



CITY OF  
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE  
REGULAR MEETING  
WEDNESDAY, JANUARY 9, 2019  
5:00 PM – 7:00 PM  
CITY HALL  
COUNCIL CONFERENCE ROOM  
280 MADISON AVENUE NORTH  
BAINBRIDGE ISLAND, WA 98110

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## 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: CHARLES AVERILL      NANCY NOLAN  
              STEVE JOHNSON      EMILY SATO  
              TED JONES

LIAISON: RASHAM NASSAR

2. ACCEPTANCE OF MEETING MINUTES FOR DECEMBER 12, 2018 – 5 MIN.
3. PUBLIC COMMENT – 5 MIN.
4. PUBLIC WORKS UPDATE (BARRY LOVELESS) – 10 MIN.
5. REVIEW 2018 ANNUAL REPORT AND 2019 WORKPLAN MEMORANDUM TO  
CITY COUNCIL (ALL) – 20 MIN.
6. SYSTEM PARTICIPATION FEES RATE STUDY (FCS GROUP) – 50 MIN.
7. COMMENTS FOR THE GOOD OF THE ORDER
8. ADJOURNMENT  
7:00 PM



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## Minutes

Call to Order / Roll Call / Accept or Modify Agenda / Conflict of Interest Disclosure

Meeting was called to order at 5:00 p.m.

**Members Present:** Andy Maron, Jeff Kanter (co-chairs), Charles Averill, Steve Johnson, Ted Jones, Nancy Nolan, Emily Sato.

Others present: Rasham Nassar (council liaison), Barry Loveless (staff), Robert Dashiell

**Minutes** of November 14 were accepted as presented.

**Public Comment:** Robert Dashiell mentioned several items:

- Recommended and distributed copies of the magazine “Stormwater,” subscriptions free on request. Provided a handout entitled “Bainbridge Island Groundwater Simplified,” with an overview of facts about our groundwater.
- Commented on the city budget, stating that overhead costs for sewer and storm water management are too high, causing sewer rate payers to pay a higher share of city expenses.
- Discussed the storm water monitoring program, indicating that the city doesn’t use the data.

**Public Works Update:** Barry Loveless updated the committee

- Chris Gonzales reported to the city council on the water/sewer rate study on Dec. 4
- The council on Dec. 11 approved the Sewer Participation Fee schedule as recommended by the UAC.
- Chris will be back in January for further work on the rate study, hoping to wrap it up quickly.
- The storm water drainage project at the Winslow Way ravine has been completed without problems.

**Report to City Council:**

- Discussion of a draft memo to the city council, reviewing the UAC’s 2018 activities and proposing topics for focus in 2019. Discussion of various details of the draft. Suggested possible additions for 2019 included stormwater retrofit study, study of tertiary sewer treatment possibilities.
- Andy and Jeff will update the draft, for further review at our next meeting.

Meeting adjourned at 6:10 p.m.



## MEMORANDUM

DRAFT 1/3/19

TO: COBI City Council

FROM: COBI Utility Advisory Committee

DATE: January 9, 2019

SUBJECT: Report on UAC's 2018 Activities and  
Proposal for 2019 Work Plan

This memorandum summarizes the activities of the Utility Advisory Committee during 2018, and proposes topics for its focus during 2019.

### 2018 Activities

Below is a report on the activities during 2018, in rough chronological order:

1. Impact of Fire Code. The Comprehensive Plan includes Policy U 11.5 relating to differential standards for fire flow requirements in urban and non-urban areas. The Council asked the UAC to study this issue and develop recommendations, which the UAC did during 2017-2018. The UAC completed and submitted its report and recommendation to the Council on May 9, 2018.
2. Periodic Review of Utility Systems. The Comprehensive Plan includes High Priority Action #1 and Goal U-9 relating to periodic review of island utility services. In 2017, the Council suggested the UAC conduct a "heightened review" of a utility each year, starting with the sewer system. The UAC recognized that a comprehensive review of the sewer system had been done in 2015-16 as part of the development of the long-planned Sewer System Plan, and so a focus on the sewer system was not needed. Rather, the UAC decided to begin to implement U Action #1, which is to "develop a process for periodic review of island utility systems." The UAC did that during 2017-2018, completing its report and recommendation to the Council on June 27, 2018.
3. Internet Service. The Comprehensive Plan includes High Priority Action #4 and Policy U 16.10 relating to island internet service. The Council initially asked the UAC to investigate this issue. The UAC learned that the City Manager had also begun examination of this issue, and therefore invited him to coordinate with UAC on his efforts, which he did. The City Manager ultimately made a recommendation to the Council, and therefore the UAC took no further action.
4. 2019-20 Budget. During 2018, the staff developed its proposed biennial budget and the related Capital Improvement Programs for the City's utilities. The staff consulted with and received input from UAC regarding the draft budget and CIP's.
5. Water/Sewer Rate Study. The City retained a consultant to evaluate the rates, fees, and charges of the water and sewer utilities. The consultant and staff met with the UAC on multiple occasions during 2018, and together developed a recommendation regarding one portion of the evaluation, that being the System Participation Fees (SPFs). On November 14, 2018, the UAC recommended approval of the proposed modification to the SPFs, and the City Council adopted them on December 11,

2018. This was a major activity of the UAC this past year, and the work will continue into 2019 as recommendations are finalized for the water and sewer rates.

### 2019 Work Plan

During 2019, it is anticipated the UAC will be focused on the following topics:

- A. Water/Sewer Rate Study. As in item #5 above, this issue will be a major part of the UAC's work during the first part of 2019.
- B. Small Water Systems. The Comprehensive Plan includes High Priority Action #3 and Policy U 11.6 and 11.7 encouraging cooperation or consolidation of smaller water utilities. In 2017, the UAC began to study processes for implementing these policies, but the effort was not completed to focus on the higher priority activities discussed above. The UAC anticipates resuming this study during 2019.
- C. "Heightened Review" of a Utility. As explained in item #2 above, on June 27, 2018, the UAC submitted a recommended process for conducting periodic "heightened reviews" of selected utilities. The Council has not yet acted on that recommendation. The UAC recommends the council review and adopt a "heightened review process," and select a utility for review based on size of a utility and timing of its franchise renewal.
- D. Stormwater Project. The 2019-20 budget includes an allocation of \$100,000 for a stormwater improvement project. The UAC anticipates discussing the planned project with the Public Works Department staff.
- E. Sewer Tertiary Project. The 2019-20 budget includes an allocation of \$100,000 for investigation of sewer tertiary treatment. The UAC anticipates discussing the planned method for doing so with the Public Works Department staff.
- F. CIP Projects. The City Council approved a six-year Capital Improvement Plan for the City's utilities. The UAC anticipates discussing the planned projects with the Public Works Department staff.

Unanimously approved by UAC on January 9, 2019.

Jeff Kanter, Co-Chair  
Andy Maron, Co-Chair  
Charlie Averill  
Steve Johnson

Ted Jones  
Nancy Nolan  
Emily Sato