

CITY OF ELLENSBURG
AGENDA
Council Conference
Thursday, May 19, 2022
3:30 PM - Utility Advisory Committee

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

- 3.A Approve minutes - April 21, 2022 regular meeting minutes
[UAC Minutes 4-21-22.docx](#)

4. APPROVAL OF CONSENT AGENDA Consent items have been distributed to committee members in advance for study and will be enacted by one motion. If separate discussion is desired on an item, that item may be removed from the Consent Agenda and placed on the Regular Agenda at the request of a committee member or at the request of a member of the public with concurrence of a committee member.

5. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS Time is set aside each meeting to allow citizens to address the Utility Advisory Committee on city utility issues that are not on the agenda. Please limit remarks to three minutes. The Committee will not take action when the issue is first raised, but may place the issue on a future agenda. Citizen comment on items on the agenda is also welcome. Please let the chair know you wish to speak and then wait to be recognized.

6. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

- 6.A Telecommunications Issues and Updates
[UAC May 2022 - Telecom Issues & Updates updated.docx](#)

7. ELECTRIC, NATURAL GAS, WATER, WASTEWATER, STORMWATER UTILITY DISCUSSION ITEMS

- 7.A [City of Ellensburg Sustainability Plan - Focus on Meeting State Energy Requirements Plan Sustainability-Energy Plan Ad - Final.docx](#)

8. INFORMATIONAL ITEMS

- 8.A Building Energy Code Update
- 8.B Public Works & Utilities Issues and Updates
[UAC May 2022 Public Works & Utilities Issues Update.docx](#)

9. NEXT MEETING

- 9.A June 16, 2022 at 3:30 pm

10. ADJOURNMENT



CITY OF ELLENSBURG
Date of Meeting
Time of Meeting
Place of Meeting

Utility Advisory Committee
April 21, 2022
3:30 PM
Council Conference

Nancy Goodloe, Chairperson, term expires May 31, 2024
Ed Barry, Vice Chairperson, term expires May 31, 2023
Nancy Lillquist, City Council, term expires May 31, 2022
Shane Scott, CWU, term expires May 31, 2025
Bryan Clark, KITTCOM, term expires May 31, 2023
Jim Goeben, Telecommunications Utility customer. term expires May 31, 2023
Nate Sitton, City Utility Customer, term expires May 31, 2023

1. CALL TO ORDER

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

2. ROLL CALL

Members present: Nancy Goodloe, Chair; Ed Barry, Vice Chair; Nancy Lillquist, City Council; Nate Sitton, City Utility Customer; Shane Scott, CWU; Jim Goeben, Telecom; Bryan Clark, KITTCOM.

Also present: Ryan Lyyski, Public Works & Utilities Director; Darren Larsen, Assistant Utilities Director; Mike Helgeson, Assistant Public Works Director; Kim Bowie, Operations Analyst; Darin Yusi, Gas Engineer; Buddy Stanavich, Power & Gas Manager; Heidi Behrends Cerniwey, City Manager; Jon Morrow, Stormwater Manager; Drew Houck, IT; Nicole Klauss, Public Information Officer; Lynne Perrie, Utility Supervisor.

Others present remotely via Zoom.

3. APPROVAL OF MINUTES

3.A. Approve minutes - March 17th, 2022 regular meeting minutes

Committee member Barry moved to approve the minutes. **Motion approved. 5-0**

4. APPROVAL OF CONSENT AGENDA

No items.

5. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS

Paula McMinn spoke via virtual appearance regarding air pollutions in Kittitas County.

6. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

6.A. Telecommunications Issues and Updates

Drew Houck gave an update on telecommunications.

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. 2021-2022 Stormwater Management Plan Update

Member Lillquist moved to amend the second paragraph under item E in the Stormwater Management Plan to remove “and is recommended by the UAC for City Council approval”.

Committee member Sitton moved to approve the 2021-2022 Stormwater Management Plan Update with the amendment as discussed. **Motion approved. 5-0**

8. INFORMATIONAL ITEMS

8.A. 2021-2023 Capacity Grant Agreement with the Department of Ecology

Jon Morrow spoke to the Committee about the Capacity Grant with the Department of Ecology that has already been approved by Council.

