Skagit County Clean Water District
Edison Subarea

Meeting Agenda – April 27, 2022

REGULAR BOARD MEETING

Held at Burlington Edison Elementary School

1. **Call to Order**

2. **Opening Public Comment**

3. **Consent Agenda:**
   A. Prior Meeting Minutes
   B. Fund 150 Invoices

4. **Communications:**
   A. Explanation of Annual Assessment Calculation Worksheets prepared for Mr. John Highet, owner of the Old Edison Inn

5. **Old Business**
   A. Monthly Operator Report
   B. Monthly Maintenance Contractor Report
   C. G&O Scope of Work – Capacity Study

6. **New Business**
   A. Exploring Federal Grant Opportunities

7. **Other Business**

8. **Closing Public Comment**

9. **Adjourn**

Edison Clean Water District

Meeting Minutes

Meeting of March 23, 2022

NOTE: The Subarea Board meet in person for the first time since the onset of the COVID-19 Pandemic. The meeting was held in the teacher's lounge in the Edison Elementary School.

Call to Order: The meeting was called to order at 5:01PM with the following board members present: Jeff Haddox, Scott Mangold, Bernie Alonzo, Tom Skinner, and Darryl Kvistad. Also present were Betsy Stevenson from Skagit Planning and Development Services (PDS), Erin Langley the new Senior Water Resource Planner for the County, Mike Tamman from The Drain Doctor, Greg Young from Ravenhead Municipal Services, and Operator Don Erickson.

Ms. Stevenson introduced Erin Langley to the Board as she has been recently hired by the County and will be our primary contact person and will work with Operator Erickson overseeing the operations of the system. Ms. Langley was welcomed by the Board who noted that they are pleased that she is on board.

Opening Public Comment: None

Consent Agenda: The minutes from the Board's February 23rd regular meeting minutes and the below detailed vouchers were approved following a motion by Mr. Mangold and seconded by Mr. Haddox:

3/23/22-1	Drain Doctor	$ 2,230.83
3/23/22-2	Ravenhead Municipal	$ 900.00
3/23/22-3	City of Burlington	$ 621.04
3/23/22-4	Coast Controls	$ 265.93
e/23/22-5	BE School District	$10,790.17

Communications: Mr. Young covered the communications for tonight's meeting by noting that they included emails between Mr. Young and John Highet, owner of the Old Edison Inn regarding the calculation of his annual assessments and the tank inspection reports for the commercial sites for March of 2022.

Regarding the email from Mr. Highet, Mr. Alonzo stated that Mr. Highet may be unaware that the various commercial sites "compete" with each other annually since the BOD and FOG assessment charges are assigned to both the residential and commercial sites annually based on each category's percentage of flow into the system. Mr. Young stated that he has attempted to inform Mr. Highet of this arrangement and he believes Mr. Highet understands how the assessments are determined but is just displeased with the dollar amount of his assessments.

Old Business: The system operator, Mr. Don Erickson informed the Board that Coast Controls has been on site to check the flow meter calibrations. During this visit they adjusted the meters to read gallons as they had been previously set to measure cubic meters. This modification will make the analysis of our system much easier to complete. Mr. Erickson also noted that since he previously monitored and readjusted the recirculation run times, electric consumption has dropped 30% and we are getting good circulation and reductions in pathogens.

Operator Erickson then brought the issue of our float calibration to the Board's attention. He is unsure if the floats that control flow to the drainfield are set at the correct heights. With the periodic shutting of certain zones in the drainfield, he would like to spend some time and determine if they are property set. After a brief discussion, it was the consensus that Don and Mike Tamman would meet on-site to complete this work.

Mr. Erickson closed his Operator Report by noting that we had no flow issues recently, that the UV bulbs have been cleaned and it may be time to reorder new UV bulbs. Ms. Stevenson said that she would check the UV bulb supply and reorder if necessary.

Regarding the Capacity Study (I&I), Operator Erickson has met with representatives of Gray and Osborne and have settled on an acceptable scope of work. The County will now work to develop and route the contract for services with G&O so they can begin their work.

New Business: - None

Other Business: - None

Adjourn: With no further business to be conducted, the meeting was conference call ended at 6:06 PM.

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Report for April 27, 2022 meeting

Skagit County Edison Clean Water Disrtrict
CASH FLOW REPORT - 2022

Fund No. 150 - Operations and Maintenance

January 2022 Beginning Cash Balance	**$415,671.85**
Adjustment to County Treasurer Statement	$0.00
2022 Revenues to Date	$0.00
2022 Expenditures to Date	$41,307.95
2022 Ending Cash Balance	**$374,363.90**

2022 Expenditure Detail by Vendor

		Operations	Capital	Permit Compliance
The Drain Doctor		$10,502.32		
Ravenhead Municipal Services		$3,600.00		
Edge Analytical				$373.00
Underground Utility Locate Service		$1.29		
City of Burlington				$2,590.60
Burlington Edison School District		$22,192.53		
Coast Controls		$265.93		
State Department of Ecology				
Trojan UV		$1,545.32		
Dahl Electric		$236.96		
	Subtotal	$38,344.35	$0.00	$2,963.60
	TOTAL	$41,307.95		

Skagit County Clean Water District
Edison Subarea

YEAR 2022 Fund 150 Expenditure Tracking Sheet

Tracking Number	Payee	Amount	Total
1/10/22-1	Edge Analytical (2021 Expense)	$237.00	**$237.00**
		Total for Year	*$ 237.00*
1/26/22-1	The Drain Doctor	$ 2,018.58	
1/26/22-2	Ravenhead Municipal	$ 900.00	
1/26/22-3	City of Burlington	$ 474.94	
1/26/22-4	BE School District	$ 4,465.05	**$ 7,858.57**
		Total for Year	*$ 8,095.57*
2/23/22-1	The Drain Doctor	$ 4,618.83	
2/23/22-2	Ravenhead Municipal	$ 900.00	
2/23/22-3	City of Burlington	$ 728.06	
2/23/22-4	Utilities Underground	$ 1.29	
2/23/22-5	Dahl Electric	$ 236.96	**$ 6,485.14**
		Total for Year	*$ 14,580.71*
3/23/22-1	The Drain Doctor	$ 2,230.83	
3/23/22-2	Ravenhead Municipal	$ 900.00	
3/23/22-3	City of Burlington	$ 621.04	
3/23/22-4	Coast Controls	$ 265.93	
3/23/22-5	BE School District	$10,790.17	**$14,807.97**
		Total for Year	*$ 29,388.68*
4/27/22-1	The Drain Doctor	$ 1,634.08	
4/27/22-2	Ravenhead Municipal	$ 900.00	
4/27/22-3	City of Burlington	$ 766.56	
4/27/22-4	Trojan UV	$ 1,545.32	
4/27/22-5	BE School District	$ 6,937.31	
4/27/22-6	Edge Analytical	$ 136.00	**$11,919.27**
		Total for Year	*$ 41,307.95*

