

# Minutes of the Regular Commission Meeting of Public Utility District No. 1 of Chelan County, Washington April 27, 2020

The regular meeting of the Commission, of Public Utility District No. 1 of Chelan County, Washington, was held in the office of the District, 327 N. Wenatchee Avenue, Wenatchee, Washington, on April 27, 2020, at the hour of 10:00 am, pursuant to proper notice thereof.

**Commissioners present:** Garry Arseneault, President (by phone)  
Dennis Bolz (by phone)  
Ann Congdon (by phone)  
Steve McKenna (by phone)  
Randy Smith (by phone)

**Staff present:** Steve Wright, General Manager  
Erik Wahlquist, General Counsel  
Rebekah Garfein, Clerk of the Board  
Various staff

## **Call To Order**

- President Arseneault called the meeting to order at 10:04am and led the pledge of allegiance

## **Agenda**

- Resolution 11 was moved to the consent agenda; the agenda was approved as revised

## **CPO Winner Recognition**

(see Chelan PUD website for presentation)

- Steve Wright, General Manager, recognized the March CPO winner, John Sagerser, Engineering and Project Management Manager

## **Quarterly District Performance Plan Status Update**

(see Chelan PUD website for presentation)

- Managing Directors updated Commissioners on performance plan metrics
- 53 items have been delayed or are at risk due to COVID19, representing about one quarter of the annual metrics
- 62% of items are on track

## **Quarterly Fish and Wildlife Update**

(see Chelan PUD website for presentation)

- Alene Underwood, Fish & Wildlife Manager, Catherine Willard, Senior Fisheries Biologist, and Lance Keller, Senior Fisheries Biologist gave an update on Skaha and Okanagan Lake Sockeye reintroduction and Project Confirmation Studies for the Habitat Conservation Plans
- The Sockeye reintroduction program is part of a 12-year plan to reintroduce Sockeye to Skaha Lake

- The Provincial Government now fully supports reintroduction of Sockeye to Okanagan Lake as well and is working to modify Okanagan Dam for salmon returning in 2022

#### **Fifth Street Campus Planning Update**

(see Chelan PUD website for presentation)

- Dan Frazier, Director of Shared Services, and David Lodge, Project Manager II, outlined next steps on the Fifth Street Redevelopment project
- The Collins-Woerman Market Assessment Report was shared with Commissioners, which provides a roadmap for preparing the property for future mixed-use development
- Dan and David outlined next steps to prepare the property for future mixed-use development

#### **COVID19 Update**

(see Chelan PUD website for presentations)

- Andrew Grassell, Energy Development and Conservation Manager, presented options to support individuals and small businesses affected by COVID19
- Kerri Wendell, Customer Relations Manager, indicated staff are handling an increased number of calls; many customers are calling proactively, before their accounts reach past due status
- Andrew reviewed options for providing additional support to residents and small businesses:
  - Options for bill relief in the amount of one or two months of the average bill
  - Timing options are to do that now, wait until no shutoffs and disconnects ends in July, or wait until fall
  - Estimated costs range from \$475k to \$2.3M depending on the option chosen and how many customers participate

#### **Recessed at 12:09pm and Reconvened at 1:02pm**

#### **Consent Agenda**

(see Chelan PUD website for resolutions)

President Arseneault presented the consent agenda, which included the following items:

- Minutes of the April 13, 2020 Regular Meeting
- Vouchers: Accounts Payable Summary Report dated April 22, 2020:
  - Vouchers totaling \$14,218,831.95;
  - Approval of Customer Deposit Returns and Conservation Incentive payments for the period April 8, 2020 through April 21, 2020 in the amount of \$38,258.28;
  - Approval of the net Payroll, Warrant Nos. 237002 through 237017 and Advice Nos. 692441 through 693232 for the pay period ending 04/12/2020 in the amount of \$2,022,748.79;
  - Approval of Warrant Nos. 26606 through 26634 totaling \$38,127.66 for claim payments from the workers' compensation self-insurance fund for the period ending April 20, 2020.
- Resolution 11. A RESOLUTION DECLARING BIOMARK, INC. OF BOISE, ID AS THE SOLE SOURCE SUPPLIER OF PASSIVE INTEGRATED TRANSPONDER TAGS FOR EVALUATION OF THE DISTRICT'S HATCHERY PROGRAMS OPERATED AS PART OF THE HABITAT CONSERVATION PLANS, AUTHORIZING THE WAIVER OF BIDDING REQUIREMENTS AND AUTHORIZING THE DISTRICT'S GENERAL MANAGER TO ENTER INTO A CONTRACT WITH BIOMARK, INC.

