

**PUBLIC UTILITY DISTRICT NO. 1 OF CHELAN COUNTY  
203 OLDS STATION ROAD  
WENATCHEE WA 98801**

**REGULAR COMMISSION MEETING**

**SEPTEMBER 2, 2025**

**STUDY SESSION**

**10:00 AM**

1. Pledge of Allegiance and Safety/H&OP Minute – Jenny Conrad
2. Approval of the Agenda
3. Quarterly System Growth Update

**BUSINESS SESSION**

**Consent Agenda**

4. Minutes of the August 18, 2025 Regular Meeting
5. Vouchers: Accounts Payable Summary Report dated August 26, 2025:
  - a. Vouchers totaling \$20,847,192.74;
  - b. Approval of Customer Deposit Returns and Conservation Incentive payments for the period August 12, 2025 through August 25, 2025 in the amount of \$38,612.36.
  - c. Approval of the net Payroll, Warrant Nos. 238822 through 238830 and Advice Nos. 805454 through 806330 for the pay period ending August 10, 2025 in the amount of \$3,061,445.13.
  - d. Approval of Warrant Nos. 33517 through 33558 totaling \$39,145.50 for claim payments from the workers' compensation self-insurance fund for the period ending August 25, 2025.
  - e. Approval of Parks Reservation System customer refunds for the period July 29, 2025 through August 20, 2025 in the amount of \$5,845.00.
6. RESOLUTION NO. 25-15024 RATIFYING CHANGE ORDER NO. 1, AUTHORIZING FINAL ACCEPTANCE OF WORK PERFORMED UNDER BID NO. 24-13782 WITH RIDGELINE CUSTOM BUILDERS LLC OF WENATCHEE, WA AND AUTHORIZING PAYMENT OF RETAINAGE

**Regular Agenda**

7. RESOLUTION NO. 25-15025 AUTHORIZING AMENDMENT NO. 8 TO SERVICES AGREEMENT (SA NO. 19-086) WITH MEAD & HUNT, INC. TO PROVIDE ENGINEERING SERVICES FOR THE LAKE CHELAN POWER TUNNEL ISOLATION SYSTEM
8. RESOLUTION NO. 25-15026 APPROVING CHANGE ORDER NO. 1 FOR BID NO. 24-13602 WITH MOE ASPHALT PATCHING & SEALCOATING, INC. OF WENATCHEE, WASHINGTON FOR UNIT PRICE ASPHALT & CONCRETE SERVICES
9. Manager Items
10. Commissioner Travel
11. Commission Items
  - a. Special Meeting  
Proposed motion: To set a special meeting on Tuesday, October 14, 2025 @ 5:30pm at Crazy Lady Kitchen & Catering, 101 E Street Southeast, Quincy, WA, for the purpose of a Mid-C General Managers and Commissioners Meeting
12. Follow-up on Delegation of Action Items from Previous Board Meeting
13. Delegation of Action Items
14. Additional Public Comment
15. Matters of general business as may necessarily come before the Commission
16. 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), to review the performance of a public employee, as authorized by RCW 42.30.110(1)(g), to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, as authorized by RCW 42.30.110(1)(b), and to consider information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities pursuant to RCW 42.30.110(1)(a)(ii) for \_\_\_\_ minutes

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

RESOLUTION NO. 25-15024 RATIFYING  
CHANGE ORDER NO. 1, AUTHORIZING FINAL  
ACCEPTANCE OF WORK PERFORMED  
UNDER BID NO. 24-13782 WITH RIDGELINE  
CUSTOM BUILDERS LLC OF WENATCHEE,  
WA AND AUTHORIZING PAYMENT OF  
RETAINAGE

**FACTUAL BACKGROUND AND REASONS FOR ACTION**

The District 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. Authority was also granted to the General Manager and the staff to execute change orders under certain circumstances.

On January 17, 2025, the District entered into a contract (Bid No. 24-13782) with Ridgeline Custom Builders LLC (Contractor) of Wenatchee, WA for Fish & Wildlife Building Modifications, in the amount of \$398,500.00. This contract was advertised for public bid and was awarded as required by RCW 54.04.070 and .080.

The work in Change Order No. 1 consists of conditions and work not anticipated or included in the original contract but within the scope of the contract. The District's staff has executed Change Order No. 1, which are on file in the offices of the District and summarized as follows:

<b>Change Order No.</b>	<b>Description</b>	<b>Amount</b>
1	Additional labor and materials for scope revisions	\$59,935.49
<b>Total</b>		\$59,935.49

Change Order No. 1 results in a net increase in the contract price for a new revised total price of \$458,435.49 (excluding sales tax), which the District's Engineers recommend be ratified. Resolution No. 17-14215 provides that this type of change order shall be presented to the Commission for approval as part of the final acceptance resolution.

District staff has determined that the completion of all contract work occurred on August 11, 2025. In accordance with the terms of the contract, retainage in an amount not exceeding 5% of the contract price has been withheld from the Contractor.

The General Manager of the District concurs with staff's recommendations that the District accept the work performed by the Contractor, ratify Change Order No. 1 and authorize the payment of retainage due the Contractor, subject to the requirements of the contract and state law.

