



# CITY OF MEDINA

501 EVERGREEN POINT ROAD | PO BOX 144 | MEDINA WA 98039-0144  
TELEPHONE 425-233-6400 | [www.medina-wa.gov](http://www.medina-wa.gov)

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**Date:** November 8, 2021  
**To:** Honorable Mayor and City Council  
**Via:** Michael Sauerwein, City Manager  
**From:** Steven R. Wilcox, Development Services Department Director  
**Subject:** Development Services Department Monthly Report

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## Permit Activity

Development activity in Medina remains consistently strong. All indications through our regular conversations with departments similar to ours, architects, engineers, contractors, and developers indicate no change to activity for the foreseeable future.

Please see the two reports regarding activity in October.

## Permit Reports

We have our permit tracking software vendor working on our monthly permits received and permits issued reports.

Hopefully early next year we will have a better set of monthly reports with more detail including data on our monthly code enforcement activities.

## Planning Commission

By Stephanie Keyser

Thanks in part to Mayor Rossman's letter of support, the city has been awarded a \$60,000 grant from the Department of Commerce to do a Housing Action Plan in 2022-2023 to evaluate Medina's housing needs. This evaluation will include the effectiveness of the city's current strategies and processes and how Medina can better address priorities such as aging-in-place. This data can also be applied to the upcoming Comprehensive Plan housing element, which will help the city kickstart the update. We will be using our current planning consultant firm, Blueline, to do the housing action plan. At the end of October, we also applied for two grants from the Department of Ecology: one to establish a monitoring system of the approved shoreline applications (this is likely going to become a mandatory requirement with the next SMP update in 2028), and the second to create user friendly guides to Medina's SMP. We will find out whether we have been successful with these grants by mid-December.

A virtual open house for the tree code was held on October 14<sup>th</sup> and was attended by one Councilmember, three Planning Commissioners, and three members of the public. The PowerPoint presentation used for the open house is available on the tree code website. Planning Commission held a public hearing on the tree code during their special meeting on October 19<sup>th</sup> and two members of the public were there to provide public testimony.

Planning Commission voted unanimously (6-0) on the last pieces of the tree code, thereby finalizing the recommendation to Council.

## **Code Enforcement**

We continue to have a steady amount of code enforcement investigations to perform. Code enforcement is generally divided into two categories. Construction Activity Permit (CAP) enforcement is a daily function of our Deputy Building Official and Building Official's duties. CAP enforcement and general code enforcement are usually managed differently. CAP enforcement involves construction vehicles parked in the right of way, work hours violations, dirt tracked into the road, etc. "General" code enforcement is any other violation of our Municipal Code such as buildings constructed without permit, tree removal, loud dogs, escaped farm animals, overturned garbage containers, garbage cans left out too long, etc. CAP enforcement is usually proactive, and general enforcement is usually reactive based on complaints. Code enforcement is a significant part of any day in Development Services for staff.

Last month you had been promised that in this report you would receive background on our code enforcement process. Due to current work on amendments to our code enforcement chapter you will receive a presentation on this topic later. Updating our code enforcement chapter through specific amendment proposals is currently underway as a 2021 4<sup>th</sup> quarter Development Services Goal. The proposed amendments will be completed in December. The current version of our code enforcement chapter can found at: [CHAPTER 1.15. - CODE ENFORCEMENT | Code of Ordinances | Medina, WA | Municode Library](#)

At a Study Session in January 2022 Council will be fully informed about the proposed amendments, and our enforcement processes. The anticipation is to bring amendments to Council at the regular meeting in February 2022.

Development Services has not done a good job of informing Council about our code enforcement activities so we hope to change that. We are working with our permit software vendor to get better reporting for Council monthly. We are also working with our consultants and staff to assure that all code enforcement activity is logged for data collection. We should be able to begin providing better information sometime in the 1<sup>st</sup> quarter of 2022.

## **Building Officials Conference**

By Rob Kilmer

On October 28th and 29th, our Deputy Building Official Rob Kilmer attended the Fall Quarterly Business meeting of the Washington Association of Building Officials. Also in attendance were the building officials of more than fifty cities and counties from around Washington State. Additionally, representatives of the International Code Council from both the regional and local level were present.

One of the main purposes of the meeting was to discuss recent and upcoming changes to Washington State Law regarding the energy code requirements for new construction around the region. The Washington State Energy Code is increasing in complexity, and there is a concern among the region's Building Officials regarding the increasing cost to both building departments and homeowners. Strategies for providing extra training for building departments, and better guidance for designers is being developed.

## **Telecommunications Franchise Application**

On October 29<sup>th</sup> we received a franchise application for location of telecommunications facilities within Medina public right of way and private property. This application is from T-Mobile.

The franchise application is under review. The application is incomplete and does not fully comply with MMC 15.06.020 which can be found here: [CHAPTER 15.06. - TELECOMMUNICATIONS FRANCHISE | Code of Ordinances | Medina, WA | Municode Library](#)

Once the franchise application is determined to be complete Council will get a copy of the documents in this Development Services staff report.

## **Public Portal**

With our new Development Services Coordinator, Rebecca Bennett getting acclimated to her job, we will be looking for options to our current permitting public portal. We have needed a permanent staff member in Rebecca's position to effectively move forward with a search for a portal replacement, and likely implementation of a new portal. Rebecca is the third Development Services Coordinator this year. Your Development Services Director has diverted significant time this year to hiring, training and assisting new employees in learning the Development Services Coordinator position.

Our portal is being used for all permit applications and has been since June of 2020. The portal however has defects which the vendor has not been able to solve for us. Your Director believes the problem essentially lies with Medina being the only SmartGov client in King County, and we are a small client. A permit applicant is guided by staff from the point of their pre-application meeting. Rebecca assists each applicant through the known problems in the portal. This is our customer service while we evaluate a new system and it works. The portal works fine with staff assistance through the known problems. Development Services customer service is not second to any similar agency.

Development Services needs a home page on our Medina website to provide directions through the portal and for many other things that would be helpful to everyone who wants to know about this department. We are told that we will have this page available once the new city website is produced.

The history of our current portal software and why we have this SmartGov system is simple. In Spring of 2018 when the new Development Services Director began work he decided that moving from paper to an electronic permitting and archiving system was needed due to the many advantages. We had been using a SmartGov permit tracking system since 2011, but we still operated through paper. Staff discovered in early 2019 that the city had actually had a public portal available that was already connected to our tracking system that was established in 2011. Because we discovered that our existing permit tracking system had an associated public portal the decision to establish the current SmartGov portal was easy. There was no search for a portal vendor needed.

