



Meeting Minutes - Draft

Utility Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Eric Christensen
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Thursday, February 6, 2020

5:40 PM

City Hall, Room 207

1. CALL TO ORDER

Chair Buffo called the meeting to order.

1.A ROLL CALL

Staff Present:

Eric Christensen, Water Resources Director and UAC Staff Liaison

Gary Franks, Waste ReSources Director

Joe Roush, Environmental Services Supervisor

Present: 8 - Chair Mike Buffo, Vice Chair Luke Bowerman, Committee member Dennis Bloom, Committee member Dever Haffner-Ratliffe, Committee member Arland Schneider, Committee member Cullen Stephenson, Committee member Eleanor (Pat) Vernon and Committee member Roger Wilson

Absent: 1 - Committee member Steve Fossum

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

[20-0103](#) Approval of December 5, 2019 Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - No public in attendance

5. ANNOUNCEMENTS FROM UAC AND STAFF

Mr. Christensen provided the following updates:

- Staff added text regarding the municipal utility tax to the City's utility bill and to the January/February, rates edition of the *Five Things*.
- Distributed the final water meter shut off notice tags. The tags inform customers of a \$40 penalty if they turn the water back on.

- Staff will present the draft Wastewater Management Plan in March for a public hearing and adoption by City Council.
- The UAC's liaison is the Finance Committee which consists of Mayor Selby and Councilmembers Cooper and Parshley.
- Staff estimates that it will cost \$28,000 per year to mail the *Five Things* publication to renters/multi-family tenants in Olympia. The City Council budgeted \$5,000 in 2020 and the utilities will pay the remaining costs. Mr. Christensen noted that the utilities can absorb the cost, but it's essentially \$1 per utility customer per year to send the mailing to renters/multi-family customers. The UAC also discussed if City staff should create a different *Five Things* that has tailored messages for multi-family/renters. UAC members provided feedback that staff should not create a separate document. They would like staff to create content in the Five Things that is relevant for every type of customer (homeowners, renters and multifamily).
- In January, Chair Buffo and Vice Chair Bowerman reviewed and ranked four applications for prospective UAC members. The UAC has three vacancies. The General Government Committee will interview all four applicants on February 18th. The City Council will appoint new members in March.
- Mr. Christensen will not be able to attend the April UAC meeting. Another member of the Water Resources team will cover the meeting. The April meeting will include new UAC members, so the City Executive Office will require members to watch the Open Public Meetings Action (OPMA) video.
- The City has a 9.9 percent water loss, with the three year average still under the 10 percent as required by the Washington State, Department of Health, Office of Drinking Water.

Mr. Franks provided the following announcements:

- The Solid Waste Advisory Committee (SWAC) is re-writing the solid waste master plan. Staff from the City of Olympia will be highly engaged in this process.
- Glass recycling drop off locations is successful. City staff have received 94 phone calls and 77 emails regarding the changes to recycling. The City plans to do more education on recycling plastics.

6. BUSINESS ITEMS

[20-0114](#) Storm and Surface Water Utility: Program Implementation

Mr. Roush presented the information. The UAC thanked him for the briefing.

Information only. No action requested.

[20-0116](#) Utility Advisory Committee Work Plan and Officer Elections

Finalize and approve the UAC draft work plan for 2020-2021 and elect officers.

2020-2021 Workplan

Mr. Christensen reviewed the draft 2020-2021 UAC work plan with UAC members.

UAC members asked if one of the business items on the April 2020 UAC agenda could be moved to March 2020 (either Thurston Climate Action Plan or Utility Customer Assistance Program). Mr. Christensen will follow up with staff to discuss moving one of those items.

With the request mentioned above, Committee member Cullen Stephenson moved, seconded by Committee member Bloom, to approve the draft 2019-2020 UAC work plan. Motion carried by unanimous vote.

Office Elections

Committee member Haffner-Ratliffe nominated Mike Buffo for Chair. The UAC voted unanimously to retain Mr. Buffo as Chair.

Committee member Vernon nominated Committee member Stephenson for Vice Chair. The UAC voted unanimously to elect Mr. Stephenson as Vice Chair.

7. ADJOURNMENT

Chair Buffo adjourned the meeting.