CITY OF ELLENSBURG
AGENDA
Council Chambers
Thursday, May 18, 2023
3:30 PM - Utility Advisory Committee

https://us02web.zoom.us/j/85995328963

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

4.A Approve minutes - April 20, 2023 regular meeting minutes
UAC Minutes 4-20-23.docx

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.

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

9. INFORMATIONAL ITEMS

9.A
Sustainability & Energy Plan Project Update

Steering Committee Mtg. #1 - Notes.pdf

9.B Natural Gas Safety Survey
Natural Gas Safety Survey Flyer

9.C City Gas Division is a recipient of the System Operational Achievement Recognition (SOAR)

award
SOAR - Press Release - 2023

9.D Committee Member Updates

9.E Public Works & Utilities Issues and Updates
UAC May 2023 - Public Works & Utilities Issues Update.docx

10. NEXT MEETING

10.A June 15th, 2022 at 3:30 pm

11. ADJOURNMENT

CITY OF ELLENSBURG **Utility Advisory Committee**

Date of Meeting **April 20, 2023**
Time of Meeting **3:30 PM**
Place of Meeting **Council Chambers and remotely via Zoom**

Nancy Goodloe, Chairperson, term expires May 31, 2024
Nancy Lillquist, City Council, Vice Chairperson, 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
VACANT, City Utility Customer, term expires May 31, 2023
Ed Barry, City Utility Customer, term expires May 31, 2023

1. CALL TO ORDER

Chairperson Goodloe called the meeting to order at 3:31 pm.

2. ROLL CALL

Members present: Nancy Goodloe, Chair; Nancy Lillquist, City Council; Ed Barry, City Utility Customer; Bryan Clark, KITTCOM (Zoom)

Committee member Lillquist moved to excuse Scott Carlson. **Motion approved. 4-0**

Also present: Ryan Lyyski, Public Works & Utilities Director; Buddy Stanavich, Power & Gas Manger; Kim Bowie, Operations Analyst; Darin Yusi, Gas Engineer (Zoom); Mike Helgeson, Assistant PW&U Director; Jon Morrow, Stormwater Manager; Julie Coppock, Rate Analyst (Zoom); Derek Mayo, Engineering Services Manager; Paul Meyer, Electrical Engineer; Michael Jenkins, Finance Officer.

Three members of the public present remotely via Zoom.

3. APPROVAL OF AGENDA

Committee member Lillquist moved to amend the agenda to add item 8.C. Asphalt Plant and System Loop Design Agreement. **Motion approved. 4-0**

4. APPROVAL OF MINUTES

4.A. Approve minutes - March 16, 2023, regular meeting minutes

Committee member Barry moved to approve the regular meeting minutes. **Motion approved. 4-0**

5. APPROVAL OF CONSENT AGENDA

5.A. Accept the Resignation of Nate Sitton

Committee member Barry moved to approve the consent agenda. **Motion approved. 4-0**

6. CORRESPONDENCE AND CITIZEN COMMENTS ON NON-AGENDA ITEMS

Chair Goodloe stated that we've received public comments via email from Meghan Anderson and have dispersed them to the Committee. Chair Goodloe also mentioned that we've received public comments from Sylvia Shriner as well.

Sylvia Shriner read her correspondence that was received & distributed before the meeting.

7. TELECOMMUNICATIONS UTILITY DISCUSSION ITEMS

7.A. Telecommunications Verbal Update

Buddy Stanavich informed the Committee of the upcoming telecom utility customer vacancy.

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

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

8.A. Interview Panel Selection

Committee member Lillquist moved to appoint Committee member Goodloe, Committee member Lillquist and a staff person as the panel selection to perform UAC interviews for vacant positions. Telecom interviews would include an additional staff member from the telecom department. **Motion approved. 3-0**

8.B. Sustainability & Energy Plan Project Update

Buddy Stanavich announced that the first steering committee meeting will be April 27th and the agenda is currently being developed.

