

AGENDA UTILITY ADVISORY COMMITTEE August 15, 2024

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/85118148400>

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, August 15, 2024
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 May 16, 2024 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 State Home Electrification and Appliance Rebates (HEAR) Program, Contract Number 24-92701-004
 - 8.B Gas Division Pipeline Safety Management System (PSMS) Program
 - 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

May 16, 2024

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 Bousson called the meeting to order at 3:30 pm.

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

Also present: Darin Yusi, Gas Engineer (Zoom); Kim Bowie, Operations Analyst; Buddy Stanavich, Energy Resource Manager; Nicole Baker, Sustainability & Energy Coordinator (Zoom); Jon Morrow, Stormwater Manager; Derek Mayo, Engineering Services Manager; Ryan Lyyski, Public Works & Utilities Director.

Three members of the public present remotely via Zoom.

2. Approval of Agenda

Committee member Goodloe moved to approve the agenda as presented. **Motion approved. 5-0**

3. Approval of Minutes

3.A April 18, 2024 regular meeting minutes

Committee member Huerta moved to approve the regular meeting minutes.

Motion approved. 5-0

4. Approval of Consent Agenda

No consent items.

5. Correspondence and Citizen Comments on Non-Agenda Items

No public comment

6. Telecommunications Utility Discussion Items

No updates or discussion items.

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

7.A Water System Plan Update Final Draft

RH2 Engineering gave a presentation on the Water System Plan.

Committee member Goodloe move the Committee provide a favorable recommendation to City Council to approve the City of Ellensburg's Water System Plan update. **Motion approved. 5-0**

Committee member Huerta moved to amend the motion to include looking at alternative ways to reduce water demand in the future, including more efficient landscaping and non-potable water sources. **Motion approved. 5-0**

8. Staff Informational Items

- 8.A Public Works and Utilities Updates
Staff shared departmental updates.

9. Commission Representative Update

No updates.

10. Adjournment

Meeting adjourned at 4:49 pm.



Meeting Date: August 15, 2024

City of Ellensburg

Utility Advisory Committee Agenda Report

Agenda Subject: State Home Electrification and Appliance Rebates (HEAR) Program, Contract Number 24-92701-004

Submitted by: Nichole Baker, Sustainability & Energy Coordinator

Department: Public Works & Utilities

Suggested Motion/Action:

Background/Summary:

The City of Ellensburg Public Works and Utilities Department applied for the State Home Electrification and Appliance Rebates (HEAR) Program grant on March 29, 2024. On May 2, 2024, the City of Ellensburg was notified by the Washington State Department of Commerce (Commerce) of preliminary funding in the amount of \$4,167,455, later adjusted by Commerce to \$4,160,788 on May 13, 2024. The City notified Commerce of the acceptance of the preliminary funding award on May 7, 2024, after Council approval on May 6, 2024.

In compliance with GEO 21-02, Tribal consultation was initiated on June 27, 2024, via the distribution of project letters, and Washington State Department of Archeology and Historic Preservation (DAHP) consultations will be initiated by Plateau CRM.

The City's final Work Plan for the State Home Electrification and Appliance Rebates (HEAR) Program was submitted to the Washington State Department of Commerce on July 9, 2024. The final Contract was then received by the City on July 12, 2024, from Commerce. The City Attorney has reviewed the Contract. Council authorized the City Manager to sign the Interagency Agreement for the State Home Electrification and Appliance Rebates (HEAR) Program, Contract Number 24-92701-004 and approved the necessary budget adjustments on August 5, 2024.

A Request for Qualification (RFQ) for the State Home Electrification and Appliance Rebates (HEAR) Program for low-income single- and multifamily households with household income of 80% or less of Area Median Income was published on July 19, July 20th, July 26th, and July 27th, 2024. This was published to identify qualified agencies, through a competitive process, to subcontract the HEAR grant low-income household program. Staff evaluated the only responsive applicant, HopeSource, and concluded HopeSource does meet the qualifications to act as the subcontractor for the low-income program. As per the State Home Electrification and Appliance Rebates (HEAR) Program Contract 24-92701-004, the Washington State Department of Commerce requires written approval for subcontracting. The City of Ellensburg requested written approval from Commerce to subcontract with HopeSource for the HEAR grant low-income household program on August 1, 2024. Written approval of the qualified subcontractor, HopeSource, was received from Commerce on August 5, 2024.

