

AGENDA

UTILITY ADVISORY COMMITTEE

October 19, 2023

Hybrid Meeting In-person and via Zoom



AMERICANS WITH DISABILITIES ACT

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**CITY OF ELLENSBURG
UTILITY ADVISORY COMMITTEE AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Thursday, October 19, 2023
3:30 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
 - 3.A July 20, 2023 regular meeting minutes
- 4. Approval of Consent Agenda**
- 5. Correspondence and Citizen Comments on Non-Agenda Items**
- 6. Telecommunications Utility Discussion Items**
- 7. Electric, Natural Gas, Water, Wastewater, Stormwater Utility Discussion Items**
- 8. Staff Informational Items**
 - 8.A Natural Gas Division - 2023 Awards
 - 8.B Annual Natural Gas Safety Survey Results
 - 8.C Public Works and Utilities Updates
- 9. Commission Representative Update**
- 10. Adjournment**



For more information on the Ellensburg Utility Advisory Committee, contact Operations Analyst, Kim Bowie, at 509-962-7124.

The Contents of this agenda have been photocopied on recycled paper.



CITY OF ELLENSBURG

Minutes of Utility Advisory Committee, Regular Meeting

Date of Meeting

July 20, 2023

Time of Meeting

3:30 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Chairperson Goodloe called the meeting to order at 3:30 pm.

Members present: Nancy Goodloe, Chair; Nancy Lillquist, City Council; Jeff Bousson, CWU (Zoom); Grant Craig, Utility Customer (Zoom); Audrey Huerta, Utility Customer; Bryan Clark, KITTCOM (Zoom).

Also present: Ryan Lyyski, Public Works & Utilities Director; Buddy Stanavich, Power & Gas Manger; Darren Larsen, Assistant Utilities Director; Michael Jenkins, Finance Officer; Heidi Behrends Cerniwey, City Manager.

Two members of the public present remotely via Zoom.

1.A Welcome New Members

Audrey Huerta & Grant Craig were welcomed and gave breif remarks.

2. Approval of Agenda

Committee member Lillquist moved to approve the agenda as presented. **Motion approved. 6-0**

3. Approval of Minutes

3.A June 15, 2023 regular meeting minutes

Committee member Lillquist moved to approve the regular meeting minutes.
Motion approved. 6-0

4. Approval of Consent Agenda

No consent items.

5. Correspondence and Citizen Comments on Non-Agenda Items

Chairperson Goodloe recapped letters received by Meghan Anderson via email that were disbursed to the Committee.

6. Telecommunications Utility Discussion Items

None.

Telecommunication members are allowed to vote on telecommunication items only per ECC 1.50.040

7. Electric, Natural Gas, Water, Wastewater, Stormwater Utility Discussion Items

7.A Natural Gas rate adjustment to comply with WA State's Carbon Reduction and Greenhouse Gas Emissions, Cap and Invest program

Buddy Stanavich presented information in the staff report. Committee member Lillquist moved to forward a favorable recommendation to City Council to adopt the 2023 & 2024 rate increases necessary to comply with the CCA. **Motion Approved 4-0, 1 abstained.**

8. Staff Informational Items

8.A Public Works & Utilities Updates

Information from the staff report was shared.

9. Commission Representative Update

Nancy Lillquist acknowledged an email recognizing good work by the Gas crews.

10. Adjournment

Meeting adjourned at 5:00 pm.



1

2023 AWARDS

- Excellence in Environmental Stewardship
- SOAR Silver
- Safety Contest

Excellence in Environmental Stewardship Award
 The Excellence in Environmental Stewardship Award recognizes an APGA member that demonstrates excellence in their commitment to environmental stewardship. Only one agency wins this award annually and this is only the second year of the award.

SOAR Silver Award
 The SOAR (System Operational Achievement Recognition) award honors natural gas distribution utilities that demonstrate commitment to: system integrity, system improvement, employee safety, and workforce development. This is the second time the City of Ellensburg has received the Silver level designation.

Safety Contest Award
 The APGA Safety Contest is an annual award given out to natural gas system members for their dedication to keeping their employees safe every day on every job and is tied to overall incident rate. This is the fourth year in a row the City has received the honor.

2

SOAR SILVER AWARD



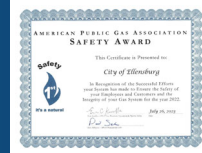
The APGA SOAR application consists of four categories, each with its own unique questions and points.

