



THE UTILITY ADVISORY COMMITTEE WILL HOLD THIS MEETING
USING A VIRTUAL, ZOOM WEBINAR, PER GOVERNOR
INSLEE'S "STAY HOME, STAY HEALTHY" ORDERS

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AGENDA

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE
5:30 PM
2. APPROVE FEBRUARY 9, 2022 MEETING MINUTES – 5 MIN
3. UPDATE ON MANZANITA PROJECT – 20 MIN
4. DISCUSS SOUTH ISLAND SEWER CAPACITY DISCUSSION – 20 MIN
5. REVIEW WASTE MANAGEMENT REQUEST FOR PROPOSALS – 15 MIN
6. PW UPDATE – 5 MIN
7. NEXT MEETING AGENDA PLANNING – 5 MIN
8. ADJOURNMENT

CITY OF BAINBRIDGE ISLAND
UTILITY ADVISORY COMMITTEE
FEBRUARY 9, 2022 MEETING MINUTES

Ted Jones Called the meeting to order at 5:35 pm.

Members present: Ted Jones, Andy Maron, Charlie Averill, Svend Brandt-Erichsen. Sheina Hughes joined the meeting about 6:00 pm.

Also present: Chris Wierzbicki (Public Works Director), Jon Quitslund (council member liaison)

1. MINUTES APPROVED

Minutes from the December 8, 2021 meeting were approved unanimously.

2. REVIEW DRAFT SCOPES OF WORK

Andy asked: Does the city have the staffing to manage all these projects? Chris noted that it will be a lot of work. All of them will come to the council in February or March.

WASTEWATER TREATMENT PLAN CAPACITY UPGRADES

The city has reached capacity threshold, so needs to begin process of expanding. First step will be an analysis of how the plant is working, then developing near-term operational improvements to expand the capacity in the next year or so. More extensive improvements will be designed later for longer-term improvements.

Wastewater treatment outfall, on the east side of Wing Point, is in the middle of a shellfish harvest bed, so plan would be eventually to move the outfall away from the shellfish bed.

Chris also noted that unstable power is part of the explanation for the recent problem; the system currently requires manual reset after an interruption. The city will look further at how to address this

WASTEWATER BENEFICIAL RE-USE

The city will be looking at ways to use wastewater, hopefully in a way that is beneficial to the environment. Andy noted that at this point this project has not been recommended by the UAC. The costs may be so high as to be problematical. Chris noted that the city will also be looking at Sewer District 7 plant outfall.

SUNDAY COVE, LOWER LOVELL, WOOD, WING POINT SEWER PROJECT

Looking at revisions to our current systems. Beach mains have been there for 50+ years, requiring regular cleaning and presenting environmental hazards. The city is now moving forward with contract, to replace with mains in the public right of way, adding new pump station. Received \$3.5 million low-interest loan to support this project.

The Wing Point pump station also has a problem of being inundated at high tides. Considering a relocation off the beach, several feet out of the tidal zone; this will require a change in the contract.

Andy mentioned that we may want to have some discussion regarding impact on rates. Public Trust Fund money will pay the costs, but that's a loan that needs to be paid back eventually.

WINSLOW WATER TANK REPLACEMENT

Continuing the plan to replace one of the two main reservoirs for Winslow Water system. Some details need to be updated, e.g. regarding height. Coming to the city council on March 8.

The city has talked to the school district regarding possible locations. A plan will be put together for the city council by March 8. Goal is to get start of construction in the fall. It's not clear whether it would take one season or two seasons; there may be a pause in the project during the summer when water usage is highest.

STORMWATER SYSTEM PLAN

Working on a Stormwater Action Plan, with review of individual watersheds. Concerns include water quality and financial evaluation. Projects include the Manzanita Creek watershed, for which the city has received a grant from Department of Ecology.

4. PUBLIC WORKS UPDATE

WATER/SEWER RATE STUDY

The city did RFP for water-sewer rate study, and received one proposal. It will go to the council on March 8. Goal is to have it done in May-June time frame. It's been four years since the last rate study.

FERNCLIFF/CASEY WATER EXTENSION

Chris reported we expect \$800,000 from state, with 50% forgiveness. It's a state program for consolidation: encouraging small systems to consolidate with larger systems. Ferncliff residents will need to decide whether to proceed. This will go to the city council, who will have to accept the loan, and communicate with the neighborhood.

5. UPDATE ON GROUND WATER MANAGEMENT PLAN

Ted & Andy updated UAC on the plan. Ted noted that most water for public systems comes from deep wells at a few locations; we need to consider sustainability for the deep wells. There also are some concern about fire flow.

Meeting adjourned at 7: pm.



