

AGENDA UTILITY ADVISORY COMMITTEE January 16, 2025

Hybrid Meeting In-person and via Zoom



<https://us02web.zoom.us/j/88484122683>

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, January 16, 2025
3:30 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Elect Chairperson & Vice Chairperson**
- 3. Approval of Agenda (No Public Comment)**
- 4. Approval of Minutes**
 - 4.A Nov 21 UAC regular meeting minutes
- 5. Approval of Consent Agenda**
 - 5.A 2024 Cured in Place Sewer Line Rehabilitation Project Acceptance
 - 5.B Consultant Agreement Amendment #3 with Kennedy/Jenks Consultants, Inc. for the City General Sewer System Plan Update and Aeration Basin Evaluation.
- 6. Correspondence and Citizen Comments on Non-Agenda Items**
- 7. Telecommunications Utility Discussion Items**
- 8. Electric, Natural Gas, Water, Wastewater, Stormwater Utility Discussion Items**
 - 8.A Water and Sewer Connection Charge Waiver Ordinance
- 9. Staff Informational Items**
 - 9.A Public Works and Utilities Updates
- 10. Commission Representative Update**
- 11. 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

November 21, 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; Jeff Bousson, CWU; Audrey Huerta, Utility Customer; Grant Craig, Utility Customer (Zoom).

Committee member Lillquist move to approve Bryan Clark's excused absence. **Motion approved. 5-0**

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

2. Approval of Agenda

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

3. Approval of Minutes

3.A Oct 17 UAC regular meeting minutes

Committee member Goodloe moved to approve the regular meeting minutes. **Motion approved. 5-0**

4. Approval of Consent Agenda

4.A Twin City Foods Discharge Agreement

Committee member Goodloe moved to approve the consent agenda. Committee member Craig abstained. **Motion approved. 4-0**

5. Correspondence and Citizen Comments on Non-Agenda Items

No public comment. Chair Bousson acknowledged the Committee had received correspondence from Meghan Anderson via email.

6. Telecommunications Utility Discussion Items

No telecommunication items.

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

7.A Natural Gas Purchasing Base Contract

Committee member Huerta move to forward a favorable recommendation to City Council approving the North American Energy Standards Board base agreement with Spotlight Energy, LLC, in substantially similar form. **Motion approved. 5-0**

8. Staff Informational Items

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

9. Commission Representative Update

No updates.

10. Adjournment

Meeting adjourned at 4:01 pm.



Meeting Date: January 16, 2025

**City of Ellensburg
Utility Advisory Committee Agenda Report**

Agenda Subject: 2024 Cured in Place Sewer Line Rehabilitation Project Acceptance

Submitted by: Mike Helgeson, Assistant Public Works Director

Department: Public Works & Utilities

Suggested Motion/Action:

Staff is recommending that the UAC forward a favorable recommendation to Council to accept Bid Call 2024-06, Cured-In-Place Sewer Line Rehabilitation Project as complete.

Background/Summary:

Bids were solicited for the rehabilitation of approximately 2,560 feet of 6", 8", 10", and 15" sewer main line, and the reconnection of approximately 38 side services. Any necessary grouting of side service connections was also included in the Bid Call.

Previous Council Action:

Council awarded Bid Call 2024-06 to SAK Construction Incorporated in the amount of \$275,262.29 at its April 15, 2024, meeting. SAK Construction was the lowest responsive and responsible bidder.

Analysis:

The final cost for the project totaled \$258,707.44 which was below the original contracted amount which was approved by Council.

Financial Impact:

The contracted amount was approved at \$275,262.29 and the project was completed under budget at a cost of \$258,707.44. Adequate funding exists in the 2024 Sewer fund for this work.

Budget Adjustment: No

Attachments:

None



Meeting Date: January 16, 2025

City of Ellensburg

Utility Advisory Committee Agenda Report

Agenda Subject: Consultant Agreement Amendment #3 with Kennedy/Jenks Consultants, Inc. for the City General Sewer System Plan Update and Aeration Basin Evaluation.

Submitted by: Derek Mayo, Engineering Manager

Department: Public Works & Utilities

Suggested Motion/Action:

Provide a favorable recommendation to Council for approval of Amendment #3 for the Consultant Agreement Contract with Kennedy/Jenks Consultants, Inc. for the completion of the City's General Sewer System Plan update and Aeration Basin Evaluation.

Background/Summary:

The City of Ellensburg is due for an update of the City's General Sewer System Plan (GSP). Phase one of the contract with Kennedy/Jenks was to update our GSP, which includes a complete evaluation (current year and 20 years in the future) of our Waste Water Treatment Facility (WWTF) and our Sewer Collection Systems to plan future needed capital improvements, and necessary maintenance/operation projects or improvements.

Previous Council Action:

A contract for the completion of the GSP (phase 1) and an evaluation of our aeration system (phase 2) was executed on February 22, 2022 and work commenced shortly after.

Analysis:

When putting together the flow modeling of our GSP sewer collection system, Kennedy/Jenks found incorrect historical data of large portions of our sewer system elevations. The errors are related to vertical datum changes completed in the 1980's, and as such modeling of our system was not able to be completed without corrected data. With the help of Kennedy/Jenks, our sewer crews utilized our GPS equipment and collected updated and accurate elevation data on thousands of our systems sewer manholes and pipe inverts. Although our crews were able to collect the updated information, this did lead to significant delay and additional efforts by Kennedy/Jenks for additional work associated with outlining the data collection, re-modeling of the sewer collection system, and other associated work. The contract amendment before you is now needed for the completion of the GSP and submittal of the plan to the Washington State Department of Ecology.

