

**CITY OF ELLENSBURG
AGENDA
Council Chambers
Thursday, April 20, 2023
3:30 PM - Utility Advisory Committee**

<https://us02web.zoom.us/j/88582091900>

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- 4.A Approve minutes - March 16, 2023 regular meeting minutes
[UAC Minutes 3-16-23.pdf](#)

5. 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.A Accept the Resignation of Nate Sitton
[N Sitton Resignation.pdf](#)

6. 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.

7. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

- 7.A Telecommunications Verbal Update

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

- 8.A [Interview Panel Selection](#)

- 8.B [Sustainability & Energy Plan Project Update](#)

9. INFORMATIONAL ITEMS

- 9.A 2023 Aquifer Level Report

9.B Committee Member Updates

9.C Public Works & Utilities Issues and Updates

[UAC April 2023 - Public Works & Utilities Issues Update.docx](#)

10. NEXT MEETING

10.A May 18th, 2022 at 3:30 pm

11. ADJOURNMENT



CITY OF ELLENSBURG

Utility Advisory Committee

Date of Meeting

March 16, 2023

Time of Meeting

3:30 PM

Place of Meeting

Council Chambers and remotely via Zoom

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, 2025

Scott Carlson, CWU, term expires May 31, 2025

Bryan Clark, KITTCOM, term expires May 31, 2023

Kittitas County, 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; Nancy Lillquist, City Council; Ed Barry, City Utility Customer; Scott Carlson, CWU; Bryan Clark, KITTCOM (Zoom); Jacob Schroeder Kittitas County, Telecom Utility Customer (Zoom).

Committee member Lillquist moved to excuse Nate Sitton. **Motion approved. 6-0**

Also present: Ryan Lyyski, Public Works & Utilities Director; Buddy Stanavich, Power & Gas Manager; Kim Bowie, Operations Analyst; Darin Yusi, Gas Engineer (Zoom); Ben Faubion, IT; Jon Morrow, Stormwater Manager (Zoom); Julie Coppock, Rate Analyst.

One member of the public and others present remotely via Zoom.

3. ELECT CHAIRPERSON AND VICE CHAIRPERSON

Nancy Lillquist moved to elect Nancy Goodloe as Chair. **Motion approved. 6-0**

Ed Barry moved to elect Nancy Lillquist as Vice Chair. **Motion approved. 6-0**

4. APPROVAL OF AGENDA

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

5. APPROVAL OF MINUTES

5.A. Approve minutes - Jan 19, 2023, regular meeting minutes

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

6. APPROVAL OF CONSENT AGENDA

No consent items.

7. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS

No comments. Chair Goodloe stated that we've received public comments via email and have dispersed them to the Committee.

8. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

8.A. Telecommunications Issues and Updates

Ben Faubion gave an update on the telecom utility.

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

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

9.A. Watermain Break Wrap-Up 2022

Ryan Lyyski shared a timeline and statistics from a report of water main breaks in the City.

10. INFORMATIONAL ITEMS

10.A. Sustainability & Energy Plan Project Update

Buddy Stanavich informed the Committee that the project has begun, and staff has been working with the consultant filling data requests. Some steps moving forward are to establish a Steering Committee and community engagement.

10.B. Update on the Climate Commitment Act (CCA)

Buddy Stanavich presented how to comply with the CCA program and an estimation of cost for compliance. Currently staff is working on changing code language to make buying carbon credits an option. The next auction is the end of May 2023, but registrations to bid are due May 1. Staff used actual numbers from the first carbon credit auction in January 2023 to give examples of potential increases for residential & commercial gas customers.

10.C. Committee Member Updates

Scott Carlson shared that Central Washington University is currently in the SEPA process for the North Academic Complex project.

10.D. Public Works & Utilities Issues and Updates

Staff shared departmental updates and notified the Committee of 3 terms expiring May 31st. Staff will advertise the open Committee positions and determine the panel selection for the interview process.

11. NEXT MEETING

April 20th, 2023, at 3:30 pm

12. ADJOURNMENT

With no further discussion, the meeting adjourned at 4:28 pm.

