
THE UTILITY ADVISORY COMMITTEE WILL HOLD THIS MEETING USING
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AGENDA

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE
5:30 PM
2. APPROVE SEPTEMBER 23, OCTOBER 28, AND NOVEMBER 19, 2020 MINUTES – 5 MIN.
3. WASTEWATER TREATMENT PLANT PRE-TREATMENT STUDY UPDATE – 30 MIN.
4. WINSLOW WATER SYSTEM FIRE FLOW UPDATE – 30 MIN.
5. PUBLIC WORKS UPDATE – 10 MIN.
 - A. LOVELL BEACH MAINS PROJECT UPDATE
 - B. WATER RESOURCE INVENTORY AREA (WRIA) NEXT STEPS
6. REPORT FOLLOWING COUNCIL PRESENTATION ON SMALL WATER SYSTEMS – 10 MIN.
7. NEXT MEETING AGENDA PLANNING – 5 MIN.
8. ADJOURNMENT
7:00 PM

**UTILITY ADVISORY COMMITTEE
SPECIAL MEETING
WEDNESDAY, SEPTEMBER 23, 2020
ZOOM MEETING**

MINUTES

Committee Members Present: Ted Jones, Andy Maron, Charles Averill, Nancy Nolan, Emily Sato, and Sheina Hughes

Others Present: Chris Wierzbicki (COBI Public Works Director), and Rasham Nassar (council liaison)

Members Absent: Martin Pastucha

CALLED TO ORDER

The meeting was called to order at 5:00 PM and the agenda was modified to add topic to Public Works update item E) Cell Phone Franchise. The Chair asked for any conflict of interest disclosures and none were disclosed.

MINUTES

The minutes for the September 2, 2020 meetings were approved.

UAC MEMBER CHANGES

Emily Sato was thanked by the City and Committee for her service on the UAC. A Certificate of Appreciation was presented.

New appointments to the committee have been appointed by City Council for the following positions:

- Andy Maron, Position 1 - Co-Chair Term Expires: June 2023
- Susan Hume, Position 2 - Term Expires: June 2023

PUBLIC WORKS UPDATE

A) CIP

Council briefed on CIP Budget on Finance Page on Website

B) 2021-22 BUDGET

Discussion on budget process. One of the items highlighted a proposed new project manager position in department that is proposed to be utility funded.

C) OTHER

D) COMCAST FRANCHISE RENEWAL

Deputy City Attorney taking the lead. Survey on website. There will be an upcoming Council session. The Public outreach component will be completed prior to year-end.

E) CELL PHONE FRANCHISE

Ted asked to talk on this topic. He highlighted the City, Bainbridge Island Fire Department (BIFD) and Kitsap 9-1-1 have held discussions with AT&T and FirstNet for roughly two years to identify options to improve coverage and emergency response. The discussion suggested that there is a need for a holistic solution. All providers lack overall coverage. There should be the opportunity to liaison with all providers. There may be some opportunity with 5G which will have more equipment needs.

CCAC-UAC JOINT SUBCOMMITTEE UPDATE

Ted update on joint meeting and the memo prepared by Mike Cox, CCAC Co-Chair, that will be on the future Council Agenda packet. The UAC will bring the perspective of UAC to the discussion around undergrounding power lines, to reduce fire risk.

The timeframe for the work is through spring of 2022 so there is plenty of time for community input.

SMALL WATER SYSTEMS DISCUSSION (CONTINUED)

The committee continued discussion on the final document for the MEMORANDUM REGARDING THE CITY OF BAINBRIDGE ISLAND'S POLICIES TOWARD SMALL WATER SYSTEMS. The document was reviewed, and final changes were made. The committee voted and approved the memorandum.

MEETING ADJOURNED – 7:05 PM.

Co-Chair

Date

**Utility Advisory Committee
Special Meeting
Wednesday, October 28, 2020
Zoom Meeting**

Committee members present: Ted Jones and Andy Maron, co-chairs, Charles Averill, Sheina Hughes, Susan Hume, Nancy Nolan, Martin Pastucha via phone

Also present: Council Liaison Rasham Nassar, Chris Wierzbicki, Director of Public Works, Michael Michaels, Public Works Project Engineer, Jackie Purviance, Bainbridge Deputy Fire Marshall, Jared Moravec, Bainbridge Fire Marshall, Jeff Kantor, former UAC member and Jim Thrash, former UAC member.