Setting up the new portal was extremely difficult for us. SmartGov provides a basic template that the client must build and tailor. We discovered that this process probably works fine for larger cities that have technical staff who can be assigned to these types of

complicated tasks, but Medina does not. Staff had to work through each technical issue with limited help from the SmartGov vendor. Piece by piece we built the portal. We even changed large fundamental processes the city used for many years to accommodate the portal. Once built we had to work through new issues that came up. Eventually in June of 2020 the portal became live and has been used ever since. But we were, and still are unable to allow applicants to go directly into the portal without staff assistance. We have worked with the vendor many times to get the problems fixed, but they have been unable to do it. Staff changes have not helped either. Now, with new staff getting established we are going to move forward with exploration of a new public portal that hopefully can work with our current tracking system and our finance software. The goal is to retain our existing tracking system and only replace the portal if this is possible. SmartGov has been a disappointment, but we have tried to make the existing system work without going through another project of replacing what we worked so hard to create from a bare template.

Making the public portal fully effective in 2021 was a department goal that is not being achieved. We are redirecting our energy towards a new permit portal.

### **City Hall Indoor Air Quality Report**

An Industrial Hygienist from WOOD Environmental performed air quality tests within our City Hall. The hygienist was asked to evaluate our air quality considering COVID-19. While we are told that a specific test for COVID in air is not possible, our air was checked against specific ASHRAE standards. The quick summary is that the Conclusions and Recommendations within the WOOD report indicate that the air quality within City Hall was good during the testing periods. Please see the indoor air quality test results provided with this report.

Our City Hall has an excellent air exchange system which is regularly serviced. This “fresh air” mechanical system provides 100% air exchange through filters and provides us with good air quality.

There are recommendations for some fairly minor repairs that should be scheduled.

Please contact Development Services Director Steve Wilcox at 425-233-6409 or [swilcox@medina-wa.gov](mailto:swilcox@medina-wa.gov) with any questions about this report.



# Monthly Issued Permit Report

October, 2021

Report run on: 11/01/2021 09:22 AM

<b>Construction Value:</b>	<b>October 2021</b>	<b>October 2020</b>	<b>2021 YTM</b>	<b>2020 YTM</b>	<b>Difference</b>
Accessory Structure	-	-	\$20,000.00	\$182,875.00	(\$162,875.00)
Addition / Alteration	\$3,110,000.00	\$536,832.00	\$11,322,319.21	\$5,350,575.05	\$5,971,744.16
Fence / Wall	-	-	\$444,800.00	\$29,000.00	\$415,800.00
New Construction	\$3,615,062.00	\$2,379,500.00	\$31,766,487.00	\$36,958,861.00	(\$5,192,374.00)
Repair / Replace	-	-	-	\$6,000.00	(\$6,000.00)
Wireless Comm. Facility	-	-	-	-	\$0.00
<b>Total Value:</b>	<b>\$6,725,062.00</b>	<b>\$2,916,332.00</b>	<b>\$43,553,606.21</b>	<b>\$42,527,311.05</b>	<b>\$1,026,295.16</b>

<b>Permits Issued:</b>	<b>October 2021</b>	<b>October 2020</b>	<b>2021 YTM</b>	<b>2020 YTM</b>	<b>Difference</b>
New Construction	1	1	15	16	(1)
Permit Extension	-	1	35	3	32
Accessory Structure	-	-	1	3	(2)
Addition / Alteration	3	1	32	11	21
Construction Mitigation	1	3	24	24	0
Demolition	1	1	18	17	1
Fence / Wall	-	-	13	2	11
Grading / Drainage	2	2	23	20	3
Mechanical	4	5	71	65	6
Other - Moving	-	-	-	-	0
Plumbing / Gas	6	5	78	58	20
Repair / Replace	-	-	-	1	(1)
Reroof	-	-	-	-	0
Right of Way Use	7	13	82	57	25
Tree Mitigation	5	8	56	57	(1)
Wireless Comm. Facility	-	-	-	-	0
<b>Total Permits:</b>	<b>30</b>	<b>40</b>	<b>448</b>	<b>334</b>	<b>114</b>

<b>Inspections:</b>	<b>October 2021</b>	<b>October 2020</b>	<b>2021 YTM</b>	<b>2020 YTM</b>	<b>Difference</b>
Building	100	99	848	630	218
	71	31	297	132	165
Engineering/Other	9	4	58	19	39
Tree	-	1	19	5	14
<b>Total Inspections:</b>	<b>180</b>	<b>135</b>	<b>1,222</b>	<b>786</b>	<b>436</b>

## Monthly Applications Submitted v2

09/01/2021 – 09/30/2021

Permit Type	Submitted Date	Permit Number	Total Valuation	Address
B-ACCST	09/23/2021	B-21-102	\$109,000.00	8436 MIDLAND RD
<b>TOTAL B-ACCST:</b>	<b>1</b>	<b>\$109,000.00</b>		
B-ADD/ALT	09/28/2021	B-21-103	\$33,350.00	7813 NE 10TH ST
<b>TOTAL B-ADD/ALT:</b>	<b>1</b>	<b>\$33,350.00</b>		
B-GAS	09/02/2021	G-21-033		924 88TH AVE NE
B-GAS	09/29/2021	G-21-037		1010 84th Ave NE
B-GAS	09/16/2021	G-21-035		438 OVERLAKE DR E
B-GAS	09/15/2021	G-21-034		7619 NE 16th St
B-GAS	09/28/2021	G-21-036		7813 NE 10TH ST
<b>TOTAL B-GAS:</b>	<b>5</b>			
B-GATE	09/09/2021	B-21-096	\$25,000.00	1407 EVERGREEN POINT RD

<b>TOTAL B-GATE:</b>	<b>1</b>	<b>\$25,000.00</b>		
B-MECHANICAL	09/10/2021	M-21-063	\$7,890.00	8457 NE 7TH ST
B-MECHANICAL	09/02/2021	M-21-060	\$2,000.00	924 88TH AVE NE
B-MECHANICAL	09/02/2021	M-21-061	\$47,411.00	3265 Evergreen Pt Rd
B-MECHANICAL	09/15/2021	M-21-064	\$47,950.00	2053 77TH AVE NE
B-MECHANICAL	09/15/2021	M-21-065	\$6,152.00	3319 EVERGREEN POINT RD
B-MECHANICAL	09/27/2021	M-21-067	\$29,156.49	836 84TH AVE NE
B-MECHANICAL	09/16/2021	M-21-066	\$15,449.00	3660 FAIRWEATHER LN
B-MECHANICAL	09/08/2021	M-21-062		1855 Evergreen Point Road
B-MECHANICAL	09/29/2021	M-21-068	\$33,350.00	7813 NE 10TH ST
<b>TOTAL B-MECHANICAL:</b>	<b>9</b>	<b>\$33,350.00</b>		
B-PLUMBING	09/13/2021	P-21-074		8224 OVERLAKE DR W

