

**Jefferson County
Board of Commissioners
Agenda Request**

To: Board of Commissioners
Mark McCauley, County Administrator

From: Monte Reinders, P.E., Public Works Director/County Engineer 

Agenda Date: April 8, 2024

Subject: Port Hadlock Sewer Project - Initial Connection Plan

Statement of Issue:

Brief the Board of Commissioners on a sewer connection plan for existing developed properties in the initial sewer service area. A proposed Voucher Program is included which could reimburse property owners for all or a portion of the electrical panel upgrade work as it relates to the installation of on-site grinder pumps for initial sewer connections.

Analysis/Strategic Goals/Pro's & Con's:

Staff has developed a staged connection plan for the initial hookups for the Port Hadlock Sewer. Hookups for many of the existing developed properties can be made using grant funds the county has applied for and received. Generally, hookups will be prioritized according to highest water users first. It is important that the wastewater treatment plant hit a target flow of 24,000 gallons per day as early as possible to ensure efficient operation.

This project uses individual grinder pumps at each property to move sewage through low pressure collection and conveyance lines to the wastewater treatment plant. The county will own/operate the grinder pumps as required by the Department of Ecology.

The on-site grinder pump work includes the installation of the grinder pumps, grinder pump control panel, side sewer from grinder pump tank to the pressure sewer, connection and piping from the existing sewer line out of the building to the septic tank, and decommissioning of the septic tank.

During the initial design, county staff discussed how to connect the grinder pump control panel to the property owner's electric panel. The County and its consulting engineers cannot feasibly investigate every building's electrical service and required upgrades. As every panel is different (i.e. room in the panel for extra capacity and location of the panel, inside or outside a building), county staff thought the best approach was to have the property owners install the electric needs for their proposed grinder pump (240V, 30amp service). The benefits of this program are that the county's contractor is connecting to a known location and the property owner is

able to perform their own electrical work, which would minimize disturbance, allow the property owner to do upgrades, if they so choose, and have the property owner control their own schedule for performing the work.

Adequate power supply to the grinder pumps is a main component of a functioning grinder pump system. Staff is proposing a voucher program to help defray the costs of this electrical work (up to \$2,500). The attached draft voucher program provides a narrative and application. In addition, the property owner would receive installation details.

The voucher program packet also includes the construction “stage” map with estimated construction cost, funding sources and schedule and a draft public easement document.

Fiscal Impact/Cost Benefit Analysis: The estimated financial commitment, if all existing developed properties connect in the Phase I area, would be approximately \$300,000. Source of funds would be from ARPA money the county has dedicated to this project.

Recommendation: This is a briefing to discuss the proposed hookup schedule and voucher program. The Board may direct staff to proceed as planned or return with variations on this plan.

Department Contact: Samantha Harper, P.E., Wastewater Project Manager, Ext. 175

Reviewed By:


Mark McCauley, County Administrator

Date 4/3/24

When recorded please return to:

Jefferson County
Department of Public Works
623 Sheridan Street
Port Townsend, WA 98368

Document Title: **Grant of Side Sewer Easement and Temporary Access Easement**
Grantor: [[property owner(s)]]
Grantee: Jefferson County, a political subdivision of the State of Washington
Legal Description: [[abbreviated legal]]
Tax Parcel Number: [[parcel no.]]

Grantor, [[property owner]], in consideration of future sewer service and the installation and maintenance of the facilities described below and for no monetary consideration, do(es) hereby grant(s) and convey(s) to Grantee Jefferson County, a political subdivision of the State of Washington ("Grantee", or "Jefferson County" or "the County"), the following easements on, over, under, through, and across the real property situated in Jefferson County, Washington described in Exhibit A attached hereto and by this reference made a part hereof- ("the Property") for the purposes hereinafter described:

Side Sewer Easement. Jefferson County shall have a permanent and perpetual easement for the purpose of accessing, installing and maintaining one or more sewer grinder pump(s), side sewer (from grinder pump to sewer main), control panel, and other appurtenances deemed by the County as appropriate, necessary or convenient for the collection and transmission of wastewater generated on the Property to the public sewer main (collectively, the "Side Sewer Utility"). The Side Sewer Easement shall be ten (10) feet wide and five (5) feet on each side of the Side Sewer Utility, as installed ("Side Sewer Easement Area"), 5 feet around the Grinder Pump Tank and Service box, 5 feet on either side of the electric line from the Grinder Pump Tank to the Grinder Pump Control Panel, and 5 feet on either side of the Grinder Pump Control Panel.

