

City of Port Orchard

Utility Committee
Meeting Minutes
January 13, 2012

Utility Committee Members Rob Putaansuu, John Clauson and Cindy Lucarelli met on January 13, 2012 at 7:30 a.m. at Moon Dogs 2. Also present: Mayor Tim Matthes, Public Works Director Mark Dorsey, City Treasurer Allan Martin, Assistant City Engineer Andrea Archer and citizen guests Mr. & Mrs. Whittleton.

Water/Sewer Short Sales – Impact on City: As it relates to water service and the City's need to temporarily restore water service for inspections associated with property closings, Treasurer Martin briefed Committee members on the recent rise in properties within the City being sold by process of Short Sale (typically vacant, under financial distress & utilities disconnected) and explained the impact to the City. *Treasurer Martin directed to draft Administrative Policy for future review, addressing the issue.*

NPDES Permit Requirements – 2013/2018 Comparison to Current: Assistant City Engineer (ACE) Archer updated Committee members on her review and pending comment letter on the 'Draft One-Year Western Washington Phase II Municipal Stormwater Permit (8/1/2012 – 7/31/2013)'. The initial Phase II permit was for the time period of 2/1/2007 – 2/1/2012, with the second phase to be 2/1/2012 – 2/1/2017. Instead, DOE has developed a 1-year permit (8/1/2012 – 7/31/2013), so that the second phase of the 5-year permit will now be 8/1/2013 – 7/31/2018. Even though there will technically be no NPDES Permit 2/1/2012 – 7/31/2012, the City will still need to maintain basic compliance. ACE Archer also presented a comparison chart outlining changes from the current permit and establishing deadlines for permit compliance during the 8/1/2013 – 7/31/2018 permit period. *ACE Archer directed to submit comment letter to DOE. Comparison Table to be reviewed more in-depth at next Utility Committee Meeting, due to time constraints.*

216-220 Farragut – Sewer Repair Warrant (Repayment): PWD Dorsey provided background information as basis for repayment of emergency sanitary sewer repairs made by land-owners instead of City. In short, City staff presumed that the sewer leak was on private property and instructed the land-owner to make the repairs. Upon receiving the invoice for repairs, PWD requested a copy of a sanitary sewer easement establishing the Grantee and the City of Port Orchard as proof that the system repaired was in fact City-maintained. Upon proof via easement (AV#8901050075), the invoice for \$1,717.62 was sent to A/P for processing. *No further action required.*

Heron Ridge HOA – Storm Drainage Maintenance Request: PWD Dorsey provided Committee members a copy of an email sent by Ms. Yvette Foldvick (dated 12/15/2011) requesting (again) that the storm drainage pond located within her subdivision (Heron Ridge) be maintained by the City, rather than the HOA. Dorsey explained that over the years, the City has not had a rigid policy on the matter, and therefore has a mix of private storm systems within the City that are maintained by Public Works and private systems that are not maintained by Public Works. This situation has been further complicated by the implementation of the Storm Water Utility in 2008 and recent annexations from the County, whereby KC SWM maintains ALL storm water facilities by Policy. PWD Dorsey provided clear documentation, in way of Recoded Final Plat Dedication, outlining that Tract C is to be maintained by the HOA. Until such time that the City adopts a policy similar the KC SWM, and creates a program of the size and capability of KC SWM (and establishing a utility rate that supports a utility of that proportion, the City is not in the position to maintain additional private storm drainage facilities. *PWD Dorsey to write letter to Ms. Foldvick denying maintenance request.*

Water System Fluoridation Survey – Draft Form/SOP: PWD Dorsey presented the 'draft' Fluoridation Survey to Committee members for their review/approval. The Survey (for & against statements provided) is formatted to be printed on Accounting/Utility Billing Department billing statement paper, with perforation to allow survey to be return with billing statement/payment and envelope provided. *PWD Dorsey to provide survey form to Utility Billing Department for inclusion within next utility billing cycle.*

Marina Sewer Pump Station Pre-Design Report – Update: PWD Dorsey provided a brief overview of the BHC prepared Marina Sewer Pu8mp Station Pre-Design Report to Committee members. In general, the recommended lift station improvements will cost \$1.9 million (including allied costs) plus an additional \$800k for seawall design/construction, for a total of \$2.7 million. Utility Committee members discussed the need to prioritize this work against other critical sewer/water CIP needs identified in recently updated system plan(s). *PWD Dorsey to contact BHC & PACE to establish a Water/Sewer prioritized CIP list.*

Bay Street (PSE) Schedule 74 Agreement – Update: PWD Dorsey updated Committee members on 1) status of Schedule 74 work, 2) status of connections to new underground service connection points for city-owned facilities, 3) status of easement acquisition with Minor and Myhre's and 4) timeline for overhead removal by PSE. All work for both the Schedule 74 underground and the city-owned service connections are complete. The Minor easement is signed and recorded, but the Myhre's easement is not yet executed. Land owners were provided with a 90-day notice that the overhead system will be removed and that it is their obligation to make the necessary provisions to connect to the new underground service connection points provided. Mid February 2012 is the deadline. *PWD Dorsey to continue to pursue the Myhre's easement on behalf of an overall successful project completion.*

STEP Conversion Program Implementation – Next Steps: PWD Dorsey provided a general historical STEP system summary for the benefit of new Committee member Lucarelli and reminded all Committee members of the current STEP Conversion Program status. In general, due to the higher than anticipated conversion bids (\$8,300.00 each instead of \$4,300.00 each) and the lower than anticipated participation percentage (Accepted Agreements received @ 21 out of 60 for 2011), the conversion program is still placed on hold until further notice. In regards to service call issues, City PW Staff has and will continued to respond as they have in the past, being service above and beyond, having not reverted to “regular maintenance” as cited in the original STEP Agreement. The Utility Committee will continue discussions regarding the need for a Policy on “regular maintenance” prior to the anticipated Q & A McCormick STEP Meeting, to be held “after” several of the first 21 conversions are complete. *PWD Dorsey to meet with Goldsmith to revise the conversion plans and specifications, and re-bid in early March. Also, “Regular Maintenance” discussion item to be placed on the February 21, 2012 Work Study Session Agenda. McCormick STEP Meeting to occur after completion of several conversions.*

Next Meeting(s): February 17, 2012 - 7:30 AM at Family Pancake House
Next SAC Meeting(s): January 18, 2012 - 6:30 PM at City Hall

Meeting adjourned at 9:00 a.m.

cc: Council, City Attorney, Mayor and Department Heads