B-PLUMBING	09/28/2021	P-21-079		2659 EVERGREEN POINT RD
<b>TOTAL B-PLUMBING:</b>	<b>2</b>			
B-POOL/SPA	09/22/2021	B-21-101	\$100,000.00	1686 77TH AVE NE
<b>TOTAL B-POOL/SPA:</b>	<b>1</b>	<b>\$100,000.00</b>		
B-SFR	09/28/2021	B-21-104	\$8,000.00	2019 79th Ave NE
B-SFR	09/15/2021	B-21-098	\$5,664,000.00	8845 OVERLAKE DR W
B-SFR	09/15/2021	B-21-097	\$6,152.00	3319 EVERGREEN POINT RD
B-SFR	09/20/2021	B-21-100		3205 EVERGREEN POINT RD
<b>TOTAL B-SFR:</b>	<b>4</b>			
B-WALL	09/16/2021	B-21-099	\$30,000.00	202 OVERLAKE DR E
<b>TOTAL B-WALL:</b>	<b>1</b>	<b>\$30,000.00</b>		
CAP - CONSTRUCTION ACTIVITY PERMIT	09/02/2021	CAP-21-029		3242 Evergreen Point RD
<b>TOTAL CAP - CONSTRUCTION ACTIVITY PERMIT:</b>	<b>1</b>			

P-NON ADMIN SPECIAL USE	09/24/2021	P-21-077		7747 OVERLAKE DR W
<b>TOTAL P-NON ADMIN SPECIAL USE:</b>	<b>1</b>			
P-NON ADMIN SUBSTANTIAL DEV	09/24/2021	P-21-078		1449 EVERGREEN POINT RD
<b>TOTAL P-NON ADMIN SUBSTANTIAL DEV:</b>	<b>1</b>			
P-NON ADMIN VARIANCE	09/30/2021	P-21-080		414 UPLAND RD
<b>TOTAL P-NON ADMIN VARIANCE:</b>	<b>1</b>			
P-SEPA THRESHOLD	09/01/2021	P-21-073		2515 MEDINA CIR
<b>TOTAL P-SEPA THRESHOLD:</b>	<b>1</b>			
P-SEPA/SUBSTANTIAL DEV	09/21/2021	P-21-075		2207 EVERGREEN POINT RD
<b>TOTAL P-SEPA/SUBSTANTIAL DEV:</b>	<b>1</b>			
P-SUBSTANTIAL DEV PERMIT EXEMPTION	09/22/2021	P-21-076		3660 FAIRWEATHER LN
<b>TOTAL P-SUBSTANTIAL DEV PERMIT EXEMPTION:</b>	<b>1</b>			
PW-RIGHT OF WAY	09/07/2021	PW-ROW-21-070		2604 79th Ave NE

PW-RIGHT OF WAY	09/24/2021	PW-ROW-21-079		7747 OVERLAKE DR W
PW-RIGHT OF WAY	09/23/2021	PW-ROW-21-078		101 overlake dr e
PW-RIGHT OF WAY	09/21/2021	PW-ROW-21-076		111 84TH AVE NE
PW-RIGHT OF WAY	09/08/2021	PW-ROW-21-071		2450 78TH AVE NE
PW-RIGHT OF WAY	09/08/2021	PW-ROW-21-072		7813 NE 10TH ST
PW-RIGHT OF WAY	09/09/2021	PW-ROW-21-074		444 OVERLAKE DR E
PW-RIGHT OF WAY	09/09/2021	PW-ROW-21-075		7777 OVERLAKE DR W
PW-RIGHT OF WAY	09/08/2021	PW-ROW-21-073		850 80TH AVE NE
PW-RIGHT OF WAY	09/23/2021	PW-ROW-21-077		Multiple
PW-RIGHT OF WAY	09/03/2021	PW-ROW-21-069		8335 Overlake Dr W
<b>TOTAL PW-RIGHT OF WAY:</b>	<b>11</b>			

TREE-PERFORMANCE	09/21/2021	TREE-21-064		1625 EVERGREEN POINT RD
TREE-PERFORMANCE	09/01/2021	TREE-21-060		3226 78TH PL NE
TREE-PERFORMANCE	09/29/2021	TREE-21-065		2617 EVERGREEN POINT RD
TREE-PERFORMANCE	09/10/2021	TREE-21-063		3340 EVERGREEN POINT RD
TREE-PERFORMANCE	09/09/2021	TREE-21-061		8224 OVERLAKE DR W
<b>TOTAL TREE-PERFORMANCE:</b>	<b>5</b>			

**Total # of Permits**

**48**

**\$6,164,860.49**



Wood Environment & Infrastructure Solutions, Inc.  
4020 Lake Washington Blvd NE, Suite 200  
Kirkland, Washington 98033  
USA  
T: 425-368-1000  
[www.woodplc.com](http://www.woodplc.com)

October 18, 2021

PS2117398D

Mr. Michael Sauerwein  
City of Medina  
501 Evergreen Point Road  
Medina, WA 98039

Subject: City of Medina City Hall Indoor Air Quality Consulting  
501 Evergreen Point Road  
Medina, WA

## Dear Mr. Sauerwein,

Wood Environment & Infrastructure Solutions, Inc. (Wood), provided Industrial Hygiene (IH) consulting services at the City of Medina City Hall facility located at 501 Evergreen Point Road in Medina, Washington (a.k.a., the Site or the Facility). Wood understands that the Facility has been minimally occupied during the COVID pandemic.

City of Medina (CoM) requested that Wood provide third-party IH consulting services to evaluate indoor air quality (IAQ), reoccupancy concerns related to the COVID-19 pandemic, fresh air ventilation, presence of suspect visible mold growth (SVG) and excess moisture at the Site, and to provide recommendations for action prior to reoccupancy. This report summarizes Wood's findings, conclusions, and recommendations.

## Background

CoM requested an assessment of the building and recommendations for addressing IAQ, mold, or moisture concerns prior to reoccupancy.

On August 31, 2021, Mike Smith, Wood Principal Certified Industrial Hygienist (CIH), performed a site assessment that included a walkthrough of the Facility's exterior and interior spaces, visual assessments, infrared thermography, and moisture testing. Wood also measured the following air quality parameters: carbon monoxide (CO); carbon dioxide (CO<sub>2</sub>), temperature in degrees Fahrenheit (°F); and percent relative humidity (RH). In addition, Wood monitored air quality parameters for approximately 48 hours in each of four separate locations to evaluate fresh air supply to the monitored locations.

Wood's Assessment Methodologies are provided as an attachment (Attachment A).

## Findings

### Building Description

The Facility was a three-story structure constructed over a partially below-grade 'daylight' basement (a.k.a., the first floor). The first floor contained the police department offices, evidence and weapons

rooms, men's and women's locker rooms, records room, interview room, mechanical/electrical room, server rooms, and restrooms. The second floor (a.k.a., main level) contains the city council chambers, lobby, restrooms, and offices. The third floor (a.k.a., upper level) is slightly smaller than the second-floor footprint and contains a break room, offices, and a large common hall.

