisions upon presentation of proper evidence thereof.

ARTICLE 2 NON-DISCRIMINATION

- 2.1 No employee shall be discriminated against for upholding Association principles or serving on a committee. The Employer and the Association shall not unlawfully discriminate against any individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin, Association activities, marital status or the presence of any physical, mental or sensory disability or age; nor shall they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities, except as such may be a bona fide occupational qualification.
- 2.2 The Association agrees to not request arbitration of any grievance only alleging a violation of this article unless the grievant agrees in writing to accept the arbitrator's decision as final and binding in lieu of any other procedure or remedy that might be available to grievant.

ARTICLE 3 ASSOCIATION RIGHTS

- 3.1 Association Official's Time Off: An Association Official who is an employee in the bargaining unit, shall be granted reasonable time-off without loss of pay for grievance processing/investigation and contract negotiation activities. Such activities shall not interfere with the normal routine functions of the Department.
- 3.2 Bulletin Boards: The Employer shall provide suitable space for an Association Bulletin Board on its premises, in an area which is frequented by all employees within the bargaining unit.
- 3.3 Probationary Period: All new employees, shall be required to serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Academy. Laterally hired officers requiring Washington State certification, shall serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Equivalency Academy. Laterally hired officers with Washington State Certification, shall serve a twelve (12) month probationary period from the date of hire. Promotional probationary periods shall be twelve (12) months from the date of promotion.
- 3.4 Removal During Probation: During the probationary period a newly hired employee may be terminated without cause. During the probationary period a promoted employee may be reverted to their prior rank if, in the judgment of the Police Chief, the probationer has not performed satisfactorily the duties of the position to which the probationer was appointed.

ARTICLE 4 HOURS OF WORK

- 4.1 Regular Work Cycle: The work cycle for Police Officers and Sergeants shall consist of five (5) consecutive days worked followed by four (4) consecutive days off, followed by five (5) consecutive days worked followed by five (5) consecutive days off This shall be commonly referred to as the 19-day cycle. Each workday shall consist of ten and one sixth (10 1/6) consecutive hours. Regular work schedule is considered to be when the employee is working their current assignment without any restrictions.

Effective January 1, 2025 or an earlier date identified by the Employer, the work cycle for Police Officers and Sergeants shall consist of four (4) consecutive 12-hour days on duty followed by four (4) consecutive days off. The FLSA work period for employees working a 12-hour shift is 24 days. The number of scheduled hours of work per year on the 12-hour shift is 2190. To reduce this number, the Employer will schedule each employee on the 12-hour shift to 9 additional days off, without a loss of pay, throughout the year ("Kelly Days"). The intent of Kelly Days is to reduce the number of scheduled work hours. Kelly Days do not roll over and have no cash value. The Employer will calculate hourly rates using 2080 hours of work per year. If an employee transfers in or out of patrol mid-year, the employee's Kelly Days are prorated by rounding to the nearest month. An employee separating mid-year will reimburse the Employer for any excess Kelly Days used via a payroll deduction from their final paycheck.

- 4.1.1 When mutually agreed the Chief of Police can adjust an Officer or Sergeant's shift to a shift schedule to meet the Operational needs of the Department. An Officer or Sergeant assigned to this shift would be eligible for Holiday pay under Article VIII, Section 8.1.
- 4.1.2 Detectives: The work cycle for Detectives shall consist of a 40-hour workweek comprised of four (4) consecutive 10-hour days worked followed by three (3) consecutive days off. This shall be commonly referred to as the 28-day cycle. There will be two detective schedules: one shift working Monday through Thursday and a second shift working Tuesday through Friday. When more than one Detective shift is vacant, Detectives will select their shift based on seniority.

Detective schedules can be modified by the Employer when the Detective is performing an alternative assignment, provided that the Detective premium will continue during the modified assignment. Detectives receive holidays as provided in Article VIII.

Detective assignments are at the discretion of the Chief of Police. The Chief of Police may remove a police officer from a detective assignment with cause, or to meet operational needs. The police chief's re-assignment of a police officer from detective to meet operational needs is an exercise of management rights pursuant to Article XVI. Detective assignments will typically be for three (3) years, with one-year extensions if approved by the Chief.

- 4.1.3 School Resource Officer: Any Police Officer assigned as a school resource officer (SRO) will work a shift consisting of four (4) consecutive workdays of ten (10) hour shifts, followed by three (3) consecutive days off, referred to as a 4/10 schedule. The SRO will work a day shift that will allow them to be on duty while school is typically in session. The department may modify the hours of work for the SRO shift based on the needs of the department and the school district, or, during significant lengths of time when school is not in session, such as summer or winter break, based on the needs of the department.
- 4.2 Make-up Time: The 19-day cycle results in 1952 hours worked per year, exclusive of vacations and other leave time. The Association and the City of Snoqualmie agree that the lesser number of hours worked is in lieu of compensation for all holidays (120 hours), either as days off or holiday pay or holiday premium. All Officers and Sergeants shall also work an additional 8 hours per year. These 8 hours will be paid time, already included in the officer's monthly wage, and will be reasonably scheduled by the Employer to facilitate training or other departmental needs. These 8 hours, along with the forfeited holiday premium and holidays (120 hours) are intended to equal 2080 hours worked for the purpose calculating the member's

annual salary. Should the employer fail to schedule these 8 hours, the employee will not be required to make them up the following year and there will be no reduction in pay.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), Article 4.2 shall be null and void.

- 4.3 Meal and Rest Periods: The following meal and rest periods supersede WAC 296-126-092 pursuant to RCW 49.12.187. A workday shift of any length longer than five (5) hours shall include one (1) thirty (30) minute meal period and two (2) fifteen (15) minute rest periods, taken at the employee's discretion, which shall be paid time. Employees may at times be required to respond to emergency situations or otherwise be interrupted during meal and/or rest periods for which no overtime or additional compensation shall be paid.
- 4.4 During the contract term, management and labor will convene for the purpose of evaluating the cost-benefits of current work schedules vs. other options, best practices and alternatives in the interest of employee recruitment, retention, police officer safety and community service needs. City reserves the right to open the issue of FLSA 7k exemption as part of the 4.4 evaluation.
- 4.5 Shift Exchange: Shift exchanges and standby will be administered by the Chief in the best interests of public safety. Shift exchanges can only occur between employees of the same rank, unless an exception is granted by the Chief, or designee.
- 4.6 Shift Supervision: There shall be shift supervision on duty at all times. Compensation shall be one hour of overtime when assigned to act as Shift Supervisor for four (4) or more hours of the employee's shift, consistent with Section 7.4. Qualifications shall be established by departmental policy. In order to accommodate training, personal time off, and other unforeseen circumstances, employees who have been approved by the Captain to act as an 'officer in charge' (OIC) may be used as a field supervisor to cover for a Field Sergeant.

ARTICLE 5 OVERTIME

- 5.1 Unless otherwise provided by this Agreement, all work which has been authorized by the Employer in excess of the regularly scheduled shift, excluding 8 hours of make-up time, shall be paid at one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay or accrued as compensatory time at one and one-half (1-1/2) times the hours worked.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), the reference to make-up time in Article 5.1 shall be null and void.

- 5.2 All non-emergency overtime, such as overtime for special events or shift coverage, shall be offered to employees on a rotating basis. No employee covered by this agreement shall be required or permitted to volunteer for any police related function. Attendance at police funerals or memorials in uniform shall not be compensated unless such attendance is required by the Police Chief.
- 5.3 Overtime shall be paid in increments of fifteen (15) minutes, with the major portion of fifteen (15) minutes paid as fifteen (15) minutes.
- 5.4 The Employer may make reasonable adjustments to shifts to accommodate operational needs. No regularly scheduled shift will start after 2100 hours or before 0500 hours. A

tentative schedule will be posted in the squad room detailing the shift requirements for the upcoming three (3) months. Notice of a schedule change will be made within 72 hours and notification will be by text message or phone call to personal phone.

- 5.5 Compensatory time off will be accrued at one and one-half (1-1/2) times the overtime hours worked at the discretion of the employee. An employee may at any time elect to be paid for some or all the employees accrued compensatory time at the employee's regular straight time rate of pay. No employee shall accrue more than forty (40) hours of compensatory time. No more than twenty-four (24) hours of compensatory time shall be carried over from year to year. All overtime in excess of forty (40) hours will be paid as overtime pay. All accrued compensatory time over twenty-four (24) hours shall be paid at the employee's regular straight time rate of pay at the end of each year.
- 5.6 Mandatory overtime will be used when a shift adjustment cannot be made by voluntary acceptance to fill the shift. Employees with the lowest overtime score / overtime worked will be required to work the mandatory overtime shift.

ARTICLE 6 CALLBACK, COURT TIME AND STANDBY PAY

- 6.1 Callback: An employee who is called back to work after having completed their normal shift and having left the premises, shall receive callback pay of a minimum of three (3) hours at the overtime rate of pay; provided however, if the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, and lasts thirty (30) minutes or less, the employee shall be paid for a minimum of one (1) hour at the overtime rate, and further provided, an employee who is required to report to work prior to their normal shift and is compensated for all time prior to the commencement of their regular shift, shall be compensated for such pre-shift hours at one and one-half (1 1/2) the employee's regular straight-time rate of pay.

A Detective who is called back to duty less than three hours prior to the start of the employee's regular shift shall be paid only for the actual time worked at the rate of one and one-half (1 1/2) times the employee's regular rate of pay up to the time the employee's regularly scheduled shift begins and shall not be entitled to a 3-hour minimum payment under this section.

If the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, the employee shall be paid for a minimum of one (1) hour at the rate of one and one-half (1 1/2) times the employee's regular rate of pay.

- 6.2 Court Appearances: An off-duty employee required to testify under oath on behalf of the Employer in a criminal or civil case arising out of the employee's performance of duties as a police officer shall be compensated for at the overtime rate of pay, with a minimum of four (4) hours at one and one-half (1 1/2) times the employee's regular straight-time rate of pay. Officers not given a minimum of forty-eight (48) hours' notice of cancellation of the need to appear will be compensated for the minimum four (4) hour period.
- 6.3 Standby: An employee who is placed on Standby by the Employer shall receive ten percent (10%) of their regular straight-time hourly rate of pay for all hours assigned.
- 6.3.1 Standby Duty for Detectives shall be assigned by the Chief of Police and will generally rotate on a weekly basis among those employees assigned as a Detective, with each Detective assigned to approximately two weeks per month. Detectives will be allowed to trade their rotation schedule with each other, with the Chief's approval. Employees on Standby must make sure that they are

able to respond to the Snoqualmie Police Department within one hour. If they are unable to respond within one hour, they will notify dispatch. Employees on Standby shall be obligated to respond when called in to perform their regular duties. Employees shall not report to work while on Standby in a condition that would violate the Drug Free Workplace Policy. Employees assigned to Standby Duty will receive ten (10) hours at their straight time hourly rate of pay for each full week on Standby Duty, prorated in the event of a partial week. The Chief has sole discretion to decide whether to assign a take home vehicle to a Detective on Standby Duty and the Chief's decision cannot be grieved.

ARTICLE 7 WAGES

7.1 Employees covered by this Agreement shall receive the rates of pay as set forth in Appendix "A" to this Agreement, which by this reference shall be incorporated herein as if set forth in full.

7.2 Longevity Pay All employees employed as of May 1, 2010, shall continue to receive a monthly Longevity Pay in addition to their monthly rates of pay as follows:

Service Time	Monthly Amount
After 5 years	4%
After 10 years	6%
After 15 years	8%

All Employees employed after May 1, 2010 shall receive monthly Longevity Pay in addition to their monthly rates of pay as follows:

Service Time	Monthly Amount
After 5 years	2%
After 10 years	4%
After 15 years	6%
After 20 years	8%

7.3 Educational Incentive Pay: Educational incentive pay shall be awarded to qualified employees who have obtained an Associates (AA) or Bachelor's (BA) degree in accordance with the schedule below. Educational incentive pay shall not be cumulative. It shall be the responsibility of the employee requesting educational incentive pay to provide documentation through official transcripts from accredited colleges or universities. Educational incentive pay shall be paid to the employee beginning the next pay period following receipt of proper documentation by Human Resources and shall not be retroactive. Educational incentive pay will be applied to an employee's base rate of pay for education achievement in approved fields of job-related studies as follows:

College Credits	Monthly Amount
AA Degree	2%
BA/BS Degree	4%

The following are recognized to be job related studies and are therefore recognized as approved fields of study:

- Police Science
- Political Science/Global Studies

- Sociology
- Psychology
- Community Service
- Business Administration
- Public Administration
- Communications (added but not Retroactive)
- General Studies (added but not Retroactive)

7.4 Acting Sergeants, Officers in Charge, and FTO. When management assigns duties as an acting Sergeant, Officer in Charge or while training an employee as an FTO (Field Training Officer), the employee shall receive one (1) hour of overtime per shift worked.

7.5 Specialty Pay: Employees assigned to the following specialties shall receive the listed specialty pay while assigned. Employees assigned to more than one specialty may combine the specialty pays to a maximum of 3%. Specialty pay assignments shall be made at the discretion of the Chief of Police.

- | | |
|--------------------------------|------|
| ▪ Firearms Instructor | 1.5% |
| ▪ Defensive Tactics Instructor | 1.5% |
| ▪ EVOG Instructor | 1.5% |
| ▪ Taser Instructor | 1.5% |
| ▪ Radar/Lidar Instructor | 1.5% |

ARTICLE 8 HOLIDAYS

8.1 Police Officers and Sergeants working the days and hours of work specified in Art. IV Section 4.1 shall not be entitled to holiday pay or time off. Hours worked in excess of those identified in Article IV, Section 4.1 shall be paid at twice the employee's regular straight-time hourly rate of pay. Time worked on a holiday which falls on a regularly schedule workday shall be paid as straight time. Time worked on a holiday which falls on a scheduled day off shall be paid at twice the employee's regular straight-time hourly rate of pay. There shall be no other compensation paid for work performed on a holiday.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), Article 8.1 shall read as follows:

Employees who are required to work a regular shift that begins on a designated holiday listed below in Article 8.2 shall be paid at time and one-half for their entire shift. Employees who are required to work a shift that begins on a designated holiday listed below in Article 8.2 on their regular day off shall be paid at double time for their entire shift. There shall be no other compensation paid for work performed on a holiday. Floating holidays are not designated holidays for purposes of this section.

8.2 The City recognizes the following holidays:

New Year's Day	
Martin Luther King, Jr. Day	(3 rd Monday of January)
President's Day	(3 rd Monday of February)
Memorial Day	
Juneteenth	
Independence Day	
Labor Day	

Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving Day
 Christmas Day
 Two (2) "Floating Holidays" designated by the employee.

- 8.3 Detectives receive paid time off on each holiday listed above, for a total of not more than 130 hours of holiday time off per year. If a holiday falls on a Detective's regular day off, the Detective will take the holiday on another day that week. If the Employer requires a Detective to work on a holiday listed above, the Detective shall be paid at twice the employee's regular straight time hourly rate of pay for time worked on the holiday.
- 8.4 School Resource Officers will be entitled to holiday leave on the recognized holidays detailed in section 8.2 falling within the regular school year. A police officer assigned to serve as an SRO that is required to work on a recognized holiday falling within the regular school year will receive one and one-half times their regular rate of pay in lieu of holiday pay. There shall be no banking of holidays. The SRO when assigned to work patrol on a holiday will be paid the same as officers normally assigned to patrol duty on a holiday.

ARTICLE 9 VACATIONS

- 9.1 Regular fulltime employees shall accrue paid vacation leave in accordance with the following schedule. Accrual of vacation leave shall begin upon the date of employment for each employee and thereafter on the employee's anniversary date.

UPON COMPLETION OF SERVICE HOURS/YEAR HOURS/PAY PERIOD

Upon Completion of Service	Hours/Year	Hours/Pay Period
1 through 3 years	80.16 Hours	3.34 Hours
4 through 8 years	120 Hours	5 Hours
9 through 14 years	160.08 Hours	6.67 Hours
15 years	168 Hours	7 Hours
16 years	176.16 Hours	7.34 Hours
17 years	184.08 Hours	7.67 Hours
18 years	192 Hours	8 Hours
19+ years	200.16 Hours	8.34 Hours

- 9.2 Vacations shall be scheduled at the employee's request, subject to the needs of the Department. In the event scheduling conflicts occur, the employee with the most rank and then seniority shall be given preference in the selection of vacation time; provided the request is submitted and received by the Employer prior to March 1st of each year. After March 1st of each year, vacation shall be approved on a first come first served basis.
- 9.3 A. An employee shall not carry over from year to year accrued vacation in excess of three hundred twenty (320) hours. Accrued vacation leave in excess of 320 hours shall be forfeited on the employee's anniversary date. For this section "year to year" means "anniversary date to anniversary date."
- B. An employee may be granted an extension of this provision if the employer denies vacation leave, or the employee is unable to take vacation leave due to circumstances

beyond the employee's control. The employee's request for extension shall be submitted in writing to the Police Chief 60 days prior to the employee's anniversary date. A decision will be communicated to the employee 45 days prior to the employee's anniversary date. An employee who is granted an extension of this provision shall be required to reduce the excess to 320 hours or less within six months immediately following the approved extension. If the employee cannot reduce accumulated vacation below 320 hours during the period of extension because of operational needs of the Department, the employee shall be paid for carried over vacation after six months.

- 9.4 Upon termination of employment, employees shall be paid for all accrued vacation at their regular straight time rate of pay.

ARTICLE 10 SICK LEAVE

- 10.1 Employees shall accumulate sick leave, relevant to their shift and hours worked per day. An eight (8) hour workday accrues eight (8) hours per month and a ten (10) hour or twelve (12) hour workday accrues ten (10) hours per month; provided, however, no employee shall be accredited with an accumulate greater than seven hundred twenty (720) hours. No employee may carry over more than 720 hours of sick leave from one calendar year to the next.
- 10.2 Sick Leave Buy Back. Should an employee's sick leave carryover exceed the maximum set forth within section 10.1, the employee shall receive compensation equal to thirty-three percent (33%) of the sick leave hour which exceed the afore-referenced maximum at the employee's regular straight- time hourly rate of pay. The calculation of available sick leave buy back shall be made by the employer during the month of November and shall be paid to the Employee on December 31 of each year.
- 10.3 Usage: Each employee shall use sick leave solely for a permitted reason and dishonesty in relation to utilization of sick leave for any other purpose shall be cause for disciplinary action.

Sick leave is permitted for the following reasons:

- a. The employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventive medical care.
- b. The employee's care for a family member with an illness, injury or health condition; care for a family member who needs medical diagnosis, care or treatment; or care for a family member who needs preventive medical care.
- c. An absence due to closure of the Employer by order of public official for any health-related reason, or where the employee's child's school or daycare is closed for such a reason.
- d. Absences covered by the Domestic Violence/Sexual Assault/Stalking leave law.
- e. For a Family Medical Leave Act (FMLA) or Washington Family Care Act (WFCA) qualifying event.

The Employer may require that the employee, after more than three (3) consecutive days of sick leave, furnish medical verification that leave was taken for a permitted purpose.

