

Guidance Document for King County’s Review of Water System Plans (WSP)

KEY:

(S)= Shows information that must be addressed and will be substantively evaluated

(Sn)= Information that is required but not evaluated

(I)= Informational

Regional issues: All utilities will be asked for this information.

Local Issues: Only utilities serving unincorporated areas will be asked for this information.

Items are listed in the same general order as suggested by state Dept. of Health (DOH) WSP Checklist

Description of Water System

Regional Issues	
1	Include a description of existing capital facilities owned by the utility. (S)
2	Is there a change to the utility’s established service area as compared to that documented in the Coordinated Water System Plan (CWSP)? (S) If the utility seeks to change the place of use of a water right, will the utility use the state DOH process to approve the change in place of use, or will it seek County approval per RCW 90.03.386(2)? (Sn)
3	Are future shared regional water supply sources (to be used within the twenty-year planning horizon) identified in the WSP also identified in the CWSP? (Sn)
Local Issues	
4	a. Provide a map of utility’s current Retail Service area and Future Service area (if applicable). (Sn) b. If available, provide a GIS-compatible electronic file of service area boundary(s). (I)
5	Does the WSP identify any areas within the utility’s Retail Service or Future Service areas that the utility will not provide service due to (a) inability to provide timely and reasonable service; (b) lack of water rights; (c) lack of physical system capacity; or (d) inconsistency with local plans or service area policies? If so, identify such areas. (Sn)
6	Provide a copy of all of the utility’s adopted service area policies, including but not limited to, any policies for extending direct service, developer extensions, and Satellite Management Agency (SMA), if applicable, within the utility’s service area(s). Include adopted resolutions, policies or descriptions as to what is considered “timely and reasonable” service. To ensure orderly development in unincorporated areas, service area policies must be in place for the retail service area. For the future service area (if any), there should be at least a general description of how the utility plans to meet water service needs (e.g., factors to be considered or process to be used). (Sn)
7	State whether or not proposed service will be consistent with the Countywide Planning Policies listed: G-4, EN-1, EN-19, DP-13, DP-21, PF-1, PF-2, PF-4, PF-5, PF-6, PF-7, PF-8, PF-9, and PF-10 and the King County Comprehensive Plan Policies listed: F-107, F-201, F-209, F-210, F-211, F-212, F-221, F-221A, F-223, F-231, F-232, F-246, F-249, F-251, F-252, F-253, F-254. (S) See http://www.kingcounty.gov/property/permits/codes/growth/CompPlan.aspx for text of current policies.
8	Is the proposed WSP consistent with the adopted watershed plan for the area in which the utility is located? (S - Vashon Island utilities only, N/A - others)
9	Are the land-use and zoning designations used for unincorporated portions of the utility’s service area consistent with the adopted King County Comprehensive Plan? (S)

Basic Planning Data

Regional Issues	
10	<p>Identify the six-year and twenty-year population and job (employment) growth projections for the retail service area used to forecast water demand and the basis for deriving these projections if they are not from the Puget Sound Regional Council.</p> <p>a. <u>For service areas inside cities</u>: For each city in which <i>a portion</i> is within the utility's service area, obtain a signed statement (letter or other written approval) from the city planning department providing or confirming an apportioned population and employment target for the city area (Sn). If a city does not provide this information within a reasonable time, use Puget Sound Regional Council (PSRC) data (Sn), OR some other reasonable mechanism (describe) (S). For a city <i>entirely within the utility's service area</i>, use (or exceed) city adopted Growth Management Planning Council (GMPC) population and employment targets. (Sn)</p> <p>b. <u>For unincorporated service areas</u>: Obtain apportioned population and employment data from the King County demographer or his/her designee. (Sn) If County does not provide this information within a reasonable time, use PSRC data (Sn), OR some other reasonable mechanism (describe) (S).</p> <ul style="list-style-type: none"> • <i>Failure of a city or the County to timely respond to requests for data must be documented.</i> • <i>Utilities may plan for demand <u>in excess of the six- and twenty-year projections and/or GMPC targets.</u></i> <p>c. If the utility is provided a planning number by a city(s) and/or the County, and does not plan to meet or exceed that growth target, the WSP must explain the reason why. (S)</p>
Local Issues	
11	<p>Provide information to confirm WSP consistency with local plans and regulations as they reasonably relate to water service. This may include land use and zoning within the service area, growth projections used in the demand forecast, and utility service extension policies or conditions of service for new connections. Include consistency statements by local jurisdictions or documentation for self-certification of consistency as described in WAC 246-290-108. (S)</p>