Previous Council Action:

City Council approved the acceptance of the preliminary funding award for the State Home Electrification and Appliance Rebates (HEAR) Program Grant on May 6, 2024. Council authorized the City Manager to sign the Interagency Agreement for the State Home Electrification and Appliance Rebates (HEAR) Program, Contract Number 24-92701-004 and approved the necessary budget adjustments on August 5, 2024.

Analysis:

The State Home Electrification and Appliance Rebates (HEAR) Program Grant closing date is June 30, 2025. It will provide rebates and incentives for low- to moderate-income households and small businesses to install heat pumps, heat pump water heaters, induction stoves, heat pump clothes dryers, and electric service upgrades for new high-efficiency equipment.

Financial Impact:

This program provides \$4,160,788 in grant funds, including up to 15% allowed administrative costs. There is no match required by this program. Washington State Department of Commerce will withhold 2% of the total reimbursable amount until the City of Ellensburg provides the official report/ledger from their general ledger for all expenses claimed for Commerce funding from the program.

Budget Adjustment: Yes

Attachments:

None



Meeting Date: August 15, 2024
City of Ellensburg
Utility Advisory Committee Agenda Report

Agenda Subject: Gas Division Pipeline Safety Management System (PSMS) Program
Submitted by: Darin Yusi, Gas Engineer
Department: Public Works & Utilities

Suggested Motion/Action:
Information Only

Background/Summary:
Staff entered into a professional services contract with Q3 Integrated Solutions on May 24, 2023 for the development and implementation of a PSMS Program. Staff has been working closely with Q3 over the past year to develop a full PSMS Program in accordance with American Petroleum Institute (API) Recommend Practice (RP) 1173.

Previous Council Action:
n/a

Analysis:
Cynthia Davis with Q3 Integrated Solutions will provide a presentation outlining the history of PSMS, the development of the City's Program, and the reasoning behind implementation of an PSMS Program for the Gas Division.

Financial Impact:

Budget Adjustment: No

Attachments:
1. UAC Presentation_PSMS Presentation

Pipeline Safety Management System

August 15, 2024





Q3 INTEGRATED SOLUTIONS, LLC
Where Strategy Meets Sustainability

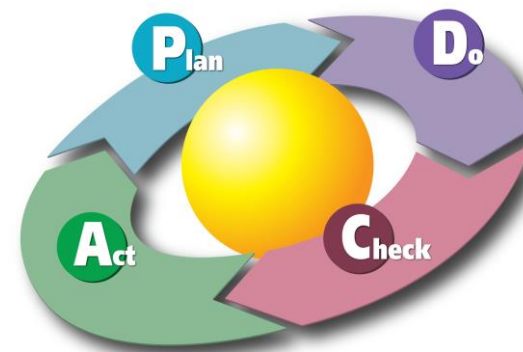
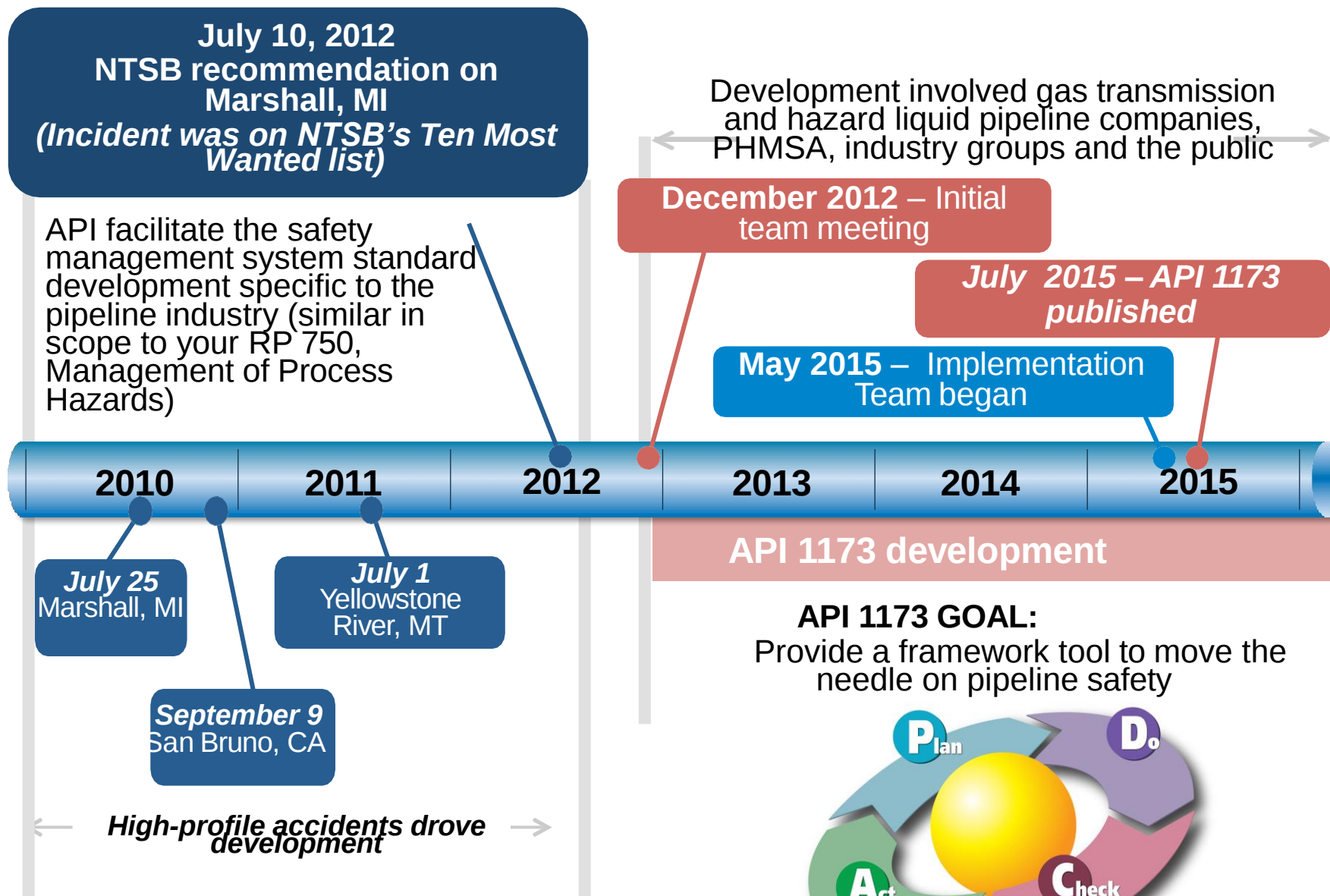
- Cynthia Davis, Founder and COO
- Woman and Veteran Owned
- Founded Jan 2023
- 20+ Years in Management System Development and Enhancement
- Specialization in
 - Quality Management Systems (ISO 9001, API Q1 and Q2)
 - Pipeline Safety Management Systems (API RP 1173)
 - Auditing, training, and Management System Support

WHAT IS PSMS?

- What, not How
- Goal = Continuous Improvement
- Proactively Address Safety Issues
- Document Safety Procedures With Adherence to Procedures by Personnel.
- Treat Errors as System Deficiencies - Not to Punish / Intimidate Employees
- Continuously Identify and Address Risks for Safety-critical Aspects of Operations
- Regularly Evaluating (or Auditing) Operations to Identify and Address Risk