Kim Bowie
Recording Secretary
Drafted: 3/17/23
Approved:

March 17th, 2023

Dear Ellensburg City Council,

The purpose of this letter is to withdraw my membership on the Utilities Advisory Committee (UAC). My last day will be March 31st, 2023.

I will miss working with everyone on the UAC committee. My time ~~on the UAC~~ has been an opportunity for me to gain a better understanding of how city government works.

Thank you for allowing me to serve in this capacity and I hope you are able to fill my position quickly as there is a lot of work to do.

Regards,



Nathan Sitton



AGENDA REPORT

Meeting Date:	April 20, 2023
Agenda Subject:	Interview Panel Selection
Submitted by:	Kim Caulkins Public Works & Utilities
Recommended Action or Motion:	Select an interview panel that consists of two Committee members and one staff member. Include, in addition to, one IT staff for telecommunications interviews and selection.
Background/Summary:	The Utility Advisory Committee is created for the purpose of providing a mechanism for the City Council of Ellensburg to obtain the benefits of recommendations, advice, and opinions on those matters affecting city utility policy and operations from a committee which may devote the resources necessary for careful consideration of such matters and which will increase citizen participation and input to local government. The Utility Advisory Committee consists of seven members. Two City Council members and one representative from Central Washington University shall be members of the committee. Two members shall be customers of one or more of the city utility systems. Two additional members, who shall vote only on issues concerning the telecommunications utility as set forth in Chapter 9.110 ECC, will include one representative from KITTCOM and one representative of the customers of the city's telecommunications utility. Terms shall be for three years. The committee members shall not receive compensation for their service.
Previous Council Action:	February 2022 Ellensburg City Council provided direction for a new administrative process to appoint and re-appoint Committee members. The revision was preceded by a goal to encourage informed and engaged representatives of the community and to offer opportunities for new voices to serve in advisory roles.
Analysis:	<i>Appointment Policies and Procedures</i> <i>The City Council establishes commissions as desired to assist</i>

and advise them in the conduct of City business. The following is the Council policy with respect to commission member appointments:

- 1. All appointments and replacements require formal action of the Council.*
- 2. Any person desiring to be considered for appointment to any City commission, including incumbent members seeking reappointment, shall complete an application form stating the commission on which the person desires to serve.*
- 3. New applicants are required to attend at least one meeting of the board or commission they wish to serve after which time they will be interviewed by a subcommittee consisting of the board/commission chair, City Council liaison, and assigned staff, who will then make an appointment recommendation to City Council.*
- 4. The City Council shall not appoint any person to a commission who would have recurring conflicts of interest requiring abstentions in an excessively high percentage of situations.*
- 5. The City Council makes all appointments at an open public meeting.*
- 6. Vacant positions to the boards and commissions are advertised on the City's web page, local media, and City social media to allow those interested in membership to apply.*
- 7. The City will keep the applications for those applicants who apply for membership on a City board or commission and are not appointed for a period of six months to be reconsidered should other vacancies occur.*
- 8. Members shall serve without compensation for their services as such, provided, however, such member shall receive reimbursement for necessary travel expenses and other expenses incurred on official duty when such expenditures have been authorized*

by the Council.

9. Commission members who will be completing their first term will be asked if they desire consideration by the City Council for a second term.

Financial Impact:

None



AGENDA REPORT

Meeting Date: April 20, 2023

Agenda Subject: Sustainability & Energy Plan Project Update

Submitted by: Buddy Stanavich Public Works & Utilities

Recommended Action or Motion: Information Only

Background/Summary: The City has engaged a team of consultants led by McKinstry in facilitating the development of a community-wide Sustainability & Energy Plan to guide future utility, transportation, building, solid waste, and municipal operations priorities.

With this planning process, our goal is to engage a broad spectrum of the Ellensburg community to assist in shaping the goals and priorities for our future. Our City team has been working closely with the consultants on data analysis for measuring our municipal and community carbon emissions as the first phase in the planning process. We will be moving into the next phase which involves bringing together a steering committee to advise future planning activities.