Skagit County Clean Water District
Edison Subarea

FUND 150

Tracking Number:
4/27/22-1

Voucher Cover Sheet

We, the undersigned members of the Edison Subarea Board do hereby recommend that the invoices destailed below be forwarded to the Skagit County Commissioners for consideration for payment. We have reviewed these costs and supporting materials and have determined that they are proper and accurate.

DATE	PAYEE	DESCRIPTION	BARS	AMOUNT
4/11/2022	The Drain Doctor	Invoice #37960 - pumping clarifer tank	150.582.00.41.10	$142.50
4/4/2022		Invoice #38006 - Monthly Contract		$1,412.08
4/6/2022		Invoice #38007 - utility locate		$79.50
			TOTAL	$1,634.08

Date: _____

Signed: _____

_____

_____

_____

_____

THE DRAIN DOCTOR • Since 1979 •

37960

Licensed & Bonded

14062 Hillwood Drive · Bow, WA 98232 · **(360) 757-3017** · Contractor Lic. #DRAIND*055DH

- **Drain & Sewer Cleaning · Septic Tank Pumping**
- **Sewer Line Repair**
- **Video Pipeline Inspections**
- **Septic Inspections**
- **High Pressure Line Jetting**
- **Septic / Sewer Inspection**

DATE OF ORDER 4-11-22

CUSTOMER'S ORDER NO.	PHONE	E-MAIL	CELL	STARTING DATE
PO # 2216				4-11-22

BILL TO Edison Sub-area — ORDER TAKEN BY Mike

ADDRESS — TIME STARTED

CITY — TIME ENDED

JOB NAME & LOCATION Clarifier Tank. — JOB PHONE

TECHNICIAN	TECHNICIAN ASSISTANT	OTHER

DESCRIPTION OF WORK	PER UNIT	TOTAL
Pumped clarifier tank back to the main tank.		
TOTAL MATERIALS		
TOTAL LABOR		142.50
SUB TOTAL		142.50
TAX		+
TOTAL AMOUNT	$	142.50

DATE COMPLETED — WORK ORDERED BY Board

FINANCE CHARGE OF 1.5 % NET 30 DAYS

☐ No one home ☑ Total amount due for above work or: ☐ Total billing to be mailed after completion of work

Signature _____

I hereby acknowledge the satisfactory completion of the above described work.

THE DRAIN DOCTOR • Since 1979 •

38006

Licensed & Bonded

14062 Hillwood Drive · Bow, WA 98232 · (360) 757-3017 · Contractor Lic. #DRAIND*055DH

- Drain & Sewer Cleaning · Septic Tank Pumping
- Sewer Line Repair
- Video Pipeline Inspections
- Septic Inspections
- High Pressure Line Jetting
- Septic / Sewer Inspection

DATE OF ORDER				
CUSTOMER'S ORDER NO.	PHONE	E-MAIL	CELL	STARTING DATE 4/5/22
BILL TO Edison Sub area				ORDER TAKEN BY
ADDRESS				TIME STARTED
CITY				TIME ENDED
JOB NAME & LOCATION				JOB PHONE
TECHNICIAN	TECHNICIAN ASSISTANT	OTHER		

DESCRIPTION OF WORK	PER UNIT	TOTAL
Contract # C-20200737 - April		1412.08
TOTAL MATERIALS		
TOTAL LABOR		
SUB TOTAL		1412.08
TAX		—
TOTAL AMOUNT	$	1412.08

DATE COMPLETED

WORK ORDERED BY

FINANCE CHARGE OF 1.5 % NET 30 DAYS

☐ No one home ☐ Total amount due for above work or: ☐ Total billing to be mailed after completion of work

Signature _____

I hereby acknowledge the satisfactory completion of the above described work.

THE DRAIN DOCTOR • Since 1979 •

38007

Licensed & Bonded

14062 Hillwood Drive · Bow, WA 98232 · **(360) 757-3017** · Contractor Lic. #DRAIND*055DH

- **Drain & Sewer Cleaning · Septic Tank Pumping**
- **Sewer Line Repair**
- **Video Pipeline Inspections**
- **Septic Inspections**
- **High Pressure Line Jetting**
- **Septic / Sewer Inspection**

Page ____ of ____

CUSTOMER'S ORDER NO.	PHONE	E-MAIL	CELL	DATE OF ORDER
PO # 2216				STARTING DATE 4/6/22
BILL TO	Edison Sub Area			ORDER TAKEN BY
ADDRESS				TIME STARTED
CITY				TIME ENDED
JOB NAME & LOCATION				JOB PHONE
TECHNICIAN	TECHNICIAN ASSISTANT		OTHER	

DESCRIPTION OF WORK	PER UNIT	TOTAL
utility locate # 22135457		795.00
5664 Smith Rd		
TOTAL MATERIALS		
TOTAL LABOR		
SUB TOTAL		795.00
TAX		—
TOTAL AMOUNT	$	795.00

DATE COMPLETED

WORK ORDERED BY

FINANCE CHARGE OF 1.5 % NET 30 DAYS

☐ No one home ☐ Total amount due for above work or: ☐ Total billing to be mailed after completion of work

Signature _____

I hereby acknowledge the satisfactory completion of the above described work.