Financial Impact:

Amendment #3 increases the original phase 1 contract amount of \$262,150 (\$383,542 total contract) by an additional \$104,957 to a new total phase 1 amount of \$367,107 (\$488,499 new total contract amount). As this plan is a priority for the Sewer utility, the necessary

additional funding for this amendment will be taken from the budgeted RAS Building Improvements project.

Budget Adjustment: No

Attachments:

1. 2297006_Ellensburg GSP-Aeration Imp_Amendment 03

The City of Ellensburg and Kennedy/Jenks Consultants, Inc.

Contract Amendment

KJ Project No. 2297006*01/*02

AMENDMENT NO. 03 TO AGREEMENT FOR CONSULTING SERVICES
BETWEEN KENNEDY/JENKS CONSULTANTS, INC.
AND THE CITY OF ELLENSBURG
FOR GENERAL SEWER PLAN/AERATION SYSTEM IMPROVEMENTS

THIS AMENDMENT NO. 03 is made and entered into on this _____ day of _____ 2025 to the Agreement for Consulting Services dated 22nd February 2022, hereinafter referred to as "AGREEMENT", between Kennedy/Jenks Consultants, Inc., a California corporation, hereinafter referred to as "CONSULTANT", and The City of Ellensburg, hereinafter referred to as "CLIENT", for the General Sewer Plan/Aeration System Improvements, hereinafter referred to as "PROJECT".

RECITALS:

WHEREAS, CLIENT is authorizing CONSULTANT to perform additional or amended services as set forth herein; and

WHEREAS, CLIENT and CONSULTANT agree to revise the PROJECT as follows: Scope and budget augmentation for the inclusion of additional effort related to the sewer collection system modeling and capital improvements planning.

NOW, THEREFORE, CLIENT and CONSULTANT agree to amend the AGREEMENT as follows:

Scope of Services: See Exhibit A for modifications to the Scope of Services.

Schedule: CONSULTANT is authorized to proceed with the modified Scope of Services effective on the date of this Amendment. The Scope of Services shall be completed by 31 July 2025.

Compensation: Compensation for the services provided under this Amendment shall be calculated on the same basis as in the AGREEMENT unless explicitly modified by this or previous amendment(s). Compensation for the services performed under this Amendment is \$104,957 which increases the total compensation under the AGREEMENT to \$488,499.
All other terms and conditions of the AGREEMENT and any amendments thereto remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date first above written.

KENNEDY/JENKS CONSULTANTS, INC.

THE CITY OF ELLENSBURG

By



Printed Name Dean Wood

Title Client Service Director

Date 1/9/2025

By

Printed Name _____

Title _____

Date _____

Exhibit A: Scope of Services

The following Services are in addition to Services included in the original contract.

Task 500 – Meetings and Workshops

501 – Meetings

Subtask 501.1 – Collection System Analysis and Review Meeting

Consultant Services

KJ shall meet with City staff for up to two hours to present the draft version of the collection system plan and review the modeling results, recommended capital projects, and their prioritization.

City Responsibilities

- Make staff available for the meeting and provide one set of consolidated review comments for incorporation into final report.

Task 600 – General Sewer Plan

601 – Data Collection and Document Review

Subtask 601.1 – Gather and Review Existing Information

Consultant Services

KJ shall gather and review information provided by the City which may include historical trend data from SCADA, diurnal peaking factors and storm data, CCTV inspection reports, City's GIS database, as-built drawings, previous long-range plans, and repair/replacement/maintenance history.

City Responsibilities

- Provide all relevant GIS and CAD files including not publicly available
- Provide any planned or proposed updates to the zoning map
- Provide map of historical and recent CIPP rehabilitation

Assumptions

- The City will provide information requested by KJ to extent possible.
- The City has provided partial data to KJ for the new RIM Elev, Invert Elevation (IE), Measure Down, IE Elevation In, & IE Elevation Out for sewer mains 10" and up. Prior efforts as part of the original Agreement, City staff informed KJ there was 30% remaining effort on the part of the City to complete the collection system update. KJ will wait to perform data gap analysis (Subtask 601.2) until received.
- Data from City will be provided in GIS geodatabase format.
- Only 1 Request for Information (RFI) will be provided for this effort.

Deliverables

- RFI for supplement background data review.

Subtask 601.2 – Perform Data Gap Analysis

Consultant Services

After receipt of information from Task 601.1, Consultant shall perform a gap analysis of the collected data and develop a list of additional information needed to develop the model and calibration.

The City of Ellensburg and Kennedy/Jenks Consultants, Inc.

Contract Amendment 03

City Responsibilities

- Provide resources to obtain missing data in event field verification is accessible (i.e. dip manholes for invert elevations, relocate flow meters to appropriate locations)

Assumptions

- KJ will not provide additional field support for data gaps.
- Data gaps are assumed to be minor. If data gaps are significant and KJ anticipates this will require additional effort to update model, KJ will communicate this with City and discuss efforts required to address data gaps.