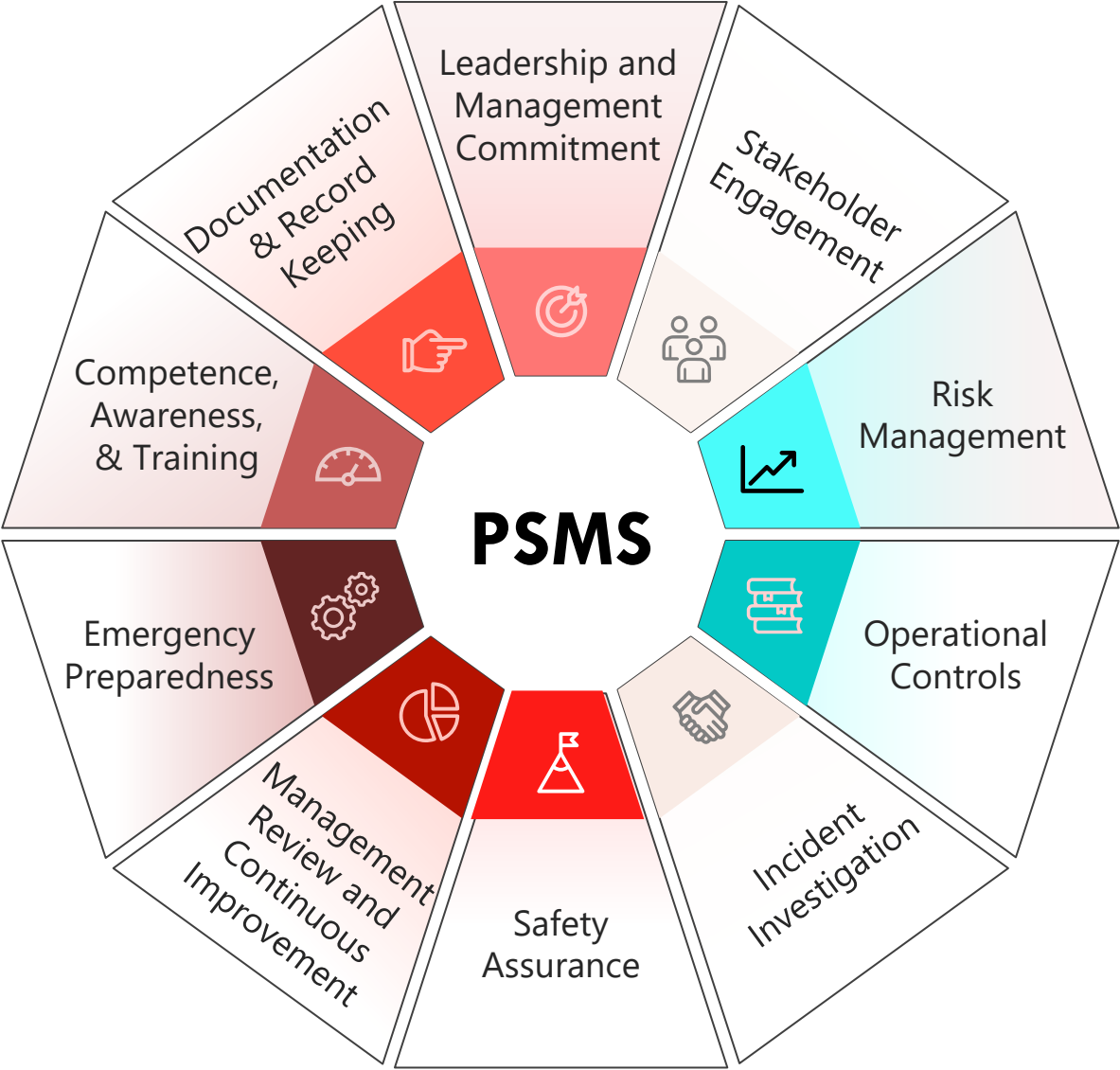
PIPELINE SMS TIMELINE



PSMS 10 Elements

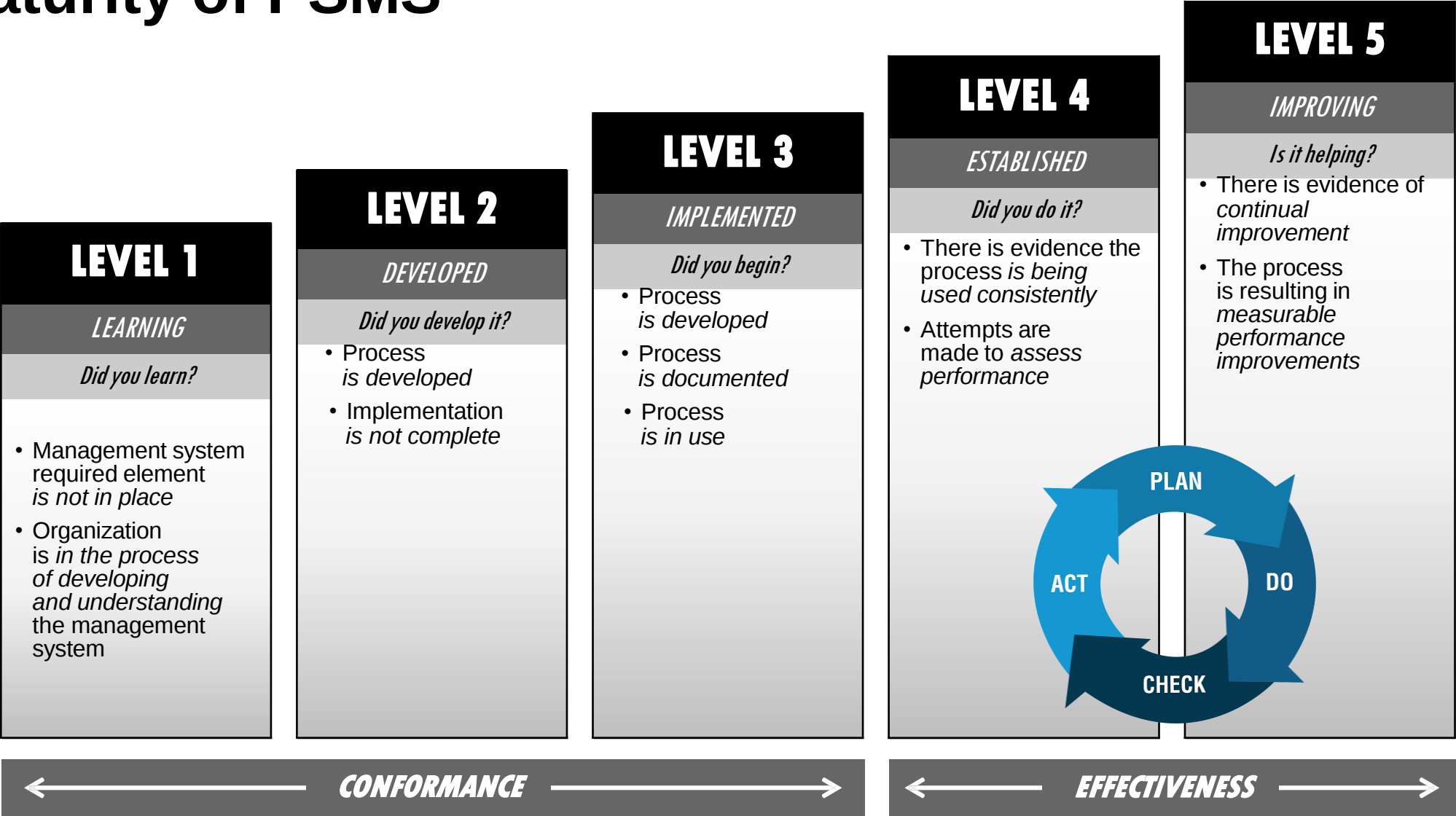
"...establishes a pipeline safety management systems framework"

"...defines the elements needed to identify and address safety for a pipeline's life cycle"



"...framework to reveal and manage risk, promote a learning environment, and continuously improve pipeline safety and integrity".

Maturity of PSMS



01 REACTIVE

Develops strategies that respond to past incidents and accidents.



03 PREDICTIVE

Systematically analyzes safety risk data and performs forward-looking data analytics to identify potential/future problems.



02 PROACTIVE

Actively collects data to identify and address current hazardous conditions.