Previous Council Action: Approved the development and scope of a community-wide Sustainability & Energy Plan.

Analysis: Completed Tasks

- Baseline GHG inventory is complete. The preliminary report was reviewed with the city on April 10, and the final report will be reviewed with the Steering Committee during the first meeting, scheduled for April 27.
- Preliminary assessments to address the CETA Clean Energy Compliance, Conservation Potential Assessment

- (CPA), and Demand Response Potential Assessment (DRPA) are complete.
- Preliminary Energy Assessment, including Clean Buildings Performance Standard bench-marking, of city owned buildings is complete and indicates there are opportunities for energy efficiency improvements in several buildings. [The City Shop/Warehouse with 54,634 sq ft was previously considered Tier 1, but because the conditioned space is 35,761, it is a Tier 2 Building.]
 - Tier 2 Buildings (over 20K sq feet)
 - City Shop/Warehouse (35,761 sq ft) [33 EUI points over the state target]
 - City Hall (23,700 sq ft) [49 EUI points over the state target]
 - Hal Holmes/Library (27,925 sq ft) [18 EUI points over the state target]
 - Police Department (23,669 sq ft) [25 EUI points *under* the state target]
 - The City Pool is less than 20K Sq ft but does represent an opportunity for significant energy savings measures as the EUI is 245 points over the state target.
 - As a point of reference, the State's Early Adopter Incentives are available for buildings 15 or more points above the state target.
 - The Steering Committee members have been confirmed and a kick-off meeting is scheduled for April 27. During that meeting the committee will review their roles and responsibilities, hear a high-level project update, and approve the community engagement activities.
 - Community engagement activities will commence May 1 and continue for six weeks. In mid-June the results of the outreach will be summarized and tabulated, incorporated into a draft strategy, and reviewed with the Steering Committee.

Next Steps

- Finalize the Community Engagement plan for approval by Steering Committee.
- Steering Committee Kick-off Meeting, April 27
- Commence community engagement activities.

- Continue Climate Commitment Act Compliance assessment.
- Continue establishing preliminary sustainability goals for city and community input.

Financial Impact:

None other than budgeted/contracted amount

Ellensburg Utility Advisory Committee
Public Works & Utilities Issues and Updates
April 20, 2023