8.C. Asphalt Plant and System Loop Design Agreement

Darin Yusi reported a system loop design agreement with Kimley-Horn in the amount of approximately $168,000. This loop project has been identified for system integrity in the *6-Year Gas System Study,* is part of the utility's long-term plan, and allows the Granite Construction asphalt plant the ability to switch from propane to natural gas. Granite expressed their desire to convert from propane to natural gas in an effort to reduce operating costs, lower their energy consumption, and greatly reduce the plants carbon emissions.

Committee member Lillquist moved to forward a favorable recommendation to City Council to authorize the City Manager's signature on the system loop design agreement with Kimley-Horn. **Motion approved. 3-0**

9. INFORMATIONAL ITEMS

9.A. 2023 Aquifer Level Report

Mike Helgeson gave a presentation on the 2023 static well levels.

9.B. Committee Member Updates

Ed will not be re-applying for the open Committee position.

9.C. Public Works & Utilities Issues and Updates

Staff shared departmental updates.

10. NEXT MEETING

10.A. May 18th, 2023, at 3:30 pm

11. ADJOURNMENT

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

Kim Bowie
Recording Secretary
Drafted: 4/21/23
Approved:

Sustainability & Energy Plan Steering Committee Meeting Notes

Meeting Date: April 27th, 2023

Agenda

Introductions

Steering Committee Business
Charter and Governance

Sustainability and Energy Plan Vision and Goals

Project Status and Timeline

Greenhouse Gas Introduction

Ellensburg GHG Inventory
Baseline and Forecast

CETA Legislation Requirements Overview
Impacts to Vulnerable Populations

Next Meeting Date and Agenda

Team Members Present

Team Members	Area of Focus
Dale Goyer	Large Business Representative
Tyler Witthuhn	EDA Representative
Nancy Lillquist	Utility Advisory Committee
Chuck Doan	COE Building Official
Hunter Slyfield	COE Operations/Fleet
Jeff Bousson	CWU Sustainability Officer
Delano Palmer	CWU Planning & Projects
Christinia Wohlman	Environmental Committee
Fred Padjen	Local Environmental Representative
Mayra Colazo	Marginalized/Vulnerable Community Advocate

Sustainable: mindful action and investment today that minimizes and mitigates negative impacts on future resources – *both natural and fiscal*

<u>Sustainability and Energy Plan Objectives</u>:

1. Establish a baseline greenhouse gas (GHG) inventory, recommend emission reduction goals, and develop a high-level emission reduction scenario based on identified mitigation measures.
2. Plan for compliance with WA State legislation: the Clean Energy Transformation Act (CETA), Clean Buildings Performance Standard (CBPS) and the Climate Commitment Act (CCA).

Sustainability & Energy Plan Steering Committee Meeting Notes

Actions:

- Formalize Steering Committee Business, Charter and Governance
- Finalize Sustainability website and post meeting presentation.
- Set Horizon Year to 2037 and benchmark to Washington State's targets.
- Determine next meeting date: May 31st, 2023

Recommendations:

- When defining vulnerable populations – reach out to DEI commission & small business owners.
- When reviewing Actions/Targets, consider both costs and benefits.
- Resiliency could include; infrastructure enhancements, risk mitigation, measures to control costs.

AGENDA REPORT

Meeting Date: May 18, 2023

Agenda Subject: Natural Gas Safety Survey

Submitted by: Darin Yusi Public Works & Utilities

Recommended Action or Motion: Information Only

Background/Summary: The City Gas Division adopted the American Petroleum Institute (API) Recommended Practice (RP) 1162 in support of our natural gas safety Public Awareness Program. The full implementation of the Public Awareness Program was June 20, 2006.

Each year, starting in 2007, the City Natural Gas Division has conducted a phone survey to measure the effectiveness of the Public Awareness Program. With the effectiveness of the phone survey diminishing over the years, staff elected to and was supported by the UAC at the September 15, 2022 meeting to move into a digital survey format performed in-house with the approval of prizes for survey incentives.