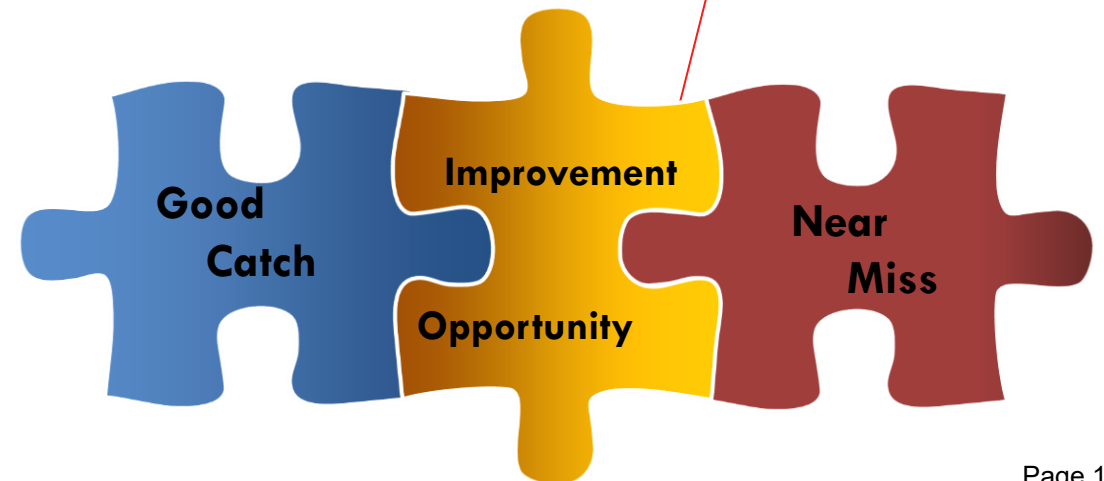


WHERE WILL PIPELINE SMS TAKE US?

Reactive → Proactive → Predictive

COE APPROACH

- From Compliance to Excellence
- Formal SMS Goals and objectives
- Safety Culture Assessment
- Safety Assurance Audit Plan
- Formal Management Reviews
- Formal Non-punitive Issue Reporting Process
- Implement a Management of Change (MOC) Process



MANAGEMENT OF CHANGE (MOC)

- Dedicated process and forms
- Control changes related to regulation changes, process improvements, technology changes, etc.
- Reduces Risk - FMEA

Strengthening our safety culture by continuously improving our processes, procedures, and systems to reduce risk

SYSTEM ENHANCEMENTS DURING PSMS PROGRAM DEVELOPMENT - Benefits already seen



Added a Revision Date to ALL forms in the O&M Manual – Consistency



Increased the use of Sign-In Sheets for Training and other Activities – Validation of Messaging



Consolidated and better-defined Retention Schedules for records – Documentation



Created MOC email folders to capture, track, and retain MOC-related emails

“

**What do you think could go wrong,
and how can you manage your
risks?**

Unknown

”

