

**CITY OF SULTAN
COUNCIL MEETING – COMMUNITY CENTER
March 12, 2015**

7:00 PM CALL TO ORDER - Pledge of Allegiance and Roll Call

CHANGES/ADDITIONS TO THE AGENDA

PRESENTATIONS

- 1) Permit Workshop

COMMENTS FROM THE PUBLIC: Citizens are requested to keep comments to a 3 minute maximum to allow time for everyone to speak. It is also requested that you complete a comment form for further contact.

COUNCILMEMBER COMMENTS

CITY ADMINISTRATOR COMMENTS

STAFF REPORTS – Written Reports Submitted

- 1) Planning Board Minutes
- 2) Police Report

CONSENT AGENDA: The following items are incorporated into the consent agenda and approved by a single motion of the Council.

- 1) Approval of the February 26, 2015 Council Meeting Minutes
- 2) Approval of the February 26, 2015 Public Hearing minutes on the Geological Hazardous Area Code
- 3) Approval of Vouchers – 2015

ACTION ITEM

- 1) Alder Avenue Project – Final Acceptance
- 2) Trane Energy Service Proposal - WWTP

DISCUSSION: Time Permitting

- 1) Planning Board Work List

PUBLIC COMMENT ON AGENDA ITEMS ONLY

COUNCILMEMBER RESPONSE TO PUBLIC COMMENT ON AGENDA ITEMS

Executive Session:

Adjournment - 10:00 PM or at the conclusion of Council business.

ADA NOTICE: City of Sultan Community Center is accessible. Accommodations for persons with disabilities will be provided upon request. Please make arrangements prior to the meeting by calling City Hall at 360-793-2231. For additional information please contact the City at cityhall@ci.sultan.wa.us or visit our web site at www.ci.sultan.wa.us

**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: PR-1

DATE: March 12, 2015

SUBJECT: Development Review Process and Permits Presentation

CONTACT PERSON: Stacy MacGregor, Senior Planner
Cyd Sparks, Permit Assistant

OVERVIEW:

Staff will do a presentation on the Development Review Process and Permits.

ATTACHMENT A: Development Review Process and Permits PowerPoint Presentation

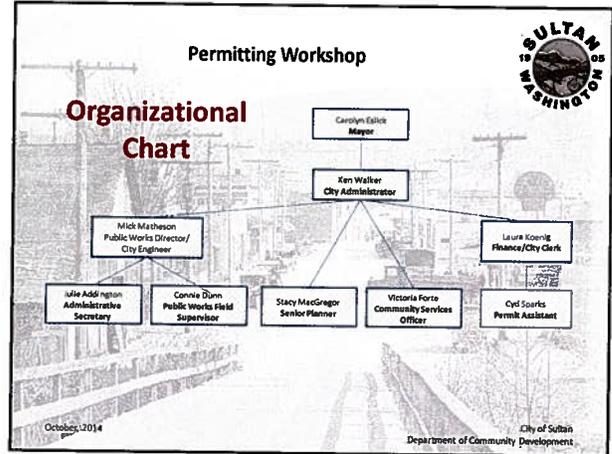
Permitting Workshop



Development Review Process and Permits

Presenters
 Stacy MacGregor, Senior Planner
 Cyd Sparks, Permit Assistant

October, 2014 City of Sultan
Department of Community Development



Permitting Workshop



Presentation Overview

- Sultan's Organizational Chart
- The Decision Making Process
- The Applicant
- Project Review Procedures
- Project schedules
- Findings
- Plans
- Comments and Conditions
- Important Terms

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Department of Community Development

Permitting Workshop



Do I need to get a permit?

Answer: usually

What if I don't get a permit?

- Fees for building permits are **DOUBLE** if applied for after the work is done.
- The work may have to be removed ☹
- Failure to obtain necessary land use permits can result in civil fines and liens against property.

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Permitting Workshop



The Applicant

- What/Who is a developer?
By definition, everybody who applies for a development permit is a developer.
- What is their goal?
- What is their level of expertise in the entitlement process?
Big-time professional builder? Lawyer? Consultant? First time/last time homeowner or mom & pop business owner? Long-time local resident?
- Is everybody treated the same?

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Permit Types and Decision Process	Initial Decision Maker	Type 1	Type 2	Type 3	Type 4
	Appeal Body	Public Works Director, Community Development Director, Building Official	Community Development Director	Hearing Examiner	City Council
Construction Permits (most)	Building				
Roof, Plumbing, Demolition, Fence	Building				
ROW Use, Driveway, Water Meter, Side Sewer, Grading/Fill	Public Works				
Fire Alarm, Fire Sprinkler	X				
Floodplain Development Permit, Fireworks Stand, Signs Permit, Concurrency Certificate, Site Plan Review for Infill, Special Residential Uses, Home Occupations, Manufactured Homes, Non-Residential Uses, Drive-Thrus, Soft-Use, RV Parks, Parking Standards, Landscape Standards	Planning				
SEPA, Short Plat, Boundary Line Adjustment, Critical Areas Plan, Stormwater Management Permit, Administrative Use Permit for (Minor) Wireless Facility			Planning		
Conditional Use, Shoreline, Preliminary Subdivision/BSIP, Variance, Manufactured Home Development / All Type 3 permits include review of parking, rec and open space, vegetation protection, landscaping				Planning	
Final Subdivision, Rezone, Comprehensive Plan Amendment or map change*, Development Code Amendments* (* Following Recommendation by Planning Board)					Planning
Other Permits: Business License, Special Events, Business License, Facility Use, Occupancy Permit	Multi-departmental Review				

Permitting Workshop



Decision Making Process

What determines the decision maker?

- Municipal Code
- State Law (RCW/WAC)
- Courts

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Decision Making Process

Decision Maker versus Advisor

- The Planning Board is an advisory body
- City Staff is an advisory body
- Only decisions makers (directors, hearing examiner, city council) approve or deny a project

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Project Plan

- Submittal requirements
- Completeness check
- Routing sequence
- Comments and Revisions
- Hearing
- Findings/Decision

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Conditions

Conditions must have a nexus to be reasonable.

Basic Findings

- Nexus: relationship/connection/link
- Must be proportional to the requested action/scope of work

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Findings

Findings means determinations based upon a statement or set of statements of factual evidence that are used as the criteria for making a decision on a discretionary action.

Basic Findings

- The proposed development will not adversely affect the applicable land use plan;
- The proposed development will not be detrimental to the public health, safety, and welfare; and
- The proposed development will comply with the applicable regulations of the Municipal Code, including any allowable deviations.

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Permitting Workshop



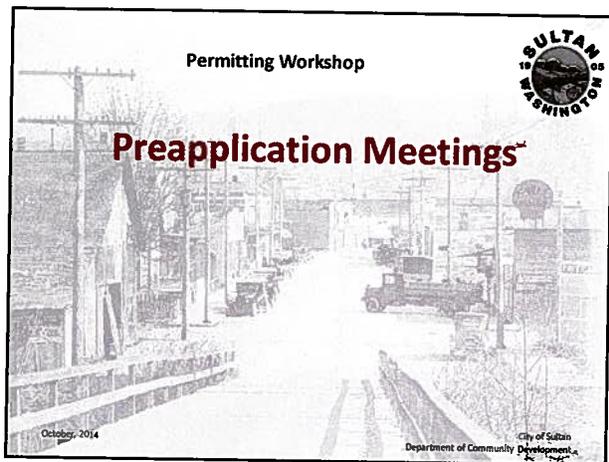
Important Terms

Vesting:

- "Grandfathered"
- Code Violation versus Civil Matter

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Department of Community Development



**SULTAN CITY COUNCIL
AGENDA COVER SHEET**

ITEM NO: SR-1

DATE: March 12, 2015

SUBJECT: Planning Board Minutes

CONTACT PERSON: Cyd Sparks, Permit Assistant

ISSUE:

Transmitting Planning Board Minutes from the January 20, 2015 meeting approved as written

STAFF RECOMMENDATION:

Receive Report, no action required.

ATTACHMENT A: Planning Board Minutes of the January 20, 2015 meeting.

SULTAN PLANNING BOARD MINUTES JANUARY 20, 2015

PLANNING BOARD MEMBERS PRESENT:

Lucy Hitchcock
Sean Gossett
Tom Green
Gloria Reedy
Janet Peterson

STAFF PRESENT:

Stacy MacGregor, Senior Planner
Cyd Sparks, Permit Assistant

CALL TO ORDER:

Call to Order at 7:02 p.m.

CHANGES TO THE AGENDA:

Reedy would like add a brain storming session on how to incorporate Title 18 into Title 16.

Reedy moves to brainstorm discussion for 15-minutes to determine how incorporate Title 18 into Title 16. Motion seconded by Gossett.

PUBLIC COMMENTS:

None.

PLANNING BOARD MEMBER COMMENTS:

Reedy – would like a discussion to incorporate the entire Title 18 into Title 16. Then she said, we should incorporate the important stuff. (It was too separate comments, with 2-separate suggestions). Reedy would like the Agenda's delivered, electronic copies are okay too. Needs help with logging in to the City e-mail.

Green – Needs help with logging in on the City e-mail.

Gossett – Electronic copies of the agenda packets fine.

Peterson – Needs help with logging in on the City e-mail.

Hitchcock – Please 3-hole punch the agenda packets, provide an electronic copy and a paper copy that she will pick up.

APPROVAL OF MINUTES:

December 16th Minutes – Motions were made to amend the minutes and approve as written. Minutes were adopted as written.

DISCUSSION AND STUDY ITEMS:

D-1: Continue discussion on Planning Board By-Laws

The Planning Board Chair has adopted Rules of Procedure. The purpose of this discussion item is to answer any questions the planning board members may have about the rules and the role of the planning board member. The planning board briefly started a review of their Bylaws and Rules of Procedure at their December regular meeting. The purpose of the review was to inform the planning board of the rules that govern their board.

A member suggests having a Parks Board because the City needs to spend a lot of money on Parks. Staff offers to bring the idea of a parks plan update to council subcommittee. Staff says there may be a joint meeting of the planning board and city council in March.

Gossett moves to recommend that staff seek council support for the Planning Board to update the Park, Recreation and Open Space Plan (PROs). Green seconds. All Ayes.

Much discussion ensued regarding the role of the board in setting the own agenda. Staff provided clarity that the agenda items need to be vetted through staff as the board does not direct staff's work plan. The board chair believes the role of the board includes setting their agenda. The chair cited the Open Public Meetings Act training in which the trainer said (paraphrase) that the agenda is the agenda of the board and the board sets the agenda. Staff reiterated that the result of the board setting their agenda would be that the board directs staff rather than the city administrator/Council. Staff offered to bring third-party input and process samples from other jurisdictions to the next board meeting. The chair offered to provide the same.

Gossett made a Motion to postpone discussion on Section 5 of the By Laws - Agenda to the next meeting. Reedy seconds the motion. All Ayes.

Discussion and consensus was obtained around amending the Bylaws to correct the meeting frequency and adding "Board Member Comments" to the agenda template

Peterson makes a motion to bring the changes to the By-Laws to the next meeting. Reedy seconds the motion. All Ayes.

D-2: Temporary Uses

The issue before the Planning Board is to explain to the board how temporary uses/events are currently codified and why they are not included in Title 16. Temporary events are currently regulated under Sultan Municipal Code (SMC) Chapter 9.14 Special Events. Aside from some process improvements that could be made in the code, which are low-priority, the code is working. Updates to Special Events or Garage Sales are not on staff's work plan and are not expected in 2015. Staff does not recommend the addition of temporary uses into the development code. The rules and procedures of the development code would apply and temporary uses would be subject to rules for non-conforming use provisions and vesting issues. Additionally, Sultan's city attorney recommends that temporary uses are not included in the zoning code. The Planning Board chair cited Duvall's code as an example of a code that reviews temporary uses under their development regulations. Staff clarified that existence of code does not mean it is working well or worth emulating.

Discussion ensued regarding homeless housing, homelessness, tent cities, Title 16 and Title 18, tree city, the sign ordinance, the comprehensive plan update, and the trail plan. The discussion came full circle with staff informing the board that Community Services Officer is updating the nuisance code which addresses many temporary uses.

ACTIONS FOR NEXT MEETING:

Gossett – Asked the status of recording of meetings. Staff will clarify with Administration.

Potential agenda Items for next month: Parks, voting on by-laws, agenda additions.

PUBLIC COMMENTS:

None

ADJOURNMENT:

Peterson moved to close the meeting and Green seconded the motion. All Ayes.

Adjourned at 9:45 pm



Notable Events of February 2015

Mission: To provide safe communities through dedication and professional service.

Vision: Snohomish County will have a Sheriff's Office that is community-minded, progressive and professional.

Values: Integrity, Dignity, Commitment and Pride in our service.

February has been a good month for activity levels in the City of Sultan. For the second month now we've had better numbers than the year prior in the areas of Burglaries, Thefts and Vehicle thefts reported. We've also maintained our presence in traffic enforcement to keep the motoring public safe.

Sultan will have another personnel change in the next few weeks. Deputy Joan Gwordske will be moving into a new position within the Sheriff's Office. She will take her investigatory talents to the Special Investigations Unit in Everett. Deputy Chad Matthews will be taking her place from the night shift in Sultan. This will create a vacancy in Sultan on nights that will be filled using our testing process. A request for applicants was sent out on 3-4-2015.

Our office is continuing to apply pressure to the vacant properties where trespass and other criminal behavior is taking place. The Sheriff's Office and Sultan's officers have been working with the Snohomish County Regional Drug and Gang Task Force to coordinate the reporting of criminal behavior to property owners and by inspecting properties on our radar as suspect locations. We will continue to work with the task force to bring these locations into compliance and to move cases to prosecution where appropriate.

We have been able to secure the property at 310 Main Street by working with the property owner and our Sultan volunteers to take this property off the list as locations where drug and other criminal behavior is taking place. We've also visited several other locations within the city to get trash cleaned up and to get property management companies to understand the issues these derelict properties cause by letting them deteriorate and allowing transients access to them for shelter.

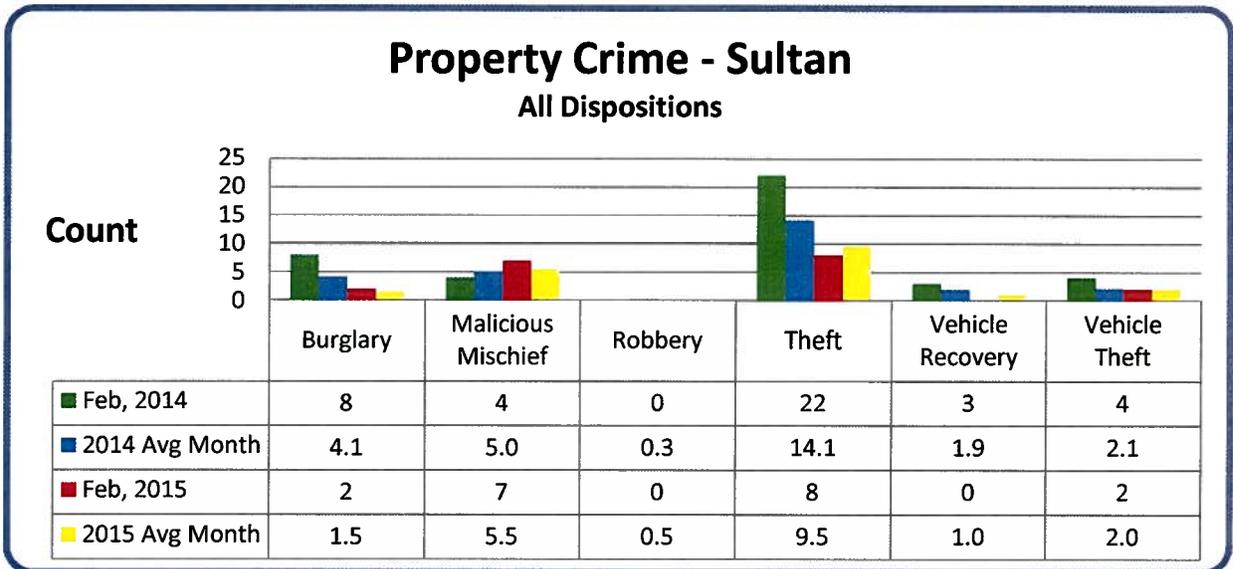
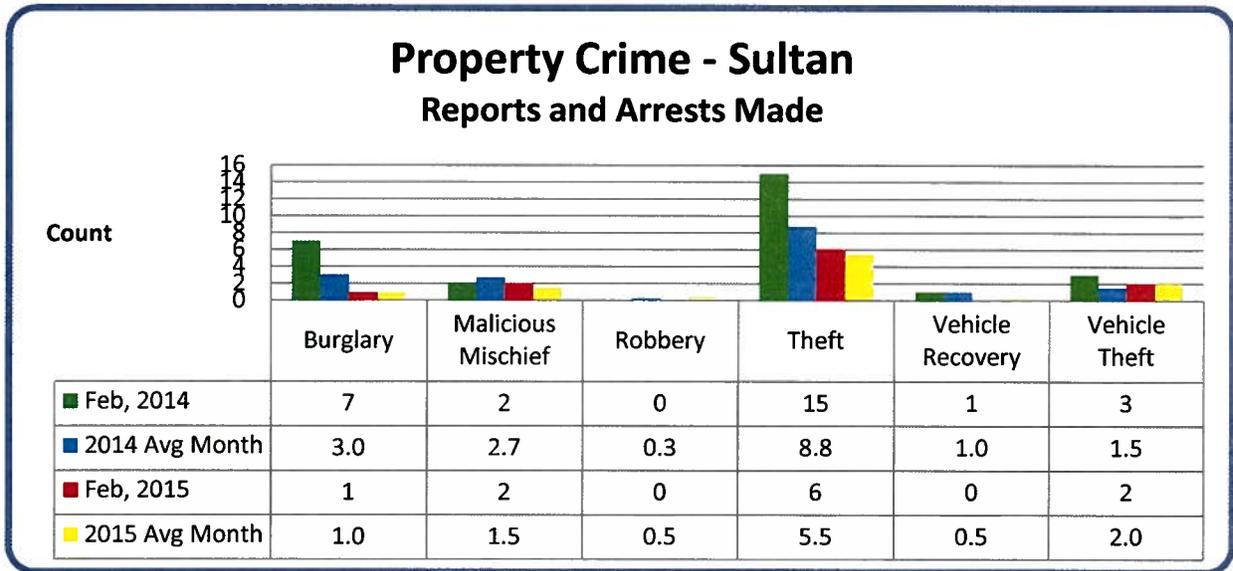
I attended the Sultan Block Watch meeting on February 22nd at the Eagles. There were approximately 20 residents and other concerned individuals present who voiced some concerns and asked questions. I believe the presentation by Block Watch leaders and my answers were well received.

Director Calei Vaughn of the Volunteers of America and I are continuing to work closely to identify and communicate with several individuals who are leaning toward accepting resource help within our region. We are available to each other at all times to help make our community a better place to live, work and visit.

Be good,

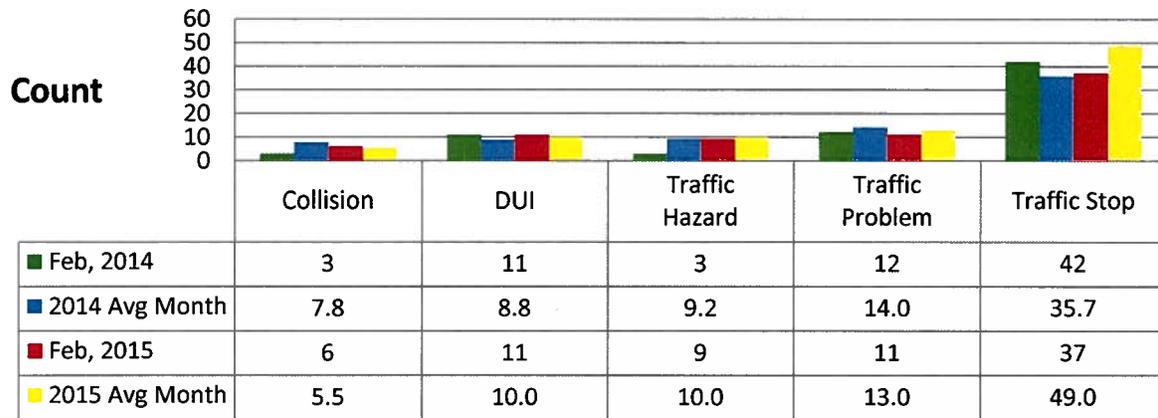
Lt. Monte Beaton

The following charts compare calls for service in the reporting month to the same month in the previous year and provide a monthly average (Typical Month) in each category. Data displayed is for all dispatch groups provided service by the Sultan (PP) Police agency.



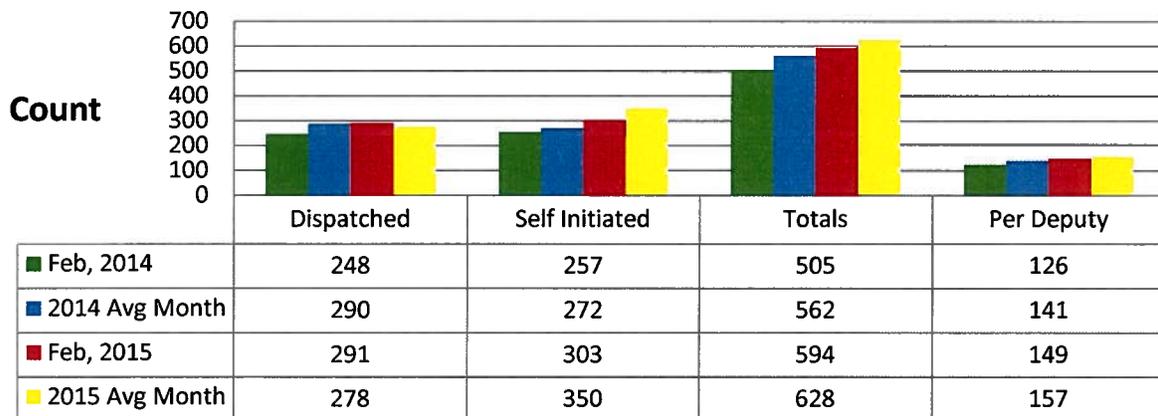
Traffic Calls - Sultan

All Dispositions



Calls By Source - Sultan

All Dispositions



Notes: Dispatched: SNOPAC or Citizen generated – dispatched calls for service
 Self-Initiated: Calls initiated by deputies
 Per Deputy: Total divided by number of assigned personnel (4 deputies)

Report presented by Sultan Chief of Police Lt. Monte Beaton
 Table and charts compiled by Volunteer Ray Coleman

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 1

DATE: March 12, 2015

SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the February 26, 2015 Council meeting as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – February 26, 2015

Mayor Eslick called the regular meeting of the Sultan City Council to order in the Sultan Community Center. Councilmembers present: McCarty, Seehuus, Walker, Davenport-Smith, Neigel, and Naslund. Absent: Beeler.

CHANGES/ADDITIONS TO THE AGENDA:

Consent: Add excused absence of Councilmember Beeler.

PRESENTATIONS:

Dan Chaplik, Sultan School District – Resource Officer: The School District has had a Resource Officer for the past six years. The Officer is available for 180 days under a shared service contract with the County. The Officer helps control traffic, handles incidents and interacts with the students. There is a great benefit for the schools and the community. The School District is requesting the city share in the cost of the officer to help offset the budget issues.