This year's survey started on May 1st and will run through August 11th (National 8/11 Day).

Previous Council Action: n/a

Analysis: As of May 1st, the Natural Gas Division's Safety Survey is live and one of the flyer's for the survey is attached to this report

Financial Impact: n/a

Attachments:
Natural Gas Safety Survey Flyer

Natural Gas Safety Survey

Scan me!

Each year the City of Ellensburg Gas Utility evaluates its Public Awareness and Gas Safety Program with a quick survey.

Complete the survey using the QR Code or by visiting the City's Natural Gas webpage and enter to win some great prizes!

****GRAND PRIZE** - Pit Boss 820SP Pellet Grill**

TWO Secondary Prizes!! - $100 Kittitas County Chamber Gift Cards

The Gas Division staff would like to thank you in advance for participating in the survey. Safety is our #1 priority and making sure we reach our community with gas safety information is important to us.

AGENDA REPORT

Meeting Date: May 18, 2023

Agenda Subject: City Gas Division is a recipient of the System Operational Achievement Recognition (SOAR) award

Submitted by: Darin Yusi Public Works & Utilities

Recommended Action or Motion: Information Only

Background/Summary: In 2014 the American Public Gas Association (APGA) began a process to honor natural gas distribution utilities that demonstrate commitment to excellence in four areas: System Integrity, System Improvement, Employee Safety, and Workforce Development. The result of their process was the System Operational Achievement Recognition (SOAR) award. This award was given to utilities who demonstrated their commitment to excellence through a lengthy application process that is scored by experts from the APGA SOAR Task Group. There are three award options, Gold, Silver and Bronze.

The application for award serves as an accountability for system improvement and the City Gas Division works hard to constantly improve upon its already high level of achievement in its commitment to the four areas of SOAR.

The City's Natural Gas Division has been recently selected as one of twenty-five (SOAR) recipients recognized in 2023 by the APGA. Out of approximately 750 APGA members, the City of Ellensburg Gas Division was selected for SOAR level Silver by its peers on the APGA Operations and Safety Committee.

The APGA press release is attached.

Previous Council Action: n/a

Analysis: n/a

Financial Impact: n/a

Attachments:
SOAR - Press Release - 2023

FOR IMMEDIATE RELEASE
CONTACT: Erin Kurilla, Vice President of Operations & Safety
Email: ekurilla@apga.org

APGA Congratulates the City of Ellensburg Gas Division for Operational Excellence!

Washington, DC- (May 9, 2023) - The American Public Gas Association (APGA) presented the City of Ellensburg Gas Division with the prestigious APGA System Operational Achievement Recognition (SOAR) for excellence in operating its natural gas utility. Public natural gas systems are entrusted by their customers to deliver clean and affordable natural gas through a safe and reliable distribution pipeline system. To accomplish this mission, a forward thinking natural gas utility constantly strives to improve its operating capabilities, overcome challenges and adapt to its changing environment.

Out of approximately 750 APGA members, the City of Ellensburg Gas Division was selected for SOAR level Silver by its peers on the APGA Operations and Safety Committee. The selection was based on demonstrated excellence in the four areas of system integrity, system improvement, employee safety, and workforce development.

System integrity refers to the natural gas distribution system performing its overall intended function safely, efficiently and effectively—distributing energy to all customers without being degraded or impaired by its internal or external environment. System improvement refers to keeping the natural gas system well maintained and up-to-date through a self-improvement program that includes both an eye on the future through research and development, technology integration and a commitment to system improvement programs. Systems that exhibit excellence in employee safety include adopting a safety program that includes policies and procedures for education involvement and accountability for all employees, as well as tracking safety performance. Lastly, workforce development focuses on creative recruitment, training, education and development practices that provide a return on investment through increased employee loyalty, motivation, safety and productivity.