- 10.4 For purposes of sick leave, family member is defined as:

1. A child including: a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.
 2. A parent including: a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 3. A spouse
 4. A registered domestic partner
 5. A grandparent
 6. A grandchild
 7. A sibling
- 10.5 Bereavement Leave: In the event of a death or critical illness in the employee's "immediate family," the employee may be granted leave of absence not to exceed three (3) working days. The term "immediate family" shall be defined as spouse and children of the employee and/or grandmother, grandfather, mother, father, brother, sister, father-in-law, mother-in-law, or other relative living in the employee's household.
- 10.6 An employee may be excused by their department head to attend funeral services of a deceased City employee without loss of pay.
- 10.7 FMLA. Notwithstanding any provision to the contrary that may be contained elsewhere within this Agreement, and on approval of the Police Chief, employees will be entitled to the entitlement under the Family and Medical Leave Act of 1993. During such leave, the employer will continue the employee's health insurance benefits on the same basis as active employees.
- 10.8 Light Duty. In the event a LEOFF II employee suffers a short-term disability or illness that prevents the employee from performing their full range of duties for a period of two (2) weeks or more, the Employer shall consider an employee's request for light duty work when available. Short term shall mean ninety (90) days or less. The Light Duty provisions of this Agreement shall not amend or modify the requirements for physical and/or mental fitness by the Civil Service Rules and Regulations, as amended, and will not interfere with the application of Civil Service Rules requiring fitness for duty. The Chief shall determine the employee's light duty schedule.
- 10.9 Light duty assignments, when granted, shall only be for work that does not require the physical and/or mental standard for "on duty Police Officers." The availability and content of work that does not require full "on duty" physical and/or mental fitness shall be determined by the Police Chief. Employees granted Light Duty assignments, and who accept same, shall be compensated at their normal rate of pay and may be required to work a modified schedule while on light duty status.
- 10.10 Whenever any member of the Association is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of their or her duties, he or she shall become entitled to, regardless of their or her period of service with the City of Snoqualmie, a leave of absence while so disabled for the period of disability, not to exceed six months or until a disability retirement under LEOFF is granted, if earlier. During the disability period, the member will continue to receive all contracted benefits.

ARTICLE 11 HEALTH AND WELFARE INSURANCE BENEFITS

Medical Insurance: The employer shall provide such medical insurance coverage, for those employees to whom it applies, as is mandated by RCW 41.26, the Law Enforcement Officers and Fire Fighters Retirement System Laws of 1969, as revised.

11.1 The Employer will offer the AWC Regence HealthFirst 500 Plan, with annual HRA of \$3,500 (employee only) and \$7,000 (employee and family). HRA contributions are made on a monthly basis.

11.2 The Employer also offers the AWC HDHP/HSA Plan.

The annual HSA contribution for the HDHP Plan is \$1500 (employee only) and \$3000 (employee and family), with annual carry-over. HSA contributions are made on a monthly basis.

The City will continue to pay 100% of the medical insurance premiums for each employee and eligible dependents for the applicable AWC Regence Plan for the term of this Agreement.

11.3 **Dental:** The Employer shall pay one hundred percent (100%) of those premiums necessary for the purchase of employees and dependent coverage under the Association of Washington Cities, Washington Dental Service, Plan F, which shall include Plan V Orthodontia benefits.

11.4 **Vision:** The Employer shall pay one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities Western Vision Service Plan (\$10.00 deductible).

11.5 **Life Insurance:** The Employer shall pay one hundred percent (100%) of those premiums necessary to purchase and maintain Group Basic Term Life Insurance coverage for each employee in the amount of three hundred thousand dollars (\$300,000.00) payable to the beneficiary designated by the employee.

11.6 **Deferred Compensation:** The Employer shall match an employee's contribution to the Employer provided Deferred Compensation Plan up to one hundred dollars (\$100.00) per month.

11.6.1 Separate from the matching contribution in Article 11.6, the Employer shall contribute one hundred dollars (\$100.00) per month to the Deferred Compensation Plan of each employee who is represented under this Agreement. This one hundred-dollar (\$100.00) contribution does not require a match by the employee.

11.6.1.1 It is the employee's responsibility to enroll in the Deferred Compensation Plan. The \$100 per month contribution cited in Section 11.6.1 shall begin at the employee's enrollment date for new accounts being established. For those employees with existing accounts, it is the responsibility of the employee to complete the necessary form(s) to increase the \$100 monthly amount being contributed by the Employer.

- 11.7 Preventative Care: The Employer shall pay the cost for all preventative vaccinations as needed by employees for occupational related diseases, Hepatitis B, Tetanus and flu vaccinations.
- 11.8 Shared Leave Policy per City Resolution.

ARTICLE 12 UNIFORMS AND EQUIPMENT

12.1 The Employer shall provide each new hire with all department issued and required equipment in Appendix B and provide replacements as necessary to properly maintain the employees uniform in a presentable manner, subject to Department procedures for replacement of uniforms and equipment on a fair wear and tear basis.

- 12.1.1 Detective Clothing Allowance. In addition to 12.1, Detectives shall receive an annual clothing allowance of \$800. The allowance will be paid on the initial date of the detective assignment, and annually thereafter. It shall be the responsibility of the Association Member assigned to the position to request the annual allowance on or after their anniversary in the position. In the event the Association Member voluntarily assumes a different position within Department a monthly pro rata share of the allowance shall be returned to the City.
- 12.2 Employees shall be held accountable for all protective clothing or protective devices assigned to the employee by the Employer. Loss or destruction of items of clothing or protective devices shall be replaced by the Employer where said loss was incurred as a direct result in the performance of the employee's job duties not due to the employee's intentional act or negligence. Accountable items of clothing or protective devices assigned to an employee which are lost or mutilated as a direct result of the employee's negligence shall be replaced by the employee.
- 12.3 All uniforms and equipment issued by the Employer to each employee shall remain the property of the Employer.
- 12.4 Dry Cleaning: The Employer shall provide a contract cleaning service which shall provide for the dry cleaning of any uniform worn that requires dry cleaning.

ARTICLE 13 MISCELLANEOUS

- 13.1 Training: Training which an employee is required to attend by the Employer which is not part of the employee's regular or modified schedule shall be paid pursuant to Article V Overtime the overtime rate. An employee shall not be eligible for any overtime resulting from attendance at any training school or session in lieu of a scheduled workday (maximum regularly scheduled number of shift hours). The Chief will provide at least seven (7) calendar days' notice of changes to the employee's regular schedule for training the employee is required to attend.
- 13.2 Employees who attend Employer-authorized training that requires overnight accommodations shall be paid at the straight-time rate for all travel time required for the training, excluding any commute time between the employee's home and the Police Station.
- 13.3 Seniority: Seniority in the Police Department shall be defined as continuous active commissioned service within the Department, beginning on the most recent date of hire. If two (2) or more employees are hired on the same day, their seniority shall be determined by the employee's ranking on the Civil Service list.

Seniority in Civil Service classifications above police officer shall be determined by length of continuous active service within the classification. Employees promoted on the same day shall have their seniority determined by the ranking established by the Civil Service promotional process.

- 13.4 Unless required under the Uniformed Services Employment and Reemployment Act (USERRA), seniority will not accrue during any unpaid leave of absence greater than thirty (30) consecutive calendar days.

13.5 Reduction in Force (Layoff)

In accordance with City of Snoqualmie Civil Service Rules and Regulations, the following procedure shall be followed in layoff(s).

1. In the case of a reduction in force (layoff), the least senior bargaining unit employee shall be laid off. In the case of reduction in rank, the least senior employee within that rank shall be reduced.
2. If the reduction in rank results in the need for reduction in force, the employee reducing in rank shall bump the least senior bargaining union employee. It is understood that staffing levels may be reduced as a result of a reduction in department commissioned personnel.
3. In the case of a layoff, the employee shall be placed on a re-hire list for one (1) year. The employee is responsible to ensure the City has their current phone number and address. Employees laid off last will be the first to be recalled. All recalled employees must prove they are medically and physically fit to return to work.
4. It is understood that if there is a reduction in force, there may also be a reduction in staffing levels.

ARTICLE 14 DISCIPLINE

- 14.1 The Employer shall not discipline a permanent employee without just cause.
- 14.2 A written warning shall be given prior to discipline being imposed for performance or conduct issues the employer determines to be minor. Such written warning letter shall state the nature of the performance or conduct improvement required and the time period in which improvement is expected to occur.

ARTICLE 15 GRIEVANCE PROCEDURE

- 15.1 A. Grievance is defined as a dispute involving the interpretation or application of the express provisions of this Agreement that arise during the term of this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving disputes as defined herein. The employee shall have the right to Association representation in all steps of grievance procedure. When the term "days" is used, it shall refer to calendar days. The employee, the Association or the Employer can file a grievance.

B. At the option of the Employee, the employee may choose to process any alleged grievance through this Article XV or through the Civil Service laws and rules of the City of Snoqualmie.

- 15.2 Step One: The employee or Association, as the case may be, shall first reduce to writing a statement of the grievance containing the following: a) the facts on which the grievance is

based; b) a reference to the provision in this agreement; c) the remedy sought. The grievant shall submit the written statement of grievance to the Police Chief within fifteen (15) days. In the event the grievant does not present such grievance within fifteen (15) days of its occurrence or reasonable knowledge of the occurrence, the grievance shall be invalid and subject to no further processing. The Chief or designee shall have fifteen (15) days from submission of the written statement of the grievance to resolve the matter or deny the grievance. If resolved, the disposition shall be indicated on the written statement and signed by the Chief or designee and the Association.

- 15.3 Step Two: If the grievance is denied at Step 1, a written statement of grievance shall be submitted within fifteen (15) days of the date of the denial to the City Administrator. The City Administrator, or designee, shall have thirty (30) days from the submission of the written statement to resolve or deny the grievance. If any agreeable disposition is made, the City Administrator or designee and the Association shall sign it.
- 15.4 Step Three: If the grievance is denied at Step 2, the Association may request arbitration within twenty (20) days of the denial. Arbitration is the exclusive right and remedy of the Association, which in its sole discretion to determine which matters will be moved forward to Arbitration. This request must be submitted in writing. For a disciplinary grievance as defined by RCW 41.58.070, the arbitrator shall be assigned by PERC in accordance with state law. For other grievances, representatives from the Employer and the Association shall consult within seven (7) days of the date written request for arbitration is submitted to attempt to agree on an arbitrator. If the parties cannot agree within three (3) days, the parties shall jointly request the Public Employment Relations Commission (PERC) to provide a list of nine (9) arbitrators. The Employer and the Association shall alternatively strike one name from the list until only one name remains. The order of striking shall be determined by the toss of the coin, the loser striking the first name. The one name remaining shall be the arbitrator.
- 15.5 The arbitrator shall hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator shall have no power to render a decision that shall add to, subtract from, alter, change or modify the terms of this agreement. The arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement. The decision of the arbitrator shall be final and binding on the Association, the Employer and the employees involved.
- 15.6 The expense of the Arbitrator, the cost of the hearing room and the cost of a shorthand reporter, unless such one is paid by the State of Washington, shall be borne equally by the Employer and the Association. Each party shall be responsible for their own representation costs, including attorneys' fees.
- 15.7 There may be some instance where an outside agency or party may be used for arbitration, if both the Employer and Association agree.
- 15.8 The arbitrator shall have no right to amend, modify, nullify, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue so submitted.
- 15.9 The arbitrator shall be without power to make decisions contrary to, or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty

(30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and Association and shall be based solely on the arbitrator's interpretation or application of the express terms of the Agreement and to the facts of the grievance presented.

- 15.10 The parties may mutually agree in writing to extend any deadline contained in this grievance procedure. Absent such agreement, a grievance shall be considered resolved against the party that fails to meet any deadline contained in this grievance procedure and the grievance shall not be subject to any further processing, including arbitration.

ARTICLE 16 MANAGEMENT RIGHTS AND RESPONSIBILITIES

- 16.1 The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:

1. To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees. This shall include, but not be limited to, the following topics:
2. To direct, hire, evaluate, promote and lay off employees as covered by the Civil Service promotional and layoff processes, transfer, and for just cause, suspend, discipline or dismiss employees. Probationary employees may not use the grievance procedure to contest any disciplinary/discharge decision of the Employer.
3. To evaluate jobs and positions, classify positions, establish performance standards, qualification requirements of employees and specify the employee's duties and work hours.
4. To manage and operate the services in all respects and without restrictions.
5. To establish the location and number of police precincts and services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the services provided and performed.
6. To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.

The above is not intended to be exclusive and shall not exclude any historical or normal rights of management. The Union may raise issues of binding past practice through the grievance procedures.

ARTICLE 17 SAVINGS CLAUSE

- 17.1 It is the intention of the parties hereto to comply with all applicable law and they believe that each and every party to this Agreement is lawful. All provision of this Agreement shall be complied with unless any of such provision shall be declared invalid or inoperative by a Court of final jurisdiction.
- 17.2 Should any provision of this Agreement and/or any attachments hereto be held invalid by operation of Law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal, the remainder of this

Agreement and/or any attachments hereto shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such provisions and/or any attachment hereto.

ARTICLE 18 DURATION

- 18.1 This Agreement shall be effective January 1, 2024 and shall remain in full force and effect through December 31, 2026 unless otherwise provided for herein and shall remain in effect during the course of negotiations on a new Agreement.
- 18.2 Within six (6) months prior to the termination date of this Agreement, the Association or the Employer shall open this Agreement for the purpose of negotiating a successor Agreement to this Agreement.

ARTICLE 19 BILL OF RIGHTS

- 19.1 Bill of Rights: All employees shall be entitled to the protection of what shall hereinafter be termed as the "Bill of Rights" which shall be added to the present Rules and Regulations of the City of Snoqualmie Police Department. The wide-ranging powers and duties given to the department and its members involve them in all manner of contacts and relationships with the public. Of these contacts come many questions concerning the actions of members of the department. These questions often require immediate investigations by supervising officers designated by the Police Chief. In an effort to ensure that these investigations are conducted in a manner which is conducive to good order and discipline, the following guidelines are put forth:
- 19.2 In criminal matters an employee shall be afforded those constitutional rights available to any citizen. In non-criminal matters relating to job performance, the following guidelines shall be followed.
- 19.3 "Interview" of a subject employee" as used herein shall mean any questioning by an agent of the City who is conducting an investigation (as opposed to a routine inquiry) of the employee being interviewed, when the agent knows (or reasonably should know) that the questioning could result in employee discipline. This section shall not apply to an investigation concerned solely and directly with alleged criminal activities.
- 19.4 Before an interview of a subject employee, the employee shall be informed of the matter in sufficient detail to reasonably apprise them of the factual basis of the matter. This shall not operate as a waiver of the Association's right to request bargaining information from the City. Nor shall anything in this Article prohibit the Employer from disciplining, including discharge, an officer convicted of a crime.
- 19.5 Any interview of an employee shall be at a reasonable hour, preferably when the employee is on duty unless the exigencies of the investigations dictate otherwise. If the employee is required to be interviewed off duty, the employee shall be compensated.
- 19.6 The interview shall not violate the individual's constitutional rights, which are afforded any citizen, regardless of occupational position and shall take place at the Police Department facility, except when impractical. The employee shall be afforded an opportunity and facilities to contact and consult privately with an attorney of their own choosing and/or a representative of the Association before being interviewed. An attorney of their own choosing and/or a

representative of the Association may be present during the interview but may not participate in the interview except to counsel the employee.

- 19.7 The questioning shall not be overly long, and the employee shall be entitled to such reasonable intermissions as they shall request for personal necessities, meals, telephone calls and rest periods. No more than two interviewers may ask questions of an accused employee. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively or be subject to discipline for insubordination. Nothing ordered may be provided or used in a criminal investigation.
- 19.8 The employee shall not be subjected to any offensive language, nor shall they be threatened with dismissal, transfer or other disciplinary punishment as a guise to attempt to obtain their resignation, nor shall be intimidated in any other manner. Neither promises nor rewards shall be made as an inducement to answer questions.
- 19.9 The Employer shall not require any employee covered by this Agreement to take or be subjected to a lie detector test as a condition of continued employment, nor shall such evidence be offered at any disciplinary hearing without stipulation of the parties.
- 19.10 The Department will audio record any interview. Upon request, a copy of the recording/transcript (if made) will be provided to the officer.
- 19.11 Any Loudermill/pre-disciplinary meeting invitation shall be issued within six (6) months of the time that the Employer undertakes the investigation, unless an extension is reasonably necessary. The Association will not unreasonably deny requests for additional time.
- 19.12 An employee shall be permitted to read any adverse material affecting their employment before it is placed in the Employer's official personnel file. The Employee will be able to respond in writing and have it attached to the adverse material.
- 19.13 No officer shall be disciplined solely for being placed on a prosecutor's Brady list. This section does not prohibit the Department from taking disciplinary or other adverse action based on the underlying acts or omissions for which the officer's name was placed on the Brady list or is otherwise connected with a disclosure to a prosecutor pursuant to Brady. Any such action will be consistent with the terms of this Agreement including any just cause requirement.
- 19.14 An Employee using deadly force while exercising authority as a Police Officer shall be allowed to consult with a Union representative or attorney upon request prior to being required to give an oral or written statement about the use of deadly force, except that immediately following the incident the employee shall verbally report to the appropriate authority a brief public safety statement relating any information necessary to preserve the immediate safety of the public and fellow officers. Such right to consult shall be based on the nature of the incident but shall not delay the giving of the statement more than 72 hours. Deadly force is defined as any use of force that creates a substantial risk of causing death or serious bodily injury.

ARTICLE 20 PERSONNEL POLICIES

- 20.1 In addition to the Employer's personnel records policy as set forth in the city of Snoqualmie Personnel Policies, all members of the bargaining unit shall have the additional right to:
- 20.2 Review their personnel file with a minimum of two (2) City business days' notice given to Human Resources.

- 20.3 May receive copies upon request of items in their personnel file.
- 20.4 Pursuant to RCW 40.14.070(4), personnel records for any peace officer must be retained for the duration of the officer's employment and a minimum of 10 years thereafter. Such records include all misconduct and equal employment opportunity complaints, progressive discipline imposed including written reprimands, supervisor coaching, suspensions, involuntary transfers, other disciplinary appeals and litigation records, and any other records needed to comply with the requirements set forth in RCW 43.101.095 and 43.101.135.
- 20.5 In the event the Snoqualmie Police Department convenes a Review Board(s) (Use of Force or Accidents), there shall be an Association representative, appointed by the Association, as a voting member on the Review Board.

ARTICLE 21 PFML PROGRAM

Eligible employees are covered by Washington's Paid Family Medical Leave Program (PFML) per RCW 50A et seq. Eligibility for leave and benefits is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law. Employees will pay, through payroll deduction, the maximum allowable charge for both family leave and medical leave premiums, as stated by RCW 50A.10.030 and updated annually by the Employment Security Department.. The employer will pay the remaining premium amounts as required by law.

SNOQUALMIE POLICE ASSOCIATION

CITY OF SNOQUALMIE

Chase Smith, President

Katherine Ross, Mayor

Date

Date

ATTEST:

Deana Dean, City Clerk

APPENDIX "A"

to the AGREEMENT by and between

CITY OF SNOQUALMIE, WASHINGTON

And

SNOQUALMIE POLICE ASSOCIATION

2024-2026

- A.1 2024 CLASSIFICATION RATES. Effective January 1, 2024, the hourly rates of pay for each classification covered by this Agreement shall be as follows (adjusted with an 8% increase):

	A	B	C	D	E	F
P Officer	\$39.52800	\$43.48080	\$45.65160	\$47.91960	\$50.31072	\$52.83792
P Sergeant	\$55.49472	\$58.24224	\$61.15176	\$64.21032		

- A.2 The STEPS set forth within Section A.1 are automatic progression pay STEPS each being twelve (12) months in duration.
- A.3 New employees may be given credit for prior law enforcement experience in computing Entry salary. Such experiences may qualify the employee to start at any step as recommended by Police Chief and approved by the Mayor.
- A.4 Active members of the Snoqualmie Police Association, at the time of ratification, will be eligible to receive retroactive pay to January 1, 2024.
- A.5 For years 2025, and 2026, each year shall be increased over the previous year by the following percentages:
- | | |
|------|---|
| 2025 | Equal to the CPI-W Seattle-Tacoma-Bellevue from June 2023 to June 2024 with a minimum of 1% and a maximum of 3.5%, plus 1%. |
| 2026 | Three and one-half percent (3.5%) |
- A.6 Detective Premium: Employees assigned to Detectives shall receive a premium of 4% above their current step Police Officer base wage while assigned to detectives, as set forth in Appendix A. If a Detective is required to work patrol to cover shifts or due to an emergency, the Detective will continue to receive Detective premium pay.
- A.7 School Resource Officer (SRO) Premium: Employees assigned to SRO shall receive a premium of 4% above their current step Police Officer base wage while assigned to SRO, as set forth in Appendix A. If an SRO is required to work patrol to cover shifts or due to an emergency, the

SRO will continue to receive SRO premium pay. While the school district is not in session for regular scheduled mid-winter, spring, or summer breaks, the SRO will continue to receive SRO premium pay. School Resource Officer assignments will typically be for three (3) years, with one-year extensions if approved by the Chief.

