



Meeting Agenda

Utility Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Gary Franks
360.753.8164

Thursday, February 5, 2026

5:30 PM

City Hall, Room 207

PLEASE NOTE: Actual beginning and start times for a specific agenda item may vary. The times listed below are estimates only.

1.A. CALL TO ORDER (5:30 – 5:35 pm)

1.B. ROLL CALL

1.C. STAFF PRESENT

2. APPROVAL OF AGENDA (5:35 - 5:40 pm)

3. APPROVAL OF MINUTES (5:40 - 5:45 pm)

[26-0096](#) Approval of November 6, 2025 UAC Meeting Minutes

Attachments: [Draft UAC Meeting Minutes 11-06-2025](#)

4. PUBLIC COMMENT (5:45 – 6:00 PM)

Note: Fifteen-minute time limit varies depending on the number of public in attendance/speaking. Individual comments are limited to two (2) minutes or less.

During this portion of the meeting, community members may address the Advisory Committee regarding items related to City business, including items on the Agenda. In order for the Committee to comply with Public Disclosure Law for political campaigns, speakers will not be permitted to make public comments before the Committee where the speaker promotes or opposes a candidate for public office or a ballot measure.

5. ANNOUNCEMENTS FROM UAC AND STAFF (6:00 - 6:15 pm)

6. BUSINESS ITEMS

[26-0097](#) Draft 2026 - 2027 UAC Work Plan Review

Attachments: [DRAFT 2026 - 2027 UAC Work Plan 01-28-2026](#)

Gary Franks– Public Works Department (6:15 - 7:00 pm)

7. ADJOURNMENT

Upcoming

Thursday, March 5, 2026 at 5:30 pm

Business Items:

- 2025 Year-End Utility Financial Update*
- Thurston Regional Planning Council (TRPC) Water Quality Road Retrofit Study*
- Finalize 2026-2027 UAC Work Plan*

Accommodations

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. If you require accommodation for your attendance at the City Advisory Committee meeting, please contact the Advisory Committee staff liaison (contact number in the upper right corner of the agenda) at least 48 hours in advance of the meeting. For hearing impaired, please contact us by dialing the Washington State Relay Service at 7-1-1 or 1.800.833.6384.



City Hall
601 4th Avenue E.
Olympia, WA 98501
360-753-8244

Utility Advisory Committee
Approval of November 6, 2025 UAC Meeting
Minutes

Agenda Date: 2/5/2026
Agenda Item Number:
File Number:26-0096

Type: minutes **Version:** 1 **Status:** In Committee

Title

Approval of November 6, 2025 UAC Meeting Minutes



Meeting Minutes - Draft

Utility Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Gary Franks
360.753.8164

Thursday, November 6, 2025

5:30 PM

City Hall, Room 207

1.A. CALL TO ORDER

Chair Lamson called the meeting to order and read the Tribal Acknowledgment.

1.B. ROLL CALL

Present: 7 - Chair Kristin Lamson, Vice Chair Melissa Kover, Committee member Dennis Bloom, Committee member Ben Gossett, Committee member Scott Hancock, Committee member Donald Krug and Committee member Kathryn Walton-Elliott

Absent: 1 - Committee member Dani Clark

1.C. STAFF PRESENT

Interim Water Resources Director and Interim UAC Staff Liaison Gary Franks
Associate Planner Susan McCleary
Environmental Habitat Planner Kym Foley
Engineering and Planning Manager Susan Clark
Senior Stormwater Specialist Kane Osstifin
Administrative Specialist Lindsay Walker

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

[25-0926](#) Approval of October 2, 2025 UAC Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - No public comment

5. ANNOUNCEMENTS FROM UAC AND STAFF

Interim Water Resources Director provided the following updates:

The City launched the advisory committee recruitment. Applications are due Friday, December 12th at 5pm. The UAC has one vacancy.

Staff attended the October 20th Finance Committee and the November 3rd City Council Public Hearing to present the 2026 Utility budget, rates, general facilities charges and the 2026 - 2031 Capital Facilities Plan. The UAC letter of support was included in the staff report. Council had no questions or concerns. The budgets will continue to move forward for review and approval, with final approval expected mid-December.

Distributed the 2026 Water Resources Stewardship Through Art calendar. Local middle school students submitted are that is featured in the calendar.

3rd Quarter 2025 utility financials were provided via email to UAC members within their packets. No questions from UAC members.

UAC members received a scheduling poll via email for the Pioneer Recycling Facility Tour. Responses needed by Monday November 10th. Staff will follow up with the date and tour details soon. Staff will notice the tour as a potential quorum if needed.

Staff are monitoring king tides and other conditions to help minimize downtown flooding. The first set of king tides started this week. More king tide dates are expected this winter.

