

COMMISSION MEETING AGENDA  
PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY  
EAST WENATCHEE, WASHINGTON  
November 13, 2018 – 1:30 P.M.

1. Flag Salute
2. Minutes
3. Vouchers
4. Public Comment
5. New Employee – Cole Sexton – Distribution Helper
6. Prequalification of Contractors
7. Resolution Authorizing a Professional Service Agreement with EPC Services to Commission Part of the Lone Pine Substation
8. Resolution Accepting Bids Received for Surplus District Property Sold by Chuck Yarbrow Auctioneers on September 29, 2018
9. Resolution Authorizing Acceptance of Work and Final Payment to TransAmerican Power Products Inc. Under Contract 18-10-D, Supply and Deliver Tubular Steel Poles for the Lone Pine Substation
10. Resolution Authorizing Acceptance of Work and Final Payment to Electrical Power Products, Inc. Under Contract 18-28-D, Supply and Deliver Control and Relay Panels for the Lone Pine Substation
11. Resolution Authorizing Negotiation of Professional Service Agreement, Request for Qualifications 18-33-D, General Architectural Services
12. Resolution Authorizing Award of Small Works Bid Document No. 23384 to ABM Janitorial Services, Inc. for Building Maintenance for the East Wenatchee Headquarters Facility
13. Resolution Affirming Change Order No. 1 to Contract 18-20-W, East and West Embankment Field Exploration at the Wells Hydroelectric Project
14. Resolution Authorizing a Professional Service Agreement with Columbia Basin Environmental for TDG Monitoring
15. Resolution Authorizing Amendment No. 1 to Professional Service Agreement with Washington State Department of Fish and Wildlife for Marking and Tagging Hatchery Fish
16. Resolution Authorizing a Professional Service Agreement with Columbia Research Specialists for Bird Hazing at Hatcheries and in the Wells Dam Tailwater 2019
17. Resolution Authorizing Approval of Land Use Permits 64A-01, 64C-01/139A-01 and 64C-02 to Janet Foyle and Bob Foyle/Foyle Orchards, Inc.
18. Resolution Authorizing Approval of a Transmission Planner Agreement with Public Utility District No. 1 of Okanogan County
19. NERC Compliance Quarterly Report – September 30, 2018

20. FERC Compliance Quarterly Report – September 30, 2018
21. Financial and Statistical Report – Wells Project – August 2018
22. Budget Report – Wells Project – August 2018
23. Financial and Statistical Report – Distribution System – September 2018
24. Budget Report – Distribution System – September 2018
25. Treasurer’s Report – Distribution System – October 2018
26. Treasurer’s Report – Wells Project – October 2018
27. DCCN Report – October 2018
28. Other
29. Trips
30. Minutes

Draft Pre-decisional Document

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT  
WITH EPC SERVICES TO COMMISSION THE 115 KV PORTION OF LONE  
PINE SUBSTATION**

**RECITALS:**

1) The construction of Lone Pine Substation has reached the point where the transmission line is ready to be connected. Before terminating the transmission line the major components of the 115kV portion of the substation need to be tested and commissioned.

2) The District does not have the equipment, available personnel or experience to perform this work.

3) It is in the best interests of the District to enter into a Professional Service Agreement with EPC Services to test and commission the 115kV components of Lone Pine Substation.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's General Manager is hereby authorized and directed to enter into a Professional Service Agreement with EPC Services to test and commission the 115kV components of Lone Pine Substation, the cost of which is not to exceed \$27,124.00 (twenty seven thousand, one hundred twenty four dollars) with an expiration date of November 30, 2018.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION ACCEPTING BIDS RECEIVED FOR SURPLUS  
DISTRICT PROPERTY SOLD BY CHUCK YARBRO  
AUCTIONEERS ON SEPTEMBER 29, 2018**

**RECITALS:**

- 1) The District authorized the disposal of surplus personal property by Public Auction by Board Resolution 18-156 dated September 24, 2018.
- 2) District staff states that a public auction was held by Chuck Yarbrow Auctioneers on September 29, 2018 at the Chelan County Road Department Shop in Wenatchee, WA.
- 3) Chuck Yarbrow Auctioneers successfully sold the surplus items listed on Schedule "A" for a total of \$69,600 with a net return to the District of \$66,120 after deducting the sales commission of \$3,480. Staff recommends acceptance of these proceeds.
- 4) It is in the best interest of the District to accept the bids received for the items listed on Schedule "A" and to remove the items from the District's book of accounts.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the bids received for the surplus items listed on Schedule "A" are hereby accepted and authorize removal of these items from the District's book of accounts.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING ACCEPTANCE OF WORK AND  
FINAL PAYMENT TO TRANSAMERICAN POWER  
PRODUCTS INC. UNDER CONTRACT 18-10-D, SUPPLY AND  
DELIVER TUBULAR STEEL POLES FOR THE LONE PINE  
SUBSTATION**