The heating, ventilation, and air-conditioning (HVAC) system is a Mitsubishi City Multi® system. The system is fitted with four Lossnay energy recovery ventilators (ERVs) in mechanical closets on the upper floor and two ERVs in the mechanical spaces on the first floor.

The ERVs bring in and filter 100% fresh air and exhaust 100% of indoor air. Occupied spaces are fitted with air supply and exhaust ducts. Rice paper membranes in the ERVs recover and transfer heat and humidity from processed air as needed for comfort and efficiency. Ducts from the ERVs supply and exhaust air from occupied spaces.

Individual indoor units tied to a heat pump system are located in the upper walls and ceilings of occupied spaces to further enhance air temperature controls and amend the ERV units. The indoor units are not ducted, but process locally available air. The entire system is integrated electronically to moderate temperatures.

Each indoor unit is fitted with a condensate collection system. Condensate lines for the Police Department indoor units on the first floor pump water to the drain systems of the women's locker room and break room sink. Condensate lines for the indoor units on the second and third floors feed water by gravity to drains below. The server rooms are equipped with a single ductless mini-split unit that has its own heat pump.

Common interior finishes in the offices included the following:

- Drywall walls and ceilings;
- Medium density fiberboard (MDF) decorative baseboard, door, and window trim;
- Stone floor tiles (lobby areas); and
- Carpet tiles (office spaces).

## Site History

Wood understands that the City Hall building was completely renovated in 2011, with a new HVAC system, and was revised approximately 2019 to improve uneven cooling and heating. The police department indoor units reportedly have a history of leaking. CoM reported that the condensate lines for the police department are currently ¼" diameter cross-linked polyethylene (PEX) piping. The Hermanson representative reported that the units were repaired, and the leak issue was addressed.

## Observations

On August 31, 2021, Wood performed visual assessments of exposed, accessible building materials for SVG, and performed infrared thermography and moisture testing of accessible building materials in the inspected areas. Relevant observations are documented in the attached Site Photographs (Attachment B).

Wood's findings are summarized as follows:

- Limited areas of swollen MDF baseboard, delaminated paint, caulk, and MDF window trim were observed on the north wall of the second-floor staff only area;

- Limited areas of swollen MDF baseboard were observed on the west wall of the Council chamber on the second floor;
- Limited areas of swollen MDF baseboard were observed under the water fountain in the lobby on the second floor;
- Less than 1 square foot of swollen baseboard was observed on the north wall of Michael Sauerwein's office on the third floor;
- No excess moisture was detected in any of the assessed areas; and
- No SVG was observed on exposed surfaces.

### **IAQ Assessment**

Wood also measured the following air quality parameters in most indoor spaces and monitored air quality parameters for approximately 48 hours in each of four separate locations to evaluate fresh air supply to the monitored locations. The results of the IAQ survey and monitoring were compared to the American Industrial Hygiene Association 'Back to Work Safely' guidance document and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) 62.1-2019 standard (Ventilation for Acceptable Indoor Air Quality) and 'Guidance for Building Operations during the COVID-19 Pandemic'.

Air quality parameter survey findings are shown in Table 1. Results of long-term air quality parameter monitoring results are summarized in Table 2 and in Figures 1 through 4 below.

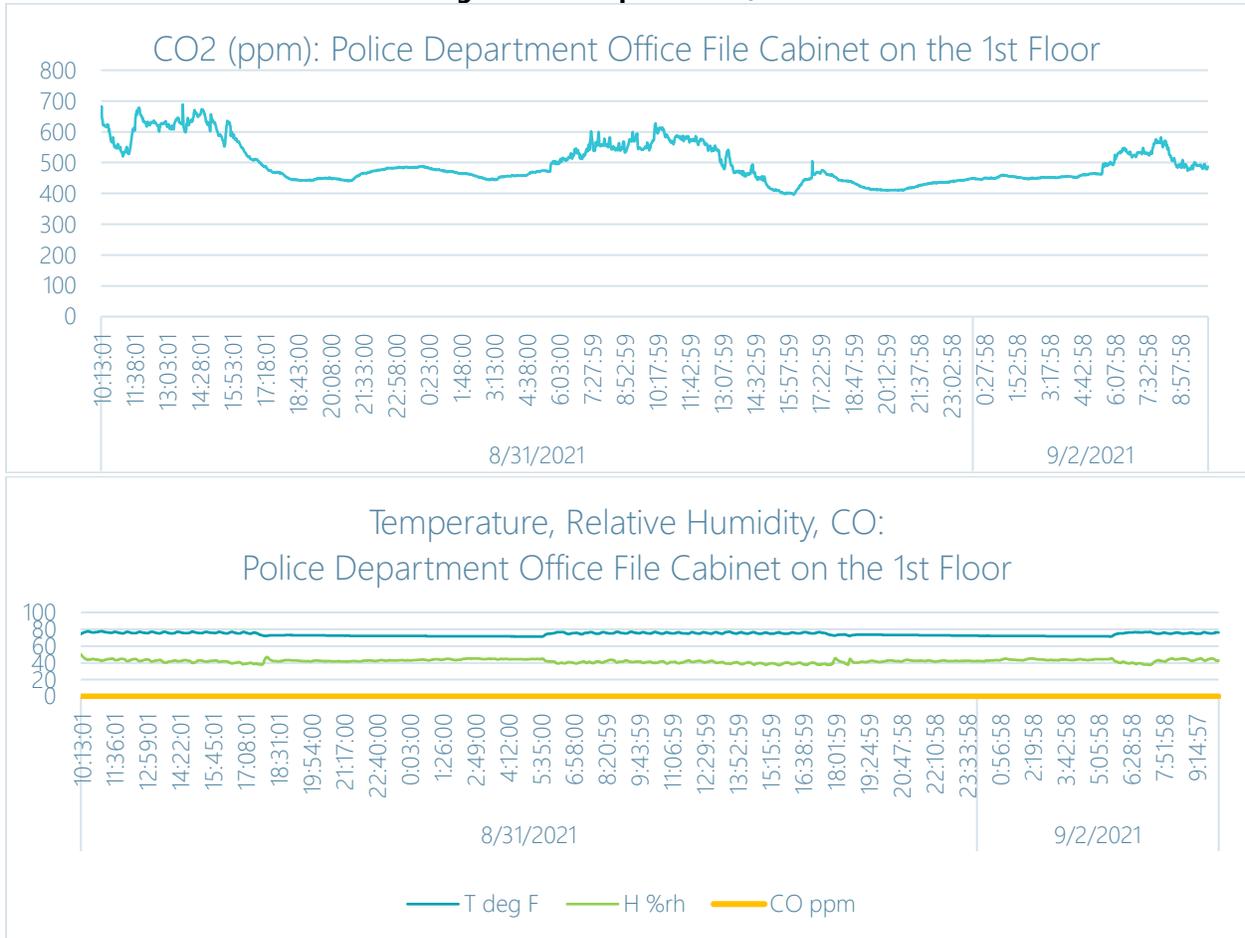
**Table 1: IAQ Parameter Survey, August 31, 2021.**

