



Meeting Minutes - Draft

Utility Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Andy Haub
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Thursday, December 1, 2016

5:40 PM

City Hall, Room 207

1. Call to Order

Chair Thad Curtz called the meeting to order.

1.A Roll Call

Present: 8 - Chair Thad Curtz, Vice Chair Michelle Barnett, Committee member Dever Kuni, Committee member Roger Wilson, Committee member Austin Hildreth, Committee member Steve Fossum, Committee member Jeremy Twitchell and Committee member Chase Gallagher

Absent: 1 - Committee member Arland Schneider

2. Approval of Agenda

The agenda was approved.

3. Approval of Minutes

[16-1283](#) Approval of October 6, 2016 UAC Meeting Minutes

The minutes were approved as amended.

4. Public Comment - No public comment

5. Announcements from UAC and Staff

No announcements from UAC members.

Andy Haub, Water Resources Director and UAC Liaison, presented the following announcements:

- Andy noted the memo from Stacey Ray (Community Planning & Development) in the UAC's December packet that updates the UAC on the City's Action Plan process.
- Reminded the UAC of upcoming high tides on December 17 and 18, 2016.
- The overall 2017 City utility rate went down one-tenth of a percent. The rates are continuing to move forward through the City Council approval process.
- LOTT is taking potential steps to reduce the connection fee for citizens converting from septic to sewer.
- Reminded UAC members there will be no UAC meeting in January, 2017.

- Chair Curtz will sign a letter with the UAC's recommendations and support for staff's proposed amendments to wastewater regulations (discussed at the October 2016 UAC meeting). The regulations relate to septic to sewer conversion, ownership and maintenance of side sewers and S.T.E.P permitting. The letter will accompany an upcoming staff report to amend the wastewater-related Olympia Municipal Code and the City's Engineering Design and Development Standards.

6. Business Items

[16-1284](#) Private Utilities in City Rights Of Way

Steve Sperr, Assistant City Engineer, provided information to the UAC on private utilities that are permitted within the City's right-of-way and easements. This business item was a briefing only; no action required of the UAC.

The Olympia Comprehensive Plan is the overall guidance document regarding private utilities. The types of private underground utilities are telecommunications, fiber optic, cable, natural gas and electric. Steve explained to the UAC the City's private utility master use permits and the franchise agreements. He also explained how the private utility companies must follow many different regulations at the City, State and Federal level. The City regulates the private utilities through the Olympia Municipal Code, the Engineering Design and Development Standards (EDDS) which also ties into the permitting process.

The City is beginning to re-negotiate with Puget Sound Energy (PSE) on their franchise agreement.

The UAC thanked Steve for the briefing.

The report was received.

[16-1285](#) UAC 2017-2018 Workplan and Officer Elections

Andy facilitated a discussion on the development of the UAC's 2017-2018 workplan. He noted that this item does not need to be finalized at the meeting tonight. Staff will return to the UAC at the February 2017 meeting with a revised workplan based on UAC's feedback tonight. The UAC will also need to elect officers during the February meeting.

The UAC provided the following feedback and suggestions for the 2017-2018 workplan:

- Briefing on the LOTT cost of service study and the possibility for tiered LOTT rates and a general rate review of LOTT.
- Update from staff on the number of S.T.E.Ps that are permitted once the new regulation is adopted.
- How to engage our community in City planning and outreach efforts.

Items that City staff and Council are requesting the UAC review within their next workplan:

- Funding a Downtown public toilet (Council request)
- Climate change and energy planning (Council request)
- Sea Level Rise
- Storm and Surface Water Plan Update
- Wastewater Master Plan Update
- Commercial recycling program and rates
- City Council would like the UAC to review again the topic of converting to monthly utility billing. Staff will bring this item to the UAC during the current workplanning period in either February or March to review and provide a recommendation to Council.

The draft workplan was discussed and received. The Utility Advisory Committee will postpone action on this item until the UAC meeting on February 2, 2017.

[16-1290](#) Utility Finances - Public Involvement

Andy Haub presented information to the UAC on utility related public involvement and education/outreach. This item was a briefing only; no action required of the UAC.

Andy gave an overview of the City's current involvement and outreach as it relates to the utilities. Dan Daniels and Ron Jones with Waste ReSources were also in attendance to provide information on their programs. Ron specifically noted that Waste ReSources is considering a new smartphone app for garbage and recycling information. Ron will send the UAC members an email with a link to information on the apps being considered.

The UAC and staff discussed ideas for how to enhance community involvement, such as staff attending meetings of local group such as Kiwanas or Rotary. Another idea was the use of list serves and other electronic community forums.

The UAC thanked staff for the briefing.

The information was received.

7. Adjourn

Chair Curtz adjourned the meeting at 7:40 pm.