



CITY OF
TUMWATER

**PUBLIC WORKS COMMITTEE
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Council Conference
Room, 555 Israel Rd. SW, Tumwater, WA
98501**

**Thursday, March 07, 2024
8:00 AM**

1. Call to Order
2. Roll Call
- [3.](#) Approval of Minutes: Public Works Committee, February 8, 2024
- [4.](#) Barnes Lake Management District (BLMD) 2024 Budget and Work Plan Review (Dan Smith)
5. Additional Items
6. Adjourn

Meeting Information

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/84991372316?pwd=VHhhR0xlc1pzWWIWL0ExY2RvUGo4Zz09>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 849 9137 2316 and Passcode 944035.

Public Comment

The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. the day before the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

Post Meeting

Audio of the meeting will be recorded and later available by request, please email CityClerk@ci.tumwater.wa.us

Accommodations

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contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384. To contact the City's ADA Coordinator directly, call (360) 754-4128 or email ADACoordinator@ci.tumwater.wa.us.

TUMWATER PUBLIC WORKS COMMITTEE
MINUTES OF VIRTUAL MEETING
February 8, 2024 Page 1

CONVENE: 8:01 a.m.

PRESENT: Chair Eileen Swarthout and Councilmembers Michael Althausser and Angela Jefferson.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Finance Director Troy Niemeyer, Water Resources and Sustainability Director Dan Smith, Transportation and Engineering Director Brandon Hicks, Assistant Transportation and Engineering Director Mary Heather Ames, Engineering Services Manager Bill Lindauer, Water Resources Program Manager Patrick Soderberg, Transportation Engineer 1 Bernie Gertje, Water Resources Specialist Carrie Gillum, Water Resources Specialist Dave Kangiser, and Administrative Assistant Bonnie Hale.

SELECTION OF COMMITTEE CHAIR: City Administrator Parks reported that every two years when new members join the committee, an election of the Chair is required. She invited nominations for Chair.

Councilmember Althausser nominated Councilmember Swarthout to serve as Chair of the Public Works Committee.

No other nominations were offered.

VOTE OF AFFIRMATION: **Through a unanimous vote, Councilmember Swarthout was elected to serve as Chair of the Tumwater Public Works Committee during 2024 and 2025.**

ISRAEL ROAD AND LINDERSON WAY PEDESTRIAN AND BICYCLE IMPROVEMENTS PROJECT, AUTHORITY TO SOLICIT BIDS AND RECOMMEND AWARD Manager Lindauer briefed members on the request to approve authority to solicit for bids and authorize the Mayor to sign a public works contract, as well as some authorities to for road closures, detours, and some night work on the project.

The project location is from Capitol Boulevard to Linderson on Israel Road. The project scope is repair of distressed pavement along Israel Road and safety improvements for pedestrian and bicycle mobility throughout the corridor. The project is partially funded with federal funds.

The improvements begin Linderson Way along Israel Road extending to Capitol Boulevard. A small segment of Linderson Way south of Israel Road is included in the scope for repair. The scope also includes selected sidewalk improvements, as well as pedestrian crossings to include the existing school crossing, rebuilding a crossing at the Tumwater Library at Market Street, and an adding a crossing between the Tumwater Fire Station and 6th Avenue off Israel Road totaling three pedestrian crossings along Israel Road.

Roadway improvements include pavement repair for distressed areas (alligator cracking & potholes), repair of any utility trenching that has failed

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over time, and full-depth repair of the utility trenching completed as part of the recent project along Israel Road. The overlay will be a full width asphalt overlay through the entire project limits and includes the addition of geogrid within the overlay to increase the design life and shore up some areas with questionable soils. Minor storm drainage conveyance repairs are also included in the project scope to reduce existing drainage problems along the roadway. Following completion of the project, all utilities will be reinstalled to meet current standards enabling a longer design life over time. New pavement marking with select signing is included with signs replaced as needed to meet current standards, as well as upgrading signs at pedestrian crossing locations.