- Employee Safety: 35 Questions, 41 Possible Points
- System Integrity: 34 Questions, 58 Possible Points
- Workforce Development: 16 Questions, 24 Possible Points
- System Improvement: 22 Questions, 35 Possible Points

An APGA Task Group reviews the applications each year and decides on several forms of documentation to be requested as follow-up before then scoring the applications.

Prior to the start of each application year, the Task Group reviews the questions and adds, removes, or modifies questions to ensure the award is encouraging improvement of systems and not awarding points based on minimum standards.

SAFETY CONTEST AWARD



Each year the APGA accepts applications for its Safety Contest and then breaks the applications out into groups based on total man-hours. The City Gas Division falls into Group C (18,001 to 38,000 man-hours).

The winner of each Group is based on the lowest incident rate.

- Incidence Rate = Total Recordable Injuries x 200,000 / Man-Hours

For four straight years the City Gas Division has had an incidence rates of zero (0).

3



EXCELLENCE IN ENVIRONMENTAL STEWARDSHIP

2023 Award Winner



4

GAS DIVISION PROGRAM



Citywide Support

- City Transit Program
- City Power
- City Fleet
- Customer Solar
- Street Trees
- LEED Certified Buildings



Renewable Energy

- City Solar Generation
- Renewable Energy Rates
- City Wastewater Treatment Plant RNG
- City Purchased Power



Energy Conservation

- Residential Rebates
- Commercial Rebates



Methane Reduction

- System Operation & Materials
- Leak Surveys
- Leaks
- Pipeline Blowdowns
- System Valves
- Excess Flow Valves
- Damage Prevention
- Regulator Stations



Additional Measures

- Odorization
- Investment in Research & Development
- Carbon Offset Tree Program
- Operation & Maintenance Manual
- Propane Conversions
- Cross Training



EPA PARTNERSHIPS

- Methane Challenge
- Natural Gas STAR Program

5

5

SYSTEM OPERATION & MATERIALS

- Since 1956, only coated and cathodically protected steel or high density polyethylene have been used for the natural gas piping system.
- In addition to ensuring only high quality materials are used within our system, the steel portion continues to prove itself as leak free, through leak survey's, tapping coupons, and exposed pipe reports.
- EPA targets and PHMSA grant fund targets.

LEAK SURVEYS

- Each year a quarter of the gas system is leak surveyed, which is an increase from the regulations that require the system to be fully surveyed every 5 years. Discussion to increase our survey intervals to every 3 years is currently taking place.
- Over the past 7 years there have only been 2 underground leaks detected during leak survey on main and/or service lines. Most leaks found during leak survey are on meter sets and are so minor they can only be detected by equipment and not smell. Meter set leaks account for an average of 8 leaks found each year. The other leaks sometimes found consist of customer piping and valves.
- Additional Leak Survey's are also performed by the City Gas Division. These are "Post Construction" and "Targeted" leak surveys.

LEAKS

- Natural gas leaks fall within three different grade categories. Grade 1 leaks require prompt and continuous action until the leak is no longer hazardous. Grade 2 leaks should be repaired within one calendar year from the date reported. Grade 3 leaks should be reevaluated within 15 months of the reporting date.
- According to the Gas Division Leak Detection and Repair Program all leaks shall be promptly repaired to minimize the amount of unintentional emissions into the atmosphere. No leak shall be left to monitor in the future. This policy goes above and beyond the requirements and makes a strong statement in regards to reducing emissions. Even the smallest of leaks are repaired when discovered.
- Another way the City of Ellensburg Gas Division is minimizing unintentional gas is by maintaining a rapid response time to all leak/odor calls. Crews are also universally cross-trained so that if one member is occupied during a leak/odor call, they can dispatch another crew member immediately to ensure someone gets to the call as soon as possible. The Gas Division tracks its response time and averages 12 minutes (both during work hours and after hours).

6

6

SYSTEM VALVES

- Each year every valve in the natural gas system is checked and serviced, confirming safe operation and no leaks. The regulations only require that emergency valves be checked and serviced annually. By checking every valve each year, we are able to find and mitigate valve leaks much sooner and reduce the amount of unintentional emissions released to the atmosphere.
- The City Gas Division also installs an increased number of valves to limit the customer shut offs and amount of pipe affected during a leak event. This doesn't just reduce the number of customers affected but also minimizes the amount of unintentional gas released during a leak event.

REGULATOR STATIONS

- The City of Ellensburg Gas Division has one Tap Station and one District Regulating Station. Both Stations operate on a worker-monitor dual cut system with no relief, keeping emissions out of the City's Station operations.

