



Community Development Committee

April 05, 2016 Scheduled Meeting

Meeting Notes

City of Bonney Lake Justice and Municipal Center, 3rd Floor Conference Room.

The meeting was called to order at 4:00 P.M. and adjourned at 5:23 P.M.

Roll Call:

Chairperson Donn Lewis
Councilmember James Rackley
Councilmember Dan Swatman

Attendees:

Public Works Director, Dan Grigsby
Community Development Director, John Vodopich
Senior Planner, Jason Sullivan
Public Works Utility Supervisor, Dave Cihak

I. Discussion/Presentation:

1. Water & Sewer Comprehensive Plans - 2016 Update – Policy Creation & Clarification. Director Grigsby presented two water system and three sewer system policies to be addressed in the Comprehensive Plan update. Discussion centered on various options to these policies. Guidance was provided by CDC and will be incorporated into the draft updates to the Comprehensive Plan prior to being presented to the Planning Commission. Attached are the two documents with one showing the various policy options and the second incorporating the CDC guidance.
2. Annual Consumer Confidence Report. Councilmember Rackley asked that the total detected contaminant levels be shown for other water purveyors in order to compare them against the City of Bonney Lake water quality. Director Grigsby said he has this information from Tacoma Public Utility since we use their water and will forward that information to CDC members. Dave Cihak will prepare a table for CDC comparing Bonney Lake water quality to several other cities. Links to the 2015 Consumer Confidence Report and this table will be placed in the monthly utility bill.

II. New Business/Action Items:

1. Approval of March 15, 2016 CDC Meeting Notes. **Approved as written.**
2. AB16-07, Ordinance D16-07, Extension of City Franchise Agreement with PSE-Washington Natural Gas Company. **Since the City does not tax the PSE power and natural gas companies, Councilmember Rackley asked if there was another way to increase revenue to the City, such as the Right of Way (ROW) fee paid when utilities did work inside the ROW. Director Vodopich indicated he would provide CDC with information on the current ROW fee and when it was last increased. CDC forwarded this action to the 19 April City Council for discussion with action proposed on this agenda bill planned during the 26 April City Council meeting.**

III. Actions Under Development by Staff:

1. Ordinance – Residential and Commercial Frontage Maintenance – City and Private Property Owner Responsibilities in the City Right of Way.
2. Establish City White River Basin Water Rights Using Cascade Water Alliance water rights.
3. Public Works Center project update provided quarterly. (Last updated on 1 March 2016)

Additional Attachments:

- A. Water and Sewer Comprehensive Plan 2016 Update – DRAFT policy statements with all options shown.
- B. Water and Sewer Comprehensive Plan 2016 Update – PRELIMINARY policy statements with selected options included following staff discussions with CDC council members.

Water and Sewer Comprehensive Plans - 2016 Update – Policies

(5 April 2016)

The Water and Sewer Comprehensive Plans will be updated and forwarded to the Planning Commission and City Council for review and adoption in 2016. Within these plans various policy statements are made on how staff will administer these utilities. These policies need to be consistent and fair for all customers. Policies adopted within a comprehensive plan have the same weight and authority outside the City limits as municipal codes do within the City.

Water and Sewer Enterprise Fund utilities are essentially run the same as a business. Businesses want as many customers as possible for a variety of reasons. At the same time, these utilities may grant exceptions that allow living units to not be required to connect to the water or sewer systems when exceptional circumstances exist.

For the 2016 updates, the following policies are submitted to the CDC committee for your feedback:

WATER SYSTEM Policies:

