



**Joint Meeting of Water System Advisory Committee (WSAC)
and Creeks, Drainage, and Wastewater Advisory Committee (CDWAC)**

December 9, 2015 Meeting Notes
Seattle Municipal Tower, 700 Fifth Avenue
Room 4901
5:30 pm – 7:30 pm

Committee Members & CAC Staff	Present?	SPU Staff & Guests	Role
WSAC		Alex Chen	SPU Water Planning and Program Manager
Tom Grant	N	Madeline Goddard	SPU Drainage and Wastewater Deputy Director
Chelsea Jefferson	Y	Angela Diamond	Guest
Kelly McCaffrey	Y	Melissa Levo	Guest
Kyle Stetler	Y	Ramesh Sharma	Guest
Rodney Schauf	Y		
CDWAC			
Kendra Aguilar	N		
Marilyn Baylor	N		
Suzie Burke	Y		
Chris Clark	Y		
C’Ardiss Gardner Gleser	N		
Schyler Hect	Y		
Patrick Jablonski	N		
Kaifu Lam	N		
Seth McKinney	Y		
Noel Miller	Y		
Devin O’Reilly	Y, by telephone		
Evan Osborne	Y		
CAC Staff			
Heidi Fischer, CAC Program Support	Y		
Julie Burman, WSAC Policy Liaison	Y, by telephone		
Sheryl Shapiro, CDWAC Policy Liaison and CAC Program Manager	Y		

Action Items:

- ✓ Kyle will create an updated list of WSAC Work Plan topics and work with Alex to arrange appropriate scheduling for them.
- ✓ CDWAC Members should send officer nominations to Sheryl.
- ✓ WSAC Members should send officer nominations to Julie.

Regular Business

- Committee Members, SPU staff, and guests introduced themselves.
- CDWAC/WSAC October meeting notes are approved. November meeting notes are not yet ready for review and will be distributed in advance of the January meeting.

2016 Workplan Discussion

- Noel began by letting the Committee Members know that Madeline Goddard, SPU's Drainage and Wastewater Deputy Director who presented at the November meeting, would like to get more feedback from the Committees on the issue of side sewers that are exposed to main line sewer backups. He also suggested that this policy topic be explored more fully in 2016.
 - Madeline then explained that she would like to share a bit more information on that topic now.
 - Last month she asked the Committees for input about the South Park Backflow Prevention Program. She discussed the needs for the program and the costs.
 - Based on all of the relevant factors, including the Committees' input, SPU is currently pursuing a policy that backflow problems caused by SPU should be addressed by SPU through an SPU backflow prevention program.
 - We will offer basic backflow preventers for residences in affected areas. They will be in the right-of-way where possible, and maintained by SPU. Where other lines are in use in the right-of-way that prevent installation, SPU may work with owners to install backflow preventers on private property.
 - These will allow people with bathrooms on two levels to flush the toilet in the main house during a storm, but not in the basement.
- ❖ Committee Member Comment: When people install bathrooms in the basement, they all go through a permitting process. Perhaps that process could include advising them of potential issues of installing a bathroom below the water table.
 - Last month Madeline reported that 33 houses in South Park would likely need the backflow preventers, but she has since learned that further evaluation is necessary which may result in more houses needing the fix.
 - The South Park Program is essentially SPU's second pilot program in this area. (The first was in Broadview.) Final policy decisions are still in development.
 - Madeline will be returning in the next couple of months to speak with the Committees about side sewer issues in the Broadview neighborhood.

- Sheryl then shifted the discussion back to the 2016 Work Plan.
- She expressed her hope that Committee Members had looked over the Work Plan Discussion documents in advance of this meeting.
 - These discussion documents were developed in conversations with Sheryl, the Committee Chairs and Co-Chairs, and SPU's Line of Business Directors.
 - They made sure to include topics in which the Committees had expressed interest as well as items that need the Committees' feedback.
 - Sheryl passed out copies of the Work Plan Discussion documents (CDWAC and WSAC each have their own).
- She explained that the Committees will have a discussion in early 2016 about whether CDWAC and WSAC will continue to meet jointly.
- One Member noted that she was glad to see rate design on the work plan discussion document, and asked what SPU service was next in line for a rate design study.
 - Sheryl explained that water rates are up first. Rate design is different from actual rate cost, and rates may be addressed as an all-CAC collaborative discussion. We will be forming another Customer Review Panel as well as Customer Rate Study Group, and will be asking some CDWAC and WSAC Members to serve on these new groups.
 - Julie, the WSAC Liaison, added that water rates will be submitted to the City Council in June of 2017.
- Sheryl reported that she is planning a CAC orientation in the first quarter of 2016 for all CAC Members.
 - Topics will include basic information on SPU's lines of business, as well as how the CACs and SPU connect with other City departments, the Mayor, and the City Council.
- We are hoping to have three all-CAC meetings in 2016, in addition to the orientation and various field trips.
- CDWAC and WSAC then separated for discussion of the work plans.
 - The two Committees then reassembled and reported the highlights of their discussions.
 - Kyle, Chair of WSAC, reported for WSAC.
 - WSAC had lots of good discussion. We have many items on our list.
 - We want to focus on issues where WSAC could add value by giving input early in the process.
 - We're interested in conservation planning and how it fits into the bigger picture.
 - Some of WSAC's topics have been put into the all-CAC category, like climate change and intergenerational equity (which has to do with the timing and cost of water main replacements).
 - WSAC Members can still add to the work plan list.
 - ✓ Kyle will create an updated list of topics and work with Alex to arrange appropriate scheduling.
 - We will try to focus on topics where WSAC can have the most impact.