Discussion: Citizens feel the schools are safer with the officer present; builds relationships with the students to control crimes; officer responds to an incident immediately; does not take the Sultan officer off the street.

COUNCILMEMBER COMMENTS

McCarty: The Planning Board could attend the park meetings. The Return of the Salmon group is working on a grant application for the event. Park groups looking at open land for competition motorcycle events. Granite Falls is looking at an ATV ordinance and possible road access between Sultan and Granite Falls. Would create economic benefits for both towns.

Walker: AWC Legislative Conference was very informative and Dan Kristiansen's speech was great. Grand opening at KJ's on Friday.

Davenport-Smith: Meetings with State representatives was very productive. The emergency operation center was popular and we hope to get funding for design. Transportation budget is still pending. The State redirection some funds for law enforcement into Connect Washington. Looking at some new shared revenues. Capital budget is still pending.

Naslund: Chamber Auction on April 4th and Lip Sync is May 15th. At the School-City meeting, there was a discussion on the needle problem at City Hall. The recycle bins put in the bathrooms have been vandalized. Citizens have suggested speed bumps on 4th street.

Nicholas Sorgren: Winter sports done; sent 19 people to state for wrestling; basketball teams did okay. Musical was great – well attended.

Laura Koenig, City Clerk presented a report on business license issued to non-profits. Kay George has made comments during the December 18, 2014, January 8, 2015 and February 26, 2015 meetings regarding business licenses process and the city practice regarding special treatment and non-profit business. Staff has reviewed the list and found four non-profit businesses on the list. Those non-profits have been notified that a city business license is not required.

PUBLIC HEARING

- 1) SMC 17.10.300 - Geological Hazardous Areas

STAFF REPORTS – Written Reports Submitted and are on file in the Office of the City Clerk.

- 1) Code/Animal Control
- 2) Public Works

CITY OF SULTAN COUNCIL MEETING – February 26, 2015

CONSENT AGENDA: The following items are incorporated into the consent agenda and approved by a single motion of the Council. On a motion by Councilmember Naslund, seconded by Councilmember Seehuus the consent agenda was approved as presented. McCarty – aye, abstain on vouchers; Seehuus – aye; Walker – aye; Davenport-Smith – aye, Neigel – aye; Naslund – aye; Beeler - aye.

- 1) Approval of the February 12, 2015 Council Meeting Minutes
- 2) Approval of Vouchers in the amount of \$67,715.39 and payroll through February 13 2015 in the amount of \$73,159.70 to be drawn and paid on the proper accounts.
- 3) Approval of the CPG Grant Application
- 4) Excused absence of Councilmember Beeler

ACTION ITEMS:**Ordinance 1211-15 and 1212-15 - Amendment to Chapter 2.17**

The issue before the council is to amend the city code to allow the city to operate with or without a Community Development Director, and have all planning board members reside within city limits or the Urban Growth Area. Currently The Community Development Department and Planning Department codes are combined. This action is designed to separate the functions into separate code sections.

The City of Sultan Code does not delegate duties in the absence of a Community Development Director. It also includes the creation and duties of the Planning Board which should be a separate chapter.

On a motion by Councilmember Naslund, seconded by Councilmember Seehuus, Ordinance 1211-15, Community Development Department was adopted to allow the city to operate with or without a Community Development Director. All ayes.

On a motion by Councilmember Naslund, seconded by Councilmember Seehuus, Ordinance 1212-15 to require all planning board members reside within city limits and or the Urban Growth Area was adopted. All ayes.

Executive Session: On a motion by Councilmember Walker, seconded by Councilmember Naslund, the Council adjourned to executive session at 7:40 to discuss potential litigation. All ayes. The Council returned to regular session at 8:20 PM.

Ordinance 1213-15- Amendment Chapter - Garbage Service

The issue before the council is an amendment to SMC Chapter 13.16 regarding garbage service. Effective February 1, 2015, the city changed the garbage service from residential can collection to a city provided toter collection. SMC Chapter 13.16 sets out the requirements for use of the garbage collection service, type of container and frequency of collection. Ordinance 1213-15 is a housekeeping amendment to be consistent with the new garbage collection system.

On a motion by Councilmember Naslund, seconded by Councilmember Walker, Ordinance 1213-15, Garbage Service, was adopted. All ayes.

Ordinance 1210-15 Geological Hazardous Areas

The issue for the Council is to have first reading of Ordinance 1210-15, re-adopting Chapter 17.10.300 Geological Hazardous Areas Code. The Planning Board was briefed at their February 17, 2015 meeting that this code had been adopted by Council absent a public hearing and the required public hearing would come before Council at their next available meeting.

The City Attorney advised proceeding directly to Council for public hearing due to the fact that Council has already adopted this code. Staff recommends that Council, after considering the staff report and input received at the public hearing under Agenda Item PH-1 of this agenda

CITY OF SULTAN COUNCIL MEETING – February 26, 2015

packet, undertake the first reading of Ordinance No. 1210-15 and proceed to directly to adoption absent testimony that would warrant further consideration, revisions, or a second reading of this code.

On a motion by Councilmember Neigel, seconded by Councilmember Seehuus, the Council considered the public input received at the hearing for agenda Item PH-1, and introduced the first reading of Ordinance 1210-15 and proceeded to adoption. All ayes.

Date Avenue Project – Consultant Contract

Gray & Osborne, Inc. to provide professional engineering and related services necessary to develop plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of the Date Avenue project from 4th Street to approximately 150 feet east of 5th Place. The fee to complete these services is not to exceed \$50,500.00 without prior written authorization by the City Council.

The City of Sultan has recently received grant funding of \$244,530 for the design and full depth reclamation of Date Avenue from the Transportation Improvement Board. The City is also planning to replace the existing asbestos cement water line and water services and either replace or line the existing sanitary sewer main.

The purpose of the contract is for Gray & Osborne and its sub consultants to provide engineering and related services necessary to develop plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction.

On a motion by Councilmember Naslund, seconded by Councilmember Davenport-Smith, the Mayor was authorized to sign a contract with Gray & Osborne, Inc. to provide professional engineering and related services necessary to develop plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of the Date Avenue project for an amount not to exceed \$50,500 without prior written authorization by the City Council. All ayes.

School Resource Officer – Shared cost with School District

The issue before the council is a request by the Sultan School District to help fund the School Resource Officer for the 2014-2015 school year.

Sultan provides law enforcement services through a contract with the Snohomish County Sheriff's office. Prior to this, the City of Sultan had its own police department. At that time, Sultan provided a School Resource Officer to the Sultan School District through the COPS program, a grant funded federal program. Currently, the Sultan School District contracts directly with the Snohomish County Sheriff's office for this service.

Due to recent budget challenges at the Sultan School District, discussion has occurred about curtailing the School Resource Officer contract. The result of this would be utilizing the deputy contracted by the city for services any time a law enforcement issue arises at the school district. This cost represents a substantial savings over the cost that would be borne by the city if the School Resource Officer position was unfunded and the responding calls were to be handled by city law enforcement officers.

Discussion: Council would like to see supporting documentation on the request and reports from the school on the use of the officer.

On a motion by Councilmember Neigel, seconded by Councilmember Walker, the Council approved the payment of \$5,000 to the Sultan School District for the School Resource Officer for the 2014/2015 school year. All ayes.

CITY OF SULTAN COUNCIL MEETING – February 26, 2015**Timber Ridge Contracts - LPD Engineering**

The issue before the council is to authorize the Mayor to sign a contract with LPD Engineering PLLC to provide professional engineering and related services necessary to develop plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of the repair of the damaged road and utilities in 141st Street SE in the Timber Ridge development. The fee to complete these services is not to exceed \$31,400 without prior written authorization by the City Council.

Marc Servizi, P.E. with WHPacific and their geotechnical engineering sub-consultant Robinson Noble have been working with the City since 2011 to study and address issues related to the Timber Ridge subdivision. Now that the City has adopted a new Geologically Hazardous Areas code and the moratorium on building in Timber Ridge has been lifted, the owner of the unoccupied lots has expressed interest in moving forward with obtaining building permits for lots adjacent to 141st Street SE.

It is the City's obligation to repair the damaged infrastructure improvements associated with 141st Street SE. At this point, the cul-de-sac sidewalk has failed, and there is damage to the storm drainage system. It is also possible there has been damage to the sanitary sewer system.

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Walker, the Mayor was authorized to sign a contract with LPD Engineering PLLC to provide professional engineering and related services necessary to develop plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of the repair of the damaged road and utilities in 141st Street SE in the Timber Ridge development for an amount not to exceed \$31,400 without prior written authorization by the City Council. All ayes.

Timber Ridge Contracts – Robinson Noble

The issue before the council is to authorize the Mayor to sign a contract with Robinson Noble to provide professional geotechnical engineering and related services necessary to support the development of plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of the repair of the damaged road and utilities in 141st Street SE in the Timber Ridge development. The fee to complete these services is not to exceed \$7,687 without prior written authorization by the City Council.

On a motion by Councilmember Walker, seconded by Councilmember Seehuus, the Mayor was authorized to sign a contract with Robinson Noble to provide professional geotechnical engineering and related services necessary to support the development of plans, specifications, and cost estimates resulting in the preparation of bid/construction documents suitable for the bid, award, and construction of the repair of the damaged road and utilities in 141st Street SE in the Timber Ridge development for an amount not to exceed \$7,687 without prior written authorization by the City Council. All ayes.

DISCUSSION ITEMS:**Planning Board – Update to PROS plan**

The Planning Board has expressed interest in using their meeting time to explore planning board-initiated projects. Staff suggested to the planning board that they might want to work on updating and implementing portions of the Parks, Recreation, and Open Space (PROS) plan. The PROS plan was adopted in December of 2010 and informed by the 2008 Comprehensive Plan and referenced in the 2011 Comprehensive Plan. The PROS plan establishes a level of service standard that is used to set park impact fees; it is used to pursue grant funding opportunities; and it guides the city's development of public recreation opportunities.

CITY OF SULTAN COUNCIL MEETING – February 26, 2015

To minimize staff time on this endeavor, the planning board could conduct public outreach on parks needs in Sultan and could study and suggest ways to incorporate trails, wildlife corridors, and other non-traditional park recreation opportunities into the plan. The board is interested in this topic and many of the work plan items they brought to Council are park-related.

A meeting of the Community Development and Public Works subcommittee was held on February 11, 2015. The subcommittee recommended forwarding this request to full Council for consideration and suggested defining the scope of the planning board's role in the update process. Additionally, the subcommittee suggested specific activities the board members could engage in including attending Snohomish County Park Boards meetings to gain a regional perspective; tour the Willis Tucker Spray Park; and incorporate the Snohomish County Regional Trail Draft Plan (Sultan portion) into the City's parks plan.

Council is asked to first consider if directing the planning board to review and suggest amendments to the PROS plan is a desired role of the planning board and a desired use of city resources. Second, if moving to recommend updates to the PROS plan, Council is asked to define the scope of the update and planning board's role.

Discussion: Council felt this would be a good use of the Planning Board's time; would like to review the other items on their list; limit staff if possible; define the duties of the Planning Board.

Staff was directed to have the Planning Board move ahead with work on the PROS plan.

Solar Power Grants

Snohomish County Public Utility District (PUD) called for grant applications for small solar photovoltaic (PV) demonstration projects on newly constructed or existing non-profit and public buildings and/or schools. The range of grants PUD funds is \$20,000 - \$60,000.

Staff discussed options for installation of solar power on City owned property which included the River Park gazebo, Main Street lights and roundabout.

The Preliminary Grant Application is due by March 16, 2015 and if successful, PUD will extend an invitation to the City to submit a complete application that is prepared in partnership with a Registered Solar Installer. The City of Sultan has been very successful with the savings incurred from the Planet POWER Grant solar panels and public education installed at the Community Center in 2014. Although there is no match requirement with this grant, showing matching funds will increase the score of the application.

Discussion: Basketball court and bathrooms would be better project

PUBLIC COMMENTS

Kay George: Was impressed that staff followed up on the issue with non-profits and business licenses. Offered to refund the money the city gave back to her to cover the cost of the staff time. Solar power should be installed at the water or sewer plant to save money.

COUNCIL RESPONSE TO COMMENTS

Councilmembers thanked Ms. George for her comments.

Adjournment: On a motion by Councilmember Seehuus, seconded by Councilmember Naslund, the meeting adjourned at 9:10 PM. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: Consent C 2
DATE: March 12, 2015
SUBJECT: Council Meeting Minutes

CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the minutes of the February 26, 2015 Public Hearing on Ordinance 1210-15, Geologically Hazardous Areas Code, as on file in the office of the City Clerk.

RECOMMENDED ACTION:

Approve as submitted.

CITY OF SULTAN COUNCIL MEETING – February 26, 2015**PUBLIC HEARING:**

The Public Hearing the on Geologically Hazardous Areas Code, SMC Chapter 17.10.300 was called to order by Mayor Eslick. Councilmembers present: McCarty, Seehuus, Walker, Neigel, Davenport-Smith, and Naslund.

Staff:

The issue before the Council is to conduct a public hearing of the Geological Hazardous Areas Code that was adopted in June of 2014 absent a public hearing.

The Council was presented with this proposed code on June 12, 2014 for first reading and on June 26, 2014 for second reading and adoption. No record exists that a public hearing was ever held, either with the planning board or the City Council. Additionally, a SEPA determination was not issued and the Washington State Department of Commerce was not notified of the proposed code. The hearing, SEPA review, and Commerce notification are all vehicles for public comment and are statutory requirements prior to adopting most code amendments.

The purpose of this public hearing is to provide an opportunity for public input and discussion regarding this code. A SEPA determination was issue and noticed on February 5th, 2015. The Department of Commerce was notified of this code and disseminated the code to interested agencies per their review guidelines. No comments have been received as of the drafting of this agenda cover.

Council conducted the first reading of this Ordinance at its regular meeting of June 12, 2014 and adopted the new code following a second reading on June 26, 2014. Following legal advice from the city's attorney, staff proposes that this code go back to Council for a hearing and re-adoption. Council has played an active role over the past two years in the adoption of this code following moratoriums on developing on slopes. The Planning Board would regularly hear land use code proposals such as this one but due to the fact that the Council has already reviewed and adopted this code; staff is taking the code directly to Council for this public hearing.

Council action at this time is to conduct a public hearing on Ordinance 1210-15, an ordinance adopting Chapter 17.10.300, Geologically Hazardous Areas, which creates regulations for developing areas on or adjacent to steep slopes and landslide hazard areas.

Public Input

None

On a motion by Councilmember Davenport-Smith, seconded by Councilmember Seehuus, the public hearing was closed. All ayes.

Carolyn Eslick, Mayor

Laura J. Koenig, City Clerk

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM #: Consent 3
DATE: March 12, 2015
SUBJECT: Voucher Approval - 2015
CONTACT PERSON: Laura Koenig, Clerk/Deputy Finance Director

SUMMARY:

Attached are the vouchers for approval in the amount of \$156,996.80 and payroll through February 27 2015 in the amount of \$50,344.71 to be drawn and paid on the proper accounts.

FISCAL IMPACT: \$207,341.51

RECOMMENDATION:

Approve the payment of vouchers as submitted.

**City Of Sultan
Voucher Approval
March 12, 2015**

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, or the labor performed as described hereon, and that the claim is just, due and an unpaid obligation against the City of Sultan, and that I am authorized to authenticate and certify to said claim.

Laura J. Koenig, Clerk/Deputy Finance Director

We, the undersigned City Council of Sultan Washington, do hereby certify that the merchandise or services hereinafter specified have been received and the claims are approved for payment in the following amounts:

Payroll Check #30286-87	\$ 3,107.62
Direct Deposit #5	\$ 26,921.12
Benefits Check #30281-84	\$ 8,914.75
Tax Deposit #4	\$ 11,401.22
Accounts Payable Checks #30234-80	\$ 147,031.11
ACH Transactions - DOR	\$ 9,965.69
 TOTAL	 \$ 207,341.51

Bob McCarty, Councilmember

John Seehuus, Councilmember

Rocky Walker, Councilmember

Sarah Davenport-Smith, Councilmember

Joe Neigel, Councilmember

Marianne Naslund, Councilmember

Jeffrey Beeler, Councilmember

Accounts Payable

Check Register Totals Only

User: laura.koenig
 Printed: 3/6/2015 - 9:45 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
30289	03/13/2015	agsupply	AG Supply Co	208.59	0
30290	03/13/2015	App	Associated Petroleum Products Inc	613.90	0
30291	03/13/2015	blueline	Blueline	1,266.25	0
30292	03/13/2015	CentralW	Central Welding Supply, Inc	81.15	0
30293	03/13/2015	ceverett	City of Everett	1,205.00	0
30294	03/13/2015	DougsRV	Doug's RV	30.94	0
30295	03/13/2015	Elite	Elite Lock & Safe	114.72	0
30296	03/13/2015	Frontier	Frontier	326.63	0
30297	03/13/2015	honeyb	Honey Bucket	219.15	0
30298	03/13/2015	lakeside	Lakeside Industries	275.89	0
30299	03/13/2015	nwi	Northwest Instruments	119.46	0
30300	03/13/2015	pioneer	Pioneer Research Corporation	274.00	0
30301	03/13/2015	PitneyCr	Pitney Bowes Inc	217.43	0
30302	03/13/2015	platt	Platt	14.43	0
30303	03/13/2015	QBS	QualityBusinesss Systems	74.00	0
30304	03/13/2015	AllWaste	Republic Services	12,155.25	0
30305	03/13/2015	SRDTF	Snohomish County Sheriff	75,147.58	0
30306	03/13/2015	SCtreas	Snohomish County Treasurer	13,751.00	0
30307	03/13/2015	Snopac	Snopac	4,955.35	0
30308	03/13/2015	SHRM	Society for Human Resource Mgmt	190.00	0
30309	03/13/2015	SoundPub	Sound Publishing Inc	37.84	0
30310	03/13/2015	JStrauss	Jason Strauss	180.00	0
30311	03/13/2015	SulSkool	Sultan School District	5,000.00	0
30312	03/13/2015	Thyss	Thyssenkrupp Elevator Corporation	346.98	0
30313	03/13/2015	ULine	ULINE	101.46	0
30314	03/13/2015	VerizonW	Verizon Wireless	1,144.68	0
30315	03/13/2015	WSAPT	Kim O'Hara Washington State Associa	175.00	0
30316	03/13/2015	wh	WH Pacific	13,798.65	0
30317	03/13/2015	wh	WH Pacific	13,541.38	0
30318	03/13/2015	WLJ	White Lightning Janitorial	660.00	0
Check Total:				146,226.71	

Check Date	Check Number	Employee No	Employee Name	Amount
03/06/2015	0	001	Laura Koenig	2,006.53
03/06/2015	0	004	Donna Murphy	485.89
03/06/2015	0	007	Julie Addington	1,438.60
03/06/2015	0	010	Cynthia Sparks	1,550.07
03/06/2015	0	011	Janice Mann	1,120.89
03/06/2015	0	013	Rosemary Murphy	1,082.01
03/06/2015	0	015	Kenneth Walker	2,344.89
03/06/2015	0	016	Stacy MacGregor	1,560.68
03/06/2015	0	019	Michael Matheson	2,801.65
03/06/2015	0	020	Connie Dunn	2,024.70
03/06/2015	0	025	John Harris	1,786.12
03/06/2015	0	028	Todd Strom	1,610.52
03/06/2015	0	049	Victoria Forte	912.18
03/06/2015	0	072	Carolyn Eslick	461.75
03/06/2015	0	120	Matthew Wood	1,753.95
03/06/2015	0	121	Jason Strauss	1,853.62
03/06/2015	0	125	Riley Edwards	914.88
03/06/2015	0	126	Bobbie Lewis	1,212.19
Total Employees:			18	Total: 26,921.12

PR 5

Payroll

Computer Check Register

User: julie.addington
 Printed: 03/04/2015 - 8:31AM
 Batch: 00001-03-2015 Computer



Check No	Check Date	Employee Information	Amount
30286	03/06/2015	024 Michael Williams	1,736.47
30287	03/06/2015	029 James Barns	1,371.15
Total Number of Employees: 2			Total for Payroll Check Run: 3,107.62

Accounts Payable

Check Register Totals Only

User: laura.koenig
 Printed: 2/24/2015 - 9:25 AM



Check	Date	Vendor No	Vendor Name	Amount	Voucher
30281	02/24/2015	Retire	Department of Retirement	1,937.50	0
30282	02/24/2015	Retire	Department of Retirement	6,004.35	0
30283	02/24/2015	AFLAC	AFLAC	111.90	0
30284	02/24/2015	UNION	Teamsters Local Union #763	861.00	0
Check Total:				8,914.75	

Checks for Approval

Check Number	Check Date	Fund Name	Account Name	Vendor Name	Amount
30281	02/24/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	49.75
30281	02/24/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	21.50
30281	02/24/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	2.01
30281	02/24/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	6.37
30281	02/24/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	39.24
30281	02/24/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	36.25
30281	02/24/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	24.87
30281	02/24/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	20.01
30281	02/24/2015	GENERAL FUND	Deferred Comp Payable	Department of Retirement	497.13
30281	02/24/2015	STREET FUND	Deferred Comp Payable	Department of Retirement	102.25
30281	02/24/2015	CEMETERY FUND	Deferred Comp Payable	Department of Retirement	6.68
30281	02/24/2015	BUILDING MAINTENANCE FUND	Deferred Comp Payable	Department of Retirement	13.88
30281	02/24/2015	UTILITY WATER FUND	Deferred Comp Payable	Department of Retirement	320.18
30281	02/24/2015	UTILITY SEWER FUND	Deferred Comp Payable	Department of Retirement	519.88
30281	02/24/2015	UTILITY GARBAGE FUND	Deferred Comp Payable	Department of Retirement	178.13
30281	02/24/2015	STORMWATER UTILITY FUND	Deferred Comp Payable	Department of Retirement	99.37
30282	02/24/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	1,078.85
30282	02/24/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	870.85
30282	02/24/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	506.89
30282	02/24/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	273.02
30282	02/24/2015	GENERAL FUND	PERS Payable	Department of Retirement	115.40
30282	02/24/2015	GENERAL FUND	PERS Payable	Department of Retirement	62.65
30282	02/24/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	42.90
30282	02/24/2015	GENERAL FUND	PERS Payable	Department of Retirement	392.07
30282	02/24/2015	STREET FUND	PERS Payable	Department of Retirement	134.21
30282	02/24/2015	CEMETERY FUND	PERS Payable	Department of Retirement	21.28
30282	02/24/2015	BUILDING MAINTENANCE FUND	PERS Payable	Department of Retirement	22.93
30282	02/24/2015	UTILITY WATER FUND	PERS Payable	Department of Retirement	576.35
30282	02/24/2015	UTILITY SEWER FUND	PERS Payable	Department of Retirement	465.21
30282	02/24/2015	UTILITY GARBAGE FUND	PERS Payable	Department of Retirement	270.76
30282	02/24/2015	STORMWATER UTILITY FUND	PERS Payable	Department of Retirement	145.88
30282	02/24/2015	GENERAL FUND	PERS Payable	Department of Retirement	734.01
30282	02/24/2015	STREET FUND	PERS Payable	Department of Retirement	251.23
30282	02/24/2015	CEMETERY FUND	PERS Payable	Department of Retirement	39.86
30283	02/24/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.05
30283	02/24/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	5.98
30283	02/24/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	8.02
30283	02/24/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.12