THANK YOU

Cynthia Davis

COO, Q3 Integrated Solutions

Cynthia.Davis@Q3IntegratedSolutions.com

(737) 727-2866



Public Works & Utilities Monthly Report

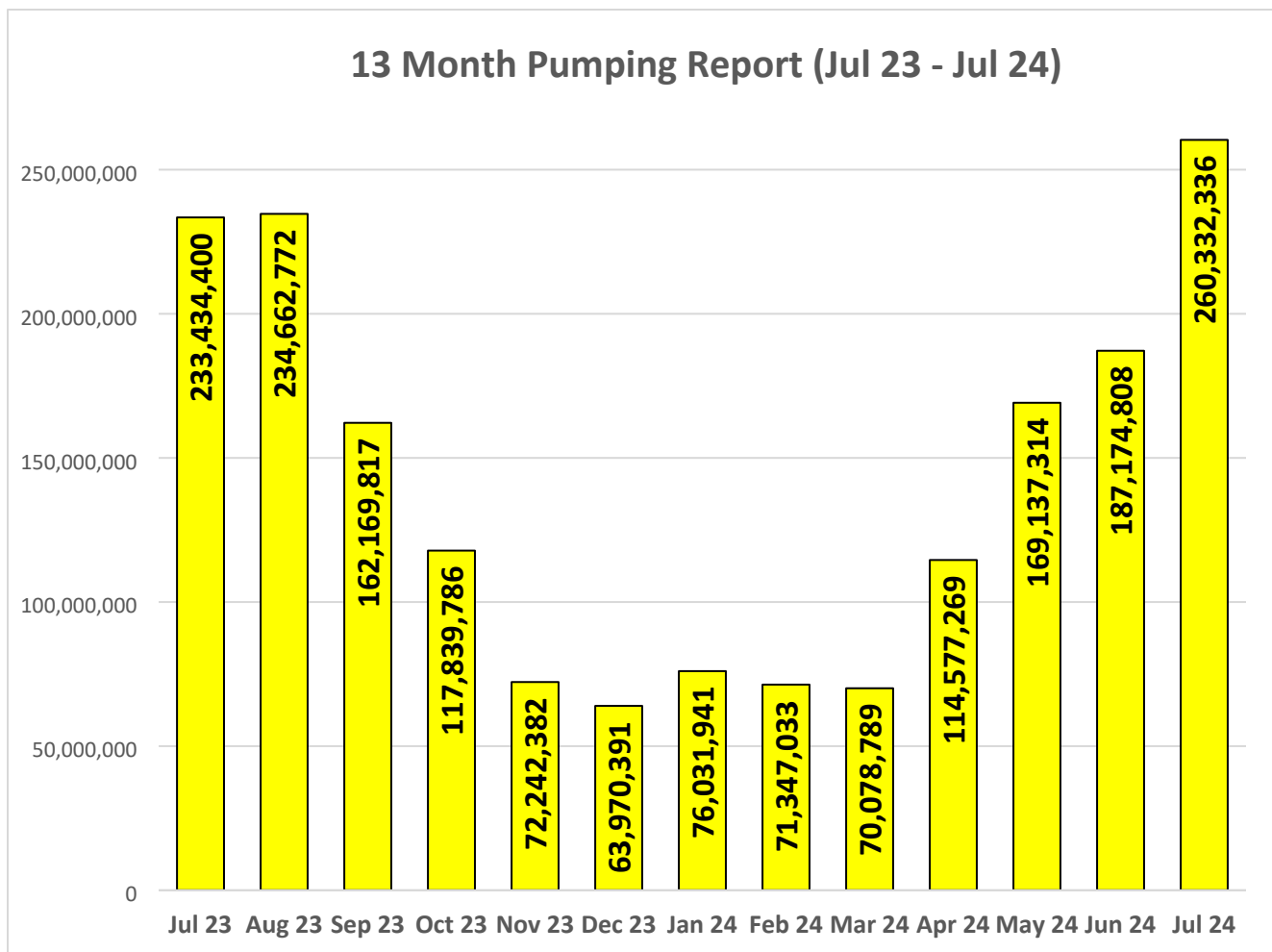
August 2024

Sewer:

- Crews assisted with the 2024 Chipseal project by locating and covering valves, manholes, and storm drains with sand to protect them from the application of oil and chip rock. After the application, they return to uncover those items.
- The Cured-In-Place sewer line rehabilitation project is near completion. The liners have all been installed and taps have been reopened. Staff will now review video to identify areas in need of any further attention or repairs before acceptance.
- Crews will be working on the pre-Rodeo flushing and jetting lists this month.
- Storm drain inspection and cleaning continues as required by the Department of Ecology.

