

# NOTES & ACTION ITEMS

Kick-Off Meeting – January 25, 2016

## Bavarian (Leavenworth) Substation Community Focus Group

**Attendees:** Scott Bradshaw, Susan Noland, Tom Keziah, Jordan McDevitt, Clint Lougheed, Joel Walinski, Elmer Larsen, Nathan Pate, Lyman Boyd, Teri Miller – *Shaun Seaman, Chad Rissman, Suzanne Hartman, Teka Parks, Gary Rice, Becky Jaspers, Dan Frazier*

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### 1. Meeting Summary:

- Introduced focus group members and reviewed roles and responsibilities.
  - Focus group members are committed to representing their community in the process of recommending site locations for the needed substation. See Roles & Responsibilities handout.
  - Discussed focus group governance, objectives and desired outcomes.
  - Focus group is tasked with developing a list of site selection criteria, utilizing that criteria to identify potential sites and recommending approximately three options to the Board for consideration and decision.
  - Reviewed timeline/flowchart. See Timeline and Flowchart handout.
  - Nathan Pate provided an overview of growth projections and Conditional Use Permit (CUP) process.
  - Current population is 2,000 and projected to grow to 2,656 by 2040. This includes city limits and the Urban Growth Area.
  - Chad Rissman provided substation and system overview. A new substation is needed to alleviate electrical load on Leavenworth Substations No. 1 and No. 2. Increased capacity at the existing substation will support growth and development in the Upper Valley.
  - Reviewed Site Selection Criteria document. Focus group will be asked to agree on the document at the next meeting. See Site Selection Criteria handout.
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### 2. Next Steps:

- Between now and next focus group meeting
  - i. Review and comment on the site selection criteria
  - ii. Provide ideas on possible site areas
- At the next focus group meeting
  - i. Agree on site selection criteria
  - ii. Finalize list of possible site areas
  - iii. Determine a method for applying site criteria
  - iv. Begin applying site criteria to possible site areas

### 3. Action Items

- PUD Staff:
  - i. Send the following to focus group:
    1. Meeting notes
    2. Meeting materials
    3. FAQs including EMF information
    4. Pictures of transmission lines built above distribution lines (stacked)
    5. Links to pictures of existing substations
  - ii. Ask focus group members to indicate available dates for next meeting
  - iii. Ask for feedback onsite selection criteria
  - iv. Ask for ideas on possible site areas
  - v. Send meeting agenda and materials for second meeting
- Focus Group members:
  - i. Provide input on the site selection criteria
  - ii. Be prepared to agree on site selection criteria
  - iii. If desired, send possible site areas to Teka via email
  - iv. Bring any additional site area ideas to next meeting
  - v. Complete Doodle Poll to set next meeting date