APGA President and CEO Dave Schryver remarked, “The City of Ellensburg Gas Division was highly rated in all four areas that are required of SOAR. The City of Ellensburg Gas Division consistently demonstrates a commitment to providing natural gas safely and efficiently to all those in their community and as such, serves as a model for all other natural gas utilities in the country. APGA is proud to recognize the City of Ellensburg Gas Division and is confident in their continued success.”

The City of Ellensburg Gas Division was one of twenty-five SOAR recipients recognized in 2023, joining the 46 previous SOAR award recipients. The system also received a plaque signifying the City of Ellensburg Gas Division’s commitment to and achievement in excellence in operating a natural gas utility system. APGA looks forward to recognizing the City of Ellensburg Gas Division at its Annual Conference in Scottsdale, Arizona in July.

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APGA is the national association of municipally and publicly-owned local distribution systems. There are about 1,000 public gas systems serving more than 5 million customers. These public gas utilities are not-for-profit retail distribution entities that are owned by, and accountable to, the citizens they serve. They include municipal gas distribution systems, public utility districts, county districts, and other public agencies that have natural gas distribution facilities.

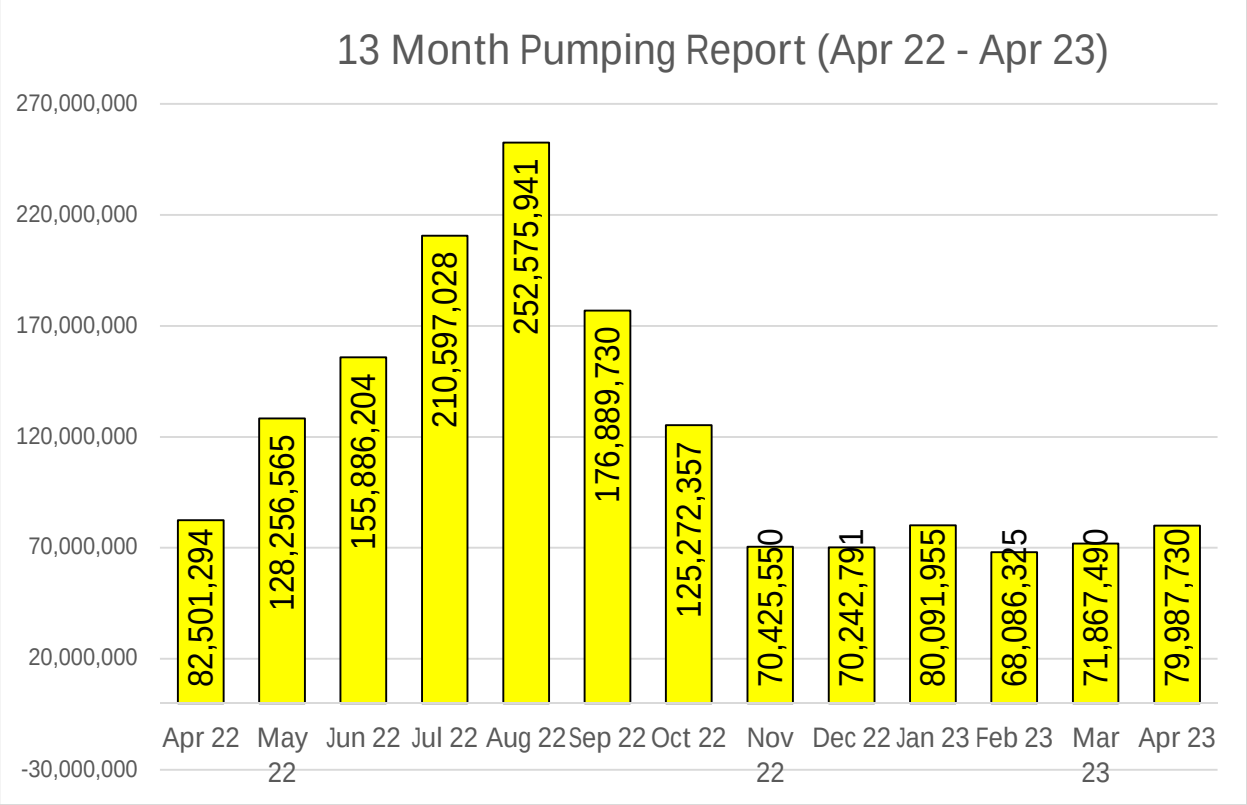
Ellensburg Utility Advisory Committee
Public Works & Utilities Issues and Updates
May 18, 2023