Temporary Access Easement. Jefferson County and its officers, contractors, agents, and assigns shall have a temporary right of access for the limited purpose of decommissioning, in accordance with current State regulations, any septic tank(s) currently serving the Property. This temporary access easement shall expire upon completion of the septic tank decommissioning, but no later than

Restrictions on Grantor's Use of Side Sewer Easement Area. Grantor retains the right of use and enjoyment of the Side Sewer Easement Area, provided that such use does not interfere with operation and maintenance of, or have the potential to damage the Side Sewer Utility and subject to the following

specific restrictions. Grantor covenants that no permanent structure shall be erected and only low-growing ornamental type shrubbery with a maximum expected height of four (4) feet shall be planted within the Side Sewer Easement Area. Except in the event of an emergency, Jefferson County shall enjoy exclusive right and authority to construct, operate, repair, maintain, remove and replace the Side Sewer Utility. No other easements for utilities shall be granted or conveyed within the Side Sewer Easement Area without prior written approval by Jefferson County.

Existing Improvements within Side Sewer Easement Area. Jefferson County covenants that any pre-existing improvements in the Side Sewer Easement Area shall not be disturbed or destroyed, or in the event they are disturbed or destroyed, they will be repaired or replaced in comparable condition by Jefferson County.

Runs with the Land. This Side Sewer Easement and Temporary Access Easement and the covenants contained herein shall run with the land and shall be binding on the successors, heirs, and assigns of both parties hereto.

Property Ownership. Grantor warrants to Jefferson County that Grantor retains legal title to the real property described herein and that the person(s) signing below on behalf of Grantor has/have legal authority to convey this Side Sewer Easement and Temporary Access Easement to Jefferson County.

Indemnification. Jefferson County agrees to indemnify, defend and hold harmless Grantor from and against any and all claims, injuries, damages, losses or suits, including reasonable attorney's fees, except as may be caused by the sole negligence of Grantor, its agents, contractors, invitees, licensees, or employees, which may arise as a result of Jefferson County's use of the Side Sewer Easement Area. Should a court of competent jurisdiction determine this Indemnification provision is subject to RCW 4.24.115 if liability for damages occurs arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of Grantor and Jefferson County, Jefferson County's liability, including the duty and cost to defend, shall be only to the extent of the negligence of Jefferson County and Jefferson County's officers, officials, employees, agents, contractors, and volunteers (and their marital communities). It is agreed and understood that this hold harmless indemnification recognizes that the Side Sewer Easement Area may be traversed and used by Grantor and simultaneously by Jefferson County, and the risks and liabilities arising from this joint use are expressly included in this indemnity and hold harmless provision.

[Signatures on following pages]

SIDE SEWER EASEMENT AND TEMPORARY ACCESS EASEMENT

GRANTOR:

DATED this _____ day of _____, 202__.

[[Property Owner/Title (if applicable)]]

[[Property Owner/Title (if applicable)]]

State of Washington

County of Jefferson

This record was acknowledged before me on (date) by (name(s) of individuals).

[[OR FOR AN ENTITY-OWNER (e.g. LLC, corporation, partnership)

This record was acknowledged before me on (date) by (name(s) of individuals) as (type of authority, such as officer or trustee) of (name of party on behalf of whom record was executed).

Notary Public in and for the State of Washington.

My Commission Expires _____]]

SIDE SEWER EASEMENT AND TEMPORARY ACCESS EASEMENT

GRANTEE:

DATED this _____ day of _____, 2023.