30283	02/24/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	15.90
30283	02/24/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	25.88
30283	02/24/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.03
30283	02/24/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	5.99
30283	02/24/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	8.03
30283	02/24/2015	CEMETERY FUND	AFLAC Payable	AFLAC	0.12
30283	02/24/2015	UTILITY WATER FUND	AFLAC Payable	AFLAC	15.91
30283	02/24/2015	UTILITY SEWER FUND	AFLAC Payable	AFLAC	25.87
30284	02/24/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	1.25
30284	02/24/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	54.32
30284	02/24/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	11.50
30284	02/24/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	0.50
30284	02/24/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	95.77
30284	02/24/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	17.27
30284	02/24/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	3.20
30284	02/24/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	0.64
30284	02/24/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	110.39
30284	02/24/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	89.18
30284	02/24/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	44.37
30284	02/24/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	23.18
30284	02/24/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	4.50
30284	02/24/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	3.75
30284	02/24/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	1.25
30284	02/24/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	0.50
30284	02/24/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	1.75
30284	02/24/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	1.25
30284	02/24/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	11.50
30284	02/24/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	0.50
30284	02/24/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	23.59
30284	02/24/2015	STORMWATER UTILITY FUND	Union Dues Payable	Teamsters Local Union #763	77.65
30284	02/24/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	20.49
30284	02/24/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	4.28
30284	02/24/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	1.08
30284	02/24/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	111.87
30284	02/24/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	90.24
30284	02/24/2015	UTILITY SEWER FUND	Union Dues Payable	Teamsters Local Union #763	4.50
30284	02/24/2015	GENERAL FUND	Union Dues Payable	Teamsters Local Union #763	3.75
30284	02/24/2015	STREET FUND	Union Dues Payable	Teamsters Local Union #763	1.25
30284	02/24/2015	CEMETERY FUND	Union Dues Payable	Teamsters Local Union #763	0.50
30284	02/24/2015	BUILDING MAINTENANCE FUND	Union Dues Payable	Teamsters Local Union #763	1.75
30284	02/24/2015	UTILITY WATER FUND	Union Dues Payable	Teamsters Local Union #763	25.00
30284	02/24/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	18.48
30284	02/24/2015	UTILITY GARBAGE FUND	Union Dues Payable	Teamsters Local Union #763	

30285	02/26/2015	GENERAL FUND	Miscellaneous	Snohomish County Treasurer	50.00
30288	03/05/2015	UTILITY WATER FUND	Communication	USPS	226.32
30288	03/05/2015	UTILITY SEWER FUND	Communication	USPS	226.32
30288	03/05/2015	UTILITY GARBAGE FUND	Communication	USPS	226.32
30288	03/05/2015	STORMWATER UTILITY FUND	Communication	USPS	75.44
30289	03/13/2015	BUILDING MAINTENANCE FUND	Operating Supply	AG Supply Co	3.00
30289	03/13/2015	STREET FUND	Small Tools/Minor Equipment	AG Supply Co	21.95
30289	03/13/2015	UTILITY WATER FUND	Small Tools/Minor Equipment	AG Supply Co	21.95
30289	03/13/2015	UTILITY SEWER FUND	Small Tools/Minor Equipment	AG Supply Co	21.94
30289	03/13/2015	UTILITY GARBAGE FUND	Operating Supplies	AG Supply Co	43.52
30289	03/13/2015	UTILITY WATER FUND	Operating Supply	AG Supply Co	10.00
30289	03/13/2015	BUILDING MAINTENANCE FUND	Operating Supply	AG Supply Co	10.84
30289	03/13/2015	BUILDING MAINTENANCE FUND	Operating Supply	AG Supply Co	2.16
30289	03/13/2015	BUILDING MAINTENANCE FUND	Operating Supply	AG Supply Co	36.34
30289	03/13/2015	STREET FUND	Office/Operating Supplies	AG Supply Co	36.89
30290	03/13/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	351.00
30290	03/13/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	42.84
30290	03/13/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	161.41
30290	03/13/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	10.57
30290	03/13/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	10.56
30290	03/13/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	10.57
30290	03/13/2015	UTILITY GARBAGE FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	16.12
30290	03/13/2015	UTILITY SEWER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	1.96
30290	03/13/2015	UTILITY WATER FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	7.41
30290	03/13/2015	CEMETERY FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	0.49
30290	03/13/2015	STREET FUND	Vehicle Operation/Maintenance	Associated Petroleum Products Inc	0.48
30290	03/13/2015	GENERAL FUND	Vehicle Maintenance	Associated Petroleum Products Inc	0.49
30291	03/13/2015	STREET IMPROVEMENT FUND	High Ave Project	Blueline	1,266.25
30292	03/13/2015	UTILITY WATER FUND	Operating Supply	Central Welding Supply, Inc	16.66
30292	03/13/2015	UTILITY SEWER FUND	Operating Supplies	Central Welding Supply, Inc	16.68
30292	03/13/2015	UTILITY GARBAGE FUND	Operating Supplies	Central Welding Supply, Inc	31.15
30292	03/13/2015	STORMWATER UTILITY FUND	Operating Supplies	Central Welding Supply, Inc	16.66
30293	03/13/2015	GENERAL FUND	Professional Services	City of Everett	1,205.00
30294	03/13/2015	STREET FUND	Office/Operating Supplies	Doug's RV	30.94
30295	03/13/2015	GENERAL FUND	Office/Operating Supplies	Elite Lock & Safe	19.12
30295	03/13/2015	STREET FUND	Office/Operating Supplies	Elite Lock & Safe	19.12
30295	03/13/2015	UTILITY WATER FUND	Operating Supply	Elite Lock & Safe	19.12
30295	03/13/2015	UTILITY SEWER FUND	Operating Supplies	Elite Lock & Safe	19.12
30295	03/13/2015	UTILITY GARBAGE FUND	Operating Supplies	Elite Lock & Safe	19.12
30295	03/13/2015	STORMWATER UTILITY FUND	Operating Supplies	Elite Lock & Safe	19.12
30296	03/13/2015	GENERAL FUND	Communication	Frontier	11.35
30296	03/13/2015	STREET FUND	Communication	Frontier	11.35

30296	03/13/2015	UTILITY WATER FUND	Communication	Frontier	11.34
30296	03/13/2015	UTILITY SEWER FUND	Communication	Frontier	11.35
30296	03/13/2015	UTILITY GARBAGE FUND	Communication	Frontier	11.35
30296	03/13/2015	UTILITY WATER FUND	Communication	Frontier	115.66
30296	03/13/2015	GENERAL FUND	Communication	Frontier	16.88
30296	03/13/2015	STREET FUND	Communication	Frontier	16.87
30296	03/13/2015	UTILITY WATER FUND	Communication	Frontier	16.88
30296	03/13/2015	UTILITY SEWER FUND	Communication	Frontier	16.87
30296	03/13/2015	UTILITY GARBAGE FUND	Communication	Frontier	16.88
30296	03/13/2015	GENERAL FUND	Communication	Frontier	13.97
30296	03/13/2015	STREET FUND	Communication	Frontier	13.97
30296	03/13/2015	UTILITY WATER FUND	Communication	Frontier	13.97
30296	03/13/2015	UTILITY SEWER FUND	Communication	Frontier	13.97
30296	03/13/2015	UTILITY GARBAGE FUND	Communication	Frontier	13.97
30297	03/13/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	-15.00
30297	03/13/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	122.50
30297	03/13/2015	UTILITY SEWER FUND	Rentals	Honey Bucket	111.65
30298	03/13/2015	STREET FUND	Office/Operating Supplies	Lakeside Industries	275.89
30299	03/13/2015	UTILITY SEWER FUND	Repair and Maintenance	Northwest Instruments	119.46
30300	03/13/2015	STREET FUND	Office/Operating Supplies	Pioneer Research Corporation	137.00
30300	03/13/2015	GENERAL FUND	Office/Operating Supplies	Pioneer Research Corporation	137.00
30301	03/13/2015	GENERAL FUND	Communication	Pitney Bowes Inc	52.18
30301	03/13/2015	STREET FUND	Communication	Pitney Bowes Inc	27.18
30301	03/13/2015	UTILITY WATER FUND	Communication	Pitney Bowes Inc	36.97
30301	03/13/2015	UTILITY SEWER FUND	Communication	Pitney Bowes Inc	36.96
30301	03/13/2015	UTILITY GARBAGE FUND	Communication	Pitney Bowes Inc	36.96
30301	03/13/2015	GENERAL FUND	Communication	Pitney Bowes Inc	27.18
30302	03/13/2015	STREET FUND	Office/Operating Supplies	Platt	14.43
30303	03/13/2015	GENERAL FUND	Office/Operating Supplies	Quality/Business Systems	14.80
30303	03/13/2015	STREET FUND	Office Supplies	Quality/Business Systems	14.80
30303	03/13/2015	UTILITY WATER FUND	Office Supplies	Quality/Business Systems	14.80
30303	03/13/2015	UTILITY SEWER FUND	Office Supplies	Quality/Business Systems	14.80
30303	03/13/2015	UTILITY GARBAGE FUND	Office Supplies	Quality/Business Systems	14.80
30304	03/13/2015	UTILITY GARBAGE FUND	Intergovernmental - Recycle	Quality/Business Systems	14.80
30305	03/13/2015	GENERAL FUND	Professional Service - SnoCity	Republic Services	12,155.25
30306	03/13/2015	GENERAL FUND	Intergovernmental - 800 MHZ	Snohomish County Sheriff	75,147.58
30307	03/13/2015	GENERAL FUND	Intergovernmental - SNOPAC	Snohomish County Treasurer	13,751.00
30308	03/13/2015	GENERAL FUND	Organization Dues	Snopac	4,955.35
30309	03/13/2015	GENERAL FUND	Advertising and Legal Notices	Society for Human Resource Mgmt	190.00.
30310	03/13/2015	UTILITY WATER FUND	Travel and Seminars	Sound Publishing Inc	37.84
30311	03/13/2015	GENERAL FUND	Miscellaneous	Jason Strauss	180.00
30312	03/13/2015	BUILDING MAINTENANCE FUND	Repair and Maintenance	Sultan School District	5,000.00
				Thyssenkrupp Elevator Corporation	346.98

30313	03/13/2015	UTILITY GARBAGE FUND	Operating Supplies	ULINE	101.46
30314	03/13/2015	UTILITY WATER FUND	Communication	Verizon Wireless	5.60
30314	03/13/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	5.60
30314	03/13/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	5.60
30314	03/13/2015	STREET FUND	Communication	Verizon Wireless	5.60
30314	03/13/2015	GENERAL FUND	Communication	Verizon Wireless	5.60
30314	03/13/2015	GENERAL FUND	Communication	Verizon Wireless	66.55
30314	03/13/2015	UTILITY WATER FUND	Communication	Verizon Wireless	54.97
30314	03/13/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	66.55
30314	03/13/2015	GENERAL FUND	Communication	Verizon Wireless	54.97
30314	03/13/2015	UTILITY WATER FUND	Communication	Verizon Wireless	37.89
30314	03/13/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	66.55
30314	03/13/2015	UTILITY WATER FUND	Communication	Verizon Wireless	4.49
30314	03/13/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	4.49
30314	03/13/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	4.50
30314	03/13/2015	GENERAL FUND	Communication	Verizon Wireless	4.49
30314	03/13/2015	STREET FUND	Communication	Verizon Wireless	4.49
30314	03/13/2015	UTILITY WATER FUND	Communication	Verizon Wireless	10.99
30314	03/13/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	11.00
30314	03/13/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	10.99
30314	03/13/2015	GENERAL FUND	Communication	Verizon Wireless	11.00
30314	03/13/2015	STREET FUND	Communication	Verizon Wireless	10.99
30314	03/13/2015	UTILITY WATER FUND	Communication	Verizon Wireless	9.87
30314	03/13/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	9.87
30314	03/13/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	9.88
30314	03/13/2015	GENERAL FUND	Communication	Verizon Wireless	9.87
30314	03/13/2015	STREET FUND	Communication	Verizon Wireless	9.87
30314	03/13/2015	GENERAL FUND	Office/Operating Supplies	Verizon Wireless	32.94
30314	03/13/2015	UTILITY WATER FUND	Communication	Verizon Wireless	10.99
30314	03/13/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	11.00
30314	03/13/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	10.99
30314	03/13/2015	STREET FUND	Communication	Verizon Wireless	11.00
30314	03/13/2015	GENERAL FUND	Communication	Verizon Wireless	10.99
30314	03/13/2015	UTILITY WATER FUND	Communication	Verizon Wireless	11.00
30314	03/13/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	11.00
30314	03/13/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	110.90
30314	03/13/2015	GENERAL FUND	Communication	Verizon Wireless	110.90
30314	03/13/2015	STREET FUND	Communication	Verizon Wireless	110.90
30314	03/13/2015	GENERAL FUND	Communication	Verizon Wireless	110.90
30314	03/13/2015	UTILITY WATER FUND	Communication	Verizon Wireless	110.90
30314	03/13/2015	UTILITY SEWER FUND	Communication	Verizon Wireless	110.90
30314	03/13/2015	UTILITY GARBAGE FUND	Communication	Verizon Wireless	110.90
30314	03/13/2015	STREET FUND	Communication	Verizon Wireless	110.90
30314	03/13/2015	GENERAL FUND	Communication	Verizon Wireless	110.90
30315	03/13/2015	GENERAL FUND	Travel and Seminars	WA Association of Permit Technicians	175.00
30316	03/13/2015	TIMBER RIDGE SETTLEMENT FUND	Professional - Legal	WH Pacific	13,798.65
30317	03/13/2015	STREET IMPROVEMENT FUND	Sultan River Bridge Project	WH Pacific	13,541.38
30318	03/13/2015	GENERAL FUND	Professional Services	White Lightning Janitorial	480.00

30318	03/13/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	120.00
30318	03/13/2015	UTILITY WATER FUND	Professional Service - General	White Lightning Janitorial	20.00
30318	03/13/2015	UTILITY SEWER FUND	Professional Service	White Lightning Janitorial	20.00
30318	03/13/2015	UTILITY GARBAGE FUND	Professional	White Lightning Janitorial	20.00
				TOTAL	<u>155,945.86</u>

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A - 1
DATE: March 12, 2015
SUBJECT: Alder Avenue Reconstruction – Final Acceptance
CONTACT PERSON: Mick Matheson, P.E., Public Works Director 

ISSUE:

The issue before the City Council is final acceptance of the Alder Avenue Reconstruction project completed by SRV Construction, Inc.

STAFF RECOMMENDATION:

Staff recommends accepting the Alder Avenue Reconstruction project completed by SRV Construction, Inc.

SUMMARY:

The council awarded the base bid and authorized the Mayor to sign a contract with SRV Construction, Inc. not to exceed \$913,400 (which included a five percent contingency) to construct the Alder Avenue Reconstruction project on May 22, 2014. SRV Construction's contract was for \$869,933.73.

There were three change orders associated with a modification to the contract format for zero dollars.

Change Order Number 1 added a Federal Heavy Wage Rate Decision WA140100 to the work included in Schedule B of the contract due to CDBG funding requirements. There were no additional costs associated with this change order.

Change Order Number 2 included five work items with a net increase of \$888.00:

- Item 1 - Perform additional potholing to locate water services
- Item 2 - Repair un-located water service to house #507
- Item 3 - Install water service for #205 Bowden Lane
- Item 4 - Switch out tees at Bowden Lane and Porter Lane
- Item 5 - Delete CDF and Removal of Unsuitable Material (Trench)

Change Order Number 3 included sixteen work items with a net increase of \$24,402.00:

- Item 1 - Storm Revisions at Station 10+10 and Station 11+45
- Item 2 - Add CB No. 8 at Station 20+05
- Item 3 - Replace Storm casting at Station 22+26 right
- Item 4 - Remove and replace sidewalk Station 11+20 right to Station 11+55 right
- Item 5 - Remove and replace curb/gutter for driveway at Station 15+00 right
- Item 6 - Walkway transition at #701 Alder, Station 18+00 right
- Item 7 - Remove and replace curb/gutter Station 14+07 to Station 15+19 left
- Item 8 - Add 2 new concrete inlets at Alder/Porter, Station 20+38 left and Station 20+52 left
- Item 9 - Standby time for water main shutdown
- Item 10 - Install plug to side sewer at #501 Alder
- Item 11 - Pothole and locate side sewer at #501 Alder
- Item 12 - Reform curb ramp at NW corner of 6th & Alder
- Item 13 - Dispose of concrete for items 4, 5, 6 and 7
- Item 14 - Replace sidewalk in front of #608 Alder
- Item 15 - Credit to City for substitution of plastic water meter boxes
- Item 16 - Credit to City for deleting MH testing.

FISCAL IMPACT:

Although there was a net increase to the contract due to the change orders, the overall project came in \$6,106.11 under budget primarily due to bid quantities being less than anticipated.

	Bid Amount	Final Cost	Net
Schedule A (Road & Storm Drainage)	\$449,563.50	\$445,230.62	-\$4,332.88
Schedule B (Water & Sewer)	\$389,239.23	\$386,729.00	-\$2,510.23
Schedule C (Sidewalk from 7th to 8th)	\$31,131.00	\$31,868.00	\$737.00
Total	\$869,933.73	\$863,827.72	-\$6106.11

RECOMMENDED ACTION:

A motion to accept the Alder Avenue Reconstruction project as completed by SRV Construction, Inc.

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A - 2

DATE: March 12, 2015

SUBJECT: Energy Services Proposal - Wastewater Treatment Plant

CONTACT PERSON: Mick Matheson, P.E., Public Works Director 

ISSUE:

The issue before the City Council is acceptance of Trane's Energy Service Proposal for process and efficiency improvements at the City's wastewater treatment plant (WWTP), and to authorize the Washington State Department of Enterprise Services (DES) to generate contract documents for the City and Trane's signature for Energy Conservation Measures 2, 3 and 4.

STAFF RECOMMENDATION:

Staff recommends that the City Council accept Trane's Energy Service Proposal for process and efficiency improvements at the City's WWTP.

SUMMARY:

The council selected Trane to complete an Investment Grade Audit (IGA) of the City's wastewater treatment plant through the State's Energy Savings Performance Contracting (ESPC) program. The ESPC program is administered by the Department of Enterprise Services (DES). The scope of work and costs outlined in the Energy Services Proposal (Attachment A) reflect Trane's work to date and present a guaranteed maximum cost (GMAX) and guaranteed minimum energy savings per the State ESPC contract.

Trane has identified a \$273,754 combination of initiatives that via the State of Washington's Energy Services Contract, will generate the following benefits for the City:

- Calculated utility cost reductions totaling \$7,775 based on 92,381 kWh saved annually
- Qualify for energy conservation incentives from Snohomish County PUD estimated at \$16,118
- Receive \$196,584 from the Department of Commerce energy efficiency grant program
- Avoid planned capital replacement costs totaling \$84,335 over the next six years
- Extend the life of critical systems and equipment within the WWTP

Trane has completed an Investment Grade Audit of the existing wastewater treatment plant. Through this IGA, Trane has presented a project solution that maximizes grant and utility incentive dollars, improves system operation, addresses capital improvement needs and maximizes energy efficiency.

Trane's detailed IGA has confirmed that the best solution for meeting all of these objectives is by implementing the following Energy Conservation Measures:

- ECM 2. Oxidation Ditch - Control Aerators to Dissolved Oxygen Setpoint
- ECM 3. Operations Building Heat Pump Replacement
- ECM 4. Wastewater Treatment Plant Exterior Lighting

The guaranteed Maximum Project Cost of \$233,844 which includes project contingency and measurement and verification cost, and excludes the cost of DES fees and taxes. The guaranteed Maximum Project Cost with guaranteed energy savings of 84,091 KWh/year will result in a 15 year life cycle cost benefit in excess of \$170,641.

Note that ECM 1 (installing a second mixer at the WWTP) was analyzed but did not meet the criteria for the Energy Efficiency Grant. Because the City received a grant, it is necessary to generate contracts for only the ECM's that qualified for the Energy Efficiency grant. Because ECM 1 was part of the initial study that led to the grant application, it is acceptable to add this measure into the project via change order once the rest of the project is under contract without putting the grant at risk or delaying the project.

The following steps are next:

- DES to generate contract documents for City and Trane signature for ECMs 2-4
- DES to issue a Notice to Proceed upon contract execution for ECMs 2-4
- Trane will issue a change order for purchase and installation of the mixer (ECM 1). The change order will be routed first to DES, then to the City for approval.
- Once the change order is approved, the mixer can be purchased and installed. This process will not delay the project.

FISCAL IMPACT:

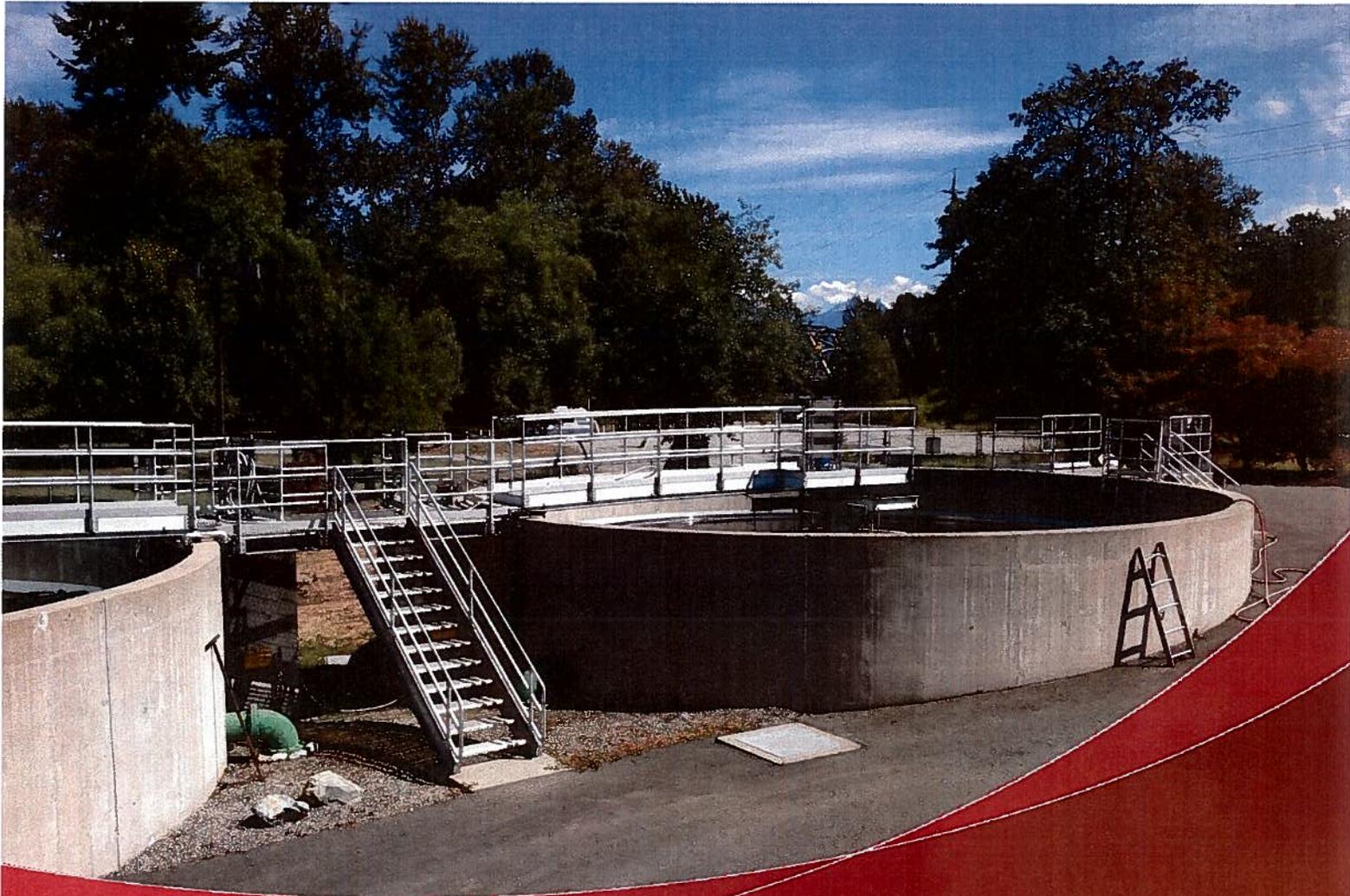
The total project (ECM 2-4) cost including DES Fees and tax is \$273,754. The City has received a grant from Department of Commerce in the amount of \$196,584 that required a City match commitment of \$82,000 which was included in the 2015 Capital Budget. Estimated Utility incentives from Snohomish County PUD are \$16,118. The City's net project cost is therefore \$61,053.