Department of Public Works Memorandum

Date: April 8, 2022
To: Blair King, City Manager
From: Christopher Wierzbicki, Public Works Director
Subject: South Island Sewer Capacity Status

Executive Summary

The City's South Island Sewer Service area, which relies on an interlocal agreement with Kitsap County Sewer District 7 (SD7) for wastewater treatment, has utilized all of the allotted equivalent residential units (ERUs) identified in the agreement. Until an agreement regarding the City's ability to reserve and purchase additional ERUs is reached, the City is unable to offer new sewer connections in the South Island Sewer service area. This means that at this time, the City cannot approve most kinds of new commercial development or new residential development in the South Island Sewer Service area - which includes the Lynwood Center Neighborhood Service Center as well as other areas - unless those developments can be approved with a septic system design.

Background

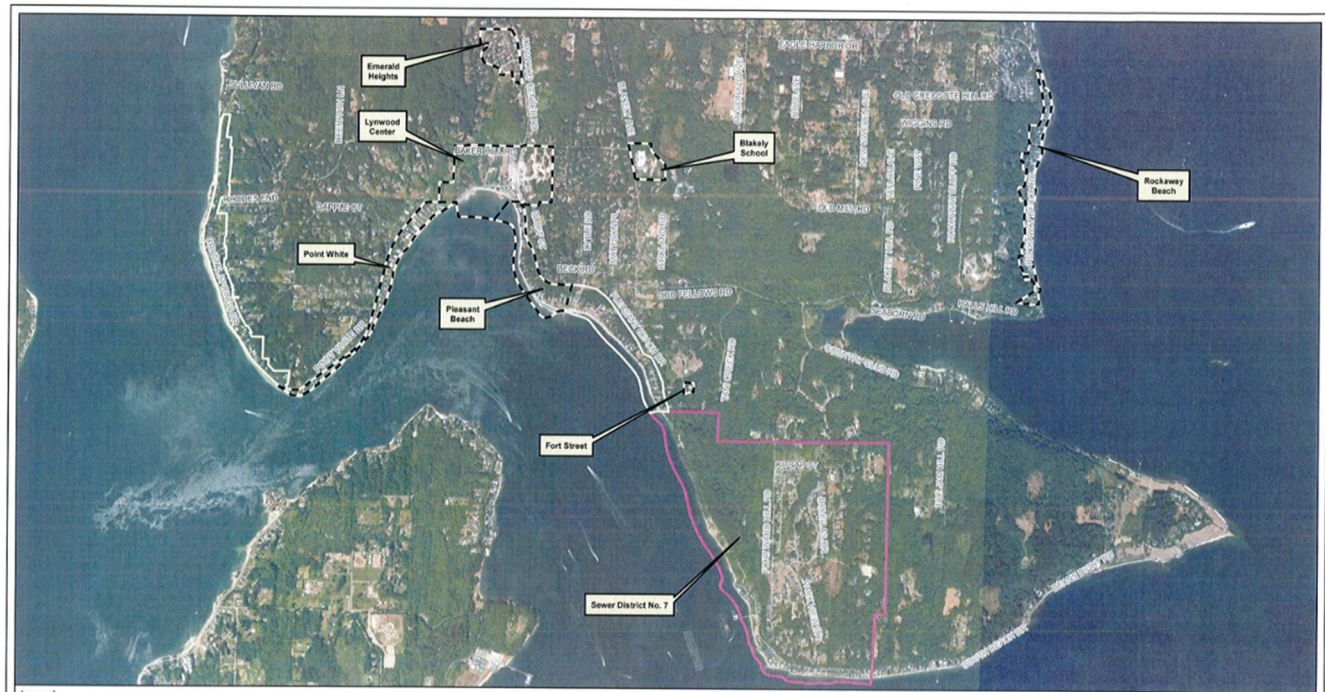
The City first provided sewer service to the Lynwood Center area of the Island via interlocal agreement with Kitsap County Sewer District 7 in 1997, 25 years ago. The City also established additional contracted sewer service areas at the south end of the Island in 2001 via Ordinance 2001-43. In 2003, South Island Sewer Local Improvement District was created for multiple south-island neighborhoods, including Lynwood Center, Point White, Emerald Heights, Rockaway, and the Blakely School (see map at the end of this memo) via Resolution 2003-38, approved in August 2003, and Ordinance 2003-38, approved in October 2003.

The City owns and maintains the sewer collection system funded by the local improvement district in the South Island Sewer area, but relies on an interlocal agreement (ILA) with SD7 for wastewater treatment from the Fort Ward wastewater treatment plant.

Based on staff calculations, the City has connected or reserved all of the 480 ERUs that were available to the City under the current ILA - 350 ERUs are physically connected, and 130 are reserved. At this time, the City is unable to offer new sewer connections for new or existing development in the service area. The City's municipal code allows new development without a sewer connection within its sewer service areas only in very limited circumstances (see BIMC 13.12.010), and in coordination with the Kitsap County Health District Standards.