Sewer:

- The City's Consultant (Kennedy Jenks) is diligently working on the General Sewer System Plan update and we anticipate seeing a first draft in the next couple of months. Kennedy Jenks will begin work on a preliminary Aeration System Upgrade/Replacement design later this summer.
- Collections crews were part of the response team during flood control operations during the high-water event. Staff were instrumental in the installation of pumps in Wilson Creek and their continuous operation as well as catch basin cleaning and monitoring.
- Operations staff are working with Kennedy Jenks on the Clarifier Rehabilitaion project design and are also working on preparations for the boiler controls upgrade project.

Water:

Water pumped during the month of April of 2023 was 82,501,294. In April of 2022, the amount of water pumped was 79,987,730 gallons.



- Contractor installed crushed aggregate and leveled the Illinois Well site to finish grade. The well pump is anticipated to be delivered and installed this month. Activation of the well is still not anticipated until August, as the contractor is still waiting on the motor control unit which has been ordered for more than a year. The latest update has this arriving in August and the contractor installing as soon as it arrives.

- Phase one of annual leak survey is near completion. Hydrevolution plans to return soon to finish the northern half of the system.
- Crews have been repairing leaks discovered during phase one of the annual leak survey.
- Installation of new water services and meters continues to take place in new developments.
- The City's consultant (RH2 Engineering) is addressing final comments received from the Dept. Of Health on our updated Water System Plan. We anticipate submitting a final draft to DOH in June for their final review and then taking the Updated Plan to UAC and Council shortly after.
- The City's consultant (HLA Engineering) has completed 60% design drawings for the Craig's Hill Pressure Zone project. Staff will be submitting our SEPA application for the project shortly, with the hopes of completing design and permitting this summer and advertising for bids early Fall.
- Staff has also contracted with HLA Engineering to complete a "Siting Study" for a new water reservoir. This is in process and we anticipate seeing a completed study later this summer.

Stormwater and Street Trees:

- Gateway 1 is moving along nicely. South side swale, trail and trees will be installed in the next few weeks. North side power poles are coming down. Driveways will be closed a few hours at a time during trail installation and communication between the contractor, businesses and City is going well.
- Gateway 2 is moving along nicely with the 30% design.
- Phase II of the bridge levee on Dolarway (extend the levee up to the railroad) will likely go out to bid late summer early fall.
- Staff fielded a lot of flooding complaints and visited quite a few residents last week.
- Staff is actively participating in the NPDES permit negotiations with Ecology.
- Staff was awarded a grant from DNR to help assess/inventory the City's Street Tree canopy/health. More to come on that in following weeks.
- Staff is still waiting to hear from Ecology if the FCAAP flood grant will be awarded.

Electric:

- The duct and vault installation for the University Gateway project is complete. The high voltage subcontractor is currently in the processes of installing the underground distribution system. They are performing customer cutovers and will be on-site through the end of May.
- Potelco, under bid for the City, is installing the high voltage cable, transformers and secondary systems at the Mallard Medows development.

Gas:

- Crews performed scheduled monthly maintenance tasks and installed new customer requested main and service lines. Crews completed the annual atmospheric corrosion survey and will start the annual leak survey in May. Crews are finishing up annual steel pipe welding re-qualifications.
- Staff and crews have been working on OQ hands-on 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.
- Staff is working with Williams Pipeline to coordinate shut-in tests at the Kittitas Tap Station for Williams' scheduled pig runs the week of May 15th.
- 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 started May 1st. This year we will be performing an in-house survey versus the phone survey we have done in past years.