

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

REGULAR COMMISSION MEETING

APRIL 18, 2022

Public participation will be by phone or by Microsoft Teams

For phone participation dial: 253-999-5697

Meeting ID: 418-840-905#

Please contact PUD staff at 509-661-4212 to let us know if you intend to participate by phone.

If you would like to participate via Teams, please email rebekah.neumann@chelanpud.org to request the meeting invite

****Please remember to mute your phone or device to reduce background noise****

STUDY SESSION

10:00 AM

1. Pledge of Allegiance and Safety/HPI Minute – Brian Bjorklund
2. Approval of the Agenda
Any item on the Consent Agenda shall be subject to transfer to the Regular Agenda upon request of any Commission member
3. CPO Winner Recognition
4. Customer Satisfaction Survey Kick-Off
5. Quarterly Board Balanced Scorecard Status Update
6. Quarterly Fish and Wildlife Update
7. Confluence Parkway Due Diligence
8. Public Comment

BUSINESS SESSION

1:00 PM

Consent Agenda

9. Minutes of the March 29, 2022 Special Meeting, April 4, 2022 Regular Meeting, and April 11, 2022 Special Meeting

10. Vouchers: Accounts Payable Summary Report dated April 13, 2022:

- a. Vouchers totaling \$8,350,250.54;
- b. Approval of Customer Deposit Returns and Conservation Incentive payments for the period March 30, 2022 through April 12, 2022 in the amount of \$34,230.98.
- c. Approval of debt service paid with reserve account interest earnings of \$14,246.78 for the period March 2, 2022 through April 5, 2022.
- d. Approval of the net Payroll, Warrant Nos. 237799 through 237810 and Advice Nos. 732375 through 733179 for the pay period ending March 27, 2022 in the amount of \$ 2,202,774.27.
- e. Approval of Warrant Nos. 28451 through 28472 totaling \$7,827.89 for claim payments from the workers' compensation self-insurance fund for the period ending April 11, 2022.
- f. Approval of Parks Reservation System customer refunds for the period March 30, 2022 through April 12, 2022 in the amount of \$1,260.00.

Regular Agenda

11. A RESOLUTION AUTHORIZING AN INCREASE IN THE INTERNAL NOT-TO-EXCEED AMOUNT FOR SERVICES AGREEMENT (SA) NO. 08-050 WITH ACCU-READ, INC., OF SPOKANE, WA TO CONTINUE TO PROVIDE METER READING SERVICES

12. A RESOLUTION AUTHORIZING AMENDMENT NO. 4 TO SERVICES AGREEMENT (SA-TA NO. 19-10387) WITH RH2 ENGINEERING, INC. TO PROVIDE ENGINEERING SERVICES

13. A RESOLUTION AUTHORIZING AMENDMENT NO. 4 TO SERVICES AGREEMENT (SA-TA NO. 20-10676) WITH PACIFIC ENGINEERING & DESIGN, PLLC TO PROVIDE ENGINEERING SERVICES

14. A RESOLUTION AUTHORIZING AMENDMENT NO. 2 TO SERVICES AGREEMENT (SA-TA NO. 20-10987) WITH GRAY & OSBORNE, INC. TO PROVIDE ENGINEERING SERVICES

15. A RESOLUTION REJECTING ALL BIDS AND DECLARING THAT NO BIDS WERE RECEIVED FOR THE SUPPLY OF THE DISTRIBUTION AND TRANSMISSION POLE BID (BID NO. 21-24) AND AUTHORIZING THE SUPPLY OF THE DISTRIBUTION AND TRANSMISSION POLES BE OBTAINED BY NEGOTIATION

REGULAR COMMISSION MEETING AGENDA

April 18, 2022

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16. Manager Items

17. Commission Items

- a. Board meeting reschedule to accommodate APPA National Conference

Proposed motion: To reschedule two board meetings as follows:

- May 31, 2022 meeting to June 6, 2022
- June 13, 2022 meeting to June 20, 2022

Meetings will be held at 10:00am in the headquarters board room, 327 North Wenatchee Ave., Wenatchee, WA unless further modified by future Board action

18. Follow-up on Delegation of Action Items from Previous Board Meeting

19. Delegation of Action Items

20. Additional Public Comment

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.