DAMAGE PREVENTION

- The City Gas Division's greatest threat to the integrity of its system and methane emissions has been identified as excavation damages. The City has worked hard through its Public Awareness and Damage Prevention Program to educate contractors, excavators, and homeowners to minimize damages and unintentional emissions. Some of the goals and measures implemented to enhance public awareness and damage prevention include:
 - Track and work toward reducing excavation damage frequency (damages per 1000 tickets) to below 2.
 - Send letters to contractors or excavators for any known improper excavation practices performed or safety related occurrences.
 - Ensure that all new gas lines are traceable. Map and locate non-pipe gas facilities, such as rectifier conduits and cathodic protection test site lead wires.
 - Improve maps and records to facilitate better asset location/identification.
 - Have no mislocates/mismarks annually.
 - Expand and utilize newer methods and technologies to reach stakeholder audiences with safety information and dig safe practices.

7

ODORIZATION

- Specialized instruments are used by the Gas Division to determine the percentage of gas in air at which odor becomes readily detectable by a person with a normal sense of smell. Gas personnel check odor levels monthly and the results indicate a much quicker detectability than is required.
- The higher than typical injection rate the Gas Division operates at, increases the potential for customers to report a leak, both enhancing the safety of the system and also reducing the emissions from minor leaks that may go undetected longer with a lower concentration of odorant in the system.

ADDITIONAL PROGRAMS

- The Gas Divisions drive to reduce emissions is found throughout the Operation and Maintenance Manual in commitments, procedures, equipment used, work processes, sub-contractor requirements, etc. There are multiple Programs the Gas Division runs that provide tangible results in the effort to minimize carbon emissions, such as:
 - Leak Detection and Repair Program
 - Public Awareness and Damage Prevention Program
 - Distribution Integrity Management Program
 - UNDER WAY – Pipeline Safety Management System Program

8



9

Annual Natural Gas Safety Survey Report				
#	Survey Question	5Yr Avg (2018 – 2022)	2022	2023
1.	Total respondents who completed the survey	593	469	670
2.	Respondents who are City of Ellensburg natural gas customers			332
3.	Respondents who have seen or heard information on natural gas safety from the City of Ellensburg	40.96%	42.00%	51.04%
4.	Source of information seen or heard by respondents			
	Written Material (Brochure, Mailer, Handout, Newsletter)	49.52%	57.80%	61.78%
	Radio Advertising			12.30%
	Newspaper Ad or Article			9.95%
	Face-to-Face or Phone Conversation			11.26%
	Posted Information (Pipeline Marker Signs, Bulletin Boards)			20.94%
	City Website, Social Media, or Digital Advertising	18.62%	21.17%	46.86%
5.	Respondents who read the information provided in their utility bill regarding natural gas safety			57.68%
6.	Respondents that would recognize a potential pipeline leak by the following signs			
	Rotten Egg Smell	80.13%	81.27%	95.07%
	A Hissing Sound	57.20%	57.70%	68.36%
	Blowing Dirt			43.28%
	Bubbles in a Pond or Standing Water			51.64%
	Dead Vegetation			44.63%
7.	Respondents that would leave the area and call 911 if they recognized a natural gas leak	91.90%	90.69%	97.31%
8.	Respondents who would light a match or turn on a light if they smelled gas inside their home	3.83%	3.54%	0.60%
9.	Respondents who would call the following number prior to excavation activity to avoid hitting underground infrastructure			
	911			2.54%
	811			72.24%
	411			12.39%
	Your Local Utility Provider			12.84%
10.	Respondents who believe they have adequate knowledge about natural gas safety			77.16%

Table 2 – GOAL Survey Results

2023 Natural Gas Safety Survey Questions

1. Are you a City of Ellensburg natural gas customer?
2. In the past year, have you seen or heard any information on natural gas safety from the City of Ellensburg?
3. If you have seen or heard any information from the City of Ellensburg relating to natural gas safety, what was the source of the information (check all that apply)?
 - Written Material (Brochure, Mailer, Handout, Newsletter)
 - Radio
 - Newspaper Ad or Article
 - Face-to-Face or Phone Conversation
 - Posted Information (Pipeline Marker Signs, Bulletin Boards)
 - City Website, Social Media, or Digital Advertising
4. About how many times did you see information on natural gas safety last year?
 - 0
 - 1-2
 - 3-5
 - 5-10
 - 10+
5. Do you read the information provided in your utility bill regarding natural gas safety?
6. What are some signs that might tell you that a pipeline is leaking?
 - Rotten Egg Smell
 - A Hissing Sound
 - Blowing Dirt
 - Bubbles in a Pond or Standing Water
 - Dead Vegetation
7. If you recognized a natural gas leak, would you leave the area and call 911?
8. Would you light a match or turn on a light if you smelled gas inside your home?
9. What number do you or an excavator need to call prior to digging to have underground utilities located to avoid accidentally hitting underground infrastructure?
 - 911
 - 811
 - 411
 - Your Local Utility Provider
10. Do you believe you have adequate knowledge and/or information about natural gas safety?