6. BUSINESS ITEMS

[25-0928](#) Annual Stormwater Management Program Plan Review

Associate Planner McCleary and Environmental Habitat Planner Foley provided the briefing. UAC members asked some clarifying questions and thanked staff for the briefing.

Discussion only. No action requested.

[25-0937](#) Elect UAC Officers for 2026

Committee member Hancock moved, seconded by Committee member Walton-Elliott to elect Vice Chair Kover to be UAC Chair. Committee member Walton-Elliott moved, seconded by Committee member Bloom to elect Ben Gossett to be Vice Chair. The motions carried unanimously.

7. ADJOURNMENT

Chair Lamson adjourned the meeting at 7:22 p.m.



Utility Advisory Committee

Draft 2026 - 2027 UAC Work Plan Review

Agenda Date: 2/5/2026
Agenda Item Number:
File Number:26-0097

Type: discussion **Version:** 1 **Status:** In Committee

Title

Draft 2026 - 2027 UAC Work Plan Review

Recommended Action

Review and discuss the Draft 2026-2027 UAC Work Plan

Report

Issue:

Staff is seeking UAC review and discussion of the Draft Work 2026-2027 Work Plan. Final action on the Work Plan is scheduled for the March 5, 2026 UAC meeting.

Staff Contacts:

Gary Franks, Public Works Water Resources Director, 360.753.8780

Mike Vessey, Public Works Drinking Water Utility Director, 360.753.8318

Ron Jones, Interim Public Works Waste ReSources Director, 360.753.8509

Presenter:

Gary Franks

Background and Analysis:

The 2026 - 2027 UAC work plan covers meetings held from April 2026 to March 2027. The draft work plan is collaboratively developed by utility staff and UAC members, with input from the Finance Committee, which serves as the UAC's liaison committee.

The work plan includes a combination of recurring annual tasks and utility-related briefings. Initial topics identified in the draft Work Plan include:

- Utility Rates, Budget and Fees
- Utility Financial Rate Study Review
- Capital Facilities Plan
- Municipal Stormwater Permit Reporting and Updates

The UAC typically holds eight meetings between April and March work plan cycle.

Next Steps:

Staff and UAC members will finalize the 2026-2027 work plan and recommend approval at the March 8, 2026 UAC meeting. Staff will then forward it to the Community Livability and Public Safety Council Committee and then to the City Council with adoption in late March.

Climate Analysis:

The UAC Work Plan supports discussion of utility planning and infrastructure investments that can influence long-term climate resilience, including stormwater management, capital facilities planning, and utility operations and rates. While the Work Plan itself does not result in direct climate impacts, the UAC review supports informed consideration of climate-related risks and regulatory requirements.

Equity Analysis:

The UAC Work Plan focuses on the review of utility programs, rates, and capital planning. The UAC and its Work Plan supports equitable outcomes by promoting transparency, public accountability, and consideration of impacts to all utility customers, including historically underserved communities, through informed review and discussion.

Attachment:

Draft 2026 - 2027 UAC Work Plan

City of Olympia
DRAFT 2026-2027 Utility Advisory Committee (UAC) Work Plan

NOTE: Meetings are first Thursday of the month.

Month	Request/Description	Staff	Time Needed	UAC Action
April 2026				
May 2026				
June 2026	Financial Rate Study Update	Susan Clark	45 minutes	Briefing
	LOTT - state of utility	Matt Kennelly/Justin Long	30 Minutes	Briefing
No Meetings July and August				
September 2026	Preliminary Discussion on 2026 Utility Operating Budgets, Rates, and General Facility Charges	Utility Directors	45 minutes	Briefing
	Capital Facilities Plan	Susan Clark/Mike Vessey	45 minutes	Briefing
October 2026				
	2025 Utility Operating Budgets, Capital Facility Plan, Rates, and General Facility Charges	Utility Directors	60 minutes	Review and provide feedback to Council in budget/rate letter
November 2026	Drainage Manual	James Patton/Susan Clark	30 Minutes	Briefing
	NPDES Reporting & SMAP	Susan McCleary & Kym Foley	45 minutes	Briefing
	Urban Forestry Management Plan Update	Kym Foley/Leanne Wells	20 Minutes	Briefing
	UAC Officer Elections	UAC Liaison	15 minutes	Motion to elect officers
No Meetings December and January				
February 2027				
	Initial Discussion on UAC Work Plan 2026-2027	UAC Liaison	40 minutes	Review and provide feedback to staff
March 2027	Drainage Manual Update	James Pattison/ Susan Clark	30 Minutes	UAC Recommendation
	Finalize UAC 2026-2027 Work Plan	UAC Liaison	20 minutes	Review and approve. Submit to Council's Community Livability and Public Safety Committee