



King County

Department of Natural Resources and Parks

Wastewater Treatment Division

Contract P00208P16

Professional Services for Evaluation of Inflow and Infiltration
Reduction Concepts

Phase 1: Evaluation of Concepts

PRELIMINARY DRAFT

**Metropolitan Water Pollution Abatement Advisory Committee,
Engineering and Planning Subcommittee Engagement Plan**

This Preliminary Draft has been prepared for review and discussion. It includes an approach to engaging and sharing information with MWPAAC throughout the project to Evaluate Inflow and Infiltration Reduction Concepts. The approach is for discussion. King County will revise the engagement plan to meet MWPAAC members level of interest.

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Project 150258

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1.0 Background and Purpose

The Phase 1: Evaluation of Inflow and Infiltration (I/I) Reduction Concepts project has been developed to assist King County (County) Wastewater Treatment Division (WTD) in the exploration of new elements for the Regional I/I Control Program. This project will build on the work that WTD has done previously and explore more comprehensive and system-wide I/I reduction. WTD selected Brown and Caldwell (Consultant) per the P00208P16 Professional Services Contract to assist with this project. The Consultant has been tasked with the following:

- Collect and share existing I/I Control Program information with the Metropolitan Water Pollution Abatement Advisory Committee (MWPAAC)
- Review sewer and side sewer standards, assess existing local agency standards compared to best management practices, and develop an approach to achieve common standards in the region
- Evaluate current inspection programs for sewer and side sewers of the cities and sewer districts to identify best practices and develop an outline for a regional inspection training program
- Identify the types of private side sewer programs in common use, and evaluate private side sewer programs within the County service areas for side sewer inspection and certification, insurance, maintenance, and grants or loans
- Develop a framework for implementation of private side sewer programs within the County service areas for side sewer inspection and certification, insurance, maintenance, and grants or loans

A key element in the success of the Evaluation of I/I Reduction Concepts project is the engagement of the MWPAAC and the MWPAAC Engineering and Planning (E&P) Subcommittee. The purpose of this plan is to define how WTD, the Consultant and E&P will engage each other during the project.

2.0 MWPAAC Members

MWPAAC consists of the 34 member agencies listed below.

- City of Algona
- City of Auburn
- City of Bellevue
- City of Black Diamond
- City of Bothell
- City of Brier
- City of Carnation
- Cedar River Water and Sewer District
- Coal Creek Utility District
- Cross Valley Water District
- Highlands Sewer District
- City of Issaquah
- City of Kent
- City of Kirkland
- City of Lake Forest Park
- Lakehaven Utility District
- City of Mercer Island
- Midway Sewer District
- Northeast Sammamish Sewer District
- Northshore Utility District
- Olympic View Water and Sewer District
- City of Pacific
- City of Redmond
- City of Renton
- Ronald Wastewater District
- Sammamish Plateau Water and Sewer District
- City of Seattle
- Skyway Water and Sewer District
- Soos Creek Water and Sewer District
- Southwest Suburban Sewer District
- City of Tukwila
- Valley View Sewer District
- Vashon Sewer District
- Woodinville Water District

The E&P subcommittee consists of a subset of the above member agencies and the current E&P chair is Lisa Tobin, P.E., of the City of Auburn and vice chair is Paul Bucich, P.E. of the City of Bellevue. The E&P meets the first Thursday of each month at 8:30 a.m. at the Bellevue City Hall room IE-112. The E&P is routinely involved through consultation and providing input to WTD's comprehensive system planning efforts. For this project, with the exception of on-site interviews to collect data, it is generally expected that WTD and the Consultant will primarily interact with the E&P. Roles and expectations are defined in Section 3.0.

3.0 Roles and Expectations

This section will outline the general tasks in the P00208P16 contract where MWPAAC and/or E&P involvement is expected and will describe the roles and expectations for WTD, the Consultant, MWPAAC agency members, and the E&P. Generally, WTD and the Consultant team will be informing and/or engaging E&P at key milestones throughout the I/I study. The following roles are expected for this project.

Roles

- Consultant Team – Will provide schedule of when E&P needs to be informed and/or engaged during the study, present I/I study technical information to E&P, and provide draft technical documents for E&P review and comment. Will also develop presentations and additional explanatory materials to ensure E&P members understand the context and technical nature of the information presented. Will assist WTD with presenting information to MWPAAC as requested.
- WTD – Will provide coordination with E&P, inform E&P agendas regarding the I/I study, and ensure Consultant team products are ready for delivery to E&P for review and comment. Will also serve as the contact for questions and/or requests for additional information from MWPAAC and E&P.
- E&P – Will stay informed of the I/I study, provide review and comment on draft work products, and identify when issues should be elevated to the full MWPAAC. They will participate in meetings and provide their feedback and suggestions to MWPAAC on I/I program recommendations. The E&P Chair and Vice Chair will report out to full MWPAAC as they feel is needed throughout the I/I study.

Expectations

Engagement and information will follow the general guidelines presented in Table 1.

Table 1. Engagement Guidelines			
	Consultant Team	WTD	E&P
Activity/Role	All Memos/Reports/Framework		
	Develop	Review and comment	Review and comment
	Data Collection		
	Perform	Informed/Perform	Informed
	Workshops		
	Perform/attend	Informed/attend	Attend

4.0 Deliverable and Workshop Schedules

The E&P will be kept up to date throughout the whole project with at least bi-monthly status briefings. As key information is compiled and technical documents and proposals are developed, the E&P will be

more actively engaged. The timeline below (Table 2) presents a list of deliverables for the project and an estimate of when active E&P engagement is needed.

Table 2. Project Deliverable Schedule									
Year	2017						2018		
Month(s)	April - June	June - August	September	October	November	November - December	January - February	March	March - June
Deliverables	I/I data collection and MWPAAC site visits	Prepare draft memos for existing side sewer review and inspection programs	Present memos to E&P for Review	Finalize memos	Private sewer inspection & maintenance I/I workshop with E&P	Develop memos and framework for four private side sewer programs		Present draft memos and frameworks to E&P	Finalize private side sewer program memos and frameworks
		Develop draft inspection training program	Present training program to E&P for Review	Finalize training program	Private sewer insurance and grant/loan workshop with E&P				

Table 3 presents the expected meetings and workshops with the E&P. Note, if the agenda allows, the defined meetings below could be incorporated into the monthly E&P subcommittee meeting. The memos, training program materials, and frameworks will be provided to the E&P two weeks prior to the meetings. Workshops are shown as two-hour duration; however, WTD staff will work with the E&P to determine actual duration based on complexity and quantity of information and level of input requested from the E&P. Workshops are expected to be standalone sessions with the E&P and the Consultant Team discipline leads.

Table 3. Project Meeting/Workshop Schedule and Purpose		
Month	Expected Time Required	Purpose
September	2-hour meeting	Discuss the draft memos for existing side sewer review and inspection programs and draft inspection training program. Obtain feedback from the E&P for incorporation into the final documents.
November	2-hour workshop	Present options for private sewer inspection & maintenance programs. Discuss pros and cons of various programs with the E&P and obtain feedback for preferences for inclusion in a MWPAAC framework.
November	2-hour workshop	Present options for private sewer insurance and grant/loan programs. Discuss pros and cons of various programs with the E&P and obtain feedback for preferences for inclusion in a MWPAAC framework.
March	2-hour meeting	Discuss the draft memos and framework for four private side sewer programs. Obtain feedback from the E&P for incorporation into the final documents.