- A.8 Officers promoted to Sergeant will start at the first step above their current Officer base pay.
- A.9 An employee assigned as the Administrative Sergeant shall receive a premium of 5% of their current step Sergeant base wage while assigned as the Administrative Sergeant.
- The Administrative Sergeant will be permitted to take home an unmarked Department vehicle with emergency response equipment in order to respond to after-hour emergencies.
 - The Administrative Sergeant will receive holidays on the same terms as Detectives as stated in Article 8.3.
 - The Administrative Sergeant assignment is at the discretion of the Chief of Police. The Chief of Police may remove a Sergeant from the assignment with cause, or to meet operational need. The Police Chief's re-assignment of a Sergeant to meet operational needs is an exercise of management rights pursuant to Article 16. Administrative Sergeant assignments will typically be three (3) years, with one-year extension if approved by the Chief.
 - The work cycle for the Administrative Sergeant shall consist of a 40-hour workweek comprised of four (4) consecutive 10-hour days worked followed by three (3) consecutive days off. This shall be commonly referred to as the 28-day cycle. The Chief or designee will assign the days of the week. When mutually agreed the Chief of Police can adjust the Administrative Sergeant's shift to a shift schedule to meet the Operational needs of the Department.

APPENDIX “B”

SNOQUALMIE POLICE DEPARTMENT PROPERTY AND EQUIPMENT

As Approved by the Police Chief

- Snoqualmie Police Department Badge (Uniform and Flat)
 - Snoqualmie Police Department Identification (Commission) card
 - Snoqualmie Police Department patches and insignia
1. Ammunition and magazines
 2. Ballistic Vest and outer carrier
 3. Baseball hat
 4. Asp and asp holder
 5. Duty belt and inner belt
 6. Boots (1 pair of boots per year)
 7. Business Cards
 8. Flashlight
 9. Patrol gloves
 10. 2 sets of handcuffs with handcuff pouch
 11. Handgun with gun light
 12. Handgun holster
 13. Shell rain jacket (upon completion of FTO)
 14. Quarter zip jacket (upon completion of FTO)
 15. Jumpsuit (1 every 2 years and upon completion of probation)
 16. 1 Class A pant
 17. 1 Class A shirt
 18. 1 Class B shirt
 19. Portable radio and radio pouch
 20. Safety (reflective) vest
 21. 1 training Polo
 22. 1 Training pant
 23. 1 nylon training belt
 24. Taser and holster
 25. 1 Pistol magazine pouch
 26. 1 rifle magazine pouch
 27. 1 tourniquet with tourniquet pouch
 28. 1 miscellaneous pouch
 29. Rifle with light and sling
 30. Winter beanie

Each employee shall be provided a new ballistic vest at least once every five (5) years or whenever the vest has expired.

All equipment issued by the Snoqualmie Police Department shall remain the property of the department and shall be returned upon request.

Collective Bargaining Agreement
Between the City of Snoqualmie
and
Snoqualmie Police Association

~~2022-2023~~2024-2026

A G R E E M E N T

by and between

CITY OF SNOQUALMIE, WASHINGTON
and
SNOQUALMIE POLICE ASSOCIATION

~~2022-2023~~2024-2026

TABLE OF CONTENTS

ARTICLE I ARTICLE 1	RECOGNITION, ASSOCIATION MEMBERSHIP, PAYROLL DEDUCTION	3
ARTICLE II ARTICLE 2	NON-DISCRIMINATION	4
ARTICLE III ARTICLE 3	ASSOCIATION RIGHTS	4
ARTICLE IV ARTICLE 4	HOURS OF WORK	4
ARTICLE V ARTICLE 5	OVERTIME	6
ARTICLE VI ARTICLE 6	CALLBACK, COURT TIME AND STANDBY PAY	6
ARTICLE VII ARTICLE 7	WAGES	7
ARTICLE VIII ARTICLE 8	HOLIDAYS	8
ARTICLE IX ARTICLE 9	VACATIONS	9
ARTICLE X ARTICLE 10	SICK LEAVE	10
ARTICLE XI ARTICLE 11	HEALTH AND WELFARE INSURANCE BENEFITS	12
ARTICLE XII ARTICLE 12	UNIFORMS AND EQUIPMENT	13
ARTICLE XIII ARTICLE 13	MISCELLANEOUS (Training, Bill of Rights, Seniority, Layoffs)	13
ARTICLE XIV ARTICLE 14	DISCIPLINE	15

ARTICLE XV ARTICLE 15	GRIEVANCE PROCEDURE	15
ARTICLE XVI ARTICLE 16	MANAGEMENT RIGHTS AND RESPONSIBILITIES	16
ARTICLE XVII ARTICLE 17	SAVINGS CLAUSE	17
ARTICLE XVIII ARTICLE 18	DURATION	17
ARTICLE XIX ARTICLE 19	POLICE OFFCER'S BILL OF RIGHTS	17
ARTICLE XX ARTICLE 20	PERSONNEL POLICIES	19
ARTICLE XXI ARTICLE 21	WFML PROGRAM	19
APPENDIX A	WAGES	21
APPENDIX B	PROPERTY AND EQUIPMENT LIST	23

AGREEMENT

by and between

CITY OF SNOQUALMIE, WASHINGTON

and

SNOQUALMIE POLICE ASSOCIATION

~~2022-2023~~2024-2026

This agreement is by and between the City of Snoqualmie, Washington, hereinafter referred to as the Employer, and the Snoqualmie Police Association, hereinafter referred to as the Association.

ARTICLE ~~1~~ RECOGNITION, ASSOCIATION MEMBERSHIP AND PAYROLL DEDUCTION

- 1.1 Recognition: The Employer recognizes the Association as the exclusive bargaining representative for all Employees in the bargaining unit, which shall include all full time Law Enforcement Officers, excluding all officers above the rank of Sergeant, who choose to be members of the bargaining unit.
- 1.2 Union membership or non-membership is at the option of the employee.
- 1.3 Payroll Deduction: Upon the receipt of notice from the Association of the employees' authorization, the Employer shall deduct from the pay of all employees who are members of the Association and are covered by this Agreement, the dues and fees of the Association, and shall remit to the treasurer of said Association all such deductions on the last business day of each month. Where laws require written authorization by the employee, the same shall be furnished by the employee to the Association in the form required. The Association will provide written notice of said authorization to the Employer. The Employer will begin withholding dues no later than the second payroll period following notice from the ~~Union~~ Association that an employee has authorized dues withholding. No deduction shall be made which is prohibited by applicable law. The employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to the Association representative in accordance with the terms and conditions of the authorization. The Association shall provide notice to the Employer of an employee's written request to revoke authorization for payroll deductions for Association dues and fees. Upon receipt of such notice of revocation from the Association, the Employer shall end the deduction no later than the second payroll after receipt of the revocation notice. Unless otherwise provided herein, the Employer shall rely on information provided by the Association regarding the authorization and revocation of authorization for deductions.
- 1.4 The Association will indemnify, defend, and hold harmless the Employer against any claims made against the Employer on account of any deduction of dues for the Association, provided that the Association shall have no obligation to defend and indemnify the Employer if the result of the liability is a result of the City's own negligence. The Association agrees to refund the Employer any amounts paid to it in

error on account of dues deduction provisions upon presentation of proper evidence thereof.

ARTICLE ~~H2~~ NON-DISCRIMINATION

- 2.1 No employee shall be discriminated against for upholding Association principles or serving on a committee. The Employer and the Association shall not unlawfully discriminate against any individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin, Association activities, marital status or the presence of any physical, mental or sensory disability or age; nor shall they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities, except as such may be a bona fide occupational qualification.
- 2.2 The Association agrees to not request arbitration of any grievance only alleging a violation of this article unless the grievant agrees in writing to accept the arbitrator's decision as final and binding in lieu of any other procedure or remedy that might be available to grievant.

ARTICLE ~~H3~~ ASSOCIATION RIGHTS

- 3.1 Association Official's Time Off: An Association Official who is an employee in the bargaining unit, shall be granted reasonable time-off without loss of pay for grievance processing/investigation and contract negotiation activities. Such activities shall not interfere with the normal routine functions of the Department.
- 3.2 Bulletin Boards: The Employer shall provide suitable space for an Association Bulletin Board on its premises, in an area which is frequented by all employees within the bargaining unit.
- 3.3 Probationary Period: All new employees, shall be required to serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Academy. Laterally hired officers requiring Washington State certification, shall serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Equivalency Academy. Laterally hired officers with Washington State Certification, shall serve a twelve (12) month probationary period from the date of hire. Promotional probationary periods shall be twelve (12) months from the date of promotion.
- 3.4 Termination-Removal During Probation: During the probationary period ~~an a newly~~ hired employee may be terminated without cause. During the probationary period a promoted employee may be reverted to their prior rank if, in the judgment of the Police Chief, the probationer has not performed satisfactorily the duties of the position to which the probationer was appointed.

ARTICLE ~~IV4~~ HOURS OF WORK

- 4.1 Regular Work Cycle: The work cycle for Police Officers and Sergeants shall consist of five (5) consecutive days worked followed by four (4) consecutive days off, followed by five (5) consecutive days worked followed by five (5) consecutive days off This shall be commonly referred to as the 19-day cycle. Each workday shall consist of ten and one sixth (10 1/6) consecutive hours. Regular work schedule is considered to be when the employee is working their current assignment without any restrictions.

Effective January 1, 2025 or an earlier date identified by the Employer, the work cycle for Police Officers and Sergeants shall consist of four (4) consecutive 12-hour days on duty followed by four (4) consecutive days off. The FLSA work period for employees working a 12-hour shift is 24 days. The number of scheduled hours of work per year on the 12-hour shift is 2190. To reduce this number, the Employer will schedule each employee on the 12-hour shift to 9 additional days off, without a loss of pay, throughout the year ("Kelly Days"). The intent of Kelly Days is to reduce the number of scheduled work hours. Kelly Days do not roll over and have no cash value. The Employer will calculate hourly rates using 2080 hours of work per year. If an employee transfers in or out of patrol mid-year, the employee's Kelly Days are prorated by rounding to the nearest month. An employee separating mid-year will reimburse the Employer for any excess Kelly Days used via a payroll deduction from their final paycheck.

- 4.1.1 When mutually agreed the Chief of Police can adjust an Officer or Sergeant's shift to a shift schedule to meet the Operational needs of the Department. An Officer or Sergeant assigned to this shift would be eligible for Holiday pay under Article VIII, Section 8.1.
- 4.1.2 Detectives: The work cycle for Detectives shall consist of a 40-hour workweek comprised of four (4) consecutive 10-hour days worked followed by three (3) consecutive days off. This shall be commonly referred to as the 28-day cycle. There will be two detective schedules: one shift working Monday through Thursday and a second shift working Tuesday through Friday. When more than one Detective shift is vacant, Detectives will select their shift based on seniority.

Detective schedules can be modified by the Employer when the Detective is performing an alternative assignment, provided that the Detective premium will continue during the modified assignment. Detectives receive holidays as provided in Article VIII.

Detective assignments are at the discretion of the Chief of Police. The Chief of Police may remove a police officer from a detective assignment with cause, or to meet operational needs. The police chief's re-assignment of a police officer from detective to meet operational needs is an exercise of management rights pursuant to Article XVI. Detective assignments will typically be for three (3) years, with one-year extensions if approved by the Chief.

- 4.1.3 School Resource Officer: Any Police Officer assigned as a school resource officer (SRO) will work a shift consisting of four (4) consecutive workdays of ten (10) hour shifts, followed by three (3) consecutive days off, referred to as a 4/10 schedule. The SRO will work a day shift that will allow them to be on duty while school is typically in session. The department may modify the hours of work for the SRO shift based on the needs of the department and the school district, or, during significant lengths of time when school is not in session, such as summer or winter break, based on the needs of the department.
- 4.2 Make-up Time: The 19-day cycle results in 1952 hours worked per year, exclusive of vacations and other leave time. The Association and the City of Snoqualmie agree that the lesser number of hours worked is in lieu of compensation for all holidays (120 hours), either as days off or holiday pay or holiday premium. All Officers and Sergeants shall also work an additional 8 hours per year. These 8 hours will ~~not~~ be paid time, already included in the officer's monthly wage, and will be reasonably scheduled by the Employer to facilitate training or other departmental needs. These 8 hours, along with the forfeited holiday premium and holidays (120 hours) are intended to equal 2080 hours worked for the purpose calculating

the member's annual salary. Should the employer fail to schedule these 8 hours, the employee will not be required to make them up the following year and there will be no reduction in pay.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), Article 4.2 shall be null and void.

- 4.3 Meal and Rest Periods: The following meal and rest periods supersede WAC 296-126-092 pursuant to RCW 49.12.187. A workday shift of any length longer than five (5) hours shall include ~~a one (1)~~ thirty (30) minute meal period and two (2) fifteen (15) minute rest periods, taken at the employee's discretion, which shall be paid time. Employees may at times be required to respond to emergency situations or otherwise be interrupted during meal and/or rest periods for which no overtime or additional compensation shall be paid.
- 4.4 During the contract term, management and labor will convene for the purpose of evaluating the cost-benefits of current work schedules vs. other options, best practices and alternatives in the interest of employee recruitment, retention, police officer safety and community service needs. City reserves the right to open the issue of FLSA 7k exemption as part of the 4.4 evaluation.
- 4.5 Shift Exchange: Shift exchanges and standby will be administered by the Chief in the best interests of public safety. Shift exchanges can only occur between employees of the same rank, unless an exception is granted by the Chief, or designee.
- 4.6 Shift Supervision: There shall be shift supervision on duty at all times. Compensation shall be one hour of overtime when assigned to act as Shift Supervisor for four (4) or more hours of the employee's shift, consistent with Section 7.4. Qualifications shall be established by departmental policy. In order to accommodate training, personal time off, and other unforeseen circumstances, employees who have been approved by the Captain to act as an 'officer in charge' (OIC) may be used as a field supervisor to cover for a Field Sergeant.

ARTICLE ~~V~~5 OVERTIME

- 5.1 Unless otherwise provided by this Agreement, all work which has been authorized by the Employer in excess of the regularly scheduled shift, excluding 8 hours of make-up time, shall be paid at one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay or accrued as compensatory time at one and one-half (1-1/2) times the hours worked.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), the reference to make-up time in Article 5.1 shall be null and void.

- 5.2 All non-emergency overtime, such as overtime for special events or shift coverage, shall be offered to employees on a rotating basis. No employee covered by this agreement shall be required or permitted to volunteer for any police related function. Attendance at police funerals or memorials in uniform shall not be compensated unless such attendance is required by the Police Chief.
- 5.3 Overtime shall be paid in increments of ~~thirty (30) minutes~~ fifteen (15) minutes, with the major portion of ~~thirty (30)~~ fifteen (15) minutes paid as ~~thirty (30)~~ fifteen (15) minutes.
- 5.4 The Employer may make reasonable adjustments to shifts to accommodate operational needs. No regularly scheduled shift will start after 2100 hours or before 0500 hours. A

tentative schedule will be posted in the squad room detailing the shift requirements for the upcoming three (3) months. Notice of a schedule change will be made within 72 hours and notification will be by text message or phone call to personal phone.

- 5.5 Compensatory time off will be accrued at one and one-half (1-1/2) times the overtime hours worked at the discretion of the employee. An employee may at any time elect to be paid for some or all the employees accrued compensatory time at the employee's regular straight time rate of pay. No employee shall accrue more than forty (40) hours of compensatory time. No more than twenty-four (24) hours of compensatory time shall be carried over from year to year. All overtime in excess of forty (40) hours will be paid as overtime pay. All accrued compensatory time over twenty-four (24) hours shall be paid at the employee's regular straight time rate of pay at the end of each year.
- 5.6 Mandatory overtime will be used when a shift adjustment cannot be made by voluntary acceptance to fill the shift. Employees with the lowest overtime score / overtime worked will be required to work the mandatory overtime shift.

ARTICLE VI CALLBACK, COURT TIME AND STANDBY PAY

- 6.1 Callback: An employee who is called back to work after having completed ~~his~~their normal shift and having left the premises, shall receive callback pay of a minimum of three (3) hours at the overtime rate of pay; provided however, if the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, and lasts thirty (30) minutes or less, the employee shall be paid for a minimum of one (1) hour at the overtime rate, and further provided, an employee who is required to report to work prior to ~~his~~their normal shift and is compensated for all time prior to the commencement of ~~his~~their regular shift, shall be compensated for such pre-shift hours at one and one-half (1 1/2) the employee's regular straight-time rate of pay.

A Detective who is called back to duty less than three hours prior to the start of the employee's regular shift shall be paid only for the actual time worked at the rate of one and one-half (1 1/2) times the employee's regular rate of pay up to the time the employee's regularly scheduled shift begins and shall not be entitled to a 3-hour minimum payment under this section.

If the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, the employee shall be paid for a minimum of one (1) hour at the rate of one and one-half (1 1/2) times the employee's regular rate of pay.

- 6.2 Court Appearances: An off-duty employee required to testify under oath on behalf of the Employer in a criminal or civil case arising out of the employee's performance of duties as a police officer shall be compensated for at the overtime rate of pay, with a minimum of four (4) hours at one and one-half (1 1/2) times the employee's regular straight-time rate of pay. Officers not given a minimum of forty-eight (48) hours' notice of cancellation of the need to appear will be compensated for the minimum four (4) hour period.
- 6.3 Standby: An employee who is placed on Standby by the Employer shall receive ten percent (10%) of ~~his~~their regular straight-time hourly rate of pay for all hours assigned.
- 6.3.1 ~~(From MOU on Standby)~~
Standby Duty for Detectives shall be assigned by the Chief of Police and will generally rotate on a weekly basis among those employees assigned as a Detective, with each Detective assigned to approximately two weeks per month. Detectives will be allowed to trade their

rotation schedule with each other, with the Chief's approval. Employees on Standby must make sure that they are able to respond to the Snoqualmie Police Department within one hour. If they are unable to respond within one hour, they will notify dispatch. Employees on Standby shall be obligated to respond when called in to perform their regular duties. Employees shall not report to work while on Standby in a condition that would violate the Drug Free Workplace Policy. Employees assigned to Standby Duty will receive ten (10) hours at their straight time hourly rate of pay for each full week on Standby Duty, prorated in the event of a partial week. The Chief has sole discretion to decide whether to assign a take home vehicle to a Detective on Standby Duty and the Chief's decision cannot be grieved.

ARTICLE ~~VII~~ **WAGES**

7.1 Employees covered by this Agreement shall receive the rates of pay as set forth in Appendix "A" to this Agreement ~~for 2022, and 2023,~~ which by this reference shall be incorporated herein as if set forth in full.

7.2 Longevity Pay All employees employed as of May 1, 2010, shall continue to receive a monthly Longevity Pay in addition to their monthly rates of pay as follows:

Service Time	Monthly Amount
After 5 years	4%
After 10 years	6%
After 15 years	8%

All Employees employed after May 1, 2010 shall receive monthly Longevity Pay in addition to their monthly rates of pay as follows:

Service Time	Monthly Amount
After 5 years	2%
After 10 years	4%
After 15 years	6%
<u>After 20 years</u>	<u>8%</u>

7.3 Educational Incentive Pay: Educational incentive pay shall be awarded to qualified employees who have obtained an Associates (AA) or Bachelor's (BA) degree in accordance with the schedule below. Educational incentive pay shall not be cumulative. It shall be the responsibility of the employee requesting educational incentive pay to provide documentation through official transcripts from accredited colleges or universities. Educational incentive pay shall be paid to the employee beginning the next pay period following receipt of proper documentation by Human Resources and shall not be retroactive. All employees will receive monthly Education Pay. Educational incentive pay will be applied to an employee's ~~in addition to their monthly base rates~~ of pay for education achievement in approved fields of job-related studies as follows:

College Credits	Monthly Amount
45 Credits	\$50
AA Degree	<u>\$100 2%</u>
135 Credits	\$150
BA/BS Degree	<u>\$200 4%</u>

The following are recognized to be job related studies and are therefore recognized as approved fields of study:

- Police Science
- Political Science/Global Studies
- Sociology
- Psychology
- Community Service
- Business Administration
- Public Administration
- Communications (added but not Retroactive)
- General Studies (added but not Retroactive)

~~7.3.1 Transcripts of coursework and degree(s) completed shall be provided by the employee from a regionally accredited college or university in the United States.~~

7.4 Acting Sergeants, Officers in Charge, and FTO. When management assigns duties as an acting Sergeant, Officer in Charge or while training an employee as an FTO (Field Training Officer), the employee shall receive one (1) hour of overtime per shift worked.

