



CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, NOVEMBER 1, 2023
5:30 PM
COUNCIL CHAMBERS CONFERENCE ROOM & ZOOM MEETING

UTILITY ADVISORY COMMITTEE

NOVEMBER 1, 2023

COUNCIL CHAMBERS CONFERENCE ROOM & ZOOM MEETING
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WA 98110

PLEASE CLICK LINK BELOW TO JOIN WEBINAR:

<https://bainbridgewa.zoom.us/j/85322271874>

TELEPHONE: 1 253 205 0468 — WEBINAR ID: 853 2227 1874

AGENDA

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE / PUBLIC COMMENT
5:30 PM
2. APPROVAL OF OCTOBER 4, 2023, MEETING MINUTES – 5 MIN
3. UPDATE FROM PLANNING AND COMMUNITY DEVELOPMENT DIRECTOR ON WINSLOW SUB-AREA AND COMPREHENSIVE
PLANNING PROCESS AND TIMELINE (20 MIN)
4. COMPEHENSIVE PLAN UTILITIES ELEMENT REVIEW – 15 MIN
5. UPDATE ON PUGET SOUND ENERGY PARTNERSHIP AGREEMENT PROCESS – 10 MIN
6. 2024 DRAFT WORK PLAN REVIEW (1 ATTACHMENT) – 15 MIN
7. PUBLIC WORKS UPDATE – 5 MIN
8. NEXT MEETING AGENDA (DECEMBER) – 5 MIN
9. ADJOURNMENT

UTILITY ADVISORY COMMITTEE MINUTES

October 4, 2023

Call to Order

Meeting called to order at 5:30 pm

Members Present: Wanda Schulze, Andy Maron, Charlie Averill, Sven Brandt-Erichsen, Ted Jones

Also Present: Chris Wierzbicki (Public Works Director)

Disclosure of Conflicts of Interest: None

September meeting minutes were approved with no changes

Puget Sound Energy (PSE) Partnership Agreement Review

Chris reported that the PSE franchise agreement is nearing completion which should allow the UAC/CCAC to renew efforts on finalizing some type of partnering agreement with PSE. The March 14 2022 email from PSE with comments on our draft agreement was the last communication on the matter. A UAC/CCAC subcommittee meeting will be scheduled to restart the agreement process. Wanda volunteered to be the second UAC rep on the subcommittee.

Ted shared his comments on the draft Partnership Agreement. Due to time constraints, other members were invited to send their comments to Chris.

Solid Waste Management Report

Chris presented a summary of the Solid Waste Management Plan. COBI currently does not have a contract for solid waste disposal with BI Disposal, which limits how much control we have over their services. The City Manager initiated this study to inform what services and practices we would want to incorporate into a contract. The major items are:

- 3-stream waste collection (garbage/recycling/composting)
- Narrow street collection
- Congregated receptacles

Chris expects the next step is for the City Manager to start a dialogue with BI Disposal regarding entering into a contract. The UAC will be involved as the contract is negotiated - probably in 1st or 2nd quarter 2024.

Comp Plan Update

Chris provided a copy of the Utilities Element section of the current comp plan. He expects most committee work to begin in 1st Q 2024, after work wraps up on the Winslow Sub-Area Plan. However it is not too early for us to start gathering our thoughts and ideas for the update. Members felt it worked well last time to have each committee member take on a section to "champion". The six sections were assigned as follows:

Ted	Telecommunication and Sewer
Andy	Potable Water
Charlie	Storm Water

Wanda Electrical
Sven Solid Waste

Andy suggested it is helpful to look at other similar city comp plans as well as plans for Kitsap County and PUDs

Action Item - Chris to provide the Utilities Element as a shared document to all committee members and we can start adding comments for consideration. We'll avoid redlining the document for now.

Water System Business Plan RFQ

The Committee reviewed the RFQ scope of work which focuses on evaluating potential expansion opportunities for the COBI system as well as adjacent water provider service projections. KPUD is the other major water provider on the island and has expressed an interest in talking with us about how best to meet future service requests. The committee was pleased to see this moving forward and looks forward to hearing more as the scope of work and deliverables are finalized with the selected consultant.