Note that ECM 1 (installing a second mixer at the WWTP) is proposed to be included as part of this work effort through a change order after the contract with DES is signed. The project cost for ECM 1 is estimated to be between \$90,000 and \$98,000. This project was identified in the 2015 Capital Budget with a projected expenditure of \$100,000.

RECOMMENDED ACTION:

A motion to accept Trane's Energy Service Proposal for process and efficiency improvements at the City's WWTP, and to authorize the Washington State DES to generate contract documents for the City and Trane's signature for Energy Conservation Measures 2, 3, and 4.

ATTACHMENT A - Energy Services Proposal for Sultan Wastewater Treatment Plant



Energy Services Proposal Sultan Wastewater Treatment Plant

March 5, 2015

Trane
2333 158th Court NE
Bellevue, WA 98008

Office: (425) 643-4310
Website: www.trane.com

c/o Department of Enterprise Services
1500 Jefferson Street SE
PO Box 41012
Olympia, WA 98504-1012

Website: www.des.wa.gov





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5. INVESTMENT GRADE AUDIT (IGA) APPENDIX

1. EXECUTIVE SUMMARY

1.1 PROJECT OVERVIEW

Trane is pleased to provide the following Energy Services Proposal (ESP) for process and efficiency improvements at the City's wastewater treatment plant, located in Sultan, Washington.

The City of Sultan selected Trane US Inc. to complete an Investment Grade Audit (IGA) of their wastewater treatment plant through the State's Energy Savings Performance Contracting (ESPC) program. The ESPC program is administered by the Department of Enterprise Services (DES). The scope and costs herein reflect Trane's work to date and are proposed as the guaranteed maximum (GMAX) project cost and guaranteed minimum energy savings per the State ESPC contract.

Trane has identified a \$273,754 combination of initiatives that, via the State of Washington's Energy Services Contract, will generate the following benefits for the City of Sultan:

- Calculated utility cost reductions totaling \$7,775 based on 92,381 kWh saved annually
- Guaranteed energy savings of 84,091 kWh annually (details in Section 4)
- Qualify for energy conservation incentives from Snohomish PUD (SnoPUD) estimated at \$16,118
- Receive \$196,584 from the Department of Commerce energy efficiency grant program
- Avoid planned capital replacement costs totaling \$84,335 over the next 6 years
- Extend the life of critical systems and equipment within the WWTP

The key objectives the City indicated they wanted to achieve with this project are:

- Avoid capital costs the City will incur should existing equipment remain in service and maximize system life and reliability
- Reduce energy costs by using more efficient equipment and improving processes
- Specified equipment maximizes operational efficiencies and requires less routine maintenance
- Added controls infrastructure benefits plant operators
- Improved exterior lighting quality and safety
- Receive Department of Commerce grant funding
- Maximize energy conservation incentives from Snohomish PUD (SnoPUD)

Trane has completed an Investment Grade Audit of the existing wastewater treatment plant. Through this IGA, Trane has presented the City of Sultan with a project solution that maximizes grant and utility incentive dollars, improves system operation, addresses capital improvement needs and maximizes energy efficiency.

Trane's detailed IGA has confirmed that the best solution for meeting all of these objectives is by implementing the following Energy Conservation Measures (ECM):

- ECM 2. OXIDATION DITCH – CONTROL AERATORS TO DO SETPOINT
- ECM 3. OPERATIONS BUILDING HEAT PUMP REPLACEMENT
- ECM 4. WASTEWATER TREATMENT PLANT EXTERIOR LIGHTING

The guaranteed Maximum Project Cost of \$233,844 which includes project contingency and measurement and verification (M&V) costs as per Table 2.1, Budget Summary, and excludes the cost of DES fees and taxes. The guaranteed Maximum Project Cost with guaranteed energy savings of 84,091 kWh/year will result in a 15 year life cycle cost benefit in excess of \$170,641.

This project includes upgrades and renovation to various processes and systems within the wastewater treatment plant as outlined in Section 1.2. Several ECMs were studied during the course of the IGA but were not approved by the City for implementation at this time. Please refer to Section 5.3 of this ESP for further detail.

1.2 SELECTED ENERGY CONSERVATION MEASURES (ECM) SUMMARY

ECM 2. OXIDATION DITCH – CONTROL AERATORS TO DO SETPOINT

Install (1) Hach dissolved oxygen (DO) sensor in the oxidation ditch and integrate into the wastewater treatment plant's SCADA system. The intent of this measure is to provide a sensor to monitor and provide operators with accurate DO levels in the oxidation ditches and to automate the mixer and aerators according to the demands of the biological process. This measure will enhance present and future operations and maximize energy efficiency while providing aeration and mixing in the oxidation ditches.

ECM 3. OPERATIONS BUILDING HEAT PUMP REPLACEMENT

Replace (1) existing heat pump with (1) new efficient heat pump. This measure will replace aging equipment with a more efficient unit that is correctly sized for present and future operations and will maximize energy efficiency.

ECM 4. WASTEWATER TREATMENT PLANT EXTERIOR LIGHTING

Replace (23) existing yard lights and wall packs with new LED fixtures. Also, retrofit (5) existing fluorescent lighting fixtures with new T-8 lamps and electronic ballasts. This measure will improve exterior lighting quality and safety while maximizing energy efficiency.

1.3 CONCLUSION

Trane appreciates the opportunity to present this ESP. The measures described in this proposal demonstrate that the City is actively working towards leveraging resources and revenue streams to optimize operation and minimize energy and operational costs. Trane looks forward to working with the City of Sultan and the Department of Enterprise Services on the implementation of this project.

2. FINANCIAL ANALYSIS

Trane completed an Investment Grade Audit (IGA) of the wastewater plant at the City of Sultan. This IGA was used to develop the costs for the proposed ECMs. Tables 2.1, Budget Summary, represent open book financials of the wastewater treatment plant. Table 2.2, Financial Proforma, demonstrates the Cash-flow Analysis of the project and incorporates annual energy savings, maintenance savings, and capital cost avoidance.

2.1 MAXIMUM PROJECT ALLOWABLE COST

Trane guarantees that the Maximum Project Cost will not exceed \$233,844. Sales tax, Department of Enterprise Services fees, Department of Commerce grant funds and utility incentives are not guaranteed nor are they incorporated in the Maximum Project Cost. Total Project Cost of \$273,754 is inclusive of sales tax and Department of Enterprise Services fees. Refer to Table 2.1, Budget Summary, in this section of the ESP for further details.

2.2 ITEMS INCLUDED IN MAXIMUM PROJECT COST

Maximum Project Costs include the following:

1. Investment Grade Audit
2. Engineering
3. Construction Management
4. Installation of Project Equipment include the following costs:
 - a. All costs paid by Trane for the installation of the Project equipment. This includes costs paid to subcontractors or directly to Trane personnel, when related to installation or system verification of Project equipment. Site Supervision shall include all hours:
 - i. when the project superintendent/site supervisor is on site, or coordinating the work when offsite
 - ii. when the project manager is on site or coordinating the work when offsite
 - iii. when the safety manager is conducting safety audits, developing the safety plan, or providing supervision on site

- b. The portion of reasonable travel, lodging, and meals expenses of Trane or of its officers or employees incurred while traveling in discharge of duties connected with the Work.
- c. Cost of all equipment, materials, supplies and equipment incorporated in the Work, including costs of transportation thereof.
- d. Cost or rental charges, including transportation and maintenance, of all materials, supplies, equipment, temporary facilities and hand tools not owned by the workers, which are consumed in the performance of the Work, and cost less salvage value on such items used but not consumed which remain the property of Trane.
- e. Cost of premiums for all bonds and insurance, which Trane is required to purchase and maintain.
- f. Permit fees, royalties, and deposits lost for causes other than Trane's negligence.
- g. Sales, use, or similar taxes related to the Work and for which Trane is required to purchase and maintain.
- h. Losses and expenses not compensated by insurance or otherwise, sustained by Trane in connection with the work, provided they have resulted from causes other than the fault or neglect of Trane. Such losses shall include settlements made with the written consent and approval of the Owner. If, however, such loss requires reconstruction and Trane is placed in charge thereof, Trane shall be compensated for such services.
- i. Minor expenses such as copies, long distance telephone calls, telephone service at the site, express mail services, and similar petty cash items.
- j. Demolition cost and cost of removal of all debris unless specifically excluded in the Scope of Work.
- k. Other costs incurred in the performance of the Work if and to the extent approved in advance in writing by the Owner.
- l. Contingency and Allowances as defined in Sections 2.3 and 2.4 of this ESP
- m. Cost of equipment startup, training, system verification, commissioning and balancing performed by Trane.
- n. Construction Bonds and Liability Insurance.
- o. Trane fee. This includes Trane's remuneration for compensation of personnel, expenses, risks related to the project, overhead and profit. This is a fixed fee.
- p. Metering equipment costs for any permanent metering or monitoring equipment left on site.
- q. Trane shall provide a Schedule of Values at the end of construction bidding. The schedule of values will include all costs related to the installation of equipment, with the exclusion of fixed fee items.

2.3 PROJECT CONTINGENCY

A project contingency as identified in Table 2.1, Budget Summary, has been established for this project. Trane can expend the contingency after a change order has been approved by the Owner and DES for items necessary to complete the original scope of this project. The intent of the contingency is for "unforeseen conditions" beyond what was originally estimated. Any construction period financing costs shall also be paid from this fund.

Trane shall be allowed to mark-up contingency funds expended for this project in accordance with the mark-ups in Table 2.1. Trane, the DES and the Owner will jointly manage any contingency left after the project scope is completed. All unused construction contingency funds shall reduce the overall project cost to the Owner. However, the owner may also elect to use these funds for additional scope not included in the initial proposal.

2.4 ALLOWANCES

As agreed by the Owner and DES, Trane may set aside allowances that will be identified in Table 2.1, Budget Summary, for specific areas of work that are a potential cost impact but cannot be determined during the IGA. Should the agreed upon allowance not be adequate, the Owner and DES will be advised, and Trane will be compensated for any additional costs via Change Order to the Contract. If actual costs for scope identified as allowance are less than the allowance amount in Table 2.1, the difference will be allocated to Project Contingency. In extreme situations, Trane may request additional funds to cover cost overruns that could not have been foreseen by either party.

No allowance value has been identified for this project.

2.5 ON-GOING SERVICES

One year of Measurement and Verification (M&V) is included for this project as defined in Section 4.5 of this ESP. No other on-going services have been proposed.

2.6 RECONCILIATION OF LABOR & MATERIAL COSTS

The maximum project allowable cost is based on firm negotiated bids or estimated Labor & Material costs developed by Trane. In recognition that actual Labor & Material costs may vary from the estimate, the following procedures are established to reconcile this difference:

1. If actual total Labor & Material costs exceed the estimated Labor & Material costs the additional expense will be borne by Trane without affecting the Owner's payment.
2. If actual total Labor & Material costs are less than the estimated Labor & Material costs, the remaining funds will be retained by the Owner.

2.7 ENERGY SERVICES COMPANY (ESCO) COMPENSATION

PAYMENT TERMS

Owner shall pay Trane or cause Trane to be paid for the Services as follows:

1. Initial Payment - Upon receipt of notice to proceed and an executed contract, Trane will invoice for the following:
 - a. Investment Grade Audit fee
 - b. Other fees as appropriate including a portion of design, construction management and bonding
2. Monthly Progress Billing
 - a. All materials and equipment delivered to the Premises (or, as applicable, to an off-site storage facility)
 - b. All installation, labor and services performed, less project retention (if applicable)
3. Final Payment - Project Retention

DES will review all invoices, and forward them to the Owner. Owner shall pay all amounts due upon receipt of the invoice and any invoice not paid within thirty (30) calendar days of its date shall be past due.

FINANCE CHARGES ON UNPAID BALANCES

All amounts outstanding thirty (30) calendar days beyond the due date shall bear interest payable to Trane at the maximum allowable legal rate, retroactive to the due date. Owner shall pay all costs (including attorneys' fees) incurred by Trane in attempting to collect amounts due from the Owner. Finance charges will be paid out of Project Contingency.

SUBSTANTIAL AND FINAL COMPLETION

Retention will be released within 45 days after receipt of all lien releases, L&I, Revenue and Employment Security certificates and releases by Owner.

When Trane considers that the Services, or a portion thereof, are substantially complete, Trane will submit to Owner a proposed "punch list" listing items of the Services to be completed prior to final completion. Owner and Trane shall inspect the Services (or portion thereof) to determine if the same is substantially complete.

Substantial Completion is defined as the stage in the progress of the Services (or designated portion thereof) when the Owner is receiving beneficial use of Equipment/Services.

Owner and Trane shall add to the punch list any item of work that has not been completed. When the Services (or designated portion thereof) are substantially complete, Owner, DES, and Trane shall execute a Certificate of Substantial Completion, setting forth the date of Substantial Completion and shall state the date by which Trane shall complete the items of work included on the punch list.

2.8 TERMS OF AGREEMENT

The contract shall be effective and binding upon the parties immediately upon its execution and the period from contract execution until the Commencement Date shall be known as the "Interim Period." All energy savings achieved during the interim period will be fully credited to Owner, and may not be used to offset any loss of energy savings during the Guarantee Period.

TABLE 2.1 - BUDGET SUMMARY

CITY OF SULTAN - WASTEWATER TREATMENT PLANT			
A. CONSTRUCTION COSTS			COSTS
ECM-2	Oxidation Ditch - Control Aerators to DO Setpoint		\$ 42,877
ECM-3	Operations Building Heat Pump Replacement		\$ 20,387
ECM-4	Wastewater Plant Exterior Lighting		\$ 21,071
	Safety/Site Conditions/Travel		\$ 525
	Site Supervision		\$ 23,490
Subtotal Labor and Materials Cost			\$ 108,350
	Construction Bond	1.2%	\$ 1,018
TOTAL CONSTRUCTION COST			\$ 109,368
B. ESCO FEES			
	IGA		\$ 52,709
	Design Fee		\$ 24,968
	Construction Management (= 6% of Labor & Mat'l)	6.0%	\$ 6,501
	Overhead and Profit (= 18% of Labor & Mat'l)	18.0%	\$ 19,503
TOTAL ESCO FEES			\$ 103,681
C. OTHER COSTS			
	Project Contingency (Owner)	5.0%	\$ 10,602
	ESCO M&V Costs (Year 1)	Lump	\$ 10,193
TOTAL OTHER COSTS			\$ 20,795
D. TOTAL GUARANTEED CONSTRUCTION & ESCO SERVICES			\$ 233,844
E. NON-GUARANTEED COSTS			
	DES Fee		\$ 19,800
	Tax	8.6%	\$ 20,111
TOTAL NON GUARANTEED COSTS			\$ 39,911
F. TOTAL PROJECT COST			\$ 273,754
	DOC Grant, Other Funding		\$ 196,584.00
	Estimated Utility Incentives		\$ 16,118
	Net Project Cost		\$ 61,053

TABLE 2.2 - FINANCIAL PROFORMA

ASSUMPTIONS

Project Related Capital Costs	\$ 273,754	Annual Baseline Electric Use*	472,640 kWh
Estimated Utility Incentives	\$ 16,118	Annual Baseline Gas Use*	Therms
Estimated Commence Funding	\$ 196,584	Annual Baseline Electric Cost*	\$ 35,571
Project Related Capital Costs After Rebates	\$ 61,053	Annual Baseline Gas Cost*	\$ -
Loan	no	Projected Electric Savings	92,381 kWh
Customer Down Payment / Contribution	\$ -	Projected Gas Savings	Therms
Financed Interest Rate	N/A	Projected Energy Savings	\$ 7,775
Loan Term (Years)	N/A	Cash Flow Positive	4 Years
Hurdle Rate	N/A		
Utility Escalation Rate	3.0%		

SULTAN WWTP STATUS QUO

Year	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
OPERATING COSTS																	
Annual Utility Cost	\$ -	\$ 35,571	\$ 36,638	\$ 37,737	\$ 38,869	\$ 40,035	\$ 41,236	\$ 42,473	\$ 43,748	\$ 45,060	\$ 46,412	\$ 47,804	\$ 49,238	\$ 50,715	\$ 52,237	\$ 53,804	
PROJECT RELATED COSTS																	
DEBT Service/Capital Costs																	
CAPITAL COST AVOIDANCE																	
Oxidation Ditch - Irritail Second Mixer Control/Aerators to DO Setpoint				\$ 42,877													
Replace Heat Pump			\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	\$ 4,214	
Replace Exterior Lighting																	
OPERATIONAL SAVINGS																	
Heat Pump O&M			\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	
Wastewater Plant Exterior Lighting			\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	
Annual Cash flow	\$ -	\$ 46,285	\$ 41,352	\$ 42,451	\$ 43,548	\$ 44,749	\$ 45,949	\$ 47,148	\$ 48,347	\$ 49,546	\$ 50,745	\$ 51,944	\$ 53,143	\$ 54,342	\$ 55,541	\$ 56,740	
Cumulative Cash flow	\$ -	\$ 46,285	\$ 87,637	\$ 129,088	\$ 170,539	\$ 211,990	\$ 253,441	\$ 294,892	\$ 336,343	\$ 377,794	\$ 419,245	\$ 460,696	\$ 502,147	\$ 543,598	\$ 585,049	\$ 626,500	\$ 667,951

TRANE PERFORMANCE CONTRACT

Year	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
OPERATING COSTS																
Annual Utility Cost	\$ -	\$ 27,796	\$ 28,650	\$ 29,488	\$ 30,373	\$ 31,284	\$ 32,223	\$ 33,189	\$ 34,185	\$ 35,211	\$ 36,267	\$ 37,355	\$ 38,476	\$ 39,630	\$ 40,819	\$ 42,043
PROJECT RELATED COSTS																
Capital Costs	\$ 61,053	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
REPAIR/REPLACE/MAINTAIN COSTS																
Annual Cash Flow	\$ 61,053	\$ 27,796	\$ 28,650	\$ 29,488	\$ 30,373	\$ 31,284	\$ 32,223	\$ 33,189	\$ 34,185	\$ 35,211	\$ 36,267	\$ 37,355	\$ 38,476	\$ 39,630	\$ 40,819	\$ 42,043
Cumulative Cash flow	\$ 61,053	\$ 88,848	\$ 117,478	\$ 146,966	\$ 177,339	\$ 208,624	\$ 240,846	\$ 274,036	\$ 308,221	\$ 343,432	\$ 379,669	\$ 417,054	\$ 455,550	\$ 495,160	\$ 535,979	\$ 578,022
Annual Savings	\$ (61,053)	\$ 12,489	\$ 12,723	\$ 12,983	\$ 13,269	\$ 13,581	\$ 13,920	\$ 14,288	\$ 14,686	\$ 15,115	\$ 15,575	\$ 16,067	\$ 16,591	\$ 17,148	\$ 17,738	\$ 18,363
Cumulative Savings	\$ (61,053)	\$ (48,563)	\$ (35,841)	\$ (22,878)	\$ (9,567)	\$ 3,209	\$ 16,474	\$ 32,699	\$ 49,099	\$ 65,684	\$ 82,479	\$ 99,484	\$ 116,799	\$ 134,434	\$ 152,389	\$ 170,664
IRR	29.1%															
NPV	NA															
Cumulative Savings (15 years)	\$170,641															

NOTE: Rates And Term Are Subject To Change Depending On Current Financial Markets

3. SCOPE OF WORK

TRANE identified opportunities to improve the treatment process and increase energy efficiency at the City of Sultan Wastewater Treatment Plant during the course of the IGA. City staff and the DES have been heavily included throughout the IGA and the resulting scope of work reflects short and long term goals of the City.

3.1 ENERGY CONSERVATION MEASURES NARRATIVE

The proposed Energy Savings Performance Contract consists of the following Energy Conservation Measures, which were prioritized based upon the results of the Investment Grade Audit and agreed upon by the Owner. Further detail on the scope of work is in Section 3.4 of this Energy Services Proposal.

ECM-2. OXIDATION DITCH – CONTROL AERATORS TO DO SETPOINT

Install (1) Hach dissolved oxygen (DO) sensor in the oxidation ditch and integrate into the wastewater treatment plant's SCADA system. The intent of this measure is to provide a sensor to monitor and provide operators with accurate DO levels in the oxidation ditches and to automate the mixer and aerators according to the demands of the biological process. This measure will enhance present and future operations and maximize energy efficiency while providing aeration and mixing in the oxidation ditches.

ECM 3. OPERATIONS BUILDING HEAT PUMP REPLACEMENT

Replace (1) existing heat pump with (1) new efficient heat pump. This measure will replace aging equipment with a more efficient unit that is correctly sized for present and future operations and will maximize energy efficiency.

ECM 4. WASTEWATER TREATMENT PLANT EXTERIOR LIGHTING

Replace (23) existing yard lights and wall packs with new LED fixtures. Also, retrofit (5) existing fluorescent lighting fixtures with new T-8 lamps and electronic ballasts. This measure will improve exterior lighting quality and safety while maximizing energy efficiency.

3.2 ESCO SERVICES

Trane will provide the following services related to this project:

1. ENERGY AUDIT

The energy audit portion of this project is complete and can be found in Section 5, Investment Grade Audit Appendices.

2. DESIGN SERVICES

Trane will provide a design services as needed to construct the project and obtain permitting, Owner review, approval of the proposed system, and to obtain competitive bids as appropriate for the project. In addition, Trane will also provide construction support services, start-up, testing, as-built drawings of systems installed, and provide relevant operations and maintenance manuals.

3. CONSTRUCTION

Provide, or cause to be provided, all material, labor, and equipment, including permits, fees, bonds, and insurance, required for the complete and working installation of equipment.

- a. Trane will provide a site superintendent who will be responsible for the onsite supervision and coordination of trades and subcontractors. This individual's responsibilities will also include regular work observations, quality control, site security, enforcement of the site-specific safety plan, as well as coordinating any impact upon wastewater process or occupancy schedules of City buildings with the Owner.
- b. Trane will provide site safety plan prepared and audited on site by our District Safety Manager in addition to the site superintendent.
- c. Trane may perform portions of the construction work with the approval of the owner or may subcontract portions to qualified firms. In either case, Trane will share information regarding actual costs of the work with the Owner.
- d. When Trane has completed the installation of the equipment, including start-up, operations verification, and training in accordance with the proposal, DES and Trane will provide the Owner a "Notice of Commencement of Energy Savings."