7.5 Specialty Pay: Employees assigned to the following specialties shall receive the listed specialty pay while assigned. Employees assigned to more than one specialty may combine the specialty pays to a maximum of 3%. Specialty pay assignments shall be made at the discretion of the Chief of Police.

- Firearms Instructor 1.5%
- Defensive Tactics Instructor 1.5%
- EVOC Instructor 1.5%
- Taser Instructor 1.5%
- Radar/Lidar Instructor 1.5%

ARTICLE ~~VIII~~**8** HOLIDAYS

8.1 Police Officers and Sergeants working the days and hours of work specified in Art. IV Section 4.1 shall not be entitled to holiday pay or time off. Hours worked in excess of those identified in Article IV, Section 4.1 shall be paid at twice the employee's regular straight-time hourly rate of pay. Time worked on a holiday which falls on a regularly schedule workday shall be paid as straight time. Time worked on a holiday which falls on a scheduled day off shall be paid at twice the employee's regular straight-time hourly rate of pay. There shall be no other compensation paid for work performed on a holiday.

Effective January 1, 2025 (or an earlier date if identified by the Employer for implementation of 12-hour shifts), Article 8.1 shall read as follows:

Employees who are required to work a regular shift that begins on a designated holiday listed below in Article 8.2 shall be paid at time and one-half for their entire shift. Employees who are required to work a shift that begins on a designated holiday listed below in Article 8.2 on their regular day off shall be paid at double time for their entire shift. There shall be no other compensation paid for work performed on a holiday. Floating holidays are not designated holidays for purposes of this section.

8.2 The City recognizes the following holidays:

New Year's Day

Martin Luther King, Jr. Day

(3rd Monday of January)

President's Day (3rd Monday of February)
 Memorial Day
 Juneteenth
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving Day
 Christmas Day
 Two (2) "Floating Holidays" designated by the employee.

- 8.3 Detectives receive paid time off on each holiday listed above, for a total of not more than 130 hours of holiday time off per year. If a holiday falls on a Detective's regular day off, the Detective will take the holiday on another day that week. If the Employer requires a Detective to work on a holiday listed above, the Detective shall be paid at twice the employee's regular straight time hourly rate of pay for time worked on the holiday. ~~[From existing MOU].~~
- 8.4 School Resource Officers will be entitled to holiday leave on the recognized holidays detailed in section 8.2 falling within the regular school year. A police officer assigned to serve as an SRO that is required to work on a recognized holiday falling within the regular school year will receive one and one-half times their regular rate of pay in lieu of holiday pay. There shall be no banking of holidays. The SRO when assigned to work patrol on a holiday will be paid the same as officers normally assigned to patrol duty on a holiday.

ARTICLE ~~IX~~9 VACATIONS

- 9.1 Regular fulltime employees shall accrue paid vacation leave in accordance with the following schedule. Accrual of vacation leave shall begin upon the date of employment for each employee and thereafter on the employee's anniversary date.

UPON COMPLETION OF SERVICE HOURS/YEAR HOURS/MONTHPAY PERIOD

Upon Completion of Service	Hours/Year	Hours/ Month Pay Period
1 through 3 years	80. 16 Hours	6.67 3.34 Hours
4 through 8 years	120 Hours	10.00 5 Hours
9 through 14 years	160. 08 Hours	13.34 6.67 Hours
15 years	168 Hours	14.00 7 Hours
16 years	176. 16 Hours	14.67 7.34 Hours
17 years	184. 08 Hours	15.34 7.67 Hours
18 years	192 Hours	16.00 8 Hours
19+ years	200. 16 Hours	16.67 8.34 Hours

- 9.2 Vacations shall be scheduled at the employee's request, subject to the needs of the Department. In the event scheduling conflicts occur, the employee with the most rank and then seniority shall be given preference in the selection of vacation time; provided the request is submitted and received by the Employer prior to March 1st of each year. After March 1st of each year, vacation shall be approved on a first come first served basis.
- 9.3 A. An employee shall not carry over from year to year accrued vacation in excess of three hundred twenty (320) hours. Accrued vacation leave in excess of 320 hours shall be

forfeited on the employee's anniversary date. For this section "year to year" means "anniversary date to anniversary date."

- B. An employee may be granted an extension of this provision if the employer denies vacation leave, or the employee is unable to take vacation leave due to circumstances beyond the employee's control. The employee's request for extension shall be submitted in writing to the Police Chief 60 days prior to the employee's anniversary date. A decision will be communicated to the employee 45 days prior to the employee's anniversary date. An employee who is granted an extension of this provision shall be required to reduce the excess to 320 hours or less within six months immediately following the approved extension. If the employee cannot reduce accumulated vacation below 320 hours during the period of extension because of operational needs of the Department, the employee shall be paid for carried over vacation after six months.

- 9.4 Upon termination of employment, employees shall be paid for all accrued vacation at their regular straight time rate of pay.

ARTICLE ~~X~~10 SICK LEAVE

- 10.1 Employees shall accumulate sick leave, relevant to their shift and hours worked per day. An eight (8) hour workday accrues eight (8) hours per month and a ten (10) hour ~~or twelve (12) hour workday~~ ~~accrued-accrues~~ ten (10) hours per month; provided, however, no employee shall be accredited with an accumulate greater than seven hundred twenty (720) hours. No employee may carry over more than 720 hours of sick leave from one calendar year to the next.

- 10.2 Sick Leave Buy Back. Should an employee's sick leave ~~accrual-carryover~~ exceed the maximum ~~accrual~~ set forth within section 10.1, the employee shall receive compensation equal to thirty-three percent (33%) of the sick leave hour which exceed the afore-referenced maximum ~~accrual~~ at the employee's regular straight- time hourly rate of pay. The calculation of available sick leave buy back shall be made by the employer during the month of November and shall be paid to the Employee on December 31 of each year.

~~10.3 Sick Leave shall not be charged against an employee on a regularly scheduled day off.~~

- 10.43 Usage: ~~Such sick leave shall be granted upon application before or within a reasonable time after the absence, depending on the circumstances of each case.~~ Each employee shall use sick leave solely for a permitted reason ~~the purpose of bona fide illness or injury~~ and dishonesty in relation to utilization of sick leave for any other purpose shall be cause for disciplinary action.

Sick leave is permitted for the following reasons:

- a. The employee's own illness, injury or health condition; to accommodate the need for medical diagnosis, care or treatment of a health condition; or preventive medical care.
- b. The employee's care for a family member with an illness, injury or health condition; care for a family member who needs medical diagnosis, care or treatment; or care for a family member who needs preventive medical care.
- c. An absence due to closure of the Employer by order of public official for any health-related reason, or where the employee's child's school or daycare is closed for such a reason.
- d. Absences covered by the Domestic Violence/Sexual Assault/Stalking leave law.

e. For a Family Medical Leave Act (FMLA) or Washington Family Care Act (WFCA) qualifying event.

The Employer may require that the employee, after more than three (3) consecutive days of ~~concurrent illness~~ sick leave, furnish ~~a physician's proof of illness~~ medical verification that leave was taken for a permitted purpose. ~~Physical illness or injury of the employee or an employee's immediate dependents, doctor, dental appointments as well as forced quarantine of the employee in accordance with the State or Community Health Regulations shall be approved grounds for sick leave.~~

10.54 ~~Under Washington State Law~~ For purposes of sick leave, ~~immediate~~ family member is defined as:

1. A child including: a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.
2. A parent including: a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
3. A spouse
4. A registered domestic partner
5. A grandparent
6. A grandchild
7. A sibling

10.65 Bereavement Leave: In the event of a death or critical illness in the employee's "immediate family," ~~he the employee~~ may be granted leave of absence not to exceed three (3) working days. The term "immediate family" shall be defined as spouse and children of the employee and/or grandmother, grandfather, mother, father, brother, sister, father-in-law, mother-in-law, or other relative living in the employee's household.

10.76 An employee may be excused by ~~his~~ their department head to attend funeral services of a deceased City employee without loss of pay.

10.87 FMLA. Notwithstanding any provision to the contrary that may be contained elsewhere within this Agreement, and on approval of the Police Chief, employees will be entitled to the entitlement under the Family and Medical Leave Act of 1993. During such leave, the employer will continue the employee's health insurance benefits on the same basis as active employees.

10.98 Light Duty In the event a LEOFF II employee suffers a short-term disability or illness that prevents the employee from performing their full range of duties for a period of two (2) weeks or more, the Employer shall consider an employee's request for light duty work when available. Short term shall mean ninety (90) days or less. The Light Duty provisions of this Agreement shall not amend or modify the requirements for physical and/or mental fitness by the Civil Service Rules and Regulations, as amended, and will not interfere with the application of Civil Service Rules requiring fitness for duty. The Chief shall determine the employee's light duty schedule.

10.409 Light duty assignments, when granted, shall only be for work that does not require the physical and/or mental standard for "on duty Police Officers." The availability and content of

work that does not require full "on duty" physical and/or mental fitness shall be determined by the Police Chief. Employees granted Light Duty assignments, and who accept same, shall be compensated at their normal rate of pay and may be required to work a modified schedule while on light duty status.

- 10.4110 Whenever any member of the Association is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of ~~his~~ their or her duties, he or she shall become entitled to, regardless of ~~his~~ their or her period of service with the City of Snoqualmie, a leave of absence while so disabled for the period of disability, not to exceed six months or until a disability retirement under LEOFF is granted, if earlier. During the disability period, the member will continue to receive all contracted benefits.

ARTICLE ~~XII~~ 11 HEALTH AND WELFARE INSURANCE BENEFITS

Medical Insurance: The employer shall provide such medical insurance coverage, for those employees to whom it applies, as is mandated by RCW 41.26, the Law Enforcement Officers and Fire Fighters Retirement System Laws of 1969, as revised.

- 11.1 ~~Starting January 2022, the~~ The Employer will offer the AWC Regence HealthFirst 500 Plan, with annual HRA of \$3,500 (employee only) and \$7,000 (employee and family). HRA contributions are made on a monthly basis.
- 11.2 ~~The Employer also offers The-the~~ AWC HDHP/HSA Plan ~~will be added as an option starting January, 2020.~~
- ~~11.2.1 For those choosing the AWC HDHP/HSA Plan, the City will add a one time \$1500 signing bonus to go into the HSA account for those bargaining unit members in the new Section 11.2.1 above. The annual HAS HSA contribution for the HDHP Plan is will then be \$1500 (employee only) for those employees and \$3000 (employee and family) for those employees with dependents, with annual carry-over. HSA contributions are made on a A-monthly basis contribution for the payments into the HSA will be made by the Employer. If an employee should leave during any given year that they are participating in the HDHP/HSA Plan, this will alleviate any overpayment into the HSA.~~
- ~~Effective January 1, 2019, t~~ The City will continue to pay 100% of the medical insurance premiums for each employee and eligible dependents for the applicable AWC Regence Plan for the term of this Agreement.
- 11.3 Dental: The Employer shall pay one hundred percent (100%) of those premiums necessary for the purchase of employees and dependent coverage under the Association of Washington Cities, Washington Dental Service, Plan F, which shall include Plan V Orthodontia benefits.
- 11.4 Vision: The Employer shall pay one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities Western Vision Service Plan (\$10.00 deductible).
- 11.5 Life Insurance: The Employer shall pay one hundred percent (100%) of those premiums necessary to purchase and maintain Group Basic Term Life Insurance coverage for each

employee in the amount of three hundred thousand dollars (\$300,000.00) payable to the beneficiary designated by the employee.

~~11.6 During the life of this agreement, the Employer shall continue to pay those premiums necessary to maintain the currently existing level of benefits set forth within this Article.~~

11.~~76~~ Deferred Compensation: ~~Effective upon ratification~~ The Employer shall match an employee's contribution to the Employer provided Deferred Compensation Plan ~~on a one (1) for one (1) basis (one (1) Employer dollar for every employee dollar), up to the maximum Employer contribution of one hundred dollars (\$100.00) per month.~~

11.~~76.1~~ ~~Effective July 1, 2019~~ Separate from the matching contribution in Article 11.6, the Employer shall contribute one hundred dollars (\$100.00) per month to the Deferred Compensation Plan of each employee who is represented under this Agreement. This one hundred-dollar (\$100.00) contribution does not require a match by the employee. ~~There shall be no change to the intent of Section 11.7 as Section 11.7.1 is separate.~~

11.~~76.1.1~~ It is the employee's responsibility to enroll in the Deferred Compensation Plan. The \$100 per month contribution cited in Section 11.~~76~~.1 shall begin at the employee's enrollment date for new accounts being established. For those employees with existing accounts, it is the responsibility of the employee to complete the necessary form(s) to increase the \$100 monthly amount being contributed by the Employer.

11.~~87~~ Preventative Care: The Employer shall pay the cost for all preventative vaccinations as needed by employees for occupational related diseases, Hepatitis B, Tetanus and flu vaccinations.

11.~~98~~ Shared Leave Policy per City Resolution.

ARTICLE ~~XH~~12 UNIFORMS AND EQUIPMENT

12.1 The Employer shall provide each new hire with all department issued and required equipment ~~employee with the following listed uniform equipment: pistol, patrol rifle, ammo magazines, handcuffs, asp baton, pepper spray, flashlight, taser and all related leather or nylon gear required to carry these items. In addition to this equipment, the Employer will provide the equipment items found in Appendix B and provide replacements as necessary to properly maintain the employees uniform in a presentable manner, subject to Department procedures for replacement of uniforms and equipment on a fair wear and tear basis. Ballistic Vest/Outer carrier vest (body armor) shall be replaced every five (5) years or when necessary due to damage or manufactures recommendation.~~

12.1.1 Detective Clothing Allowance. In addition to 12.1, Detectives shall receive an annual clothing allowance of \$800. The allowance will be paid on the initial date of the detective assignment, and annually thereafter. It shall be the responsibility of the Association Member assigned to the position to request the annual allowance on or after their anniversary in the position. In the event the Association Member voluntarily assumes a different position within Department a monthly pro rata share of the allowance shall be returned to the City.

12.2 Employees shall be held accountable for all protective clothing or protective devices assigned to the employee by the Employer. Loss or destruction of items of clothing or protective devices shall be replaced by the Employer where said loss was incurred as a direct result in the performance of the employee's job duties not due to the employee's intentional act or negligence. Accountable items of clothing or protective devices assigned

to an employee which are lost or mutilated as a direct result of the employee's negligence shall be replaced by the employee.

12.3 All uniforms and equipment issued by the Employer to each employee shall remain the property of the Employer.

12.4 Dry Cleaning: The Employer shall provide a contract cleaning service which shall provide for the dry cleaning of any uniform worn that requires dry cleaning.

ARTICLE ~~XII~~XIII MISCELLANEOUS

13.1 Training: Training which an employee is required to attend by the Employer which is not part of the employee's regular or modified schedule shall be paid pursuant to Article V Overtime the overtime rate. An employee shall not be eligible for any overtime resulting from attendance at any training school or session in lieu of a scheduled workday (maximum regularly scheduled number of shift hours). The Chief will provide at least seven (7) calendar days' notice of changes to the employee's regular schedule for training the employee is required to attend.

13.2 Employees who attend Employer-authorized training that requires overnight accommodations shall be paid at the straight-time rate for all travel ~~and lodging time associated with required for the training, excluding any commute time between the employee's home and the Police Station with a maximum of eight (8) hours per day; provided that they are traveling during a regularly scheduled workday, or if on a day off, the training was specifically required by the Employer. For employees on a day off where training was voluntary, no compensation will be paid for travel and lodging time.~~

~~13.3 Bill of Rights: Employees shall be entitled to those rights specified in the Police Officer's Bill of Rights as set forth in Article 19 of this agreement which by this reference shall be incorporated herein as if set forth in full.~~

13.43 Seniority: Seniority in the Police Department shall be defined as continuous active commissioned service within the Department, beginning on the most recent date of hire. If two (2) or more employees are hired on the same day, their seniority shall be determined by the employee's ranking on the Civil Service list.

Seniority in Civil Service classifications above police officer shall be determined by length of continuous active service within the classification. Employees promoted on the same day shall have their seniority determined by the ranking established by the Civil Service promotional process.

13.54 Unless required under the Uniformed Services Employment and Reemployment Act (USERRA), seniority will not accrue during any unpaid leave of absence greater than thirty (30) consecutive calendar days, for the period the officer is inactive from employment with City of Snoqualmie. Seniority will continue to accrue for employees unless the employee takes an unpaid leave of absence greater than thirty (30) days. (OK 12/04/18)

13.65 Reduction in Force (Layoff)
Subject to In accordance with City of Snoqualmie Civil Service Rules and Regulations, the following procedure shall be followed in layoff(s).

1. In the case of a reduction in force (layoff), the least senior bargaining unit employee shall be laid off. In the case of reduction in rank, the least senior employee within that rank shall be reduced.
2. If the reduction in rank results in the need for reduction in force, the employee reducing in rank shall bump the least senior bargaining union employee. It is understood that staffing levels may be reduced as a result of a reduction in department commissioned personnel.
3. In the case of a layoff, the employee shall be placed on a re-hire list for one (1) year. The employee is responsible to ensure the City has their current phone number and address. Employees laid off last will be the first to be recalled. All recalled employees must prove they are medically and physically fit to return to work.
4. It is understood that if there is a reduction in force, there may also be a reduction in staffing levels.

ARTICLE ~~XIV~~14 DISCIPLINE

- 14.1 The Employer shall not discipline a permanent employee without just cause.
- 14.2 A written warning shall be given prior to discipline being imposed for performance or conduct issues the employer determines to be minor. Such written warning letter shall state the nature of the performance or conduct improvement required and the time period in which improvement is expected to occur.

ARTICLE ~~XV~~15 GRIEVANCE PROCEDURE

- 15.1 A. Grievance is defined as a dispute involving the interpretation or application of the express provisions of this Agreement that arise during the term of this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving disputes as defined herein. The employee shall have the right to Association representation in all steps of grievance procedure. When the term "days" is used, it shall refer to calendar days. The employee, the Association or the Employer can file a grievance.
- B. At the option of the Employee, the employee may choose to process any alleged grievance through this Article XV or through the Civil Service laws and rules of the City of Snoqualmie.
- 15.2 Step One: The employee or Association, as the case may be, shall first reduce to writing a statement of the grievance containing the following: a) the facts on which the grievance is based; b) a reference to the provision in this agreement; c) the remedy sought. The grievant shall submit the written statement of grievance to the Police Chief within fifteen (15) days. In the event the grievant does not present such grievance within fifteen (15) days of its occurrence or reasonable knowledge of the occurrence, the grievance shall be invalid and subject to no further processing. The Chief or designee shall have fifteen (15) days from submission of the written statement of the grievance to resolve the matter or deny the grievance. If resolved, the disposition shall be indicated on the written statement and signed by the Chief or designee and the Association.
- 15.3 Step Two: If the grievance is denied at Step 1, a written statement of grievance shall be submitted within fifteen (15) days of the date of the denial to the City Administrator. The City Administrator, or designee, shall have thirty (30) days from the submission of the written statement to resolve or deny the grievance. If any agreeable disposition is made, the City Administrator or designee and the Association shall sign it.