Skagit County Clean Water District
Edison Subarea

FUND 150

Tracking Number:
4/27/22-2

Voucher Cover Sheet

We, the undersigned members of the Edison Subarea Board do hereby recommend that the invoices destailed below be forwarded to the Skagit County Commissioners for consideration for payment. We have reviewed these costs and supporting materials and have determined that they are proper and accurate.

DATE	PAYEE	DESCRIPTION	BARS	AMOUNT
4/24/2022	Ravenhead Municipal	Invoice #2022-05-4	150.582.00.41.10	$900.00
		April 2022 Contract		
			TOTAL	$900.00

Date: _____

Signed: _____

_____

_____

_____

_____

Ravenhead Municipal Services
5 Sanwick Point Court
Bellingham WA 98229
360.410.8626
youngest@comcast.net

April 24, 2022

INVOICE NO. 2022-05-4

BILL TO:

Skagit County Permit and Planning
1800 Continental Place
Mount Vernon WA 98273

April 2022 Billing Summary

DESCRIPTION	
April 2022 Contractual Service Fee	$900.00

Thank You

BALANCE DUE $900.00

Skagit County Clean Water District
Edison Subarea

FUND 150

Tracking Number:
4/27/22-3

Voucher Cover Sheet

We, the undersigned members of the Edison Subarea Board do hereby recommend that the invoices destailed below be forwarded to the Skagit County Commissioners for consideration for payment. We have reviewed these costs and supporting materials and have determined that they are proper and accurate.

DATE	PAYEE	DESCRIPTION	BARS	AMOUNT
3/31/2022	City of Burlington	Monthly Operator Fee - March 2022	150.582.00.48.10	$766.56
			TOTAL	$766.56

Date: _____

Signed: _____

_____

_____

_____

_____

Skagit County Contract #C20200272 Billing for Edison Sewer

Operator	Date	Hours of Service	Mileage	Description	Materials/Supplies	Service Fee	Mileage 2022	Administration Fee	Total
						$ 60.00	$ 0.585	10%	
Don Erickson						-	-	-	-
	3/4/2022	2	21	Cleaned UV Lamps		120.00	12.29	13.23	145.52
						-	-	-	-
	3/4/2022	2		Review Lab data, Flow and DMR		120.00	-	12.00	132.00
						-	-	-	-
						-	-	-	-
	3/8/2022	2	21	Sampled		-	-	-	-
						120.00	12.29	13.23	145.52
	3/23/2022	1		Meeting w/ Edison Board		-	-	-	-
	3/31/2022	2	21	Cleaned UV Lamps		60.00	-	6.00	66.00
	3/1/22 to 3/31/22	2		Monitor SCADA System		120.00	12.29	13.23	145.52
						120.00	-	12.00	132.00
						-	-	-	-
						-	-	-	-
						-	-	-	-
						-	-	-	-
						-	-	-	-
						-	-	-	-
						-	-	-	-
						-	-	-	-
						-	-	-	-
Totals		11	63		$ -	$ 660.00	$ 36.87	$ 69.69	766.56

Skagit County Clean Water District
Edison Subarea

FUND 150

Tracking Number:
4/27/22-4

Voucher Cover Sheet

We, the undersigned members of the Edison Subarea Board do hereby recommend that the invoices destailed below be forwarded to the Skagit County Commissioners for consideration for payment. We have reviewed these costs and supporting materials and have determined that they are proper and accurate.

DATE	PAYEE	DESCRIPTION	BARS	AMOUNT
3/17/2022	Trojan UV	Invoice #SLS/10318593	150.540.48.10	$1,545.32
		UV Replacement Bulbs		
			TOTAL	$1,545.32

Date: _____

Signed: _____

_____

_____

_____

TROJANUV
A TROJAN TECHNOLOGIES BUSINESS

3020 GORE ROAD
LONDON, ONTARIO, CANADA N5V 4T7
T 519.457.3400 F 519.457.3030 www.trojanuv.com

INVOICE

Original

SOLD TO: SKAGIT COUNTY PLANNING
1800 CONTINENTAL PLACE
MOUNT VERNON, WA
98273-5625
UNITED STATES

SHIP TO: SKAGIT COUNTY PLANNING
ATTN: Megan Cardenas
1800 CONTINENTAL PLACE
PH: 360-416-1355
MT. VERNON, WA
98273
UNITED STATES

Customer: 192600	Project:	Invoice: SLS/10318593	Invoice date: 03-17-2022
PO #: BETSY02MARCH2022		Our order #: 297348	Order date: 03-04-2022

QTY	UNIT	ITEM	PRICE	UNIT		AMOUNT	LINE
		* SHIP AS SOON AS POSSIBLE ATTN: BETSY STEVENSON 360-416-1320 **					
2.00	EA	302417-004 LAMP, UV3614 4-PAK	165.00	EA	WAT	330.00	10
4.00	EA	302108-004 SLEEVE, QTZ UV3 20X23X900 4PK	224.00	EA	WAT	896.00	20
1.00	EA	FREIGHT FREIGHT	194.33	EA	WAT	194.33	30
		** FREIGHT EXTRA ** FEDEX # 776326110521					

GOODS	COSTS	TOTAL TAX	TOTAL USD
1226.00	194.33	124.99	1545.32

DELIVERY TERMS: GROUND/STANDARD SERVICE
PAYMENT TERMS: NET 30 DAYS
When paying please state: SLS/10318593
USA CUSTOMERS: Please forward payments to:
Fifth Third Bank
Lockbox # 233730
3730 Momentum Place
Chicago, IL 60689-5337

GST# 743287328RT0001
QST# 1212591056
ABN/GST# 89 315 683 549

We Thank You For Your Order

Skagit County Clean Water District
Edison Subarea

FUND 150

Tracking Number:
4/27/22-5

Voucher Cover Sheet

We, the undersigned members of the Edison Subarea Board do hereby recommend that the invoices destailed below be forwarded to the Skagit County Commissioners for consideration for payment. We have reviewed these costs and supporting materials and have determined that they are proper and accurate.

