



CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, DECEMBER 6, 2023
5:30 PM
COUNCIL CHAMBERS CONFERENCE ROOM & ZOOM MEETING

UTILITY ADVISORY COMMITTEE

DECEMBER 6, 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 NOVEMBER 1, 2023, MEETING MINUTES – 5 MIN
3. OVERVIEW OF PUGET SOUND ENERGY FRANCHISE FINAL DRAFT – 20 MIN
4. OVERVIEW OF MANZANITA WATERSHED ANALYSIS FINAL PLAN – 20 MIN
5. 2024 DRAFT WORK PLAN REVIEW (1 ATTACHMENT) – 10 MIN
6. PUBLIC WORKS UPDATE – 15 MIN
 - A. WINSLOW WATER TANK BID AWARD
 - B. REVIEW WATER SYSTEM BUSINESS PLAN DRAFT SCOPE OF WORK
7. 2024 MEETING SCHEDULE – THIRD THURSDAYS – 5 MIN
8. NEXT MEETING AGENDA (JANUARY) – 5 MIN
9. ADJOURNMENT

UTILITY ADVISORY COMMITTEE MINUTES

November 1, 2023

1. **Call to Order** – Meeting called to order at 5:30 p.m. by Co-Chair Ted Jones

Members Present: Co-Chairs Ted Jones and Charlie Averill, and Andy Maron, Wanda Schulze, Sheina Hughes, and Martin Pastucha (on Zoom)

Also Present: Public Works Director Chris Wierzbicki

Patricia Charnas, Planning Director

Peter Best, Senior Planner

Disclosure of Conflicts – None

2. **Approval of Minutes:** Minutes of October 4, 2023 were unanimously approved.

3. **Update from Planning Department on Comprehensive Plan and Winslow Sub-Area Plan Process**

Patricia Charnas and Peter Best briefed the Committee about the process for the update of the City's Comprehensive Plan and the Winslow Sub-Area Plan. There was lengthy discussion of various aspects of the two plans, which will be primarily focused on accommodating the assignment of increased housing to the Island. The Committee is, of course, interested in the impacts of housing on the utility systems.

The present schedule is for the process to select its planned alternative for growth and include that in a Draft Environmental Impact Statement by June 2024 and a Final EIS by December 2024. The preparation of the two plans will occur during 2024, but will not be completed until after the EIS is approved; therefore, the two plans are likely to be finalized in 2025.

4. **Utilities Element of Comprehensive Plan**

The committee decided to commence work in January and February 2024 on updating the Comprehensive Plan Utilities Element with initial review and discussion on three utilities at each of those meetings. The following members will have primary responsibility for these utilities for this initial discussion:

Water	Andy
Sewer	Martin/Sheina
Storm	Charlie
Electrical	Wanda
Solid Waste	Sven
Telecomm.	Ted

5. Update on PSE

Chris advised that it appears the parties have agreement on the terms of a franchise agreement. He will bring that draft to the UAC at the next meeting for review.

Chris advised that a subcommittee of representatives of UAC and the Climate Change Committee had met to develop issues and proposals for potential inclusion in a “partnership agreement” with PSE. He anticipates scheduling a meeting with PSE in November to discuss the issues/proposals.

6. Public Works Update

The City has advertised for bids for phase 1 (the tank) of the Winslow Tank project; Phase 2 (offsite improvements) will likely be bid in December.

The Ferncliff water main extension is moving forward, as the Ferncliff Homeowner Association board approved joining the City’s water system.

The small water system business plan RFQ resulted in one respondent, Gray & Osborne. Chris is in the midst of negotiating with G&O about the scope of work for the project.

Discussions between the City and Bainbridge Disposal about a contract for solid waste and recycling is being handled by the City’s Executive Department.

7. UAC 2024 Work Plan

The Committee reviewed and discussed Chris’ draft of the 2024 Work Plan. It will be revised and brought to the next meeting for approval.

Approved on _____

Co-Chair

MEMORANDUM

To: COBI City Council

From: COBI Utility Advisory Committee

Date: January 9~~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
- ~~b) Make recommendations on water related Utility Element for Winslow Subarea Plan and Comprehensive Plan~~

~~3.2.~~ 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
- ~~d) Make recommendations on water related Utility Element for Winslow Subarea Plan and Comprehensive Plan~~

5.3. 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 recommendations on Utility Element for Winslow Subarea Plan and Comprehensive Plan

5. Provide guidance on the City’s approach to solid waste management

6. Make recommendation on adoption of the 2024-25 Utility Capital Improvement Plan
7. Continue subcommittee consultations with other COBI committees
 - a) ETAC and CCAC on Ground Water Management Plan
 - b) CCAC on PSE franchise
8. 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~~ 6 December 2024

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