



DEPARTMENT OF PUBLIC WORKS

January 27, 2014

Steven V. King
Executive Director
1300 S. Evergreen Park Dr. SW
Olympia, WA 98504-7250

RE: Request to Amend Nov 2006 Docket No. UG-051609

Dear Mr. King:

In November 2006, Stipulated Agreement to Close Docket No UG-051609 was signed by the City of Enumclaw and UTC staff. Section 4 of the agreement contained the following provision:

4. The City agrees to assign an employee to the role of "Natural Gas Systems Engineer" or "Natural Gas Systems Manager." This person shall be knowledgeable of the applicable federal and state pipeline safety regulations and experienced in the operation of gas distribution systems. This person shall also coordinate all work of the City's gas system personnel and be responsible for maintaining up to date plans, procedures and records as required under such regulations. The Parties understand that it is critical that this person not have responsibilities outside the management of City's gas system. The City will also maintain other staff dedicated to the maintenance and operation of its system, including an Operations Supervisor and, at minimum, four qualified persons. No later than June 30, 2007, the City will have in place the staffing described in this section.

The City hired Ed Hawthorne into the position of Natural Gas Systems Manager on April 1, 2008. Since his hiring Mr. Hawthorne has brought the City's gas division into strict regulatory compliance and assembled a team of qualified staff as directed in the agreement. Other direct support staff includes the public works director, an administrative secretary, two meter readers, and an engineering technician. Indirect support is provided by City administrative, legal, IT, equipment maintenance, and financial staff.

While there have been many reduction in staff in other areas of the City since Mr. Hawthorne assumed his position, gas division staffing has been kept at the stipulated level. As Public Works Director since November 1st last year, I am looking to backfill my previous position with a second engineering technician with the intent of dedicating a

portion of this position to assisting Mr. Hawthorne with the more routine functions that Mr. Hawthorne has been performing. These would include duties such as data entry, contract preparation, public awareness, reporting, asset management, inventory, and records management. This will free up some of Mr. Hawthorne's time for continuing the great work he has been doing for the gas system, but also hopefully enable him to take on limited additional duties outside of the management of the gas system that more fully utilizes Mr. Hawthorne's experience and expertise and benefits the City's overall operations. Mr. Hawthorne has extensive experience with instrumentation, control systems, complex industrial plants, and even decorative concrete countertops. Duties that Mr. Hawthorne could potentially provide assistance with include the following in order of importance:

- Supervising non-gas division staff at the City shops as needed when other supervisory staff is not available.
- Providing technical assistance with equipment issues that may arise at City facilities.
- Assisting with troubleshooting control system problems at the City's wastewater treatment plant or managing small plant improvement projects.
- Establishing telemetry systems at the City's sewer lift stations.
- Setting up a system for manufacturing high strength concrete pavers for the City's downtown decorative streetscape to replace failing sandstone and bluestone pavers with a color concrete product that is durable and matches the existing pavers.
- Assistance with other tasks yet to be identified

The performance of these additional duties would not result in any work related to management of the gas system being left undone. However, given the strictness of the order stipulation above it is necessary to request that it be amended so that the provision of additional support staffing for the Natural Gas Systems Manager can result in some flexibility with respect to the duties that the manager can perform.

Thank you for considering this request. If you have any questions, please contact me at 360-615-5728 or swoodbury@ci.enumclaw.wa.us.

Sincerely,



Scott Woodbury, P.E.
Public Works Director

c: Ed Hawthorne, Natural Gas Systems Manager
Chris Searcy, City Administrator