Location	CO <sub>2</sub> (ppm)	CO (ppm)	Temperature (°F)	Relative Humidity (%)	Notes
outdoor	413-420	0	60	64	Control
1st floor: storage	628-630	0	72	53	Not occupied
1st floor: captain's office	622-628	0	73	51	1 person
1st floor: open office area	622-627	0	74	49	Not occupied
1st floor: lunch room	617-620	0	72	53	1 person
1st floor: hallway	625-632	0	72	53	Not occupied
1st floor: men's locker room	525-580	0	71	49	Not occupied
1st floor: sergeant's office	626-632	0	70	55	Not occupied
1st floor: office	645-652	0	72	54	2 people
2nd floor: council chamber	449-471	0	72	46	Not occupied
2nd floor: lobby/hallway	498-522	0	71	49	Not occupied
2nd floor: staff only area	538-649	0	70	45	1 person
2nd floor: Stephany Keyser office	678-680	0	71	45	Occupied
2nd floor: Steve Wilcox office	702-742	0	72	47	Occupied
2nd floor: open office area	565-585	0	71	48	Occupied
3rd floor: Anne Zhu office	582-592	0	70	47	Occupied
3rd floor: Ryan Osada office	549-522	0	71	48	Not occupied
3rd floor: Julie Ketter office	560-585	0	70.4	50	Occupied
3rd floor: Michael Sauerwein's office	670-680	0	71	49	Not occupied
3rd floor: lunch room	580-583	0	71	50	Not occupied

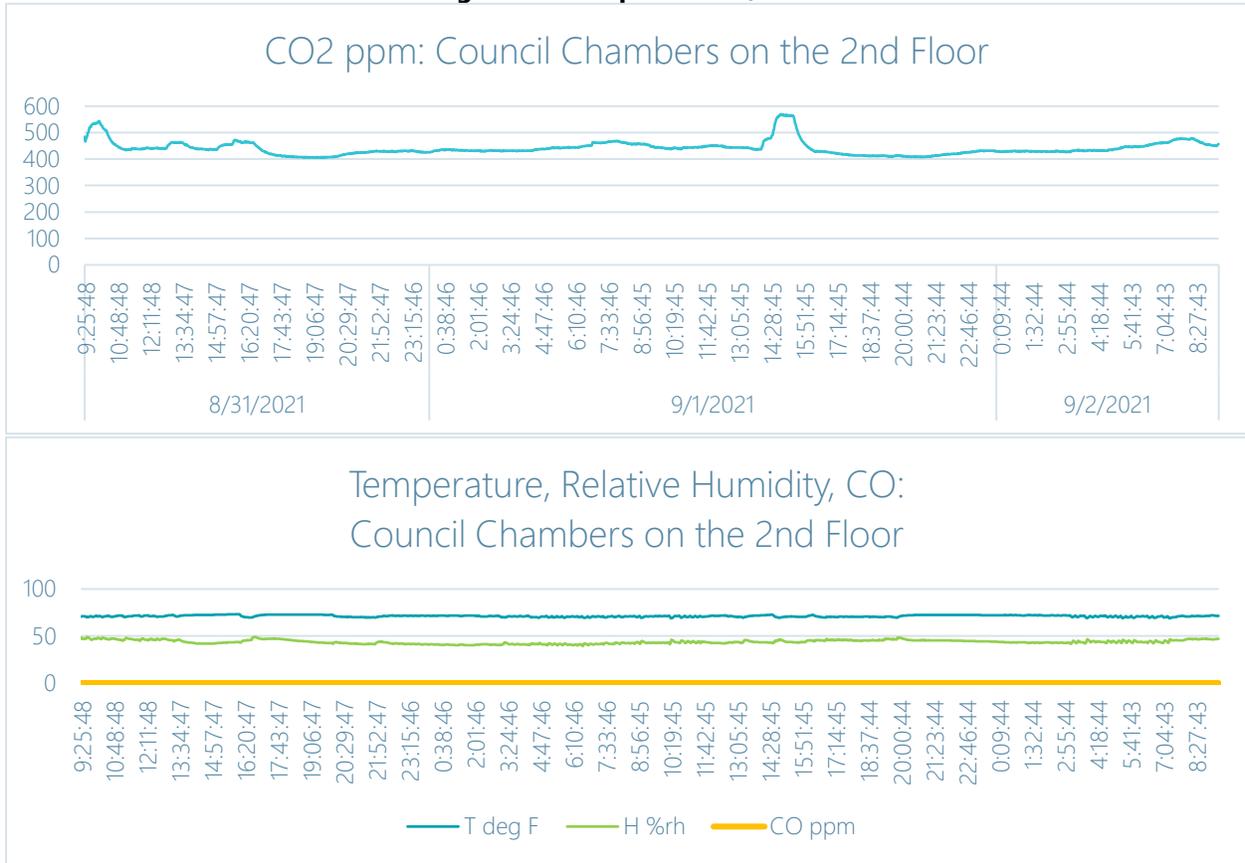
**Table 2: IAQ Monitoring Results, August 31 to September 9, 2021.**

Location / Date / Time on/off	CO <sub>2</sub> (ppm)	CO (ppm)	Temperature (°F)	Relative Humidity (%)	Interpretation
1st Floor: Police department open office area on west file cabinet.  On: Aug. 31, 2021, 10:13 Off: Sep. 2, 2021, 10:13	396-495	0	71-74	37-42	Temperature slightly higher than ASHRAE recommendations. This finding might be related to placement of monitor near warm/sun-exposed exterior wall surface. Otherwise within ASHRAE parameters
2nd Floor: Council Chambers on desk.  On: Aug. 31, 2021, 09:26 Off: Sep. 2, 2021, 09:26	405-441	0	69-71	39-44	Within ASHRAE parameters
2nd Floor: Staff only area near mail slots.  On: Sep. 7, 2021, 11:35 Off: Sep. 9, 2021, 11:35	413-542	0	70-72	41-47	Within ASHRAE parameters
3rd Floor: Open office area on table near HP design jet printer.  On: Sep. 7, 2021, 11:44 Off: Sep. 9, 2021, 11:44	403-454	0	69-72	46-53	Within ASHRAE parameters