- e. At the conclusion of the project, DES and Trane will submit a "Notice of Substantial Completion" to the Owner.
4. CONSTRUCTION MANAGEMENT
Trane will provide a construction manager who will provide contract administration services for the project. The Owner is expected to coordinate day-to-day communications with tenants and any scheduling of tenant relocations in and around occupied areas.
5. OPERATION TRAINING
Trane will provide training of building staff during construction and project closeout.
6. MEASUREMENT AND VERIFICATION (M&V)
Trane will provide measurement and verification to ensure that predicted savings are achieved throughout the term of the agreement. Additional on-going services shall be under separate agreement. Specific measurement and verification tasks associated with this project can be found in Section 4 of this ESP.
7. SYSTEM COMMISSIONING
Refer to the Detailed Scope of Work in this section of the ESP for system commissioning requirements.
8. EQUIPMENT MAINTENANCE
Trane will provide no equipment maintenance or repairs after the warranty period. Following the completion of the installation and acceptance by the Owner of the equipment, the Owner shall provide all necessary service, repairs, and adjustments to the equipment so that the equipment will perform in the manner and to the extent set forth in the proposal. Trane shall have no obligation to service or maintain the equipment after the warranty period.
9. WARRANTY
Trane will warrant equipment for one year following Notice of Substantial Completion. Specific information regarding equipment warranty will be passed on to the Owner.
10. HAZARDOUS WASTE
As hazardous materials have not been identified during the IGA, these costs are not included in the guaranteed maximum cost. The Owner agrees and acknowledges that it has not relied on or employed Trane to analyze or identify the presence of any hazardous substance on the Owner's premises. The cost of hazardous materials abatement and disposal is not included in this proposal.

3.3 PROJECT SCHEDULE

Trane will develop a final Project Schedule once a notice to proceed has been received from the Department of Enterprise Services. Substantial completion is estimated within 270 calendar days after receipt of the notice to proceed.

3.4 DETAILED SCOPE OF WORK

Refer to the following 'Detailed Scope of Work' narrative located in this section of the ESP as well as the preliminary design drawings located in Section 5.7 of this ESP for further detail.

DETAILED SCOPE OF WORK

ECM-2. OXIDATION DITCH – CONTROL AERATORS DO SETPOINT

Install (1) Hach LDO Probe in the oxidation ditch and integrate into the wastewater treatment plant's SCADA system. The intent of this measure is to provide and install a second DO sensor to monitor DO levels in the oxidation ditch and provide PLC programming to automatically control aerator speed in order to maintain a constant DO level. Additionally, programming changes will allow operators to set two anoxic cycles per day instead of one cycle per current operation. This measure will enhance present and future operations and maximize energy and process efficiency.

1. ELECTRICAL

- a. Provide and install new power conduit from Operations Building electrical room south wall.
- b. Provide 120 VAC power for the new Hach LDO Probe from existing control panel.
- c. Refer to the preliminary design documents located in Section 5.7 of this ESP for further detail.

2. CONTROLS AND INTEGRATION

- a. Provide and install one new Hach LDO Probe and mount to handrail on the walkway along the south side of the operations building.
- b. Provide and install DO transmitter in electrical room adjacent to the control panel.
- c. Provide all required wiring for integration of DO Probe into SCADA system.
- d. Provide PLC programming to automatically control aerator speed in order to maintain a constant DO level.
- e. Provide PLC programming to allow for two anoxic cycles per day as specified in the design memo located in Section 5.7 of this ESP.
- f. Refer to the preliminary design documents located in Section 5.7 of this ESP for further detail.

ECM-3. OPERATIONS BUILDING HEAT PUMP REPLACEMENT

Replace (1) existing heat pump with (1) new efficient heat pump. This measure will replace aging equipment with a more efficient unit that is correctly sized for present and future operations and will maximize energy efficiency.

1. MECHANICAL

- a. Demo existing outdoor condensing unit, indoor fan coil unit, backup electric heater, spa plenum box, economizer mixing box, OSA and RA motorized dampers, t-stat and control wiring (located in laboratory), refrigerant piping and condensate drainage piping.
- b. Provide new outdoor condensing unit as identified in the preliminary design drawings located in Section 5.7 of this ESP.
- c. Provide new indoor fan coil unit as identified in the preliminary design drawings located in Section 5.7 of this ESP.
- d. Provide new supply plenum to connect to existing supply air ductwork.
- e. Provide new economizer mixing box with OSA and RA motorized dampers and controls. Reuse existing OSA louver and plenum. Reuse existing RA plenum connection to motorized damper. Insulate in accordance with Washington State Energy Code.
- f. Provide new R-410A refrigerant piping between indoor fan coil unit and outdoor condensing unit. Match existing routing. Size per manufacturer recommendations. Provide flexible elastomeric pipe insulation: multiple layers of insulation 1" or smaller to equal total thickness of 1-1/2"
- g. Provide new PVC condensate drainage piping and drain to existing termination location. Size per manufacturers recommendation.
- h. Provide new 7-day programmable t-stat and control wiring and locate in existing laboratory in existing location. Match existing control sequence and provide 100% economizer operation capability. Provide necessary sensors as required.
- i. Balancing per the Washington State Energy Code.

2. ELECTRICAL

- a. Disconnect existing outdoor heat pump circuit. (Source is MCC-N, space 11B).
- b. Disconnect existing indoor fan coil unit backup heater circuit. (Source is panel OPN, circuit 1,3,5)
- c. Disconnect existing indoor fan coil unit circuit. (Source is panel OPS, circuit 25, 27)
- d. Provide new 30A-3P/(3) 15AF, NEMA 3R fused disconnect switch for new CU-01.
- e. Reconnect existing branch circuit wiring to new fused disconnect switch. Provide new wire from new fused disconnect switch to new CU-01. Provide all final connections.
- f. Provide new branch circuit wiring (3-6 AWG + 1-8AWG CU G> in existing 1"C from panel OPN-1,3,5 to new FCU-01 electric heater. Provide all final connections.

ECM-4. WASTEWATER TREATMENT PLANT EXTERIOR LIGHTING

Replace (23) existing yard lights and wall packs with new LED fixtures. Also, retrofit (5) existing fluorescent lighting fixtures with new T-8 lamps and electronic ballasts. This measure will improve exterior lighting quality and safety while maximizing energy efficiency.

1. LIGHTING

a. Exterior HID Lighting

- i. Remove and dispose of all HID lamps and ballasts identified in the lighting audit in Section 5.8 of this ESP. All materials will be recycled and/or disposed of in accordance with EPA and State regulations.
- ii. Provide all labor and materials required to install new LED yard light fixtures on existing poles and new LED wall packs in locations of existing wall packs.
- iii. Refer to the lighting audit located in Section 5.8 of this ESP for further detail.

b. Exterior Fluorescent Lighting

- i. Remove and dispose of all fluorescent lamps and ballasts identified in the lighting audit in Section 5.8 of this ESP. All materials will be recycled and/or disposed of in accordance with EPA and State regulations.
- ii. Provide all labor and materials required to retrofit existing lighting fixtures with new T8 lamps and electronic ballasts.
- iii. Wipe down and clean out all (5) fluorescent fixtures included in this scope of work.
- iv. Refer to the lighting audit located in Section 5.8 of this ESP for further detail.

CLARIFICATIONS/EXCLUSIONS

1. If there are any discrepancies between the scope of work narrative in this Section of the ESP and the preliminary design documents and preliminary design memo located in Sections 5.7 and 5.8 of this ESP, the preliminary design drawings and preliminary design documents will prevail.
2. Unless as a direct result of work performed by Trane, Trane will not be held liable for any damage, liability, fine, penalty, fee or costs associated with, related to, or arising from the treatment and discharge of sewage or sewage-containing materials, or the disposal of sewage or sewage-containing materials including, but not limited to, any liability for the release, spilling discharge or improper disposal of sewage or sewage-containing materials.
3. Replacement of any equipment or system except those components specified above is not included. It is assumed that existing equipment to remain is functioning per City staff, latest record drawings and manufacturer specs.
4. This proposal is based on completing the work during normal working hours and does not include shift differential.
5. This proposal is based on performing the work in accordance with the enclosed construction duration of 270 days and will require some service outages. During the course of the required outages Trane will work with the City to maintain a healthy and safe environment. Due to the nature of the working environment and variability in daily flow, Trane makes no guarantees for events out of our control.
6. This proposal is based on preparations to purchase, receive, handle, and stage material on site as well as to place construction debris in a dumpster located on site by Trane if required.
7. This proposal does not include any extra equipment or materials.
8. This proposal does not include hazardous material removal and/or abatement (asbestos, mold, lead, etc.). It is assumed that the City will bear any costs associated with hazardous material identification and abatement.
9. Should an authority having jurisdiction call upon Trane to rectify real or potential code violations beyond those included in the scope above, Owner contingency funds will be used to cover the cost of said rectifications.
10. In order to function properly, the new equipment described above requires interaction with many pieces of existing equipment and other wastewater systems that will remain in operation during and following the upgrade. Trane's scope of work does not include any work on these other systems other than what is required for a complete installation and testing of the measures identified in this proposal.
11. This proposal does not include any work on systems other than what is required for a complete installation and testing of the measures identified in this proposal.
12. This proposal assumes that existing equipment and systems are currently under control, properly maintained and in good working order. This proposal does not include performance of any repairs or maintenance on said existing equipment.

4. ENERGY AND PERFORMANCE GUARANTEE

4.1 SAVINGS AND PROJECT INCENTIVES

4.1.1 ANNUAL UTILITY COST SAVINGS

The combined impact of the ECMs included in the proposed project will create stipulated reductions in Sultan's annual energy usage of 92,381 kWh and annual energy cost savings of \$7,775.

4.1.2 DEPARTMENT OF COMMERCE GRANT & UTILITY INCENTIVES

The City of Sultan has received an energy efficiency grant from the Department of Commerce in the amount of \$196,584. Also, this project qualifies for utility incentives through the local utility, Snohomish PUD, in the amount of \$16,118.

The Commerce energy efficiency grant and the utility incentive are neither implied nor guaranteed by this project.

4.2 DETAILED ENERGY CALCULATIONS

Please refer to Section 5.6 of this ESP for further detail regarding actual energy savings calculations. Table 4.1 provides a summary of calculated and guaranteed energy savings by ECM.

TABLE 4.1 – SUMMARY OF SAVINGS BY ECM

Energy Conservation Measure	kWh (100% Calculated)	kWh (Guaranteed)
ECM 2. Oxidation Ditch – Control Aerators to DO Setpoint	64,908	58,417
ECM 3. Operations Building Heat Pump Replacement	8,512	7,661
ECM 4. Wastewater Treatment Plant Exterior Lighting	18,961	18,013
TOTAL	92,381	84,091

4.3 UTILITY DATA

Please refer to Section 5.5 of this ESP for further detail regarding historical utility data as well as the Energy Star rating for the wastewater treatment plant. Table 4.2 is a summary of annual energy usage for the wastewater treatment plant. Table 4.3 defines the base and floor electrical utility rate used in this ESP and for the Guarantee Term.

TABLE 4.2 – SUMMARY OF WWTP ENERGY USE

Building	Average Daily Flow (MGD)	kWh Usage	Electric Cost	Electric mmBTU/MGD
WWTP	0.72	422,640	\$35,571	2,062

TABLE 4.3 – UTILITY RATES AND ENERGY COSTS

Building	Utility Provider	Electricity Usage (kWh)	Electricity Cost (\$/kWh)
WWTP	SnoPUD	422,640	\$0.0842

4.4 ENERGY AND PERFORMANCE GUARANTEE

SAVINGS GUARANTEE

Trane guarantees that, as a result of Trane's implementation of the ECMs detailed above, these ECMs will create a Total Energy Savings of 84,091 kWh (the "Guarantee"), in the twelve-month period following the Commencement Date.

TOTAL ENERGY SAVINGS

The energy savings shall be computed as specified in this ESP. Utilizing as-built documentation (drawings, start up logs, field measurements), Trane will determine Total Energy Savings for the Guarantee Year by updating the energy calculations found in Section 5.6 of this ESP.

CONSTRUCTION/INTERIM PERIOD SAVINGS

Energy savings accrued prior to the Commencement Date accrue for the sole benefit of the owner.

COMMENCEMENT DATE AND GUARANTEE TERM

The "Commencement Date" shall be the first calendar day of the month following the month in which the Date of Substantial Completion occurs. This Guarantee shall begin as of the Commencement Date and, unless this Agreement shall terminate earlier, shall expire on the day immediately preceding the one year anniversary of the Commencement Date (hereinafter the "Guarantee Term").

BASE UTILITY RATES

The Base Utility Rates are those utility rates used in the Utility Baseline Analysis that are used to calculate the energy savings, and is the "District Wide" rate as set forth in Table 4.3 of this proposal. The Base Utility Rates used to calculate energy savings will be used as the floor price for the Guarantee Term and shall be the lowest rate used. In calculating any energy savings, Trane will use the greater of the then current applicable utility rate unit cost or the Base Utility Rates as described herein. The Base Utility Rates used to calculate energy increases will be used as the ceiling price for the Guarantee Term and shall be the highest rate used. In calculating any reduction in energy savings, Trane will use the lesser of the then current applicable utility rate unit cost or the Base Utility Rates as described herein.

ADJUSTMENTS

Trane may make adjustments to the Baseline using standard and sound engineering principles as follows:

- a. Process/Building Changes: The Baseline may be adjusted to account for any remodeling, addition of equipment, or change in usage or process. Customer agrees to contact Trane within fifteen (15) calendar days of commencement of any changes or additions of equipment or environments; and

- b. At Trane's discretion, based on data or other information newly discovered or otherwise not readily available at the time the Baseline was prepared; and/or
- c. Failure of Owner to perform its obligations outlined in this Section of the ESP.

OWNER RESPONSIBILITIES

Owner acknowledges that they have an integral role in achieving savings and agrees to perform the following responsibilities:

- a. Properly maintain, repair, and replace all energy consuming equipment with equipment of equal or better energy and operational efficiencies and promptly notify Trane of the repair and /or replacement, but no later than within fourteen (14) calendar days from the commencement thereof;
- b. Make available to Trane upon its request copies of maintenance records and procedures regarding maintenance of the Premises;
- c. Promptly provide Trane with notice of system and building alterations at the Premises that impact energy consumption, including but not limited to: energy management systems, and heat recovery systems;
- d. Log any utility meters and the operation of any energy consuming devices or equipment as directed by Trane and furnish copies of such logs to Trane within thirty (30) calendar days after preparation of the logs;
- e. Provide to Trane true, accurate and complete descriptions of all energy consuming devices within fifteen (15) days after installation and start-up of such equipment. The parties stipulate that, in each event that Owner fails to provide this information within thirty (30) days after the startup of such equipment, Customer shall be deemed to have realized that portion of the Total Energy Savings prorated for the utility billing period to which said energy related bill relates and for such subsequent utility billing periods as are affected by an increase in energy and/or demand use that could have been avoided had Trane been provided with the energy related information in a timely manner. In the event Trane subsequently receives or obtains the untimely energy related bill and such bill discloses that savings were achieved in an amount greater than had been stipulated hereunder, such greater savings will be used in calculating Actual Savings;
- f. Furnish to Trane true, accurate and complete copies of any utility rate schedules or tariffs promptly upon Trane's request for the same and, in any event, within thirty (30) calendar days after Customer's receipt of notice of a utility rate change;
- g. Maintain in effect and fully perform its obligations under the Maintenance Agreement throughout the duration of the Guarantee.

EXCLUSIONS FROM TRANE'S RESPONSIBILITIES

Trane shall not be responsible for any of the following:

- a. Any shortfalls in Total Energy Savings or Operational Savings, failure to satisfy the Guarantee, or for loss, damage or malfunction to equipment, systems, controls or building(s) structures resulting from non-Trane personnel examining, adjusting or repairing equipment, systems, or controls;
- b. Any damage or malfunction resulting from freezing, corrosion or erosion on the water side of the equipment or caused by scale or sludge on equipment;
- c. Problems or damages caused by utility service or damage sustained by equipment or systems;
- d. Furnishing any items of equipment, material, or labor, or performing tests recommended or required by insurance companies or federal, state, or local governments; and
- e. Failure or inadequacy of any structure or foundation supporting or surrounding equipment or work or any portion thereof.

INDEPENDENT AUDIT

Within thirty (30) days after each anniversary of the Commencement Date, Customer may provide written notice to Trane that Customer intends to have performed an audit of the savings calculations and billings for the immediately preceding Guarantee Year. Customer and Trane shall thereupon select agreed upon experienced and qualified energy engineering auditors to complete and submit to the parties an audit of the savings calculations and billings for the immediately preceding Guarantee Year. Customer shall pay for the entire cost of the audit. The audit shall be completed within thirty (30) days of selection of the auditor. Exercise of the right to request an audit shall in no way relieve Customer of its continuing obligation to make current payments pursuant to this Agreement. Any payments between the parties necessary to resolve any agreed upon irregularities identified in the audit will be made within sixty (60) days after submission of the audit to the parties.

4.5 MEASUREMENT AND VERIFICATION (M&V) PLAN

Trane's measurement and verification (M&V) approach for this project is as follows:

- ECM 2. OXIDATION DITCH – CONTROL AERATORS TO DO SETPOINT
- ECM 3. OPERATIONS BUILDING HEAT PUMP REPLACEMENT
- ECM 4. WASTEWATER PLANT EXTERIOR LIGHTING

AGREED UPON PARAMETERS

Refer to Table 4.4, Measurement and Verification (M&V) Action Plan Outline, in this section of the ESP and Section 5.6 of this ESP for a full listing of agreed upon parameters.

APPLICABILITY

This performance guarantee applies to the ECMs listed above at the wastewater treatment plant in Sultan, Washington.

EXISTING CONDITIONS

Based on site visits, field measurements, interviews with City staff, City daily log/DMR data, and engineering calculations the existing conditions have been defined in the 'Measurement and Verification (M&V) Action Plan Outline' in this section of the ESP, and scope of work narrative and preliminary design drawings in this ESP.

PRE-RETROFIT CONSUMPTION DATA

Pre-retrofit power consumption data was collected by Trane during the investment grade audit. Annual operational hours and set points were established through interviews of WWTP staff and historical trend data supplied by the City of Sultan. Refer to Section 5.6 of this ESP for further detail regarding power consumption measurements and a summary of trend data.

PRE-RETROFIT CONSUMPTION DATA AND MEASUREMENT METHODOLOGY

A combination of historical reports and trends provided by Sultan, utility data, and Trane field measurements were used to determine the baseline values for the following stipulated variables:

ECM-2. OXIDATION DITCH – CONTROL AERATORS TO DO SET POINT

- INPUT KW
 - Verify input KW through recording KW from VFD display at various operational points.
- ANNUAL OPERATIONAL HOURS
 - Interviews with City staff & reviewed trend data

- OXIDATION DITCH DO SETPOINT & ACTUAL VALUE
 - Reviewed City daily logs of DO readings
- PLANT FLOW
 - Reviewed City daily logs

ECM-3. OPERATIONS BUILDING HEAT PUMP REPLACEMENT

- HEATPUMP EFFICIENCY
 - Verified through equipment specifications
- TEMPERATURE SETPOINTS AND SCHEDULE
 - Review programming in existing thermostat
- TOTAL AIRFLOW
 - Verified existing airflow through equipment specifications
- ANNUAL BUILDING HEATING/COOLING LOAD
 - Refer to energy analysis in Section 5.6

ECM-4. WWTP EXTERIOR LIGHTING

- FIXTURE TYPES AND QUANTITIES
 - Performed detailed lighting audit
- FIXTURE INPUT POWER
 - Typical catalogue data, Trane will also perform a ballast input power survey prior to removal of the existing lighting systems.
Note: If measured wattage is within 10% of catalogue values, this key performance indicator is stipulated will be satisfied.
- FIXTURE ANNUAL BURN HOURS
 - Interviews with City staff and typical exterior lighting hours

POST-RETROFIT CONSUMPTION DATA AND MEASUREMENT METHODOLOGY

A combination of trends to be provided by Sultan, monthly utility data, and Trane field measurements will be used to determine the post-retrofit values for the following variables:

ECM-2. OXIDATION DITCH – CONTROL AERATORS TO DO SET POINT

- INPUT KW
 - Verify input KW through trending KW in the SCADA system for a 2-week period.
- ANNUAL OPERATIONAL HOURS
 - Verify operational hours through trending KW in the SCADA system for a 2-week period.
- OXIDATION DITCH DO SETPOINT & ACTUAL VALUE
 - Verify DO setpoint and actual value through trending both variables in the SCADA system for a 2-week period.