Accepted and approved
Jefferson County
Department of Public Works

By: _____
Monte Reinders
County Engineer/ Public Works Director

State of Washington
County of Jefferson

This record was acknowledged before me on _____, by Monte Reinders as the County Engineer/Public Works Director of Jefferson County, Washington.

Notary Public in and for the State of Washington,
My Commission Expires _____

EXHIBIT A

LEGAL DESCRIPTION OF THE PROPERTY

[[copy the legal description of the entire property from available title report or most recent deed]]

DRAFT

**Voucher Program for Private Property Owners Connecting
to the
Port Hadlock Sewer System
April, 1, 2024**

Jefferson County is in the process of constructing a wastewater treatment and collection system for the Port Hadlock Urban Growth Area, focused initially in the Core Port Hadlock and waterfront areas. In order to maximize connections and wastewater flow for the start-up of this project, the County is providing certain incentives to property owners who either are required to connect or who voluntarily desire to connect to the system. The County is intending to offer the following incentives to connecting property owners, as long as funding sources and amounts are available:

Purchase and install grinder pumps, electrical grinder pump control panel, side sewer from grinder pump tank to the pressure sewer, connection and piping from the existing sewer line out of the building to the septic tank, and decommission the septic tank.

The County is additionally offering a voucher program for all property owners connecting to the sewer system (the details of which will be described below) to hire their own electrician to install pertinent electric components to a disconnect box, provided by the County, adjacent to the County owned, installed, and maintained grinder pump control panel.

This document is intended to specify the details of this program and includes an application form for receiving this incentive.

Attached is a diagram and specification of what the County is requiring property owners to provide to a location near the County installed grinder pump installed control panel. The County will provide the disconnect box for the property owner's electrician. The property owner's electrician will be required to make this installation following all State and local requirements and obtain all permits, along with paying for any fees or charges. Beyond any required inspections, the County Public Works Department needs to be informed of completion of the installation at least two weeks prior to the County's scheduled installation of the grinder pump system. For property owners who perform their own electrical work and obtain the proper permits with L&I, proof of the approved permit (picture of signed sticker) is required.

The property owner should work with their electrician to provide the information requested on the Application Form for Reimbursement and return the Application Form to the address at the bottom of the Application Form.

**Application Form for Reimbursement
Property Owner Electric Costs**

Name of Property Owner			
Address			
Telephone #			
email			
Mailing Address (If different)			
Property Parcel Number			
Electrician's Company Name, worker, and Contact Information, and Electrician's License Number	Name	Contact email	Contact phone Electricians License #
Description of work completed (Attach any additional information)			
Electrician's Certification that installation meets Specifications provided by Jefferson County and that work effort complied with all other pertinent permit, regulatory, and government required standards			
Total Cost of Installation (Attach invoices and supporting materials)			
Reimbursement Request			
If less than or equal to \$2,500, provide actual price of installation in adjacent box, including taxes (Attach copy of electrician's bill and proof of payment)	\$		
If more than \$2,500, provide actual price of installation in adjacent box, including taxes (Attach copy of electrician's bill and proof of payment)	\$		
Reimbursement costs above \$2,500 are not eligible and are the responsibility of the Property Owner			
Any questions, please contact: John Black or Greg Rae, 360-385-9160, jblack@co.jefferson.wa.us or grae@co.jefferson.wa.us Return Application to: John Black, Jefferson County Public Works, 623 Sheridan St., Port Townsend, WA 98368			

Jefferson County Sewer Diagram

Property Owner
Responsibility



County
Operated & Managed



Home Electrical Panel



Power to
Control Panel
(Owner to install)