**RECITALS:**

1) By Resolution No. 18-071 dated April 23, 2018, the District awarded Contract 18-10-D, Supply and Deliver Tubular Steel Poles for the Lone Pine Substation to TransAmerican Power Products, Inc.

2) District staff report the Contractor has satisfactorily completed all requirements of Contract 18-10-D and has submitted a Request for Final Payment, Certificate and Release. Therefore, staff recommends that the District accept the completed work and authorize final payment in the amount of \$78,308.00 plus tax to TransAmerican Power Products, Inc. upon receiving the required notifications from the State of Washington.

3) It is in the best interests of the District to accept the work as complete and authorize final payment under Contract 18-10-D.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the work under Contract 18-10-D is hereby accepted as complete, and that final payment is authorized, contingent on receipt by the District of all necessary releases by the State of Washington. This acceptance in no manner waives any claim the District may have against the Contractor for failure to comply with the terms of the contract.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING ACCEPTANCE OF WORK AND  
FINAL PAYMENT TO ELECTRICAL POWER PRODUCTS, INC.  
UNDER CONTRACT 18-28-D, SUPPLY AND DELIVER  
CONTROL AND RELAY PANELS FOR THE  
LONE PINE SUBSTATION**

**RECITALS:**

1) By Resolution No. 18-119 dated July 9, 2018, the District awarded Contract 18-28-D, Supply and Deliver Control and Relay Panels for the Lone Pine Substation to Electrical Power Products, Inc.

2) District staff report the Contractor has satisfactorily completed all requirements of Contract 18-28-D and has submitted a Request for Final Payment, Certificate and Release. Therefore, staff recommends that the District accept the completed work and authorize final payment in the amount of \$98,470.00 plus tax to Electrical Power Products, Inc. upon receiving the required notifications from the State of Washington.

3) It is in the best interests of the District to accept the work as complete and authorize final payment under Contract 18-28-D.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the work under Contract 18-28-D is hereby accepted as complete, and that final payment is authorized, contingent on receipt by the District of all necessary releases by the State of Washington. This acceptance in no manner waives any claim the District may have against the Contractor for failure to comply with the terms of the contract.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING NEGOTIATION OF  
PROFESSIONAL SERVICE AGREEMENT, REQUEST FOR  
QUALIFICATIONS 18-33-D, GENERAL ARCHITECTURAL  
SERVICES**

**RECITALS:**

1) By Resolution No. 18-160, dated September 24, 2018, the District issued a Request for Qualifications 18-33-D, General Architectural Services.

2) From September 24, 2018 to October 22, 2018, the District advertised its need for general architectural services to assist the District with upcoming projects. In response to that publication, the District received proposals from seven companies: The DOH Associates, Design West Architects, Cortner Architectural Company, ZBA Architecture, MJ Neal Associates, Complete Design, Inc. and Forte Architects, Inc.

3) District staff has evaluated the proposals in response to RFQ 18-33-D and have selected two companies that are best qualified to perform the specified scope of work. Staff recommends that the District be authorized to negotiate an agreement with The DOH Associates or alternately Forte Architects, Inc. District staff will take into consideration the fees involved and will recommend award of the Agreement to the firm most qualified.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District negotiate a Professional Service Agreement with The DOH Associates or alternately Forte Architects, Inc. in response to RFQ 18-33-D, General Architectural Services.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, Vice President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING AWARD OF SMALL WORKS BID  
DOCUMENT NO. 23384 TO ABM JANITORIAL SERVICES, INC. FOR  
BUILDING MAINTENANCE FOR THE  
EAST WENATCHEE HEADQUARTERS FACILITIES**

**RECITALS:**

1) By Small Works Bid Document No. 23384 dated September 2018, the District called for bids for Building Maintenance for the East Wenatchee Headquarters Facilities.

2) After due and proper notice, no bids were received by the bid deadline of October 22, 2018.