- PLANT FLOW
 - N/A – Plant flow assumed constant

ECM-3. OPERATIONS BUILDING HEAT PUMP REPLACEMENT

- HEATPUMP EFFICIENCY
 - Verify through equipment specifications
- TEMPERATURE SETPOINTS AND SCHEDULE
 - Review programming in thermostat
- TOTAL AIRFLOW
 - Verify airflow through reviewing TAB/Start-Up documentation
- ANNUAL BUILDING HEATING/COOLING LOAD
 - N/A – Annual heating/cooling load assumed constant

ECM-4. WWTP EXTERIOR LIGHTING

- FIXTURE TYPES AND QUANTITIES
 - Update lighting audit with contractor as-built information
- FIXTURE INPUT POWER
 - Typical catalogue data, Trane will also perform a ballast input power survey of the newly installed ballasts. Note: If measured wattage is within 10% of catalogue values, this key performance indicator is stipulated will be satisfied
- FIXTURE ANNUAL BURN HOURS
 - N/A – Fixture annual hours assumed constant



TABLE 4.4 - MEASUREMENT AND VERIFICATION (M&V) ACTION PLAN OUTLINE
CITY OF SULTAN

STATUS: PHASE I - DEVELOPMENT

ECM NAME	KEY PERFORMANCE INDICATORS		BASELINE VALUES		PROPOSED VALUES		INVESTMENT GRADE AUDIT TASKS	POST-CONSTRUCTION (C&I) TASKS	ANNUAL M&V TASKS YEAR 1	ONGOING OWNER RESPONSIBILITIES	STIPULATED VARIABLES
	1. INPUT KW (AERATORS 1 & 2)	2. ANNUAL OPERATIONAL HOURS (AERATORS 1 & 2)	Aerator 1: 505 KW Aerator 2: 505 KW	Aerator 1: 2025 Hours (7,390 hour annually) Aerator 2: 2025 Hours (7,390 hour annually)	Aerator 1: 3.3 - 7.0 KW (average 5.3 KW) Aerator 2: 3.3 - 7.0 KW (average 5.3 KW)	Aerator 1: 12-18 Hours p/ day (4380-6570 hours annually) Aerator 2: 12-18 Hours p/ day (4380-6570 hours annually)					
ECM-2. CONTROL AERATORS TO DO SETPOINT							Verified Aerator KW through recording KW from VFD display at various operational points. Aerator annual operational hours were determined through owner interviews and reviewing SCADA trend data. Verified DO setpoint and actual values through reviewing plant operational data and owner interviews.	Will verify Aerator KW through trending aerator KW in the SCADA system for a period of two weeks. Aerator annual operational hours will be verified by trending aerator status in the SCADA system for a period of two weeks. DO setpoint and actual DO level in the oxidation ditch will be verified by trending setpoint and DO level in the SCADA system for a period of two weeks.	Will verify Aerator KW through trending aerator KW in the SCADA system for a period of two weeks. Aerator annual operational hours will be verified by trending aerator status in the SCADA system for a period of two weeks. DO setpoint and actual DO level in the oxidation ditch will be verified by trending setpoint and DO level in the SCADA system for a period of two weeks.	Maintain equipment per manufacturer recommendations. Maintain equipment per manufacturer recommendations. Maintain equipment per manufacturer recommendations.	N/A N/A N/A
ECM-3. OPERATIONS BUILDING HEAT PUMP REPLACEMENT							Verified plant flow through reviewing plant operational data. Verified existing heat pump efficiency through reviewing equipment specifications. Temperature setpoints and schedule were determined through reviewing programming in the existing thermostat.	N/A - Plant Flow is assumed constant Verified heat pump efficiency through reviewing equipment specifications. Temperature setpoints and schedule will be verified through reviewing programming in the thermostat.	N/A - Plant Flow is assumed constant N/A - heat pump efficiency is assumed to remain constant Temperature setpoints and schedule will be verified through reviewing programming in the existing thermostat.	Maintain equipment per manufacturer recommendations. Maintain equipment per manufacturer recommendations.	N/A N/A
ECM-4. WASTEWATER PLANT EXTERIOR LIGHTING							Refer to energy analysis in Section 5.6 of this ESP Refer to detailed lighting audit in Section 5.8 of this ESP Perform detailed lighting audit Determine fixture input power from typical catalogue information. Trace will measure power of a sample of different lamp/ballast types prior to removal of the existing lighting systems. If ballast wattage is within 10% of catalogue values, this key performance indicator is stipulated will be satisfied. Specific scope of the input power sample to be agreed upon by the City, DES and Trane.	N/A - annual heating and cooling loads are assumed to remain constant. Lighting audit updated with contractor as-built information. Determine fixture input power from typical catalogue information. Trace will measure input power of a sample of different proposed lamp/ballast types. If ballast wattage is within 10% of catalogue values, this key performance indicator is stipulated will be satisfied. Specific scope of the input power sample to be agreed upon by the City, DES and Trane.	N/A - annual heating and cooling loads are assumed to remain constant. N/A - fixture types and quantities is assumed to remain constant. N/A - fixture input power is assumed to remain constant.	Maintain equipment per manufacturer recommendations. Maintain equipment per manufacturer recommendations. Maintain equipment per manufacturer recommendations.	N/A Annual Building Heating/Cooling Load N/A
ECM-5. TOTAL AIRFLOW							Verified existing airflow through reviewing equipment specifications. Annual heating and cooling loads were determined through weather BDN energy analysis.	Will verify airflow through reviewing TRAF/Star-up report. Unit will be balanced to within 10% of design values. N/A - annual heating and cooling loads are assumed to remain constant.	N/A - airflow is assumed to remain constant N/A - annual heating and cooling loads are assumed to remain constant.	Maintain equipment per manufacturer recommendations. Maintain equipment per manufacturer recommendations.	N/A Annual Building Heating/Cooling Load
ECM-6. FIXTURE ANNUAL BURN HOURS							Lighting schedules determined through owner interviews and typical exterior lighting operational hours.	N/A - fixture annual burn hours is assumed to remain constant	N/A - fixture annual burn hours is assumed to remain constant	Maintain equipment per manufacturer recommendations.	Fixture Annual Burn Hours

INVESTMENT GRADE AUDIT APPENDIX CONTENTS

5. INVESTMENT GRADE AUDIT (IGA) APPENDIX

- 5.1 GENERAL DESCRIPTION
- 5.2 FACILITY DESCRIPTION
- 5.3 ECMs CONSIDERED BUT NOT PROPOSED
- 5.4 INFRASTRUCTURE AND O&M RECOMMENDATIONS
- 5.5 UTILITY DATA
- 5.6 ENERGY SAVINGS CALCULATIONS
- 5.7 PRELIMINARY DESIGN DRAWINGS AND ADDENDUM
- 5.8 LIGHTING AUDIT

TABLE 5.1—UTILITY DATA

TABLE 5.2—ENERGY SAVINGS SUMMARY

5. IGA APPENDIX

5.1 GENERAL DESCRIPTION

The City of Sultan is located in southern Snohomish County, approximately 22 miles west from Everett and 43 miles northwest of Seattle. The City is located where the Sultan River flows into the Skykomish River. Highway-2 is the major highway running through the City of Sultan. The City limits encompass three miles and per the 2012 Census, the population of the City of Sultan is 4,715.

The City of Sultan's Wastewater Treatment Plant is located in Snohomish County on the west side of the Sultan River. The plant was been owned, operated and maintained by the City of Sultan since 1970.

5.2 FACILITY DESCRIPTIONS

The City of Sultan's Wastewater Treatment Plant is designed to treat flows up to 0.72 MGD. The treatment process at the plant includes a mechanical fine screen, an aerated grit chamber, a bioselector, influent/return activated sludge screw pumps, biological treatment by extended aeration activated sludge technology in two oxidation ditches, secondary clarifiers, and ultra-violet (UV) disinfection. There are plans for future upgrades as the population growth continues.

5.3 ECMs CONSIDERED BUT NOT PROPOSED

The following energy conservation measures were investigated by Trane during the investment grade audit, but were either eliminated or altered by the City of Sultan over the course of the assessment. There will be no further study of these measures; however, the City plans to implement ECM 1 and ECM 5 in the near future.

ECM 1. OXIDATION DITCH – INSTALL SECOND MIXER

Install (1) new Landia mixer and support frame in the oxidation ditch to run parallel with the existing installed and operational mixer. The intent of this measure is to meet design level of mixing and to maximize oxygen transfer efficiency throughout the oxidation ditch for periods when the aerators are turned off. The City may elect to issue an additive change to Trane's contract to include this measure at the same time that ECMs 2-4 are being constructed as Trane will already be mobilized on the site and this scope of work is important to ongoing plant operations. The approximate cost of this ECM ranges from \$90,000-\$98,000.

ECM-5. POTABLE WATER BOOSTER STATION

The intent of this measure was to decommission the existing booster pump station at the City of Sultan's Water Treatment Facility and to construct a new booster pump station with (5) new efficient pumps to meet daily water demands, emergency fire demand, and backwash for the potable water filters. The City has eliminated this measure at this time, but intends to implement this project in the near future.

ECM-6. STREET LIGHTING

The City has approximately 320 existing street lights with HID lamps and ballasts. This measure would have converted each of the existing street lights to LED technology to improve lighting quality and reduce energy usage. The City has eliminated this measure at this time. Snohomish County PUD has Sultan scheduled for their street light replacement project.

5.4 INFRASTRUCTURE AND O&M RECOMMENDATIONS

Refer to Section 5.3 of this ESP for more detail regarding Infrastructure and O&M recommendations.

5.5 UTILITY DATA

The table below summarizes historical electrical energy consumption at Sultan's wastewater treatment plant.

TABLE 5.1 – UTILITY DATA

WASTEWATER TREATMENT PLANT				
ELECTRICITY USE (KWH)				
	2011	2012	2013	2014
Jan	39,920	43,520	42,640	39,760
Feb	43,600	38,800	38,160	41,440
Mar	42,720	41,120	38,720	35,280
Apr	40,960	38,240	33,760	30,880
May	44,160	35,040	31,520	-
Jun	41,320	34,480	33,520	-
Jul	38,480	33,920	30,000	-
Aug	34,960	30,560	30,640	-
Sep	33,840	29,200	33,280	-
Oct	32,000	28,880	34,640	-
Nov	35,760	34,480	42,320	-
Dec	44,560	37,680	39,360	-
Total	472,280	425,920	428,560	-

WASTEWATER TREATMENT PLANT				
ELECTRICITY COST (\$)				
	2011	2012	2013	2014
Jan	\$3,259	\$3,476	\$3,501	\$3,458
Feb	\$3,493	\$3,189	\$3,188	\$3,582
Mar	\$3,387	\$3,312	\$3,228	\$2,946
Apr	\$3,076	\$2,972	\$2,739	\$2,520
May	\$3,082	\$2,645	\$2,488	-
Jun	\$2,918	\$2,612	\$2,611	-
Jul	\$2,754	\$2,579	\$2,600	-
Aug	\$2,551	\$2,377	\$2,435	-
Sep	\$2,486	\$2,282	\$2,772	-
Oct	\$2,519	\$2,366	\$3,084	-
Nov	\$2,947	\$2,931	\$3,646	-
Dec	\$3,547	\$3,155	\$3,429	-
Total	\$36,019	\$33,897	\$35,721	-

5.6 ENERGY SAVINGS CALCULATIONS

The following pages contain the detailed energy calculations used to develop guaranteed energy savings values. Excel spreadsheets were used to model the energy baseline as well as energy effects of various measures at the wastewater treatment plant. Table 5.2 below provides a summary of 100 percent calculated energy savings per ECM at the wastewater treatment plant.

TABLE 5.2 – ENERGY SAVINGS SUMMARY

WWTP ELECTRICITY	ECM-2	ECM-3	ECM-4
Baseline - kWh Usage	133,782	27,774	24,243
Proposed - kWh Usage	68,874	19,262	5,282
Calculated Energy Savings (kWh)	64,908	8,512	18,961

SECTION 5.6 - DETAILED ENERGY SAVINGS CALCULATIONS

SULTAN WWTP



Energy Savings Calculations - Cover Page

Project Intent

This project consists of (3) ECMs being implemented at the Sultan Wastewater Treatment Plant (WWTP) to improve plant operations, increase system reliability, replace aging equipment and generate energy/operational savings.

ECM-2. OXIDATION DITCH - CONTROL AERATORS TO DO SETPOINT
ECM-3. OPERATIONS BUILDING HEAT PUMP REPLACEMENT
ECM-4. WWTP EXTERIOR LIGHTING

Spreadsheet Index

Table 1: Energy Savings Summary by ECM

The purpose of this Table is to summarize energy savings by ECM.

Table 2: Baseline as a Percentage of Total Plant Usage

The purpose of this Table is to show baseline energy usage of systems impacted by this proposal as a percentage of total WWTP energy use.

Table 3: Energy Savings as a Percentage of Total Plant Usage

The purpose of this Table is to show energy savings of systems impacted by this proposal as a percentage of total WWTP energy use.

Table 4: Power Measurements

This table demonstrates the power measurements of the specified equipment taken by an electrician in the field. The power measurements were detrimental to establishing an energy baseline for each energy conservation measure and for comparing with the overall plant energy consumption.

Table 5: Aerator Energy Baseline

The purpose of this Table is to show energy use of the existing aerators serving the oxidation ditch. Aeration demand is highly dependent on flow through the plant and BOD load. The City meets existing loads by operating (2) aerators and (1) mixer.

Table 6: Aerator Energy Proposed

The purpose of this Table is to show proposed energy use of the aerators serving the oxidation ditch. Aeration demand is highly dependent on flow through the plant and BOD load. To meet loads, the City will operate (2) aerators and alternate cycles with their (1) mixer.

Table 7: Heat Pump Energy Baseline & Proposed

The purpose of this Table is to show existing baseline energy use and proposed energy use of the proposed Heat Pump at the Operations Building. The heat pump schedule and setpoint can be found in Table 4.4 M&V Action Plan Outline.

Table 8: Exterior Lighting Baseline & Proposed

The purpose of this Table is to show existing baseline energy use and proposed energy use of the exterior lighting at the WWTP. Hours of operation, wattage, and equipment selection can be found in Section 5.8, Lighting Audit.

ENERGY ANALYSIS
SULTAN WWTP



Energy Savings Calculations

Table 1: Energy Savings Summary by ECM

ECM	Baseline Energy Use (KWh)	Proposed Energy Use (KWh)	Energy Savings (KWh)
Oxidation Ditch - Control Aerators to DO Setpoint	133,782	68,874	64,908
Operations Building Heat Pump Replacement	27,774	19,262	8,512
WWTP Exterior Lighting	24,243	5,282	18,961
			92,381

Table 2: Baseline as a Percentage of Total Plant Usage

Equipment	Baseline Energy Use (KWh)
Oxidation Ditch - Control Aerators to DO Setpoint	133,782
Operations Building Heat Pump Replacement	27,774
WWTP Exterior Lighting	24,243
Total Baseline Usage:	185,799
WWTP Usage (2-yr avg):	422,640
Baseline % of WWTP Usage:	44%

Table 3: Energy Savings as a Percentage of Total Plant Usage

Equipment	100% Calculated Energy Savings (KWh)	Guaranteed Energy Savings (KWh)
Oxidation Ditch - Control Aerators to DO Setpoint	64,908	58,417
Operations Building Heat Pump Replacement	8,512	7,661
WWTP Exterior Lighting	18,961	18,013
Total Savings:	92,381	84,091
WWTP Usage (2-yr avg):	422,640	
Savings % of WWTP Usage:	22%	

ENERGY ANALYSIS
SULTAN WWTP



Energy Savings Calculations

Table 4: Power Measurements

EQUIPMENT	SULTAN WWTP POWER MEASUREMENTS				Voltage			Volt Reading on	Amps			Amps Reading on	Motor Speed
	HZ	KW	KVA	PF	A	B	C	VFD	A	B	C	VFD	on VFD
AERATOR	30.2	5.77	9.56	0.603	230.5	112	119.8	231	23.57	24.54	23.06	22.3	21%
	36	8.32	12.4	0.67	275.4	275.3	275.1	275	26.42	27.41	25.85	25.2	21%
	38.1	9.05	13.41	0.674	-	-	-	292	-	-	-	26.3	32%
	40.3	-	-	-	307	307.2	307	308	-	-	-	28.3	38%

ENERGY ANALYSIS
SULTAN WWTP
 Energy Savings Calculations



Table 5: Aerator Energy Baseline

Hours of Operation	kw	kWh
20.25	18.1	133,782

Table 6 Aerator Energy Proposed

Hour	Plant Flow gpm	Plant Flow gallons	BOD to Aer. Basin mg/l	BOD to Aer. Basin lbs/hr	TKN to Aer. Basin mg/l	TKN to Aer. Basin lbs/hr	AOR lbs/hr	SOR lbs/hr	SOR lbs/hr	lbs O ₂ /hr per linear foot lbs/hr	Required Speed RPM	Aerator Energy kW	VFD HZ
12:00 AM	206	12,384	162	17	3.9	0.4	20	46	62	1.65	38	10.7	31.9
1:00 AM	181	10,836	162	15	3.9	0.4	18	40	57	1.51	37	9.7	30.8
2:00 AM	144	8,669	162	12	3.9	0.3	14	32	49	1.31	35	8.3	29.4
3:00 AM	119	7,121	162	10	3.9	0.2	12	27	44	1.17	34	7.5	28.3
4:00 AM	98	5,883	162	8	3.9	0.2	10	22	39	1.05	33	6.8	27.5
5:00 AM	88	5,263	162	7	3.9	0.2	9	20	37	0.99	32	6.5	27.1
6:00 AM	108	6,502	162	9	3.9	0.2	11	24	42	1.11	33	7.2	27.9
7:00 AM	139	8,359	162	11	3.9	0.3	14	31	48	1.28	35	8.2	29.2
8:00 AM	191	11,456	162	16	3.9	0.4	19	43	59	1.57	38	10.1	31.3
9:00 AM	237	14,242	162	19	3.9	0.5	23	53	68	1.82	40	12.0	33.1
10:00 AM	284	17,029	162	23	3.9	0.6	28	63	79	2.05	42	13.9	34.8
11:00 AM	294	17,648	162	24	3.9	0.6	29	66	81	2.05	42	13.9	34.8
12:00 PM	289	17,338	162	23	3.9	0.5	27	62	77	1.97	41	13.2	34.2
1:00 PM	279	16,719	162	23	3.9	0.5	26	59	74	1.91	41	12.7	33.8
2:00 PM	263	15,790	162	21	3.9	0.5	25	57	72	1.88	40	12.5	33.6
3:00 PM	253	15,171	162	21	3.9	0.5	24	55	71	1.88	40	12.2	33.4
4:00 PM	248	14,861	162	20	3.9	0.5	24	54	70	1.85	40	12.5	33.6
5:00 PM	243	14,552	162	20	3.9	0.5	24	55	71	1.88	40	12.5	33.6
6:00 PM	248	14,861	162	20	3.9	0.5	24	58	73	1.94	41	12.9	34.0
7:00 PM	258	15,480	162	21	3.9	0.5	25	59	75	2.00	41	13.2	34.2
8:00 PM	263	15,790	162	21	3.9	0.5	26	59	75	2.00	41	13.2	34.2
9:00 PM	263	15,790	162	21	3.9	0.5	26	59	75	2.00	41	13.2	34.2
10:00 PM	253	15,171	162	21	3.9	0.5	25	57	72	1.91	41	12.7	33.8
11:00 PM	232	13,932	162	19	3.9	0.5	23	52	67	1.80	40	11.8	32.9
Total=		310,848		421		Average =	21	48	59	1.58	37.60	10.48	31.34

Total kWh =
 189 kWh/day
 68,874 kWh/yr

Avg Month BOD Conc., mg/L= 163

Avg Month TKN Conc., mg/L = 5

BOD Removal Thru Primary Treatment = 0%

TSS Removal Thru Primary Treatment = 15%

Primary Effluent BOD = 162

ENERGY ANALYSIS
SULTAN WWTP



Energy Savings Calculations

Air Source Heat Pump Replacement Energy Savings Summary

Number of units
 City

1
Sultan, WA

Heating Seasonal Performance Factor (HSPF) rating
 Seasonal Energy Efficiency Ratio (SEER) rating
 Heat Pump Capacity (Btu/hr)
 Use with programmable thermostat (Yes/No)

Baseline	Proposed
6.8	8.2
10	13
60,000	60,000
No	Yes

Table 7: Heat Pump Energy Baseline & Proposed

Energy Summary	Baseline	Proposed	Savings
Peak kW	4.7	4	0.7
Energy consumption (kWh)	27,774	19,262	8,512

ENERGY ANALYSIS
SULTAN WWTP



Energy Savings Calculations

Table 8: Exterior Lighting Baseline & Proposed*

Baseline		Proposed		Savings	
Peak kW	kWh	kW	kWh	kW	kWh
5.5	24,243	2.0	5,282	3.5	18,961

* Refer to the Lighting Audit in Section 5.8 of this ESP for further detail regarding lighting scope of work and energy savings

5.7 PRELIMINARY DESIGN DRAWINGS

The following pages contain the preliminary design drawings developed during the investment grade audit.

SHEET: 1
OF: 8

DATE: JULY 2014

PROJECT NO. 14533
DATE: 7/16/2014

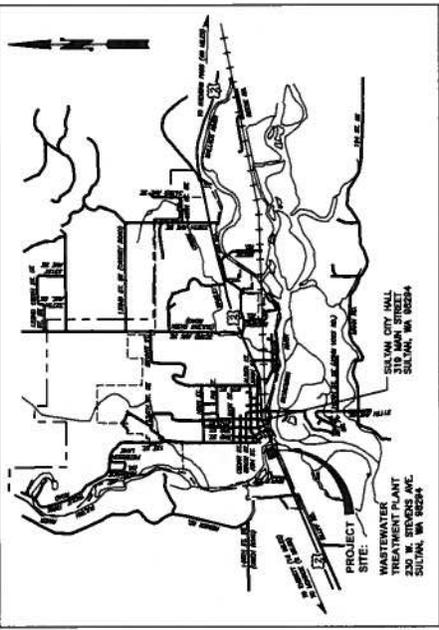
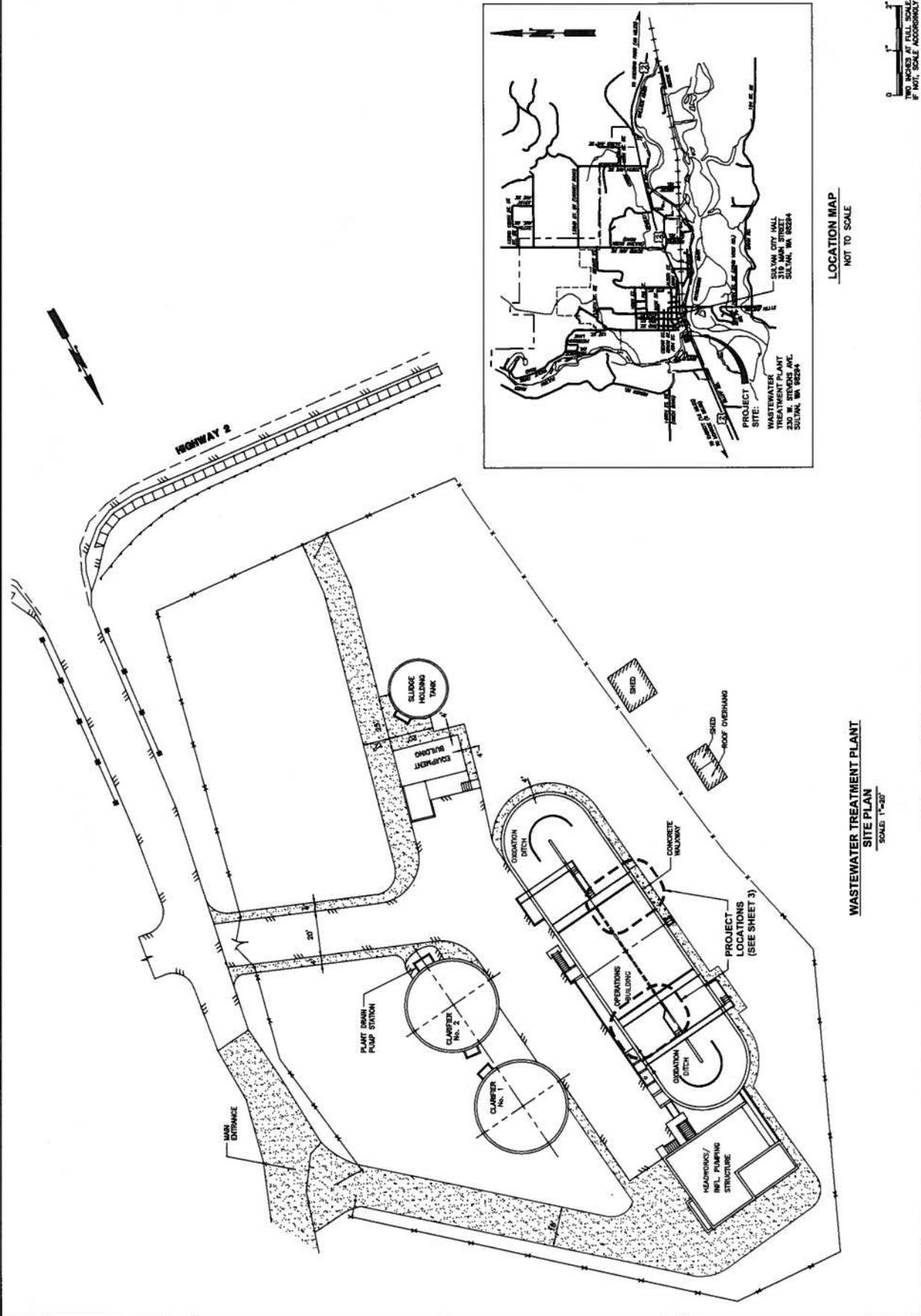
CITY OF SULTAN
WASHINGTON COUNTY
WASTEWATER TREATMENT PLANT
ENERGY CONSERVATION MEASURES
SITE PLAN AND LOCATION MAP