Moved by: Commissioner Smith  
Seconded by: Commissioner Bolz  
To accept the consent agenda as revised  
Approved: Unanimously

## **Resolution 10**

(see Chelan PUD website for resolution)

- Erik Wahlquist, General Counsel, reviewed Resolution 10
- This resolves an ongoing property line dispute with the Pickens near the District project boundary in Entiat
- Resolution 10. A RESOLUTION APPROVING THE PURCHASE AND SALE AGREEMENT WITH JUSTIN AND HOLLY PICKENS FOR THE SALE OF REAL PROPERTY IN SETTLEMENT OF A PROPERTY DISPUTE AND AUTHORIZING THE GENERAL MANAGER OR HIS DESIGNEE TO COMPLETE THE TRANSACTION

## **Resolution 12**

(see Chelan PUD website for resolution)

- Ray Hahne, Asset Management System Manager, reviewed Resolution 12
- Resolution 12. A RESOLUTION AUTHORIZING AMENDMENT NO. 4 TO SERVICES AGREEMENT (SA-TA NO. 18-024) WITH POWER ENGINEERS, INC. TO PROVIDE GIS ARCFM CONSULTING AND IMPLEMENTATION

### **MOTION**

Moved by: Commissioner Smith

Seconded by: Commissioner McKenna

To approve Resolutions 10, and 12 as presented

Approved: Unanimously

## **Support for Individuals and Small Business Impacted by COVID19**

(continuation of earlier discussion)

- Commissioners gave feedback on options presented to support individuals and small businesses impacted by COVID19
- General consensus was that timing additional relief at the end of July will help with cash flow concerns as businesses begin to reopen and allows time to consider additional support options

## **Manager Items**

(see Chelan PUD website for graphics)

- Mike Coleman, Managing Director of Fiber and Telecommunications, gave an update on the fiber network and community wireless access points (hot spots)
  - Mike reviewed bandwidth management efforts to keep the network running smoothly
  - Four community wireless access points have been activated south of Wenatchee, in Entiat, Cashmere, and Leavenworth
  - Service providers are awaiting equipment to activate additional community wireless access points
  - Depending on the specific equipment used, each access point will have a 200-350 ft service radius
- Kelly Boyd, Chief Financial and Risk Officer, and Heather Irelan, Lead Treasury Analyst, updated Commissioners on bond issue pricing results
  - Heather report on a successful bond sale on April 21, resulting in estimated savings of \$20M
  - Kelly recognized Debbie Litchfield, Director of Treasury / Treasurer, and Heather for their leadership and perseverance in completing this bond issuance
- Devin Myers, Project Manager II, gave an update on two projects for which the District is considering using the Design Build alternative contracting mechanism
  - Each projects meet the \$2M threshold and other requirements outlined in State statute
  - Staff resources are more heavily utilized in the earlier stage of the project planning and less during project execution
  - Anticipated benefits of developing a relationship with the design builder are minimized change orders and budget revisions, and avoiding major schedule shifts
- Mike Bradshaw, Term Power Trader, gave an update on recent energy issues
- Steve Wright, General Manager, reviewed support for the healthcare community in addressing COVID19

- Task authorizations issued to cover this work could commit us for up to \$100k; anticipate this being funded by the Public Power Benefit program

**Commission Items**

- Commissioners Smith, McKenna, Congdon, and Arseneault will attend the APPA Virtual Conference being held in lieu of the June Annual Conference

**Follow Up on Delegation of Action Items from the 4/13/20 Board Meeting**

- Andy Wendell will provide additional information on the average commercial bills broken out for small and large customers
- Erik Wahlquist and Rebekah Garfein will determine how to gather Commissioner signatures while social distancing measures are in place – pilot program launched on Friday

**Delegation of Action Items**

- Rebekah Garfein will add the following agenda item to the next Board workshop: Review COVID19 impacts on the District Performance Plan
- Catherine Willard will follow up with Commissioner Congdon with additional Skaha hatchery information
- Kerri Wendell will provide information on past due accounts – how many are one time past due versus those with multiple past due notices
- Mike Coleman will provide information on additional community wireless access points when they are activated
- Rebekah Garfein will follow up with Commissioner Arseneault on digital signature pilot project
- Commissioners and staff will consider school request for work tables near community wireless access points

There being no other business, the meeting adjourned at 2:37pm.

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President

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Vice President

\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner



CHELAN COUNTY

## Do you approve 04-27-20 Minutes?:

**Title:** 04-27-20 Minutes

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**Approved By:**

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Garry Arseneault on 5/26/20 6:22PM Pacific Time (US & Canada)

**Approved By:**

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Dennis Bolz on 5/11/20 4:58PM Pacific Time (US & Canada)

**Approved By:**

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Ann Congdon on 5/13/20 7:13AM Pacific Time (US & Canada)

**Approved By:**

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Steve McKenna on 5/26/20 5:28PM Pacific Time (US & Canada)