



Meeting Minutes - Draft

Utility Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Andy Haub
360.753.8475

Thursday, April 7, 2016

5:40 PM

City Hall, Room 207

1. Call to Order

The meeting was called to order by Chair Thad Curtz at 5:39 p.m.

2. Roll Call

Present: 4 - Chair Thad Curtz, Committee member Michelle Barnett, Committee member Dever Kuni, and Committee member Roger Wilson

3. Approval of Agenda

The agenda was approved.

4. Approval of Minutes

[16-0417](#) Approval of March 3, 2016 UAC Meeting Minutes

The minutes were approved as amended.

5. Public Comment - No public comment

6. Announcements from UAC and Staff

Lindsay Marquez, Water Resources Program Assistant, attended the UAC meeting on Andy Haub's behalf and provided the following updates:

The General Government committee held interviews and made recommendations for advisory council appointments. They are recommending the following citizens for appointments to the UAC with Council approval at the April 12th Council meeting:

- Chase Gallagher
- Austin Hildreth
- Arland Schneider (in attendance at tonight's meeting)
- Jeremy Twitchell

Diane Utter with Public Works will provide a briefing to the LOTT Technical Subcommittee on April 12th regarding the City's implementation of volume-based wastewater rates. Later that evening, Andy Haub will present to the Olympia City Council regarding the regional septic conversion strategy.

Laura Keehan continues in the process of the Low Impact Development code

revisions update. Laura will attend the Council Land Use and Environment Committee (LUEC) on April 21st. During the same meeting, Laura will also brief the LUEC on the City's update to the Storm and Surface Water Plan.

The City's 2015 Water Conservation Annual Report and the 2016 Annual Water Quality Report are available. Lindsay will send the reports to the UAC members via email.

Meliss Maxfield, Drinking Water Quality and Planning Manager provided a follow up memo in the UAC's April meeting packet. The memo provided more details in regards to the March discussion on the software analytics for the automated drinking water meters. The UAC did not have any discussion or questions regarding the memo. It was noted that the City has not moved forward with purchasing the software analytics yet.

Several UAC members had questions about the March business item regarding a possible conversion to monthly utility bills rather than bi-monthly. The UAC requested the following information:

1. What is the estimated cost of annual unpaid bills? How does this compare to the cost of switching to monthly bill (\$300K per year plus ongoing staff time). Is there something the City can do to work with the customers instead of switching?
2. Is there a different shut off rate/failure to pay rate with the other Cities (Lacey and Tumwater) that have monthly billing?
3. What's the number and percentage of services that are shutoffs?
4. What is the amount of the average shut off bill vs. the amount of an average/normal paid bill? Are the "offenders" usually low, average or high water users?

The UAC decided to hold elections for a Vice Chair at the May meeting once the new UAC members are present and they have a full committee.

7. **Business Items**

[16-0421](#) Critical Areas Ordinance Update

Linda Bently, Senior Planner with Community Planning and Development, presented information to the UAC on the update to the City's Critical Areas Ordinance (CAO). This item was a briefing; no action required of the UAC.

The CAO is found in Olympia Municipal Code (OMC) 18.32 and are the regulations on development that protects critical areas. The current CAO addresss five types of environmentally sensitive areas:

- Drinking water (wellhead) protection areas
- Important habitats and species
- Streams and important riparian areas
- Wetlands and small lakes

- Landslide hazard areas

The Growth Management Act (GMA) requires that cities review their CAO every eight years to be consistent with GMA guidelines. With an extension adopted by the state legislature, the next review and update deadline for Olympia is June 30, 2016.

The UAC thanked Linda for the briefing them on the update to the City's CAO.

The information was received.

[16-0419](#)

Aquatic Habitat Stewardship - Future Program

Joe Roush, Environmental Services Supervisor and Jesse Barham, Associate Planner, both with Public Works Water Resources, presented information to the UAC on the City's aquatic habitat and stewardship pilot program. Staff is asking for UAC support to continue the program as a regularly funded program.

In 2013, with UAC support, staff completed an in-depth evaluation of aquatic habitat within the City. This evaluation identified and prioritized habitat needs and recommended various approaches for protecting and improving habitat. Staff presented the resultant Habitat and Stewardship Strategy to the UAC in January 2014 and to City Council in May 2014.

Subsequently, staff launched a two-year pilot project in October 2014 to implement key elements of the strategy. This includes habitat planning on both public and private lands, implementation of a variety of restoration and enhancement projects, developing partnerships with community groups and neighborhoods, and participating in or leading a number of habitat related planning efforts.

Continuing this program beyond the pilot project will require stable funding. The costs associated with the pilot program are \$325,000 annually. Ongoing funding of \$125,000 is already available in the six year Capital Facility Plan. Therefore, continuing the program would require \$200,000 annually within the 2017 budget.

The UAC made a motion to support the aquatic habitat and stewardship program and to ask staff to present ways to fund the program during the UAC's budget and rate review in Fall 2016. The motion was seconded and passed unanimously.

Joe and Jesse thanked the UAC for their support of the program.

The recommendation was recommended for approval subject to review during the 2017 budget and rate process.

8. Adjournment

Chair Curtz adjourned the meeting at 7:52 p.m.