System Analysis

Regional Issues	
12	<p>Provide information to confirm the utility has a supply of water in quantities necessary to meet projected demand for the six-year planning period and has supply or a plan for new supply(s) to meet projected demand for the twenty-year planning period. <i>(This may be satisfied by providing copy or summary of current supply contracts, water right self-assessment(s), quantities of water committed/available, and a discussion of any current disputes with these.</i> If the utility cannot meet projected demand in either the six- or twenty-year period, describe the CIP or other efforts planned to address supply needs. (S)</p>
Local Issues	
13	<p>Provide information confirming that the utility has capacity to meet peak water demand in the six-year planning period. (S)</p>
14	<p>Is the utility providing fire flow, and if so, in what portions of its service area and at what level(s)? Reference fire flow standards in KCC 17.04 and 17.08 (S)</p>

Water Use Efficiency Program and Water Rights

Regional Issues	
15	<p>a. Is the utility meeting state requirements for water use efficiency? (S)</p> <p>b. Is the utility exceeding these state requirements? (If so, describe.) (I)</p>
16	<p>Is the utility proposing any increase in use of water within its <i>existing</i> water rights from within or otherwise impacting habitat areas or flow-impaired water bodies identified in the Regional Salmon Recovery Plan? If so, describe location of increased withdrawal. (Sn)</p> <ul style="list-style-type: none"> • <i>A description of such areas can be found at:</i> https://pspwa.app.box.com/s/hg99a5cgdiavk0kss2volwevlazke42h

17	<p>Is the utility proposing any <i>new source development</i> for which it does not have a water right that will occur in or otherwise impact habitat areas or flow-impaired water bodies identified in the Regional Salmon Recovery Plan? If so, please confirm whether the utility intends to follow the state statutory code procedures to secure such new water rights. If process is already initiated, please provide reference number. (S)</p> <ul style="list-style-type: none"> • <i>A description of such areas can be found at:</i> https://pspwa.app.box.com/s/hg99a5cgdiavk0kss2volwevlazke42h
18	<p>Complete checklist of informational questions regarding recycled water use opportunities within the utility service area. (Sn)</p> <ul style="list-style-type: none"> • <i>See copy of checklist under Related Information on the main UTRC webpage:</i> • http://www.kingcounty.gov/depts/dnrp/utilities-technical-review-committee.aspx

Source Water Protection

Regional Issues	
19	<p>If the utility uses groundwater and monitors groundwater levels, describe whether there have been any increasing or decreasing trends in the levels over time. (Sn)</p>
Local Issues	
20	<p>If the utility uses groundwater, include the Wellhead Protection Area(s) program and map. (Sn)</p> <ul style="list-style-type: none"> • <i>King County can provide the utility with the information it has on record regarding the utility's wellhead protection fields/areas upon request.</i>

Improvement Program

Local Issues	
21	<p>Include a forecast of the utility's six and twenty-year capital facilities needs to address both existing deficiencies and additional capacity to meet growth needs, as well as the proposed locations and capacities of expanded or new capital facilities, together with a plan to fund such capital program (identifying potential sources of funding, and noting whether alternative financing strategies are being considered). (S)</p>

Financial Program

Regional Issues	
22	<p>For systems with > 1,000 connections, include a one-year operating budget or financial plan. For systems with <1,000 connections, include a six-year operating budget or financial plan. (S)</p>

Miscellaneous

Regional Issues	
23	Include completed SEPA Checklist and Determination. (S)
24	<p>a. Are any existing critical facilities (as defined by KCC 21A.06.260) owned by the utility located within a floodplain or otherwise susceptible to flooding? (Sn)</p> <p>b. Are any new critical facilities to be constructed by the utility in next six years located within a floodplain or otherwise susceptible to flooding? (Sn)</p> <ul style="list-style-type: none"> • <i>Latest floodplain maps can be accessed at http://www5.kingcounty.gov/iMAP/viewer.htm?mapset=wria</i> • <i>Upon request, King County will work with utility to address utility concerns regarding publication of facility location information.</i>
Local Issues	
25	<p>Confirm whether the utility has a current franchise in place with King County, and whether there is a near-term need for right-of-way permits from King County. (S)</p> <ul style="list-style-type: none"> • For reference, King County will provide information from its records as to franchise status—expiration, territory. • If franchise is not current, the utility must begin the franchise renewal process, which is a separate process from the WSP process, in order to gain conditional WSP approval.

Proposed Timelines

	<ul style="list-style-type: none"> • Plans will be reviewed and comments issued from UTRC within ninety (90) days of receipt of plan. • A recommended ordinance will be forwarded to DNRP Director's office within sixty (60) days of receipt of Utility response to comment letter and final plan. • The Director will forward the recommended ordinance to the Executive within fourteen (14) days of receipt of plan.
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