Deliverables

- List of additional information needed.

602 – System Analysis

Subtask 602.1 – Model Buildup

Consultant Services

KJ shall import the City's gravity sewer infrastructure, including pipes and manholes, using the latest GIS database received. Using the visualization tools to identify any issues with the imported data, KJ shall check the data for adverse pipe slopes/flow direction, manhole invert and rim elevations and pipe sizes. KJ will work collaboratively with the City to identify and resolve any data gaps and/or discrepancies between the data received.

City Responsibilities

- City to provide complete GIS geodatabase data comprised of manhole and sewer line information that:
 - Is geospatially correct (correct alignments and connectivity)
 - Contains accurate manhole depths.
 - Contains accurate pipeline inverts and identifies any drop manhole locations.
 - Contains correct pipe diameter information.

Assumptions

- Data errors such as adverse slope, are anticipated to be minor. If imported data is shown to have significant errors, additional effort may be required to develop a model.

Deliverables

- KJ shall perform a gap analysis of the collected data and develop an additional data request, if needed.

Sub Task 602.2 – Existing System Flow Analysis

Consultant Services

KJ shall review historical data from the WWTF's discharge monitoring reports (DMRs) and sanitary sewer factors for the various land use categories provided by the City. KJ shall review the residential, industrial, and commercial flows and estimate flows based on equivalent residential units (ERUs). KJ will use the existing water billing data provided by the City to develop sewer return flow ratios that will be used for existing sewage flow calculations. Sewer return ratios will be established for residential, industrial, and commercial flows. These will be calibrated based on sewage flow data at the wastewater treatment plant.

The City of Ellensburg and Kennedy/Jenks Consultants, Inc.

Contract Amendment 03

Using Thiessen polygon and Inflow allocation tool, demands will be allocated to the nearest manhole within all gravity mains.

City Responsibilities

- Provide water billing data for the City of Ellensburg.
- Provide historical data from the WWTF's discharge monitoring report (DMRs).
- Provide sanitary sewer factors for the various land use categories.

Assumptions

- DMRs from January 2016 to June 2022 were collected for the General Sewer Plan update. Additional reports from 2022 to 2024 shall be acquired for this effort.

Deliverables

- KJ shall prepare draft modeling criteria for review with City of Ellensburg staff and finalize prior to system evaluations.
- KJ shall prepare map showing total estimated Average Dry Weather flow per basin based on existing water billing data provided for review with City of Ellensburg staff and finalize prior to system evaluations.

Sub Task 602.3 – Existing Model Update & Calibration

Consultant Services

KJ shall calibrate the existing model for hydraulic conditions based on flow metering data at the treatment plant. For the model calibration, the following steps will be taken:

1. **Groundwater Infiltration (GWI) and base wastewater flow (BWF).** BWF represents the sewer loadings from upstream customers.
2. **Define BWF Pattern and Adjust Sewershed Loads.** Use the isolated BWF to develop a demand pattern that can be applied to upstream customers.
3. **Create RDII/Wet Weather Time Series.** The rainfall derived inflow and infiltration (RDII) during a wet weather event is defined as the total observed flow minus the BWF and GWI. This helps identify what portion of wet weather flow is due to I&I.

KJ shall use the calibrated model to analyze the capacity of the existing system in its current condition under both peak dry weather and peak wet weather flows. Model conditions shall be run which represent the following scenarios:

- Existing system with peak dry weather flow (PDWF)
- Existing system with peak wet weather flow (PWWF)

City Responsibilities

- N/A

Assumptions

- N/A

Deliverables

The City of Ellensburg and Kennedy/Jenks Consultants, Inc.

Contract Amendment 03

- Complete model data input/output, provide results, and provide maps of each of the model runs in the report. Provide deliverables of all model data in digital file format and in accordance with existing system tasks.

Sub Task 602.4 – Future System Analysis

Develop sewer generation flow rates in cooperation with City staff. Identify general system deficiencies resulting from potential zoning and land use changes in the General Plan, Housing Element Update. KJ will utilize sewer return flow ratios developed under Task 602.2 to calculate future sewer flow projections to year 2045. The City's projected per capita water demand will be utilized to incorporate future additional water conservation to the sewer flow projection analysis. KJ shall use the same method used under Task 602.3 to allocate future demands to nearest manholes. KJ will then use the calibrated model to represent the following scenarios for the future sewer system and identify deficiencies. At a minimum, model conditions shall be run which represent the following scenarios:

- Future (2045) system with peak dry weather flow (PDWF)
- Future (2045) system with peak wet weather flow (PWWF)

City Responsibilities

- City to provide proposed development plans or collection system improvement projects (PDF), demand projection data (email/Excel), and/or any geospatial data (GIS/KMZ file) regarding future development/densification.

Assumptions

- City anticipates a growth rate of 1.9% which will be applied across all subbasins.

Deliverables

- Complete model data input/output, provide results, and provide maps of each of the model runs in the report. Provide deliverables of all model data in digital file format and in accordance with future system tasks.

603 – Risk-Based Prioritization

Subtask 603.1 – Develop Risk-Based Asset Priority

Consultant Services

Upon completion of Task 602.3 and 602.4, Consultant will use this information to complete an update to the system level risk matrix modifying the Likelihood of Failure of major lines reaching capacity.