Water:

- Crews continue to install new water services at a high rate. As of August 7th, 108 new water meters have been installed this year.
- Water crews assisted with the 2024 Chipseal project providing traffic control and placing no parks on affected roads.
- The first round of PFAS and Lithium testing is complete for the EPA as required by the Unregulated Contaminant Monitoring Rule (UCMR5). All results were below the permissible levels. The City will need to repeat this testing in November of this year.
- Staff signed a contract with a consultant to work on creating a Lead Service Line Inventory as required by the EPA. A kickoff meeting was held, and data collection has begun. The City Water Division has had a long-standing policy of replacing any lead service lines when they are discovered and finding one in service is a rare occurrence. Nonetheless, completing a survey is still required, and more requirements will follow as a part of the Lead Service Line Replacement Rule.
- City Wells is in need of some telemetry upgrades and repairs. Staff have contacted a contractor to schedule this work.
- Pumptech attempted to install a new submersible pump at Memorial Well and were met with some challenges. Staff and Pumptech are discussing options moving forward.
- Water pumped during July of 2024 was 260,332,336 gallons. The amount of water pumped in July of 2023 was 233,434,400 gallons.



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Stormwater and Street Trees:

- Gateway 2 is slowly getting back to the drawing table regarding design and permitting. Issues surrounding a fish screen and Lyle Creek are moving forward. It's hopeful the screen could be installed this fall. This would allow the design to move forward with building Gateway over the ditch along Vantage highway.
- The levee extension and flood swales off Dolarway and up to the BNSF railway is seeing positive movement. The city's consultant Plateau is working out the details of a permit with DAHP to excavate through a site. As it stands right now, going out to bid could be 9 to 15 weeks out.
- The FCAAP flood modeling study project is moving along nicely and is on time and budget. Work is to be completed by June of next year and from that, the city will evaluate updating flood maps for the city.
- The storm mapping project that helps with the data collection for the FCAAP project is 2/3 complete. Once finished the city will have brand new storm utility maps, which was last done in 2010.
- The new storm permit and manual from Ecology became effective August 1, 2024. In the fall staff will host several workshops and bring departments up to speed on complying with the new regulations.
- Staff is waiting on the Floodplains by Design announcement regarding the most recent funding opportunity. Word should come mid to late August if the city ranks to receive funding for future land acquisition.

Electric:

- The City of Ellensburg was awarded \$4,160,788 in funding from the Washington State Department of Commerce to provide rebates and incentives for heat pumps, heat pump water heaters, induction stoves, heat pump clothes dryers, and electric service upgrades for new high-efficiency equipment for low- to moderate-income households and small businesses. The Home Electrification and Appliance Rebates Program (HEAR) is supported with funding from Washington's Climate Commitment Act (CCA).
- Staff continues to work with the Department of Energy on the grant for additional solar capacity, upgrades to the Renewable Energy Park and Smart Grid Modernization. This project is now expected to be funded late 2024 for design.
- Ongoing (+/- Six Month timeline) Staff has requested a Line and Load Interconnection Feasibility Study with BPA to determine their transmission capacity for a future substation.
- Staff has rejected all bids for the 2024-14 Distribution Transformers bid call. Staff has chosen to rebid and has advertised Bid Call 2024-17 Distribution Transformers, bids are due August 22, 2024.
- Staff met with Basin Tree Service for a pre-construction meeting for the 2024 Electrical Utility Tree Trimming Contract. Basin Tree Service has completed Schedule A work and will return in the fall to begin Schedule B work.
- Lineperson Kash Sansaver's last day was August 9th. Kash took a job with Snohomish County PUD.
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Gas:

- The Natural Gas Division safety survey to measure the effectiveness of its Public Awareness Program ran from May 1 until August 11, 2024. Results will be presented at a future UAC meeting.
- Crews completed the annual leak survey and have started annual valve maintenance. Crews have been performing residential meter change-outs, and other customer driven work. Student temporary laborers are currently painting residential meters. Crews installed a new emergency valve on Vista Road.
- Staff is coordinating and attending annual training requirements for staff and crew. Several group OQ covered task training and hands-on evaluations have taken place in the last month.
- Granite Service Line and System Loop project is still under design review and permitting.
- Crew members attended the MEA Gas Operations Technical & Leadership Summit August 6-8th.
- Engineering staff attended the APGA annual conference July 29-31st.
- Staff made a recent natural gas purchase commitment to Shell Energy North America. The purchase commitment is for 1,000 MMBtus per day starting September 1, 2024, ending October 31, 2024, at \$1.82/MMBtu. Total purchase commitment of 61,000 MMBtus, for a total cost of \$111,020.