

Water System Pre-plan Meeting – Tacoma Water, May 22, 2017  
Water System Plan (WSP) Pre-Plan Agenda

<b>Chapter</b>	<b>Content Description</b>	<b>WSP Page #</b>
<b>Chapter 1</b>	<b>Description of Water System</b>	
	A. Ownership and management	A. Sections 2.2 and 2.3
	B. System history and background	B. Section 2.1
	C. Inventory of existing facilities	C. Chapter 5
	D. Related plans: Coordinated Water System Plan (CWSP), Comp./Community	D. Section 2.6
	E. Information & <b>DATED</b> Maps: Services area, retail service area, designated land use and zoning, future comprehensive plan request for changes to land use, & agreements for plan approval period	E. Section 2.4, Figure 2.2, Appendix L
	F. Policies: Service area, SMA, conditions of service, annexation	F. Section 2.5
	G. <b>Duty to serve*</b> requirement: identify process, timeframes, conditions, appeals	G. Sections 2.4 and 2.5
	H. <b>Consistency from local planning*</b> agency (new 2016 LGC form to use)	H. Appendix A1*
<b>Chapter 2</b>	<b>Basic Planning Data</b>	
	A. Current water use: Population, customer classes, & ERUs	A. Section 3.1, Tables 3-2 and 3-3
	<b>B. Demand forecast for plan approval period (up to 10) and a minimum of a 20 year period* for population, service connections &amp; demand forecasts with &amp; w/o expected efficiency savings</b>	B. Tables 3-1 and 3-2, Figure 3-1, Appendix L
	<b>C. Monthly and annual production. Totals per source. Water Supply Characteristics &amp; Demand Characteristics (see Ch. 4). Add subtitles with description &amp; discussion on effect of water use</b>	C. Section 3.1, Figure 3-1, Section 3.4 (Midnight Report), Chapter 4, Appendix F
	D. Annual usage for water supplied to other systems	D. Table 3-3
	E. Annual usage by customer class	E. Table 3-3
	<b>F. Historical total water loss (DSL) – percent and volumes</b>	F. Section 3.3, Table 3-8
	<b>G. &gt;1,000, seasonal variations in consumption by customer class</b>	G. Section 3.2
<b>Chapter 3</b>	<b>System Analysis</b>	
	A. Capacity analysis with <b>water right self-assessment (NEW FORMS DOH/ECY per MOU): Existing, plan approval period (up to 10) and 20<sup>th</sup> year projections</b>	A. Sections 4.3, 6.1, and 6.2; Appendix F
	B. System design standards	B. Section 5.7.1
	C. Water quality analysis	C. Section 7.3
	D. System inventory, description and analysis	D. Sections 5.1 through 5.6
	E. Source	E. Sections 4.1, 4.2, and 6.2; Appendix H
	F. Treatment	F. Sections 5.1.4, 5.3, and 7.5
	G. Storage	G. Sections 5.4 and 6.1, Appendix G
	H. Distribution system/hydraulics	H. Section 6.3, Appendix I
	I. Summary of system deficiencies	I. Sections 6.1.3, 6.2.2, 6.3.3
	J. Analysis of possible improvement projects	J. Chapter 11, Appendix M
<b>Chapter 4</b>	<b>Water Use Efficiency Program and Water Resource Analysis</b>	
	<b>A. Water use Efficiency Program per WAC 246-290-810</b>	A. Section 3.2
	B. >1,000 Estimate water savings from measures past six years.	B. Section 3.2.2, Figure 3-6
	<b>C. If DSL is &gt; 10%, water loss control action plan required for compliance with a schedule &amp; activities to minimize leakage in budget</b>	C. N/A: leakage reported at 3.91% Section 3.3, Table 3-8
	D. Sources of supply analysis: evaluation of supply alternatives if pursuing add'l water rights in next 20 years	D. Sections 4.1, 4.2, 4.3, and 5.2
	E. Interties	
	<b>F. ≥1,000 connections explore reclaimed water</b>	E. Section 2.4.2, Figure 2-2, Appendix D

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<b>Chapter 5</b>	<b>Source Water Protection (Check One or Both)</b>	
	A. Wellhead protection program	A. Section 7.7, Appendix K
	B. Watershed control program	B. Section 7.6, Appendix E
<b>Chapter 6</b>	<b>Operation and Maintenance Program</b>	
	A. Water system management and personnel	A. Section 2.3
	B. Operator certification	B. Section 8.2
	C. Routine operating procedures and preventative maintenance	C. Sections 10.3 and 10.4
	D. Water quality sampling procedures & program – Identify <b>WQ PN Requirements and a limited area water outage/de-pressurization event protocol with a limited health advisory</b>	D. Sections 7.2 and 8.7
	E. CMP plan/map. <b>Add RTCR</b> and Ground Water Rule (GWR) <b>narrative, actions</b>	E. Sections 7.2, 7.4, and 8.7
	F. Emergency program, water shortage plan, service reliability per WAC 246-290-420	F. Chapter 9
	G. Address sanitary survey findings	G. Section 7.4, Appendix J
	H. Cross-connection control program – Summarize <b>next actions to address</b>	H. Section 8.6
	I. Recordkeeping, reporting, and customer complaint program	I. Section 8.4.2
	J. Summary of O&M deficiencies	J. Section 10.4
<b>Chapter 7</b>	<b>Distribution Facilities Design and Construction Standards</b>	
	A. Standard construction specification for distribution mains	A. Section 5.7
<b>Chapter 8</b>	<b>Improvement Program</b>	
	A. Capital improvement schedule <b>for the identified planning period (up to 10) and within a 20-year planning period at a minimum</b>	A. Table 11-1, Appendix M
<b>Chapter 9</b>	<b>Financial Program</b>	
	A. Balanced budget for the <b>planning period (up to 10)</b> and demonstrating financial viability	A. Chapter 12
	B. Revenue and cash flow stability to fund capital and emergency improvements	B. Section 12.5, Table 12-3
	C. <b>Evaluation of affordable rate structure that encourages customer demand efficiency. Budget line item if Water Loss control Action Plan is required</b>	C. Section 12.6.2, Section 12.7 (Rate and Financial Policy)
<b>Chapter 10</b>	<b>Miscellaneous Documents</b>	
	A. Meeting of the consumers (documentation). Approval by EGB prior to DOH approval	A. Appendix A4*
	B. County/Adjacent Utility Correspondence	B. Appendix A2*
	C. ≥1000 connections – State Environmental Policy Act (SEPA) Determination	C. Appendix B*
	D. Agreements (intertie, service area, franchise, etc.)	D. Section 2.4
	E. Satellite Management Program	E. Section 2.5

\* Will be added when WSP finalized