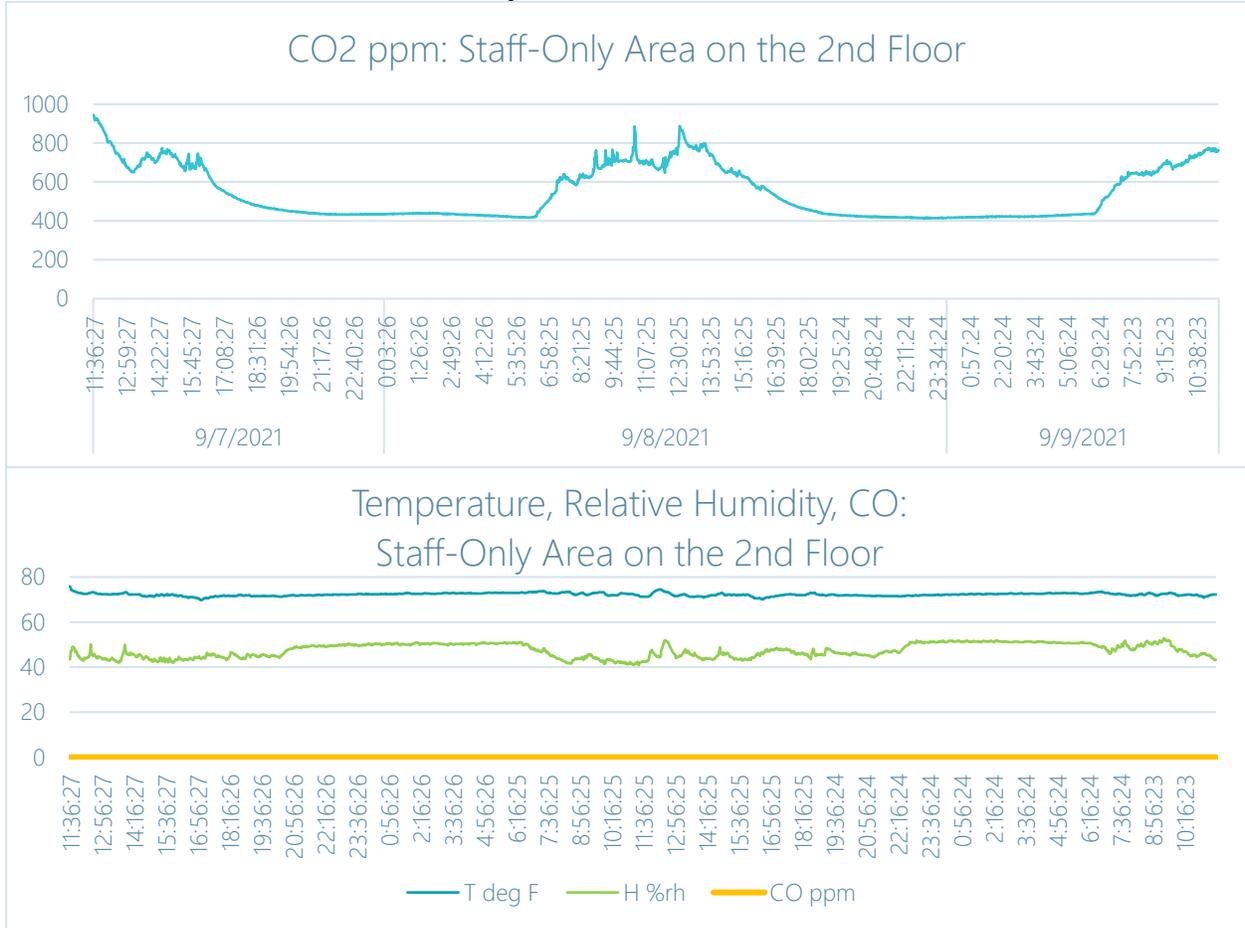
**Figure 1: IAQ Monitoring Results, Police Department on the 1st Floor, August 31 to September 2, 2021.**



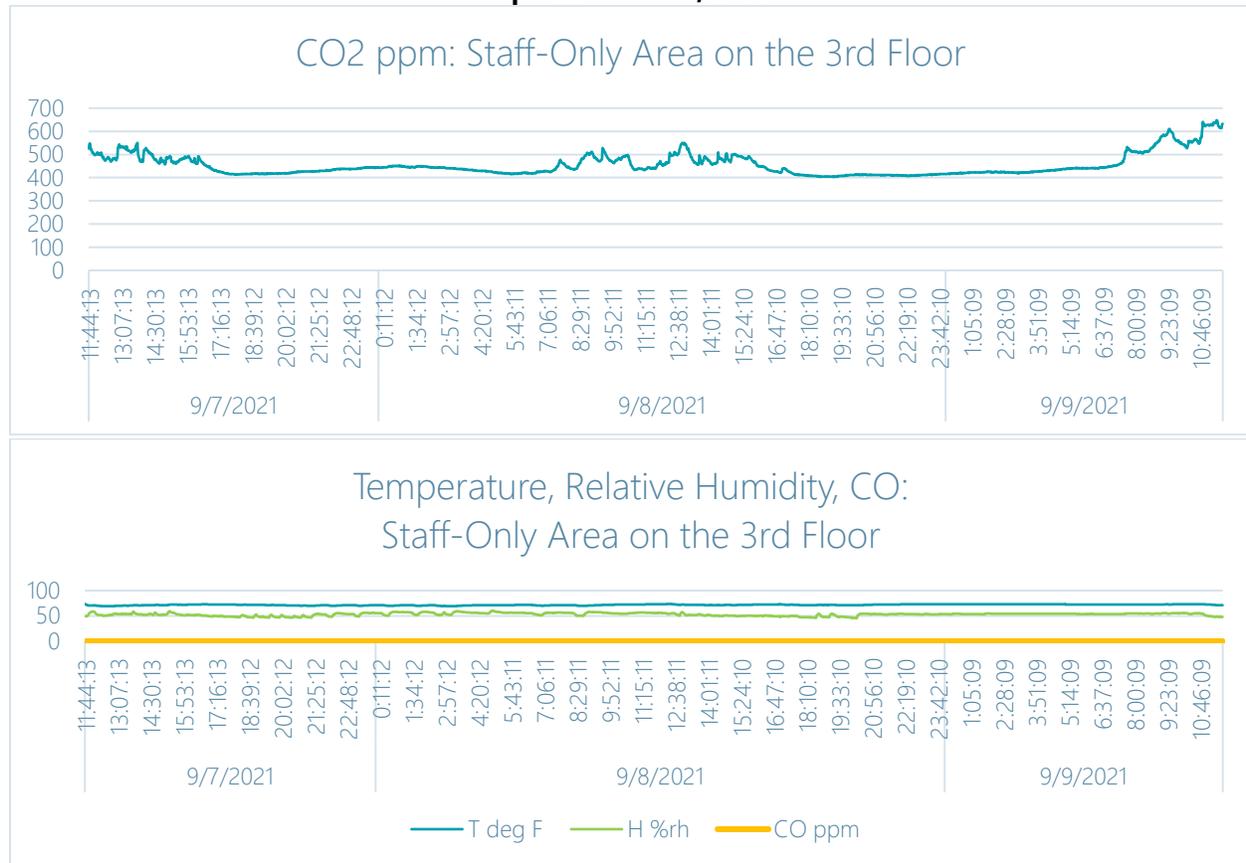
**Figure 2: IAQ Monitoring Results, Council Chambers on the 2nd Floor, August 31 to September 2, 2021.**