DATE	PAYEE	DESCRIPTION	BARS	AMOUNT
4/7/2022	BE School District	Invoice #2021000064	150.582.00.49.10	$5,651.00
		ATS Charge Reimbursement		
4/7/2022		Invoice #2021000065		
		First Qtr 2022 mowing & Elec.	150.582.00.49.10	$1,286.31
			TOTAL	$6,937.31

Date: _____

Signed: _____

_____

_____

_____

BURLINGTON-EDISON
SCHOOL DISTRICT

Invoice Detail

RAVENHEAD MUNICIPAL SERVICES
ATTN: GREG YOUNG
5 SANWICK POINT COURT
BELLINGHAM, WA 98229

Invoice #	2021000064
Invoice Date	04/07/2022
Due Date	05/07/2022
Invoice Total	5,651.00

	Qty.	Item Description	Unit Price	Extension
*	1.00	Please reimburse the Burlington-Edison School District for year 2 of 5 of ATS agreement for the fiscal year of 2022 per contract/agreement.	5,651.0000	5,651.00

* = Tax not computed on item.

Invoice Subtotal:	**5,651.00**
Tax:	**0.00**
Total Extension:	**5,651.00**

REMIT TO:
BURLINGTON-EDISON SD #100
927 E FAIRHAVEN AVE
BURLINGTON WA 98233

Invoice #	2021000064
Invoice Date	04/07/2022
Payor	RAVENHEAD MUNICIPAL SERVICES
Due Date	05/07/2022 (RAVENHEA000)

Invoice Amount: **5,651.00**
Remit Amount:

BURLINGTON-EDISON
SCHOOL DISTRICT

Invoice Detail

RAVENHEAD MUNICIPAL SERVICES
ATTN: GREG YOUNG
5 SANWICK POINT COURT
BELLINGHAM, WA 98229

Invoice #	2021000065
Invoice Date	04/07/2022
Due Date	05/07/2022
Invoice Total	1,286.31

	Qty.	Item Description	Unit Price	Extension
*	1.00	Please reimburse the Burlington-Edison School District for Quarter 1 of 2022 maintenance and power usage.	1,286.3100	1,286.31

* = Tax not computed on item.

Invoice Subtotal:	**1,286.31**
Tax:	**0.00**
Total Extension:	**1,286.31**

REMIT TO:
BURLINGTON-EDISON SD #100
927 E FAIRHAVEN AVE
BURLINGTON WA 98233

Invoice #	2021000065
Invoice Date	04/07/2022
Payor	RAVENHEAD MUNICIPAL SERVICES
Due Date	05/07/2022 (RAVENHEA000)

Invoice Amount: **1,286.31**
Remit Amount:

BURLINGTON-EDISON SCHOOL DISTRICT

Shelly Hiett <shiett@be.wednet.edu>

Hourly Wage Rates

1 message

Teresa Donahue <tdonahue@be.wednet.edu>
To: Shelly Hiett <shiett@be.wednet.edu> Thu, Feb 24, 2022 at 3:08 PM

Hi Shelly,

Per your request please find the hourly wage rates for the following employees for 2020-2021:

~~1. Brad Scerbik - $54.20 per hour.~~
2. Jeff Richards - $50.94 per hour

Thank you,

Teresa Donahue
Payroll/Benefits/Retirement Specialist
Burlington-Edison School District
360-757-3311 Ext. 1036
tdonahue@be.wednet.edu

Edison 480V

Week Ending	Peak Demand	Peak Time	Weekly Consumption
1/2/2022 11:00:00 PM	1	12/30/2021 9:41:00 PM	38
1/9/2022 11:00:00 PM	2	1/7/2022 11:17:00 AM	53
1/16/2022 11:00:00 PM	1	1/11/2022 8:47:00 PM	37
1/23/2022 11:00:00 PM	1	1/20/2022 8:14:00 AM	36
1/30/2022 11:00:00 PM	1	1/30/2022 11:57:00 AM	33
2/6/2022 11:00:00 PM	1	2/6/2022 12:10:00 PM	32
2/13/2022 11:00:00 PM	1	2/13/2022 2:35:00 PM	31
2/20/2022 11:00:00 PM	1	2/19/2022 12:58:00 PM	30
2/27/2022 11:00:00 PM	1	2/27/2022 8:18:00 PM	35
3/6/2022 11:00:00 PM	1	3/6/2022 9:26:00 PM	32
3/13/2022 11:00:00 PM	1	3/12/2022 5:37:00 PM	30
3/20/2022 11:00:00 PM	1	3/17/2022 6:32:00 PM	34
3/27/2022 11:00:00 PM	1	3/21/2022 7:54:00 AM	33

454 x $ 0.108 =

$ 49.03

Edison 120V Power

Week Ending	Peak Demand	Peak Time	Weekly Consumption
1/2/2022 11:00:00 PM	0	12/27/2021 12:28:00 AM	1
1/9/2022 11:00:00 PM	0	1/3/2022 12:10:00 AM	1
1/16/2022 11:00:00 PM	0	1/12/2022 5:49:00 PM	1
1/23/2022 11:00:00 PM	0	1/17/2022 12:01:00 AM	1
1/30/2022 11:00:00 PM	0	1/24/2022 12:52:00 AM	1
2/6/2022 11:00:00 PM	0	1/31/2022	1
2/13/2022 11:00:00 PM	0	2/7/2022 12:17:00 AM	1
2/20/2022 11:00:00 PM	0	2/14/2022 12:42:00 AM	1
2/27/2022 11:00:00 PM	0	2/21/2022 12:51:00 AM	1
3/6/2022 11:00:00 PM	0	2/28/2022 12:23:00 AM	1
3/13/2022 11:00:00 PM	0	3/8/2022 10:52:00 PM	1
3/20/2022 11:00:00 PM	0	3/14/2022 12:23:00 AM	1
3/27/2022 11:00:00 PM	0	3/21/2022 12:36:00 AM	1

13 x $0.108 =

$1.40

Skagit County Clean Water District
Edison Subarea

FUND 150

Tracking Number:
4/27/22-6

Voucher Cover Sheet

We, the undersigned members of the Edison Subarea Board do hereby recommend that the invoices destailed below be forwarded to the Skagit County Commissioners for consideration for payment. We have reviewed these costs and supporting materials and have determined that they are proper and accurate.