City Responsibilities

- During final Collection System Analysis meeting, City address any outlining concerns of risk ranking, prior to commencement of Task 605.

Assumptions

- Overall risk is calculated by Consequence of Failure x Business Vulnerability x Likelihood of Failure. For this effort, only the Likelihood of Failure factor will be modified from original assessment previously performed as part of the Original Agreement.

Deliverables

The City of Ellensburg and Kennedy/Jenks Consultants, Inc.

Contract Amendment 03

- Updated System level risk matrix to be provided in GSP Report
- Updated prioritized list of system assets by assessed risk.

604 – Engineering Analysis and Recommendations

Subtask 604.1 – Asset Improvement Assessment

Consultant Services

Consultant and City shall discuss preliminary solution to the highest risk system assets in relation to the collection system. Consultant will discuss solutions to address key issues identified in the model and mitigate identified risks. Consultant will provide a project description for each identified asset improvement and provide planning level costs for each based on equipment/material quotes from vendors and past experience performing similar improvements.

City Responsibilities

- No City responsibilities for this subtask.

Assumptions

- System assets identified as required engineering solution will be discussed in detail during the meetings in Task 500.

Deliverables

- Consultant will provide Level 5 cost estimated based on the City's preferred solutions for up to 3 CIPs. CIPs will be included in the Plan.

605 – Financial Analysis

Subtask 605.1 – Financial Analysis

Consultant Services

Consultant will facilitate communications and provide Subconsultant with Level 5 cost estimated Asset Improvement Plans and project prioritization from through the planning horizon for 2044.

Subconsultant FCS Group will conduct a financial analysis to develop an implementation plan for the capital improvements identified.

City's Responsibilities

- Attend up to 2 virtual review meetings with Consultant and FCS Group to go over assumptions and results of the financial analysis.

Assumptions

- FCS Group will pause work they are conducting under the Original Agreement until Collection System Asset Improvements are identified with associated costs.
- City and Consultant will have agreed upon list of CIPs or Capital Programs established prior to the commencement of work on behalf of FCS Group.
- As with Original Agreement, Subconsultant will utilize the rate work already established for the City's sewer utility as of 2022 available data.

Deliverables

- Summary of and recommendations from the analysis shall be summarized in the Plan

The City of Ellensburg and Kennedy/Jenks Consultants, Inc.

Contract Amendment 03

606 – GSP Development

Subtask 606.1 – Draft WW Comprehensive Plan

Consultant Services

Consultant will build on findings from work completed under the Original Agreement to prepare the Wastewater Collection System Analysis Chapter for the GSP that complies with WAC 173-240-050 for submission to Ecology. Consultant shall submit an updated draft Chapter which building upon finding from the Original Agreement to the City for review. Consultant shall then review comments resulting from the City's review of this chapter and address and incorporate the responses.

City's Responsibilities

- Timely review of Draft Plan Chapter

Assumptions

- All works will not be sent to Ecology for review until all sections are compiled and completed for both the Original Agreement and Chapters as it relates to this Amendment.

Deliverables

- Updated Chapters for the Collection System Analysis for the Draft General Sewer Plan
- Responses to City comments

Task 700 – Project Management and QA/QC

701 – Project Management

Subtask 701.1 – Project Management and Administration

Consultant Services

Consultant shall provide project management services needed to execute the scope of work including project administration related to schedule, budget, scope management, and communication of project activities with the City. Consultant will provide management and oversight of in-house project personnel and subconsultants throughout the project.

City Responsibilities

- No City responsibilities for this subtask.

Assumptions

- No assumptions for this subtask

Deliverables

- No deliverables for this subtask

Subtask 701.2 – Monthly Invoices and Status Reports

Consultant Services

Consultant shall prepare and submit monthly invoices electronically to the City in accordance with the Original Agreement.

The City of Ellensburg and Kennedy/Jenks Consultants, Inc.

Contract Amendment 03

City Responsibilities

- No City responsibilities for this subtask.

Assumptions

- A total of 6 invoices for the extended duration of this amendment.

Deliverables

- Invoices shall be prepared and submitted electronically.

Subtask 701.3 – Monthly Status Meetings

Consultant Services

Prepare for, attend, and conduct virtual monthly progress meetings that will include a review of progress, discussion of items requiring feedback, list of outstanding issues requiring resolution, status of scope, schedule and budget, and review of risks.

City Responsibilities

- Provide relevant staff for meetings.

Assumptions

- 6 additional, ½ hour meetings for the extended duration of this amendment.
- Attended by up to 2 design team staff.

Deliverables

- Meeting agenda and notes.

Subtask 701.4 – Project Schedule

Consultant Services

Consultant shall prepare an updated schedule for the GSP to outline major activities for the Collection System Analysis Task and the completion of the remainder of the GSP per the Original Agreement.

City Responsibilities

- Review and comment on schedule updates.

Assumptions

- Updated schedules to be completed on a bi-monthly basis until completion.

Deliverables

- Draft and final versions of the Amended Project Schedule

702 – Quality Control

Subtask 702.1 – Quality Control & Quality Assurance

Consultant Services

The City of Ellensburg and Kennedy/Jenks Consultants, Inc.

