



Chair: Noel Miller

SPU Creeks, Drainage & Wastewater Advisory Committee (CDWAC)

August 25, 2014 Meeting Notes

Seattle Municipal Tower

Conference Room 5965

5:30 p.m. - 7:30 p.m.

Present: Jeremy Andrews, Marilyn Baylor, Suzie Burke, Cheryl Klinker, Noel Miller, Kendra Aguilar, Fiona McCargo, Schyler Hect,

Absent: C’Ardiss Gardner Gleser, Devin O’Reilly, Kaifu Lam

Staff: Sheryl Shapiro, Linda Rogers, Helge Felchert, Vicky Schiantarelli

Guests:

5:40 PM Call to Order

1. Regular Business:

- Meeting notes approved for May; June’s notes are still under review
- **Around the Table:**
 - Sheryl – completed 2nd interviews for CAC support; hope to get person on board soon
 - Tap Water Campaign
 - Next meeting in 2 weeks – subgroup with representatives from all 3 CAC Committees
 - July kickoff meeting at Water Quality Lab included:
Water taste test of taste samples from Cedar and Tolt Rivers and bottled water;
tour of lab, overview presentation of SPU water system
 - 3 research groups were formed: why we want to do campaign; overview of US bottled water industry; other public interest campaigns
 - Let Sheryl know if are interested in participating or want to know more about this

Monthly Topics:

2. SPU WMBE Business Program – Vicky Schiantarelli, SPU, EJSE Division

- See PowerPoint and handouts -
- WMBE Business Opportunities Workshop
 - SPU priorities/goals
 - Have authority under SMC
 - Mayor’s Executive Order
 - RSJI speaks to WMBE inclusion
- Goals
 - 8% goals
 - 14% purchasing
 - 17% subconsultant
 - 14% other consultant

- Public involvement & community outreach services
 - Should not be embedded in engineering contracts
 - Has connections and pulse of neighborhood where work is being done
- WMBE inclusion tools
 - Inclusion plans
 - Custom reports
 - Building relationships with primes
 - Customized outreach workshops
 - Feb annual engineering consultant workshop
 - What has changed
 - Project in the pipeline for up to 2 years
 - Oct 23rd – CIP in construction – group that historically gets ignored – smaller projects
 - Tipping point
 - How create culture shift to expand what inclusion means; how impacts industry
- Different methods for outreach for multi-year projects
- Purchasing discussion – new inclusion plan for purchase contracts
 - 3 methods
 - Direct vouchers
 - Purchasing blanket contracts
 - Purchase contracts – big purchases fully advertised
- Diversity – the future is now
- Discussed various case studies

Questions:

- Can you go into more about the mentoring – what did it look like?
 - Administrative coaching
 - Give opportunity to grow in safe environment to learn new skills– coach for lead or project manager on project
 - Construction workshop Oct 23rd : will send link
- What is our goal for WMBE in 5 years? Would like to see what the availability is for our area. Include utilization and the spend; consider capacity expertise, quality of work, etc.
- How do you evaluate a new company?

Handouts – use by Branch within our department

- All of 2013, first half of 2014, and construction
- Copy of new WMB inclusion plan for consultant

3. Strategic Business Plan Update – Noel Miller, Sheryl Shapiro

- 2 weeks ago City Council adopted business plan
- 4 Council meetings to adopt plan with lots of discussion
- Resolution to adopt plan attached
 - Commitment to try to keep FTEs wouldn't be offset by going out to consultants
 - Labor efficiency includes both internal labor cost and consultants
 - Carbon neutrality – local resources used first before going out for other sources
 - Use HR staffing adequately – some new positions not come on until 2018
 - Rate path reduced to reflect lower interest associated with 2014 solid waste and drainage/wastewater bond sales and bond funding
 - When rate increases are submitted to City Council, use score card to ensure that goals are being met
 - Reporting framework due to City Council by end of Q1 2015 to track progress on achieving the goals of the Plan
- Action items in LOB that may be most appropriate for CDWAC
 - Recommend all Committees meet and get familiar with SBP
 - Pick some priorities that are across Committees such as equity, proposed rate increases
 - Are the average customers being burdened more than the wealthy citizens?
 - Increase in low income rate assistance customers
 - Citywide taskforce – invite Tracy Rowland to discuss low income rate assistance program
 - Ask questions about program
 - Ask about policy questions
 - What can we do and not do as we operate as a utility
- Look at Action plans; get familiar with various opportunities to become involved

4. Director's Updates – Helge Ferchert, SPU

- SBP – close alignment – Ray made announcement last week regarding LOB structure
- LOB structure review changes –
- Rick Scott will become Drinking Water LOB Director
- Explained changes in discussion and how this will look in new organization
- New Utility Services group in director's Office – new executive Jeff Kissel; shared bio, and function he will take
- Will be some shared services where services across LOBs such as SCADA controls for Water and DWW

Questions:

- Does Sheryl know how this will affect her role and the reporting for the CACs? Not at this time.
- What is the timeline for making all the changes? Desired by January 1.
- Will one of the executives be a woman? Whomever is the best person for the role.

5. Group Agreements/Communications Protocol – Kendra Aguilar, Co-Chair

- Final proposal didn't change much; sent out for review by CDWAC
- Consideration to become part of revision CAC charter
- Will offer for review by other CACs
- 2 weeks for CDWAC to consider clarification of items

Questions:

- What is an action item? Anything needing action by CDWAC – writing letter,
 - Provide definition. For example: any items requiring action by the Committee such as letter, representation, outreach participation, attendance at external meeting as a representative, etc.
- #14 was added based on comments from various people;
 - Personal agenda – define – not working as part of the Committee's work as a whole, going over the head of the membership
 - Look at possible revision; simplify; request to member to suggest different language
- Items are to be viewed as group "code of conduct"

ACTION:

- Have comments in by next Tuesday, 9/2 – if nothing is received, will stand. Want wrapped up by next meeting.
- Blocking consensus – Sheryl will send out information on this for review.

6. Review:

- Action Items and Announcements:
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- **Preliminary Agenda** for next meeting **Sept 10**
 - Julie Howell - bring information and present communications plan on flushables
 - Possibly Delridge CSO – more information on project
 - SBP – realignment and what's happening
 - Utility Discount Program

Meeting adjourn: 7:38 pm