DATE	PAYEE	DESCRIPTION	BARS	AMOUNT
3/21/2022	Edge Analytical	Invoice #22-07900	150.582.00.35.10	$136.00
		Testing		
			TOTAL	$136.00

Date: _____

Signed: _____

_____

_____

_____

Burlington WA
Corporate Office
1620 S Walnut St - 98233
800.755.9295 • 360.757.1400 • 360.757.1402fax

INVOICE

Client No: SKA13

Client: SKAGIT COUNTY PLANNING & DEVELOPMENT
1800 CONTINENTAL PLACE
MOUNT VERNON, WA 98273

Attn:

Please include Reference number with payment

Reference: **22-07900**
Date: March 21, 2022
Project: Site A, M
Date Received: March 08, 2022
Purchase Order:

Item	Lab Sample Number	Client Sample Number and Description	Type of Analysis	Turnaround	Extended Cost
1	15136.00	site M - Edison WWTF	5 day BOD test	Standard	$68.00
2	15136.00	site M - Edison WWTF	Total Suspended Solids	Standard	
3	15137.00	Site A - Edison WWTF	5 day BOD test	Standard	$68.00
4	15137.00	Site A - Edison WWTF	Total Suspended Solids	Standard	
5	15137.00	Site A - Edison WWTF	Fecal Coliform by MTF in Water	Standard	

Grand Total: $136.00
Amount Paid: $0.00
Amount Due (US Dollars): $136.00

Thank You for Your Business

Please pay to corporate office by April 20, 2022 to avoid a 1.5% per month finance charge.

Please Detach Here ^ and return this portion with your payment

Reference: **22-07900**
Amount Due: $136.00 in US Dollars

SKAGIT COUNTY PLANNING & DEVELOPMENT
1800 CONTINENTAL PLACE
MOUNT VERNON, WA 98273
SKA13

Please Remit To:
Edge Analytical, Inc.
1620 S Walnut St
Burlington, WA 98233

OR you can pay on-line at:
www.edgeanalytical.com/payments
User Name: Pay Password: Edge

Brm: invoice.rpt

Edison Sewer Annual Assessment Worksheet

The annual sewer assessment worksheet divides the financial needs into four (4) categories. They are FLOW, BOD, FOG, and Other. Below are how these costs are derived.

1. ASSESSMENT GOAL (**Blue Highlighted Section**) – For the 2022 Assessments, we set a goal of $80,000. Almost all of the dollar allocations are based on "impact to the sewer system". That is, for our sewer system, we have waste coming into the Plant (FLOW) but this flow has an associated "strength" (BOD and FOG). If all we received at the Plant was liquid, we could treat it and dispose of it easily. This is not the case however and it is what is *in the flow* that makes it more costly to adequately treat before we discharge it into the ground.

   For this reason, the Board has decided to allocate 20% of our goal to FLOW ($16K), and 40% of the goal to both BOD and FOG ($32K each). In simple terms, your assessments are a combination of not only how much you flow into the system but to a greater degree, what the strength of your flow is. The higher any one of these components are, the higher your assessment will be.

2. FLOW (Yellow Highlighted Section) Using national standards, we assume that on average every home in Edison flows 135 gallons per day – this yields a residential share of Flow equaling 2,808,675 gallons per year. In the past we analyzed the residential meter readings and confirmed that the 135 gallons per day is accurate for homes Edison.

   For the Commercial sites, we take your actual water readings to determine your individual annual water usage amounts. We then compare the Commercial sites to the residential sites and for this year's assessment, the residents flowed 79% and the Commercial sites flowed 21%. On the SUMMARY sheet, you will see this 79/21% breakdown for the $16K reflects that the Commercial sites are responsible for $3,360 of the $16K.

   For the Edison Inn, your annual water usage was 105,850 gallons or 14.49% of the Commercial sites total flow – thus, **for FLOW, you were assessed $486.86**.

   NOTE – The policy of the Board is that no commercial site will be charged less than a home for any cost category so for some Commercial sites, they pay the same as a home – for FLOW this meant that the minimum charge was $221.75 this year. This "minimum home charge" also means that our total assessments always exceed our Goal.

3. BOD – or Biological Oxygen Demand – in essence, the organic material. (**Orange Highlighted Section**). For BOD, we again assume that on average the homes in Edison have a BOD concentration of 230 milligrams per liter (mg/L). With their assigned annual flow of 10,616,791 liters, this yields the Residential BOD loading of 2,441,861,903 mg/L.

For the Commercial sites, we pull waste samples four times a year and send them off to be tested. We then take the BOD average from these samples and multiply that and your annual Flow (converted from gallons to liters) to get each Commercial site's BOD loading.

For the Edison Inn, your annual BOD loading was 310,089,772 mg/L or 20.16% of the total Commercial site's BOD – **thus for BOD, you were assessed $2,451.46.**

4. FOG – or Fat, Oil, and Grease (**Green Highlighted Section**) We use the same math exercise – determine the percentage of FOG between Residential and Commercial (35%/65%) and through individual Commercial site testing, determine each site's FOG Loading using their annual Flow.

   This is where the Old Edison Inn's testing resulted in your high FOG charges. As you can see, your FOG readings resulted in your FOG loading amongst the Commercial sites being 50.53% - **thus for FOG, you were assessed $10,510.24**.

5. Other Charges – These costs are for the annual BOD/FOG Testing ($1,000 each but $2K for the Breadfarm since they also have Slough Foods), a Computer Replacement Charge that everyone is assessed ($50 per ERU – see the FLOW sheet) and the cost (if any) of the prior year's tank pumping.

   Thus for this year's assessments, **you were charged $2,422 for Other Charges**.

So in summary, there are multiple equations used to determine the annual assessments but, as noted, they are tied back to loading impact on the system. A few years ago, the Department of Ecology hired a consultant to review the operations in Edison including our Assessment methodology and he found that our assessment methods to be sound and following best management practices for wastewater plants.

From this review, I hope you understand the (complex) methodology we use to assess everyone in Edison. I also hope you can understand how your high FOG readings contribute to your annual assessment amounts more than all of the other categories combined. This is why we have stressed the need to wipe all plates of food residue before washing it down the drain and how keeping all food ingredients out of the sewer will lower your bill.

