CITY OF
BAINBRIDGE ISLAND

Utility Advisory Committee
Regular Meeting
Wednesday, January 10, 2018
5:00 PM – 7:00 PM
City Hall
Council Conference Room
280 Madison Avenue North
Bainbridge Island, WA 98110

AGENDA

1. **CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE**
   5:00 PM

   CO- CHAIR: Andy Maron
   CO- CHAIR: Jeff Kanter

   MEMBERS: Steve Johnson, Ted Jones, Nancy Nolan, Emily Sato, Jim Thrash

   LIAISON: Rasham Nassar

2. **ACCEPTANCE OF MEETING NOTES** – November 29, 2017 and December 12, 2017

3. **WELCOME COUNCIL LIAISON RASHAM NASSAR** – 5 min.

4. **PUBLIC COMMENT** – 5 min.

5. **REPORT ON OLD BI WATER COORDINATING COMMITTEE** – 10 min.

6. **2017 ANNUAL REPORT AND PROPOSED 2018 WORKPLAN** – 100 min.

7. **COMMENTS FOR THE GOOD OF THE ORDER**

8. **ADJOURNMENT**
   7:00 PM

For special accommodations, please contact Roz Lassoff
206-780-8624 or at rlassoff@bainbridgewa.gov

CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
SPECIAL MEETING
WEDNESDAY, NOVEMBER 29, 2017
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

1. Call to Order/ Roll Call / Accept or Modify Agenda/ Conflict of Interest Disclosure:
Present:

Co-chairs:	Andy Maron and Jeff Kanter
Members:	Emily Sato, Ted Jones, Jim Thrash, Steve Johnson, Nancy Nolan
Council Rep:	Roger Townsend
Staff Rep:	Barry Loveless

2. Acceptance of Minutes: Minor edits were made to the 8 November draft minutes. Both 25 October and 8 November minutes unanimously approved. Roger agreed to send out both final sets by email and as attachments to the calendar invitation to the next meeting.

3. Public Comment: There was no public comment.

4. Fire Code Discussion:

Jeff led the discussion and the original objective was to reconcile two separate draft recommendations, but the discussion went in several directions. We discussed the various authority and approvers for new subdivisions first.

Luke Carpenter had approved the Torvanger development, but it seemed that he had for some reason approved the fire flow rate requirement (500 gpm) that is appropriate for houses on one acre or larger lots when we all thought these were half acre properties. We eventually realized its 10 parcels on 10 acres, so the approval was consistent with the City Code.

Inside Winslow, the standard is 8" pipe, but that was conceived for the Winslow density and is not necessarily applicable in the non-urban areas.

The process for approving new fire flow for new development outside of the City service area remains murky. DOH approves all the systems and mods that PUD makes, but they are looking at health not fire flow. Planning also review line size and material, but not for fire flow.

Conclusions:

1. Jeff and Jim are going to continue to investigate this further, and report back to the full committee.

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2. We still favor a water system coordinating committee. It would benefit two issues on the UAC plate; how to help small systems consolidate economically and ensure good sufficient fire flow island wide.
3. It should include the 20 Class A systems and UAC should have representatives on it. KPUD has already said they'd participate.
4. Initial recommendation on meeting frequency would be quarterly. It would be a standing committee that advises the city but also encourage a lot of cooperation between private entities.

Action:

1. Andy will bring us the charter from a similar committee from 20 years ago.
2. Nancy will talk to Ward Frost (of ?)

4b. This was an added agenda item. What will be the UAC's role in the Sewer Rate Study now that it has been approved by Council? Barry hopes to issue the Request for Proposals in January. He hopes to be interviewing contractors in March or April. Barry was willing to share the Scope of Work that staff develops with the UAC. He is open to a UAC member being on the interview team. Since an A/E is not required for this work, price may be a factor in the selection process. Barry said the draft consultant study would be presented to the UAC before Council. This might take several meetings. All this is intended to get the most out of the nominal $100k budget.

5. Wrap Up

Next meetings:

- 13 December at 5PM
- 27 December CANCELED
- 10 January 5PM

Roger noted we will need a new council liaison since his term is ending.