**Figure 3: IAQ Monitoring Results, Staff-Only Area on the 2nd Floor, September 7 to 9, 2021.**



**Figure 4: IAQ Monitoring Results, Open Office Area on the 3rd Floor, September 7 to 9, 2021.**



## Conclusions and Recommendations

Based on field observations and information provided by CoM, Wood concludes the following:

- No unusual IAQ conditions were observed that would preclude reoccupancy.
- IAQ parameter measurements found that, during monitored conditions, air exchanges in the building were sufficient, and Wood's understanding of the HVAC system in the building found that it is likely protective of occupants, providing public health guidance regarding COVID-19 infection control procedures is followed.
- Delaminated paint, caulk, and swollen MDF decorative trim were likely caused by moisture from condensation on exterior windows, presumably due to the individual indoor HVAC units.
- Swollen MDF baseboard in Mr. Sauerwein's office on the third floor, the staff-only area on the second floor, and the Council chamber were likely related to localized condensate pump or related HVAC unit failures, which Wood understands have been repaired.
- Swollen MDF baseboard in the lobby on the second floor may be related to water fountain use or cleaning activities.

- There could be limited quantities of mold growth contained in the wall cavities affected by moisture observed in the staff-only area the second floor, but no exposures are expected unless the moisture-affected building materials are disturbed.
- No excess moisture was detected in accessible, assessed building materials.

Wood recommends that the drywall affected by delaminated paint or concealed by swollen MDF decorative trim be assessed for mold growth after hours when the space is not occupied. The work should be conducted using dust controls such as, but not limited to:

- Protecting floors and adjacent contents from dust using plastic drop cloths;
- Using mechanical drywall tools designed to control dusts;
- Using non-mechanized hand tools to cut drywall that do not crush or pulverize drywall;
- Using vacuum cleaners equipped with high-efficiency particulate air (HEPA filtration) to control dusts during and after drywall removal; and
- Using plastic sheeting, Correx, or similar material and non-marring tape to cover wall openings.

Wood can return to the site to assess removed drywall, decorative trim, and wall cavities at a mutually agreeable time and date.

## Limitations

Between August 31 and September 9, 2021, Wood was retained to perform a limited inspection of interior building areas of the Site for IAQ, mold, and moisture impacts. Wood has not assessed the structural condition of the building or tested moisture in building materials other than those accessible materials identified in this report.

The conclusions in this report are based on the observations and data obtained between August 31 and September 9, 2021, and our understanding of the information provided by CoM. The services Wood provided were conducted in accordance with generally accepted industrial hygiene standards of care in Washington State. The conclusions presented above apply to the site conditions existing during site assessments.

Wood cannot provide medical opinions regarding, for example, whether or not occupants may experience adverse health effects during occupancy of the building. While Wood performed investigations regarding building conditions based on reported and observed construction methods during the assessment, Wood cannot guarantee that no mold growth moisture is present on or in hidden materials.

Wood is not responsible for repair work designed and/or conducted by others that may affect the building environment now or in the future. Wood makes no guarantee or warranty that future moisture or mold growth will not appear if conditions conducive to moisture or mold growth continue or are reintroduced to the building.

Wood provided these services using its commercially reasonable best efforts consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions. The on-site tasks were performed by a Certified Industrial Hygienist (CIH) who is experienced both in conducting fire, mold, and moisture assessments, and in developing fire, mold, and moisture remediation work plans.

Mr. Michael Sauerwein  
City of Medina  
October 18, 2021  
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If you have any questions concerning the findings and conclusions in this report, please feel free to call at your earliest convenience.

Sincerely,

**Wood Environment & Infrastructure Solutions, Inc.**



Michelle L. David, MS  
Senior Industrial Hygienist



Mike Smith, CIH  
Principal Industrial Hygienist

MD/MS:al

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Attachments: Attachment A: Assessment Methodologies  
Attachment B: Site Photographs



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**Attachment A**



## Assessment Methodologies

Wood conducted an assessment to determine if interior building materials were affected by excess moisture or suspect visible mold growth. Wood's assessments included visual inspection of exposed building materials in accessible building areas, moisture testing, and infrared thermography to determine impacts of moisture to building materials.

### Document Review

Wood reviewed information provided by City of Medina to determine the likely distribution of moisture throughout the office spaces in the Facility.

### Visual Assessment

Wood used a flashlight, and ambient light to visually assess the surfaces of accessible interior building materials for signs of delamination, water stains, rust, smearable powdery deposits, apparent colonies, or evidence of suspect visible mold growth.

### Moisture Testing

Moisture content was measured in building materials using a direct-reading moisture meter<sup>1</sup> and a surface moisture meter<sup>2</sup>. Moisture content readings were collected to identify building materials that contained sufficient moisture to support and amplify fungal growth. The instruments used are designed for quantitative measurement of moisture content in wood, drywall, concrete, roofing, and masonry.

We compared apparently moisture-affected areas to non-moisture-affected areas to determine a "dry standard" for building materials at the site.

- Using the Delmhorst meter, wood with a moisture concentration of 20 percent or greater is considered "wet" and capable of supporting mold growth.<sup>3</sup> Moisture content in drywall is measured on a relative percent scale using the penetrating pins. A moisture content of 0 to 0.4 percent is considered "dry," 0.5 to 0.9 percent is considered "borderline," and 1.0 percent and greater is considered "excess moisture" and capable of supporting mold growth.
- Using the surface moisture meter, affected areas are considered dry when moisture content is within 5 percent of unaffected areas.

### Infrared Thermography

Wood utilized a Fluke TiR camera to examine building materials for thermal gradients that could represent areas of possible excess moisture. Accessible building materials that appeared to be relatively cold in an infrared image were assessed directly using a moisture meter and by manually examining materials.

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1 Delmhorst BD-2100.

2 Tramex Moisture Encounter

3 "Fast Facts – Mold and Wood Products, No. 2 Preventing and Controlling Mold", Western Wood Products Association, 2012.

## Indoor Air Quality Monitoring

Wood utilized a VelociCALc/Q-Trak 7575 Indoor Air Quality (IAQ) Monitor to measure temperature, relative humidity, CO and CO<sub>2</sub> concentrations. Temperature and relative humidity were documented as they can be indicators of occupant comfort.