Consent Items

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

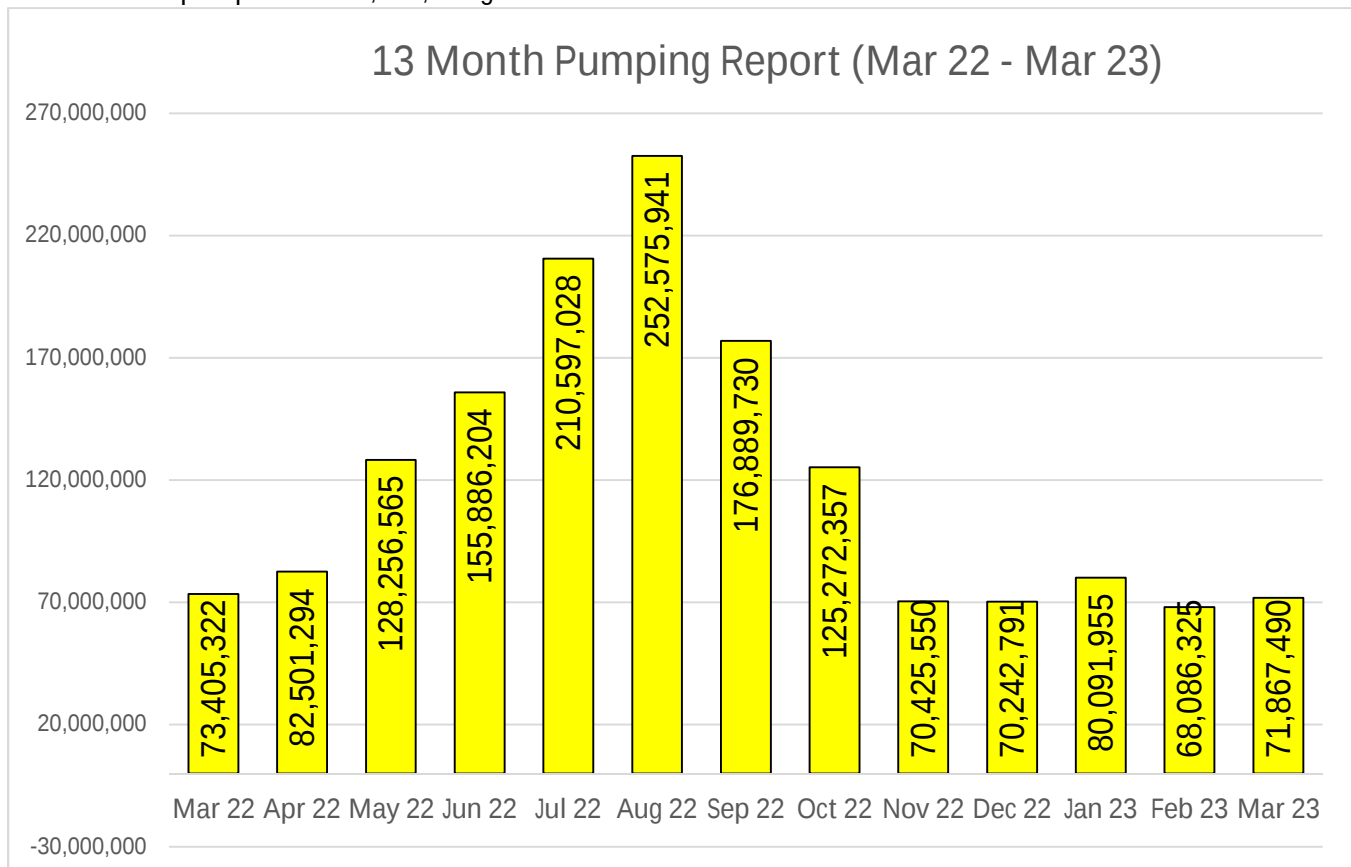
All Utilities

Sewer

- Staff met with the consultants (Kennedy/Jenks) to review the flows and loads modeling that they completed as a part of the General Sewer Plan Update.
- The controls failed on the boiler at the WWTF and needed to be replaced. Crews had a backup control module on hand for the replacement but learned that these controls are no longer produced. Because we are unable to purchase a backup unit, the decision has been made to perform an upgrade. Quotes were received and the upgrade will be scheduled for later this spring when the weather is warmer and to help accommodate the boiler being out of service for a day.
- Quotes are being requested for replacement brushes and a screen on the fine screens in the headworks. One of the two screens has worn through due to normal wear and tear.

Water

- Water pumped during the month of March of 2023 was 71,867,490. In March of 2022, the amount of water pumped was 73,405,322 gallons.



- Staff discovered two cracked 12-inch cast iron 90 degree elbows on the overflow pipe at Craig's Hill Reservoir. One elbow has been replaced and options are being discussed for repair of the other elbow, which is in a more difficult position to remove and replace. This line rarely contains water as it serves as a relief to prevent the tower from overfilling.
- Phase one of the 2023 Leak Survey Program began on April 10th and should take approximately two weeks.
- Quotes have been received for the annual corrosion survey at the reservoirs. Work should be completed in May.
- Staff have requested quotes for inspection and cleaning (if necessary) of Airport and Craig's Hill reservoirs.