Contract Amendment 03

Review new Chapters for the Draft GSP as it relates to this amendment and any related updates to previously written sections completed as part of the Original Agreement. Review will be performed by senior Consultant staff.

City Responsibilities

- No City responsibilities for this subtask.

Assumptions

- No assumptions for this subtask.

Deliverables

- No deliverables for this subtask.

	QA/QC (Cullington)	PM (Bell)	GSP Lead (Capaci)	Collection System and LS Lead (Taha)	Collection System Model (Jackson)	GIS (McCarty)	Admin (Maxey)	Word Processing (Aquino)	Cost Estimator (Hoffman)											
Project Team Members and Role																				
Hourly Rate:	\$ 384	\$ 221	\$ 172	\$ 203	\$ 171	\$ 160	\$ 136	\$ 123	\$ 240	Total	Labor	Applied Project Costs @ \$5/hour	Annual Rate Escalation	FCS Group	ADS	ODCs	ODCs Markup	Total KJ Labor and Expenses	Total Subs	Total Labor + Subs + Expenses
										Hours	Fees	Fees	0%	Fees	Fees	Fees	10%			Fees
												\$0								
Task 500: Meetings and Workshops																				
501 - Meetings																				
501.1 - Collection System Analysis and Review Meeting (1 hour, virtual x2)		2	4	4	6					16	\$2,969	\$0	\$0				\$0	\$2,969	\$0	\$2,969
Task 100 - Subtotals	0	2	4	4	6	0	0	0	0	16	\$2,969	\$0	\$0	\$0	\$0	\$0	\$0	\$2,969	\$0	\$2,969
Task 600: General Sewer Plan																				
601 - Data Collection and Document Review																				
601.1 - Gather and Review Existing Information				4	6					10	\$1,839	\$0	\$0				\$0	\$1,839	\$0	\$1,839
601.2 - Perform Data Gap Analysis				4	6					10	\$1,839	\$0	\$0				\$0	\$1,839	\$0	\$1,839
602 - System Analysis																				
602.1 - Model Buildup				5	10	5				20	\$3,529	\$0	\$0				\$0	\$3,529	\$0	\$3,529
602.2 - Existing System Analysis				10	26	10				46	\$8,086	\$0	\$0				\$0	\$8,086	\$0	\$8,086
602.3 - Existing Model Update and Calibration		2	5	18	72					97	\$17,292	\$0	\$0				\$0	\$17,292	\$0	\$17,292
602.4 - Future System Anlysis		2	5	18	34	10				69	\$12,380	\$0	\$0				\$0	\$12,380	\$0	\$12,380
603 - Risk-Based Prioritization																				
603. 1 - Develop Risk-Based Asset Priority			3	2						5	\$921	\$0	\$0				\$0	\$921	\$0	\$921
604 - Engineering Analysis and Recommendations																				
604.1 - Asset Improvement Assessment		1	10	4					40	55	\$12,358	\$0	\$0				\$0	\$12,358	\$0	\$12,358
605 - Financial Analysis																				
605.1 - Financial Analysis		1	6							7	\$1,252	\$0	\$0	\$6,000			\$0	\$1,252	\$6,000	\$7,252
606 - GSP Development																				
606.1 - Draft Wastewater Comprehensive Plan		4	8	26	44			16		98	\$17,034	\$0	\$0				\$0	\$17,034	\$0	\$17,034
Task 200 - Subtotals	0	10	37	91	198	25	0	16	40	417	\$76,532	\$0	\$0	\$6,000	\$0	\$0	\$0	\$76,532	\$6,000	\$82,532
Task 700 - Project Management and QA/QC																				
701 - Project Management																				
701.1 - Project Mgt and Admin		12	18							30	\$5,745	\$0	\$0				\$0	\$5,745	\$0	\$5,745
701.2 - Monthly invoices and status reports (6)			6				12			18	\$2,662	\$0	\$0				\$0	\$2,662	\$0	\$2,662
701.3 - Monthly Status Meetings (6)		6	12							18	\$3,388	\$0	\$0				\$0	\$3,388	\$0	\$3,388
701.4 - Project schedule			2	2						4	\$749	\$0	\$0				\$0	\$749	\$0	\$749
702 - Quality Control																				
702.1 - QA/QC	18									18	\$6,913	\$0	\$0				\$0	\$6,913	\$0	\$6,913
Task 400 - Subtotals	18	18	38	2	0	0	12	0	0	88	\$19,456	\$0	\$0	\$0	\$0	\$0	\$0	\$19,456	\$0	\$19,456
All Tasks Total	18	30	79	97	204	25	12	16	40	521	\$98,957	\$0	\$0	\$6,000	\$0	\$0	\$0	\$98,957	\$6,000	\$104,957

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON AMENDING TITLE 9 OF THE ELLENSBURG MUNICIPAL CODE REGARDING AN EXEMPTION FOR WATER AND SEWER CONNECTION FEES FOR AFFORDABLE HOUSING.