For example, BIMC 13.12.010 would allow a new single-family home if a septic system design can be approved for the site. An existing home with a failing septic would only have the option of repairing or replacing a septic system if the property conditions allow. A new commercial or higher-density development would likely not have an option for a septic system, and could consider the use of a blackwater recycling system.

Sewer District 7 has benchmarked on paper that the connection of the City's 480 ERUs plus the connection of the remaining Fort Ward ERUs is the point at which SD7 should consider a capacity upgrade to the Fort Ward Wastewater Treatment Plant (WWTP). However, in conversation with SD7's District manager, it appears that there is still likely additional physical capacity at the plant to be able to allow SD7 to cautiously allow the City to reserve more ERUs in the short-term while a long-term plan for future connections and plant capacity is determined.



A map of the South Island Sewer Service Area. The dashed black and white lines represent the boundaries of the City's service area. The pink line represents the boundary of the SD7 Fort Ward service area.

Recommended Next Steps

The decision to continue sewer service in the South Island Sewer Service area is consistent with decisions made in the past. The near-term request is that the City Council direct the City Manager to formally request 100 additional equivalent residential units from Kitsap County Sewer District No. 7 to serve the South Island Sewer Service Area.

A longer-term approach to sewer service in the South Island Sewer Service area will likely involve complex community and environmental considerations and take several months of informed research and discussion. As part of the deliberations, a new ILA may address any interest the City has in partnering with SD7 to explore planning for an upgrade to the Fort Ward WWTP in the next few years.

City of Bainbridge Island Waste Management Evaluation

The City of Bainbridge Island is soliciting proposals from consulting firms with backgrounds and experience in evaluating and developing recommendations related to the City's waste management practices. The City's waste is currently managed by Bainbridge Disposal, a locally-owned waste management and recycling company.

After recent community conversations related to waste management on Bainbridge Island, the City is seeking an evaluation of its current approach and potential alternatives should be developed. Those conversations include: the adoption of waste reduction ordinances; concerns regarding current and future waste collection methods; a goal to optimize collection and disposal systems to minimize greenhouse gas emissions; and, the potential for the development of a City-sponsored bio-digester that would require dedicated organic waste streams.

The City envisions that this evaluation would include, but not be limited to, the following areas of focus:

- What are the City's options for the most efficient and effective method of contracting and providing waste management services?
- How does the City's current waste management model compare to other municipalities in terms of service options, rates, sustainability, etc.?
- How could the City's reduction of solid waste be improved via recycling or other methods?
- Given current data availability about solid waste disposal, recycling and composting on the Island, how could the City test or prepare an estimate of the change in recycling and composting that would occur with mandatory recycling, composting and solid waste service?

Requirements for Qualifications Responses (as applicable)

- Identify the person or persons proposed to be involved with the project, including any technical partners and describe their respective roles, including:
 - a. Information regarding each member's experience and qualifications;
 - b. Resume of key team members; and,
 - c. Description of how the team will be organized and led.
- Describe the consultant's relevant experience with similar projects.

Evaluation Criteria

Evaluation of RFP responses will be based upon the following:

- Success in implementing similar projects;
- Qualifications and availability of project team members, including references; and,
- Demonstrated understanding of the project and client needs.

General Provisions and Conditions

The City reserves the right to:

- Reject any and all responses;
- Waive minor irregularities in a response;
- Cancel, revise, or extend this solicitation;
- Request additional information on any response beyond that required by this RFP;
- Have the final decision on the selection; and,
- Modify the timeline and to issue addenda to this document.

Schedule

This project is scheduled to start in May 2022 and continue through the end of the year.

Proposals Due	Friday, April 22, 2022
Consultant Selected	Week of April 25, 2022
Contract Executed	Week of May 16, 2022

If you are interested in pursuing this project, we invite you to submit a proposal.

Budget

The City does not yet have a defined budget for these services. Consultant scope and fees will be negotiated as part of the proposal development and negotiation process.

Submission Requirements

Interested consultants must submit an electronic copy of the response to the RFP. The City will become owner of all submitted materials and will not pay any costs related to any responses to the RFP. All consultants must demonstrate compliance with the City's insurance requirements at the time of contract approval and obtain a City Business License.

The deadline for this RFQ is 4:00 PM, April 22, 2022 Pacific Standard Time. Only emailed submissions will be accepted.

Contact Information

Christopher Wierzbicki, PE
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cwierzbicki@bainbridgewa.gov

City of Bainbridge Island
Director of Public Works
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Americans with Disabilities Act (ADA) Information

The City of Bainbridge Island in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all its programs and activities. This material can be made available in an alternate format by emailing cityclerk@bainbridgewa.gov or by calling collect 206.842.2545.

Title VI Notice: The City of Bainbridge Island in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

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