- 15.4 **Step Three:** If the grievance is denied at Step 2, the Association may request arbitration within twenty (20) days of the denial. Arbitration is the exclusive right and remedy of the Association, which in its sole discretion to determine which matters will be moved forward to Arbitration. This request must be submitted in writing. For a disciplinary grievance as defined by RCW 41.58.070, the arbitrator shall be assigned by PERC in accordance with state law. For other grievances, Arbitration of a grievance involving a matter other than a dispute or disagreement regarding any disciplinary action, discharge, or termination of an Association member shall be governed by the provisions of Articles 15.4—15.11 of this Agreement. Representatives from the Employer and the Association shall consult within seven (7) days of the date written request for arbitration is submitted to attempt to agree on an arbitrator. If the parties cannot agree within three (3) days, the parties shall jointly request the Public Employment Relations Commission (PERC) to provide a list of nine (9) arbitrators. The Employer and the Association shall alternatively strike one name from the list until only one name remains. The order of striking shall be determined by the toss of the coin, the loser striking the first name. The one name remaining shall be the arbitrator.
- 15.5 The arbitrator shall hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator shall have no power to render a decision that shall add to, subtract from, alter, change or modify the terms of this agreement. The arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement. The decision of the arbitrator shall be final and binding on the Association, the Employer and the employees involved.
- 15.6 The expense of the Arbitrator, the cost of the hearing room and the cost of a shorthand reporter, unless such one is paid by the State of Washington, shall be borne equally by the Employer and the Association. Each party shall be responsible for their own representation costs, including attorneys' fees.
- 15.7 There may be some instance where an outside agency or party may be used for arbitration ~~in lieu of PERC~~, if both the Employer and Association agree.
- 15.8 The arbitrator shall have no right to amend, modify, nullify, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue so submitted.
- 15.9 The arbitrator shall be without power to make decisions contrary to, or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and Association and shall be based solely on the arbitrator's interpretation or application of the express terms of the Agreement and to the facts of the grievance presented.
- 15.10 The parties may mutually agree in writing to extend any deadline contained in this grievance procedure. Absent such agreement, a grievance shall be considered resolved against the party that fails to meet any deadline contained in this grievance procedure and the grievance shall not be subject to any further processing, including arbitration.

~~15.11 Arbitration of a grievance arising out of a dispute or disagreement regarding any disciplinary action, discharge, or termination decision shall be governed by RCW 41.58.070, applicable law and Articles 15.6, 15.8 and 15.9 of this Agreement.~~

ARTICLE ~~XVI~~16 MANAGEMENT RIGHTS AND RESPONSIBILITIES

16.1 The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:

1. To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees. This shall include, but not be limited to, the following topics:
2. To direct, hire, evaluate, promote and lay off employees as covered by the Civil Service promotional and layoff processes, transfer, and for just cause, suspend, discipline or dismiss employees. Probationary employees may not use the grievance procedure to contest any disciplinary/discharge decision of the Employer.
3. To evaluate jobs and positions, classify positions, establish performance standards, qualification requirements of employees and specify the employee's duties and work hours.
4. To manage and operate the services in all respects and without restrictions.
5. To establish the location and number of police precincts and services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the services provided and performed.
6. To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.

The above is not intended to be exclusive and shall not exclude any historical or normal rights of management. The Union may raise issues of binding past practice through the grievance procedures.

ARTICLE ~~XVII~~17 SAVINGS CLAUSE

17.1 It is the intention of the parties hereto to comply with all applicable law and they believe that each and every party to this Agreement is lawful. All provision of this Agreement shall be complied with unless any of such provision shall be declared invalid or inoperative by a Court of final jurisdiction.

17.2 Should any provision of this Agreement and/or any attachments hereto be held invalid by operation of Law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal, the remainder of this Agreement and/or any attachments hereto shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such provisions and/or any attachment hereto.

ARTICLE ~~XVIII~~18 DURATION

18.1 This Agreement shall be effective ~~on the first date of the month of May, 2022 following the signing of the Agreement by both parties~~ January 1, 2024 and shall remain in full

force and effect through December 31, ~~2023-2026~~ unless otherwise provided for herein and shall remain in effect during the course of negotiations on a new Agreement.

- 18.2 Within six (6) months prior to the termination date of this Agreement, the Association or the Employer shall open this Agreement for the purpose of negotiating a successor Agreement to this Agreement.

ARTICLE ~~XIX~~19 BILL OF RIGHTS

- 19.1 Bill of Rights: All employees shall be entitled to the protection of what shall hereinafter be termed as the "-Bill of Rights" which shall be added to the present Rules and Regulations of the City of Snoqualmie Police Department. The wide-ranging powers and duties given to the department and its members involve them in all manner of contacts and relationships with the public. Of these contacts come many questions concerning the actions of members of the department. These questions often require immediate investigations by supervising officers designated by the Police Chief. In an effort to ensure that these investigations are conducted in a manner which is conducive to good order and discipline, the following guidelines are put forth:
- 19.2 In criminal matters an employee shall be afforded those constitutional rights available to any citizen. In non-criminal matters relating to job performance, the following guidelines shall be followed.
- 19.3 "Interview" of a subject employee" as used herein shall mean any questioning by an agent of the City who is conducting an investigation (as opposed to a routine inquiry) of the employee being interviewed, when the agent knows (or reasonably should know) that the questioning could result in employee discipline. This section shall not apply to an investigation concerned solely and directly with alleged criminal activities.
- 19.4 Before an interview of a subject employee, the employee shall be informed of the matter in sufficient detail to reasonably apprise them of the factual basis of the matter. This shall not operate as a waiver of the Association's right to request bargaining information from the City. Nor shall anything in this Article prohibit the Employer from disciplining, including discharge, an officer convicted of a crime.
- 19.5 Any interview of an employee shall be at a reasonable hour, preferably when the employee is on duty unless the exigencies of the investigations dictate otherwise. If the employee is required to be interviewed off duty, the employee shall be compensated.
- 19.6 The interview shall not violate the individual's constitutional rights, which are afforded any citizen, regardless of occupational position and shall take place at the Police Department facility, except when impractical. The employee shall be afforded an opportunity and facilities to contact and consult privately with an attorney of ~~his~~their own choosing and/or a representative of the Association before being interviewed. An attorney of ~~his~~their own choosing and/or a representative of the Association may be present during the interview but may not participate in the interview except to counsel the employee.
- 19.7 The questioning shall not be overly long, and the employee shall be entitled to such reasonable intermissions as ~~he~~they shall request for personal necessities, meals, telephone calls and rest periods. No more than two interviewers may ask questions of an accused employee. Any employee refusing to answer questions directly related to the investigation

may be ordered to answer questions administratively or be subject to discipline for insubordination. Nothing ordered may be provided or used in a criminal investigation.

- 19.8 The employee shall not be subjected to any offensive language, nor shall ~~he~~they be threatened with dismissal, transfer or other disciplinary punishment as a guise to attempt to obtain ~~his-~~their resignation, nor shall be intimidated in any other manner. Neither promises nor rewards shall be made as an inducement to answer questions.
- 19.9 The Employer shall not require any employee covered by this Agreement to take or be subjected to a lie detector test as a condition of continued employment, nor shall such evidence be offered at any disciplinary hearing without stipulation of the parties.
- 19.10 The Department will audio record any interview. Upon request, a copy of the recording/transcript (if made) will be provided to the officer.
- 19.11 Any ~~final disciplinary decision~~Loudermill/pre-disciplinary meeting invitation shall be ~~announced-issued~~ within six (6) months of the time that the Employer undertakes the investigation, unless an extension is reasonably necessary. The Association will not unreasonably deny requests for additional time.
- 19.12 An employee shall be permitted to read any adverse material affecting their employment before it is placed in the Employer's official personnel file. The Employee will be able to respond in writing and have it attached to the adverse material.
- 19.13 No officer shall be disciplined solely for being placed on a prosecutor's Brady list. This section does not prohibit the Department from taking disciplinary or other adverse action based on the underlying acts or omissions for which the officer's name was placed on the Brady list or is otherwise connected with a disclosure to a prosecutor pursuant to Brady. Any such action will be consistent with the terms of this Agreement including any just cause requirement.
- 19.14 An Employee using deadly force while exercising authority as a Police Officer shall be allowed to consult with a Union representative or attorney upon request prior to being required to give an oral or written statement about the use of deadly force, except that immediately following the incident the employee shall verbally report to the appropriate authority a brief public safety statement relating any information necessary to preserve the immediate safety of the public and fellow officers. Such right to consult shall be based on the nature of the incident but shall not delay the giving of the statement more than 72 hours. Deadly force is defined as any use of force that creates a substantial risk of causing death or serious bodily injury.

ARTICLE ~~XX~~20 PERSONNEL POLICIES

- 20.1 In addition to the Employer's personnel records policy as set forth in the city of Snoqualmie Personnel Policies, all members of the bargaining unit shall have the additional right to:
- 20.2 Review their personnel file with a minimum of two (2) City business days' notice given to Human Resources.
- 20.3 May receive copies upon request of items in their personnel file.
- 20.4 Pursuant to RCW 40.14.070(4), personnel records for any peace officer must be retained for the duration of the officer's employment and a minimum of 10 years thereafter. Such records include all misconduct and equal employment opportunity complaints, progressive discipline

imposed including written reprimands, supervisor coaching, suspensions, involuntary transfers, other disciplinary appeals and litigation records, and any other records needed to comply with the requirements set forth in RCW 43.101.095 and 43.101.135.

- 20.5 In the event the Snoqualmie Police Department convenes a Review Board(s) (Use of Force or Accidents), there shall be an Association representative, appointed by the Association, as a voting member on the Review Board.

ARTICLE ~~XXI~~21 ~~WFML~~PFML PROGRAM

Eligible employees are covered by Washington's Paid Family Medical Leave Program (PFML)~~Program~~ per RCW 50A.~~04~~et seq. Eligibility for leave and benefits, ~~which take effect January 1, 2020,~~ is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law ~~and total 0.4% of employees' wages (unless otherwise limited by action of the State).~~ Employees will pay, through payroll deduction, the maximum allowable charge for both family leave and medical leave premiums, as stated by RCW 50A.10.030 and updated annually by the Employment Security Department.~~the full cost of the premiums associated with family leave benefits and 45% of the cost of premiums associated with the medical leave benefits, as determined under RCW 50A.04.115.~~ The employer will pay the remaining premium amounts as required by law. ~~Following finalization of regulations implementing RCW 50A.04 either party may reopen this agreement for the purpose of bargaining over issues related to the interrelation between leaves available under this Agreement and benefits provided by statute.~~

SNOQUALMIE POLICE ASSOCIATION

CITY OF SNOQUALMIE

Chase Smith, President

Katherine Ross, Mayor

Date

Date

ATTEST:

Clerk

~~Deborah A. Estrada~~Deana Dean, City

APPROVED AS TO FORM:

~~Bob C. Sterbank~~, City Attorney

APPENDIX "A"

to the AGREEMENT by and between

CITY OF SNOQUALMIE, WASHINGTON

And

SNOQUALMIE POLICE ASSOCIATION

~~2022-2023~~2024-2026

- A.1 2024 CLASSIFICATION RATES. Effective January 1, 2024, the hourly rates of pay for each classification covered by this Agreement shall be as follows (adjusted with an 8% increase):

2022-3.7%		A	B	C	D	E	F
P Officer		\$6,100 <u>39.52800</u>	\$6,710 <u>43.48080</u>	\$7,045 <u>45.65160</u>	\$7,395 <u>47.91960</u>	\$7,764 <u>\$50.31072</u>	\$8,154 <u>\$52.83792</u>
P Sergeant		\$8,564 <u>55.49472</u>	\$8,988 <u>58.24224</u>	\$9,437 <u>61.15176</u>	\$9,909 <u>64.21032</u>		
2023: Wages for 2023 shall be adjusted in accordance with the CPI-W Seattle-Tacoma-Bellevue from June 2021 to June 2022 and with a minimum of 2% and a maximum of 4%.							

- A.2 The STEPS set forth within Section A.1 are automatic progression pay STEPS each being twelve (12) months in duration.
- A.3 New employees may be given credit for prior law enforcement experience in computing Entry salary. Such experiences may qualify the employee to start at any step as recommended by Police Chief and approved by the Mayor.
- A.4 Active members of the Snoqualmie Police Association, at the time of ratification, will be eligible to receive retroactive pay to January 1, ~~2022~~2024.
- A.5 For years ~~2022~~2025, and ~~2023~~2026, each year shall be increased over the previous year by the following percentages:
~~2022—Three point seven percent increase (3.7%)~~
~~2023~~2025 Equal to the CPI-W Seattle-Tacoma-Bellevue from June ~~2021-2023~~ to June ~~2022~~
~~2024~~ and with a minimum of ~~2%~~1% and a maximum of ~~4%~~3.5%, plus 1%.
~~2026—Three and one-half percent (3.5%)~~
- A.6 Detective Premium: Employees assigned to Detectives shall receive a premium of 4% above their current step Police Officer base wage while assigned to detectives, as set forth in Appendix

A. If a Detective is required to work patrol to cover shifts or due to an emergency, the Detective will continue to receive Detective premium pay.

A.7 School Resource Officer (SRO) Premium: Employees assigned to SRO shall receive a premium of 4% above their current step Police Officer base wage while assigned to SRO, as set forth in Appendix A. If an SRO is required to work patrol to cover shifts or due to an emergency, the SRO will continue to receive SRO premium pay. While the school district is not in session for regular scheduled mid-winter, spring, or summer breaks, the SRO will continue to receive SRO premium pay. School Resource Officer assignments will typically be be for three (3) years, with one-year extensions if approved by the Chief.

A.8 Officers promoted to Sergeant will start at the first step above their current Officer base pay.

A.9 An employee assigned as the Administrative Sergeant shall receive a premium of 5% of their current step Sergeant base wage while assigned as the Administrative Sergeant.

- The Administrative Sergeant will be permitted to take home an unmarked Department vehicle with emergency response equipment in order to respond to after-hour emergencies.
- The Administrative Sergeant will receive holidays on the same terms as Detectives as stated in Article 8.3.
- The Administrative Sergeant assignment is at the discretion of the Chief of Police. The Chief of Police may remove a Sergeant from the assignment with cause, or to meet operational need. The Police Chief's re-assignment of a Sergeant to meet operational needs is an exercise of management rights pursuant to Article 16. Administrative Sergeant assignments will typically be three (3) years, with one-year extension if approved by the Chief.
- The work cycle for the Administrative Sergeant shall consist of a 40-hour workweek comprised of four (4) consecutive 10-hour days worked followed by three (3) consecutive days off. This shall be commonly referred to as the 28-day cycle. The Chief or designee will assign the days of the week. When mutually agreed the Chief of Police can adjust the Administrative Sergeant's shift to a shift schedule to meet the Operational needs of the Department.

APPENDIX "B"

SNOQUALMIE POLICE DEPARTMENT PROPERTY AND EQUIPMENT

As Approved by the Police Chief

- Snoqualmie Police Department Badge (Uniform and Flat)
 - Snoqualmie Police Department Identification (Commission) card
 - ~~Snoqualmie Police Department Cap Piece~~
 - Snoqualmie Police Department patches and insignia
1. Ammunition and magazines
 2. Ballistic Vest ~~/ and Outer-outer~~ carrier ~~vest~~
 3. Baseball ~~cap~~ hat
 4. ~~Baton and ring~~ Asp and asp holder
 5. ~~Belt~~ Duty belt and keepersinner belt
 6. ~~Belt~~ Inner
 7. ~~Belt light with light holder~~
 8. ~~Boots~~ (1 pair of boots per year)
 9. ~~Business Cards~~
 10. ~~Dress shoes~~
 11. ~~Flashlight~~ and holder
 12. ~~Patrol Gloves~~ gloves
 13. ~~2 sets of Handcuffs~~ handcuffs and ease with handcuff pouch
 14. ~~Handgun with laser~~ gun light
 15. ~~Handgun Holster~~ holster
 16. ~~Shell rain Jacket~~ jacket —duty (upon completion of FTO)
 17. ~~Quarter zip Jacket~~ jacket —softshell (upon completion of FTO)
 18. ~~Jumpsuit (1 every 2 years and upon completion of probation)~~
 19. ~~Key holder (silent carrier) Magazine case~~
 20. ~~1 Class A Pants~~ pant —Two Class A Pants—Two Class B Polo Shirt
 21. ~~1 Class A shirt~~
 22. ~~1 Class B shirt~~
 23. ~~Portable radio and holder~~ Rifleradio pouch
 24. ~~Raincoat~~
 25. ~~Safety (reflective) vest~~
 26. ~~1 training Polo Shirts—Two long sleeve Shirts—two short sleeve Training Pants~~
 27. ~~1 Training pant~~
 28. ~~1 nylon training belt~~
 29. ~~Taser and holster~~
 30. ~~1 Pistol magazine pouch~~
 31. ~~Three magazines~~ 1 rifle magazine pouch
 32. ~~1 tourniquet with tourniquet pouch~~
 33. ~~1 miscellaneous pouch~~
 34. ~~Rifle with light and sling~~
 35. ~~Winter beanie~~

Each employee shall be provided a new ballistic vest at least once every **five (5)** years or whenever the vest has expired.

All equipment issued by the Snoqualmie Police Department shall remain the property of the department and shall be returned upon request.

~~As approved by the Police Chief and updated 04/24/19~~

Collective Bargaining Agreement
Between the City of Snoqualmie
and
Snoqualmie Police Association
2022-2023

A G R E E M E N T

by and between

CITY OF SNOQUALMIE, WASHINGTON
and
SNOQUALMIE POLICE ASSOCIATION

2022 - 2023

TABLE OF CONTENTS

<u>ARTICLE I</u>	RECOGNITION, ASSOCIATION MEMBERSHIP, PAYROLL DEDUCTION	3
<u>ARTICLE II</u>	NON-DISCRIMINATION	4
<u>ARTICLE III</u>	ASSOCIATION RIGHTS	4
<u>ARTICLE IV</u>	HOURS OF WORK	4
<u>ARTICLE V</u>	OVERTIME	6
<u>ARTICLE VI</u>	CALLBACK, COURT TIME AND STANDBY PAY	6
<u>ARTICLE VII</u>	WAGES	7
<u>ARTICLE VIII</u>	HOLIDAYS	8
<u>ARTICLE IX</u>	VACATIONS	9
<u>ARTICLE X</u>	SICK LEAVE	10
<u>ARTICLE XI</u>	HEALTH AND WELFARE INSURANCE BENEFITS	12
<u>ARTICLE XII</u>	UNIFORMS AND EQUIPMENT	13
<u>ARTICLE XIII</u>	MISCELLANEOUS (Training, Bill of Rights, Seniority, Layoffs)	13
<u>ARTICLE XIV</u>	DISCIPLINE.....	15
<u>ARTICLE XV</u>	GRIEVANCE PROCEDURE.....	15
<u>ARTICLE XVI</u>	MANAGEMENT RIGHTS AND RESPONSIBILITIES	16
<u>ARTICLE XVII</u>	SAVINGS CLAUSE.....	17
<u>ARTICLE XVIII</u>	DURATION.....	17
<u>ARTICLE XIX</u>	POLICE OFFICER'S BILL OF RIGHTS	17
<u>ARTICLE XX</u>	PERSONNEL POLICIES	19
<u>ARTICLE XXI</u>	WFML PROGRAM	19
<u>APPENDIX A</u>	WAGES	21
<u>APPENDIX B</u>	PROPERTY AND EQUIPMENT LIST	23

AGREEMENT

by and between

CITY OF SNOQUALMIE, WASHINGTON

and

SNOQUALMIE POLICE ASSOCIATION

2022 - 2023

This agreement is by and between the City of Snoqualmie, Washington, hereinafter referred to as the Employer, and the Snoqualmie Police Association, hereinafter referred to as the Association.

ARTICLE I RECOGNITION, ASSOCIATION MEMBERSHIP AND PAYROLL DEDUCTION

- 1.1 Recognition: The Employer recognizes the Association as the exclusive bargaining representative for all Employees in the bargaining unit, which shall include all full time Law Enforcement Officers, excluding all officers above the rank of Sergeant, who choose to be members of the bargaining unit.

- 1.2 Union membership or non-membership is at the option of the employee.