Manager Lindauer described pedestrian and bicycle safety improvements. A major component is reconstruction of selected sidewalks, ADA ramps, and driveways throughout the project site. Most areas for improvement were identified to ensure ADA compliance. Traffic lane widths will be adjusted to enable the expansion of the bicycle lanes. Current bicycle lanes are five feet wide. The project will expand bike lanes to six feet wide. An existing pedestrian crossing at Tumwater High School will remain but will be upgraded with a replaced center area of the refuge island and upgraded signing at the crossing. The pedestrian crossing at Tumwater Library at Market Street will be upgraded to add a central refuge island for pedestrian safety and rectangular flashing beacons. A new crossing near 6th Avenue will include a center refuge island.

In terms of the difficulty of the project, the main issue is constructability as the area is a high traffic area. City vital services, the library, and Tumwater High School are all located along Israel Road along with residential uses located throughout the entire corridor. The work zone and phasing of the project are major components of the project. One important factor is the timeline of completing the project to minimize impacts to the public. The majority of the work can be constructed while maintaining two-lane traffic. The major issue is the paving operation, as it will require ongoing construction along one side of the road to the opposite side of the road to include grinding and paving operations. Staff is requesting the ability to utilize traffic detours, road closures, and potential night work. Staff will evaluate the needs during construction and utilize the options as required to expedite the construction of the project to minimize impacts to the public. The paving project should require approximately one week to complete. All project options would be reviewed by staff and Director Hicks prior to implementation. The options also include a public notification component to ensure project contractors are aware of the length and time to schedule any of the options. Staff is working with the City's communications staff to ensure a robust public outreach process.

Councilmember Jefferson inquired about the timing of the project. Manager Lindauer advised that the project is scheduled for construction in May and

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June 2024.

Manager Lindauer reported the estimated construction cost is between \$1.5 million to \$2 million. The project is funded partially with federal funds administered by the Thurston Regional Planning Council with the match from the Tumwater Transportation Benefit District (TBD) and the Transportation Capital Facilities Plan.

Councilmember Althausen asked whether the pedestrian island for the 6th Avenue crossing near the Tumwater Fire Department would interfere with fire trucks leaving the Fire Department. Manager Lindauer advised that he believes the placement of the refuge island would not interfere with Fire Department operations. He offered to follow-up with the Fire Department.

Director Hicks added that the pedestrian refuge island is not located near the exit of the Fire Department for fire trucks. The location of the island is located at the public entrance to the Fire Department. Fire apparatus would not encounter any turning issues or restrictions.

Councilmember Althausen asked about the nature of the work that would be completed during evening hours. Manager Lindauer said the evening work would likely be paving, as most grinding would be completed during daylight hours. Although paving operations can be loud, the benefit of paving at night reduces impacts to the public during the day.

Councilmember Althausen asked whether the request for the committee is to issue bids and allow the Mayor to sign the contract. He asked about the typical process of the committee reviewing a proposal for recommendation to the Council to award the contract. Director Hicks explained that the typical scenario for capital projects is a request to the committee to authorize staff to solicit bids, as well as a request to recommend the City Council authorize the Mayor to sign the contract with the lowest responsible bidder. Staff does not typically seek the committee's approval of the contract award unless the bids are greater than the estimate.

Councilmember Althausen asked for concurrence that the Council must approve the award of the contract. Director Hicks affirmed the Council approves the award of the contract.

Director Hicks pointed out that the federal funds received for the project were administered and awarded through Thurston Regional Planning Council (TRPC). Staff is appreciative of the support the City receives from TRPC. The project is a TBD-funded project and was included in the paving program. The original project scope was expanded to include pedestrian and bicycle improvements to leverage additional federal grant funds.

Chair Swarthout asked whether the library crossing includes flashing lights

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when pedestrians cross. Manager Lindauer affirmed the crossing would be equipped with flashing beacons.

Chair Swarthout inquired about the extent of new sidewalks along the corridor on the south side of Israel Road as some sections of sidewalk are missing. Manager Lindauer advised that entire corridor currently has a continuous sidewalk on the south side of the road; however, many sections need are in need of repair. The project will replace sidewalks.

