

**PUBLIC UTILITY DISTRICT NO. 1 OF CHELAN COUNTY
327 N. WENATCHEE AVENUE
WENATCHEE, WA 98801**

REGULAR COMMISSION MEETING

March 6, 2017

AGENDA

STUDY SESSION

10:00 A.M.

1. Pledge of Allegiance and Safety Minute – Lisa Graves
2. Approval of the Agenda - Any item on the Regular Agenda shall be subject to transfer to the Consent Agenda upon request of any Commission member
3. Regionalization Study
4. Chelan and Leavenworth Substation Update
5. Odabashian Recreation Area Status
6. District Financial Polices Update
7. Legislative Update

BUSINESS SESSION

1:00 P.M.

Consent Agenda

8. Minutes:

February 21, 2017

9. Vouchers:

Accounts Payable Summary Report dated February 28, 2017:

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- a) Vouchers totaling \$13,584,829.11;
 - 1. Approval of Customer Deposit Returns and Conservation Incentive payments dated February 28, 2017 in the amount of \$25,989.40.
 - 2. Approval of the net Payrolls, Warrant Nos. 235061 through 235084 and Advice Nos. 629234 through 629944 for the pay period ending 2/19/2017 in the amount of \$1,734,572.06.
 - 3. Approval of Warrant Nos. 23181 through 23218 totaling \$7,035.21 for claim payments from the workers' compensation self-insurance fund for the period ending February 27, 2017.

Regular Agenda

Resolutions

- 10. A RESOLUTION AUTHORIZING CHANGES TO THE FUNDS APPROVAL PROCESS FOR SERVICES AGREEMENT (SA) NO. 08-050 WITH ACCU-READ, INC. OF SPOKANE, WA TO CONTINUE TO PROVIDE METER READING SERVICES
- 11. Manager Items
- 12. Commission Items
- 13. Commission Travel
- 14. Follow-up on Delegation of Action Items From Previous Board Meeting
- 15. Delegation of Action Items
- 16. Additional Public Comment*
- 17. Matters of general business as may necessarily come before the Commission
- 18. Executive Session: To discuss with legal counsel agency enforcement actions, litigation, potential litigation to which the District or its board is, or is likely to become, a party, and/or legal risks, as authorized by RCW 42.30.110(1)(i).

* Members of the public are encouraged to ask specific questions after each item presented. This agenda item is for additional comments/questions related to matters not on the agenda.

This agenda and resolutions (if any) may be revised by the Commission as appropriate.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING CHANGES TO
THE FUNDS APPROVAL PROCESS FOR
SERVICES AGREEMENT (SA) NO. 08-050 WITH
ACCU-READ, INC., OF SPOKANE, WA TO
CONTINUE TO PROVIDE METER READING
SERVICES

FACTUAL BACKGROUND AND REASONS FOR ACTION

On April 4, 2008, the District issued a request for proposals for contract meter reading services. The District received one proposal from Accu-Read, Inc. of Spokane, WA (Accu-Read).

Resolution No. 08-13328 dated May 12, 2008 authorized Services Agreement (SA) No. 08-050 with Accu-Read to provide Meter Reading Services, in an amount not to exceed that approved in annual budgets.

On May 16, 2008, the District entered into SA No. 08-050 with Accu-Read to perform the services for an initial two year term at the billing rates set forth in the SA. The actual cost for the initial two year term was \$805,268.50. The agreement allows extensions by addition of one year terms, or a portion thereof, and the District and Accu-Read have mutually agreed to continuing services annually since.

Amendment Nos. 1 through 11 result in a \$3,401,654.89 net increase in cost for a new revised estimated total cost of \$4,206,922.39 (excluding sales tax) and an additional \$560,000 was approved in the 2017 budget.

The existing authorization to contract for services not to exceed the amounts approved in the annual budgets is not effective for contract monitoring as the contract is not on the same fiscal year as the budget, the contract utilization varies seasonally, and contract rates are tied to the District's Collective Bargaining Agreement and IRS mileage rates. District staff has identified the need to establish internal not-to-exceed amounts for continuing meter reading services under SA No. 08-050.

District staff recommends that it is in the best interest of the District to establish an internal not-to-exceed amount of \$7,250,000. The District's progress on the two-way metering project may impact the rate of spend on this contract but it is estimated this amount will cover five annual contract renewals beginning in May 2017.

The General Manager has reviewed District staff's recommendation and concurs in the same.

ACTION

IT IS RESOLVED BY THE COMMISSION OF PUBLIC UTILITY DISTRICT NO. 1 OF CHELAN COUNTY, WASHINGTON as follows:

Section 1. The General Manager is hereby authorized to execute annual contract renewals for meter reading services with Accu-Read, Inc. The revised contract spend which includes past and future services will not exceed \$7,250,000 without prior Commission approval.

DATED this 6th day of March 2017.

President

ATTEST:

Vice President

Secretary

Commissioner

Commissioner

Seal