Carbon monoxide is a byproduct of combustion and should generally not be detectable indoors. CO<sub>2</sub> is a byproduct of respiration, and it is detectable in fresh outdoor air. Indoors, CO<sub>2</sub> can build up in concentrations well above outdoor concentrations when ventilation is insufficient. American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) 62.1-2019 (Ventilation for Acceptable Indoor Air Quality) considers a space to be adequately ventilated when indoor CO<sub>2</sub> concentrations are within 750 parts per million (ppm) of outdoor CO<sub>2</sub> concentrations.

Wood performed a walkthrough survey of rooms throughout the facility and used the IAQ monitor to log measurements at approximately four feet above the floor in each measured location. One outdoor (control) measurement was collected during the walkthrough survey. One reading was collected in each monitored location after the instrument readout stabilized.

Wood also used the IAQ monitor to data log air quality parameters in four locations for 48-hour periods. The datalogging interval was set to one minute. The monitor was placed approximately three to four feet above the floor. The logged data was downloaded and graphed to show IAQ parameter trends over time.



**wood.**

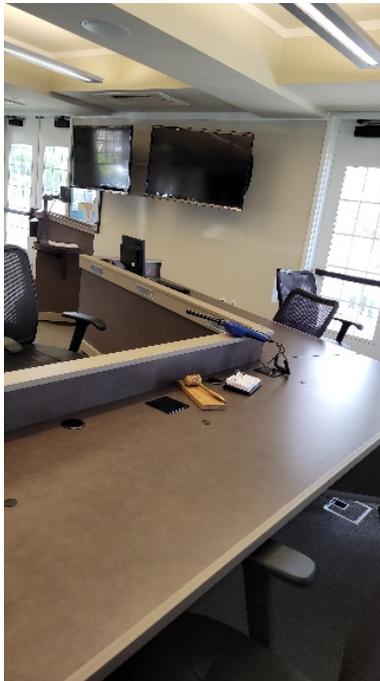
**Attachment B**



## Site Photographs



Photograph 1. First floor: Police Department office, location of indoor air quality monitor.



Photograph 2. Second floor: Council chamber, location of indoor air quality monitor.



Photograph 3. Third floor: Lossnay energy recovery ventilator unit.



Photograph 4. Hall water cooler on the second floor: slight swelling of base board (red arrow).



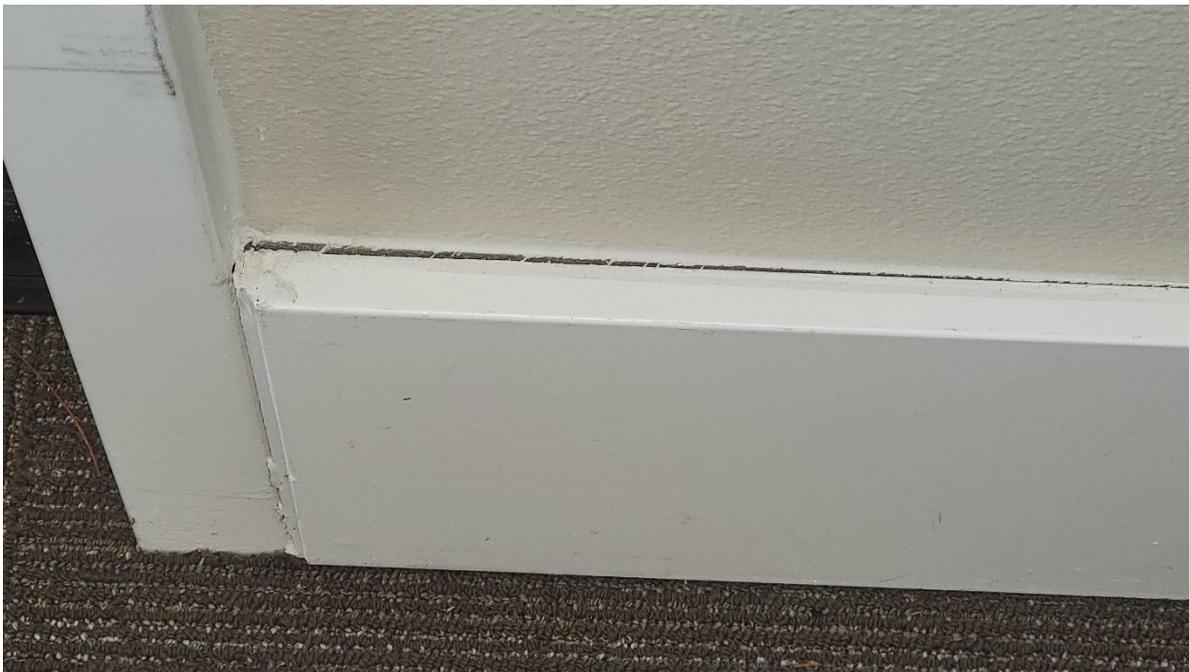
Photograph 5. Staff-only area on the second floor, north wall: delaminated paint and swollen decorative window trim.



Photograph 6. Detail of area in Photograph 5.



Photograph 7. Staff-only area on the second floor: swollen decorative window trim (red arrow).



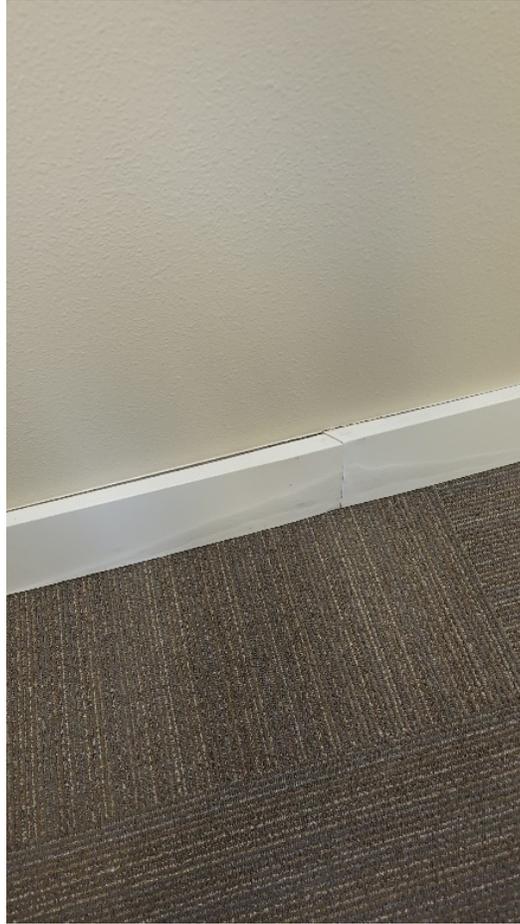
Photograph 8. Council chamber on the second floor, west wall: swollen baseboard.



Photograph 9. Council chamber on the second floor, west wall: swollen baseboard trim, presumably from moisture impacts.



Photograph 10. Michael Sauerwein's office on the third floor: swollen baseboard (red arrow).



Photograph 11. Detail of area in Photograph 8.