MOTION:

Councilmember Jefferson moved, seconded by Councilmember Althausser, to authorize staff to: (1) solicit bids for the Israel Road and Linderson Way Pedestrian and Bicycle Improvements project, (2) recommend the City Council award and authorize the Mayor to sign a public works contract with the lowest responsible bidder, (3) recommend the City Council authorize road closures and detours within the project vicinity for the duration of the project, and (4) recommend the City Council authorize night work adjacent to residentially zoned property when necessary to reduce impacts to the public and avoid impacts to critical public services. A voice vote approved the motion unanimously.

Director Hicks sought concurrence by the committee to authorize staff to place the action on the Council's consent calendar for its consideration following evaluation of the bids by staff. The committee agreed with the request.

**ISRAEL ROAD AND
LINDERSON WAY
PEDESTRIAN AND
BICYCLE
IMPROVEMENTS
PROJECT, LOCAL
AGENCY FEDERAL
AID PROSPECTUS:**

Manager Lindauer said the action pertains to the previous project and is a request for a project prospectus for submittal to satisfy federal grant requirements. The request is to recommend the Council authorize the Mayor to sign the updated prospectus. The updated prospectus is a document submitted to the federal government for release of the construction funds.

Chair Swarthout reviewed the request to the committee.

MOTION:

Councilmember Jefferson moved, seconded by Councilmember Althausser, to recommend the City Council approve and authorize the Mayor to sign the Local Agency Federal Aid Project Prospectus for the Israel Road and Linderson Way Pedestrian and Bicycle Improvements project. A voice vote approved the motion unanimously.

**SERVICE PROVIDER
AGREEMENT WITH
RH2 ENGINEERING
FOR THE
SOUTHEAST WATER
RESERVOIR DESIGN**

Director Smith shared information on the background of the project. The storage reservoir project is similar to existing reservoirs in the City. The City currently has two welded steel standpipe storage tanks and one above ground cement concrete storage tank. The Airport Reservoir Tank located near the airport is inactive but houses telecommunications equipment serving as a revenue-generator for the City.

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PHASES I, II, AND III

The design of a storage tank considers the size and volume necessary to serve a designated area. Water tanks contain operational volume or the amount of water pumped between wells, equalization storage to meet peak hour demands during peak seasons, fire suppression for community safety, and emergency storage serving as a buffer.

The proposed project was originally included in the 2010 Water System Plan based on forecasted modeling accounting for growth and demand on the system. During that period, the City acquired property southeast of 93rd Avenue where growth was anticipated to occur in the future. Since then, *The Preserve* subdivision was developed with other areas slated for future development. The location was deemed ideal to balance the City's water system. The project site was reaffirmed in the 2021 Water System Plan.

In addition to the new reservoir, a number of new water sources are proposed over the next several years. As the new sources are developed and become operational, a new storage tank is necessary to provide additional capacity to manage the system as it expands. A new 3-million-gallon reservoir was recommended to address storage and pressure deficiencies in the 350 zone, along with expansion of the water system along 93rd Avenue SW and associated system components. The 2010 Water System Plan identified the need for a 2.5-million-gallon tank, which subsequently increased to a 3-million-gallon during the last Comprehensive Plan update. The project includes the addition of distribution infrastructure along 93rd Avenue and Old Highway 99 to ensure other properties have access to the water system and to support future development.

Manager Lindauer reviewed the specifications of the project. The project consists of a storage tank, access road, and system upgrades to connect the new water tank to the existing water mains on 93rd Avenue and Old Highway 99. A 16-inch water main will be installed along 93rd Avenue constructed from Kimmie Road to the water tower site with a tie to an existing segment that was previously installed for *The Preserve* development.

The tank site property is owned by the City. An easement was granted on privately owned property in 2012 to provide sufficient area to construct a maintenance access road to 93rd Avenue.