Called to Order: The meeting was called to order at 5:05. The agenda was accepted as written. The Chair asked for any conflict-of-interest disclosures and none were disclosed.

UAC member Changes: Susan Hume was introduced as the new Utility Advisory Committee member. Susan moved here last January and is eager to participate and become involved in the community. She formerly worked for the World Bank and is now employed as an island realtor.

Winslow Water System Fire Flow Update: Bainbridge Fire Chief Jared Moravec presented a Power Point that addressed the UAC's 2018 memo recommendations. Originally, the City's proposed Fire Code changes were scheduled to go into effect in July of 2020, but the pandemic has delayed creation of a final version and its enactment. The final version of the revisions to the Fire Code should be ready during the 2021 Council session.

Moravec discussed proposed fire code changes that should ensure that small water systems can upgrade without meeting the latest fire code requirements provided the upgrades at least ensure the same fire flow protection capability as originally designed. Proposed changes to 1 and 2 family residential construction that will reduce required fire flow to 500 GPM for 30-minute standard were also discussed. This proposed reduction will be offset by reducing the dwelling size threshold for required in-structure sprinkling from 5000 sq. feet to 3600 square feet.

Also, if new homes are not within 1000 feet of a fire hydrant, installation of sprinklers will be required.

Language will be added to the Fire Code to clarify that BIMC Title 10 (Right of Way) and 13 only apply to the City-owned water system improvements and not other water systems. Generally, the City code will also be revised to ensure it conforms to the changes and clarifications made to the Fire Code.

Finally, the new recommendations from the fire department include mapping of Bainbridge Island's current fire protection and water supply infrastructure to assist in future capital planning for fire safety improvements.

The final draft language of the newly revised fire code will be provided to the UAC for comment before being presented to the City Council for its review and adoption. A copy of tonight's Power Point will be sent to the UAC for its records.

Public Works Update: Public Works is exploring financing options for replacement of the High School/New Brooklyn water tank. The recent water rate study may need to be revisited and updated to reflect the new cost estimates for this major project.

The Council is expected to wrap up budget decisions at the end of November. A hydrogeologist position is in the budget and is likely to work with Chris Wierzbicki on implementation of the small water system memo recommendations and Winslow water system planning. The position is currently advertised as full time for the next two years.

Small Water Memo: The memo is done. Chris Wierzbicki cut the executive summary to $\frac{3}{4}$ page. The UAC's memo and recommendations will be presented to the City Council on December 8th. Chris hopes the UAC's work plan will be ready for submission at that same City council meeting. The date of the next UAC meeting will be determined after Chris talks to Roz about what November dates are available.

Joint Meeting of UAC and CCAC update: The joint group is completing an extensive study of electric franchise agreements throughout the United States. Undergrounding is a primary target of many City agreements with various electric companies. Many undergrounding agreements have a long time period (20 years) set aside for completing undergrounding. Many cities require franchise fees to be paid.

2021 Work Plan: Generally, the UAC contemplates:

- a. Reviewing big projects and the budget,
- b. Assisting in the creation of a Stormwater Master Plan,
- c. Reviewing the proposed wastewater treatment and FOG Ordinance,
- d. Reviewing the Groundwater Management Plan.
- e. Reviewing the updated Fire Code.
- f. Being available to assist with improved internet plan once a new Deputy City Attorney is hired to lead on this longstanding City project.

The meeting was adjourned at 7:05 pm.

Co-Chair

Date

**Utility Advisory Committee
November 19, 2020
Meeting Minutes**

Meeting called to order at 5:30 pm-- Ted Jones chairing

Members present: Susan Hume, Charlie Averill, Ted Jones, Andy Maron, Nancy Nolan, Sheina Hughes, Martin Pastucha,

Also present: Council liaison Rasham Nassar, PW Director Chris Wierzbicki

No conflicts of interest declared.