We realize that this type of food handling technique take extra effort and requires an education of your staff but it may be that investing in these practices will yield financial benefits.

Edison Clean Water District
Assessment Attributable to FLOW
Year 2022 Assessment

FLOW

Residential Calculations (per Policy 2006-2)
57 Active Residential Connection
Daily flow per connection = 135 gallons
Total annual flow per residential connection = 49,275 gallons
Total annual flow for all residential connections = 2,808,675 gallons

Commercial Calculations

Customer	GPD	Annualized	Percentage	1 ERU Gal 49,275 ERU	Prior Yr ERU
Café	48	17,520	2.40%	0.36	0.51
Longhorn	593	216,445	29.62%	4.39	2.92
Breadfarm	398	145,270	19.88%	2.95	3.42
Tweets	26	9,490	1.30%	0.19	0.32
Mariposa	77	28,105	3.85%	0.57	0.83
Edison Inn	290	105,850	14.49%	2.15	3.44
Edison School	570	208,050	28.47%	4.22	4.08
Total		730,730			

Total Residential Flow	2,808,675	79%	79%
Total Commercial Flow	730,730	21%	21%
TOTAL	3,539,405		

See SUMMARY sheet

Edison Clean Water District
Assessment Attributable to BOD
Year 2022 Assessment

BOD

Residential Calculations (per Policy 2006-2)

57 Active Residential Connection

BOD per residential connection = 230 mg/L

1 gallon = 3.78 liters

57 connections flowing 2,808,675 gallons per year = 10,616,791 liters per year

Total residential BOD loading = 2,441,861,930

See SUMMARY sheet

Commercial Calculations

Customer	Liters	BOD Avg	BOD Loading	Percentage	Prior Yr.
Café	66,579	312	20,756,003	1.35%	1.08%
Longhorn	816,350	941	767,777,175	49.91%	43.28%
Breadfarm	547,749	619	338,919,694	22.03%	23.58%
Tweets	35,109	165	5,775,431	0.38%	0.36%
Mariposa	105,579	210	22,197,985	1.44%	1.56%
Edison Inn	399,729	776	310,089,772	20.16%	27.08%
Edison School	783,949	93	72,711,270	4.73%	3.07%
Total		3,114	1,538,227,329		

Total Residential BOD Load	2,441,861,930	61%	51%
Total Commercial BOD Loac	1,538,227,329	39%	49%
TOTAL	3,980,089,259		

	BOD Testing Results for Year				2021	Prior
Customer	1/11/21	4/6/21	7/20/21	9/27/2021	AVG	AVG
Café	263	278	450	256	**312**	266
Longhorn	1,200	924	208	1,430	**941**	1,880
Breadfarm	600	619	669	587	**619**	874
Tweets	255	94	93	216	**165**	146
Mariposa	251	271	191	128	**210**	238
Edison Inn	866	923	981	333	**776**	999
Edison School	46	158	120	47	**93**	95

Edison Clean Water District
Assessment Attributable to FOG
Year 2022 Assessment

FOG

Residential Calculations (per Policy 2006-2)

57 Active Residential Connection

FOG per residential connection = 20 mg/L

57 connections flowing 10,616,791 liters = FOG loading of 212,335,820

see SUMMARY sheet

Commercial Calculations

Customer	Liters	FOG Avg.	FOG Loading	Percentage	Prior Yr.
Café	66,579	53	3,553,654	0.96%	1.78%
Longhorn	816,350	175	143,044,929	38.55%	18.78%
Breadfarm	547,749	54	29,427,815	7.93%	12.83%
Tweets	35,109	10	356,356	0.10%	0.57%
Mariposa	105,579	25	2,668,509	0.72%	2.32%
Edison Inn	399,729	469	187,502,881	50.53%	61.91%
Edison School	783,949	6	4,527,305	1.22%	1.80%
Total		793	371,081,450		

Total Residential FOG Load	212,335,820	36%	45%
Total Commercial FOG Load	371,081,450	64%	55%
TOTAL	583,417,270		

	FOG Testing Results for Year				2021
Customer	1/11/21	4/6/21	7/20/21	9/27/2021	AVG
Café	65.4	49.7	21.3	77.1	**53.4**
Longhorn	138.3	183.6	208.0	171.0	**175.2**
Breadfarm	25.8	25.9	110.0	53.2	**53.7**
Tweets	17.8	9.6	4.1	9.1	**10.2**
Mariposa	28.7	63.5	6.0	2.9	**25.3**
Edison Inn	159.5	454.8	1,001.0	261.0	**469.1**
Edison School	9.0	9.7	2.0	2.4	**5.8**

Prior Yr.
47.9
89.1
52
24.9
38.7
249.6
6.1

Edison Clean Water District
Assessment SUMMARY for Year 2022 Assessments

Assessment Goal = $80,000

Annual assessment split 20% Flow, 40% BOD and 40% FOG

Computer Replacement Annual Fee of $50/ERU ending in 2026

* = 1 ERU minimum charge

**= school assessed 10 ERU

	Flow $16,000		BOD $32,000		FOG $32,000	
	Percentage	Dollars	Percentage	Dollars	Percentage	Dollars
Residential	79%	$12,640	62%	$19,840	35%	$11,200
Commercial	21%	$3,360	38%	$12,160	65%	$20,800

other charges

	FLOW Charge	BOD Charge	FOG Charge	Commercial Testing Fee	Computer Replacement (until 2026)	Prior Yr. Pumping	TOTAL 2022	Prior Year
					$50.00		$816.32	$730.00
57 Residential	$221.75	$348.07	$196.49		$2,850.00		$46,530.00	$41,610.00
Total Residential Fees	$12,640.00	$19,840.00	$11,200.00					