21. Matters of general business as may necessarily come before the Commission

22. 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)

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

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AN INCREASE IN THE INTERNAL NOT-TO-EXCEED AMOUNT 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 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.

Resolution No. 17-14123, established an internal not-to-exceed amount as a more effective contract monitoring tool. At that time, an internal not-to-exceed amount of \$7,250,000 was approved and anticipated to cover five annual contract renewals beginning in May 2017.

District staff has identified the need for continued meter reading services through the completion of the District's AMI project. Resolution No. 17-14215 requires that the Commission, by resolution, authorize Service Agreements and Amendments when the total contract price exceeds \$500,000. This internal authorization will allow for delivery of the same services described above for two additional one-year extensions, if needed.

District staff considers it to be in the best interest of the District and recommends increasing the authorized internal not-to-exceed amount for Services Agreement No. 08-050 with Accu-Read, Inc in the amount of \$1,250,000 for a total revised not to exceed of \$8,500,000.

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 internal not-to-exceed amount for Service Agreement No. 08-050 will not exceed \$8,500,000 without prior Commission approval.

DATED this 18th day of April 2022.

President

ATTEST:

Vice President

Secretary

Commissioner

Commissioner

Seal

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AMENDMENT
NO. 4 TO SERVICES AGREEMENT (SA-TA NO. 19-
10387) WITH RH2 ENGINEERING, INC. TO
PROVIDE ENGINEERING SERVICES

FACTUAL BACKGROUND AND REASONS FOR ACTION

The District entered into a Services Agreement (SA-TA No. 19-10387) on October 24, 2019, with RH2 Engineering, Inc. to provide civil, structural, electrical, mechanical and site engineering services in an amount not to exceed \$199,000. On November 2, 2020, Amendment No. 1 was executed to increase the not to exceed amount by \$301,000 for a revised not to exceed contract amount of \$500,000. Amendments 2 and 3 updated annual hourly billing rates in accordance with the Agreement. The term of this SA-TA No. 19-10387 is through January 31, 2024 with the option to extend upon mutual written agreement.

District staff has identified the need for additional engineering services under this District-wide utilized Agreement. Resolution No. 17-14215 requires that the Commission, by resolution, authorize Amendments to Service Agreements when the Amendment increases the total contract price to over \$500,000.

District staff recommends that it is in the best interest of the District to amend SA-TA No. 19-10387 with RH2 Engineering, Inc. to increase the not to exceed amount by \$500,000 for a total revised contract price not to exceed \$1,000,000.

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 Amendment No. 4 to Services Agreement (SA-TA No. 19-10387) with RH2 Engineering, Inc., to provide the additional services identified above. The revised contract price will not exceed \$1,000,000 without prior Commission approval. A copy of the Amendment is on file in the offices of the District.

DATED this 18th day of April 2022.

President

ATTEST:

Vice President

Secretary

Commissioner

Commissioner

Seal

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AMENDMENT
NO. 4 TO SERVICES AGREEMENT (SA-TA NO. 20-
10676) WITH PACIFIC ENGINEERING & DESIGN,
PLLC TO PROVIDE ENGINEERING SERVICES

FACTUAL BACKGROUND AND REASONS FOR ACTION

The District entered into a Services Agreement (SA-TA No. 20-10676) on February 4, 2020, with Pacific Engineering & Design, PLLC to provide civil and structural engineering services in an amount not to exceed \$195,000. On November 18, 2020, Amendment No. 1 was executed to increase the not to exceed amount by \$250,000 for a revised not to exceed contract amount of \$445,000. Amendments 2 and 3 updated annual hourly billing rates in accordance with the Agreement. The term of this SA-TA No. 20-10676 is through March 31, 2023 with the option to extend upon mutual written agreement.

District staff has identified the need for additional engineering services under this District-wide utilized Agreement. Resolution No. 17-14215 requires that the Commission, by resolution, authorize Amendments to Service Agreements when the Amendment increases the total contract price to over \$500,000.