1. Connection required to City's water system for properties located outside of city limits and PAAs. The drilling of private wells is prohibited inside the City's Water Service Area (WSA). Exceptions are made for specific properties outside the city limits and PAAs, if the existing water system is a certain distance away. Exceptions proposed for discussion are:
 - a. Wells serving a single-family home.
 - i. If the parcel line closest to the existing City water system is more than 250 feet, then an interim private well may be allowed.
 - ii. However, when the City's existing water system is extended to within 250 feet of the closest parcel line, the property owner must disconnect from the well and connect to the City's water system. An Agreement to Connect must be signed and recorded at the time the City authorizes a well to be drilled within its WSA.
 - b. Wells serving more than one single-family home.
 - i. Developments with more than one living unit may drill a DOH approved private well and establish a private water system if the closest parcel line in the development is further away from the City's existing water system than 250 feet times the number of living units being served by the private water system. Example: A three lot short plat would need to be greater than 750 feet away from the City's closest water line in order to be granted a release from connecting to the City's water system.
 - ii. However, when the City's water system is extended to within 250 feet (times the number of living units) of the closest parcel line, the resident must disconnect from the well and connect to the City Water System within 6 months of being notified by the City of this water line

- availability. An Agreement to Connect must be signed and recorded at the time the City authorizes a well to be drilled with in its WSA.
- iii. HOAs with a private water system will manage these water systems independently from the City and the City will not be responsible or liable for these small water systems.
- c. Unlike water line extensions within the City, the property owner does not need to extend the water line across the parcel. The owner/builder may extend the water line further than the parcel line, if desired, before the water meter and service line are connected.
- d. Irrigation Wells.
- i. Wells used for irrigation only are allowed to be used by public agencies within the City's WSA including wells serving the City, School Districts, and County or State facilities.
 - ii. Wells or their distribution system will not be connected to the City water system.
 - iii. Appropriate cross-connection devices will be required on the existing domestic water service from the City's system before an irrigation well is drilled on the property. A premise isolation valve will be installed next to the water meter.

Note:

From: McMeen, Chris – TPU Deputy Superintendent

Sent: Friday, April 01, 2016 3:22 PM

To: Dan Grigsby <grigsbyd@ci.bonney-lake.wa.us>

In general our policy is the same as yours: in the city we do not allow individual wells. Outside the city we have allowed releases in areas where a single home is developed on a large lot, and we are quite distant with infrastructure. That does open the slippery slope of "how close is close enough?" It isn't a frequent occurrence, and I am doing some additional checking on our side to see if we have any more quantitative methodology guiding the decisions. Where we do allow it, we have a proviso that if/when infrastructure is available to connect, they must connect. I believe (but will verify) that gets recorded.

2. Utility Latecomer Agreements (ULAs) Outside the City Limit.
- a. The City may be willing to participate in a ULA following the guidelines contained in Bonney Lake Municipal Code (BLMC 13.16). This will only pertain to parcels located within the Water Service Area boundaries of the Bonney Lake water system.
 - b. In any case where a latecomer agreement is contemplated in connection with a developer extension, the latecomer agreement shall be finalized, approved by the council, and executed prior to or simultaneous with the city's acceptance of ownership of the developer extension.

SEWER SYSTEM Policies:

1. Home owners are responsible for maintenance and repair of the **side sewer** that provides sewer service for their living unit.
 - a. A side sewer begins at the house and ends at the point of connection to the City Sewer line; OR,
Comment: This is the way staff has applied the side sewer definition in the past; OR,
 - b. A side sewer begins at the house and ends at the City Right of Way Line.
Comment: Once the side sewer enters the ROW it becomes much more expensive to repair due the depth of the sewer and cutting/restoring sidewalks/pavement surfaces. A City crew could mobilize immediately to make the repair; whereas, if the homeowner needs to obtain a loan or hire a company, this may take several days or weeks and be very costly.
 - c. Either way, the City's design standards for pavement cutting and patching would apply.
2. Multi-Family Use of Sewer Lines by Single Family Homes:
 - a. City Sewer Line. The City sewer line begins at the point where more than one family uses the sewer line. An exception to this policy is where multiple homes use a joint force main from one grinder pump; then, where the force main connects to the City's sewer system is the start of the City sewer system.
 - b. Gravity Lines. Each home will have its own sewer line to the point of connection to the City gravity sewer line; or, if allowed, to a City or private grinder pump.
Comment: This avoids problems with determining who is responsible for repair/cleaning of a sewer line when blockages or damage occurs from tree roots, excavations, etc.
 - c. Force Mains. All new grinder pumps and their force mains are privately owned. The cost to purchase, maintain and operate a grinder pump is much higher than a gravity system. The force mains can and often do need to travel much further to reach the City sewer line resulting in a higher cost to install.