8.B. Reecer Creek Floodplain Mapping and Levee Certification Support Services Agreement with Aspect Consulting

Jon Morrow gave an update on the design and permitting for the construction of a new bridge and levee on Dolarway Rd.

8.C. 2021 monthly pumping report and 2022 aquifer level report.

Mike Helgeson presented static well depths and notified the Committee that a chart showing the amount of water pumped by City wells will be included in future Public Works & Utilities issues and updates each month.

8.D. Past Due Utility Accounts - Verbal Report

Lynne Perrie, Utility Billing Supervisor, shared charts, graphs, and dollar amounts of past due utility accounts.

8.E. Public Works & Utilities Issues and Updates

Staff shared key points on departmental issues and updates. Ryan Lyyski, Director of Public Works & Utilities, mentioned staff is working on putting together a scope of work for the sustainability plan.

9. NEXT MEETING

9.A. May 19th, 2022 at 3:30 pm

10. ADJOURNMENT

With no further discussion, the meeting adjourned at 4:39 pm.

Kim Bowie
Recording Secretary

Drafted: 4/22/2022

Approved:

Ellensburg Utility Advisory Committee
Telecommunication Issues and Updates
May 19th, 2022

- The City Attorney is researching “Smart City” initiatives and language pertaining to potential conduit recommendations.
- Working with Ellensburg School District to relocate the Lincoln Elementary School Fiber as part of the remodel.
- We have received a draft of the NoaNet Broadband Report that is being reviewed and should be finalized by the end of the month.



AGENDA REPORT

Meeting Date:	May 19, 2022
Agenda Subject:	City of Ellensburg Sustainability Plan - Focus on Meeting State Energy Requirements Plan
Submitted by:	Ryan Lyyski Public Works & Utilities
Recommended Action or Motion:	Staff has prepared a draft Request for Qualifications RFQ, which will solicit interest from consultants interested in helping the City with development of a Sustainability Plan along with focus on meeting State Energy requirements. Staff recommends the Utility Advisory Committee (UAC) review draft and provide guidance to staff along with recommendation to move forward with RFQ.
Background/Summary:	The UAC reviewed staff presentation on Sustainability and Energy at their March 17, 2022 meeting. The UAC recommended proceeding with solicitation of consultant to provide a sustainability plan with a focus on meeting state energy requirements.
Previous Council Action:	N/A
Analysis:	Staff has prepared the attached RFQ for the UAC's consideration. After UAC deliberation and recommendation, staff will publish solicitation and begin search of the most qualified consultant to perform the work for City.
Financial Impact:	No financial impact at this point, other than advertising costs.
Attachments:	Sustainability-Energy Plan Ad - Final.docx



CITY OF ELLENSBURG
Public Works & Utilities Department
501 North Anderson Street
Ellensburg, WA 98926
Ph: (509) 962-7230

City of Ellensburg Notice to Consultants for Sustainability and Energy Plan

The City of Ellensburg is soliciting interest from consulting firms with expertise in sustainability and climate action planning as well as municipal electric and natural gas utility experience to complete a “Sustainability and Energy Plan” project.

BACKGROUND

The City of Ellensburg, incorporated November 26, 1883, encompasses approximately 6.97 square miles in Kittitas County. Its current population is approximately 20,000. The City considers itself a close working partner with the Central Washington University, located within the geographic boundaries of Ellensburg.

The City owns and operates several assets, including the following utilities: water, sewer, stormwater, telecommunications as well as electric, and natural gas. The City also includes multiple public facilities and the following functional areas: Finance, Library, Community Development, Police, Public Works and Utilities (includes engineering, transit and fleet), Parks and Recreation, Information Technology, and Administration. The City employs approximately 166 regular full and 50+ part-time staff.

The City of Ellensburg is a municipality located in central Washington and has a Council-Manager form of government. The City Council consists of seven members elected at-large. The Mayor is elected by fellow Councilmembers and serves as the Chair of the Council. The City Manager directs all City operations. The City Manager strives to develop and implement a “best practices” approach in operating the City organization and to achieve a balanced, efficient, economical, and quality service delivery.

Ellensburg is the only municipality in Washington State that operates both an electric and natural gas utility, providing a unique opportunity for local energy control and decision-making.