- 1.3 Payroll Deduction: Upon the receipt of notice from the Association of the employees' authorization, the Employer shall deduct from the pay of all employees who are members of the Association and are covered by this Agreement, the dues and fees of the Association, and shall remit to the treasurer of said Association all such deductions on the last business day of each month. Where laws require written authorization by the employee, the same shall be furnished by the employee to the Association in the form required. The Association will provide written notice of said authorization to the Employer. The Employer will begin withholding dues no later than the second payroll period following notice from the Union Association that an employee has authorized dues withholding. No deduction shall be made which is prohibited by applicable law. The employee's authorization remains in effect until expressly revoked by the employee in accordance with the terms and conditions of the authorization. An employee's request to revoke authorization for payroll deductions must be in writing and submitted by the employee to the Association representative in accordance with the terms and conditions of the authorization. The Association shall provide notice to the Employer of an employee's written request to revoke authorization for payroll deductions for Association dues and fees. Upon receipt of such notice of revocation from the Association, the Employer shall end the deduction no later than the second payroll after receipt of the revocation notice. Unless otherwise provided herein, the Employer shall rely on information provided by the Association regarding the authorization and revocation of authorization for deductions.

- 1.4 The Association will indemnify, defend, and hold harmless the Employer against any claims made against the Employer on account of any deduction of dues for the Association, provided that the Association shall have no obligation to defend and indemnify the Employer if the result of the liability is a result of the City's own negligence. The Association agrees to refund the Employer any amounts paid to it in

error on account of dues deduction provisions upon presentation of proper evidence thereof.

ARTICLE II NON-DISCRIMINATION

- 2.1 No employee shall be discriminated against for upholding Association principles or serving on a committee. The Employer and the Association shall not unlawfully discriminate against any individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin, Association activities, marital status or the presence of any physical, mental or sensory disability or age; nor shall they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities, except as such may be a bona fide occupational qualification.
- 2.2 The Association agrees to not request arbitration of any grievance only alleging a violation of this article unless the grievant agrees in writing to accept the arbitrator's decision as final and binding in lieu of any other procedure or remedy that might be available to grievant.

ARTICLE III ASSOCIATION RIGHTS

- 3.1 Association Official's Time Off: An Association Official who is an employee in the bargaining unit, shall be granted reasonable time-off without loss of pay for grievance processing/investigation and contract negotiation activities. Such activities shall not interfere with the normal routine functions of the Department.
- 3.2 Bulletin Boards: The Employer shall provide suitable space for an Association Bulletin Board on its premises, in an area which is frequented by all employees within the bargaining unit.
- 3.3 Probationary Period: All new employees, shall be required to serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Academy. Laterally hired officers requiring Washington State certification, shall serve a twelve (12) month probationary period after successful certification of the Washington State Basic Law Enforcement Equivalency Academy. Laterally hired officers with Washington State Certification, shall serve a twelve (12) month probationary period from the date of hire
- 3.4 Termination During Probation: During the probationary period an employee may be terminated without cause.

ARTICLE IV HOURS OF WORK

- 4.1 Regular Work Cycle: The work cycle for Police Officers and Sergeants shall consist of five (5) consecutive days worked followed by four (4) consecutive days off, followed by five (5) consecutive days worked followed by five (5) consecutive days off This shall be commonly referred to as the 19-day cycle. Each workday shall consist of ten and one sixth (10 1/6) consecutive hours. Regular work schedule is considered to be when the employee is working their current assignment without any restrictions.
- 4.1.1 When mutually agreed the Chief of Police can adjust an Officer or Sergeant's shift to a shift schedule to meet the Operational needs of the Department. An Officer or Sergeant assigned to this shift would be eligible for Holiday pay under Article VIII, Section 8.1.

- 4.1.2 Detectives: The work cycle for Detectives shall consist of a 40-hour workweek comprised of four (4) consecutive 10-hour days worked followed by three (3) consecutive days off. This shall be commonly referred to as the 28-day cycle. There will be two detective schedules: one shift working Monday through Thursday and a second shift working Tuesday through Friday. When more than one Detective shift is vacant, Detectives will select their shift based on seniority.

Detective schedules can be modified by the Employer when the Detective is performing an alternative assignment, provided that the Detective premium will continue during the modified assignment. Detectives receive holidays as provided in Article VIII.

Detective assignments are at the discretion of the Chief of Police. The Chief of Police may remove a police officer from a detective assignment with cause, or to meet operational needs. The police chief's re-assignment of a police officer from detective to meet operational needs is an exercise of management rights pursuant to Article XVI. Detective assignments will typically be for three (3) years, with one-year extensions if approved by the Chief.

- 4.1.3 School Resource Officer: Any Police Officer assigned as a school resource officer (SRO) will work a shift consisting of four (4) consecutive workdays of ten (10) hour shifts, followed by three (3) consecutive days off, referred to as a 4/10 schedule. The SRO will work a day shift that will allow them to be on duty while school is typically in session. The department may modify the hours of work for the SRO shift based on the needs of the department and the school district, or, during significant lengths of time when school is not in session, such as summer or winter break, based on the needs of the department.
- 4.2 Make-up Time: The 19-day cycle results in 1952 hours worked per year, exclusive of vacations and other leave time. The Association and the City of Snoqualmie agree that the lesser number of hours worked is in lieu of compensation for all holidays (120 hours), either as days off or holiday pay or holiday premium. All Officers and Sergeants shall also work an additional 8 hours per year. These 8 hours will not be paid time and will be reasonably scheduled by the Employer to facilitate training or other departmental needs. These 8 hours, along with the forfeited holiday premium and holidays (120 hours) are intended to equal 2080 hours worked for the purpose calculating the member's annual salary. Should the employer fail to schedule these 8 hours, the employee will not be required to make them up the following year and there will be no reduction in pay.
- 4.3 Meal and Rest Periods: A workday shift shall include a thirty (30) minute meal period and two (2) fifteen (15) minute rest periods, taken at the employee's discretion, which shall be paid time. Employees may at time be required to respond to emergency situations during meal and/or rest periods.
- 4.4 During the contract term, management and labor will convene for the purpose of evaluating the cost-benefits of current work schedules vs. other options, best practices and alternatives in the interest of employee recruitment, retention, police officer safety and community service needs. City reserves the right to open the issue of FLSA 7k exemption as part of the 4.4 evaluation.
- 4.5 Shift Exchange: Shift exchanges and standby will be administered by the Chief in the best interests of public safety. Shift exchanges can only occur between employees of the same rank, unless an exception is granted by the Chief, or designee.

- 4.6 Shift Supervision: There shall be shift supervision on duty at all times. Compensation shall be one hour of overtime when assigned to act as Shift Supervisor for four (4) or more hours of the employee's shift, consistent with Section 7.4. Qualifications shall be established by departmental policy. In order to accommodate training, personal time off, and other unforeseen circumstances, employees who have been approved by the Captain to act as an 'officer in charge' (OIC) may be used as a field supervisor to cover for a Field Sergeant.

ARTICLE V OVERTIME

- 5.1 Unless otherwise provided by this Agreement, all work which has been authorized by the Employer in excess of the regularly scheduled shift, excluding 8 hours of make-up time, shall be paid at one and one-half (1-1/2) times the employee's regular straight time hourly rate of pay or accrued as compensatory time at one and one-half (1-1/2) times the hours worked.
- 5.2 All non-emergency overtime, such as overtime for special events or shift coverage, shall be offered to employees on a rotating basis. No employee covered by this agreement shall be required or permitted to volunteer for any police related function. Attendance at police funerals or memorials in uniform shall not be compensated unless such attendance is required by the Police Chief.
- 5.3 Overtime shall be paid in increments of thirty (30) minutes, with the major portion of thirty (30) minutes paid as thirty (30) minutes.
- 5.4 The Employer may make reasonable adjustments to shifts to accommodate operational needs. No regularly scheduled shift will start after 2100 hours or before 0500 hours. A tentative schedule will be posted in the squad room detailing the shift requirements for the upcoming three (3) months. Notice of a schedule change will be made within 72 hours and notification will be by text message or phone call to personal phone.
- 5.5 Compensatory time off will be accrued at one and one-half (1-1/2) times the overtime hours worked at the discretion of the employee. An employee may at any time elect to be paid for some or all the employees accrued compensatory time at the employee's regular straight time rate of pay. No employee shall accrue more than forty (40) hours of compensatory time. No more than twenty-four (24) hours of compensatory time shall be carried over from year to year. All overtime in excess of forty (40) hours will be paid as overtime pay. All accrued compensatory time over twenty-four (24) hours shall be paid at the employee's regular straight time rate of pay at the end of each year.
- 5.6 Mandatory overtime will be used when a shift adjustment cannot be made by voluntary acceptance to fill the shift. Employees with the lowest overtime score / overtime worked will be required to work the mandatory overtime shift.

ARTICLE VI CALLBACK, COURT TIME AND STANDBY PAY

- 6.1 Callback: An employee who is called back to work after having completed his normal shift and having left the premises, shall receive callback pay of a minimum of three (3) hours at the overtime rate of pay; provided however, if the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, and lasts thirty (30) minutes or less, the employee shall be paid for a minimum of one (1) hour at the overtime rate, and further provided, an employee who is required to report to work prior to his normal shift and is compensated for all time prior to the commencement of his regular shift, shall be

compensated for such pre-shift hours at one and one-half (1 1/2) the employee's regular straight-time rate of pay.

A Detective who is called back to duty less than three hours prior to the start of the employee's regular shift shall be paid only for the actual time worked at the rate of one and one-half (1 1/2) times the employee's regular rate of pay up to the time the employee's regularly scheduled shift begins and shall not be entitled to a 3-hour minimum payment under this section.

If the call back can be handled by telephone or Virtual Private Network from the employee's home or otherwise remotely, the employee shall be paid for a minimum of one (1) hour at the rate of one and one-half (1 1/2) times the employee's regular rate of pay.

- 6.2 **Court Appearances:** An off-duty employee required to testify under oath on behalf of the Employer in a criminal or civil case arising out of the employee's performance of duties as a police officer shall be compensated for at the overtime rate of pay, with a minimum of four (4) hours at one and one-half (1 1/2) times the employee's regular straight-time rate of pay. Officers not given a minimum of forty-eight (48) hours' notice of cancellation of the need to appear will be compensated for the minimum four (4) hour period.
- 6.3 **Standby:** An employee who is placed on Standby by the Employer shall receive ten percent (10%) of his regular straight-time hourly rate of pay for all hours assigned.
- 6.3.1 (From MOU on Standby)
Standby Duty for Detectives shall be assigned by the Chief of Police and will generally rotate on a weekly basis among those employees assigned as a Detective, with each Detective assigned to approximately two weeks per month. Detectives will be allowed to trade their rotation schedule with each other, with the Chief's approval. Employees on Standby must make sure that they are able to respond to the Snoqualmie Police Department within one hour. If they are unable to respond within one hour, they will notify dispatch. Employees on Standby shall be obligated to respond when called in to perform their regular duties. Employees shall not report to work while on Standby in a condition that would violate the Drug Free Workplace Policy. Employees assigned to Standby Duty will receive ten (10) hours at their straight time hourly rate of pay for each full week on Standby Duty, prorated in the event of a partial week. The Chief has sole discretion to decide whether to assign a take home vehicle to a Detective on Standby Duty and the Chief's decision cannot be grieved.

ARTICLE VII WAGES

- 7.1 Employees covered by this Agreement shall receive the rates of pay as set forth in Appendix "A" to this Agreement for 2022, and 2023 which by this reference shall be incorporated herein as if set forth in full.
- 7.2 **Longevity Pay** All employees employed as of May 1, 2010, shall continue to receive a monthly Longevity Pay in addition to their monthly rates of pay as follows:

Service Time	Monthly Amount
After 5 years	4%
After 10 years	6%
After 15 years	8%

All Employees employed after May 1, 2010 shall receive monthly Longevity Pay in addition to their monthly rates of pay as follows:

Service Time	Monthly Amount
After 5 years	2%
After 10 years	4%
After 15 years	6%

7.3 Education Pay: All employees will receive monthly Education Pay in addition to their monthly rates of pay for education achievement in approved fields of job-related studies as follows:

College Credits	Monthly Amount
45 Credits	\$50
AA Degree	\$100
135 Credits	\$150
BA/BS Degree	\$200

The following are recognized to be job related studies and are therefore recognized as approved fields of study:

- Police Science
- Political Science/Global Studies
- Sociology
- Psychology
- Community Service
- Business Administration
- Public Administration
- Communications (added but not Retroactive)
- General Studies (added but not Retroactive)

7.3.1 Transcripts of coursework and degree(s) completed shall be provided by the employee from a regionally accredited college or university in the United States.

7.4 When management assigns duties as an acting Sergeant, Officer in Charge or while training an employee as an FTO (Field Training Officer), the employee shall receive one (1) hour of overtime per shift worked.

7.5 Specialty Pay: Employees assigned to the following specialties shall receive the listed specialty pay while assigned. Employees assigned to more than one specialty may combine the specialty pays to a maximum of 3%. Specialty pay assignments shall be made at the discretion of the Chief of Police.

- Firearms Instructor 1.5%
- Defensive Tactics Instructor 1.5%
- EVOC Instructor 1.5%
- Taser Instructor 1.5%

ARTICLE VIII HOLIDAYS

8.1 Police Officers and Sergeants working the days and hours of work specified in Art. IV Section 4.1 shall not be entitled to holiday pay or time off. Hours worked in excess of those identified in Article IV, Section 4.1 shall be paid at twice the employee's regular straight-time hourly rate of pay. Time worked on a holiday which falls on a regularly schedule workday

shall be paid as straight time. Time worked on a holiday which falls on a scheduled day off shall be paid at twice the employee's regular straight-time hourly rate of pay. There shall be no other compensation paid for work performed on a holiday.

8.2 The City recognizes the following holidays:

New Year's Day
 Martin Luther King, Jr. Day (3rd Monday of January)
 President's Day (3rd Monday of February)
 Memorial Day
 Juneteenth
 Independence Day Labor Day
 Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving Day
 Christmas Day
 Two (2) "Floating Holidays" designated by the employee.

8.3 Detectives receive paid time off on each holiday listed above, for a total of not more than 120 hours of holiday time off per year. If a holiday falls on a Detective's regular day off, the Detective will take the holiday on another day that week. If the Employer requires a Detective to work on a holiday listed above, the Detective shall be paid at twice the employee's regular straight time hourly rate of pay for time worked on the holiday. [From existing MOU].

8.4 School Resource Officers will be entitled to holiday leave on the recognized holidays detailed in section 8.2 falling within the regular school year. A police officer assigned to serve as an SRO that is required to work on a recognized holiday falling within the regular school year will receive one and one-half times their regular rate of pay in lieu of holiday pay. There shall be no banking of holidays. The SRO when assigned to work patrol on a holiday will be paid the same as officers normally assigned to patrol duty on a holiday.

ARTICLE IX VACATIONS

9.1 Regular fulltime employees shall accrue paid vacation leave in accordance with the following schedule. Accrual of vacation leave shall begin upon the date of employment for each employee and thereafter on the employee's anniversary date.

UPON COMPLETION OF SERVICE HOURS/YEAR HOURS/MONTH

Upon Completion of Service	Hours/Year	Hours/Month
1 through 3 years	80 Hours	6.67 Hours
4 through 8 years	120 Hours	10.00 Hours
9 through 14 years	160 Hours	13.34 Hours
15 years	168 Hours	14.00 Hours
16 years	176 Hours	14.67 Hours
17 years	184 Hours	15.34 Hours
18 years	192 Hours	16.00 Hours
19+ years	200 Hours	16.67 Hours

9.2 Vacations shall be scheduled at the employee's request, subject to the needs of the Department. In the event scheduling conflicts occur, the employee with the most rank and then

seniority shall be given preference in the selection of vacation time; provided the request is submitted and received by the Employer prior to March 1st of each year. After March 1st of each year, vacation shall be approved on a first come first served basis.

- 9.3 A. An employee shall not carry over from year to year accrued vacation in excess of three hundred twenty (320) hours. Accrued vacation leave in excess of 320 hours shall be forfeited on the employee's anniversary date. For this section "year to year" means "anniversary date to anniversary date."
- B. An employee may be granted an extension of this provision if the employer denies vacation leave, or the employee is unable to take vacation leave due to circumstances beyond the employee's control. The employee's request for extension shall be submitted in writing to the Police Chief 60 days prior to the employee's anniversary date. A decision will be communicated to the employee 45 days prior to the employee's anniversary date. An employee who is granted an extension of this provision shall be required to reduce the excess to 320 hours or less within six months immediately following the approved extension. If the employee cannot reduce accumulated vacation below 320 hours during the period of extension because of operational needs of the Department, the employee shall be paid for carried over vacation after six months.
- 9.4 Upon termination of employment, employees shall be paid for all accrued vacation at their regular straight time rate of pay.

ARTICLE X SICK LEAVE

- 10.1 Employees shall accumulate sick leave, relevant to their shift and hours worked per day. An eight (8) hour workday accrues eight (8) hours per month and a ten (10) hour workday accrued ten (10) hours per month; provided, however, no employee shall be accredited with an accumulate greater than seven hundred twenty (720) hours.
- 10.2 Sick Leave Buy Back. Should an employee's sick leave accrual exceed the maximum accrual set forth within section 10.1, the employee shall receive compensation equal to thirty-three percent (33%) of the sick leave hour which exceed the afore-referenced maximum accrual at the employee's regular straight- time hourly rate of pay. The calculation of available sick leave buy back shall be made by the employer during the month of November and shall be paid to the Employee on December 31 of each year.
- 10.3 Sick Leave shall not be charged against an employee on a regularly scheduled day off.
- 10.4 Usage: Such sick leave shall be granted upon application before or within a reasonable time after the absence, depending on the circumstances of each case. Each employee shall use sick leave solely for the purpose of bona fide illness or injury and utilization of sick leave for any other purpose shall be cause for disciplinary action. The Employer may require that the employee, after three (3) days of concurrent illness, furnish a physician's proof of illness. Physical illness or injury of the employee or an employee's immediate dependents, doctor, dental appointments as well as forced quarantine of the employee in accordance with the State or Community Health Regulations shall be approved grounds for sick leave.

- 10.5 Under Washington State Law, immediate family member is defined as:
1. A child including: a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status.
 2. A parent including: a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
 3. A spouse
 4. A registered domestic partner
 5. A grandparent
 6. A grandchild
 7. A sibling
- 10.6 Bereavement Leave: In the event of a death or critical illness in the employee's "immediate family," he may be granted leave of absence not to exceed three (3) working days. The term "immediate family" shall be defined as spouse and children of the employee and/or grandmother, grandfather, mother, father, brother, sister, father-in-law, mother-in-law, or other relative living in the employee's household.
- 10.7 An employee may be excused by his department head to attend funeral services of a deceased City employee without loss of pay.
- 10.8 Notwithstanding any provision to the contrary that may be contained elsewhere within this Agreement, and on approval of the Police Chief, employees will be entitled to the entitlement under the Family and Medical Leave Act of 1993. During such leave, the employer will continue the employee's health insurance benefits on the same basis as active employees.
- 10.9 Light Duty In the event a LEOFF II employee suffers a short-term disability or illness that prevents the employee from performing their full range of duties for a period of two (2) weeks or more, the Employer shall consider an employee's request for light duty work when available. Short term shall mean ninety (90) days or less. The Light Duty provisions of this Agreement shall not amend or modify the requirements for physical and/or mental fitness by the Civil Service Rules and Regulations, as amended, and will not interfere with the application of Civil Service Rules requiring fitness for duty. The Chief shall determine the employee's light duty schedule.
- 10.10 Light duty assignments, when granted, shall only be for work that does not require the physical and/or mental standard for "on duty Police Officers." The availability and content of work that does not require full "on duty" physical and/or mental fitness shall be determined by the Police Chief. Employees granted Light Duty assignments, and who accept same, shall be compensated at their normal rate of pay and may be required to work a modified schedule while on light duty status.
- 10.11 Whenever any member of the Association is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of his or her duties, he or she shall become entitled to, regardless of his or her period of service with the City of Snoqualmie, a leave of absence while so disabled for the period of disability, not to exceed six months or

until a disability retirement under LEOFF is granted. During the disability period, the member will continue to receive all contracted benefits.

