

DRAFT  
Utility Advisory Committee (UAC)  
March 2013 - April 2014 Workplan

**SECTION 1. 2013 - Recommendations to City Council**

Consistent with past practice, committee recommendations are forwarded to the full Council, often as a memo authored by the Chair and approved by the committee. Unless otherwise noted, there is sufficient professional and administrative staff time to accomplish the items in Section #1 in 2013. Estimated Percent of Overall Committee Effort: 50%

Items e, f & h within this section are routine in nature and come before the UAC every year. Estimated percent of overall committee effort: 30%

UAC Staff Liaison - Liz Hoenig  
Clerical Support - Lindsay Marquez

Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>1.a. Plastic Bag Reduction Strategy ♦</b> Briefing on the current status of regional discussion on plastic bag issues. <b>Deliverable:</b> Recommendation to City Council</p>	60 minutes	Staff: Ron Jones  Staff Hrs: 5	January 2013	To be determined
<p><b>1.b. Comprehensive Plan Update *</b> Review draft Comprehensive Plan (including urban forestry goals/policies). <b>Deliverable:</b> Recommendation to City Council</p>	30 minutes	Staff: Liz Hoenig, Laura Keehan & Stacey Ray  Staff Hrs: 10	May 2013	To be determined
<p><b>1.c. Reclaimed Water Ordinance Update *</b> Review proposed changes to OMC 13.24 to close regulatory gaps, incorporate new consumption charges and engineering fees, and to achieve consistency with Water Utility regulations. <b>Deliverable:</b> Recommendation to Planning Commission and City Council</p>	60 minutes	Staff: Donna Buxton  Staff Hrs: 4	May 2013	None
<p><b>1.d. Final Wastewater Master Plan *</b> Review and provide comment on final 2013 Wastewater Management Plan <b>Deliverable:</b> Recommendation to City Council</p>	45 minutes	Staff: Steve Sperr  Staff Hrs: 10	May 2013	Yes, long term funding needs

\* Staff requested items

♦ UAC requested/supported items

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SECTION 1. CONTINUED				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>1.e. Capital Facilities Plan (CFP) Review *</b> Review City's Draft 2014-2019 Capital Facilities Plan in regards to utility capital project priorities, level of service standards, consistency with approved master plans and appropriate funding levels.</p> <p><b>Deliverable:</b> Provide comments and recommendations to the Planning Commission and City Council.</p>	90 Minutes	Staff: Clark Halvorson  Staff Hrs: 30	June 2013	Budget implications identified during development of the Capital Facilities Plan.
<p><b>1.f. Utility Budgets and Rates Review (including LOTT) *</b> Review staff recommendations for 2014 utility budgets and rates, including rate proposals for LOTT wastewater treatment services.</p> <p><b>Deliverable:</b> <u>Rates:</u> Provide a recommendation to City Council regarding the utility rates, including LOTT. <u>Budget</u> is briefing only; no recommendation to Council.</p>	90 minutes	Staff: Rich Hoey & Karla Fowler/LOTT Staff  Staff Hrs: 40	September 2013	Budget implications identified during the utility rate and budget review.
<p><b>1. g. Zero Waste Plan Update *</b> Review and refine a draft of the 2014-2019 Zero Waste Plan update.</p> <p><b>Deliverable:</b> Review and provide input with recommendation to City Council.</p>	60 minutes	Staff: Ron Jones  Staff Hrs: 10	December 2013	Plan development and strategic direction will guide funding requirements.
<p><b>1.h. UAC Workplan Development *</b> Review and finalize the 2014-2015 UAC workplan.</p> <p><b>Deliverable:</b> Recommendation and final workplan to Council's General Government Committee.</p>	60 minutes - Dec  30 minutes - Jan (includes officer elections)	Staff: Liz Hoenig  Staff Hrs: 12	December 2013 and January 2014	None

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<b>SECTION 1. CONTINUED</b>				
Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>1. i. Water System Plan (2015-2020) Preliminary Draft *</b></p> <p>Review and provide comment on draft Water System Plan, including financing options for the Reclaimed Water Program.</p> <p><b>Deliverable:</b> Review and provide input with recommendation to City Council.</p>	60 minutes	<p>Staff: Liz Hoenig</p> <p>Staff Hrs: 5</p>	February 2014	Yes, long-term funding needs

**SECTION 2. 2013 - Program Implementation and/or Input to Staff**

As programs are implemented and policies developed, staff often consults with committees for their input and perspective. This work is secondary to the primary committee purpose of policy recommendation advice to the City Council.