The proposal is a Service Provider Agreement with RH2 Engineering, Inc. for the Southeast Water Reservoir Design Phases I, II, and III. The company is very qualified and has completed similar work for other jurisdictions. The company will serve as the prime consultant on the project and will work with several subconsultants to provide permitting and design services, geotechnical work, and completion of a topographical survey.

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Councilmember Jefferson inquired about the possibility of any pocket gophers residing within the project site. Manager Lindauer replied that the project includes a Mazama Pocket Gopher Study. Staff does not anticipate the presence of gophers within the project site.

Manager Lindauer said the project consists of three phases with the first phase involving water tank design, site improvements, construction of the access road, and connecting a water main from the tank to main line along 93rd Avenue. The Phase II scope includes the water main work on 93rd Avenue from Kimmie Street. Phase III work is the installation of a 16-inch water main and connection to existing infrastructure on Old Highway 99 from 93rd Avenue. The project was phased to provide the ability to work on specific phases when funding becomes available. All three phases must be completed in order for the entire system to function; however, it is possible to install the water tank and connect the tank to the water main along 93rd Avenue and delay connection along Old Highway 99 until funding becomes available.

The scope of work for the service provider agreement includes a survey component, hydraulic modeling of the water tank to identify affects of pressure and storage capacities within the water system, a preliminary design component to enable value engineering to determine the water tank type to achieve greater savings, geotech investigation and recommendations, permitting through Thurston County, pocket gopher study, and a cultural resources review. A number of permits are required for the project. The water tank design includes the structural components and an outbuilding for mechanical devices. The service provider will design based on the City's design plan and specifications and construction estimate. The agreement includes construction support service during construction of the project. The design schedule requires approximately 12 months to complete with an anticipated completion date by early 2025. Total consultant fees are \$1,658,845.00 allocated between the three phases of the project. The funding source is from the Water Fund Capital Facilities Plan.

Director Smith advised that the project funds were separated with 20% allocated from operating income and 80% from connection fees. When the project was first envisioned in 2012, the project cost estimated at approximately \$9 million. Today, the probable cost of construction based on initial work with the consultant would total approximately \$30 million. Staff, at this time, is uncertain as to the funding mix in terms of loans or bonds. Staff is working with finance staff as the project moves forward. Debt acquisitions may be assumed in phases as each phase is constructed. The Water System has not assumed any debt since 2015. Debt spreads costs over time and reduces impacts to ratepayers over time with new customers connecting to the system to help to fund the debt.

Manager Lindauer invited questions from members.

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Chair Swarthout asked about the extent of new water lines installed along 93rd Avenue. Manager Lindauer referred to an aerial illustration and identified existing and new lines.

Chair Swarthout asked how *The Preserve* currently receives water service. Manager Smith replied that the subdivision is connected to an existing water main along Old Highway 99. The project would upgrade the distribution main serving the subdivision with a new 16-inch water main.

Chair Swarthout asked whether the project would qualify for funding from the State Public Works Trust Fund. Director Smith said staff has explored funding opportunities through the trust fund to secure some design funds for the project; however, the City failed to qualify and the trust fund had limited funds available and was only funding higher ranked projects, such as system emergencies.

Councilmember Althausen asked about the possibility of latecomer fees from future development along 93rd Avenue to help recoup the cost. Director Smith replied that he anticipates special connection fees would be assessed for properties connecting to the water main along 93rd Avenue. Additionally, the City's brewery wellfields will become operational at a cost of \$2.5 million for design and permitting with over 30 wells to decommission and construction of a new treatment facility for the wells put in production. The City is pursuing some significantly large projects for the Water Utility to address needs and growth of the community anticipated over the next 20 years.

Discussion ensued on project ranking of other City projects, rate increases in the future, and bonding capacity. Director Smith explained that the project as listed on the CFP is not listed by priority. Staff is also pursuing a Water Utility Cost of Service Study to assess affordability of water rates and necessary projects to ensure the City can afford the projects moving forward and whether connections fees are appropriate to help offset some of the larger projects that are intended for growth and capacity.

Councilmember Althausen commented on the possibility of the Council conducting a work session or including the proposal as a Council consideration to ensure a more comprehensive discussion because of the size and cost of the project.