Public Works Update (PW Director Chris Wierzbicki)

- On Tuesday, the council approved the Capital Improvements Plan. No major changes from what we have reviewed. Plans will include a new engineer to assist with some of the projects
- Repairs now in progress on city hall. Mostly the result of bad flashing in the original installation; some rot has been detected under the windowsills.
- Update on plans to replace sewer main along beach. City has a consultant talking to homeowners, discussing where their new sewer lateral might go that will be part of the new system. Have touched 30% of the residents to date. Not necessarily happy about it but have been working with us.
- Heads up for next time: A consultant is reviewing one of our sewer shed basins. Draft of that report recommends a project. It is included in the CIP as placeholder, as city is not yet sure what approach would be used. Looks like the placeholder dollar amount is sufficient for this.
- Still studying what is contributing to high BOD levels. Taken samples outside of winery and brewery locations. High BOD seems to be found in city sewer system in general, not specific to certain locations. Unclear at this point what the reason is. May have to address it at the plant if it cannot be addressed at source.

Joint subcommittee update of UAC/CCAC (report by Ted)

- Subcommittee met last week. Have a 20-page document with recommendations regarding Climate Action Plan. Our submissions more related to Reliability. Hoping to have a draft at our next meeting, something that is 95% ready to go to council. Want to get to council in January.
- Concerns undergrounding. Whether it is a franchise agreement, or an accompanying partnership agreement doesn't matter so much. Want in 20 years to underground all remaining distribution lines. Not transmission (too expensive). PSE would implement it. Under UTC agreement, they already have tariffs that are preset for doing this. If they give us a 20-year plan, they can ask. Suggestion: We would want them to come back in year 1 or 2 with a 20-year plan. Maybe they would update it every 5 or 10 years as things change.
- Ted's comment: With the tariff situation at UTC, if we pay for it, we get it. I do not think we can demand just as a condition of the franchise, but it has to be done as a condition of the tariff.
- Noted that discussion should refer to Reliability and safety. How often does your power go out and how long does it stay out? Bainbridge is the worst in PSE system. Suggesting that they set a target of being as good as the rest of the system. Can we put in any penalties if they do not reach that?
- Chris: PSE agrees to have a lot of these in a partnership agreement instead of a franchise agreement. PSE wants to have franchise agreements that are more similar among communities. They need the info for long-term planning, can't get it all from 5-year agreement.

Next month's agenda. Ted will present a draft of the subcommittee's work, probably for a half-hour discussion.

Small Water System Discussion

- Everybody helped with updates. Council has it, on tap to be presented on Dec. 8. Chris: Scheduled for the presentations section of meeting on Dec. 8, about 20 minutes. Combined discussion of small water systems memo Plus our (UAC) workplan for 2021. If we have slides for the council, we would need them at least in a draft by next week.
- Rasham: Presentation slides would be very helpful. This is a first time for all council members. Introducing from a policy perspective would be helpful. Probably one meeting will be enough.
- Chris noted: Council has already to some extent taken action on this, in budget approval.

Follow-up: Three-person subcommittee (Andy, Ted, Nancy) will work on the presentation.

2021 Work Plan

- Draft work plan was presented (in the agenda packet), formatted similar to prior years. Andy noted: Our work plan is based on the needs and requests of the city council, so we're making suggestions and asking for feedback.
- Discussion: We should make it clearer that we have already had discussion of most of these issues, so we have long-range knowledge to contribute to the discussion.

Motion: Approve memo as it is, with amendment to reformat it in a way that lists more clearly which projects are continued and which are new; to point out projects we have already worked on (so the council knows our expertise); and to add reference to future work with CCAC regarding to PSE franchise. Ted and Nancy will work on language to rewrite that (**Moved by Nancy, seconded by Ted, approved unanimously**).

Next Meeting Agenda Planning.

Meeting will be Wednesday, December 9 at 5:30 pm

Will need probably 25-30 minutes for subcommittee update on UAC/CCAC

Get feedback on Small Water Systems recap.

Workplan, recap as well

Meeting Adjourned at 6:45 pm

Co-Chair

Date