

AGENDA

UTILITY ADVISORY COMMITTEE

February 19, 2026

Hybrid Meeting In-person and via Zoom



Accessibility

The City of Ellensburg strives to make our services, programs, and activities readily accessible.

- Closed Captioning is available to Zoom viewers. To enable closed captioning, you will need to click on the "CC" button at the bottom of your Zoom screen and then select either "Show Subtitle" or "View Full Transcript."
- Members of the public who do not speak English or who have limited proficiency may request an interpreter if they wish to participate in public meetings.
- The City will provide reasonable accommodation for members of the public with disabilities.

Please submit requests for language assistance or reasonable accommodation to the HR Director/ADA Coordinator by calling (509) 962-7222 or by email at ADACoordinator@ellensburgwa.gov. Five (5) business days' notice is appreciated.

**CITY OF ELLENSBURG
UTILITY ADVISORY COMMITTEE AGENDA
Council Conference Room
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Thursday, February 19, 2026
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 Utility Advisory Committee Meeting 10-16-2025 - Minutes
- 4. Correspondence and Citizen Comments on Non-Agenda Items**
- 5. Electric, Natural Gas, and Telecommunications Discussion Items**
 - 5.A Low-Income Energy Efficiency Program
- 6. Energy Services Updates**
 - 6.A Utility Advisory Committee Report – 2025 Year in Review
 - 6.B Energy Services Updates
- 7. Commission Representative Update**
 - 7.A Selection Committee
 - 7.B Expiring Member Terms - Reapplication Process
- 8. Adjournment**



For more information on the Ellensburg Utility Advisory Committee, contact Finance Officer, Megan Bair, at 509-962-7124.



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

Minutes of Utility Advisory Committee, Regular Meeting
October 16, 2025
3:30 PM
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom

1. Call to Order and Roll Call of Members

Chair Bousson called the meeting to order at 3:31 pm.

Members present: Nancy Lillquist, City Council; Delano Palmer, City Council; Jeff Bousson, CWU; Fred Springsteen, Utility Customer.

Also present: Buddy Stanavich, Energy Services Director; Nichole Baker, Energy Resources Manager; Darin Yusi, Gas Engineer (Zoom), Heidi Behrends Cerniwey, City Manager; Jay Howard, Sustainability and Energy Coordinator.

One member of the public, (1) via Zoom.

2. Approval of Agenda

Committee member Palmer moved to approve the agenda as presented. **Motion approved. 4-0**

3. Approval of Minutes

3.A Sept 18 UAC regular meeting minutes

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

4. Approval of Consent Agenda

No consent items.

5. Correspondence and Citizen Comments on Non-Agenda Items

None

6. Electric, Natural Gas, and Telecommunications Discussion Items

6.A Clean Energy Implementation Plan (CEIP) 2026-2029

Nichole Baker introduced Jay Howard, Sustainability and Energy Coordinator and CEIP consultant Lighthouse Energy Consulting.

Lighthouse Energy Consulting informed the Committee on the completed CEIP. Committee members Fred Springsteen and Nancy Lillquist moved to forward a favorable recommendation to City Council to approve the CEIP for submission to Commerce by December 2025. **Motion approved. 4-0**

7. Energy Services Updates

7.A Energy Services Updates

Committee member Nancy Lillquist inquired about the service to Granite and CCA allowance sales.

8. Commission Representative Update

Committee member Jeff Bousson discussed CWU's solar grant applications to Washington State Department of Commerce for 385kW and 116kW.

Committee member Delano Palmer mentioned the possibility of a grant for the library.