Councilmember Jefferson supported the recommendation.

City Administrator Parks added that she and Director Niemeyer have discussed options to provide additional information prior to the biennial budget discussion on different alternatives available to the City for financing capital projects as well as reviewing revenue projections. Funding of capital

**TUMWATER PUBLIC WORKS COMMITTEE
MINUTES OF VIRTUAL MEETING
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projects as well as transportation improvements is dependent upon funding sources that may become available through the state or the federal government. Completing design positions projects to be shovel-ready and ensures the City is able to compete for grant awards competitively.

Director Smith advised that he would work with the City Administrator to schedule a briefing to the Council during a work session to review both the project as well as the funding and budget elements.

The committee agreed to schedule the proposal as a Council consideration item to enable staff to move forward with the design contract while affording a larger conversation by the Council.

MOTION:

Councilmember Jefferson moved, seconded by Councilmember Althausser, to place the proposal as a Council Consideration item for the February 20, 2024 Council meeting and recommend the Council authorize the Mayor to sign the Service Provider Agreement with RH2 Engineering, Inc. for the Southeast Water Reservoir Design Phases I, II, and III. A voice vote approved the motion unanimously.

Councilmember Althausser disconnected from the meeting.

**2023-2025
STORMWATER
CAPACITY GRANT
FROM THE
DEPARTMENT OF
ECOLOGY:**

Specialist Kangiser briefed members on the National Pollutant Discharge Elimination System (NPDES) Permit Compliance Grant to support activities and ensure compliance of the City's stormwater permit. The grant amount is \$130,000 for two years.

Previous capacity grants have funded programmatic requirements for the permit such as planning, outreach and education, printed materials, public participation stewardship involving restoration activities, mapping components in conjunction with the GIS team, the Illicit Discharge Detection Elimination Program (spill response capabilities), pollution source control, business inspection program (new requirement in 2023), construction-related inspections, and operations and maintenance.

Some funds were used for field equipment purchases in support of field activities. Other funds enabled the City to provide a dumpster program for homeowner associations to help manage private stormwater facilities and ponds. Other funds supported the work by Meridith Greer on the equity index project.

A new permit will be issued to the City in August 2024. The permit includes new requirements pertaining to riparian restoration goals and several new street sweeping requirements. The new permit includes some incentives and requirements for stormwater facility design and construction where feasible. Another project is the Budd Inlet TMDL (Total Maximum Daily Load) for dissolved oxygen. Several new requirements are included in the TMDL to

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meet new stormwater requirements for water quality, overall nutrient reduction, and mapping exercises including spatial analysis based on land use.

Staff recommends the Public Works Committee recommend the City Council approve and authorize the Mayor to sign 2023-2025 Stormwater Capacity Grant Agreement from the Washington Department of Ecology (ECY).

Director Smith shared information on the successful receipt of three water quality grants from the Department of Ecology for nutrient reduction, development of a monitoring plan, construction funding for riparian restoration and in-water work at Pioneer Park, and stormwater improvements at Beehive Industrial Park.

MOTION:

Councilmember Jefferson moved, seconded by Chair Swarthout, to recommend the City Council approve and authorize the Mayor to sign 2023-2025 Stormwater Capacity Grant Agreement from the Washington Department of Ecology (ECY). A voice vote approved the motion.

**SERVICE PROVIDER
AGREEMENT WITH
HDR ENGINEERING
FOR THE
CORROSION
CONTROL STUDY
AMENDMENT 2:**

Specialist Gillum briefed members on the proposed second amendment to the Service Provider Agreement with HDR Engineering for the Corrosion Control Study.

HDR Engineering has been working on the City's Corrosion Control Study for the last several years. In 2019, the City was designated as a large public water system (population over 50,000). Based on the requirements of the Environmental Protection Agency's (EPA) lead and copper rule for large public water systems, the City is required to demonstrate optimal corrosion control within the City's water system.

