



CITY OF
TUMWATER

**PUBLIC WORKS COMMITTEE
MEETING AGENDA**

**Online via Zoom and In Person at
Tumwater City Hall, Council Conference
Room, 555 Israel Rd. SW, Tumwater, WA
98501**

**Thursday, February 06, 2025
8:00 AM**

1. Call to Order
2. Roll Call
3. Approval of Minutes: Public Works Committee, January 9, 2025
4. Cost of Service Utility Rate Model Report (Water Resources & Sustainability Department)
5. Utility Assistance Program Update (Finance Department)
6. Additional Items
7. Adjourn

Meeting Information

All committee members will be attending remotely. The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

<https://us02web.zoom.us/j/86951706907?pwd=oV9oCmetJOftBMnguDcGETZ7hd13zE.1>

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 869 5170 6907 and Passcode 503889.

Public Comment

The public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. the day before the meeting. Comments are submitted directly to the Committee members and will not be read individually into the record of the meeting.

Post Meeting

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator

directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

**TUMWATER PUBLIC WORKS COMMITTEE
MINUTES OF VIRTUAL MEETING
JANUARY 9, 2025 Page 1**

CONVENE: 8:01 a.m.

PRESENT: Chair Eileen Swarhout and Councilmembers Michael Althausen AND Angela Jefferson.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Assistant City Attorney David Abbott, Finance Director Troy Niemeyer, Water Resources and Sustainability Director Dan Smith, Engineering Services Manager Bill Lindauer, Community Engagement Specialist Marnie McGrath, Water Resources Specialist Grant Gilmore, Water Resources Specialist Dave Kangiser, and Administrative Assistant Bonnie Hale.

**APPROVAL OF
MINUTES: PUBLIC
WORKS
COMMITTEE -
NOVEMBER 21, 2024
& DECEMBER 5,
2024:**

MOTION: Councilmember Jefferson moved, seconded by Councilmember Althausen, to approve the November 21, 2024 minutes as published. A voice vote approved the motion unanimously.

MOTION: Councilmember Jefferson moved, seconded by Councilmember Althausen, to approve the December 5, 2024 minutes as published. A voice vote approved the motion unanimously.

**RIGHT OF ENTRY
AGREEMENT WITH
DANA DAY FOR THE
BARNES LAKE
MANAGEMENT
DISTRICT:**

Specialist Kangiser reported the proposed agreement with Dana Day supports actions for the Barnes Lake Management District. Ms. Day’s property is located on the eastern side of Barnes Lake at 231 Lark Street, south of Michael T. Simmons Elementary School. Ms. Day’s property provides for boat access for the contractor to complete vegetation maintenance on the lake, as well as providing staff access to conduct monthly water quality monitoring. No other access points to the lake are available for boats. In exchange for the right of entry agreement, the Barnes Lake Management District agreed to pay the assessment fee for Ms. Day’s property and a lake front fee of approximately \$300 annually with an annual escalator of 5%.

Staff recommends the committee place the Right of Entry Agreement with Dana Day for her Lark Street property on the January 21, 2025 Council consent calendar with a recommendation for the Mayor to sign.

Councilmember Jefferson inquired as to the length of the agreement. Specialist Kangiser said the agreement is for a period of four years.

**TUMWATER PUBLIC WORKS COMMITTEE
MINUTES OF VIRTUAL MEETING
JANUARY 9, 2025 Page 2**

MOTION: **Councilmember Althauser moved, seconded by Councilmember Jefferson, to place the Right of Entry Agreement with Dana Day for her Lark Street property on the January 21, 2025 Council consent calendar with a recommendation for the Mayor to sign. A voice vote approved the motion unanimously.**

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF TUMWATER (CITY) AND LOTT CLEAN WATER ALLIANCE (LOTT) REGARDING A PURCHASE AND SALE AGREEMENT FOR PROPERTIES IN THE DESCHUTES VALLEY
AMENDMENT 2:**

Director Smith reported the amendment is only for an extension of time for the City to continue working with the LOTT Clean Water Alliance to determine the overall conditions of properties under consideration as part of a purchase and sale agreement. The City extended the agreement earlier to enable some additional time to complete due diligence of the properties. Staff anticipates that over the next three months, conversations will continue with LOTT Clean Water Alliance officials to review any remaining concerns by the City. A recent environmental site survey did not reveal any new findings of significant concerns. Staff anticipates continuing to move forward as both organizations continue working on existing considerations surrounding site access and the deposition of some additional structures. The amendment extends the agreement to June 2025 to negotiate final details.

Staff recommends the committee place the MOU between the City and LOTT regarding a Purchase and Sale Agreement for Properties in the Deschutes Valley on the January 21, 2025 City Council consent calendar with a recommendation to approve and authorize the Mayor to sign.

It was noted that the agreement reflected an end date of December 2025. Director Smith explained that the agreement was previously amended to reflect an expiration date of December 31, 2024, which will be corrected within the document.

MOTION: **Councilmember Jefferson moved, seconded by Councilmember Althauser, to place the MOU between the City and LOTT regarding a Purchase and Sale Agreement for Properties in the Deschutes Valley on the January 21, 2025 City Council consent calendar, with a recommendation to approve and authorize the Mayor to sign. A voice vote approved the motion unanimously.**

INTERLOCAL AGREEMENT (ILA) WITH THE CITIES OF OLYMPIA AND LACEY, AND THURSTON COUNTY IMPLEMENTING A REGIONAL

Specialist Gilmore presented the proposed five-year contract for the Regional Environmental Education Program (REEP) between the Cities of Lacey and Olympia, Thurston County, and the City of Tumwater. The contract supports the NPDES (National Pollutant Discharge Elimination System) permit requirements for Phase 2 permittees for education and outreach component, behavior change component, and several other initiatives to address engagement with community members and businesses.

