**DRAFT Minutes**

**Seattle Water Supply System Operating Board**

**April 2, 2015**

**2:00-4:00**

**Mercer Island Council Chambers**

**9611 SE 36th Street**

**Mercer Island, WA 98040**

**Phone: (206) 236-5300**

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| --- | --- | --- | --- | --- |
| **Board Members** | **Board Alternates** | **Utility Representatives** | **SPU Attendees** | **Other Attendees** |
| Ron Sheadel- Chair  Rick Scott- Vice Chair  Alex Chen  Judi Gladstone - Alt  Byron Murgatroyd  Ron Speer  Ron Little | Steve Moye  Matt Everett  Lynne Danielson | Abdoul Gafour  Mike Harris  Terry Olson  Mark Parsons  Diane Pottinger  Terry Smith  Dick Swaab | Terri Gregg  Bill Huebach  Regina Carpenter  Joan Kersnar  Wylie Harper  Ned Worcester | Walt Canter  Charlotte Haines  Darcey Peterson  Steve Plaff  Kathleen Quong-  Vermeire  Debbie Rannfeldt  Jim Rick  Karen Steeb  John Thompson  Jerry Thornton  Larry West |

* **Welcome and Introductions**
* **Minutes/Agenda**

The March 5, 2015 minutes were **approved with minor corrections by 6-0.**

The April 2, 2015 agenda was **accepted as written by 6-0.**

* **Old Business**
* **Operating Board Policy Governance Session**

The Board members reviewed, discussed and voted on the following items:

* Review and approval of the revised 2015 draft work plan.
  + **Board member Byron Murgatroyd commented that he had submitted an email to all members prior to the OB meeting making a request to consider setting up a financial subcommittee. No motion was made. Mr. Murgatroyd requested to know who was interested in his proposal. Four or five Utility Rep’s raised their hand.**
  + **Next, OB member Ron Speer made a motion to approve the 2015 revised draft work plan as written, OB member Alex Chen second the motion and the Board approved the motion 6-0.**
* At the March 3, 2015 OB meeting OB member Byron Murgatroyd made a request for a legal opinion from Seattle’s counsel on the appointment of the Alternate to the Board and the difference between the language in Exhibit IV of the contract and the Bylaws.
  + **A response from the Seattle’s legal counsel was detailed in attachment 2b.**

**No comments or discussion followed.**

* The Wholesale Contracts Manager asked if the OB was interested in amending the Bylaws to incorporate a structured nomination process for each category’s selection of an Operating Board member and alternate to the Board.
  + **OB member Ron Speer made a motion to revisit the Bylaws and add it to the work plan. OB member Rick Scott, 2nd the motion. Judi Gladstone, Alternate OB member commented that she would like to know who was going to put this process together. After some discussion a recommendation was made that each OB member go back to their caucus and bring a proposal back to the OB meeting. The Board approved the motion 6-0.**
* **New Business**
* **2016-2021 Capital Facilities Plan**

Alex Chen, Director of SPU’s Water Planning and Program Management Division and Regina Carpenter gave a presentation on the first draft of this years’ CFP. Ms. Carpenter began the presentation with a review of the how the CFP plays into the rate study. After her review Mr. Chen went over the power point presentation of the CFP and focused on the new projects and those projects that had been substantially changed. After some discussion, Utility Representatives were asked to send any questions in writing to their OB Members who was asked to transmit these to SPU by April 24th,2015. A follow-up response to any questions are scheduled for the May 7th, 2015 OB meeting.

* **Water Quality Boil Water Notification Process**

Wylie Harper, Water Quality Division Director started off his presentation with an update on the algae bloom at Lake Youngs. Mr. Harper commented that we are seeing the algae bloom more intense this year over previous years however; the major bloom is Tabellaria and not Cyclotella . Tabellaria does not clog filters nearly as much as Cyclotella. SPU will continue its normal monitoring and will email the weekly updates as long as the bloom continues.

Mr. Harper continued his presentation on the DOH regulatory requirement during a boil water notice. The discussion included SPU’s role of preforming the laboratory tests but not the responsible party for notifying other Wholesale customers of an event downstream of a Wholesale customers’ service or within their distribution system.

**After much discussion, a question emerged “Is there a threshold for this type of notification”? The Board made a request for each Utility to go back to their own Utilities to discuss this question and be prepared to discuss this at the May OB meeting.**

* **Water Supply forum – Resiliency Project**

Bill Heubach, PE SPU Transmission and Distribution gave a power point presentation on the Water Supply Forum’s regional seismic study (aka: Earthquake Risk Team). Mr. Huebach presented the goals of the resiliency project and that the Water Supply forum’s Seismic Committee has been tasked with developing a “base map”**.** The committeeis requesting to meet with each Wholesale District and City to go over its facilities (i.e., transmission lines, etc.,) within the next month or two**.**

**Joan Kersnar commented that a 2015 Regional Resiliency Project Survey will be sent out to all Wholesale customers by the Forum and they are looking for input by May 1st.**

* **Executive Summaries and Other Business**
  + - Brief update on Water Supply conditions – **Alex Chen, OB member commented that water supply situation is good the watershed reservoirs are full and will stay full until drawn begins.**
  + SPU Water Supply Message – **a handout was given regarding messages that SPU is using for customers who are inquiring on the conditions of water supply.**
* **Future Meetings** 
  + **May 7th**
  + **June 4th**
* **For the Good of the Order**
  + **Byron Murgatroyd, OB member made a follow up request to know who had shown interest in a financial sub-committee to look at rates long term.**
  + **Ned Worcester, SPU Emergency Management commented that there will be a four day statewide emergency exercise in June 2016. Mr. Worcester will be seeking Wholesale input and assistance in the planning and participation in this exercise.**
* **Public Comment Period**

No comments provided

* **Material Presented at Meeting**
  + **Review of 2016-2021 Capital Facilities Plan**
  + **Boil Water Advisory – Notification**
  + **Water System Seismic Vulnerability Assessment – Three County Region**

**Board Meeting Adjourned @ 3:48 PM**

**Approved by:**

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**Seattle Water Supply System Operating Board**