ERU		Percentage	Dollars	Percentage	Dollars	Percentage	Dollars					
0.51	Café	2.40%	$221.75 *	1.35%	$348.07 *	0.96%	$196.49 *	$1,000.00	$50.00 *	$0.00	$1,816.31	$1,730.00
2.92	Longhorn	29.62%	$995.23	49.91%	$6,069.06	38.55%	$8,018.40	$1,000.00	$146.00	$1,230.00	$17,458.69	$8,151.43
3.42	Breadfarm	19.88%	$667.97	22.03%	$2,678.85	7.93%	$1,649.44	$2,000.00	$171.00	$700.00	$7,867.26	$6,186.24
0.32	Tweets	1.30%	$221.75 *	38.00%	$348.07 *	0.10%	$196.49 *	$1,000.00	$50.00 *	$0.00	$1,816.31	$1,730.00
0.83	Mariposa	3.85%	$221.75 *	1.44%	$348.07 *	0.72%	$196.49 *	$1,000.00	$50.00 *	$0.00	$1,816.31	$1,730.00
3.44	Edison Inn	14.49%	$486.86	20.16%	$2,451.46	50.53%	$10,510.24	$1,000.00	$172.00	$1,250.00	$15,870.56	$9,892.46
4.08	Edison School	28.47%	$2,217.54 **	4.73%	$3,480.70 **	1.22%	$1,964.90 **	$1,000.00	$500.00 **	$0.00	$9,163.15	$8,300.00
	Total		$5,032.87		$15,724.27		$22,732.45	$8,000.00	$1,139.00	$3,180.00	$55,808.59	$37,720.13
	Total All Customers		$17,672.87		$35,564.27		$33,932.45	$8,000.00	$3,989.00	$3,180.00	$102,338.59	$79,330.13
						Total	$87,169.59					

CITY OF Burlington
SKAGIT COUNTY, WASHINGTON INCORPORATED 1902

March 31, 2022

Edison WWTF Operators Report

March 4th, I cleaned the UV lamps and the recirculating ball valve. A visual inspection of the UV system and recirculating ball valve both appeared to be functioning correctly. The flow was 6180 gallons and the return rate was 6.6:1.

March 8th, Erin, Betsy and I collected monthly samples for analysis at Edge Analytical. The flow was 6564 gallons and the return rate was 6:1. The recirculating tank pH was 6.4, and effluent pH was 6.3. I inspected the site and was unable to observe any ponding on the gravel filters by sight or smell and could hear the recirculating gravel filter pumps cycle. A visual inspection of the UV system and recirculating ball both appeared to be functioning correctly.

March 21st, The Edge analytical report showed a Fecal count of <1.8 MPN/100ml and a 50% reduction in TSS and an 83% reduction in BOD, all found to be within the expected range.

March 31st Erin and I cleaned the UV lamps and the recirculating ball valve. A visual inspection of the UV system and recirculating ball valve both appeared to be functioning correctly. The flow was 7488 gallons and the return rate was 5.5:1, all found to be within the expected range.

Sincerely,

Don Erickson
Sewer Department Supervisor

Sewer Department
900 S. Section St, Burlington, WA 98233 • Phone (360) 757-0485 • Email done@burlingtonwa.gov

EXHIBIT A

SCOPE OF WORK

SKAGIT COUNTY
EDISON CLEAN WATER DISTRICT WASTEWATER CAPACITY PLAN
DECEMBER 15, 2021

OBJECTIVES

This proposed scope of work and budget were developed for the preparation of a Wastewater Capacity Plan for the Edison Clean Water District in Skagit County, Washington. This Plan is required by the Washington State Department of Ecology (Ecology) to address capacity issues experienced at the Edison wastewater system, most possibly caused by excessive groundwater infiltration and stormwater inflow (I/I). This excessive I/I is most probably due to a high groundwater table as a result of high tides and the inflow of stormwater into the gravity system through leaky pipes, roof drain connections, or other drain connections. This I/I causes the influent flow to the wastewater treatment plant and effluent disposal system to exceed the hydraulic capacity of these systems. Modifications to and expansion of the wastewater treatment system will also be considered as a solution to the capacity problem. The Wastewater Capacity Plan must be submitted to Ecology by March 1, 2024. This capacity plan will not be prepared in accordance with Wastewater Facilities Plans or Comprehensive Sewer Plans guidelines.

PROPOSED SCOPE OF WORK

This proposal provides for the development of the Plan as described above. More specifically, the work will include the following.

Task 1 – Project Management, Administration, and Liaison

- Manage and control budget and schedule.
- Submit monthly project summaries to keep the County advised on schedule and budget.
- Meet with Ecology, as necessary, to obtain Plan approval.
- Conduct internal quality assurance/quality control (QA/QC).

Task 2 – Project Kickoff

As the first order of work, we will meet with County staff to identify project issues, work tasks, milestones, deliverables, schedule, and communication protocols. We will also visit the treatment plant and pump station facilities to understand any current needs or condition issues.

Task 3 – Initial Data Collection and Analysis

Collection and analysis of data is an important part of determining causes of excess I/I. We will begin the capacity plan by collecting and reviewing available data and records. This task would include preparing a list of required information to be provided by the County along with target dates to receive specific information so that County staff can prioritize their efforts. Data that we typically request includes WWTF DMRs, pump station run time data, updated sewer base map information, water use information, and sewer connection information. Prior to preparing our list, we will review the data we currently have on file and identify what data we can get from other sources, such as the Ecology databases, and only request missing data. Upon initial review of the available data, it may be apparent that additional data collection, including additional flow meter readings, pump station run time data, and sampling and analysis of WWTP influent may be desirable. It is assumed that this additional data collection will be performed by County staff or a third party hired by the County prior to data analysis.

The first step would be to correlate WWTP flows to precipitation records and tidal records. This would determine which factor (high tide or precipitation) has the most significant effect on wastewater flows. Also, correlating the duration of high flows with the timing, duration, and magnitude of high precipitation and tidal events would offer clues to determine which factor gives the most significant increase in wastewater flows.

There are many methods available to pinpoint the location of the sources and magnitudes of I/I. Some of these methods will involve the involvement of County staff or Edison WWTP operational staff. The initial level of analysis will take place with data presently readily available. This will include:

- **Flow Meter Readings and Recordings** – Flow measurements for the Edison sewer system can be obtained directly from the influent flow meter at the wastewater treatment plant. This flow meter will provide overall flow records for the entire service area. A second flow meter measures flow from the northern pressurized system before it is introduced to the force main from the pump station serving the southern gravity portion of the sewer system.