Unless otherwise noted, there is sufficient staff time/resource available to accomplish or advance these items.

Estimated Percent of Overall Committee Effort: 50%

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<p><b>2.a. Review Draft LOTT 2014 Capital Improvements Plan (CIP) *</b></p> <p>Review LOTT Clean Water Alliance's proposed 2014 Capital Improvement Plan</p> <p><b>Deliverable:</b> Review &amp; provide input.</p>	30 minutes	Staff: Karla Fowler/LOTT Staff	June 2013 (along with City utility CFP review)	No, but LOTT CIP planning affects City of Olympia ratepayers.
<p><b>2. b. One-side of Street Collections *</b></p> <p>Briefing on the results of the one-side road collection pilot</p> <p><b>Deliverable:</b> Guidance to staff on next steps and a potential letter of support to City Council.</p>	45 minutes	<p>Staff: Ron Jones</p> <p>Staff Hrs: 4</p>	January 2013	To be determined.

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<p><b>2. c. Zero Waste Plan Update *</b></p> <p>Update on the accomplishments of current Zero Waste Plan (2008-2013) and provide guidance on scope and strategic framework for the next Plan (2014-2019).</p> <p><b>Deliverable:</b> Review and provide input on plan scope and strategic direction.</p>	60 minutes	<p>Staff: Ron Jones</p> <p>Staff Hrs: 20</p>	February 2013	Plan scope and strategic direction will guide funding requirements.
<p><b>2.d. Rake a Drain Neighborhood Project ♦</b></p> <p>Discuss the idea of a “Drain Team”(similar to Stream Team) within neighborhood associations that would have a UAC member liaison form a team to ensure the drains are cleared of leaves and storm debris.</p> <p><b>Deliverable:</b> Review and provide input.</p>	45 minutes	<p>Staff: Patricia Pyle &amp; Gary Franks</p> <p>Staff Hrs: 10</p> <p>UAC Hrs: 3+ per member if volunteering for this project.</p>	February 2013	To be determined.
<p><b>2. e. NPDES Annual Report *</b></p> <p>Annual review of the City’s Phase II National Pollutant Discharge Elimination System (NPDES) Annual Report. This is part of the required public process review.</p> <p><b>Deliverable:</b> Review and provide input.</p>	30 minutes	<p>Staff: Laura Keehan</p> <p>Staff Hrs: 4</p>	March 2013	None
<p><b>2. f. Storm &amp; Surface Water Utility (SSWU) Capital Planning *</b></p> <p>Staff will present and facilitate a discussion about funding within the SSWU for capital projects and a prioritization method for how decisions are made regarding capital investments. This approach will balance the three core responsibilities of the SSWU (reduce flooding, improve water quality, and restore/protect aquatic habitat).</p> <p><b>Deliverable:</b> Review and provide input</p>	60 minutes	<p>Staff: Andy Haub</p> <p>Staff Hrs: 40</p>	March 2013	No

