



Board of County Commissioners

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April 19, 2022

Dear :

Lewis County wishes to establish a county water bank for future domestic, commercial, and industrial uses and potentially to apply for an Ecology Water Banking Pilot Grant in support of this effort. The County seeks to engage a consultant or water rights attorney to do pre-application work and, if the County decides to apply, to take charge of the application process.

If the County successfully obtains the grant, it may engage the same consultant or attorney for additional related work, or a new competitive selection process may be required. Lewis County envisions the full scope of work set forth in Exhibit A, enclosed, although the consultant may suggest modifying or expanding this scope as prudent.

We are soliciting a proposal from you to help decide whom to hire for this work. We seek a description of your qualifications, experience, and familiarity with the proposed work; the general means by which you propose to accomplish it; and your estimate of your rate, fee, or cost proposal to do so.

The submission need not be as rigorous or lengthy as a formal RFP submission. Instead, this is an informal competitive process to decide whom to engage for the pre-application and application work. A letter of a page or two is acceptable, but you may submit more if you prefer.

Please email your submission to Eric Eisenberg (Eric.Eisenberg@lewiscountywa.gov) by May 18, 2022. He can be reached at 360-740-1241 for questions.

Thank you for your response.

Sincerely,

Lindsey R. Pollock, DVM, BOCC Chair

Sean D. Swope, Vice Chair

F. Lee Grose, Commissioner

Erik Martin
County Manager

Sean Swope
First District

Lindsey R. Pollock, DVM
Second District

F. Lee Grose
Third District

Rieva Lester
Clerk of the Board

Exhibit A: Tentative Scope of Work

1. Throughout:

- a. Liaise with county staff to develop capacity and expertise for water banking work
- b. Maintain sufficient records and fulfill grant reporting requirements

2. Pre-application work

- a. Consider potential water bank models (municipal utility versus state trust)
- b. Identify suitable water rights for acquisition in two or more basins
- c. Conduct due diligence on such rights
- d. Negotiate a contingent agreement or option to purchase at an advantageous price

3. Water Bank Pilot Grant application process

- a. Participate in a pre-application meeting with Ecology
- b. Prepare and submit application to Ecology, with reference to its guidelines (<https://apps.ecology.wa.gov/publications/documents/2111023.pdf>)
- c. Interact with Ecology during the application process

4. If successful, setting up and stocking the water bank

- a. Apply for and complete the necessary water right change process
- b. Complete the extent and validity process
- c. Dedicate one third of the water to in-stream flows and the rest to the bank
- d. Negotiate and enter into agreements with Ecology for the bank
- e. Develop operational metrics and methods for the bank

5. Preparing the County to operate the water bank

- a. Develop a county permitting or other operational system
- b. Develop county code and policies to establish such a system
- c. Establish appropriate fees to fund bank and permitting operations
- d. Create forms for public and/or internal use in operations
- e. Train staff to have sufficient capacity and expertise to operate the bank
- f. Prepare an exit report concerning future use of the water bank, including:
 - i. Potential outreach to public concerning use of the water bank
 - ii. Potential outreach to water-rights holders for further acquisitions
 - iii. Recommendations for when to make the banked water available