Storm

- The bridge and levee on Dolarway is nearing completion and the road should be back open April 17, 2023. Once the final punch list is completed, we will be going to Council for final completion.
- Gateway II design work is back in swing and all private franchise utilities are participating.
- Staff completed the Management Plan and submitted the annual report March 16, due March 31, 2023.
- Certification LOMR work continues the existing levee and new bridge/levee with FEMA and the County.
- Gateway 1 construction is on schedule and slated to be finished December 2023, TBD.
- The Utility will be hosting a tree give away on Earth Day April 22, at Irene Rinehart Park. As a part of the 40-year Tree City USA/Arbor Day celebration, the utility has combined this event with adding Earth Day stormwater activities. Franklin Conservation District (aka Drain Rangers) will host a booth to educate and bring awareness to pet waste run off and "only rain down the drain".
- The Utility will soon hire Evergreen StormH2O to conduct a required monitoring effectiveness study as a part of permit compliance. The idea at this point is Evergreen will sample stormwater from the Gateway 1 project both pre-constructed and post. It's an effort to see if the stormwater treatment for this project really works in the field.
- The Utility will participate in the Keen Urban Streams and Brews event happening spring of 2023.
- The Utility submitted a grant application to Ecology's FCAAP flood assistance program. If funded, the stormwater system will get modeled and compare with current flood maps to see more accurately who's in the floodplain, or not in the city limits. Funding announcements will be in June 2023.

Electric

- The Light Department is dealing with material shortage issues and long lead times. We are currently rationing materials for primary extensions to new developments while maintaining a minimum inventory for maintenance and emergency repairs. Staff have also postponed maintenance projects due to lack of materials. It is likely, that in the near future, the light department will be unable to provide service to new developments due to lack of materials.
- Staff advertised Bid 2023-02 Pole Testing and Treatment for the inspection and treatment of the City's 2000 poles. Bids were opened Thursday March 2nd and received 3 bids with Osmose Utility Services being the lowest apparent bid. After review of the bids Osmose was deemed nonresponsive. The contract was awarded to the second lowest bid from Pacific Pole Inspections LLC at the April 3rd City Council Meeting. Work is expected to begin in May.
- Staff advertised bid call 2023-03 Structural Steel for the purchase of the structural steel for the Dolarway Substation Improvement Project. Bids were opened Thursday April 6th and received 2 bids with Callies Welding & Fabrication, LLC being the lowest apparent bid. The bid will be awarded at the May 1st City Council Meeting. The bid submitted by Callies Welding and Fabrication LLC is above the Engineers

Estimate of \$189,700.00 by approximately 57%. A rebid with a reduced scope is not an option as all the steel members are required for this project. This was an open bid available to all suppliers and it is unlikely that rebidding with the same scope will result in a lower bid. The increase is due to the current market and these conditions are expected to continue for the near future.

- Staff participated in the PW&U annual retreat and reviewed and discussed the 2023 work plan.
- Engineering staff continue with duct and vault inspections for several large developments and construction projects. Projects include: Foster Plat; Ellensburg Flats; and Mallard Meadows.
- Potelco is on property, as needed, and continues helping the City while the light crew is short staffed.
- City crews continue to focus on day-to-day operations such as new services, street light maintenance, traffic signal maintenance, as well as other customer driven and required maintenance and service work.
- Staff attended a meeting in Spokane with BPA and multiple other utilities on April 13. BPA hosted the meeting as BPA is in the process of developing framework for upcoming 2028 electricity supply contract decisions. As the discussions ramp up over the next couple of years, the UAC will be briefed and involved in the decision making.
- Staff from Light and Gas participated in a LEAN session to review department procedures and operations.
- Window replacement rebates will be offered to help customers upgrade to more energy efficient options.

Gas

- Crews performed scheduled monthly maintenance tasks and installed new customer requested main and service lines. Crews began the annual atmospheric corrosion survey. Crews are focusing on annual safety training requirements and operator qualification training, including annual steel pipe welding re-qualifications.
- Staff finished inspecting the gas work being performed by contractors on the Gateway I project. The gas portion of that project is complete.
- Staff continues to review material inventory and projected needs in anticipation of supply chain issues. Timely material acquisition continues to be an issue.
- Staff participated in two UTC audits starting on February 27th which covered our Operator Qualifications Program and our Distribution Integrity Management Program. Letters were received by the UTC stating that no apparent violations were found.
- Staff have recently started a digital advertising campaign for our Public Awareness Program. 811 Call Before You Dig as well as Gas Safety advertisements will be running from March through July.
- Our annual natural gas safety survey will be starting May 1st. This year we will be performing an in-house survey versus the phone survey we have done in past years.
- Staff from Light and Gas participated in a LEAN session to review department procedures and operations.