9. Adjournment

Meeting adjourned at 4:48 pm



Meeting Date: January 15, 2026

City of Ellensburg

Utility Advisory Committee Agenda Report

Agenda Subject: Low-Income Energy Efficiency Program
Submitted by: Nichole Baker, Energy Resources Manager
Department: Energy Services

Suggested Motion/Action:
 None-Information Only

Background/Summary:

Historically, the City collaborated with HopeSource to maximize home energy efficiency benefits for low-income customers in March of 2014, the agreement was approved by City Council. Shortly after the 2014 agreement, it was replaced by a 3-year agreement dated December 1, 2015, to continue those energy efficiency efforts. That contract was renewed for three years on January 12, 2018. On April 1, 2019 a similar agreement was executed with HopeSource to expand the program to provide energy conservation to low-income customers with natural gas heated homes. Both the natural gas and electric agreements were renewed and expired in December 2023.

In March 2014, the City entered into a collaborative agreement with HopeSource, endorsed by the City Council, to enhance energy efficiency for low-income residents. This initiative was superseded by a subsequent three-year agreement on December 1, 2015, to maintain these efforts. The contract saw renewal on January 12, 2018, for an additional three years. A parallel agreement was established on April 1, 2019, to extend energy conservation benefits to low-income households reliant on natural gas for heating. Both agreements, covering natural gas and electric energy efficiency, were renewed and remained in effect until their expiration in December 2023. The City is actively negotiating to renew the program with HopeSource.

Previous Council Action:

Analysis:

The existing agreements impose a 24% administration/overhead fee on the costs incurred for the work, in addition to a \$200 fee dedicated to conservation education services.

HopeSource covers the remaining costs through other funding sources, ensuring that customers incur no expenses for receiving energy efficiency measures.

Projects are submitted to the City for approval and tracking prior to authorization.

The Bonneville Power Administration (BPA) has significantly invested in creating the Energy Efficiency Implementation Manual, a valuable resource for identifying and incentivizing cost-effective energy efficiency measures. Income eligibility for homeowners and renters who make up to 200% of the federal poverty level (200% FPL) or 80% of the area median income (80% AMI); whichever is greater. Applying this consistent approach to natural gas low-

income weatherization has simplified and standardized the program across both electric and gas utilities.

Financial Impact:

Both the adopted electric and gas utility budgets include \$75,000/year for rate-funded conservation expenses.

Budget Adjustment: No

Attachments:

None

Utility Advisory Committee Report – 2025 Year in Review

The Utility Advisory Committee operates under the authority of Chapter 1.50 of the City Code and was created for the purpose of providing a mechanism for the City Council to obtain benefits of recommendations, advice, and opinions on those matters affecting City energy and telecommunication utility policy and operations from a committee which may devote the resources necessary for careful consideration of such matters and which will increase customer participation and input to local government.

Major Accomplishments

Project Approvals

- 2024 Cured in Place Sewer Line Rehabilitation Project: Approved the project, representing advancement in infrastructure maintenance.
- 2025-26 Middle Reach Reecer Creek Flood Hazard Reduction and Floodplain Restoration Project - Phase II: Recommended awarding the bid, further enhancing flood management and ecological restoration.

Feasibility and Planning Studies

- Wastewater Treatment Facility Renewable Natural Gas Feasibility Study: Feasibility study was approved. Results of the study deemed the project was not feasible.
- 2023 Electrical System Plan by Power Engineers, Inc.: Favorable recommendation to Council, advancing electrical infrastructure planning.

Public Works and Utilities Enhancements

- Update of Public Works Permitting Fees Development Standards: Approved
- Consultant Agreement Amendment #3 with Kennedy/Jenks Consultants, Inc.: Approved to enable updates and evaluations of the General Sewer System and Aeration Basin.

Ordinances

- Water and Sewer Connection Charge Waiver Ordinance: Favorable recommendation to Council.
- Expansion of Low-Income Utility Discount Program: Approved expansion to 40% AMI, broadening assistance to vulnerable populations.
- Board and Commission Changes: Favorable recommendation to Council.

Energy Efficiency and Renewable Initiatives

- Community Solar Expansion Program: Approved recommendation for City Council to authorize participation in the community solar expansion program and approve \$250,000 annually in signing authority for incentive programs.
- State Home Electrification and Appliance Rebates (HEAR) Program Grant: Staff information shared, facilitating electrification and appliance upgrades.