ARTICLE XI HEALTH AND WELFARE INSURANCE BENEFITS

Medical Insurance: The employer shall provide such medical insurance coverage, for those employees to whom it applies, as is mandated by RCW 41.26, the Law Enforcement Officers and Fire Fighters Retirement System Laws of 1969, as revised.

- 11.1 Starting January 2022, the AWC Regence HealthFirst 500 Plan, with HRA of \$3,500 (employee only) and \$7,000 (employee and family).
- 11.2 The AWC HDHP/HSA Plan will be added as an option starting January, 2020.
- 11.2.1 For those choosing the AWC HDHP/HSA Plan, the City will add a one-time \$1500 signing bonus to go into the HSA account for those bargaining unit members in the new Section 11.2.1 above. The annual HAS contribution will then be \$1500 for those employees and \$3000 for those employees with dependents, with annual carry-over. A monthly contribution for the payments into the HSA will be made by the Employer. If an employee should leave during any given year that they are participating in the HDHP/HSA Plan, this will alleviate any overpayment into the HSA.

Effective January 1, 2019, the City will continue to pay 100% of the medical insurance premiums for each employee and eligible dependents for the applicable AWC Regence Plan for the term of this Agreement.

- 11.3 **Dental:** The Employer shall pay one hundred percent (100%) of those premiums necessary for the purchase of employees and dependent coverage under the Association of Washington Cities, Washington Dental Service, Plan F, which shall include Plan V Orthodontia benefits.
- 11.4 **Vision:** The Employer shall pay one hundred percent (100%) of the premium necessary for the purchase of employee and dependent coverage under the Association of Washington Cities Western Vision Service Plan (\$10.00 deductible).
- 11.5 **Life Insurance:** The Employer shall pay one hundred percent (100%) of those premiums necessary to purchase and maintain Group Basic Term Life Insurance coverage for each employee in the amount of three hundred thousand dollars (\$300,000.00) payable to the beneficiary designated by the employee.
- 11.6 During the life of this agreement, the Employer shall continue to pay those premiums necessary to maintain the currently existing level of benefits set forth within this Article.
- 11.7 **Deferred Compensation:** Effective upon ratification the Employer shall match an employee's contribution to the Employer provided Deferred Compensation Plan on a one (1) for one (1) basis (one (1) Employer dollar for every employee dollar), up to the maximum Employer contribution of one hundred dollars (\$100.00).
- 11.7.1 Effective July 1, 2019, the Employer shall contribute one hundred dollars (\$100.00) per month to the Deferred Compensation Plan of each employee who is represented under this Agreement. This one

hundred-dollar (\$100.00) contribution does not require a match by the employee. There shall be no change to the intent of Section 11.7 as Section 11.7.1 is separate.

- 11.7.1.1 It is the employee's responsibility to enroll in the Deferred Compensation Plan. The \$100 per month contribution cited in Section 11.7.1 shall begin at the employee's enrollment date for new accounts being established. For those employees with existing accounts, it is the responsibility of the employee to complete the necessary form(s) to increase the \$100 monthly amount being contributed by the Employer.
- 11.8 Preventative Care: The Employer shall pay the cost for all preventative vaccinations as needed by employees for occupational related diseases, Hepatitis B, Tetanus and flu vaccinations.
- 11.9 Shared Leave Policy per City Resolution.

ARTICLE XII UNIFORMS AND EQUIPMENT

12.1 The Employer shall provide each employee with the following listed uniform equipment: pistol, patrol rifle, ammo magazines, handcuffs, asp-baton, pepper spray, flashlight, taser and all related leather or nylon gear required to carry these items. In addition to this equipment, the Employer will provide the equipment items found in Appendix B and provide replacements as necessary to properly maintain the employees uniform in a presentable manner, subject to Department procedures for replacement of uniforms and equipment on a fair wear and tear basis. Ballistic Vest/Outer carrier vest (body armor) shall be replaced every five (5) years or when necessary due to damage or manufactures recommendation.

- 12.1.1 In addition to 12.1, Detectives shall receive an annual clothing allowance of \$800. The allowance will be paid on the initial date of the detective assignment, and annually thereafter. It shall be the responsibility of the Association Member assigned to the position to request the annual allowance on or after their anniversary in the position. In the event the Association Member voluntarily assumes a different position within Department a monthly pro rata share of the allowance shall be returned to the City.
- 12.2 Employees shall be held accountable for all protective clothing or protective devices assigned to the employee by the Employer. Loss or destruction of items of clothing or protective devices shall be replaced by the Employer where said loss was incurred as a direct result in the performance of the employee's job duties not due to the employee's intentional act or negligence. Accountable items of clothing or protective devices assigned to an employee which are lost or mutilated as a direct result of the employee's negligence shall be replaced by the employee.
- 12.3 All uniforms and equipment issued by the Employer to each employee shall remain the property of the Employer.
- 12.4 Cleaning: The Employer shall provide a contract cleaning service which shall provide for the dry cleaning of any uniform worn that requires dry cleaning.

ARTICLE XIII MISCELLANEOUS

- 13.1 Training: Training which an employee is required to attend by the Employer which is not part of the employee's regular or modified schedule shall be paid pursuant to Article V Overtime the overtime rate. An employee shall not be eligible for any overtime resulting from attendance at any training school or session in lieu of a scheduled workday (maximum regularly scheduled number of shift hours). The Chief will provide at least seven (7) calendar

days' notice of changes to the employee's regular schedule for training the employee is required to attend.

- 13.2 Employees who attend training that requires overnight accommodations shall be paid at the straight-time rate for all travel and lodging time associated with the training with a maximum of eight (8) hours per day; provided that they are traveling during a regularly scheduled workday, or if on a day off, the training was specifically required by the Employer. For employees on a day off where training was voluntary, no compensation will be paid for travel and lodging time.

- 13.3 Bill of Rights: Employees shall be entitled to those rights specified in the Police Officer's Bill of Rights as set forth in Article 19 of this agreement which by this reference shall be incorporated herein as if set forth in full.

- 13.4 Seniority: Seniority in the Police Department shall be defined as continuous active service within the Department. If two (2) or more employees are hired on the same day, their seniority shall be determined by the employee's ranking on the Civil Service list.

Seniority in Civil Service classifications above police officer shall be determined by length of continuous active service within the classification. Employees promoted on the same day shall have their seniority determined by the ranking established by the Civil Service promotional process.

- 13.5 Unless required under the Uniformed Services Employment and Reemployment Act (USERRA), seniority will not accrue for the period the officer is inactive from employment with City of Snoqualmie. Seniority will continue to accrue for employees unless the employee takes an unpaid leave of absence greater than thirty (30) days. (OK – 12/04/18)

- 13.6 Reduction in Force (Layoff)
Subject to City of Snoqualmie Civil Service Rules and Regulations, the following procedure shall be followed in layoff(s).
1. In the case of a reduction in force (layoff), the least senior bargaining unit employee shall be laid off. In the case of reduction in rank, the least senior employee within that rank shall be reduced.
 2. If the reduction in rank results in the need for reduction in force, the employee reducing in rank shall bump the least senior bargaining union employee. It is understood that staffing levels may be reduced as a result of a reduction in department commissioned personnel.
 3. In the case of a layoff, the employee shall be placed on a re-hire list for one (1) year. The employee is responsible to ensure the City has their current phone number and address. Employees laid off last will be the first to be recalled. All recalled employees must prove they are medically and physically fit to return to work.
 4. It is understood that if there is a reduction in force, there may also be a reduction in staffing levels.

ARTICLE XIV DISCIPLINE

- 14.1 The Employer shall not discipline a permanent employee without just cause.
- 14.2 A written warning shall be given prior to discipline being imposed for performance or conduct issues the employer determines to be minor. Such written warning letter shall state the nature of the performance or conduct improvement required and the time period in which improvement is expected to occur.

ARTICLE XV GRIEVANCE PROCEDURE

- 15.1 A. Grievance is defined as a dispute involving the interpretation or application of the express provisions of this Agreement that arise during the term of this Agreement. It is the intent of the parties that the following procedure is the exclusive remedy for resolving disputes as defined herein. The employee shall have the right to Association representation in all steps of grievance procedure. When the term "days" is used, it shall refer to calendar days. The employee, the Association or the Employer can file a grievance.
- B. At the option of the Employee, the employee may choose to process any alleged grievance through this Article XV or through the Civil Service laws and rules of the City of Snoqualmie.
- 15.2 Step One: The employee or Association, as the case may be, shall first reduce to writing a statement of the grievance containing the following: a) the facts on which the grievance is based; b) a reference to the provision in this agreement; c) the remedy sought. The grievant shall submit the written statement of grievance to the Police Chief within fifteen (15) days. In the event the grievant does not present such grievance within fifteen (15) days of its occurrence or reasonable knowledge of the occurrence, the grievance shall be invalid and subject to no further processing. The Chief or designee shall have fifteen (15) days from submission of the written statement of the grievance to resolve the matter or deny the grievance. If resolved, the disposition shall be indicated on the written statement and signed by the Chief or designee and the Association.
- 15.3 Step Two: If the grievance is denied at Step 1, a written statement of grievance shall be submitted within fifteen (15) days of the date of the denial to the City Administrator. The City Administrator, or designee, shall have thirty (30) days from the submission of the written statement to resolve or deny the grievance. If any agreeable disposition is made, the City Administrator or designee and the Association shall sign it.
- 15.4 Step Three: If the grievance is denied at Step 2, the Association may request arbitration within twenty (20) days of the denial. Arbitration is the exclusive right and remedy of the Association, which in its sole discretion to determine which matters will be moved forward to Arbitration. This request must be submitted in writing. Arbitration of a grievance involving a matter other than a dispute or disagreement regarding any disciplinary action, discharge, or termination of an Association member shall be governed by the provisions of Articles 15.4 – 15.11 of this Agreement. Representatives from the Employer and the Association shall consult within seven (7) days of the date written request for arbitration is submitted to attempt to agree on an arbitrator. If the parties cannot agree within three (3) days, the parties shall jointly request the Public Employment Relations Commission (PERC) to provide a list of nine (9) arbitrators. The Employer and the Association shall alternatively strike one name from the list until only one name remains. The order of striking shall be determined by the toss of the coin, the loser striking the first name. The one name remaining shall be the arbitrator.

- 15.5 The arbitrator shall hold a hearing at which the parties may submit their case concerning the grievance. The arbitrator shall have no power to render a decision that shall add to, subtract from, alter, change or modify the terms of this agreement. The arbitrator's power shall be limited to interpretation and application of the express terms of this Agreement. The decision of the arbitrator shall be final and binding on the Association, the Employer and the employees involved.
- 15.6 The expense of the Arbitrator, the cost of the hearing room and the cost of a shorthand reporter, unless such one is paid by the State of Washington, shall be borne equally by the Employer and the Association. Each party shall be responsible for their own representation costs, including attorneys' fees.
- 15.7 There may be some instance where an outside agency or party may be used for arbitration in lieu of PERC, if both the Employer and Association agree.
- 15.8 The arbitrator shall have no right to amend, modify, nullify, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Association and shall have no authority to make a decision on any other issue so submitted.
- 15.9 The arbitrator shall be without power to make decisions contrary to, or inconsistent with or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and Association and shall be based solely on the arbitrator's interpretation or application of the express terms of the Agreement and to the facts of the grievance presented.
- 15.10 The parties may mutually agree in writing to extend any deadline contained in this grievance procedure. Absent such agreement, a grievance shall be considered resolved against the party that fails to meet any deadline contained in this grievance procedure and the grievance shall not be subject to any further processing, including arbitration.
- 15.11 Arbitration of a grievance arising out of a dispute or disagreement regarding any disciplinary action, discharge, or termination decision shall be governed by RCW 41.58.070, applicable law and Articles 15.6, 15.8 and 15.9 of this Agreement.

ARTICLE XVI MANAGEMENT RIGHTS AND RESPONSIBILITIES

- 16.1 The Union recognizes any and all rights, powers and authorities, which are not modified by this agreement, as being retained by the Employer. These rights include but are not limited to the following:

To maintain efficiency and to make, alter, and enforce reasonable policies and procedures to be observed by the employees. This shall include, but not be limited to, the following topics:

To direct, hire, evaluate, promote and lay off employees as covered by the Civil Service promotional and layoff processes, transfer, and for just cause, suspend, discipline or dismiss employees. Probationary employees may not use the grievance procedure to contest any disciplinary/discharge decision of the Employer.

To evaluate jobs and positions, classify positions, establish performance standards, qualification requirements of employees and specify the employee's duties and work hours.

To manage and operate the services in all respects and without restrictions.

To establish the location and number of police precincts and services to be rendered, the methods, the work procedures, the type of equipment to be used; to select, control and direct the use of all materials required in the operation of the services provided and performed.

To schedule work, to make, alter and enforce policies and regulations governing the use of material, equipment and services that may be deemed necessary.

The above is not intended to be exclusive and shall not exclude any historical or normal rights of management. The Union may raise issues of binding past practice through the grievance procedures.

ARTICLE XVII SAVINGS CLAUSE

- 17.1 It is the intention of the parties hereto to comply with all applicable law and they believe that each and every party to this Agreement is lawful. All provision of this Agreement shall be complied with unless any of such provision shall be declared invalid or inoperative by a Court of final jurisdiction.
- 17.2 Should any provision of this Agreement and/or any attachments hereto beheld invalid by operation of Law or by any tribunal of competent jurisdiction or if compliance with or enforcement of any provision should be restrained by such tribunal, the remainder of this Agreement and/or any attachments hereto shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement of such provisions and/or any attachment hereto.

ARTICLE XVIII DURATION

- 18.1 This Agreement shall be effective on the first date of the month of May, 2022 following the signing of the Agreement by both parties and shall remain in full force and effect through December 31, 2023 unless otherwise provided for herein and shall remain in effect during the course of negotiations on a new Agreement.
- 18.2 Within six (6) months prior to the termination date of this Agreement, the Association or the Employer shall open this Agreement for the purpose of negotiating a successor Agreement to this Agreement.

ARTICLE XIX BILL OF RIGHTS

- 19.1 Bill of Rights: All employees shall be entitled to the protection of what shall hereinafter be termed as the " Bill of Rights" which shall be added to the present Rules and Regulations of the City of Snoqualmie Police Department. The wide-ranging powers and duties given to the department and its members involve them in all manner of contacts and relationships with the public. Of these contacts come many questions concerning the actions of members of the department. These questions often require immediate investigations by supervising officers designated by the Police Chief. In an effort to ensure that these investigations are conducted in a manner which is conducive to good order and discipline, the following guidelines are put forth:

- 19.2 In criminal matters an employee shall be afforded those constitutional rights available to any citizen. In non-criminal matters relating to job performance, the following guidelines shall be followed.
- 19.3 “Interview” of a subject employee” as used herein shall mean any questioning by an agent of the City who is conducting an investigation (as opposed to a routine inquiry) of the employee being interviewed, when the agent knows (or reasonably should know) that the questioning could result in employee discipline. This section shall not apply to an investigation concerned solely and directly with alleged criminal activities.
- 19.4 Before an interview of a subject employee, the employee shall be informed of the matter in sufficient detail to reasonably apprise them of the factual basis of the matter. This shall not operate as a waiver of the Association’s right to request bargaining information from the City. Nor shall anything in this Article prohibit the Employer from disciplining, including discharge, an officer convicted of a crime.
- 19.5 Any interview of an employee shall be at a reasonable hour, preferably when the employee is on duty unless the exigencies of the investigations dictate otherwise. If the employee is required to be interviewed off duty, the employee shall be compensated.
- 19.6 The interview shall not violate the individual's constitutional rights, which are afforded any citizen, regardless of occupational position and shall take place at the Police Department facility, except when impractical. The employee shall be afforded an opportunity and facilities to contact and consult privately with an attorney of his own choosing and/or a representative of the Association before being interviewed. An attorney of his own choosing and/or a representative of the Association may be present during the interview but may not participate in the interview except to counsel the employee.
- 19.7 The questioning shall not be overly long, and the employee shall be entitled to such reasonable intermissions as he shall request for personal necessities, meals, telephone calls and rest periods. No more than two interviewers may ask questions of an accused employee. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively or be subject to discipline for insubordination. Nothing ordered may be provided or used in a criminal investigation.
- 19.8 The employee shall not be subjected to any offensive language, nor shall he be threatened with dismissal, transfer or other disciplinary punishment as a guise to attempt to obtain his resignation, nor shall be intimidated in any other manner. Neither promises nor rewards shall be made as an inducement to answer questions.
- 19.9 The Employer shall not require any employee covered by this Agreement to take or be subjected to a lie detector test as a condition of continued employment, nor shall such evidence be offered at any disciplinary hearing without stipulation of the parties.
- 19.10 The Department will audio record any interview. Upon request, a copy of the recording/transcript (if made) will be provided to the officer.
- 19.11 Any final disciplinary decision shall be announced within six (6) months of the time that the Employer undertakes the investigation. The Association will not unreasonably deny requests for additional time.

- 19.12 An employee shall be permitted to read any adverse material affecting their employment before it is placed in the Employer's official personnel file. The Employee will be able to respond in writing and have it attached to the adverse material.
- 19.13 No officer shall be disciplined solely for being placed on a prosecutor's Brady list.
- 19.14 An Employee using deadly force while exercising authority as a Police Officer shall be allowed to consult with a Union representative or attorney upon request prior to being required to give an oral or written statement about the use of deadly force. Such right to consult shall be based on the nature of the incident but shall not delay the giving of the statement more than 72 hours. Deadly force is defined as any use of force that creates a substantial risk of causing death or serious bodily injury.

ARTICLE XX PERSONNEL POLICIES

- 20.1 In addition to the Employer's personnel records policy as set forth in the city of Snoqualmie Personnel Policies, all members of the bargaining unit shall have the additional right to:
 - 20.2 Review their personnel file with a minimum of two (2) City business days' notice given to Human Resources.
 - 20.3 May receive copies upon request of items in their personnel file.
 - 20.4 Pursuant to RCW 40.14.070(4), personnel records for any peace officer must be retained for the duration of the officer's employment and a minimum of 10 years thereafter. Such records include all misconduct and equal employment opportunity complaints, progressive discipline imposed including written reprimands, supervisor coaching, suspensions, involuntary transfers, other disciplinary appeals and litigation records, and any other records needed to comply with the requirements set forth in RCW 43.101.095 and 43.101.135.
 - 20.5 In the event the Snoqualmie Police Department convenes a Review Board(s) (Use of Force or Accidents), there shall be an Association representative, appointed by the Association, as a voting member on the Review Board.

ARTICLE XXI WFML PROGRAM

Eligible employees are covered by WFML Program per RCW 50A.04. Eligibility for leave and benefits, which take effect January 1, 2020, is established by Washington law and is therefore independent of this Agreement. Premiums for benefits are established by law and total 0.4% of employees' wages (unless otherwise limited by action of the State). Employees will pay, through payroll deduction, the full cost of the premiums associated with family leave benefits and 45% of the cost of premiums associated with the medical leave benefits, as determined under RCW 50A.04.115. The employer will pay the remaining premium amounts. Following finalization of regulations implementing RCW 50A.04 either party may reopen this agreement for the purpose of bargaining over issues related to the interrelation between leaves available under this Agreement and benefits provided by statute.

SNOQUALMIE POLICE ASSOCIATION

CITY OF SNOQUALMIE

Chase Smith, President

Katherine Ross, Mayor

Date

Date

ATTEST:

Deborah A. Estrada, City Clerk

APPROVED AS TO FORM:

Bob C. Sterbank, City Attorney

APPENDIX "A"

to the AGREEMENT by and between

CITY OF SNOQUALMIE, WASHINGTON

And

SNOQUALMIE POLICE ASSOCIATION

2022-2023

A.1 CLASSIFICATION RATES

2022 3.7%		A	B	C	D	E	F
P Officer		\$6,100	\$6,710	\$7,045	\$7,395	\$7,764	\$8,154
P Sergeant		\$8,564	\$8,988	\$9,437	\$9,909		
2023: Wages for 2023 shall be adjusted in accordance with the CPI-W Seattle-Tacoma-Bellevue from June 2021 to June 2022 and with a minimum of 2% and a maximum of 4%.							