- Noel, Co-Chair of CDWAC, reported for CDWAC.
 - CDWAC discussed the need for an educational process that includes basic information on key drainage and wastewater concepts and major programs. Some of these areas will be best covered through documents, others through presentations and some in the all-CAC orientation..
 - We also discussed what CDWAC can do to provide value, what topics offer the most potential for us to have a positive impact, and how we can help get useful messages out to community groups.
 - We also discussed what ratepayers can do to help SPU meet its program goals.
- Sheryl noted that next year's orientation will provide basic information on SPU's lines of business. After attending the orientation, Members should identify topics on which they would like more information, and Sheryl will work to coordinate that.
- She appreciates all of the Members' interest, and will work with the Chairs to get the Work Plans into the next phase for the January meeting.

CDWAC and WSAC Web Pages, Sheryl Shapiro, CDWAC Liaison & CAC Program Manager

- Sheryl reviewed the below list of ideas for the CAC homepage from the November meeting.
 - Highlights of topics covered at Committee meetings (e.g. Thornton Creek study)
 - Links to each of the Committees
 - Outline of activities of the Committee
 - What's happening at neighborhood level of issues
 - Blog feature
 - Purpose of CACs: relationship to SPU, City
 - Accomplishments
 - Actions
 - Contact information
 - Archived presentations
 - Member bios-
 - Member statements
 - Upcoming topics/workplans
 - Upcoming opportunities for public to interact with SPU
 - Upcoming CAC meetings
 - Recruitment: Highlight geographic representation of members and openings
 - Extend opportunity to the public for input on selected topics
- Then she explained that tonight she is asking Members to brainstorm ideas for the CDWAC and WSAC homepages.
 - Members worked individually, and then shared their ideas with the group.
 - WSAC Members reported the following ideas:
 - Describe the Water Line of Business
 - Activities/topics of committee

- Actions/accomplishment
- Work plan
- Solicit public input/feedback
- Connect to SPU homepage
- Background/basics on Seattle water system
- Precipitation levels/consumption info
- Agendas/schedule/topics
- Bios of Committee Members
- CDWAC Members reported the following ideas:
 - Basic facts and information on drainage and wastewater system
 - Link to CSO overflow and creeks pages
 - Committee – why?
 - Scheduling, upcoming topics (tags/links)
 - Opportunity for the public to comment and ask questions
 - Bios for Committee Members
 - Explore social media connection
 - Highlights of what CDWAC is doing
 - Pictures
 - Archives
 - Linkage to SPU homepage
 - Purpose /CDWAC’s relationship to SPU
 - How meeting works/agenda
 - Geographic map of Members
 - Watershed map
 - Water quality issues map
- Sheryl explained that the City of Seattle is in the process of consolidating its information technology staff from all Departments into one centralized Department, which will take some time. Due to this, the influence we will have on our CAC webpages is uncertain. However, this input is valuable.

2016 Officer Elections Process, Sheryl Shapiro, CDWAC Liaison & CAC Program Manager

- Officer elections for CDWAC and WSAC will be done at the January meeting by paper ballot.
 - Officer terms are for one year.
 - Members should think about who they would like to nominate. Members may self-nominate.
 - CDWAC currently has Co-Chairs and no Secretary.
 - WSAC currently has a Chair and a Vice-Chair and no Secretary.
 - SWAC, the third CAC, currently has a Chair, Vice-Chair, and a Secretary who writes SWAC’s letters and facilitates Members’ input.
 - When CDWAC and WSAC write letters, generally the Member who is interested in that particular letter fulfills that role.

- Sheryl noted that she thinks the co-chair model is helpful, though the chair/vice-chair model can work too.
- ✓ CDWAC Members should send nominations to Sheryl.
- ✓ WSAC Members should send nominations to Julie.
 - Sheryl and Julie will speak with those nominated to determine whether they accept the nomination, and will present the nomination for a vote at the January meeting.

Charter Revision Overview and Timeline, Sheryl Shapiro, CDWAC Liaison & CAC Program Manager

- Sheryl explained that we have been discussing a revision to the six year old CAC Charter for some time.
 - We have a draft now and Sheryl and the CAC Program Team are finishing our revisions now.
 - After that we will send it our LOB Division Directors, and then to the Committee Chairs and/or designated Committee Members for feedback, and then to all CAC Members. We will then send the draft to the Deputy Directors, and finally, to the SPU Director.
 - We're projecting that this process will take about four months.
 - Members should let Sheryl know if they have any questions or comments.
- ❖ Committee Member Question: Will you be sending the revised charter to us for review?
 - Answer: Yes, at a certain stage in the process. We have to take it partially up the SPU "chain of command" first.
- ❖ Committee Member Question: Is the current version of the charter on the CAC website?
 - Answer: No, but that version isn't relevant now. The new version will be much more comprehensive.

Around the Table

- Another Member suggested that Members who belong to the Central Co-op should participate in the voting process which is going on now.
- Members wished each other happy holidays.

Meeting adjourned, 7:26pm.