District staff recommends that it is in the best interest of the District to amend SA-TA No. 20-10676 with Pacific Engineering & Design, PLLC to increase the not to exceed amount by \$555,000 for a total revised contract price not to exceed \$1,000,000.

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 Amendment No. 4 to Services Agreement (SA-TA No. 20-10676) with Pacific Engineering & Design, PLLC, to provide the additional services identified above. The revised contract price will not exceed \$1,000,000 without prior Commission approval. A copy of the Amendment is on file in the offices of the District.

DATED this 18th day of April 2022.

President

ATTEST:

Vice President

Secretary

Commissioner

Commissioner

Seal

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AMENDMENT
NO. 2 TO SERVICES AGREEMENT (SA-TA NO. 20-
10987) WITH GRAY & OSBORNE, INC. TO
PROVIDE ENGINEERING SERVICES

FACTUAL BACKGROUND AND REASONS FOR ACTION

The District entered into a Services Agreement (SA-TA No. 20-10987) on September 28, 2020, with Gray & Osborne, Inc. to provide civil and mechanical engineering services in an amount not to exceed \$250,000. On February 18, 2021, Amendment No. 1 was executed to increase the not to exceed amount by \$245,000 for a revised not to exceed contract amount of \$495,000. The term of this SA-TA No. 20-10387 is through December 31, 2024 with the option to extend upon mutual written agreement.

District staff has identified the need for additional engineering services under this District-wide utilized Agreement. Resolution No. 17-14215 requires that the Commission, by resolution, authorize Amendments to Service Agreements when the Amendment increases the total contract price to over \$500,000.

District staff recommends that it is in the best interest of the District to amend SA-TA No. 20-10987 with Gray & Osborne, Inc. to increase the not to exceed amount by \$505,000 for a total revised contract price not to exceed \$1,000,000.

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 Amendment No. 2 to Services Agreement (SA-TA No. 20-10987) with Gray & Osborne, Inc., to provide the additional services identified above. The revised contract price will not exceed \$1,000,000 without prior Commission approval. A copy of the Amendment is on file in the offices of the District.

DATED this 18th day of April 2022.

President

ATTEST:

Vice President

Secretary

Commissioner

Commissioner

Seal

RESOLUTION NO. _____

A RESOLUTION REJECTING ALL BIDS AND DECLARING THAT NO BIDS WERE RECEIVED FOR THE SUPPLY OF THE DISTRIBUTION AND TRANSMISSION POLE BID (BID NO. 21-24) AND AUTHORIZING THE SUPPLY OF THE DISTRIBUTION AND TRANSMISSION POLES BE OBTAINED BY NEGOTIATION

FACTUAL BACKGROUND AND REASONS FOR ACTION

The Commission, by Resolution No. 17-14215, delegated authority to the General Manager to advertise, award and execute contracts when the total contract price is \$3,000,000 or less.

District staff prepared bidding documents for the Supply of the Distribution and Transmission Poles.

Sealed proposals were invited and published in accordance with RCW 54.04.070 and said bids were opened on March 23, 2022, at 2:15p.m. Pacific Time in the offices of the District.

Three bids were received pursuant to that invitation. One bid proposal exceeded the engineer's estimate by more than 15%. The remaining two bid proposals did not meet bid specifications and included material changes to the terms and conditions of the bid.

District staff is of the opinion that the bids were non-responsive and should be rejected. Resolution No. 17-14215 requires that the rejection of bids must come before the Commission for action when staff is recommending an action other than rebidding.

Pursuant to RCW 54.04.080, the District may procure the work on the open market and negotiate a contract rather than re-advertising if no bids are received. District staff recommends that the distribution and transmission poles be procured by negotiation, rather than re-advertising for bids.

The General Manager of the District 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 as follows:

Section 1. All bids received to furnish the distribution and transmission poles
(Bid No. 21-24) are rejected. District staff is authorized to obtain the distribution and
transmission poles by negotiation and the General Manager (or his designee) is
authorized to execute a contract for the same with acceptable terms and conditions.

DATED this 18th day of April 2022

President

ATTEST:

Vice President

Secretary

Commissioner

Commissioner