

LAKE FOREST PARK WATER DISTRICT

McKinnon Wellfield Community Advisory Panel Charter

1. Authority

This charter establishes the McKinnon Wellfield Community Advisory Panel (“Panel”) under the authority of the Board of Commissioners (“Board”) of Lake Forest Park Water District (“District”). The Panel will operate at the direction of the Board and under the administrative oversight of the District’s General Manager (“General Manager”). This charter shall take effect upon approval by motion of the Board.

2. Purpose

The purpose of the Panel is to provide structured, community-based input to the District regarding possible public access concepts adjacent to or around the McKinnon Wellfield while maintaining security of critical water system infrastructure and compliance with Washington State Department of Health (DOH) wellhead protection standards. The Panel will serve as an advisory body only, offering recommendations to the Board. All decisions related to District property, infrastructure, and source water protection remain the sole authority of the Board.

3. Duration

The Panel shall be established for an initial period of two (2) years from the date of Board approval. Continuation beyond this term will require Board review and reauthorization.

4. Membership

Members shall be appointed by the Board following application and General Manager review and recommendation. The Panel shall ideally consist of at least 6 members and not more than 9.

The Panel may include but is not limited to representatives from:

- Lake Forest Park Water District (staff and/or commissioner)
- City of Lake Forest Park (staff and/or council)
- Lake Forest Park Stewardship Foundation
- Stream Keepers
- Lake Forest Park Water District Advisory Committee (“AdCom”)
- Lake Forest Park residents
- District customers

Additional members may be appointed at the discretion of the Board to ensure balanced representation.

Each member shall serve a two-year term.

The Panel shall elect a chair (“Chair”) and secretary (“Secretary”) from among its members at the first meeting. The Chair shall preside over meetings and coordinate with District staff. The Secretary shall record meeting minutes, assist with report preparation, and serve as Vice Chair, acting as Chair in the Chair’s absence.

5. Meetings

The Panel shall meet quarterly or as needed at the discretion of the District’s General Manager or Chair. Meetings shall be open to the public except for portions of meetings declared otherwise by the Chair. A quorum shall consist of a majority of the seated Panel members. The Open Public Meetings Act (Ch. 42.30) does not apply to meetings of the Panel.

6. Responsibilities

1. Review District maps, sanitary control area boundaries, and relevant parcel data including covenants, easements, and land use restrictions applicable to the McKinnon Well Field.
2. Provide input on possible public access concepts outside of sanitary control areas.
3. Support public education on groundwater protection and the District’s source protection requirements.
4. Review input from Wash. St. DOH regarding proposed access concepts.
5. Prepare written recommendations or reports to the Board as requested.

7. Administrative Support

District staff will provide administrative support for meeting scheduling, documentation, and recordkeeping. The General Manager shall serve as liaison between the Panel and the Board.

8. Amendments

This charter may be amended by Board motion at any regular or special meeting of the Board.

Approved by motion of the Lake Forest Park Water District Board of Commissioners on 11/25/2025.

Commissioners:
Eli Zehner
David A. Hammond
William F. Donahue



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McKinnon Wellfield Community Advisory Panel Application Form

About the Panel:

The McKinnon Wellfield Community Advisory Panel provides community input on possible public access concepts around the Wellfield while maintaining protection of groundwater, critical water system infrastructure, and compliance with State wellhead protection standards. The Panel's role is advisory; all decisions remain with the Board of Commissioners.

Name: _____

Address: _____

Phone: _____

Email: _____

Date: ____ / ____ / ____

1. Relationship to the Lake Forest Park Water District / Community (Check all that apply)

- Lake Forest Park resident
- Lake Forest Park Water District customer
- Representative of Lake Forest Park Water District (staff or commissioner)
- Representative of City of Lake Forest Park
- Representative of Lake Forest Park Stewardship Foundation
- Representative of Streamkeepers
- Representative of Lake Forest Park Water District Advisory Committee ("AdCom")
- Other organization: _____

Role: _____

- Other connection to the McKinnon Wellfield area

Explain: _____

2. Why You're Interested in Serving (Brief statement is sufficient.)

3. Relevant Experience or Perspective (Briefly summarize any experience or perspective you would bring to the Panel.)

4. Availability

Are you able to serve a two-year term and attend quarterly meetings?

Yes No

Comments (optional): _____

5. Anything Else You'd Like Us to Know (optional)

Submission:

Email completed applications to office@lfpwd.org or deliver to the District office.