PROJECT DESCRIPTION

The work to be performed by the CONSULTANT consists of plan development as briefly outlined:

- Interview key City representatives to gain understanding of City’s needs
- Review and quantify City codes, standards, plans, projects, and documents that have been completed
- Develop baseline carbon emissions across services and sectors for community and municipal operations; recommend emissions targets

- Develop a Sustainability Plan for the City of Ellensburg that can be real time and easily updated into the future. The plan will look at all operations, community resources, and planning criteria for capital improvement projects
- Develop and implement a robust public participation program review of findings, gauge and incorporate community priorities in the planning process
- Mitigation measures will meet or exceed compliance with State and Federal policy objectives, including:
 - Review and provide suggested framework/plan for the City of Ellensburg to remain in compliance with the Clean Buildings Bill (HB 1257, 2019 & SHB 1768, 2021)
 - Review and provide suggested framework/plan for the City of Ellensburg to remain in compliance with the Clean Energy Transformation Act (CETA)
 - Review and provide suggested framework/plan for the City of Ellensburg to remain in compliance with the Climate Commitment Act (CCA)
- Recommend policy options achieving local goals with specific actions to meet energy system and building code compliance targets
- Recommend adaptation and hazard mitigation measures for community infrastructure
- Incorporate tools and establish framework to evaluate policy and practices for social equity
- Reliability/Resource Adequacy. Assure that City actions are not causing blackouts as a result of City's compliance measures

The Consultant will need to lead the City staff through the development of necessary plans, while having the ability to work with various City commissions such as the Utility Advisory Committee (UAC), Environmental Commission, and the City Council. The Consultant will also need to lead the City through public outreach efforts to assure that the community's needs are met. The plans will support the community's, commission's and Council's desires while also keeping the City in compliance with necessary laws.

TIMEFRAME

The City of Ellensburg anticipates the completion of the Consultant Agreement by July 2022 with work expected to start immediately. Anticipated completion for the plan in June 2023. Many elements of the plan and milestones are embedded in CETA and CCA of which the consultant will need to meet.

SUBMITTALS

Submittals should include the following information: Firm name, phone numbers and email addresses, Name of Principal-in-Charge and Project Manager, any subconsultants proposed, along with their respective Project Manager.

Submittals will be evaluated and ranked based on the following criteria:

1. Key personnel
2. Firm experience with Sustainability and Climate Action planning
3. Firm experience with Washington's Clean Buildings Performance Standard
4. Firm experience with electric utilities and Clean Energy Transformation Act (CETA)
5. Firm experience with natural gas utilities and Climate Commitment Act (CCA)

6. Firm experience with public outreach and ability to build consensus with diverse groups of community members, commissions, and councils
7. Ability to meet schedule
8. Approach to the project
9. Eastern Washington community experience
10. Familiarity with relevant codes and standards
11. Past performance/references

Please submit THREE copies of your Statement of Qualifications by ??, June ??th, 2022, plainly labeled “Sustainability and Energy Plan” Consultant Qualifications to: City of Ellensburg Department of Public Works and Utilities, 501 N. Anderson St., Ellensburg, WA 98926. Any questions regarding this project should be directed to Kim Bowie at the Dept. of Public Works and Utilities, 509-962-7124.

Dates of publication:

Daily Record:

Seattle Daily Journal of Commerce: ??th and ??th, 2022

Ellensburg Utility Advisory Committee
Public Works & Utilities Issues and Updates
May 19, 2022

Consent Items

Agenda Reports for items approved by the City Council since our last meeting are attached.