REVISION
DATE
APP'D
CHECKED
DRAWN
SCALE
DATE

PRELIMINARY
NOT FOR
CONSTRUCTION

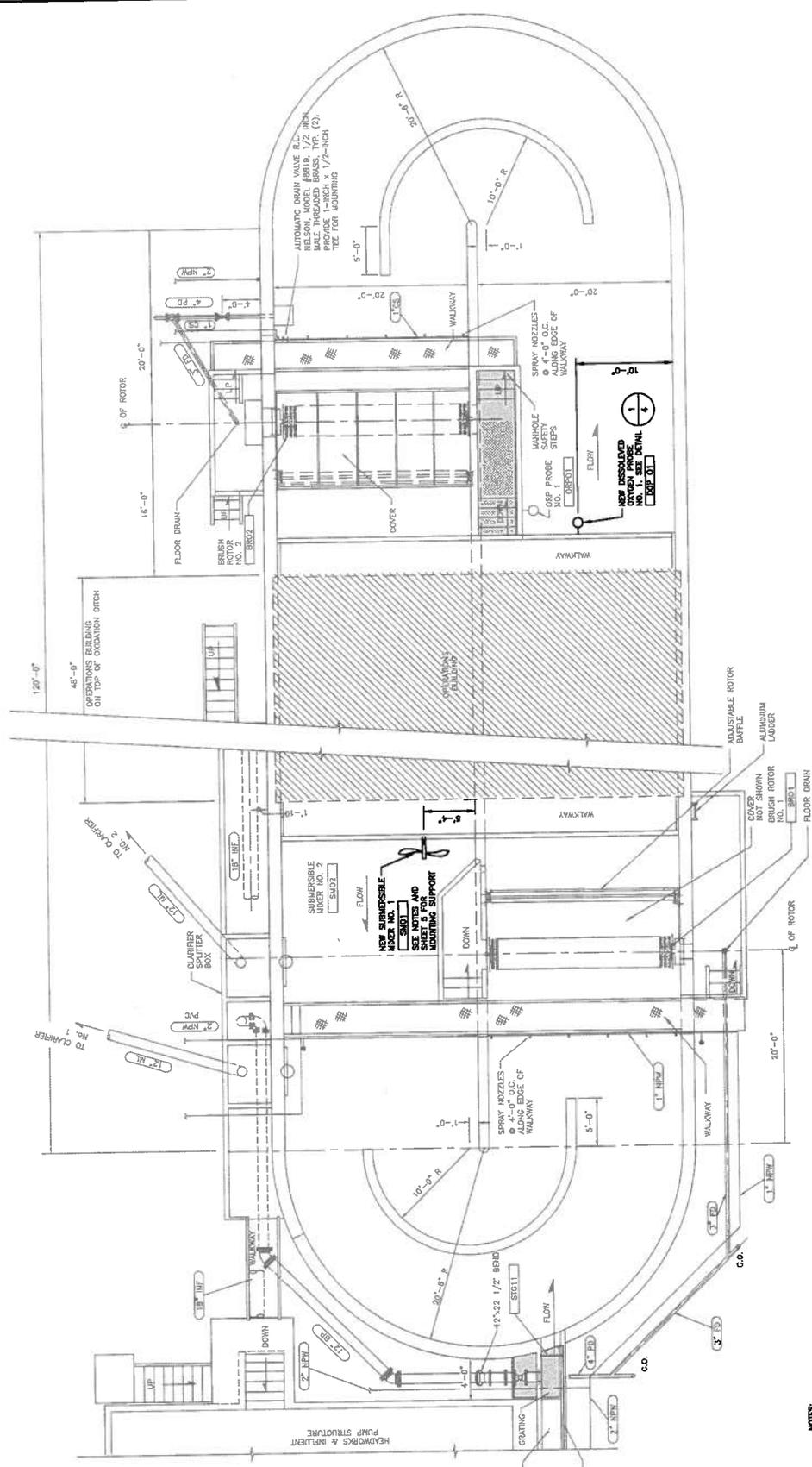
Gray & Osborne, Inc.
CONSULTING ENGINEERS



LOCATION MAP
NOT TO SCALE

WASTEWATER TREATMENT PLANT
SITE PLAN
SCALE: 1"=20'

	APPROVED: MLZ	DATE: APR 14	REVISION: PRELIMINARY	NO. 1			CITY OF SULTAN SNOHOMISH COUNTY WASHINGTON WASTEWATER TREATMENT PLANT ENERGY CONSERVATION MEASURES OXIDATION DITCH PLAN	SHEET: 3
	CHECKED: CM	DATE: APR 14	REVISION: CONSTRUCTION	NO. 2				SHEET: 8
	DRAWN: JMN	DATE: JULY 23 14	REVISION: NOT FOR CONSTRUCTION	NO. 3				JOB NO.: 14533
	SCALE: NOTED			NO. 4				DWG. TITLE: OXIDATION DITCH PLAN



OXIDATION DITCH PLAN
 SCALE: 3/16" = 1'-0"

- NOTES:**
1. NEW SUBMERSIBLE MIXER NO. 1 SHALL BE LANDIA FLOWMETER MODEL #1000 WITH 30" TO MATCH EXIST. MIXER. 3" FRAMES, 4" X 4" X 1/2" HUB.
 2. MIXER SHALL BE PROVIDED BY LANDIA WITH NORMAL AND JUSTICE SEASONS, AND SOFT STARTER.
 3. PROPELLER SHALL BE STAINLESS STEEL.
 4. MANUFACTURER SHALL PROVIDE ALL ELECTRICAL DRAWINGS FOR WIRING.
 5. MIXER SHALL BE PROVIDED W/ A STAINLESS STEEL SLEWING CONSOLE TO FIT THE CUSTOM GUIDE RAIL/SUPPORT SHOWN ON SHEET 8.

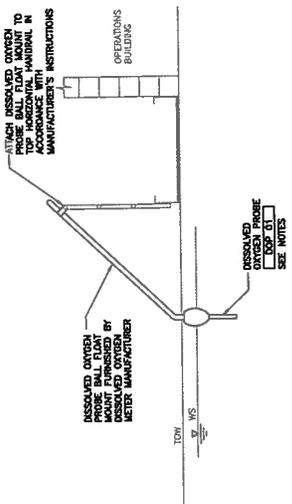


DATE: JULY 2014	SCALE: NOTED
APPROVED: TML	CHECKED: CMH
DATE: APR 99	DRAWN: MAM
REVISION	NO.
PRELIMINARY NOT FOR CONSTRUCTION	



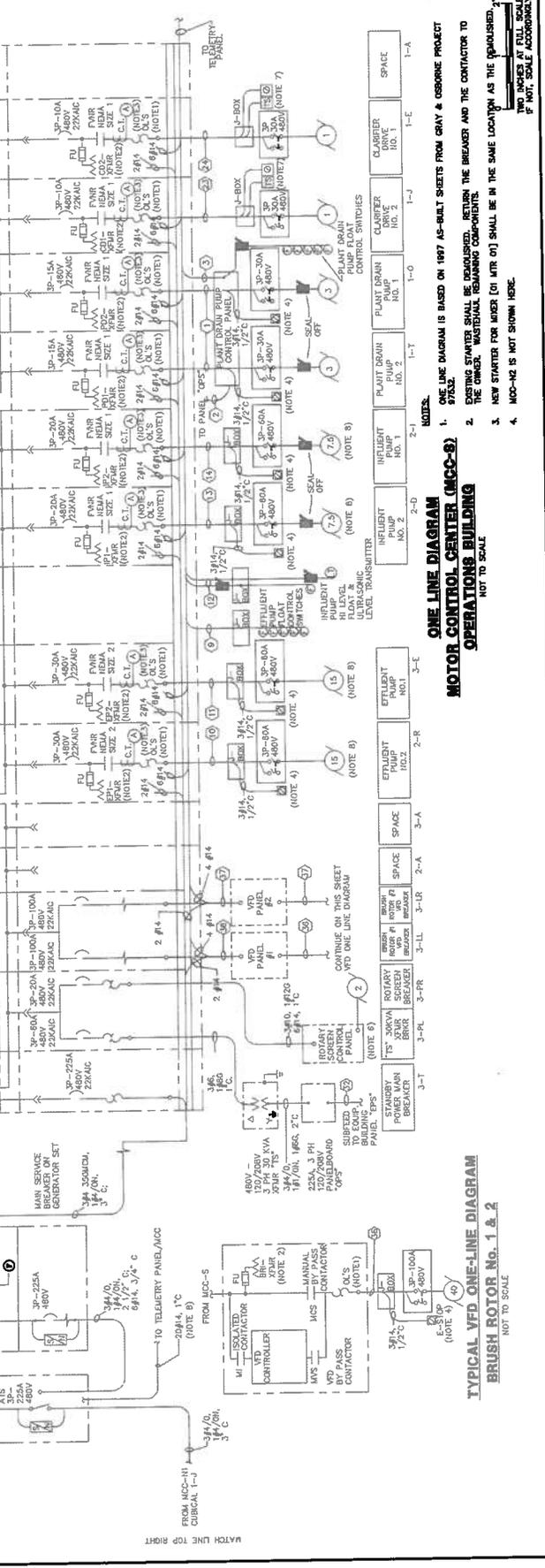
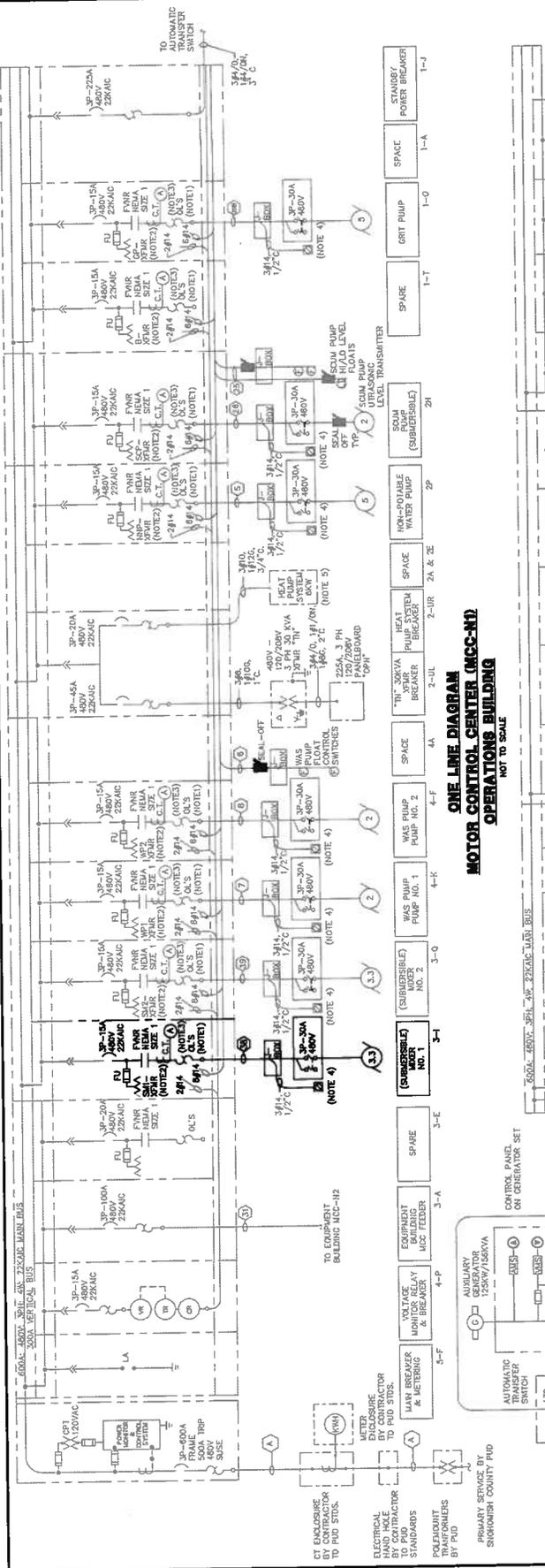
MISCELLANEOUS DETAILS
 ENERGY CONSERVATION MEASURES
 WASTEWATER TREATMENT PLANT
 CITY OF SULTAN
 SNOHOMISH COUNTY WASHINGTON

SHEET: 4
 OF: 8
 JOB NO. 14533
 DWG. DETAILS



DISSOLVED OXYGEN PROBE
 1 3 NOT TO SCALE

- NOTES:**
- DISSOLVED OXYGEN PROBE SHALL BE METER COMPANY ISSUED WITH BALL FLAT MOUNT KIT AND ALL THE HARDWARE NECESSARY FOR HORIZONTAL MOUNTING. THE HARDWARE SHALL BE SUPPLIED BY THE METER COMPANY. TWO DIGITAL INPUTS AND TWO 4-20MA ANALOG OUTPUTS SHALL BE PROVIDED. REFER TO ELECTRICAL DRAWINGS.
 - DISSOLVED OXYGEN PROBE SHALL BE RATED FOR USE IN A CLASS 1 DIVISION 2 HAZARDOUS AREA.
 - DISSOLVED OXYGEN PROBE SHALL BE SUPPLIED WITH ALL NECESSARY HARDWARE. REFER TO ELECTRICAL DRAWINGS FOR WIRING.



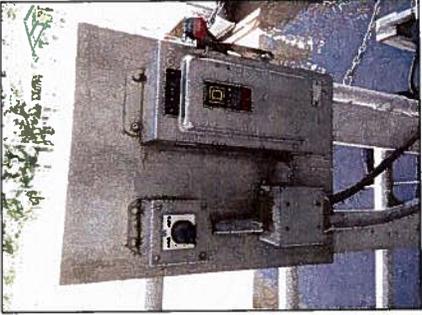
**ONE LINE DIAGRAM
MOTOR CONTROL CENTER (MCC-S)
OPERATIONS BUILDING
NOT TO SCALE**

**ONE LINE DIAGRAM
MOTOR CONTROL CENTER (MCC-N2)
OPERATIONS BUILDING
NOT TO SCALE**

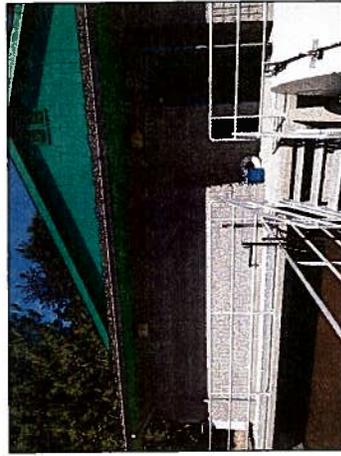
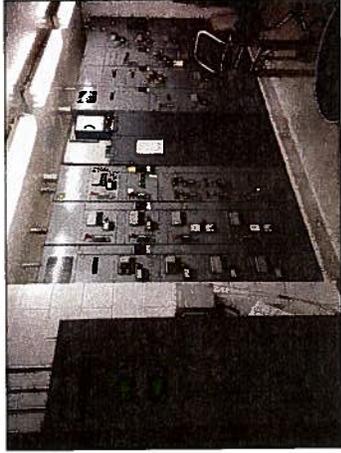
**TYPICAL VFD ONE-LINE DIAGRAM
BRUSH ROTOR NO. 1 & 2
NOT TO SCALE**

NOTES:
1. ONE LINE DIAGRAM IS BASED ON 1997 AS-BUILT SHEETS FROM GRAY & OSBORNE PROJECT 87632.
2. EXISTING SWITCHES SHALL BE DEMOLISHED. RETURN THE BREAKER AND THE CONTACTOR TO THE OWNER. WASTEWATER REMAINING COMPONENTS.
3. NEW STARTER FOR MOTOR (01 MTR 07) SHALL BE IN THE SAME LOCATION AS THE DEMOLISHED. TWO INCHES AT FULL SCALE IF NOT, SCALE ACCORDANCE.
4. MCC-N2 IS NOT SHOWN HERE.

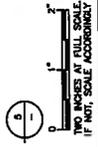
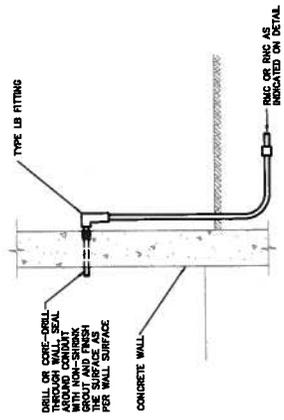
		ELECTRICAL DETAILS ENERGY CONSERVATION MEASURES WASTEWATER TREATMENT PLANT SNOHOMISH COUNTY WASHINGTON CITY OF SULTAN		SHEET: 8 OF:
PRELIMINARY NOT FOR CONSTRUCTION		DATE APPD: DATE: JULY 2014	CHECKED: NOTED: DRAWN: JRN SCALE: NOTED	JOB NO. 14533 DWG. SHEET
APPROVED: JRN DATE: JULY 2014				



- NOTES**
1. CONDUIT DEMOLISH UNUSED SEAL LEAK MODULE AND REPLACE 12" DOOR.
 2. REPLACE J-BOX WITH NEMA 4X STAINLESS STEEL J-BOX. RUN NEW PVC-RIG TO HOA AND INSIDE.



- NOTES**
1. CONDUIT ROUTING IS SHOWN FOR CLARITY ONLY AND MAY BE MODIFIED BY THE CONTRACTOR AS REQUIRED.
 2. DISSOLVED OXYGEN SENSOR INDICATOR/TRANSMITTER SHALL BE MOUNTED INSIDE ABOVE THE EXISTING ORP SYSTEM.
 3. PROVIDE CABLE ORP ON THE END OF THE CONDUIT. SEE  FOR ADDITIONAL MOUNTING DETAIL.



INDOOR TO UNDERGROUND TRANSITION
NOT TO SCALE

5.7 PRELIMINARY DESIGN ADDENDUM

The following pages contain the preliminary design memo developed during the investment grade audit.

DESIGN MEMORANDUM

DATE: July 16, 2014
TO: Scott Eisenhauer, TRANE Commercial Systems
FROM: Chad Newton, P.E., Gray & Osborne *Chad Newton*
SUBJECT: ECM-1 AND ECM-2 DESIGN MEMORANDUM, CITY OF
SULTAN WWTP ENERGY CONSERVATION MEASURES,
TRANE, SNOHOMISH COUNTY, WASHINGTON,
G&O #14533

Gray & Osborne has performed an analysis of energy conservation measures at the City of Sultan Wastewater Treatment Plant to support the Investment Grade Audit (IGA) being performed by TRANE Commercial Systems. In the preliminary energy audit, two energy conservation measures (ECMs) at the wastewater treatment plant (WWTP) were selected for further analysis: installing a new second mixer in the oxidation ditch (ECM-1) and providing dissolved oxygen control of the oxidation ditch aeration rotors (ECM-2). This design memorandum provides an assessment of the existing facilities, design criteria for the new equipment and estimated annual operation hours and electricity consumption for the modified facilities. 30 percent design drawings and equipment information are provided as attached exhibits.

ECM-1: OXIDATION DITCH – INSTALL SECOND MIXER

The intent of this energy conservation measure is to install a new second mixer and support frame in the oxidation ditch at the Sultan WWTP. Currently only one mixer is installed and operational.

Background

The oxidation ditch was originally designed and constructed in 1998 with two mixers, which were mounted next to each other along the north walkway of the operations building. The mixers were manufactured by ABS with 5.4-hp rated motors. The mixers were designed to maintain velocity in the ditch and to prevent solids from settling when the facility is operated with the aeration rotors off (anoxic cycles). During anoxic cycles the rotors are turned off and the mixers are turned on. The bacteria in the oxidation ditch contents, known as mixed liquor, quickly deplete the remaining dissolved oxygen and then utilize nitrates as an oxygen source, removing nitrogen from the wastewater and reducing the aeration requirements.

Operating personnel at the plant indicate that both mixers had mechanical problems and the second mixer had some problems with its mounting bracket, which led to its failure and subsequent removal. One mixer was replaced by City staff in 2012 with a Landia

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commissioned similar mixer brackets for an oxidation ditch that could not be taken out of service, we have revised that design for this application.

The new mounting bracket is designed as an inverted tri-pod, with the vertical leg of the tripod being a 4x4 SS square section, and the two angled legs fabricated out of 3.5-inch circular sections. The vertical leg will be mounted at the edge of the concrete walkway and will serve as the guide rail for the mixer bracket. Each of the other two legs of the tripod will extend up at a 33.11° angle away from the 4x4 vertical leg, and at a 16.43° towards the back of the cantilevered concrete walkway. The entire system will be suspended from these three points and have approximately one foot of clearance off of the floor of the ditch. The three points of connection are all accessible from the walkway above, allowing it to be installed while the ditch is in service.

Electrical

The existing electrical wiring and equipment is adequately sized and configured for the recommended modifications. The local control station, conduits and motor control center (MCC) bucket from the original ABS mixer are still in place and available for use. The MCC bucket for the original mixer is amply sized for installation of the new starter and protection circuits that will be provided by Landia. The wire and conduit to the field control station are in good condition and are adequately sized for the new mixer. However, there is an existing junction box at the field control station with corrosion that needs to be replaced. This will require pulling the wires back and reinstalling them. As it is a short run to the MCC, it is our recommendation to replace with new wires rather than repulling the original wires and risk damage to the insulation.

An envelope above the oxidation ditch water level is a Class 1 Division 2 electrically hazardous area in accordance with NFPA 820. The existing electrical facilities and the modifications described herein are designed in accordance with these standards. The mixer motor is not required to be explosion proof as the mixer is only operated when submerged in the mixed liquor.

ECM-2: OXIDATION DITCH – CONTROL AERATORS TO DO SETPOINT

The existing brush rotor aerators are equipped with variable frequency drives (VFDs). However, speeds are manually adjusted by plant operations staff as no direct feedback of the dissolved oxygen (DO) level is available. The intent of this measure is to install a DO probe in the oxidation ditch and provide PLC programming to automatically control aerator speed in order to maintain a consistent DO level. In addition, a programming change to allow the plant operations staff to set two anoxic cycles per day instead of the current operating practice of only one per day is recommended. These modifications will reduce energy usage and provide an operational benefit to the facility.

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Background

The oxidation ditch is equipped with two aeration brush rotors, U.S. Filter/Zimpro (currently Evoqua) Model 5300 Mammoth Rotors, each with 40-hp rated motors. The aeration rotors were designed to provide aeration for biological treatment, maintain velocity in the ditch and to prevent solids from settling. During anoxic cycles the rotors are turned off and the mixers are turned on to remove nitrogen from the wastewater and reduce the aeration requirements. Currently the plant operates one anoxic cycle per day with a maximum of 4 hours, beginning at 10:00 a.m.

Each of the aeration rotors was equipped with a VFD located in the Operations Building. The rotor speeds are manually set by the plant operations staff in response to seasonal changes in the oxygen demand and biological activity rates. The DO level in the ditch is measured each morning by a grab sample and a laboratory DO meter, and is used to adjust the rotor speed. The speed of each rotor typically varies between 35 Hz and 40 Hz over the course of a year, with an estimated annual average of 38 Hz. Each rotor is rated for 46.5 full load amps, and at a speed of 38 Hz the measured current with an ammeter is 24 amps.

Proposal

A dissolved oxygen probe will be mounted to the handrail on the walkway along the south side of the Operations Building. PLC programming will be provided by the City's system integrator (TSI) to vary the rotor speed and number of rotors in service to maintain a staff-selected DO level setpoint. The PLC program will maintain at least one rotor in service (except during anoxic periods) and will call the lag rotor to start if one rotor cannot meet the DO setpoint.

The DO level in the ditch measured each morning ranges between 3 and 5 mg/L, which is higher than the typical recommended 2 mg/L level. It is likely that the DO level in the ditch is even higher during the night, when the influent loading to the plant, and therefore the oxygen demand, are very low. Textbook diurnal curves of organic loading show that from midnight to 6 a.m. the organic loading is approximately 40 percent of the daily average. The actual ratio will depend on the specific wastewater characteristics and use patterns within the City of Sultan.