- **Pump Running Time Meter Readings and Recordings** – It is our understanding that several of the individual household septic tank effluent pumps (STEP) are equipped with running time meters. An analysis of the time each of these pumps are running will give significant clues about the amount of I/I that may originate between the household and the STEP system.

- **Review WWTP Influent Characteristics** – The sampling data for the WWTP influent will be reviewed and analyzed. The difference in concentration of wastewater constituents, such as biochemical oxygen

demand (BOD) and total suspended solids (TSS), would indicate the magnitude of excess I/I. Also, if the analysis of chloride (from seawater intrusion) or conductance is performed on the WWTP influent, the effect of high tides on wastewater flows could be estimated.

Task 4 – Definition of Alternatives

After the initial data analysis, alternatives for modifications to the wastewater collection and treatment system to provide adequate capacity to accommodate the wastewater flows from Edison will be developed. One obvious alternative will be to expand the Edison wastewater treatment and disposal systems to provide adequate capacity for the flows presently encountered, without attempting to reduce the I/I entering the system. However, if there are obvious sources of I/I that can be controlled relatively inexpensively, an expansion of the treatment and disposal facilities may not be the most cost-effective solution. Thus, other alternatives will include a combination of removing sources of I/I and modifications to the treatment plant (if required). To be able to identify such I/I sources, additional investigations may have to be conducted including:

- **Smoke Testing** – Stormwater inflow normally enters sewer systems through roof drains and area drains. These inflow sources are normally identified through smoke testing by introducing smoke into the gravity sewer system and observing where smoke appears. Normally, smoke would exit through building vents. However, if roof drains or area drains are directly connected to the sewer system, smoke will appear at these locations. Smoke may also appear on the ground where shallow sewers may be damaged. The amount of stormwater inflow can be readily estimated by precipitation records and drainage areas.

- **Sewer Video Inspections** – Sources of groundwater infiltration can be identified by inserting a TV camera in the two 4-inch diameter gravity sewers serving the southern area of the town. If this inspection is done when there is negligible sewage flow from the household (say, between midnight and 4:00 a.m.), infiltration into the gravity sewer could be readily identified. TV inspection of gravity sewers will require access to the sewer in the form of manholes or cleanouts. The gravity sewers in Edison are only equipped with pigging ports at the upstream ends and free discharges into the pump station wet well at the downstream ends. These locations could be used for TV camera access. However, the two gravity lines are approximately 1,200 feet and 600 feet long, respectively. The reach of a TV camera in a 4-inch line is only on the order of 150 to 200 feet, limiting the usefulness of this method to the upper and lower reaches of these sewer lines. The installation of manholes or cleanouts for access at appropriate intervals would make TV inspection more beneficial.

This scope of work does not include smoke testing or sewer TV inspections. These tasks will be included in alternatives involving reduction of I/I to be defined as a result of the Initial Data Collection and Analysis.

Task 5 – Evaluation of Alternatives

Budgetary capital costs and annual costs will be developed for each alternative and the alternatives will be compared based on life cycle costs and non-monitory factors, such as environmental impacts, complexity of operation, implementation considerations, and other factors that may be defined during the course of the work. Additional data collection will be included in the cost of each alternative, if required.

Task 6 – Selection of Alternative

Based on the information developed under Task 5, Skagit County and other stakeholders will select one alternative for implementation. It is anticipated that this will take place during a work session attended by Gray & Osborne and the stakeholders. The selected alternative may include additional investigations, such as smoke testing or TV inspections of gravity sewer lines. These investigations are not a part of this scope of work and would require additional funding. This work would possibly be eligible for grants or low-interest loans (see next task).

Task 7 – Implementation Considerations

This task will include the preparation of a planning level estimate of capital and annual costs; the development a schedule for implementation of the selected alternative; a discussion of methods of financing the proposed improvements, including applications for grants and low-interest loans; and the preparation of conceptual designs.

After all the data is collected, the data will be analyzed to establish the sources and magnitude of excess I/I and recommend methods for reduction of the I/I. Likely methods may include the implementation of policies requiring/encouraging the disconnection of roof drains and stormwater inlets from the sewer system; repair/replacement of segments of gravity sewer lines, including side sewers from individual houses; and repair/replacement of septic tanks. A part of the solution may also be an expansion of the WWTP capacity. The most cost-effective alternative will be identified and recommended for implementation. Also, an implementation schedule prioritizing recommended projects will be prepared.

Task 8 – Plan Compilation and Distribution

The information developed in the previous tasks will be documented in a draft Wastewater Capacity Plan. It is anticipated that this plan will be prepared in a Technical Memorandum format.

Task 9 – Submit to Agencies for Review

The draft Plan will be submitted to the Washington State Departments of Ecology and Health and the Skagit County Public Health Department for review and comments. The review comments will be incorporated into the final Plan, which will be submitted to the County and Ecology for approval. Three hard copies of the final Plan as well as a PDF file of the entire Plan with figures will be provided to the County.

EXHIBIT B

ENGINEERING SERVICES
SCOPE AND ESTIMATED COST

Skagit County - Edison Clean Water District Wastewater Capacity Plan

Tasks	Principal Hours	Project Manager Hours	Project Engineer Hours	Civil Engineer Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours
Task 1 – Project Management, Administration, and Liaison	2	4	4		
Task 2 – Project Kickoff		4	4		
Task 3 – Initial Data Collection and Analysis		8	8	24	
Task 4 – Definition of Alternatives		4	8		
Task 5 – Evaluation of Alternatives		4	4	16	
Task 6 – Selection of Alternative		4	4		
Task 7 – Implementation Considerations		4	8	4	8
Task 8 – Plan Compilation and Distribution		6	8	12	
Task 9 – Submit to Agencies for Review		4	4	12	4
Hour Estimate:	2	42	52	68	12
Estimated Fully Burdened Billing Rate:*	$200	$195	$175	$135	$100
Fully Burdened Labor Cost:	$400	$8,190	$9,100	$9,180	$1,200

Total Fully Burdened Labor Cost:	$	28,070
Direct Non-Salary Cost:		
Mileage & Expenses (mileage @ current IRS rate)	$	300
Printing	$	300
TOTAL ESTIMATED COST:	**$**	**28,670**

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.