The City contracted with HDR Engineering in 2021 to complete a study and provide a report. In November 2022, the report was submitted to the State Department of Health (DOH) as the state is the regulating agency for the lead and copper rule. In February 2023, the City received a response from DOH indicating that the study did not completely satisfy all requirements and additional information was needed to consider the study as complete:

1. Evaluate treatments to identify optimal corrosion control treatment for the water system.
2. Identify constraints that limit or prohibit the use of a particular treatment.
3. Evaluate the effect of chemicals used for treatment on other water quality treatment processes.
4. Recommend optimal treatment option for the Tumwater system based on evaluation.

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The report to DOH is due in August 2024. HDR Engineering completed the revisions to the report in December 2023. Staff reviewed the report and provided feedback and recommended changes. HDR Engineering incorporated the changes and addressed the requirements as requested by DOH. However, DOH is recommending aeration treatment as the best method for the Tumwater system for the airport wells, which are the only wells not equipped for aeration treatment. Well 15 is the largest producer within the wellfield. Review comments were forwarded to HDR in January 2024. Staff believes the report is ready for submittal to DOH. DOH has indicated it may take six months to review the report. The request to the committee is to recommend Amendment 2 to the Service Provider Agreement with HDR Engineering to extend the term of service with no change in funding to enable the submittal of the revised Corrosion Control Study and to afford additional time for DOH to review and respond.

Chair Swarthout inquired as to whether the extension to June 20, 2024 would be sufficient to enable DOH to respond. Specialist Gillum advised that the date as indicated in the staff report should have reflected December 31, 2024 to enable sufficient time for DOH to respond.

City Attorney Kirkpatrick advised that approval by the committee was not necessary as the extension can be approved by the City Administrator. No action by the committee is necessary at this time. Additionally, she clarified that previous action by the committee on the Stormwater Capacity Grant would include placement of the proposal on the Council's consent calendar.

Director Smith added that the primary purpose of the briefing was to update the committee on the Corrosion Control Program and current activities underway and recommendations moving forward for the project. The new requirements could have significantly impacted the financial operation of the Water Utility. As noted by staff, some chemical additions were recommended initially and upon further review, staff was able to determine aeration as an effective treatment. Staff will continue to monitor the water system. The requirement is a new optimization requirement as the water system is considered a "large" system. If there is room for improvement, the Water Utility is required to act to fill any gaps. HDR Engineering has assisted staff in identifying any gaps and completed the report. City crews are working throughout the City checking services lines to residential properties and monitoring other issues that speak to corrosion control to ensure the system is optimized and safe. Well 15 includes the improvements recommended in the report.

OTHER BUSINESS:

City Administrator Parks referred to the staff report for the election of Chair and information on concerns that future agenda topics would likely require a longer meeting exceeding the one-hour period established by the committee. Previously, meetings were scheduled not to exceed 90 minutes rather than 60 minutes. Staff requests confirmation by the committee to change the

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timeframe of committee meetings to reflect 90 minutes rather than 60 minutes to avoid potential timing conflicts.

Chair Swarthout and Councilmember Jefferson supported the request and requested a follow-up with Councilmember Althausen to confirm his support. City Administrator Parks acknowledged the request.

ADJOURNMENT: **With there being no further business, Chair Swarthout adjourned the meeting at 9:19 a.m.**

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

TO: Public Works Committee
FROM: Dan Smith, Water Resources & Sustainability Director
DATE: March 7, 2024
SUBJECT: Barnes Lake Management District (BLMD) 2024 Budget and Work Plan Review

1) Recommended Action:

None. These items are presented for information only, as the budget has already been adopted by City Council. A new contract for professional services will be presented in the coming months.

2) Background:

The BLMD was formed in 2004 to support the annual administration and management of lake and environmental enhancement efforts for the district. In 2022, the LMD and City Council acted to increase funding of lake management efforts, increasing assessments five percent annually, primarily due to rising labor and treatment costs to meet BLMD goals.

Leading advocate and former Chair of BLMD Steering Committee, Gary Bodeutsch, was honored by the National Lakes Management Association as "Volunteer of the Year," as he retired from the helm.