Policy Options:

- i. Require only one house per private grinder pump and force main. This is the current and past City practice.
- ii. Allow more than one house to use the same grinder pump and force main.

PROs:

- a) Homes will be more affordable to build and maintain.
- b) Extending multiple force mains under one street increases the risk of damage to them or damage to streets if these force mains are punctured or leak.
- c) Only one power meter is required.
- d) Technically, there is no reason why 2-3 homes couldn't share the same grinder pump as long as the cost sharing for maintenance, operation,

and repair are clearly spelled out in the deed of each parcel. City staff would need to ensure that this occurs before issuing the certificate of occupancy.

CONs:

- a) When multiple homes own and operate the same grinder pump/force main, disputes may arise over who is responsible for the repairs.
 - b) When a repair or replacement is needed, one family may not be able to afford to contribute to these unexpected repair costs.
 - c) With one power meter, the home owners would need to each make a contribution to the bill each month, which could create problems. Possibly, the power company could split the costs and send separate bills.
 - d) If one large home and one small home share the same grinder pump, there may be disagreement on the cost sharing percentages per home. Also, if a home adds on living space, how would the cost sharing agreement be modified? (50/50, 60/40, etc.)
 - e) The comment is made that the City has owned and maintained grinder pumps with three or four homes using one pump without any problems. However, the lack of problems is because the City does own the grinder pumps and the City is billed for the power to operate the pump.
- iii. Limit the number of homes on a private grinder pump to no more than two living units. This will limit the amount of disagreements that may arise while still sharing the cost of the grinder pump force main across two homes.
3. City-Owned Grinder Pumps.
- a. Once a home is disconnected from a City grinder pump, that same house or a replacement house cannot reconnect to the City grinder pump. Ultimately, this will allow the City Council policy to reduce the number of City owned grinder pumps to become reality.
 - b. Residents can buy these grinder pumps for \$1 from the City and convert them to private pumps in order to avoid the higher operation and maintenance costs charged by the City. The long term risks assumed by the homeowner is that when power outages occur, the City will not provide portable generators to operate the pump. Also, the resident may not provide inspection and maintenance of the grinder pump and sump on a regular basis as City crews do; thus, increasing the risk of pump breakdown or replacement.
 - c. When a disconnection occurs, the city grinder pump/electrical system need to remain accessible for operation and maintenance. An easement would will need to be provided as needed for City staff to access these facilities.

Water and Sewer Comprehensive Plans - 2016 Update – Policies

(8 April 2016)

Water and Sewer Comprehensive Plans are periodically updated and forwarded to the Planning Commission and City Council for review and adoption. Within these plans are various policy statements regarding connection and system administration. Policies adopted within a comprehensive plan have the same weight and authority outside the City limits as municipal codes do within the City.

WATER SYSTEM Policies:

1. Connection required to City's water system for properties located outside of city limits and Planned Annexation Areas (PAAs). The drilling of private wells is prohibited inside the City's Water Service Area (WSA). Exceptions may be made for specific properties outside the city limits and PAAs when circumstances warrant. The Public Services Director may grant an exception under the following circumstances:
 - a. Wells serving a single-family home.
 - i. If the parcel line closest to the existing City water system is more than 250 feet, then an interim private well may be allowed.
 - ii. However, when the City's existing water system is extended to within 250 feet of the closest parcel line, the property owner must disconnect from the well and connect to the City's water system. An Agreement to Connect must be signed and recorded at the time the City authorizes an interim well to be drilled within its WSA.
 - b. Wells serving more than one single-family home.
 - i. Developments with more than one home may drill a DOH approved private well and establish a private water system if the closest parcel line in the development is further away from the City's existing water system than 250 feet times the number of homes being served by the private water system. Example: A three lot short plat would need to be greater than 750 feet away from the City's closest water line in order to be granted a release from connecting to the City's water system.
 - ii. However, when the City's water system is extended to within 250 feet (times the number of homes) of the closest parcel line, these homes must be disconnected from the private well, extend the City water line to this property, and connect to the City Water System within 6 months of being notified by the City of this water line availability. An Agreement to Connect must be signed and recorded at the time the City authorizes a well to be drilled within its WSA.
 - iii. HOAs or similar organizations with a private water system will manage these water systems independently from the City and the City will not be responsible or liable for these small water systems.
 - c. Unlike water line extensions within the City, the property owners outside the City Limits and PAA are not required to extend the water line across the parcel. The