All Utilities

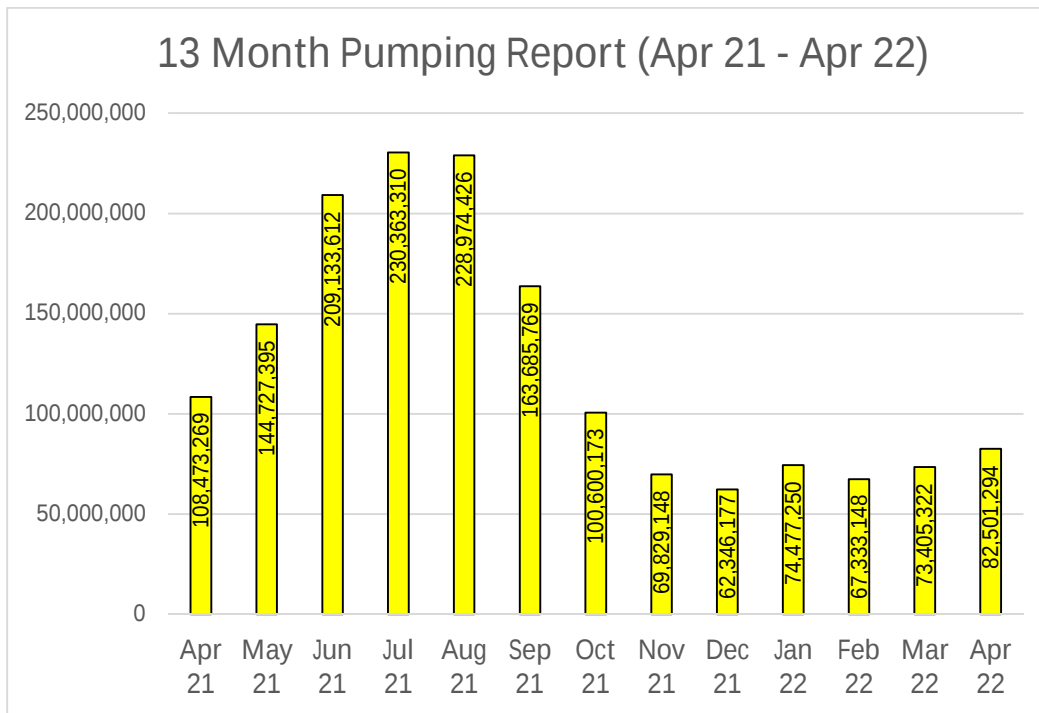
- All utilities on the Bull Road project have been installed completing the necessary loops of the utilities. The contractor has resumed work and is now substantially complete on this project, with only punch list items remaining.
- COSA Update - Staff is responding to a preliminary data request to allow FCS Group to begin updating the information required for the Comprehensive Multi-Utility Rate Study Update.
- The Council read proclamation declaring May 15-21, 2022 as National Public Works Week at Council's May 2 meeting.

Sewer

- Collections staff continue to work on their annual jetting and flushing.
- Staff noticed a noise coming from the motor on one of the aerators that was installed last year. The unit was removed and delivered to a motor shop in Moses Lake that is authorized to determine if the necessary repairs are covered by the warranty. Staff is waiting for the results of the inspection before determining a course of action. The WWTF division has back-up aerators on hand, and one has been placed into the basin in the interim. We still have not received an analysis from the motor shop.
- Staff received a request for information (RFI) from Kennedy Jenks for the General Sewer Plan (GSP) update. The list is quite extensive, and staff are working diligently to provide all that we have available.
- Staff are working to fill in missing data in GIS for the wastewater collection system. Kennedy Jenks needs this data to provide accurate modeling of flows and loads in the GSP update.
- A preconstruction meeting for the 2022 Cured-in-Place project was held with Insituform Technologies on May 4th. Preliminary work is set to begin on May 11th.
- The equipment that provides wireless internet to the Wastewater Treatment Facility failed. IT was able to procure the necessary parts for replacement and scheduled a contractor to install. Connectivity to the WWTF has been restored.
- The Bureau of Reclamation's Schaake Project is nearing completion. The land exchange is currently anticipated in summer 2022.
- The Anderson Road Sewer Extension project design is progressing, and staff is hopeful to have necessary environmental permits and approvals within the next couple of months. Once permits are received, the plans will be finalized and the project will go out to bid.

Water

- Water pumped for April 2022 was 82,501,294 gallons, compared to April 2021 which was 108,473,269 gallons.