A.2 The STEPS set forth within Section A.1 are automatic progression pay STEPS each being twelve (12) months in duration.

A.3 New employees may be given credit for prior law enforcement experience in computing Entry salary. Such experiences may qualify the employee to start at any step as recommended by Police Chief and approved by the Mayor.

A.4 Active members of the Snoqualmie Police Association, at the time of ratification, will be eligible to receive retroactive pay to January 1, 2022.

A.5 For years 2022, and 2023, each year shall be increased over the previous year by the following percentages:

2022	Three-point seven percent increase (3.7%)
2023	Equal to the CPI-W Seattle-Tacoma-Bellevue from June 2021 to June 2022 and with a minimum of 2% and a maximum of 4%.

A.6 Detective Premium: Employees assigned to Detectives shall receive a premium of 4% above their current step Police Officer base wage while assigned to detectives, as set forth in Appendix A. If a Detective is required to work patrol to cover shifts or due to an emergency, the Detective will continue to receive Detective premium pay.

A.7 School Resource Officer (SRO) Premium: Employees assigned to SRO shall receive a premium of 4% above their current step Police Officer base wage while assigned to SRO, as set forth in Appendix A. If an SRO is required to work patrol to cover shifts or due to an emergency, the

SRO will continue to receive SRO premium pay. While the school district is not in session for regular scheduled mid-winter, spring, or summer breaks, the SRO will continue to receive SRO premium pay. School Resource Officer assignments will typically b for three (3) years, with one-year extensions if approved by the Chief.

APPENDIX “B”

SNOQUALMIE POLICE DEPARTMENT PROPERTY AND EQUIPMENT

As Approved by the Police Chief

- Snoqualmie Police Department Badge (Uniform and Flat)
 - Snoqualmie Police Department Identification (Commission) card
 - Snoqualmie Police Department Cap Piece
 - Snoqualmie Police Department patches and insignia
1. Ammunition
 2. Ballistic Vest/Outer carrier vest
 3. Baseball cap
 4. Baton and ring
 5. Belt - Duty belt and keepers
 6. Belt - Inner
 7. Belt light with light holder
 8. Boots
 9. Business Cards
 10. Dress shoes
 11. Flashlight and holder
 12. Gloves
 13. Handcuffs and case
 14. Handgun with laser/light
 15. Holster
 16. Jacket – duty
 17. Jacket – softshell
 18. Jumpsuit (1 every 2 years)
 19. Key holder (silent carrier) Magazine case
 20. Pants – Two Class A Pants – Two Class B Polo Shirt
 21. Portable radio and holder Rifle
 22. Raincoat
 23. Safety (reflective) vest
 24. Shirts - Two long sleeve Shirts – two short sleeve Training Pants
 25. Taser and holster
 26. Three magazines
 27. Winter beanie

All equipment issued by the Snoqualmie Police Department shall remain the property of the department and shall be returned upon request.

As approved by the Police Chief and updated – 04/24/19



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-077
July 22, 2024
Committee Report

AGENDA BILL INFORMATION

TITLE:	AB24-077: Council Chambers Audio and Video Upgrade	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Approve the contract between Pacific Office Automation for the purchase, installation, and training of new Audio Video Equipment for Council Chambers.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director/Peer	Fletcher Lacroix	Click or tap to enter a date.
	Finance	Janna Walker	7/8/2024
	Legal	David Linehan	Click or tap to enter a date.
	City Administrator	Mike Chambless	7/8/2024

DEPARTMENT:	Information Technology		
STAFF:	Fletcher Lacroix		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: July 16, 2024	
EXHIBITS:	1. Pacific Office Automation Proposal 2. Memo to Finance re Sole Source 3. Reply Memo from Finance		

AMOUNT OF EXPENDITURE	\$ 72,495
AMOUNT BUDGETED	\$ 6,999,839
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The purpose of this agenda bill is for Council to review and approve the audio-visual (AV) upgrade for Council Chambers.

LEGISLATIVE HISTORY

Discussions of the necessary AV upgrades to Council Chamber's has been ongoing since 2022. Presentations have been made during committee and Council meetings to gain feedback and understanding of the needs of Council and staff. Information and quotes have been gathered.

Funds were allocated and approved for this project in the 2023/2024 Budget.

BACKGROUND

The city's current council chambers were built over 15 years ago. The city's Council Chamber's AV system no longer meets the needs of the organization and will require an upgrade to continue to serve the needs of the City Council and General Org Business. The intended outcome of this project is to repair failing systems and enhance the capabilities of the space to natively support modernized hybrid meetings.

There have been minimal upgrades made to keep the equipment in good working order but the new challenges presented by hybrid meetings leaves the existing hardware unable to fulfill the function. This has led to ongoing audio, video, and technical quality issues during city meetings as well as an increased need for staff support during every Council, Council Committee, and some Commission meetings.

The intent of this upgrade is to implement a hybrid meeting space in Council Chambers that is easy to use, functions effectively for all staff and elected officials, and produces an accessible high-quality product to engage our residents.

The Information Technology Department has worked with affected stakeholders and several vendors to design a solution that fits the goals of the city.

ANALYSIS

Staff have worked with Pacific Office Automation and their partner, Dimensional Communications Inc, who installed the AV at the Fire Station, to provide the city with an option that will meet the needs of the Council for the next 3 to 5 years and allow for future upgrades at minimal additional cost. It achieves the goal of creating a hybrid meeting space to support both Council and other city meetings. We chose not to go out to bid on this project due to the customized installation and the vendor's previous successful installation at the Fire Station.

BUDGET IMPACTS

Administration recommends approving a contract with Pacific Office Automation in the amount of \$72,495 for Council Chambers AV upgrades. The 2023-24 amended budget appropriates \$6,999,839 for this and other IT expenditures. Currently, \$3,678,815 of this budget has been spent, with \$3,321,024 remaining. Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (IT #502) to fund the contract.

NEXT STEPS

Review proposed recommendation determining if it meets the needs of the city.

Once the contract is signed and equipment received, work can commence on approximately, 9/24/2024 with an anticipated completion date of 10/4/2024 which would not impact any regularly scheduled Council or Committee meetings.

PROPOSED ACTION

MOVE to approve the contract with Pacific Office Automation for the Council Chambers Audio Video Upgrade and authorize the Mayor to sign.



Image Management Contract

Item 10.

No. _____

SOLD TO:

City of Snoqualmie

CUSTOMER NAME

PO Box 987

BILLING ADDRESS

Snoqualmie WA 98065

CITY STATE ZIP

(425) 888-1555

TELEPHONE

Fletcher Lacroix / Andrew Latham

ATTENTION

SHIP TO:

City of Snoqualmie Administration

CUSTOMER NAME

38624 SE River St

SHIPPING ADDRESS

Snoqualmie WA 98065

CITY STATE ZIP

(425) 888-1555

TELEPHONE

Andrew Latham

KEY OPERATOR

ORDER DATE			PO#		ORDERED BY		SOLD BY	
6/21/2024					Fletcher Lacroix / Andrew Latham		J.Geyer / A.Dahl	
QTY	ITEM	TYPE	DESCRIPTION				UNIT PRICE	TOTAL
1			City of Snoqualmie Council Chambers AV System Updates					\$66.509.05
			All installation, configuration and work to be completed by Dimensional Communications					
			See attached for detailed breakdown of all equipment // SOW // Work to be included					
			Proposal Includes 1 Year Warranty From Dimensional					
Minimum Monthly Payment (plus applicable taxes) \$ _____ Term _____ Months							Device Management	Included
Service/Supply Commitment		Models	Monthly Minimum Number of Images	Excess Per Image Charge	Excess Billing Cycle		Automated Meter Reading	Included
1 Year Warranty (Dimensional)		Equipment/Solution	N/A	N/A	<div><input type="checkbox"/> Monthly</div> <div><input type="checkbox"/> Quarterly</div> <div><input type="checkbox"/> Semi-Annual</div> <div><input type="checkbox"/> Annual</div>		Auto Toner Replenishment	
				Advanced Scanning				
				Security				
				MFP Network Support				
				Power Filter				
CONDITIONS OF SALE, CONTINGENCIES OR COMMENTS							Delivery	Included
Sales Tax 9%								
							Subtotal	\$66,509.05
							Sales Tax	\$5,985.81
							Total	\$72,494.86

~~By signing this Contract, Customer acknowledges and agrees: (a) this Contract is NON-CANCELABLE; (b) all terms and conditions on the reverse side are an integral part of this Contract; (c) to fully understand all terms and conditions stated herein; and (d) this Contract is the entire Agreement between Customer and Pacific Office Automation relating to the equipment and services described herein, and can be changed only by written agreement signed by both parties.~~

Customer Authorization

Approved by Pacific Office Automation

SIGNATURE

BY

TITLE

DATE

TITLE

DATE

Rev

394

Council Chambers AV System Updates

May 21, 2024**Basic Update****Rev.6.2****Submitted to:** **City of Snoqualmie**
38624 SE River St,
Snoqualmie, WA 98065**Location:** Snoqualmie City Hall**Contact:** Jonathan Geyer**Main System Features**

- **Universal VTC App connectivity with an owner furnished PC**
 - *A Barco C-20 ClickButton will allow a user with a laptop to use the VTC resources*
- **(2) Audio-Technica Beamforming Microphone Arrays**
- **Barco ClickShare Wireless Presentation and Conferencing Functionality**
- **New QSC Control System and 10" wall mounted touch screen**
 - *The existing iPad can be also be used as a system control interface using the QSC control app*
- **New HDMI Matrix Switching system**
- **New Digital Sound Processor and speaker amplification**
 - *Speaker re-zoning for better gain before feedback*
- **Universal VTC App connectivity with an owner furnished PC**

Scope of work: *Provide and install updates to the existing AV system to facilitate high definition video, beam forming microphone arrays, and using the rooms resources with any soft codec video teleconferencing software. The new system will extend the HDMI video signal from the (2) existing PTZOptics Cameras back to a rack mounted HDMI multiviewer video processor (MVP). The MVP will output a single HDMI with 1 or 2 camera feeds merged onto one side by side or a single camera full screen; the HDMI output will be connected to an HDMI to USB converter. (If needed the cameras can also be used individually.) DCI will re-pull cable (as needed) to the (11) floor box microphone inputs to eliminate a hum in the microphone system; the (11) microphones and the (2) existing Shure SLX microphone receivers will be reconnected to the new system. The new QSC Core 110F digital sound processor (DSP) will accept all of microphones as well as the (2) new beamforming microphone arrays. The QSC DSP and the HDMI to USB converter, will output USB audio and USB video to the Toggle USB 3.0 switch. The system will route the high quality USB audio and video to a rack mounted OFE PC to be used for general meeting/conference room PC needs and soft codec VTC software. The USB resources can also be switched to a Barco C-20 wireless conferencing gateway, allowing a user to plug the wireless ClickButton into their laptop and utilize the HD cameras, room microphones, and projector. The QSC DSP will also receive the "far-end" audio over the two-way USB connection and send audio to a new (4) channel amplifier, re-powering the existing conference room and lobby speakers. The ceiling speakers in the council chambers will be re-powered and re-zoned into (3) zones for an improved gain-feedback ratio; the 4th zone will be the lobby. The video switching will be replaced with a new 8x2 digital matrix switcher (DMS); the (2) existing VGA with audio floor box connections will be replaced (2) HDMI input plates. The existing DVD player will be replaced with a rack mounted Blu-ray player. All of the system sources will connect to the DMS; the DMS will output HDMI over cat6 twisted pair to a receiver installed at the existing projector. The existing AMX*

wall dock will be replaced with a permanently mounted 10" QSC touch panel for room control; the touch panel will control source selection, master volume control, individual microphone levels, PTZ camera control and turning the projector on/off as needed. The OFE iPad may be used with the QSC App for wireless room control. If possible in (4) hours of control programming, DCI will reconnect the existing shade and lighting control system. Please note that if this integration takes longer than the budgeted (4) hour additional programming charges may apply; any shade or lighting system programming required by third party vendors to complete the integration with the new control system is excluded from this proposal and will need to be approved and paid for by the City of Snoqualmie. DCI will provide an additional (4) hours of graphic user interface updates 1-6 months after the installation is completed; this will give the users a chance to user the system and identify any changes they may want with respect to the control system. Equipment and material as follows:

Item	Quantity	Description	
1.	2	Audio Technica ATND1061DAN Beamforming Microphone Array	\$ 7,560.17
2.	1	QSC Core 110F Digital Sound Processor	\$ 4,272.25
3.	1	QSC 10" touch panel – wall mounted	\$ 3,402.92
4.	1	QSC Scripting & UCI Development	\$ 710.35
5.	1	QSC MP-440V 4-Ch amplifier	\$ 1,938.24
6.	1	Crestron 6x2 HDMI Matrix Switcher	\$ 4,465.06
7.	3	Crestron HDMI extender kits	\$ 2,536.97
8.	1	DCI Custom Retrofit Bracket for AMX to QSC	\$ 295.98
9.	1	Barco ClickShare C-20 Wireless Conferencing Gateway with (1) ClickButton	\$ 2,706.10
10.	1	AV Access 4x1 Multiviewer	\$ 422.83
11.	1	Magwell HDMI to USB adaptor	\$ 505.70
12.	1	Denon BD-500BDMKII Professional Blu-ray Player	\$ 591.96
13.	1	Inogeni Toggle USB 3.0 switcher	\$ 595.34
14.	3	Global Cache Serial Network Control Interface	\$ 1,616.89
15.	1	Netgear GS324TP 24-Port Gigabit PoE+ Compliant Smart Managed Switch	\$ 642.70

16.	Lot	Cable, Connectors and Consumables	\$ 3,584.23
17.	Lot	Installation, Commissioning & Training	\$ 18,203.35
18.	Lot	System Code Programming and Graphic User Interface Build	\$ 5,000.00
19.	1	Graphic User Interface Update – 1 to 6 Months After the finished Installation	\$ 750.00
20.	Lot	Project Management & Engineering/Drafting	\$ 2,788.00
21.	Lot	Administration, Travel Time & Support Services	\$ 2,124.80
21.	Lot	Travel Mileage & Truck Charge	\$ 1,795.20

*****Sixty-Five Thousand, Nine Hundred and Eight-Five Dollars and 00/100 + WSST*** **** \$66,509.05.00*****

Note: This proposal does not include any electrical additions or alterations of any kind; all electrical work is excluded from this proposal. This proposal does not include sales tax. This proposal includes for equipment, installation, testing, and final commissioning of the system, as outlined above. Any changes to scope will be accompanied by an updated proposal. This proposal excludes error and omissions/professional liability insurance.

Submitted by: Avery Dahl
Time payment options are available upon request.
Cash Terms: 50% down with balance due at installation.
This proposal may be withdrawn if not accepted within thirty (30) days.

DCI Authorized Signature: _____

Avery Dahl

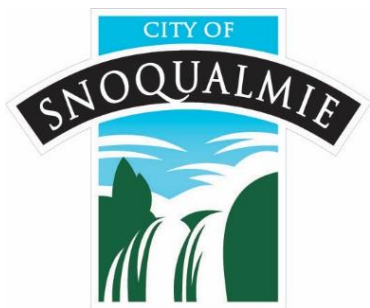
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

You agree that Dimensional retains a security interest in all personal property delivered pursuant to the acceptance of this proposal and to any equipment later ordered by you from Dimensional, until such time as payment of all amounts due to Dimensional are made in full. If you fail to make any payments when due, Dimensional may require you to return all personal property delivered, make it available to Dimensional for recovery, or exercise any other rights or remedies arising from RCW 62A.9A. Regardless of default, we may also file a mechanic's lien, UCC-1 form and other collateral registration. By signing this proposal you consent to such filings. All liens and security interests, if incorporated, will be released upon full payment of all amounts due Dimensional arising from or related to this proposal.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: _____

Date of Acceptance: _____



Office of the IT Director

Fletcher Lacroix

38624 SE River Street | P.O. Box 987
Snoqualmie, Washington 98065
flacroix@snoqualmiewa.gov

MEMORANDUM

Date: July 17, 2024
To: Drew Bouta, Finance Director
FROM: Fletcher Lacroix, IT Director
RE: Council Chambers A/V Sole Source Provider

As you may be aware, the Council Chambers A/V Upgrade projects has been ongoing since 2018. At the time, a proposal was presented to the Finance and Administration Committee and did not move forward to Council. During the pandemic the project was put on hold until 2022. The scope was changed to include the capability to hold online and on-site (hybrid) meetings in the Council Chambers. In 2023, AB23-046 was proposed to the Finance and Administration Committee and was not moved forward.

Andy Latham and Jimmie Betts worked with IT leadership before AB23-046 to reached out to AV vendors Avidex(Andy) and Jaymarc(Jimmie). Avidex came back with a quote for only a basic replacement and requested we pay for design and engineer before moving forward with a full quote. We do not have information on Jaymarc's response.

When I began as the IT Director on 4/1/2024, City Administrator Chambless requested that we revisit the project and come up with a proposal for the Council Chamber. The IT team and I reviewed previous step taken and soon realized that the scope of the project needed to be refined. During the review, we noted that the project had not gone out to bid since the 2018 proposal, and we were unable to find quotes.

After discussing the project with the team and the vendor. We decided to move forward with sole sourcing this contract due to the following factors:

1. Pacific Office Automation has been a long-time vendor to the City of Snoqualmie and have been a great partner. Based on our conversations with them and their partner for this project we agreed that when it comes to this highly customized and design/consulting, there isn't any options that are available. Since the bulk of this solution is the actual AV installation, labor, setup, configuration, testing, ongoing support, and is very customized, it is very difficult to be setup on a pre-bid contract. Every Single AV installation and project has its own unique requirements and doesn't quite lend itself to catalog style contracts.

2. Dimensional Communications, Inc. is a well know AV installer with successful installs at the Fire Dept for the city as well as Mount Si High School, Benaroya Hall and Seattle Aquarium. My experience with them on the Mount Si High School project and repair services for existing installs at Timber Ridge Elementary has been exceptional.
3. Based on previous feedback from council members, I reached out to Piset Khuon, Senior IT Specialist at the PSRC (Puget Sound Regional Council) to go over their older meeting and brand-new meeting spaces. The old meeting space cost approximately \$250,000. Their new space was approximately \$150,000. We felt that sort of expenditure would be too high for this project.
4. We were not charged for design cost from the Dimensional for this project.

Putting these factors together as a whole. We believe that moving forward with Pacific Office Automation/Dimensional Communications would bring the best value for upgrading the Council Chambers AV.



Finance Department

Drew Bouta

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Snoqualmie, Washington 98065
dbouta@snoqualmiewa.gov

MEMORANDUM

Date: July 18, 2024
To: Fletcher Lacroix, IT Director, Mike Chambless, City Administrator
FROM: Drew Bouta, Finance Director
RE: Council Chambers A/V Sole Source Provider

Thank you for the memo dated July 17, 2024.

RCW 39.04.280 provides uniform exemptions to competitive bidding requirements used by cities when awarding contracts. RCW 39.04.280(1) states that competitive bidding requirements may be waived by the City for:

- a. Purchases that are clearly and legitimately limited to a single source of supply;
- b. Purchases involving special facilities or market conditions;
- c. Purchases in the event of an emergency;
- d. Purchases of insurance or bonds; and
- e. Public works in the event of an emergency.

The waiver of competitive bidding requirements may be by resolution or by the *terms of written policies adopted by the City*. Immediately after the award of any contract, the contract and factual basis for exception must be recorded and open to public inspection.

The Finance Management Policy adopted on June 10, 2024 includes a sole source exemption to the City's purchasing and commitment thresholds. Section 4.7.1. states that in circumstances where the City is limited to a single source of supply, competitive bidding requirements may be *waived by the department director or Finance Director* per RCW 39.04.280(1)(a). The City must be able to demonstrate that the purchase is clearly and legitimately limited to a single source such that bidding the purchase would be useless and futile based on drafted specifications.

Given the attempt to obtain quotes from multiple vendors and the highly customized and technical nature of this purchase, I have concluded this purchase is limited to a single source of supply and am waiving the competitive bidding requirements required for this purchase.

Signed 7/18/2024

Drew Bouta

Drew Bouta