City of Olympia
UAC 2021-2022 Work Plan

Month	Request/Description	Staff	Time Needed	UAC Action	Council Focus	Notes
Apr-21	Water System Plan, Goals and Objectives (to include water conservation)	Susan Clark	40 minutes	Review and provide feedback to staff	Budget/Financial, Racial/Social Justice, Utility Management Planning	Updating the Water System Plan is a DOH requirement. Water conservation goals specifically require a review in a public forum. Climate change goals will also be discussed.
	2021 Water Quality Report	Cheri Reimers	20 minutes	Review and provide feedback to staff	NA	Discussion of drinking water sampling regimens and results.
	Storm and Surface Water Rate Structure	Eric Christensen or Susan Clark	30 minutes	Review and provide feedback to staff and approval to launch public outreach	Budget/Financial, Racial/Social Justice	Discussion of a proposed simplified rate structure for 2022 and the associated public outreach campaign.
May-21	Waste ReSources Plan	Gary Franks	45 minutes	Review and provide feedback to staff	Budget/Financial, Racial/Social Justice, Utility Management Planning	Intitial discussion of proposed changes to the Waste ReSources Plan.
	General Facility Charges for Low Income Housing	Eric Christensen	20 minutes	Review and provide feedback to staff	Racial/Social Justice	Discussion of potential alternative general facilities charges for low-income housing.
	Asset Management - Renewal and Replacement Costs	Eric Christensen	20 minutes	Review and provide feedback to staff	Budget/Financial, Racial/Social Justice, Utility Management Planning	Discussion of estimated costs and timing for replacement of Water Resources infrastructure.
Jun-21	American Water Works Association Benchmarking Performance Indicators	Eric Christensen	30 minutes	Review and provide feedback to staff	Budget/Financial, Racial/Social Justice, Utility Management Planning	Discussion of objective performance measures for water, wastewater, and stormwater utilities to gauge performance against peer agencies.
	LOTT Clean Water Alliance Cost of Service Analysis	Justin Long	20 minutes	Review and provide feedback to staff	Budget/Financial	LOTT Clean Water Alliance staff will present their cost of service analysis.
	Sea Level Rise Response Update	Eric Christensen	20 minutes	Review and provide feedback to staff	Budget/Financial, Racial/Social Justice, Utility Management Planning	Discussion of the Olympia Sea Level Rise Response Collaborative work plan.
	Utilities - Quarterly Financial & Customer Assistance Program Updates	Eric Christensen	15 minutes	Review and provide feedback to staff	COVID Recovery & Re-Opening, Racial/Social Justice	Discussion of quarterly updates on City utility finances.
No meeting July 2021						
Aug-21	Draft Capital Facility Plan & Operating Budget Drivers	Eric Christensen & Gary Franks	45 minutes	Review and provide feedback to staff	Budget/Financial	Discussion on the draft Capital Facilities Plans.
	Water System Plan	Susan Clark	45 minutes	Review, approve and forward to Council	Budget/Financial, Racial/Social Justice, Utility Management Planning	Final presentation of the Water System Plan.
Month	**Request/Description**	**Staff**	**Time Needed**	**UAC Action**	**Council Focus**	**Notes**
Sep-21	Utility Operating Budgets, Rates, and General Facility Charges	Eric Christensen & Gary Franks	45 minutes	Review and provide feedback to staff	Budget/Financial	Initial discussion of the Budget Review Committee's recommendations for the utility operating budgets, rates and general facilities changes. (possibly 2 meetings)
	Draft Capital Facility Plan & Operating Budget Drivers	Eric Christensen & Gary Franks	15 minutes	Review, approve and forward to Council	Budget/Financial	Capital Facilities Plans recommendation to Planning Commission and City Council.
	Climate Mitigation Update	Pamela Braff	20 minutes	Review and provide feedback to staff	Budget/Financial, Racial/Social Justice, Utility Management Planning	The City's Climate Program Manager will provide an update on climate mitigation efforts.
	Utilities - Quarterly Financial & Customer Assistance Program Updates	Eric Christensen	15 minutes	Review and provide feedback to staff	COVID Recovery & Re-Opening, Racial/Social Justice	Discussion of quarterly updates on City utility finances.

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Oct-21	Utility Operating Budgets, Capital Facility Plan, Rates, and General Facility Charges (final)	Eric Christensen & Gary Franks	90 minutes	Review and provide feedback to Council through rate recommendation	Budget/Financial	Final discussion of the Budget Review Committee's recommendations for the utility operating budgets, rates and general facilities changes.
Nov-21	Stormwater Operations Problem Solving (STOPS) Wastewater Operations Problem Solving (WWOPS)	Susan Clark	40 minutes	Review and provide feedback to staff	NA	Discussion of how staff resolves issues brought forth by staff and customers.
	Waste ReSources Plan	Gary Franks	15 minutes	Review, approve and forward to Council	Budget/Financial, Racial/Social Justice, Utility Management Planning	Discussion on the draft plan.
Dec-21	UAC Work Plan Development for 2022-2023	Eric Christensen	60 minutes	Review and provide feedback to staff	NA	Initial discussion of the UAC's proposed annual work plan, the basis for the committee's focus and effort during the following year.
	Utilities - Quarterly Financial & Customer Assistance Program Updates	Eric Christensen	15 minutes	Review and provide feedback to staff	COVID Recovery & Re-Opening, Racial/Social Justice	Discussion of quarterly updates on City utility finances.
No meeting January 2022						
Feb-22	Approve UAC Work Plan 2022-2023 and Elect Officers	Eric Christensen	40 minutes	Review, approve and forward to Council	NA	Final discussion of the UAC's proposed annual work plan, the basis for the committee's focus and effort during the following year.
	Sea Level Rise Response Update	Eric Christensen	15 minutes	Review and provide feedback to staff	Budget/Financial, Racial/Social Justice, Utility Management Planning	Discussion of the Olympia Sea Level Rise Response Collaborative's 2021 progress and proposed 2022 work plan.
	Waste ReSources Plan	Gary Franks	40 minutes	Review, approve and forward to Council	Budget/Financial, Racial/Social Justice, Utility Management Planning	Final presentation of the Waste ReSources Plan.
Mar-22	NPDES Annual Report	Jeremy Graham	40 minutes	Review and provide feedback to staff	NA	Review of Municipal Stormwater Permit annual reporting and regulatory updates.
	Recycling Program Update	Ron Jones & Gary Franks	30 minutes	Review and provide feedback to staff	NA	Discussion of the recycling program.
	Utilities - Quarterly Financial & Customer Assistance Program Updates	Eric Christensen	15 minutes	Review and provide feedback to staff	COVID Recovery & Re-Opening, Racial/Social Justice	Discussion of quarterly updates on City utility finances.

Highlighted items will require a quorum to provide feedback/recommendation to City Council.

WA State Utilities and Transportation Commission (UTC) will be monitored. As needed, the UAC may provide the UTC with feedback.