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<p><b>2. g. Land Acquisition Updates ♦</b> Staff briefed the UAC in Dec 2012 on the topic of land acquisition strategies for the Drinking Water and SSWU. This is a follow-up from staff for each utility.</p> <p><b>Deliverable:</b> Review and provide input</p>	30 minutes	Staff: Donna Buxton & Joe Roush  Staff Hrs: 12	March 2013	To be determined
<p><b>2. h. Draft Wastewater Master Plan (includes review of volume-based billing) ♦*</b> Review and provide comments on substantive elements of the Wastewater Management Plan, such as sewer service extensions, capital projects, onsite sewage system conversions and the financial aspects of the Plan.</p> <p><b>Deliverable:</b> Review and provide input.</p>	60 minutes	Staff: Steve Sperr  Staff Hrs: 10	April 2013	Yes, long-term funding needs will be addressed.
<p><b>2. i. Water System Plan (2015-2020) Scope and Outreach *</b> Review and comment on scope of 2015-2020 Water System Plan update.</p> <p><b>Deliverable:</b> Review and provide input on the scope of work and outreach strategy.</p>	45 minutes	Staff: Liz Hoenig  Staff Hrs: 5	April 2013	Yes, long-term funding needs will be addressed.
<p><b>2. j. LOTT Volume-Based Billing Evaluation ♦</b> The LOTT Cleanwater Alliance will conduct an evaluation of volume-based billing for regional wastewater treatment services and present options to the Board of Directors.</p> <p><b>Deliverable:</b> Review and provide input with recommendation to City Council.</p>	60 minutes	Staff: Karla Fowler & LOTT Staff  Staff Hrs: 10	September 2013	To be determined

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Title/Description	Committee Commitment	Staff Commitment	Month Scheduled	Budget Implications
<p><b>2. k. Urban Forestry Update from Parks &amp; Recreation Advisory Committee (PRAC/ UAC Joint Mtg) ♦</b></p> <p>Report from the PRAC Urban Forestry subcommittee on their work to date.</p> <p><b>Deliverable:</b> Briefing and discussion</p>	60 minutes	PRAC/UAC Members	October 2013	To be determined
<p><b>2. l. Annual Review of UAC Ordinance *</b></p> <p>Review Olympia Municipal Code, Chapter 2.100.420 which pertains to the UAC.</p> <p><b>Deliverable:</b> Review and provide input</p>	30 minutes	Staff: Liz Hoenig  Staff Hrs: 2	October 2013	None
<p><b>2. m. Stormwater Drainage Manual ♦</b></p> <p>Briefing on the City's Drainage Manual and discuss the process and regulations for modeling runoff for new developments, including tree tracts.</p> <p><b>Deliverable:</b> Briefing/Information only.</p>	60 minutes	Staff: Eric Christensen/Andy Haub  Staff Hrs: 10	November 2013	To be determined
<p><b>2.n. LOTT Draft Water Conservation Coordination Plan *</b></p> <p>This plan guides LOTT partnership activities, priorities and funding for indoor water conservation. This is an update from a plan developed for 2007-2012.</p> <p><b>Deliverable:</b> Review and provide input</p>	60 minutes	Staff: Erin Conine  Staff Hrs: 5	November 2013	Plan development will guide funding strategies through our LOTT Cleanwater Alliance.
<p><b>2. o. Utility Performance Management: Water and Waste ReSources ♦</b></p> <p>Presentation of the performance management tools used by the Water and Waste ReSources Utilities.</p> <p><b>Deliverable:</b> Briefing on current efforts and possible improvements.</p>	60 minutes	Staff: Clark Halvorson & Dan Daniels  Staff Hrs: 10	January 2014	To be determined

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<p><b>2.p. LOTT Groundwater Recharge Scientific Study Update</b></p> <p>Presentation on our regional efforts to investigate the potential environmental impacts from infiltrating Class A reclaimed water as part of the wastewater treatment process.</p> <p><b>Deliverable:</b> Informational briefing.</p>	45 minutes	<p>Staff: Donna Buxton</p> <p>Staff Hrs: 10</p>	February 2014	None
<p><b>2.q. Utility Performance Management: Storm and Surface Water and Wastewater ♦</b></p> <p>Presentation of the performance management tools used by the Storm and Surface Water and Wastewater Utilities.</p> <p><b>Deliverable:</b> Briefing on current efforts and possible improvements.</p>	60 minutes	<p>Staff: Clark Halvorson</p> <p>Staff Hrs: 10</p>	March 2014	To be determined
<p><b>2. r. Utility Information Technology Update/Billing Software Changes ♦</b></p> <p>Briefing on the upgrade of the billing software and currently planned improvements.</p> <p><b>Deliverable:</b> Review and provide input.</p>	60 minutes	<p>Staff: Liz Hoenig, Bill Sampson &amp; Shawn Ward</p> <p>Staff Hrs: 10</p>	March 2014	To be determined

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