Committee Work Plan

We briefly reviewed the items on the 2023 UAC work plan to inform preparation of the 2024 work plan. Progress has been made on many items and no out-of-scope items have come up. Chris provided a couple of brief updates on the following items:

- Wastewater beneficial reuse - a consultant report is currently underway and he will likely brief us on the conclusions in the January/February timeframe.
- Sewer District 7 Interlocal Agreement -Chris will be briefing council at the Oct 17 meeting and will discuss further with UAC at our next meeting.
- Storm Water System Plan - 90% complete and Chris will be briefing us soon

Chris suggested we begin working on the 2024 work plan at our next meeting.

Public Works Updates

A recent meeting with the Groundwater Management Sub-Committee went well with participation from Chris, Andy and Ted. A decision was made to make some technical modifications to the model and rerun it. The results will be reviewed in November.

Public Works staff will be taking on two new State-mandated programs next year: stormwater source control and pre-treatment for WWTP inputs. The latter one builds off of work already underway for a Fat, Oil and Grease (FOG) ordinance. Chris anticipates needing one more staff person to manage these programs and will be coming back to us for review of his staffing request before it goes to the Council.

Anticipated Topics for Next Month

- Feedback on Water System Business Plan RFQ submittals
- Comp Plan Utilities Element Comments

- Comments on PSE Agreement
- 2024 Committee Work Plan
- Sewer District 7 Inter-local Agreement
- Possible new meeting time - Chris may have a conflict with the first Wednesday.

MEMORANDUM

To: COBI City Council

From: COBI Utility Advisory Committee

Date: January 3, 2024

Subj: REPORT OF 2022 UAC ACTIVITIES AND PROPOSED 2023 WORK PLAN

Summary of 2023 Activities

A. Larger work:

1. Provided guidance and recommendations on the sewer and water utility rate study
2. Provided recommendation on Ferncliff/Casey water line extension and financing
3. Provided guidance on Winslow water tank replacement – design options and cost estimates

B. Guidance on other issues: (ordered chronologically)

1. Wastewater Treatment Plan (WWTP)
 - a) Capacity and Capability upgrades
 - b) Reliability upgrades
2. Stormwater System Plan
3. Waste Management Study

C. Participated in sub-committee discussions related to the following:

1. Electrical Utility (Puget Sound Energy) Franchise and Agreements
2. COBI Ground Water Management Plan (GWMP)

2024 Proposed Work Plan

A. Recurring / Continuing Efforts

1. Water System
 - a) Provide guidance on Winslow water tank improvements and related financing
 - b) Provide guidance and make recommendation on Water System Business Plan
 - c) Make recommendations on water-related Utility Element for Winslow Subarea Plan and Comprehensive Plan
2. Sewer System
 - a) Provide guidance WWTP upgrade and related financing
 - b) Provide guidance and make recommendations on Kitsap Sewer District 7 Inter-Local agreement and connection prioritization
 - c) Provide guidance and make recommendation on wastewater beneficial reuse project
 - d) Provide guidance and make recommendation on adopting fat, oils and grease (FOG) / pre-treatment ordinance
 - e) Make recommendations on water-related Utility Element for Winslow Subarea Plan and Comprehensive Plan

3. Storm Water System

- a) Provide guidance and make recommendation on adoption of Storm Water System Plan
 - b) Provide guidance and make recommendation on adoption of Ground Water Management Plan
 - c) Provide guidance and make recommendation on adopting a “source control” ordinance for stormwater
 - d) Provide recommendation on Manzanita watershed study
4. Make recommendation on adoption of the 2024-25 Utility Capital Improvement Plan
5. Continue subcommittee consultations with other COBI committees
- a) ETAC and CCAC on Ground Water Management Plan
 - b) CCAC on PSE franchise
6. Host tour of utility facilities with new Committee and Council members

B. Emergent Issues

- 1. Respond to inquiries and requests from citizens, COBI staff and Council

Approved by UAC on X January 2024

Andy Maron
Wanda Schulze
Svend Brant-Erichsen
Charles Averill, Co-Chair
Sheina Hughes
Martin Pastucha
Ted Jones, Co-Chair