owner/builder may extend the water line further than the parcel line, if desired, before the water meter and service line are connected.

- d. Irrigation Wells. New irrigation wells will be allowed following the same criteria as provided above.
 - i. Wells or their distribution system will not be connected to the City water system.
 - ii. Appropriate cross-connection devices will be required on the existing domestic water service from the City's system before an irrigation well is drilled on the property. A premise isolation valve will be installed next to the City water meter.
2. Utility Latecomer Agreements (ULAs) Outside the City Limits.
- a. At the property owners or developer's request, the City will participate in a ULA following the guidelines contained in RCW 35.91 and Chapter 13.16 of the Bonney Lake Municipal Code. This pertains only to parcels located within the Water Service Area boundaries of the Bonney Lake water system.
 - b. In any case where a latecomer agreement is contemplated in connection with a developer extension, the latecomer agreement shall be finalized, approved by the council, and executed prior to or simultaneous with the city's acceptance of ownership of the developer extension.

SEWER SYSTEM Policies:

1. Homeowners are responsible for maintenance and repair of the side sewer that provides sewer service for their home.
 - a. A private side sewer begins at the home and ends at the street Right-of-Way (ROW) line.
 - b. City responsibility for repair of the side sewers starts at the ROW line; however, if damage occurs to this side sewer as a result of action by the homeowner/resident, then responsibility for repairs of the side sewer will belong to the homeowner of that property.
 - c. Either way, the City's design standards for pavement cutting and patching will apply.
2. Multi-Family Use of Sewer Lines by Single Family Homes:
 - a. City Sewer Line. The City sewer line begins at the point where more than one home uses the sewer line. An exception to this policy is where multiple homes use a joint force main from one grinder pump; then, the homeowners are responsible for maintenance and repair of the system at the point where the force main connects to the City sewer line.
 - b. Gravity Lines. Each home will have its own sewer line to the point of connection to the City gravity sewer line; or, if allowed, to a City or privately owned grinder pump.
 - c. Force Mains. All new grinder pumps and their force mains shall be privately owned and maintained.
 - d. Grinder Pumps. When grinder pumps are necessary, both new and rebuilt single family homes must own and operate their own private grinder pump and force main. Where there are multiple single family home connections to one privately owned grinder pump, each home must have their own separate gravity sewer line to the grinder pump.
3. City-Owned Grinder Pumps.
 - a. Once a home is disconnected from a City grinder pump, that home or a replacement home may not reconnect to the City grinder pump.
 - b. When a home is disconnected from a City owned grinder pump, the city grinder pump/electrical system shall remain accessible to City staff to operate and maintain the equipment as needed. Any easements necessary to maintain the City owned grinder pumps shall be provided to the City prior to disconnection.
 - c. Homes with city-owned grinder pumps are charged a sewer surcharge for the additional costs of maintaining and operating a grinder pump on behalf of the homeowner. It is the policy of the City to reduce the existing number of City owned grinder pumps, and to encourage home owners to take them over. Home owners can buy existing City owned grinder pumps at the cost established by the City Council by

ordinance or resolution and convert them to privately owned pumps. In such cases the grinder pump surcharge is eliminated. Once a grinder pump is converted to private ownership, the home owner becomes responsible for all maintenance, operation, and repair costs of the grinder pump and associated sewer system from the house up to the point of connection of the force main to the City sewer system. Also, the City will no longer provide a portable generator to operate the grinder pump in case of a power failure.

PRELIMINARY