- Maintenance work continues at the Vuecrest Booster station. Pumpteck is scheduled to install the rebuilt pump assembly in Pump 2 on May 12th. The motor bearings were replaced on Pump 2 and Pump 1 motor bearings will be replaced once Pump 2 is back on-line. The motor bearing replacement work is being done in house by Water Division staff.
- The motor on the Whitney Well pump failed. The motor was pulled and delivered to a motor shop for repair.
- Water Division crews are working on new services as they are requested.
- Crews have been relocating water meters for both Helena Ave projects.
- Brooklane Well has been flushed and tested in preparation for upcoming warmer months when we will begin to take water from the CWU owned well.
- Work has begun on the Illinois Well and Helena Ave. watermain project. The contractor is currently installing the 16" ductile iron water main from Cora St. to Water Street, which is necessary for activation of the Illinois Well to allow water to be pumped from the Illinois Well to the upper pressure zone. The contractor has also began ordering material for the well house construction that will begin this summer.
- Staff has received comments from DOH on our draft water system plan update. Staff is now working with our consultant and DOH to address all comments received.

Storm

- Staff completed the 3rd and final round of applications with the Department of Ecology's Floodplains by Design for removing Wilson Creek off Brook lane on April 27, 2022. The draft offer list will be available sometime in June. If funded, the project will design, permit and prepare a feasibility study to move Wilson Creek out of the straightened channel at McElroy Park and off Brook Lane and into a new channel on CWU's campus. The goal is to eliminate flooding in the Brook Lane neighborhood and give Wilson Creek better habitat.

- Gateway I re-design (bid package) is finished and has been sent to Ecology for review. It is anticipated that the project will go to add late May and open bids June.
- Gateway II design and permitting is nearing 30%.
- Bridge/Levee project off Dolarway is moving forward with the CLOMR/LOMR process with FEMA as expected. Aspect Engineering is putting together a bid package so the bridge can go out to bid late summer. Flood swales and levee will be a bid additive and likely be constructed next year early spring.
- Staff will begin inspecting and monitoring/flow data collection work for Spring/Summer/Fall compliance work.
- Staff will begin drafting the Operation and Maintenance Plan Update for the City Shop and field crews as directed by the Department of Ecology for Fall Submittal.
- Staff is updating the City's Tree Code in anticipation of it going before the UAC and Council sometime in June or July.

Electric

- We continue to advertise for two vacant Journeyperson Lineperson positions and a Temporary Lineperson. Tyler Mathews, Apprentice Lineperson, has resigned from his position. His last day was May 13th.
- The City advertised for the vacant Light Engineering Technician position and is open until filled. Two interviews have been scheduled for May 12.
- Potelco is on the property and filling the void of our understaffing issues. They are focusing on customer driven work as well as maintenance work.
- D'Hittle met with staff to review progress drawings for the Dolarway Substation project. The design was reviewed and several issues were discussed including removing, relocating and replacing the existing steel support structures for the eight feeder reclosers and also removing the existing feeder dead end support structure and replacing it with pole structures. Both these options are an increase in scope and costs. D'Hittle has provided a cost estimate for the additional scope and staff will review and provide direction on how to proceed.
- City crews have been focusing on day-to-day operations as well as smaller maintenance and service jobs.
- Staff attended the Ellensburg High School job fair to answer student questions about career opportunities in the electric utility industry.
- Staff met with CWU students to discuss electrical utility issues and topics related to the installation electrical vehicle charging stations.
- The recloser control panel for the primary feeder for CWU (Feeder 12) is having operational issues and has been taken off-line. Staff is working with the manufacturer for a warrantee replacement. CWU is currently on its alternate feeder (Feeder 9) and will remain until the issue has been corrected.

Gas

- Crews performed scheduled monthly pipeline patrol tasks and installed new customer requested main and service lines. Crews are currently performing the annual atmospheric corrosion survey. Crews completed various hands-on operator qualification tasks.
- The Gas Division and MESA Products Inc. have signed a contract for the Walnut Street Rectifier & Deep Well Anodes – Relocation & Replacement project. Qualifications and material submittals are currently being reviewed. Contractor will start in June, but a specific date has yet to be defined.
- Staff continues to review material inventory and projected needs in anticipation of supply chain issues.
- A digital advertising campaign has begun to enhance the Public Awareness and Damage Prevention Program. May's advertising has an emphasis on "Gas Safety".

- No bids were received for the 2022-07 Bid Call “Meter Set Assemblies”. Staff will now request quotes and move forward with the purchasing.
- 1 Bid was received for the Mobile Data Collection System and ERT Programmers. This bid consisted of a collection system and programmer for the finance department, and programmers for the Gas, Light, and Water Departments. The collections system is used to collect meter reads for billing.