Utility Committee Members Rob Putaansuu, John Clauson and Cindy Lucarelli met on January 9, 2015 at 7:30 a.m. at the Family Pancake House. Also present: Public Works Director Mark Dorsey, Mayor Tim Matthes and city residents; Elissa Whittleton, Vance Vaught and Ann Sevaaetasi.

**Water/Sewer Gap Analysis – Update:** PWD Dorsey reminded Committee members that following the December 16, 2014 Work Study presentation of the ‘revised draft’ 2014 Gap Analysis for Water/Sewer by Katy Isaksen of Katy Isaksen & Associates, Council requested the continuation of the gap analysis into 2015. In response, PWD Dorsey confirmed that a time-only extension (Change Order #2) was immediately issued and that a revised scope and budget for Change Order #3 will be brought to the January 27, 2015 Regular Meeting for action. The proposed 2015 gap analysis scope and budget were provided to Committee members, along with a general discussion of the funding allocation for 2015. An additional contract amount of $8,700.00 will be needed, given an unspent amount of $10,804.00 from 2014, but a Budget Amendment of $19,500 will be needed in 2015. *PWD Dorsey to present CO#3 to the full Council at the January 27, 2015 Regular Meeting and continue the Water/Sewer Gap Analysis into 2015.*

**Storm Drainage Utility Related Issues:** As requested by the full City Council during the adoption of the new storm drainage utility rates in late 2014, three (3) ancillary drainage related issues were asked to be discussed and resolved prior to June 2015, with a summary update by PWD Dorsey as follows;

**B&B’s – Utility Billing:** Committee members were provided with the results from the regional query requested for B&B’s (are they considered commercial?), the impervious surface summaries for the three (3) B&B’s located within the City and the summary of correspondence between the City and the Michael’s (and their Attorney) over this matter. In summary, the December 5, 2014 letter From the Treasurer to the Michael’s fully explains the City’s position and resolves this matter for now. *To be discussed further at the February 17, 2015 Work Study Session.*

**On-Site Stormwater Quality/Quantity Mitigation Credit:** As requested, Committee members were provided with a summary of jurisdictions that do and do not provided some sort of credit against storm drainage utility rates for a privately owned - mitigation based water quality/quantity mitigation feature. PWD Dorsey also explained the difference between mitigation based stormwater facilities and the City’s NPDES MS4 Permit compliance. Committee members
understood the challenges of a utility credit based upon impervious surface comparisons, residential/commercial property distinctions and mitigation vs. overall impact to the Puget Sound. A conversation then ensued, contemplating a possible utility credit based upon traffic impact analysis, given the overall impact to the City’s stormwater urban runoff as a function of the impact of a business and their patrons to the city streets and public drainage systems. To be discussed further at the February 17, 2015 Work Study Session.

Home Business – Utility Billing: PWD Dorsey presented to Committee members a viable resolution to the home business – storm drainage utility billing issue. A proposed revision to the definitions within POMC 13.06.060, thereby redefining “single-family residential” and “commercial/multi-family” and then correlating the Purpose within POMC 16.38.010 for home based business commercial activities to remain ‘incidental to the residential use’, appears to have resolved the matter. To be discussed further at the February 17, 2015 Work Study Session.

Well #10 Project Status – Update: PWD Dorsey once again updated Committee members on the current Well #10 DWSRF funded project status as follows:

General: A meeting with BHC was held on December 16, 2014 to discuss current status of the Cultural Resources review/explorations (Section 106), topographic mapping of the project area within the APE (Area of Potential Effect) and the geotechnical explorations for soil structural considerations have commenced. In addition, water quality testing results were provided, whereby Manganese levels of 0.39 mg/L have been detected. As this is a new condition (not identified in the Pre-Design Report), further investigation is warranted. A “treatment” facility may need to be added to this project, which will be a significant cost increase that will need to be value engineered against other anticipated costs (Perry Avenue road improvements and the walls anticipated at Maple Street.) To be continued.

321 Maple Street Acquisition: As authorized on December 9, 2014, the SWD for the property acquisition has been signed and a Rental Agreement will be placed on the January 13, 2015 Regular Meeting Agenda for Council action. Closing will occur on January 30, 2015. Please note, the overall project costs savings from this acquisition will help offset the possible Manganese treatment discussed above. To be continued.

Sanitary Side Sewer Policy – Discussion: PWD Dorsey discussed with Committee members the need for the City to establish an adopted policy regarding maintenance responsibility for sanitary sewer side sewers. Some jurisdictions, like Tacoma and Bremerton, have a policy that establishes 100% maintenance responsibility by the Owner of the parcel being served, from the main (within the right-of-way) to the building.
The City of Port Orchard has historically maintained side sewers from the main to the limit of the right-of-way (or within recorded easements) and the Owner of the parcel being served only maintains the side sewer from the right-of-way to the building. *PWD Dorsey directed to pursue a written policy that follows historic practices.*

**Well #9 Project Closeout – Update:** PWD Dorsey again updated Committee members on the current Well #9 project closeout status, that being the City continues to work through the HDR Peer Review Contract transition from McGavick Graves to the City of Port Orchard (HDR contract scheduled for January 27, 2015 Regular Meeting.) Also, the rescheduled meeting between the City, PACE and Morris Law was held December 29, 2014. *To be continued.*

**Marina Restroom Closure - Update:** PWD Dorsey advised Committee members that the costs to provide improved doors modifications would be approximately $10,000.00, let alone the cost to provide SCADA, audible and visual intrusion alarm improvements. Several options were discussed, including the construction of a separate entry to the restroom from the Marina Pump Station access. In the interim, a Sani-Can will be placed in the near vicinity. *To be continued.*

**Next Meeting(s):** February 13, 2015 - 7:30 AM at the Family Pancake House

**Next SAC Meeting(s):** February 18, 2015 - 6:30 PM at WSUD

Meeting adjourned at 8:50 a.m.

cc: Council, City Attorney, Mayor and Department Heads