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CITY OF
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UTILITY ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, DECEMBER 13, 2017
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

Present: Andy Maron (co-chair), Jeff Kanter (co-chair), Ted Jones, Emily Sato, Nancy Nolan, Jim Thrash

Absent: Steve Johnson

1. The meeting was called to order by Co-Chair Kanter at 5:00 pm.

2. Minutes of the 11/8/17 and 11/29/17 meetings were approved.

3. Public Comment: Will Denam from the Ferncliff/Yaquina neighborhood attended. He advised that he had purchased a lot in that area and was investigating how to obtain water for the property, including possible extension of water service from the city.

4. Water/Sewer Rate Structure Study: Barry distributed a draft scope of services for a consultant to perform a rate structure study of the water and sewer utilities. The committee discussed the document and the upcoming process, and made suggestions.

5. Fire Code Impact on Water Systems: For some time now, the subcommittee of Jeff and Jim have been investigating the impact of the city's fire code on improvements to water systems. They met again with the Fire Marshall, and determined that his interpretation of the current code is that a water system must provide 500 GPM (gallons per minute) for a residence up to 5000 square feet in size. If a residence is greater than 5000 sq. ft. or has more than two units, then sprinklers must be installed. The Fire Marshall, Jeff, and Jim believe that the current code should be revised to more clearly reflect those standards. The Fire Code is due for a complete revision in 2018-19, so they suggest any change in language occur at that time. Jeff and Jim intend to summarize their work in a memo for future approval by the UAC.

6. 2017 Report and 2018 Work Plan. Andy had prepared a draft memorandum summarizing the activities of the UAC during 2017 and a proposed Work Plan for 2018. The committee members discussed future 2018 activities, and the memo will be revised for review at the next meeting.

7. Meeting adjourned: 6:50 pm.

Andy Maron/Jeff Kanter, Co-Chair 01/10/18

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MEMORANDUM

TO: CITY COUNCIL

FROM: UTILITY ADVISORY COMMITTEE

DATE: JANUARY 10, 2018

SUBJECT: REPORT ON 2017 ACTIVITIES AND PROPOSAL OF 2018 WORK PLAN

This memo summarizes the activities of the Utility Advisory Committee during 2017, and proposes topics for focus during 2018.

The City Council asked the UAC to focus its efforts on the following topics during 2017. Below is a report on each:

1. Sewer System. The council suggested the UAC conduct a heightened review of a utility each year, starting with the sewer system. The UAC agreed with the concept of "heightened review," but did not initiate that process in 2017. That is because the UAC devoted a substantial amount of time in 2015-16 to the sewer system as part of the development of the long-overdue Sewer System Plan. Thus, a "heightened review" had just been completed.

2. SSWM Operating Expense Study. The UAC developed a recommendation regarding an operating expense study of the SSWM utility, which was submitted on July 12, 2017. Please see the attached memo.

3. Water/Sewer Rate Structure. The UAC developed a recommendation regarding the need for a scope of work for a study of the rate structure for these utilities, which was submitted on September 13, 2017. Please see the attached memo.

4. Water Systems. The UAC commenced a study of processes to facilitate consolidation of small water systems. This study is reaching its conclusion, and a report is planned for submission in 2018.

5. Impact of Fire Code. The UAC commenced a study of possible differential fire code requirements for urban and rural water systems. This study is reaching its conclusion, and a report is planned for submission in early 2018.

During 2018, the UAC will be focusing on the following topics:

a. Water Systems. Completing item #4 above.

b. Impact of Fire Code. Completing item #5 above.

c. Water/Sewer Rate Structure. A consultant will be conducting a rate structure study of the water and sewer utilities. It will be reviewed by the UAC before submission to the city council.

d. Sewer System Review. The UAC will consider conducting a "heightened review" of the sewer system, which has been described as a review of "performance, reliability, and cost of service."

e. 2019-20 Budget. It is expected that the staff will consult the UAC during the preparation of its proposed budget for the utilities for 2019-20.

f. Lower Lovell Basin Sewer Study. It is expected that the staff will consult with the UAC during its study of the Lower Lovell Basin portion of the Winslow sewer system.

If the City Council has any additional items it would like the UAC to examine during 2018, please advise.

Also, the UAC recommends that the staff schedule a tour of the city's sewer and water facilities for councilmembers and UAC members who have not visited them. Seeing the physical infrastructure of the utilities provides essential background for future policy advice and decisions.

Approved by UAC on January ___, 2018.

Co-Chairs: J. Kanter, A. Maron
Members: S. Johnson, T. Jones, N. Nolan, E. Sato, J. Thrash