Staff will provide the annual status update for the BLMD, review the 2024 work plan and budget, and outline the process to solicit bids for a new service provider.

3) Policy Support:

- Ordinance O2004-041, Lake Management District Formation
 - Be a Leader in Environmental Sustainability
-

4) Alternatives:

- ☐ Provide additional guidance to BLMD improve administration, lake management, and/or environmental protections.
-

5) Fiscal Notes:

The adopted budget provides expenditure authority, representing \$60,000 for professional services over the biennium. As a Special Revenue Fund, all revenues are directed for use solely by BLMD in support of management efforts. The 2024 fund balance is \$48,215.62.

6) Attachments:

- A. 2023-2024 Budget Update
- B. 2024 Proposed BLMD Work Plan

2023						
ACCOUNT DESCRIPTION	BUDGET	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
SPECIAL ASSESSMENTS	\$ 265	\$ -	\$ 265	\$ 265	\$ (0)	100%
OFFICE SUPPLIES	\$ 350	\$ -	\$ 350	\$ -	\$ 350	0%
OPERATING SUPPLIES	\$ 1,500	\$ -	\$ 1,500	\$ 38	\$ 1,462	3%
PROFESSIONAL SERVICES*	\$ 16,500	\$ -	\$ 16,500	\$ 13,615	\$ 2,885	83%
MISC - LICENSES PERMITS & FEES	\$ 725	\$ -	\$ 725	\$ 500	\$ 225	69%
FINANCE / RECORDS MGMT SVCS	\$ 2,040	\$ (40)	\$ 2,000	\$ 2,000	\$ -	100%
LMD OPERATING RESERVE	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL EXP	\$ 21,380	\$ (40)	\$ 21,340	\$ 16,419	\$ 4,921	77%
BEGINNING FUND BALANCE	\$ 39,734	\$ -	\$ 39,734	\$ 39,734		
MISC CREDITS	\$ -	\$ -	\$ -	\$ -		
ASSESSMENTS	\$ 19,079	\$ -	\$ 19,079	\$ 19,996		
TOTAL REV	\$ 58,813	\$ -	\$ 58,813	\$ 59,730		
FUND BALANCE	\$ 37,433		\$ 37,473	\$ 43,311		

* Professional Services include contract services, community outreach, and water quality monitoring.

NOTES

2024						
ACCOUNT DESCRIPTION	BUDGET	TRANFRS/ ADJSMTS	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
SPECIAL ASSESSMENTS	\$ 278	\$ -	\$ 278	\$ -	\$ 278	0%
OFFICE SUPPLIES	\$ 350	\$ -	\$ 350	\$ -	\$ 350	0%
OPERATING SUPPLIES	\$ 1,577	\$ -	\$ 1,577	\$ -	\$ 1,577	0%
PROFESSIONAL SERVICES*	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ 30,000	0%
MISC - LICENSES PERMITS & FEES	\$ 750	\$ -	\$ 750	\$ -	\$ 750	0%
FINANCE / RECORDS MGMT SVCS	\$ 2,080	\$ (80)	\$ 2,000	\$ -	\$ 2,000	0%
LMD OPERATING RESERVE	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL EXP	\$ 35,035	\$ (80)	\$ 34,955	\$ -	\$ 34,677	0%
BEGINNING FUND BALANCE	\$ 48,216	\$ -	\$ 48,216	\$ 48,216		
MISC CREDITS	\$ -	\$ -	\$ -	\$ -		
ASSESSMENTS	\$ 20,033	\$ -	\$ 20,033	\$ 19,996		
TOTAL REV	\$ 68,249	\$ -	\$ 68,249	\$ 68,212		
FUND BALANCE	\$ 33,213		\$ 33,293	\$ 68,212		

* Professional Services include contract services, community outreach, and water quality monitoring.

NOTES
Confirmed beginning fund balance w/ Shelly Carter, 2024-2-13.