Under PLC speed control of the rotors, the rotor speed and number of rotors in service will vary as necessary throughout the day and night to maintain the DO setpoint of 2 mg/L. It is difficult to estimate the precise speed in advance as it depends on the loadings, which are variable. However, it can be conservatively estimated that only one of the two rotors will be needed between midnight and 6 a.m. to maintain a DO setpoint of 2 mg/L.

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During aerobic periods the nitrate concentration builds up and during anoxic periods that nitrate is depleted. With two anoxic cycles per day, the nitrogen depletion process occurs twice resulting in a longer total anoxic period per day. In oxidation ditches with multiple daily anoxic cycles, a total anoxic period of 6 to 8 hours is typical. We recommend operating two anoxic periods per day, which will improve nitrogen removal and significantly reduce electricity consumption, as the mixers running during anoxic periods each have 4.9-hp motors versus 40-hp for the rotor motors that run during aerobic periods.

Table 2 provides operational criteria for the current and proposed operation of the aeration rotors, with a conservative estimate of electricity savings due to the DO control loop accounting only for lower nighttime aeration demand.

TABLE 2
Aeration Rotor Operational Criteria

Parameter	Current Operation	Operation with ECM-2
Rated motor size (hp)	2 @ 40 ea.	2 @ 40 ea.
Annual average motor speed (Hz) ⁽¹⁾	38	38
Annual average running current (A) ⁽¹⁾	24	24
Estimated annual average running power (kW) ⁽²⁾	12.85	12.85
Operating hours per day ⁽³⁾	2 @ 20 hr ea.	1 @ 18 hr; 1 @ 12 hr
Total annual operating hours	14,600 hr	10,950 hr
Estimated annual electricity consumption for rotors (kWh)	187,600	140,690
Estimated annual electricity consumption for rotors and mixers (kWh) ⁽⁴⁾	200,140	159,500

(1) Per personal communication with plant operations staff

(2) $\text{Power (kW)} = [\text{Current} * \text{Voltage} * 1.73 * \text{Power Factor}] / 1,000$

(3) Recently, anoxic periods with both rotors turned off have been 4 hours per day. With SCADA screen modifications, two anoxic periods of 3 hour each can occur. With the DO control loop it is assumed that one rotor will turn off for 6 hours each night.

(4) For current operation, assumes 2 mixers at 4 hrs/day. For ECM-2 operation, assumes 2 mixers at 6 hrs/day.

Electrical

The dissolved oxygen probe will be mounted to the handrail on the walkway along the south side of the Operations Building. The dissolved oxygen transmitter will be installed inside the electrical room adjacent to the control panel. Wiring the DO probe will require a new conduit through the building wall. Power for the DO probe will come from the

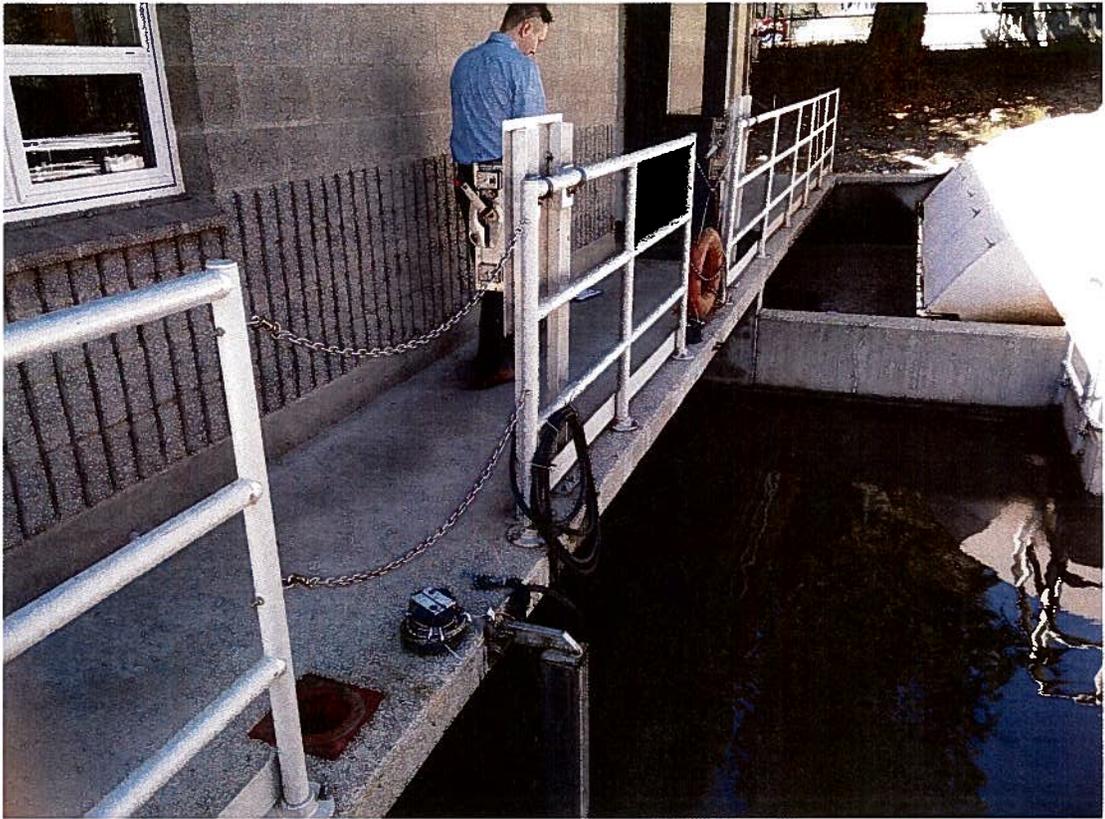
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existing control panel so that it is on the UPS system (120 VAC). However this is not a requirement, and the instrument could be supplied by one of the two existing panelboards.

An envelope above the oxidation ditch water level is a Class 1 Division 2 electrically hazardous area in accordance with NFPA 820. The DO probe will be rated for Class 1 Division 2, while the DO transmitter will not as it would be located inside the unclassified Operations Building.

The existing control panel and PLC will be adequate for all proposed modifications under ECM-2. There are existing spare inputs to the PLC. Though not anticipated there is also the ability to add additional I/O cards. Control descriptions will be provided to the system integrator for the modifications to the PLC and SCADA screen programming.



5.8 LIGHTING AUDIT

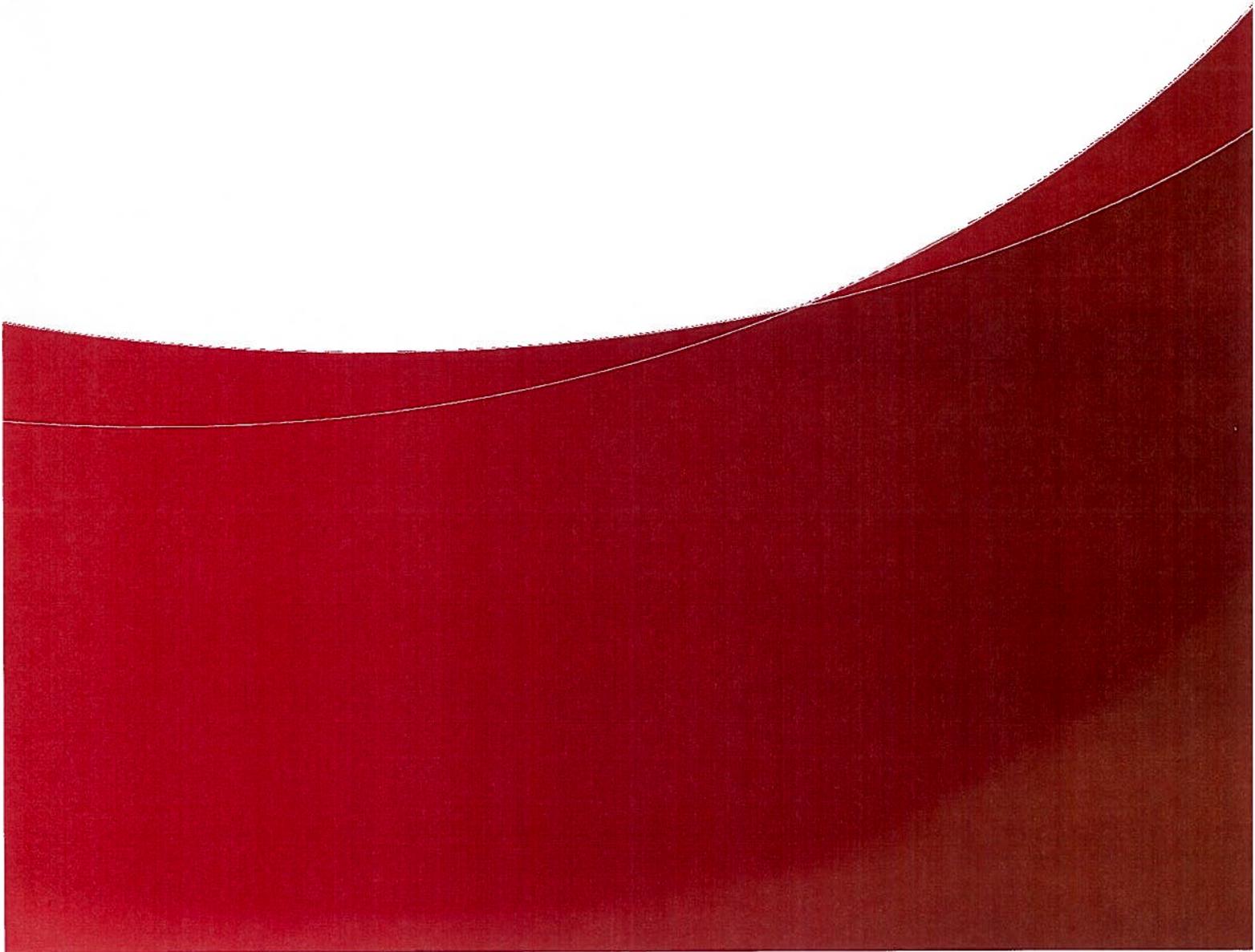
The following page(s) contain the lighting audit which details equipment selection and energy savings for the Wastewater Treatment Plant Exterior Lighting energy conservation measure.



LIGHTING AUDIT

ECM 4. WASTEWATER TREATMENT PLANT EXTERIOR LIGHTING

EXISTING QTY OF FIXTURES	RETROFIT FIXTURE CODE	FIXTURE DESCRIPTION	LAMP TYPE	REFLECTOR Y/N	LAMPS/FIX	BLSTS/FIX	FIX. WATTS
5	LB-ISL24	L&B 4ft, 2 Lamp ISL	F32 T8	No	2	1	48
14	LEDCOBRA-11000W/ADP	New 11,000 Lumen LED Cobrahead- Cree XSP2 with ADP	LED- New Fixture	No	1	1	101
1	LEDFL2-1100-PH	New 1,100 Lumen 2 Head LED Security Flood with PH ~ Lithonia	LED- New Fixture	No	1	1	20
8	LEDWP-3800	New 2600 Lumen LED Wallpack ~ Cree	LED ~ New Fixture	No	1	1	42



SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: D-1

DATE: March 12, 2015

SUBJECT: Planning Board Work Plan of Board-desired projects

CONTACT PERSON: Stacy MacGregor, Senior Planner

ISSUE: The Council was asked to consider the planning board's desire to direct their work plan and consider the board's list of work plan items

STAFF RECOMMENDATION:

Staff proposed the following work plan the 2015 planning board agenda. The list has been updated to show status of work plan items.

Staff Proposed Work Plan for 2015:

Scheduled/Completed Date	Issue
January 8, 2015	Compete Development Regulations Rewrite Joint Council/Planning Board Meeting
March 14, 2015 Council item	Title 19 heavy housekeeping to coordinate with Title 16
March 12, 2015	Title 6 and Title 9 (Animals and Nuisance Code) rewrites to increase enforceability, identified issues, and community desires
June, 2015	Joint Council/Planning Board Permitting Workshop
Jan-May, 2015	Title 17, Critical Areas Ordinance to coordinate with Department of Ecology
Ongoing	Continue revisions to Comprehensive Plan, Development Regulations, and other plans to harmonize the plans with Countywide Planning Polices, County's Buildable Lands Report, and the revised Population Allocation
	Annexation of "Doughnut Hole" Comprehensive Plan Map Amendment
	Projects as assigned by Administration/Council/Statutory Requirements

SUMMARY:

1. Comp Plan Docket for 2015
2. Dark Skies Initiative
3. Master Trail Plan
4. Wildlife Corridors
5. Sidewalk system
6. Walking Scores
7. Basin to downtown link / 2025 Preferred Arterial Plan

8. Urban Village Expansion
9. How can we encourage walkable, bikeable, mixed-use development at Rice Road?
10. Parks Board/Parks Plan
11. Tree City USA
12. Setbacks and lot placement
13. Recreation Space requirements for subdivisions
14. Steep slopes
15. Temporary Uses Code
16. ADU code
17. Deferral of mitigation fees

Planning Board discussed the presented list and other ideas. After much discussion, the board consolidated the list and prioritized the items. A suggestion was made to memorialize the list and go back to it at the beginning of the year. .

The board prioritized and grouped the ideas into the following order:

Separate 1

Combine 3 and 4

Combine 6, 7, 9

Separate 10 Parks

Combine 12, 13, 15, 16 and 17; together they will fall into the work plan

Lower Action 2, 8, 14

Ask Mick about 5, 14

Ask Ken about 11

RECOMMENDED ACTION:

ATTACHMENTS:

A – Excerpt of Sultan Planning Board Minutes, December 16, 2014

--Excerpt from the Sultan Planning Board Minutes, December 16, 2014

D-2: The Planning Board has an opportunity to influence the annual work program. Development of a work program to bring before Council is their opportunity to vet their ideas as a board and prepare a work program for 2015. A work plan approved by the Planning Board will be forwarded to City Council for their consideration.

Staff proposed 2015 Work Plan to Council was presented to the Planning Board.

Hitchcock and Gossett presented a list of Planning Board Proposed Projects they developed.

18. Comp Plan Docket for 2015
19. Dark Skies Initiative
20. Master Trail Plan
21. Wildlife Corridors
22. Sidewalk system
23. Walking Scores
24. Basin to downtown link / 2025 Preferred Arterial Plan
25. Urban Village Expansion
26. How can we encourage walkable, bikeable, mixed-use development at Rice Road?
27. Parks Board/Parks Plan
28. Tree City USA
29. Setbacks and lot placement
30. Recreation Space requirements for subdivisions
31. Steep slopes
32. Temporary Uses Code
33. ADU code
34. Deferral of mitigation fees

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Planning Staff and Planning Board Ideas for 2015 Planning Board Work Plan

**Presented by Lucy Hitchcok and Sean Gossett to the Sultan Planning Board,
Discussed and prioritized by the Board on December 16, 2014**

Planning Board Proposed Projects for the 2015 Work Plan (Lucy's Updated List)

The original purpose of the December Planning Board meeting was to develop a work plan for 2015. For the last three years, at least, the Planning Board has been carrying out the Council assigned tasks of working with staff, first on the Land Division Code, Title 19, which was adopted in April 2012; and since then on the Zoning Code, Title 18, on which the Planning Board held a Public Hearing on May 6, 2014, and then referred it to the City Council. It was thought that the Planning Board's next assigned task would be the 2015 update of the Comprehensive Plan, especially to those parts affected by the major lowering in the population projection to meet reality. Since that major update has been postponed, it appeared that the Planning Board will finally be able to propose items for planning for the welfare of Sultan, in fulfillment of the 2011 Comp Plan, before the expected development boom as Boeing hires extensive new staff for its new plant and the county projects major growth in which Sultan hopes to partake. So, below, please find the beginning of a list of areas of study that will be prioritized and amplified by our discussion. Planning Board and City Council members are encouraged to add to the list.

- 35.** Any applications for the Comprehensive Plan Docket of amendments to the Comprehensive Plan for 2015, especially related to the change in population projection for Sultan, must be submitted by the March 1 deadline. Planning for the City of Sultan is rooted, guided and bound by the Comp Plan. Does the City want to continue to plan based on a population goal far beyond its capability? At the least, to advise the City Council, the Planning Board could make a perusal and annotate any portions of the Comp Plan that would benefit with updating to the reduced population goal well prior to March 1. **LH - PROBABLY GET TAKEN CARE OF**
- 36.** Dark Skies Initiative; www.darksky.org. I have been concerned about the type of lighting that developers have been installing in Sultan's new subdivisions. Wildwood Estates is a stand out example of where the choice of street lamp fixtures has resulted in potentially unwanted and/or unnecessary light pollution. The Dark Skies Initiative is focused on preventing light pollution through planning (lighting overlay zones) and engineered solutions such a full cut off fixtures. Perhaps the Planning Board could study the successes and challenges other municipalities have experienced implementing this program and whether it could be included as a goal in Sultan's comprehensive plan. If we decide to move forward with this initiative, perhaps it could be phased-in in steps, starting with the City adopting the standards for municipal buildings, parks, and future street projects, and then work it into the commercial and industrial regulations outlined in Title 18. - **SG LOWER ON THE LIST – HIS PERSONAL INTEREST IN THE SUBJECT**
- 37.** Reassess the master trail plan: I am concerned the flat impact fee we are proposing for developers may have some unintended impacts on the expansion of Sultan's trails. There are also steps we can take to enhance the city's existing pedestrian resources. Cities such have Redmond and Kirkland has added simple pedestrian scale signage to define running, walking and biking routes within their respective city sidewalk and trail systems. Walking and hiking were identified as the two top uses of City parks in the Comprehensive Plan. I feel that there is a lot of opportunity to enhance the perceived walk ability of the city in general at a fairly low cost. **SG - WANTS TO REVISIT SOON.**

38. Before further development occurs, map out wildlife corridors. This not only helps wildlife, many in Sultan treasure, but helps avoid wildlife crossing private property or streets when not desired or even dangerous to traffic. Begin by researching wildlife corridors in other jurisdictions for suggestions. **LH - PUT A PLAN IN PLACE BEFORE DEVELOPMENTS BEGIN**
39. The Comprehensive Plan, Table 8-9 identifies filling in "gaps" in the existing sidewalk system as a priority, but does not provide information as where these gaps exist, or what the priority of repair should be. Perhaps the Planning Board could aid the city in reviewing, updating, and prioritizing the city's plans (elaborating on the comprehensive plan) to fill in "gaps" of sidewalks and make sure they are in alignment with future growth - a particular example is Sultan Basin Road, near the Baptist church where there is a large gap at the airport overlay zone which will likely never get filled as long as it is zoned as such. The entire upper basin is effectively cut off from safe ADA friendly pedestrian access to services and transit, yet we are proposing more density (apartments by the church). **SG - THOUGHT THE PB SHOULD TAKE IT UPON THEM TO FILL IN THE GAPS.**
40. I'd like to study how a "walking score" is developed and see if there are any easy fixes and/or grant opportunities the city can pursue. Better scores would likely have a positive impact on real estate values and marketability with the benefit of potentially enhancing the overall health of the community. **SG - LOOKS AT INEXPENSIVE WAYS TO IMPROVE WALKABILITY SCORES.**
41. Basin to downtown link / 2025 Preferred Arterial Plan: We should explore ways to enhance the vision of the Comprehensive plan to incorporate improved pedestrian access in addition to improved vehicle access between these two areas as growth ramps up in the Sultan Basin area – this is identified in the Comprehensive Plan as a challenge to Sultan's mobility. Currently pedestrian access between the two sides of town is constrained by two obstacles: A 2-lane bridge on HWY 2 over Wagley creek with very narrow, non-ADA compliant shoulders, and a steep unlit gravel trail on Loves Hill. One suggestion would be to start exploring grant opportunities to construct a pedestrian bridge put in over Wagley Creek. We should also be looking at how and when the city should be looking at constructing the secondary east/west 2025 Preferred Arterial Link outlined in the Comprehensive Plan. **SG - ENHANCES COMP PLAN FOR MOBILITY.**
42. East and/or west urban village expansion – what can we do now to start getting Sultan out of the flood zone. What would we do with the existing downtown area? **SG SELF EXPLANTORY. DECISIONS BOARD MAKES NOW WILL MAKE HUGE IMPACT IN THE FUTURE.**
43. How can we encourage walkable, bikeable, mixed-use development at Rice Road? **LH**
44. Parks – we don't have a parks board and we have a City that seems to be investing in areas that may not best serve the population. Can the Planning Board take on some of the future planning discussion until a park board can be established – Perhaps at a minimum, ensuring that proposed projects are in alignment with the goals and input received from the public in the Comprehensive Plan? **SG** Where would a park near Sultan Basin Road or Rice Road, to serve the east side of town, best be placed? **LH - HOW CAN WE GET THIS IN THE CITY**
45. Follow up on Tree City proposal. There is a grant available up to \$10,000 to receive the aid of an arborist working with a citizen committee in mapping existing street (and other) trees and planning for more attractive and environmentally friendly planting. PB obtained booklets on recommended street trees from PUD some time ago. We heard the city was applying for Tree City status but then it seemed to have been dropped

without explanation. Washington State's celebration of Arbor Day is the 2nd Wednesday in April. That could be used to build enthusiasm in our historic logging community. Check out the Tree City website to see the very long list of cities in Washington that are Tree Cities. Sultan is not on the list. **LH - ASK KEN WHAT HAPPENED TO THE GRANT. REEDY GET SOME ADVICE FROM OUTSIDE REGARDING THAT.**

46. Setbacks and lot placement – I'd like to revisit discussions on setbacks and lot configurations to prevent future street grid challenges such as those found in Willow's Run and parts of Eagle Ridge. What areas are working well in the city? **SG - MORE DISCUSSION**
47. While we are looking at Willow Run, note that they have had success with their tot lot and set aside undeveloped spaces. They are both used and kept up by the Homeowners Association. We can invite a resident who lives by both to comment on their use. Let us look again at requirements of new development for free space and recreational areas. This is especially important given the unlikelihood of acquiring a major park on the east side to complement the development there in the foreseeable future given that the existing funds are slated to be spent on the Osprey-River Park trail. (A good idea but not likely to be used much by east-siders or even many people.)
LH
48. Steep slopes – what is the city's longrange plan for the Timber Ridge area now that it has become so difficult to develop? The city budget includes spending \$300k to repair one of the streets, but why if nobody will ever build up there? **SG - NEEDS UPDATE FROM MICK**
49. Stacy raised the issue of garage sales in looking at Title 18: whether they should require a land use permit. I looked at Duvall's codes to see what another small town is doing and found a chapter in their code called *Temporary Uses* that Sultan does not have. It is worth our examining as a model. It covers health and safety issues and guidelines for a variety of temporary uses including garage sales and moving sales but also outdoor art and craft shows and exhibits, community and seasonal festivals and sales and their vendors (eg. Shindig, Salmon Festival), interim housing facilities, for example, homeless shelters on church properties, mobile services, pushcart vendors, sidewalk sales, etc. **LH - LOOK INTO CODES OF OTHER CITIES**
50. Add ACCESSORY DWELLING UNITS Code **TG**
51. Defer Mitigation Fees and Water & Sewer till house sells. **TG**

Gossett suggests memorializing the list and going back to it at the beginning of the year.

Tree City – ask Ken for follow up.

Steep Slopes ask Mick for update. Setbacks/Lot placements ADU can be put into Title 16 and 18. Deferral of impact fees in the works, water and sewer may or may not be in the works. Sultan Basin Road overlay with wetland mapping future mapping for developers.