



## Meeting Minutes - Draft

### Utility Advisory Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Contact: Eric Christensen  
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**Thursday, September 3, 2020**

**5:30 PM**

**Online via Zoom**

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#### **1. A. CALL TO ORDER**

Chair Buffo called the meeting to order.

#### **1.B. ROLL CALL**

**Present:** 9 - Chair Mike Buffo, Vice Chair Cullen Stephenson, Committee member Dennis Bloom, Committee member Michael Bradley, Committee member Donald Krug, Committee member Kristin Lamson, Committee member Arland Schneider, Committee member Eleanor (Pat) Vernon and Committee member Roger Wilson

#### **1.C. STAFF PRESENT**

City Staff:

Water Resources Director/UAC Staff Liaison Eric Christensen

Waste ReSources Director Gary Franks

Lindsay Marquez, Water Resources Program Assistant

LOTT Staff:

Matt Kennelly, Engineering Project Manager

Justin Long, Finance Director

Lisa Dennis-Perez, Director of Environmental Planning & Communications

#### **2. APPROVAL OF AGENDA**

**The agenda was approved.**

#### **3. APPROVAL OF MINUTES**

[20-0678](#) Approval of August 6, 2020 UAC Meeting Minutes

**The minutes were approved.**

#### **4. PUBLIC COMMENT - No public comment**

#### **5. ANNOUNCEMENTS FROM UAC AND STAFF**

Mr. Christensen provided the following updates:

Public Works operations crews continue to work at 100% capacity during the COVID-19 emergency. Office staff are teleworking from home.

Utility customer delinquencies are stable but still amount to approximately \$620,000. If necessary, the City plans to cash reserves to cover the shortfall.

Drinking Water revenues are down, but still exceed expenditures.

Staff are applying for grant funding to install seismic valves on the 36" diameter water transmission main that connects the McAllister Wellfield to the water distribution system.

Staff will bring the draft agreement with the Community Action Council (CAC) for administration of a charitable utility fund to the Council Finance Committee on September 16th. This item was discussed and approved at the UAC's June 2020 meeting. The UAC provided a letter of recommendation for creation of the charitable fund.

## 6. BUSINESS ITEMS

[20-0675](#) LOTT Clean Water Alliance: Financial Planning Overview

Mr. Kennelly, provided the briefing to the UAC. The committee members did not have any follow up questions. The UAC thanked LOTT staff for the briefing.

**Briefing only; no action**

[20-0676](#) 2021 Preliminary Utility Rates and Operating Budgets

Mr. Christensen and Mr. Franks provided the briefing on the preliminary utility rates and budget for 2021. UAC members and staff discussed and answered the UAC member's questions. The UAC thanked staff for the briefing.

**Briefing only; no action required. The UAC will draft a recommendation letter to the City Council after staff's final briefing October 1, 2020 UAC meeting.**

## 7. ADJOURN

Chair Buffo adjourned the meeting at 7:59 p.m.