2023 EXPENSE DETAIL

VENDOR	ACCOUNT	DATE	EXPENSE
Dana Day	SPECIAL ASSESSMENTS		\$ 265.00
Edge Analytical	PROFESSIONAL SERVICES*	6/5/2023	\$ 132.74
Edge Analytical	PROFESSIONAL SERVICES*	7/31/2023	\$ 105.00
Edge Analytical	PROFESSIONAL SERVICES*	9/26/2023	\$ 108.15
The UPS Store	OPERATING SUPPLIES	6/22/2022	\$ 18.45
WA Dept of Ecology	MISC - LICENSES PERMITS & FEES	10/13/2023	\$ 500.00
NWAES	PROFESSIONAL SERVICES*	10/4/2023	\$ 13,142.50
City of Tumwater	FINANCE / RECORDS MGMT SVCS	12/31/2023	\$ 2,000.00
Edge Analytical	PROFESSIONAL SERVICES*	8/3/2023	\$ 127.00
The UPS Store	OPERATING SUPPLIES	6/26/2023	\$ 19.75
			\$ -
			\$ -
			\$ -
TOTAL			\$ 16,418.59

NOTES**2024 EXPENSE DETAIL**

VENDOR	ACCOUNT	DATE	EXPENSE
Dana Day	SPECIAL ASSESSMENTS		\$ -
WA Dept of Ecology			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
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NOTES



Barnes Lake Management District – 2024 Work Plan

**LMD
Officers:**

Chair: Linnea Madison

**Vice
Chair:**

Tom Sparks

Recorder: Dave Kangiser

For more information, visit: www.ci.tumwater.wa.us/BLMD.htm

The following tasks are scheduled around regular Committee meetings.

Unforeseen circumstances may delay completion milestones.

January / February (Meeting date: January 31)

1. ☐ Submit 2024 Annual Work Plan & Operating Budget for Council review and approval.
2. ☐ Review Steering Committee Appointments; announce vacancies as necessary.
3. ☐ Distribute LMD Member Outreach packet in March, including 2024 work plan, budget, schedule, and committee vacancies, following review by Committee. Send packets to Condo Managers and LMD owners.
4. ☐ Review SOP for volunteer monitoring program.
5. ☐ Solicit Request for Qualifications from appropriate vendors.

March / April (Meeting date: April 3)

1. ☐ Update/acquire supplies for water quality monitoring program.
2. ☐ Complete training of volunteers for summer water quality monitoring program.
3. ☐ Submit a revised roll of rates and charges to Tumwater Finance Department, as necessary.
4. ☐ Review Statements of Qualifications; select the best professional option.
5. ☐ Negotiate and execute contract for services.

May / June (Meeting date: June 12)

1. ☐ Conduct chemical treatment(s) on lake if possible (dependent on growth & water levels.)
2. ☐ Contractor to provide floating mats to volunteer property owners for removal, as available.
3. ☐ Conduct an aerial photo assessment of the lake, as conditions permit.
4. ☐ Conduct May round of water quality monitoring.
5. ☐ Conduct June round of water quality monitoring.

July / August (No meeting)

1. ☐ Conduct shoreline treatment(s) if possible (dependent on growth & water levels.)
2. ☐ Conduct chemical treatment(s) on lake if possible (dependent on growth & water levels.)
3. ☐ Conduct July round of water quality monitoring.
4. ☐ Conduct August round of water quality monitoring.

September / October (Meeting date: October 9)

1. ☐ Conduct follow-up aerial photo assessment of lake, as conditions permit.
2. ☐ Conduct September round of water quality monitoring
3. ☐ Conduct final round of water quality monitoring.
4. ☐ Update water quality summary report with 2024 data.
5. ☐ Review permit compliance needs and requirements for 2025.
6. ☐ Review budgetary needs for 2025.
7. ☐ Steering Committee's Annual Lake "Walk About" **(September 11)**

November / December (Meeting date: November 13)

1. ☐ Develop 2025 work plan based on 2024 activities, LMD needs and available budget.
2. ☐ Develop draft Operational budget for 2025.
3. ☐ Finalize meeting schedule for 2025.
4. ☐ Annual election of Steering Committee officers – Chair, Vice-Chair, Recorder.