Cleanout

Control Panel

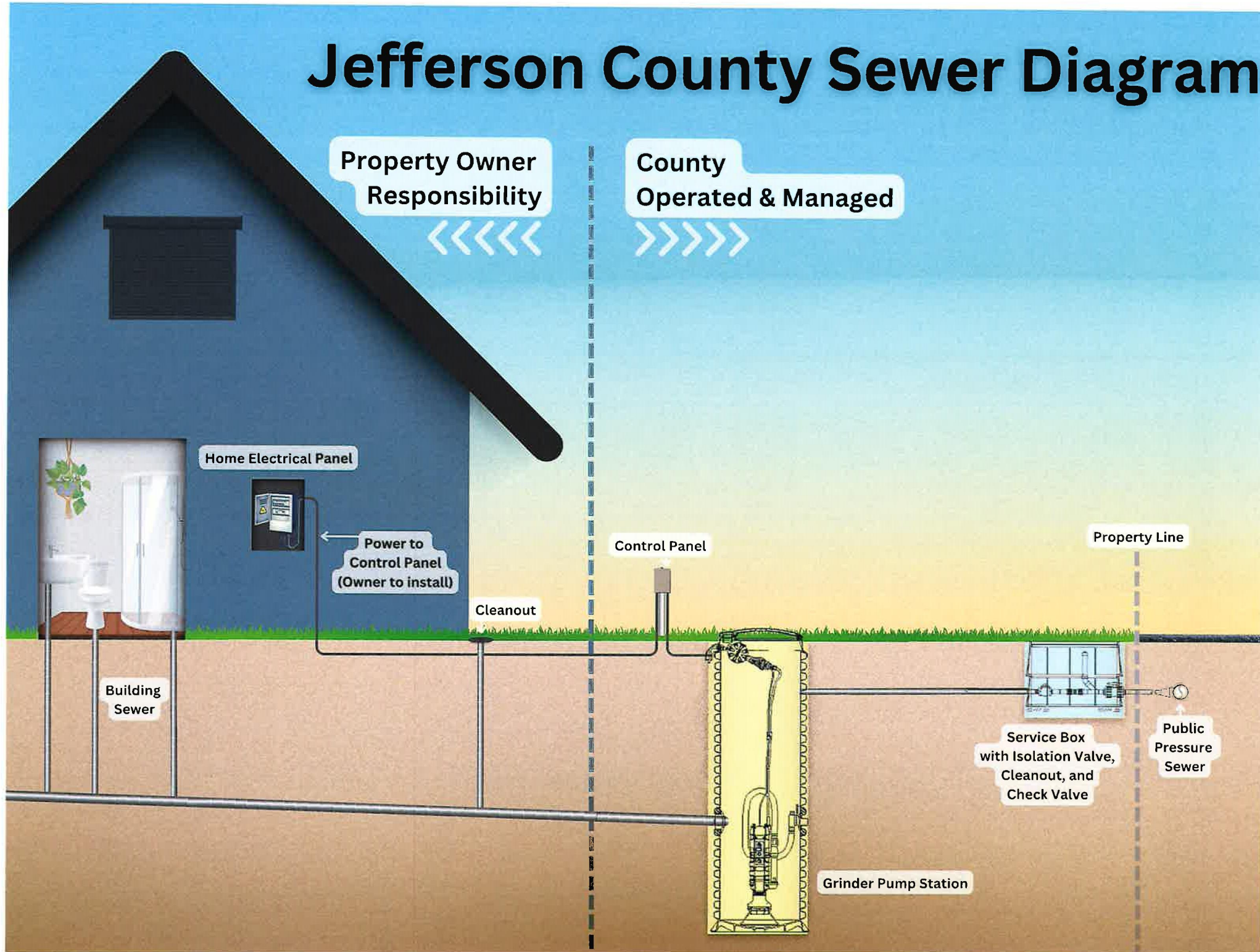
Property Line

Building
Sewer

Service Box
with Isolation Valve,
Cleanout, and
Check Valve

Public
Pressure
Sewer

Grinder Pump Station

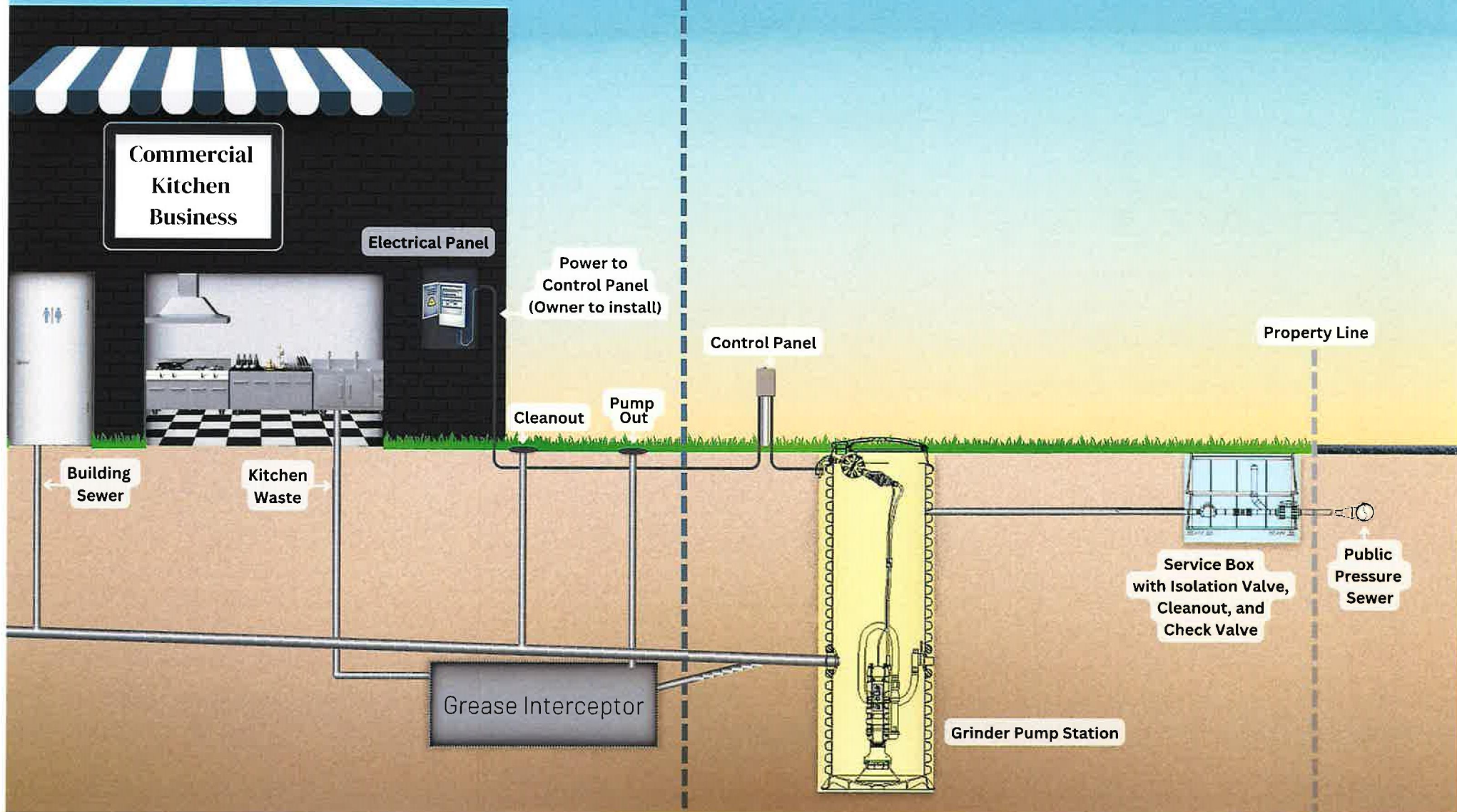


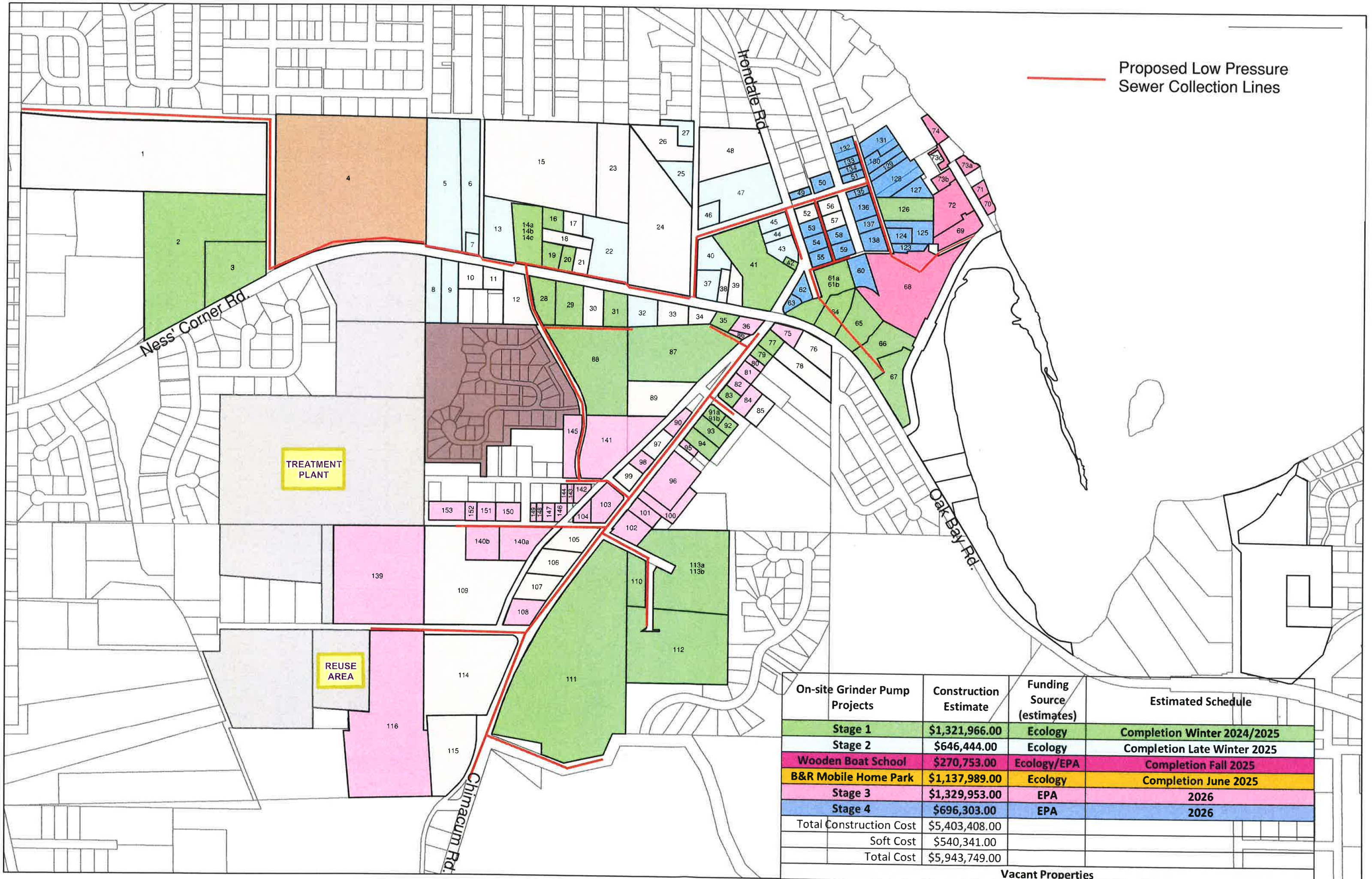
Jefferson County Sewer Diagram



**Property Owner
Responsibility**

**County
Operated & Managed**





On-site Grinder Pump Projects	Construction Estimate	Funding Source (estimates)	Estimated Schedule
Stage 1	\$1,321,966.00	Ecology	Completion Winter 2024/2025
Stage 2	\$646,444.00	Ecology	Completion Late Winter 2025
Wooden Boat School	\$270,753.00	Ecology/EPA	Completion Fall 2025
B&R Mobile Home Park	\$1,137,989.00	Ecology	Completion June 2025
Stage 3	\$1,329,953.00	EPA	2026
Stage 4	\$696,303.00	EPA	2026
Total Construction Cost	\$5,403,408.00		
Soft Cost	\$540,341.00		
Total Cost	\$5,943,749.00		

Vacant Properties