## **ACTION**

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

Section 1. Change Order No. 1 to Bid No. 24-13782 with Ridgeline Custom Builders LLC for the work specified above, which will result in a net increase in the purchase price of \$59,935.49, for a total revised contract price of \$458,435.49, plus Washington State sales tax, is hereby ratified.

Section 2. All the contract work required under Bid No. 24-13782 was completed on August 11, 2025 and the same is hereby accepted, subject to Section 3 hereof. Payment of retainage to the Contractor in the amount determined by the District's auditor to be due is authorized to be paid to the Contractor subject to Section 3 and Section 4 hereof, and subject to the provisions and limitations of Chapter 39.12 RCW (Prevailing Wages on Public Works) and 60.28 (Liens for Labor, Materials and Taxes on Public Works).

Section 3. This resolution shall not constitute an acceptance by the District of any work performed or goods supplied pursuant to the aforementioned contract, which are not in strict compliance with the contract terms and conditions.

Section 4. After the expiration of the forty-five (45) day period for giving the District notice of lien and after receipt of the Department of Revenue's certification of the Contractor's payment of taxes, the Employment Security Department's Certificate of Payment of Contributions, Penalties and Interest on Public works Contracts and the Department of Labor & Industries' Certificate of Release of the State's Lien on Public Works contracts and the District being satisfied that taxes certified as due or to become due are discharged and the filed claims of materialmen and laborers, if any, together with a sum sufficient to pay costs of foreclosing the liens and attorney's fees, have been paid, the District's General Manager is authorized and directed to withhold from the remaining retained amounts for claims the District may have against the Contractor, and the balance shall be paid to the Contractor. In the event said taxes, claims, expenses and fees have not been paid, the General Manager is authorized and directed to withhold an amount equal to unpaid taxes and unpaid claims, together with a sum sufficient to defray the costs and attorney fees incurred in foreclosing the lien of such claims, and the balance shall be paid to the Contractor.

Dated this 2nd day of September 2025.

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President

ATTEST:

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Vice President

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Secretary

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Commissioner

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Commissioner

RESOLUTION NO. 25-15025 AUTHORIZING  
AMENDMENT NO. 8 TO SERVICES  
AGREEMENT (SA NO. 19-086) WITH MEAD  
& HUNT, INC. TO PROVIDE ENGINEERING  
SERVICES FOR THE LAKE CHELAN POWER  
TUNNEL ISOLATION SYSTEM

**FACTUAL BACKGROUND AND REASONS FOR ACTION**

Resolution No. 23-14785 dated July 24, 2023, authorized an amendment to Services Agreement (SA No. 19-086) with Mead & Hunt, Inc., of Middleton, WI, to provide professional engineering services related to the Lake Chelan Power Tunnel Isolation System, for a total amount not to exceed \$541,600.

Resolution No. 25-14978 dated April 7, 2025, authorized an amendment to SA No. 19-086 for a total amount not to exceed \$613,700.

District staff has identified the need for additional services for construction phase engineering support. Resolution No. 17-14215 requires that the Commission, by resolution, authorize Service Agreements and Amendments when the total contract price exceeds \$500,000.

District staff recommends that it is in the best interest of the District to amend SA No. 19-086 with Mead & Hunt, Inc. for an increase in the amount of \$79,418, for a total revised contract price not to exceed \$693,118.

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 as follows:

Section 1. The General Manager is hereby authorized to execute an Amendment to SA No. 19-086 with Mead & Hunt, Inc. to provide the additional services identified above. The revised contract price will not exceed \$693,118 without prior Commission approval. A copy of the Amendment is on file in the offices of the District.

Dated this 2nd day of September 2025.

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President

ATTEST:

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Vice President

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Secretary

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Commissioner

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Commissioner

RESOLUTION NO. 25-15026 APPROVING  
CHANGE ORDER NO. 1 FOR BID NO. 24-13602  
WITH MOE ASPHALT PATCHING &  
SEALCOATING, INC. OF WENATCHEE,  
WASHINGTON FOR UNIT PRICE ASPHALT &  
CONCRETE SERVICES

**FACTUAL BACKGROUND AND REASONS FOR ACTION**

The District 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.

On December 19, 2024, Bid No. 24-13602 for Unit Price Asphalt & Concrete Services was advertised for public bid. Moe Asphalt Patching & Sealcoating, Inc. (Contractor) of Wenatchee, Washington was the low bidder and its bid met the District's specifications. On February 10, 2025, the District entered into a contract (Bid No. 24-13602) with Contractor in accordance with RCW 54.04.070 and .080. The Contract amount was \$1,350,000. The Contract Term was for an initial one (1) year, with the option to extend for up to three (3) additional years.

**Proposed Change Order for Approval**

District Staff recommends execution of Change Order No. 1 to increase the Contract amount by \$4,050,000 for a revised not to exceed Contract amount of \$5,400,000 and extend the Contract Term by two (2) years.

The General Manager of the District concurs with staff's recommendations that Change Order No 1 be Authorized.

**ACTION**

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

Section 1. The General Manager of the District is hereby authorized to execute Change Order No. 1 resulting in a revised Contract amount of \$5,400,000 (excluding sales tax) and extend the Contract Term by two (2) years. A copy of the Change Order shall be on file in the offices of the District.



Dated this 2nd day of September 2025.

\_\_\_\_\_  
President

ATTEST:

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Vice President

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Secretary

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Commissioner

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Commissioner