**TUMWATER PUBLIC WORKS COMMITTEE
MINUTES OF VIRTUAL MEETING
JANUARY 9, 2025 Page 3**

**ENVIRONMENTAL
EDUCATION
PROGRAM (REEP):**

The budget for the program includes a request for an increase to accommodate inflation. The annual budget is \$120,000. The percentage allocation is based on population. The population count for each jurisdiction is from the last census data. The City of Tumwater is responsible for 12% of the budget equating to \$14,400 annually. The City receives numerous benefits from the program as a regional partner. To date, the work has been effective.

Staff requests placing the ILA with the Cities of Olympia and Lacey, and Thurston County Implementing a REEP on the January 21, 2025, City Council consent calendar with a recommendation to approve and authorize the Mayor to sign.

Councilmember Jefferson asked about the sources of increased costs caused by inflation. Specialist Gilmore advised that the increases in costs are primarily for consultant fees. The partners contract with several consultants to assist in web development and web support activities. Other cost increases are attributed to the increase in printing costs for the Stream Team quarterly newsletter, as well as moving toward the use of more sustainable materials that typically cost more. The program provides many incentives to reward Stream Team volunteers, which also contributes to other costs.

Councilmember Jefferson recommended staff provide information on the increase in costs because of increasing concerns surrounding inflation and higher costs.

Specialist Gilmore added that in 2024, the REEP program hosted 89 events throughout the South Sound region with 3,408 in-person engagements with community members featuring stewardship and volunteer programs and second Saturday restoration events at South Road Park educating the community on how stormwater pollution affect critical areas and steps community members can take to help offset the impacts. The new launch of the behavior change program surrounding habitat at home and Naturescape for natural yard care will be reintroduced after a pause caused by the COVID pandemic. Additionally, many hands-on science surveys are sponsored with amphibian and macro invertebrate surveys. The City of Tumwater has a close relationship with the school district and staff engages with students, as well as establishing a coalition with teachers to carry the Stream Team into the curriculum and share information with students within the framework of teaching. All alignment within the program is growing stronger and more impactful in outreach to the community.

Councilmember Jefferson recommended forwarding the request as a Council Consideration item to enable a presentation to the community

**TUMWATER PUBLIC WORKS COMMITTEE
MINUTES OF VIRTUAL MEETING
JANUARY 9, 2025 Page 4**

highlighting the benefits of the program. Director Smith recommended scheduling the proposed agreement on the consent calendar items as initially recommended and scheduling future a presentation to the Council on the work plan and recent accomplishments.

Specialist Gilmore noted that the Stream Team is celebrating its 37th anniversary. Stream Team has become much more effective with the advent of different technologies and the numerous relationships created by the different programs.

Councilmember Althauser recalled his experience as a high school student volunteering with the Stream Team. The Stream Team was featured on national news when a two-headed salmon hatched locally survived its alevin stage of life.

MOTION:

Councilmember Jefferson moved, seconded by Councilmember Althauser, to place the ILA with the Cities of Olympia and Lacey, and Thurston County Implementing a REEP on the January 21, 2025, City Council consent calendar with a recommendation to approve and authorize the Mayor to sign. The item will be scheduled for a future Council work session. A voice vote approved the motion unanimously.

ADJOURNMENT:

With there being no further business, Chair Swarthout adjourned the meeting at 8:25 a.m.

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

TO: Public Works Committee
FROM: Patrick Soderberg, Program Manager
DATE: February 6, 2025
SUBJECT: Cost of Service Utility Rate Model Report

1) Recommended Action:

No action required, informational only.

2) Background:

In 2023, the City contracted with Carollo Engineers to perform a cost-of-service project that involved the development of a utility rate model for our drinking water program. The model can evaluate our current cost of service, future cost projections, and can evaluate rate designs for different customer types and usage.

Carollo Engineer staff will discuss our current (2025) rates, demonstrate the functionality of the financial model and how it can be used by the City, and provide an overview of the affordability of the City's water rates.

3) Policy Support:

Build a Community Recognized for Quality, Compassion, and Humanity

Develop innovative partnerships and strategies with community human and social services organizations to improve service.

Be a Leader in Environmental Health and Sustainability

Continue to ensure ample drinking water supply and support water reuse opportunities.

4) Alternatives:

Not applicable – informational briefing only.

5) Fiscal Notes:

This project is complete. The total project cost \$110,665.37 was funded by the Water Utility.

6) Attachments:

No attachments.

TO: Public Works Committee
FROM: Troy Niemeyer, Finance Director
DATE: February 6, 2025
SUBJECT: Utility Assistance Program Update

1) Recommended Action:

No action requested at this time.

2) Background:

Staff have done research on the Lifeline program, which offers a 50% discount to qualified residents. We will discuss our findings, including the potential budgetary implications.

3) Policy Support:

Be fiscally responsible and develop sustainable financial strategies.

4) Alternatives:

n/a

5) Fiscal Notes:

n/a

6) Attachments:

A. none