

CITY COUNCIL
BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MINUTES

January 3, 2014

The City Council Business and Community Affairs Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 8:32 a.m. in the Municipal Building Conference Room located at 201 West Gray on the 3rd day of January, 2014, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT:	Chairman Griffith
ABSENT:	Councilmembers Castleberry, Heiple, and Williams
OTHERS PRESENT:	Mr. Don Wood, Norman Economic Development Coalition Ms. Tessa Breder, Executive Director, Norman Chamber of Commerce
STAFF PRESENT:	Ms. Susan Connors, Director of Planning and Community Development Mr. Terry Floyd, Development Coordinator Mr. Ken Komiske, Director of Utilities Mr. Chris Mattingly, Utilities Superintendent Ms. Leah Messner, Assistance City Attorney Mr. Shawn O’Leary, Director of Public Works Mr. Scott Sturtz, City Engineer Ms. Karla Chapman, Administrative Technician III

Item 1, being:

DISCUSSION REGARDING THE INCLUSION OF INCENTIVIZED WATER CONSERVATION PRACTICES AS PART OF A COMPREHENSIVE WATER CONSERVATION AND REUSE PLAN.

There was no quorum; however, at Chairman Griffith’s request Staff presented information regarding the inclusion of incentivized water conservation practices as part of a comprehensive water conservation and reuse plan.

Mr. Ken Komiske, Director of Utilities, said Staff presented information regarding programs designed to incentivize residential and non-residential water conservation efforts for green building practices at the November, 2013, Business and Community Affairs Committee (BACA) meeting and Carollo Engineers mentioned exploring additional conservation activities during the 2060 Strategic Water Supply Plan. He said Staff has received a more detailed outline of what an analysis of these conservation activities would involve and said the incentive programs can be included as part of the overall plan assessments and implementation recommendations of residential and non-residential conservation incentive programs.

Mr. Komiske said the Water Conservation and Reuse Plan divides services into six (6) tasks that can be included or removed based upon the level of detail and service requested to include:

1. Establish Norman’s Water Efficiency Baseline;
2. Assess Conservation Measures and Programs;
3. Assess Drought Management Strategies;
4. Non-Potable Water Reuse Planning;
5. Public Outreach and Input; and
6. Implementation and Monitoring Plan

Item 1, continued:

Mr. Komiske said the “base” items listed will be conducted by the selected firm and will be necessary to facilitate the study. He said “option” items could potentially be included in the study; handled by Staff; removed from the study; or explored at a later date. A study on the six (6) “base” items/tasks are estimated to cost \$75,000 and a study for all the “base” items/tasks and “option” items are estimated to cost \$175,000. Mr. Komiske said Staff can inventory and summarize the City’s planned conservation measures, existing drought management stages, and existing non-potable reuse system. He said assessing drought management strategies and non-potable water reuse planning could be separated from the proposal for now and explored later as either separate individual studies or plans developed primarily by Staff.

Mr. Komiske highlighted the City’s recent conservation efforts to include: inverted block water rate (1999); leak repair and tracking; non-potable wells at Westwood Golf Course, Griffin Park, and for street sweepers; non-potable reuse at the University of Oklahoma (OU) Golf Course, Wastewater Reclamation Facility, and the Compost Facility; adoption of a Water Conservation Plan, Gray Water Ordinance, and irrigation ordinance; Environmental Control Advisory Board’s (ECAB) rain barrel workshops, gray water education, and Water’s Worth It Campaigns; and continued public education through bill stuffers, website, and newspaper articles.

Chairman Griffith said the City’s drought plan is already very extensive and asked how hiring a consultant to perform a study would improve the already good conservation plan. Mr. Komiske said a consultant will look specifically at targets to plan for reductions. He felt Staff has already done the groundwork; however a consultant will further the City’s efforts.

Chairman Griffith requested Staff to prioritize the options for the consultant because Staff’s opinion and input would be very helpful. He asked Staff what the next steps would be and Mr. Komiske said identifying funding options, i.e., Capital Expenditures, etc., and prioritizing and determining the options for a Request for Proposal (RFP). Chairman Griffith asked whether today’s discussions/topics would need to be discussed at a future Finance Committee meeting and Mr. Floyd felt the topics can be addressed in a memorandum from the City Manager so it can be determined when an RFP can come forward for Council consideration. Chairman Griffith asked Staff the estimated timeline and Staff felt if Council desires, this can be addressed in the FYE2015 budget.

Item 2, being:

UPDATE ON ACTIVITIES TO INCREASE AWARENESS OF RESIDENTIAL AND NON-RESIDENTIAL IRRIGATION SYSTEM REQUIREMENTS.

Mr. Terry Floyd, Development Coordinator, said at the November, 2013, Business and Community Affairs Committee (BACA) meeting there was discussion regarding the existing requirements for rain gauges and freeze sensors for new and/or upgraded residential and non-residential irrigation installments. He said Ordinance No. O-0506-11 was adopted in January, 2006, requiring all new and upgraded irrigation systems installed in Norman after January, 2006, be equipped with a rain sensor and freeze gauge to prevent unnecessary water use. Systems installed before the ordinance was adopted are only required to have these gauges/sensors installed when they are upgraded.

Mr. Floyd said a plumbing permit is required for installation of a backflow preventer on an irrigation system; however, there is no permit required to install an irrigation system. He said generally violations are reported by citizens who inform the City that an irrigation system is on while it is raining; however, the investigation process to determine whether the irrigation system was installed after 2006, thus requiring a rain/freeze sensor, can be challenging. Mr. Floyd said in some cases the sensors may just be a malfunction and are easily and quickly repaired when brought to the property owner’s attention. He felt the investigative component may be difficult to enforce and public education may be the best option.

Item 2, continued:

Mr. Floyd said in an effort to reach out to the public, irrigation installers, contractors, and other design professionals regarding sensor requirements, Staff proposes the following:

- Include reminder messages of continuing irrigation system maintenance and rain/freeze sensor ordinance requirements as part of residential and non-residential water bills;
- Distribute letters to local irrigation installers reminding them of the sensor requirements for Norman customers; and
- Include a standard note on all residential and non-residential plan review reports outlining the sensor requirement for all planned and/or future irrigation installments.

Chairman Griffith said he likes the suggestions presented by Staff and suggested Code Enforcement Officers leave “reminder notices” with property owners if they should witness irrigations systems running while it is raining. He asked whether the cities of Moore and/or Oklahoma City have current ordinances regarding sensor requirements on irrigation systems and Staff said they would research and bring back information.

Mr. Don Wood, Norman Economic Development Coalition (NEDC) said that NEDC does not recruit heavy water users to Norman and Chairman Griffith asked whether NEDC recruits heavy water users who could utilize non-potable water. Mr. Wood said most heavy water users need potable water versus non-potable water.

Items submitted for the record

1. Memorandum dated November 27, 2013, from Terry Floyd, Development Coordinator, through Steve Lewis, City Manager, to Council Business and Community Affairs Committee, with Attachment A, Norman Utilities Authority Water Conservation and Reuse Plan revised draft outline dated November, 2013, and Attachment B, Norman Conservation dated November 18, 2013, and Attachment C, Ordinance No. O-0506-11 adopted January 10, 2006
2. PowerPoint entitled, “Comprehensive Water Conservation and Reuse Plan and Irrigation Sensor Requirement Update,” Council Business and Community Affairs Committee, January 3, 2014

Item 3, being:

MISCELLANEOUS DISCUSSION.

None

The meeting adjourned at 8.59 a.m.