Public Works & Utilities Monthly Report

Date: 10/16/2023

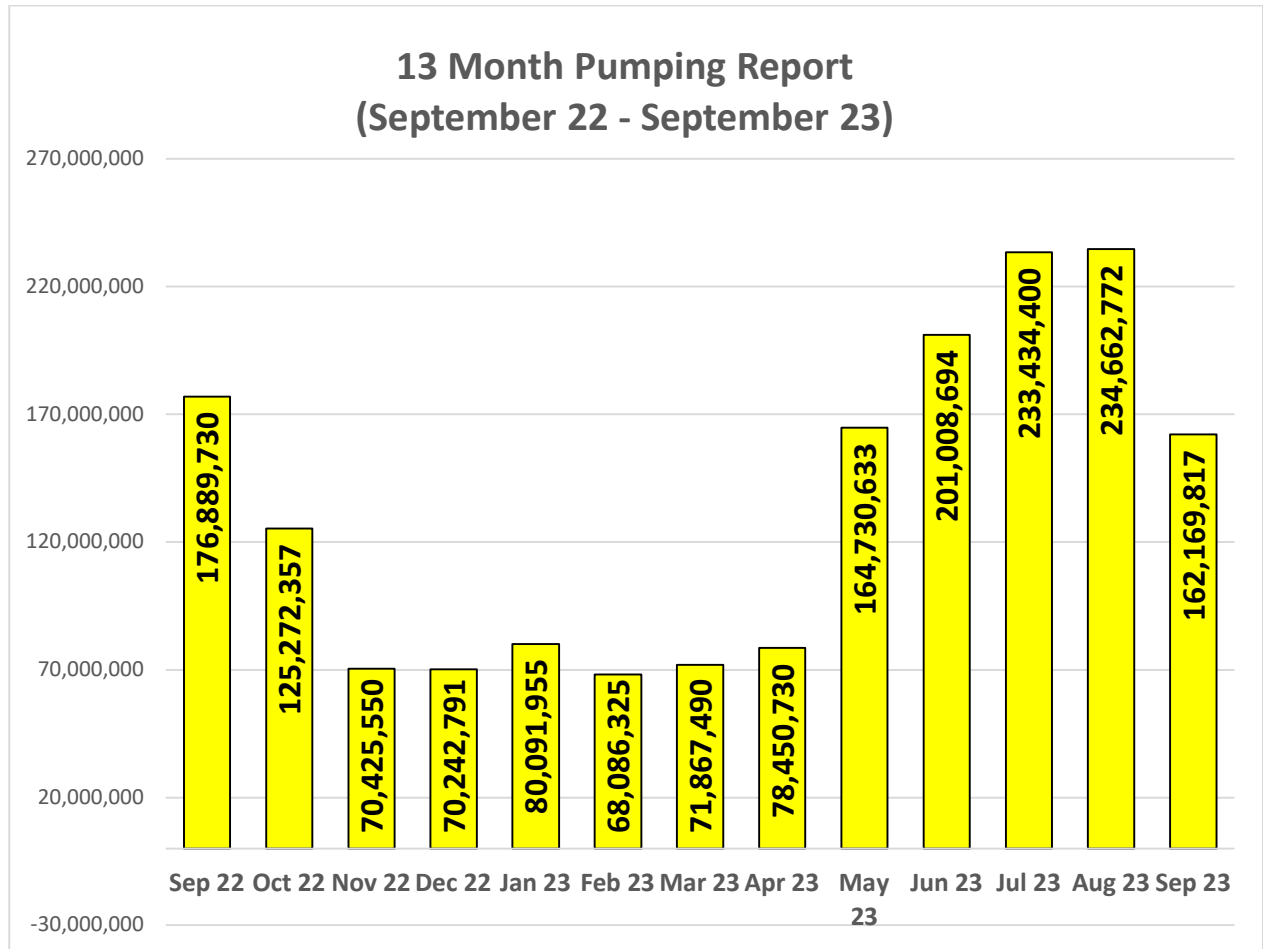
Sewer:

- Staff are working on an extension to the Industrial Wastewater Discharge Agreement between the City and Iron Horse Brewery. Negotiations are ongoing and staff hopes to have the agreement in front of council in November.
- Work continues on the rebuilding of the fine screens. The contractor had difficulty procuring the material to complete the fabrication, so the project has been delayed a bit.
- The City finally received the necessary permits for phase I of the Anderson Sewer project. The project is now out to bid which will complete the sewer line from its current west terminus on Umptanum Road west to Anderson Road, then north on Anderson Road to Mercer Creek.
- The Schaake Habitat Restoration Project near the City's WWTF is nearly complete. The UAC has been briefed on the project several times over the last several years. The City held a public Hearing 10/16/23 for the surplus of City owned land adjacent to the WWTF/Yakima River and formalized the land exchange documents that will exchange City owned land adjacent to the Yakima River for lands north of the WWTF up to I90. This should be the last actions needed in regard to the Schaake project and WWTF.

Water:

- Crews have begun to work on the fall dead end flush list and the seasonal meter disconnect list.
- New services are still being installed at a decent rate throughout the city, including in new developments.
- Phase 2 of leak survey is complete, and staff have already completed repairs on several leaks that were discovered during the survey.
- Staff attended the APWA conference in Wenatchee and accepted the Chapter Heroes award on behalf of our Water Division for exemplary work provided during the 24-inch valve replacement and coinciding main break that took place in November of last year.
- The motor, pump and motor control equipment for the Illinois Well has been delivered and is in process of being installed. This is exciting news for the Water utility. Staff is hopeful that pumping operations can begin late October/early November and the new well can be put online. This will benefit the City's redundancy and reliability of water system and provide a new source in the upper zone

- Water pumped during the month of September of 2023 was 162,169,817 gallons. The amount of water pumped in September of 2022 was 176,889,730 gallons.



Stormwater and Street Trees:

- Staff attended the American Public Works (Washington Chapter APWA) convention in Wenatchee October 3rd - 6th.
- Staff is working on the annual Stormwater Management Plan update.
- Gateway 2 is at 60% design and permitting. An Army Corps 404 permit will be required for wetland mitigation and stream re-location. These permits can take up to one year to obtain. Construction would likely not happen until 2025.
- A small re-design is underway on the levee extension to re-route the levee around a cultural site on one of the business lots at Enterprise Way. Staff has a cultural archeologist under contract to assist with monitoring once the project goes out to bid.
- The FCAAP agreement with Ecology is finished. It now gets reviewed internally and discussed with the County Flood District to move the project forward.
- The RFP for the Urban Tree Canopy Assessment and Report closed on September 28th. PlanIt Geo, Inc. has tentatively been selected as the consultant for this project.

Electric:

- The City's pole testing and treatment contractor continues testing the city's 2000 wood electrical poles and should be complete the end of October.

- Potelco will be onsite through the middle of November with a primary focus on replacing poles identified by our pole testing contractor for replacement.
- Staff advertised a request for qualifications RFQ R23-02 for the Electrical System Plan. The city received six submittals and has selected Power Engineers as the most qualified consultant. Staff is finalizing the fees, scope of work and the contract.
- Light Dept. staff is working with the Gas Dept. To extend duct and vault system up Hwy 97 under the railroad to Hwy 10.
- Staff advertised Bid Call 2023-15 Tree Trimming for the trimming of trees around Light department equipment and power lines bids are due October 19th.
- Wade Young first day as the Light Department Operations Supervisor was September 18th
- City Light crews will be shorthanded through the month of October. They will focus on customer service and critical work such as services, street-light maintenance, traffic signal maintenance, outages, connect/disconnects and locates.
- The draft Sustainability and Energy plan is being reviewed by staff and will be distributed to the Steering Committee ahead of their next meeting on October 24th.

Gas:

- Crews performed scheduled monthly maintenance tasks and installed new customer requested main and service lines. Crews have finished with annual valve maintenance. Over 1000 gas valves were inspected, leak surveyed and maintained.
- Staff and crews continue working on OQ hands-on and computer based training sessions and updating OQ records.
- Staff continues to review material inventory and projected needs in anticipation of supply chain issues. Timely material acquisition continues to be an issue.
- Our annual natural gas safety survey started May 1st. This year we will be performing an in-house survey versus the phone survey we have done in past years. This survey will continue until August 11, 2023. Results will be presented at a later date.
- First reading of the ordinance for the natural gas rate increase, necessary to comply with the Climate Commitment Act (CCA), is on the October 16th City Council agenda for consideration.
- Granite Service Line and System Loop project is still under design review and permitting.

