MINUTES

UTILITY ADVISORY COMMITTEE REGULAR MEETING

Public Library Gallery Room ~ 955 Northgate Drive
January 14, 2020 ~ 3:00 p.m.

CALL TO ORDER:

Vice-Chair Sanders called the meeting to order at 3:00 p.m.

ATTENDANCE:

Vice-Chair James Sanders, Committee Members Dave Larkin, Graham Parker, Dan Porter, and Amy Anderson were present. Chair Charles LoPresti and Committee Member Don Gregoire were absent. Also present were Staff Liaison and Energy Services Director Whitney, Fire & Emergency Services Director Huntington, Business Services Manager Edgemon, and Administrative Assistant II Grimes.

APPROVAL OF THE AGENDA:

MEMBER PORTER MOVED AND MEMBER LARKIN SECONDED THE MOTION TO APPROVE THE AGENDA AS PUBLISHED. THE MOTION CARRIED 5-0.

APPROVAL OF MINUTES:

MEMBER PORTER MOVED AND MEMBER PARKER SECONDED THE MOTION TO APPROVE THE NOVEMBER 12, 2019 MEETING MINUTES AS PUBLISHED. THE MOTION CARRIED 5-0.

ELECTION OF OFFICERS:

MEMBER PORTER MOVED AND MEMBER LARKIN SECONDED THE MOTION TO NOMINATE MEMBER PARKER AS THE 2020 VICE-CHAIR. THE MOTION CARRIED 5-0.

MEMBER LARKIN MOVED AND MEMBER PARKER SECONDED THE MOTION TO NOMINATE MEMBER SANDERS AS THE 2020 CHAIR. THE MOTION CARRIED 5-0.

PUBLIC COMMENTS:

There were no public comments.

ITEMS OF BUSINESS:

1. Strategic Leadership Plan

Staff Report: City Manager Reents presented on an overview of City Council's Strategic Leadership Plan. Ms. Reents explained the electronic overview of how they are tracking each core focus area and underlying objectives for the Strategic Leadership Plan. The electronic tool allows for each item to be measured and tracked for completeness. It also gives an indication of whether there are disruptions to completing the objectives and to how much of a degree they may be. The visual summary shows how far along the City is in completing the five year Strategic Leadership Plan and their objectives.

The UAC Members had several clarifying questions and stated their views on the topic. Discussion included: specific disruptions that are currently or could in the future derail certain areas and objectives, how the plan ties into performance reviews and budget formations for each department, cyber security and public records concerns.

2. Status - Each City Utility

Staff Report: Director Whitney gave updates to several Capital Improvement Plan projects and how they tie back to the Strategic Leadership Plan that City Manager Reents spoke about. The Advanced Metering Infrastructure (AMI) project was delayed in 2019 due to contract negotiations, so the funds that were due to be spent in 2019 were re-budgeted in 2020. Other items included in the utility update was information on Tier 2 power purchases, and the 25,000 meters milestone that the utility is projected to reach next year that will come along with new requirements. The bond issuance in late 2019 coincided well with the market and discussion included the bond rating for Energy Services from Standard & Poor.

The UAC Members had several clarifying questions and stated their views on the topic. Discussion included: whether the AMI work would be contracted out or be completed by RES staff, the logistics of meter replacement and customer communications about the AMI project, and how the bond rating will be used for future Cost of Service Analysis.

3. Ambulance Utility Structural Overview

Staff Report: Director Huntington gave an overview of the Fire & Emergency Services (EMS) Department. Included in the overview was an explanation about the Revised Code of Washington (RCW) 35.21.766 that gives cities the authority to set rates and charges for operating an ambulance utility and the funding streams that are allowed to be used. A historical timeline of past rate studies was discussed along with current staffing levels, response time, number of current stations and their locations, overall call volume of the department, various programs implemented in the community, and the department's annual budget. An update was given on the Ground Emergency Medical Transport (GEMT) rate study with WA State and the timeline of station 73/75 design and construction project. Mr. Huntington also summarized additional items planned for discussion later this year including a customer class analysis and equity, General Fund contribution to the Utility, and equipment inventory, depreciation, reliability and status of.

The UAC Members had several clarifying questions and stated their views on the topic. Discussion included: whether certain community demographics in Richland are different than those of neighboring cities, and how the City's EMS services differs from private ambulance transport companies.

OTHER INFORMATION:

1. **Energy Services Capital Working Plan Year end and Look Ahead**
2. **Energy Services Bond Rating Comments**
3. **Forward Planning Agenda**

The UAC Members discussed: the desire to have an update on the Horn Rapids Solar, Storage and Training project and possible site tour, if there were any issues with the Preferred Freezer expansion and possible demand response capabilities in the future, and notification of the release of the draft Environmental Impact Statement for the Columbia River System Operations in February 2020.

ADJOURNMENT

Chair Sanders adjourned the meeting at 4:42 p.m.

Respectfully submitted: Kylie Grimes

Kylie Grimes, Administrative Assistant II

Reviewed by: C. R. Whitney

Clinton R. Whitney, Energy Services Director

Date Approved: March 10, 2020

Date Published: March 11, 2020