WHEREAS, the Washington State Legislature authorized waiver or delay of collection of connection fees for qualified affordable housing through adoption of RCW 35.92.380; and

WHEREAS the voters of Ellensburg, in 2017, approved a ballot measure imposing sales and use tax for housing and related services within the City of Ellensburg, as authorized by RCW 82.14.530; and

WHEREAS, affordable housing projects which receive financial assistance from the City and State are subject to income, rent and price restrictions enforced through recorded covenants, ensuring affordability but also limiting fund available for development costs; and

WHEREAS, exemption of connection fees will enable affordable housing projects to become more economically viable and encourage production of more affordable housing units; and

WHEREAS, exemption of connection charges is categorically exempt from review under the State Environmental Policy Act;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELLENSBURG, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Chapter 9.30.020 of the Ellensburg City Code, as last amended by Ordinance 4855, is hereby amended to read as follows:

9.30.020 - Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

Affordable housing means residential housing whose monthly costs, including utilities other than telephone, do not exceed thirty percent of the monthly income of a household whose income is:

A. For rental housing, 60 percent of the median household income adjusted for household size, for Kittitas County, as reported by the United States Department of Housing and Urban Development; or

B. For owner-occupied housing, 80 percent of the median household income adjusted for household size, for Kittitas County, as reported by the United States Department of Housing and Urban Development.

BOD (biochemical oxygen demand) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees centigrade, expressed in parts per million by weight.

Debt service coverage or DSC means the result of a calculation dividing a utility's margin (profit) for the year by the utility's annual debt payment.

Domestic strength wastewater means wastewater having a BOD of 200 milligrams per liter and suspended solids of 250 milligrams per liter.

Electric demand means the maximum KW delivered during a 15-minute period in which the consumption of energy is the greatest during the month.

Emergency shelter means a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.

Income means all moneys received by the claimant from any source. It includes, but is not limited to: wages, railroad retirement, Social Security benefits, investment income in the form of dividends from stock, interest on savings accounts and bonds, capital gains, gifts and inheritances, net rental income from real estate, disability payments, retirement pay and annuities. Reimbursement for losses shall not be considered as income.

Low-income disabled citizen means a person with a combined household income at or below 125 percent of the federally established poverty level who:

- A. Provides documentation of disability from the Social Security Administration of the federal government;
- B. Qualifies for special parking privileges under RCW 46.19.010(a) through (j);
- C. Demonstrates through documentation from a qualified medical professional that he or she has a disability identified in RCW 46.19.010(a) through (j); or
- D. Qualifies as a blind person as defined in RCW 74.18.020.

Low-income senior citizen means a person who is 65 years of age or older with a combined household income at or below 125 percent of the federally established poverty level.

Nonprofit agencies serving the disadvantaged means agencies with a 501(c)(3) tax exempt designation from the Internal Revenue Service (IRS), a majority of whose clients/customers:

- A. Qualify for the low-income senior citizen rate;
- B. Are persons with disabilities of the types recognized by the city for determining eligibility for the low-income disabled citizen rate, regardless of their actual income level; or
- C. Are persons from families determined to be low income as defined by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 USC Section 9902(2).

Power factor or *PF* means the ratio of the real power to the apparent power, and is a number between zero and one. "Real power" is the capacity of the circuit for performing work in a particular time. "Apparent power" is the product of the current and voltage of the circuit.

Purchased gas cost adjustment means the average cost of gas per Ccf paid by the city (including current city and state taxes per Ccf) the month prior to the billing month.

(Ord. 4855 § 1, 2020; Ord. 4844 § 1, 2019; Ord. 4650 § 1, 2013; Ord. 4571 § 1, 2010; Ord. 4555 § 1, 2009; Ord. 4503 § 2, 2007)

Section 2. Chapter 9.30 of the Ellensburg City Code is amended to add a new section to read as follows:

9.30.040 Water and sewer plant investment and meter fee waivers

A. The director of public works and utilities is authorized to determine whether a particular development activity falls within an exemption from specific utility fees identified in this section or under other applicable law.

B. Affordable housing and emergency shelter, as defined in ECC 9.30.020, may qualify for an exemption from the payment of sewer plant investment fees and/or water plant investment and meter fees, subject to the following:

1. Any application for an exemption under this section must be made before payment of the sewer plant investment fees and/or water plant investment and meter fees. Any application not so made shall be deemed ineligible.

2. The application for affordable housing exemption must be accompanied by a draft covenant against the property guaranteeing that the affordable housing requirement will continue for a period of not less than 25 years. Before final approval of the exemption by the city council, the city shall approve the form of the lien and covenant. Within ten days of exemption approval, the applicant shall execute and record the approved lien and covenant with the county auditor at the applicant's cost. The lien and covenant shall run with the land. If an application is approved, the applicant shall enter into a contract with the city regarding the terms and conditions of the exemption.

3. The application for emergency shelter exemption must be accompanied by an operating agreement or plan for the shelter specifying the period for shelter use. If an application is approved, the applicant shall enter into a contract with the city regarding the terms and conditions of the project. If the operator demonstrates compliance with agreement terms and conditions and provides documentation that the emergency shelter continues to operate under the eligibility requirements of ECC 9.30.020, the agreement and waiver shall be renewable administratively.

4. Upon determination by the director that a particular development falls within an exemption for affordable housing, the request will be brought to city council for a decision on granting a partial or full exemption, or denial of an exemption, based on budget considerations, development activity, affordable housing needs and priorities, provisions of RCW 35.92.385, and such other considerations as deemed appropriate by the city council. Any waived sewer plant investment fee and/or water plant investment and meter fees shall be replaced by another source of funding such as a grant or affordable housing sales and use tax revenues.