Contracts and Consulting Services

- Renewal with 120 Water, Inc.: Continued consultation for the Lead Service Line Inventory, maintaining a focus on water safety and compliance.
- BPA - Provider of Choice Contract: Favorable recommendation to Council to ensure optimal energy procurement.

Planning and Strategy Initiatives

- City of Ellensburg Decarbonization Planning Strategy Grant: Staff information shared to support city-wide emission reduction planning.
- 2024-2025 Annual Stormwater Management Plan Update: Reviewed and approved.

Information Dissemination and Community Engagement

- Wildfire Mitigation & Public Safety Power Shutoff Communication: Directed staff to share critical information via the website and with the committee.
- 2025 Aquifer Level Presentation: Provided staff information to support water resource management.

Energy Services Monthly Report

Date: 01/15/2026

Electric:

- BPA has formally acknowledged that BPA has received the City of Ellenburg's Line and Load Interconnection Request (LLIR). The LLIR has been posted in BPA's Interconnection Queue as Request No. L0678, with a queue date of December 15, 2025. A kickoff meeting is scheduled for January 21, 2026.

Gas:

- Crews are performing annual welding re-qualifications and OQ written tests and training requirements.
- Crews are performing customer driven service installations, commercial meter maintenance, residential meter change outs, and required monthly pipeline patrol duties.
- Crews continue to inspect 3rd party fiber contractors working around gas facilities.
- Staff is working with consultants on the SR 97/Hwy 10 main extension design.
- Staff has selected consulting firm Kimley-Horn, for the Gas Division 6-Year System Plan. Staff is currently working on finalizing a contract.
- Staff participated in the recent Climate Commitment Act (CCA) Auction #12 on December 3rd, 2025, and successfully obtained allowances at the settlement price of \$70.86/allowance.

Telecom:

- Kenny Heide accepted the Telecom Business Manager position and will begin on Monday, 2/2/26.

Energy Services Monthly Report

Date: 02/19/2026

Electric:

- The City of Ellenburg's Line and Load Interconnection Request (LLIR) Request No. L0678 with Bonneville Power Administration (BPA) kickoff meeting took place on January 21, 2026.
- Staff is developing a draft construction agreement for the linework design and bid required for the WinCo Foods feeder extension project. Staff is continuing to purchase materials and prepare for the construction of the line extension.
- We are pleased to announce that Dan Davis has been promoted from Engineering Tech III to the Engineering Specialist Position.
- Scott Lipinski has accepted offer as a new lineman for the city, his first day will be February 17th.
- Norm Hedden has returned to fill the temporary lineman position.
- Staff is working with Zply Fiber and Lightcurve to install fiber throughout the city.
- Staff participated in a city staff meeting discussing the efforts to prepare for an RFQ and future implementation of an Enterprise Asset Management system.
- Staff participated in the vendor ERP presentations, scoring and review, and discussion meetings.
- Staff is continuing to work with the property owners on the purchase and short platting of the property for the future South Ellensburg Substation.
- The Low-Income Utility Rate Program Agreement for Professional Services between the City and HopeSource was executed on 2/4/2026. This contract is good through September 30, 2027, with the option to renew for an additional one (1) year term, serving up to 275 customers, currently serving 152 customers.

Gas:

- Crews have performed annual fusion re-qualifications and respirator/SCBA fit tests. Crews continue performing annual welding re-qualifications and OQ written tests and training requirements.
- Crews are performing commercial meter maintenance, residential meter change outs, and required monthly pipeline patrol duties.
- Crews continue to inspect 3rd party fiber contractors working around gas facilities.
- Staff is working with consultants on the SR 97/Hwy 10 main extension design.
- Staff has selected consulting firm Kimley-Horn for the Gas Division 6-Year System Plan. Staff is currently working on finalizing a contract.

