

APPROVED 6-27-18

MINUTES
 City of Tacoma
 Public Utility Board Study Session
 June 13, 2018
 3:00 p.m.

Chair Trudnowski called the Public Utility Board study session to order at 3:03 p.m. at the Public Utilities Administration Building.

Present: Monique Trudnowski, Mark Patterson, Karen Larkin, Bryan Flint
 Excused: Woodrow E. Jones, Jr.

Tacoma Water: Water System Plan, Conservation Program and Goal

Heather Pennington, Deputy Water Superintendent, provided an overview of the regulatory background on water system plans. Tacoma Water's comprehensive system plan serves as a tool to assist Tacoma Water in making the best use of available resources in order to provide quality water services and protect the health of its customers. Major plan elements include demonstrating the system's operation, technical, managerial, and financial capability to achieve and maintain compliance with relevant local, state, and federal plans and regulations. It also demonstrates how the system will address present and future needs in a manner consistent with other relevant plans and local, state, and federal laws, including applicable land use plans. Eligibility for funding is established under Chapter 246-296 of the Washington Administrative Code. Ms. Pennington explained that the 10-year cycles for the water system plan and conservation plan and goal have been synchronized for the years 2018 – 2027. Ms. Pennington provided the Board with an overview of each chapter of the system plan. Natalie Jones, Water Program Specialist then walked through the new conservation goal and plan. The plan is to adopt a new goal in compliance with the Washington State 2003 Municipal Water Law and the Water Use Efficiency Rule. In order to create the new conservation goal and plan, staff worked with consultants to model each possible measure; combined measures into packages with different foci; and presented the packages to the water management and public advisory committee. Ms. Jones outlined all of the ways public comment was sought including the website, social media, and in-person meetings. Ms. Jones walked through public feedback summaries on different conservation measures. These items will be brought forth for Board consideration at its meeting of August 22, 2018.

Small Works Roster Code Revision Recommendations

Patsy Best, Procurement and Payables Manager, outlined proposed changes to TMC 10.27 of the Tacoma Municipal Code pertaining to the Small Works Roster (SWR) Program.

These changes are being brought forth to be consistent with state law and to provide business incentives for City of Tacoma Small Business Enterprise (SBE) contractors. Ms. Best provided an overview of both the SWR and SBE programs. The SWR is primarily used for asphalt and concrete restoration. Other usage includes site preparation, plumbing, heating, air conditioning, and roofing. Contractors preregister for 39 specific categories of work for quick turn projects of an informal nature. These are typically single trade and solicitations are sent to approved SWR contractors only. Currently, 80 contractors are registered in the SWR program and only 12 of them are SBE contractors. Proposed TMC changes recommend increasing the threshold from \$200,000 to \$300,000 and waiving governing body approval requirements for SWR contracts. Changes regarding small public works contract is to increase the threshold to waiving bonding requirements of \$100,000 to a threshold established by RCW, which is currently \$150,000. Expected benefits to these staff recommendations include utilizing maximum thresholds established by RCW; improving consistency between local agencies; and waiving governing body approval for SWR contracts preserving expedited contracting processes. Ms. Best shared that Council Committee review has already taken place and this item requires both Board and Council approval. As requested by the Board, Interim Director McCrea, will follow up with General Government to see if they have any concerns with waiving governing body approval requirements of TMC 1.06.268 B for SWR contracts.

Tacoma Power: Planning for 20th Anniversary of Click!

Carrie Mantle, Telecom Broadband Services Manager, outlined the plan for recognizing the 20th anniversary of Click!. The goals are to show appreciation to customers, retain customers, enhance community engagement, and recognize employees. All funds will be taken from existing marketing budget or program donations. Discussion on the reception of such recognitions and celebrations while the Click! lawsuit and decisions are pending so that mixed messages aren't sent ensued. The option of having a regular customer appreciation week was discussed. Staff will continue to develop plans.

Rate and Budget Communications Plan

Clark Mather, Community and Government Relations Manager; began with an overview of historic communications and outreach done in previous budget and rate efforts and reviewed the evolution of TPU's communications and outreach. Proposed 2018 budget and rates outreach includes dialogue with: neighborhood councils, business districts, franchise cities/local governments, community organizations, partnering with General Government, non-profit partners, service organizations, Chamber of Commerce, and Tribes. Rebekah Anderson, Marketing Communications Manager, outlined the customer communications approach. The approach includes having year-round communication and early, multi-channel notifications for rate adjustments. Staff will continuously evaluate if the approach is successful. Communication tactics, messaging, and channels were then summarized by Ms. Anderson. Discussion ensued and staff will add outreach to Save Tacoma Water, other Tribes, Tacoma Housing Authority, and senior groups. Staff will research how all of this outreach will be collected and aggregated back to the Board. Staff will also research incorporating multi-language communications.

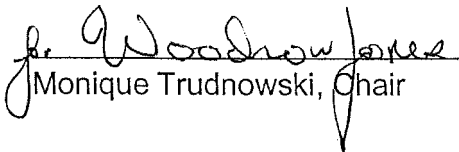
Executive Session

Ms. Larkin moved to convene an executive session at 5:23 p.m. until 5:53 p.m. to discuss pending litigation per RCW 42.30.110(1)(i) seconded by Mr. Patterson. Voice vote was taken and carried. The executive session was adjourned at 5:53 p.m.

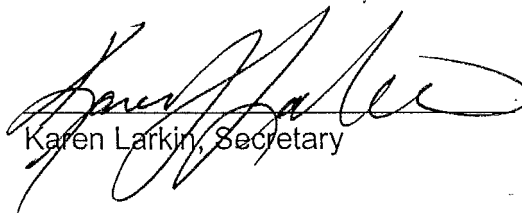
Adjournment

The study session was adjourned at 5:53 p.m. until the next regularly scheduled study session on Wednesday, June 27, 2018 at 3:00 p.m.

Approved:


Monique Trudnowski, Chair

Approved:


Karen Larkin, Secretary