5. At such time as an emergency shelter or affordable housing property receiving a waiver is no longer operating under the eligibility requirements of ECC 9.30.020 within the affordability covenant period, plant investment and/or meter fees waived under this section are immediately due and payable to the City.

Section 3. Severability. If any portion of this ordinance is declared invalid or unconstitutional by any court of competent jurisdiction, such holding shall not affect the validity of the remaining portion(s) of this ordinance.

Section 4. Corrections. Upon the approval of the City Attorney, the City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbers, sections/subsections numbers and any references thereto.

Section 5. Effective Date. This ordinance shall take effect and be in full force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the ____th day of _____, 2025.

MAYOR

ATTEST:

CITY CLERK

Approved as to form:

CITY ATTORNEY

Publish:

I, Beth Leader, City Clerk of said City do certify that Ordinance No. ____ is a true and correct copy of said Ordinance of like number as the same was passed by said Council and that Ordinance No. ____ was published as required by law.

BETH LEADER

Public Works & Utilities Monthly Report

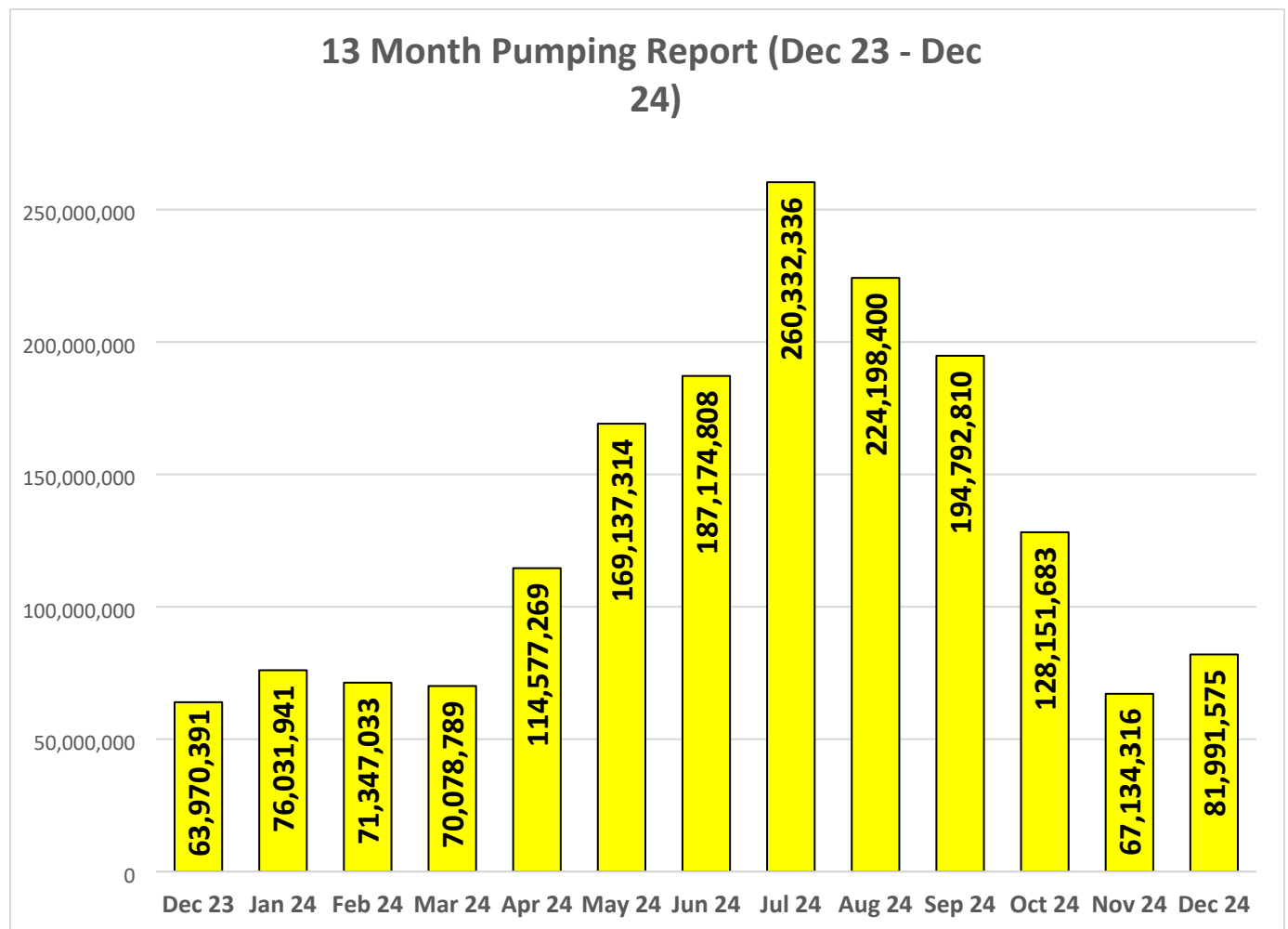
Jan 2025

Sewer:

- A contractor has been hired to complete some root control measures on 750 feet of 24" sewer main. This work is tentatively scheduled to be completed on January 13th. Crews will give the process a month or so to do its job before trying to do another video inspection on the line.
- Staff met with the Washington Department of Fish and Wildlife (WDFW) and the Department of Ecology to discuss the Wastewater Treatment Facility's outfall into the Yakima River. The outfall is being covered annually by the river bottom and requires annual maintenance. Options are being discussed regarding the possibility of moving the outfall.

