

UTILITY ADVISORY COMMITTEE MEETING

Hybrid Meeting
Port Angeles, WA 98362
August 22, 2023
3:30 p.m.

I. A. Call to Order

Chair Mattias Järvegren called the meeting to order at 3:34 pm.

B. Roll Call

UAC Assigned

Councilmembers Present: Councilmember Lindsey Schromen-Wawrin and Councilmember Amy Miller (excused late arrival at 3:38)

UAC Members Present: Chair Mattias Järvegren, Robert Kajfasz, and Richard French

UAC Members Absent: Mayor Kate Dexter and Laura Dodd.

Staff Present: Public Works and Utilities Director Mike Healy, Power Resources Manager Gregg King, Community Services Deputy Director/CED Manager Shannen Cartmel, Capital Projects Engineer Vince McIntyre, Source Control and PPA Howard Carlseen, Principal Planner/CED Ben Braudrick, Systems Network Analyst Daniel Harris, Public Works Management Assistant Jessica Toth, and City Attorney William Bloor.

II. Public Comment: The public is invited to provide written comments via e-mail prior to the meeting, call-in and via WebEx.

There was no public comment.

III. Late Items

Councilmember Schromen-Wawrin requested to add recommendation to the City Council about vacant properties being connected to City utility services.

Chair Järvegren asked if there was any objection to adding this late item to the agenda. Hearing no objection, item was added to the agenda

IV. Approval of Minutes

Member French moved to approve the June 13, 2023, minutes. Member Kajfasz second the motion.

Chair Järvegren asked if there was unanimous consent, hearing no opposition, the motion carried 4-0.

V. Fee Ordinance/Fee Consultant Study Methodology and the State Law/City Council Recommendation to add Second ADU

Community Services Deputy Director/CED Manager Shannen Cartmel gave a verbal update on the Housing Action Implementation Grant, received in 2021, which outlined a scope of work to include a permit fee and utility connection charge review to be completed by a consultant. The qualifying consultant, FCS Group, has been working with City staff over several months to determine the cost of service the City provides in this on-going study. A complete fee study and new proposed fee schedule will be presented to City Council in the near future.

Discussion followed.

Community Services Deputy Director/CED Manager Shannen Cartmel gave a verbal update on ADU base rate implementation. City Council approved and adopted amendments to Title 17 of the Port Angeles Municipal Code implementing the forthcoming accessory dwelling unit requirements which includes two ADUs per property. These actions affect the policies implemented under ordinance 3695 which waves the water system, sewer development, and sewer connection fees and removes the base rate for water and sewer services on monthly bills for ADUs.

The UAC members were asked to provide input on whether this policy will be extended to a second ADU on the same property or if this policy needs to be amended.

Discussion followed.

VI. Source Control Fees Presentation

Capital Project Engineer Vince McIntyre and Source Control and Pollution Prevention Specialist Howard Carlseen presented. The presentation focused on the City's Stormwater Source Control Program and the Pollution Prevention Assistance Partnership with Ecology and how the two programs overlap. Each private property or businesses subject to routine stormwater programmatic inspections shall be charged a fixed-rate fee to accommodate costs bore by the City in facilitating the Source Control Program. PPA's mission is to protect Washington's residents and environment by helping small businesses reduce toxic chemical use, safely manage dangerous waste, and keep stormwater free of pollutants. Ecology has approved local jurisdictions to fund Stormwater Source Control Programs using PPA grant funds. The City's expenses necessary to implement the Stormwater Source Control Program could be reimbursed fully by the PPA program, therefore, it would not be necessary to assign the annual fee to eligible businesses.

The UAC members were asked to provide input on whether they recommend the approach to utilize PPA reimbursement funds to fund the City Source Control Program and allow the City to waive annual fees for eligible businesses; should City staff pursue drafting revisions to Ordinance supporting this fee-offset option to bring back to the UAC members for review and comment.

Discussion followed.

Councilmember Schromen-Wawrin moved to recommend and support this approach to utilize the reimbursement funds to fund the Source Control Program and allow the City to waive the annual fees for eligible businesses and recommend staff pursue drafting revisions to ordinance supporting this fee offset and bring back draft language to the UAC for review and comment.

Councilmember Miller seconded the motion.

Chair Järvegren asked if there was unanimous consent, hearing no opposition, the motion carried 5-0.

VII. UAC Subcommittee Selection/2025 Comprehensive Plan Periodic Update / Discussion

Principal Planner/CED Ben Braudrick discussed that every 10 years, the City has to go through a periodic comprehensive plan update to ensure that legislation and administrative code and revised code that the

State has created is maintained in the City's code. It is an opportunity for the City to take a look at its long range plan as the foundational plan for the entire City to be completed by 2025. City staff is looking to create a more engrossed process to develop the comprehensive plan with local stakeholders. Multiple subcommittees have been created to ensure that they have a voice in this process. UAC members were asked to create a subcommittee to be involved to provide professional guidance in regard to the utility's element of the plan. City staff asked that at least one, no more than three, representative(s) be involved in the stakeholder engagement process.

Discussion followed.

VIII. Late Item: Vacant properties voluntarily disconnecting from utilities

Councilmember Schromen-Wawrin moved to recommend to the City Council adopting an ordinance that all vacant properties, with or without a structure, that are serviceable by available utilities and solid waste routes be charged the minimum of the utility base rate in accordance with regular utility bill cycles, unless prohibited by law.

Councilmember Miller seconded the motion.

Discussion followed.

Chair Järvegren asked if there was unanimous consent, hearing opposition, the motion went to a voice vote. Four voted in favor. One voted in opposition.

The motion carried 4-1.

IX. Calendar of Actions & Meetings

Public Works and Utilities Director Mike Healy suggested to the UAC members that the next meeting should include appointments to the UAC subcommittee.

Chair Järvegren agreed the appointments should be added to the next meeting agenda

X. Next Meeting Date: September 12, 2023

XI. Adjournment: 4:43 p.m.



Chair Mattias Järvegren



Jessica Toth,
Public Works Management Assistant