Telecom:

- Kenny Heide started the Telecom Business Manager position on 2/2/26.
- Staff was able to coordinate with NoaNET to obtain mapping of City Fiber infrastructure via IQGeo.
- Currently working with IT manager Ben to transition department under new Telecom Business Manager Kenny Heide.



TO: Board & Commission Staff & Directors
FROM: Heidi Behrends Cerniwey, City Manager
Laurie Gigstead, Executive Assistant
DATE: March 8, 2022
RE: Revised Appointment Process for City Boards & Commissions, 2/22/2022

Background: At the meeting on February 22, 2022, the Ellensburg City Council provided direction for a new administrative process to appoint and re-appoint members of the City's Boards and Commissions. 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 these advisory roles.

1. **Application:** An application for appointment or re-appointment will be available on the City website or by contacting the City Manager's Office. Applications may be submitted at any time, but applications will only be considered when an opening on a board and commission exists.
 - a. New applicants and those interested in re-appointment will submit the designated application form.
 - b. The application will include a notification for the requirement to attend a board or commission meeting prior to being interviewed and considered for appointment to a position on that board or commission.
 - c. Application closing dates will be published for each position opening.
 - d. Applicants wishing to be re-appointed when their current term ends will need to re-apply for consideration.
 - e. Applications are kept on file for six (6) months.
2. **Requirement to Attend Meeting:** New applicants will be invited to attend the board or commission's next meeting. Applicants should notify staff or the chair of their intention to attend the meeting and will be encouraged by the chair to introduce themselves, when appropriate. Note: All City meetings will continue to offer remote attendance options.
 - a. Applicants must attend at least one board or commission meeting prior to being interviewed and considered for appointment to a position on that board or commission.
3. **Interview:** A panel that consists of the board or commission staff or chair and the Council liaison or member, in addition to one or more members of the board or commission (may not equal or exceed a quorum), will interview the applicants that meet the qualifications for appointment.
 - a. Sample interview questions will be provided to board and commission staff
 - b. Each applicant will be asked the same general questions, limited in scope to their qualifications and ability to serve on the commission.
 - c. The panel will select an applicant to recommend to City Council for appointment from those interviewed. Staff role is to provide guidance and support to the interview panel and do not participate as decision-makers in the selection process.
 - d. If no applicants are qualified or applicant(s) withdraw, the panel may request additional public notice to post the position to attract applicants for consideration.

Any additional posting actions will be reported to Council at the next regular or special meeting.

4. **Recommendation & Council Appointment:** The board/commission designated interview team will make a formal recommendation for appointment to the City Council at the next regular or special meeting.
 - a. Staff will submit a brief memo addressed to the full City Council (template link) outlining their recommendation for appointment to the vacant seat. This will include applications for the recommended appointee and all applicants interviewed for the position. Personal information and addresses of applicants will be redacted (per RCW 42.56.230(3)).
 - b. City Manager's Office staff will create the agenda item for the agenda and invite the recommended applicant to the meeting to introduce themselves to the Council. Staff may be requested to attend the meeting to answer questions about the appointment process.
 - c. City Council has full authority to confirm, modify, or reject the recommended appointment at the open meeting.
 - d. City Manager's Office staff will notify the Board and Commission staff of the official appointment decision.

Board and Commission staff will receive training on interview skills, implicit bias, and onboarding new members.

Recruitment Actions and Principles for City Board and Commission Members:

- **Actively recruit community members for service:**
 - Be proactive in announcing and recruiting for openings (i.e. in October for December expirations and in March for May expirations)
 - Executive team staff (PIO and Manager's Office) will advertise upcoming terms that will expire and potential vacancies – noting accepting new applications until ____.)
 - Tell our story – people need to understand the role, purpose, and opportunity available for service
 - Be inclusive with language of materials with service opportunities, especially Spanish translation for materials and translator services available for meeting participation
 - Students are an important part of our community and policy changes should consider impacts on their ability to serve on boards and commissions