Water:

- Crews continue with the installation of new water services and ERT and meter changeouts.
- Controls for the flow meter at Whitney Well failed. New parts were ordered and installed, and the meter appears to be operating properly.
- The second round of UCMR 5 testing for PFAS and Lithium were completed in November. The results were received from the lab, and they were all non-detect (ND) for contaminants. Staff will wait to hear from the EPA and DOH for guidance on how often these tests will need to be taken in the future.
- Work is nearly complete on the Craigs Hill Pressure Zone project. Due to delivery of critical materials and coordination of vendor representatives, the contractor is now planning to complete testing and activate the pressure zone the week of February 11th, 2025.
- Water pumped during December of 2024 was 81,991,575 gallons. The amount of water pumped in December of 2023 was 63,970,391 gallons.



Stormwater and Street Trees:

- Staff is actively writing the annual stormwater management plan for submittal March 31, 2025, with the annual report to Ecology.
- Staff attended and spoke at the Floodplains by Design workshop on December 20th 2024. Elected's, Tribes, and conservationist were in attendance to hear proposals regarding land acquisitions, floodplain restoration work and fish enhancement.
- Staff has received the green light to go out to bid with the Reccer Creek/Dolarway levee. Cultural resources have been holding it up for the past two years. DAHP has authorized the levee be constructed through the site with monitoring from the City's consultant. Timing of the bid is TBD.
- Staff will be giving a presentation to Directors and select staff in the near future regarding the new NPDES permit. Timing in February TBD.
- The FCAAP project is entering its last phase of modeling the storm system. Flood map review/revisions will be the last phase, which will include public outreach.
- Staff is working on updating the Stormwater Development Standards.
- The consultant DUDEK was selected for the Tree Inventory, Urban Forest Management Plan & Municipal Tree Ordinance Project. The contract was approved by City Council during the January 6th meeting. The project kick-off meeting will be scheduled for later in January.

- Funding was approved for a new City Planted Street Tree Annual Maintenance project. The project will provide much needed maintenance to city planted trees. Staff is hoping the project will go to bid in February.

Electric:

- Ongoing 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 in 2025.
- Staff is continuing to meet with representatives of Winco Foods to discuss the electrical load requirements of their new distribution facility. A bi-weekly meeting has been scheduled with the City and Winco to review and discuss construction schedules, electrical loads and electrical rates.
- The completion of the 2024 Electrical System Plan has been delayed as the consultant completes the require scope items. Presentations to the UAC and City Council are scheduled for February.
- Crews have been busy performing customer driven work, as well as streetlight and traffic signal maintenance. Annual traffic signal maintenance was completed in December 2024.
- Jordan Smith, our new Project Engineer will start January 16th.
- Journey Lineworker, Alan Roy's last day was January 6, 2025.
- Staff opened Bid Call 2024-21 for 15kV 1/0 Medium Voltage Underground Distribution Cable on December 19th and received two responsive bids. The bid will be awarded to Anixter at the January 21st 2025 City Council Meeting. The bid submitted by Anixter Inc \$226,501.80 is below the Engineer's Estimate of \$278,859.00, by approximately 23%.
- Staff opened Bid Call 2024-22 for Distribution Transformers on December 19th and received four responsive bids. The bid submitted by General Pacific Inc \$177,445.38 is below the Engineer's Estimate of \$363,976.52, by approximately 105%.
- Potelco is scheduled to complete the PSE cutovers on Vantage Hwy by the end of March 2025.
- Staff has received multiple requests for utility information related to the WSDOT National Electric Vehicle Infrastructure (NEVI) grant program.
- Riverline will be on-site performing maintenance work in January.
- Staff is working with Ziple Fiber and also Lightwave to install fiber throughout the city.
- IBEW Contract Negotiations are ongoing.
- Staff participated in and emergency tabletop exercise with the gas department simulating an earthquake and collapsed buildings within the city.
- Staff deenergized the Dolarway Substation to perform maintenance on the SF6 Circuit Switcher. The substation was reenergized and returned to normal service.
- Staff is working with the steel supplier for the Dolarway Substation Improvement Project to correct issues with the galvanizing treatment of the structural steel.

Gas:

- Staff made a recent natural gas purchase commitment to Shell Energy North America. The purchase commitment is for 500 MMBtus per day starting January 1, 2025, ending March 31, 2025, at \$3.815/MMBtu. Total purchase commitment of 45,000 MMBtus, for a total cost of \$171,675.
- The Natural Gas Division safety survey to measure the effectiveness of its Public Awareness Program ran from May 1 until October 5, 2024. Results will be presented at a future UAC meeting.
- Staff advertised for an RFP for a Cathodic Protection (CP) System Study in December to take place in 2025.
- Crews are performing commercial meter maintenance and residential meter change outs.

- Staff and crews are performing annual training requirements. Several group OQ covered task training and hands-on evaluations have taken place in the past couple months and continued in January. Annual welder re-certification began in December and will continue throughout January.
- Staff is working on end-of-year reports.
- Granite Service Line and System Loop project is still under design review and permitting.