3) Pursuant to RCW 54.04.080, District staff have negotiated a contract with ABM Janitorial Services, Inc. for the services at a price within industry standards. A review of the bidder's experience, qualifications, financial and work references verified that this company fulfills all necessary requirements and staff recommends award of Small Works Bid Document No. 23384 to ABM Janitorial Services, Inc.

4) It is in the best interests of the District to award Small Works Bid Document No. 23384 to ABM Janitorial Services, Inc. with an authorized expenditure of \$73,417.56. At the District's discretion, this contract has the provision for two yearly renewal(s) after the initial Contract expires on December 31, 2019.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that Small Works Bid Document No. 23384 is awarded to ABM Janitorial Services, Inc. The General Manager is authorized to issue a Contract with ABM Janitorial Services, Inc. subject to the filing of the Contract and a Performance and Payment Bond in accordance with the District's specifications and which contract and bond are to be in a form that is satisfactory to the District.



**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary

Draft Pre-decisional Document

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AFFIRMING CHANGE ORDER NO. 1 TO  
CONTRACT 18-20-W, EAST AND WEST EMBANKMENT FIELD  
EXPLORATION AT THE WELLS HYDROELECTRIC PROJECT**

**RECITALS:**

1) By Resolution No. 18-162 dated September 24, 2018, the District awarded Contract 18-20-W, East and West Embankment Field Exploration at the Wells Hydroelectric Project to Holt Services for \$322,500.00.

2) Change Order No. 1 was prepared address FERC concerns to the submitted Quality Control Inspection Program (QCIP) and extend the completion date to May 31, 2019.

3) District staff recommends affirmation of Change Order No. 1 in the amount of \$4,241.88 bringing the total cost of the contract to \$326,741.88.

4) It is in the best interests of the District to affirm Change Order No. 1 to Contract 18-20-W.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that Change Order No. 1 to Contract 18-20-W, East and West Embankment Field Exploration at the Wells Hydroelectric Project, is affirmed by the Commission.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE  
AGREEMENT WITH COLUMBIA BASIN ENVIRONMENTAL  
FOR TDG MONITORING**

**RECITALS:**

1) The Federal Energy Regulatory Commission license for the Wells Project requires Douglas PUD to comply with the Washington State water quality standards and to monitor total dissolved gas (TDG) hourly throughout the year at multiple locations within the Wells Project. The District's 401 Certification issued by Washington State Department of Ecology requires collection of this data using robust calibration and maintenance techniques.

2) For over 15 years, Columbia Basin Environmental (CBE), a specialized technical consulting firm, has provided responsive and cost effective maintenance and technical services for the District's TDG stations. District staff has determined that CBE has the necessary qualifications, experience and is the most qualified consultant to perform the required TDG monitoring.

3) District staff believes it is in the best interest of the District to enter into a three-year Professional Service Agreement with Columbia Basin Environmental for TDG monitoring.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's General Manager is hereby authorized and directed to enter into a three-year Professional Service Agreement with Columbia Basin Environmental for TDG monitoring, the cost of which is not to exceed \$45,957 with a commencement date of January 1, 2019 and an expiration date of December 31, 2021.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary

Draft Pre-decisional Document

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING AMENDMENT NO. 1 TO  
PROFESSIONAL SERVICE AGREEMENT WITH WASHINGTON  
STATE DEPARTMENT OF FISH AND WILDLIFE FOR  
MARKING AND TAGGING HATCHERY FISH**

**RECITALS:**

1) Resolution No. 18-066 authorized the District to enter into a Professional Service Agreement with Washington State Department of Fish and Wildlife (WDFW) for hatchery marking and tagging during 2018.

2) Staff recommends approval of Amendment No. 1 with WDFW, extending the term of the Agreement to provide the necessary fish marking and tagging for 2019.

3) It is in the best interests of the District to amend this Agreement as outlined above. Amendment No. 1 will extend the term of the Agreement to December 31, 2019 and increase the not-to-exceed price by \$267,788, bringing the total amount of the Agreement to \$529,945.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's General Manager is authorized and directed to issue Amendment No. 1 to the Professional Service Agreement with Washington State Department of Fish and Wildlife for marking and tagging in 2019. Amendment No. 1 would extend the term of the Agreement to December 31, 2019, and the not-to-exceed price to \$529,945.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT  
WITH COLUMBIA RESEARCH SPECIALISTS FOR BIRD HAZING AT  
HATCHERIES AND IN THE WELLS DAM TAILWATER 2019**

**RECITALS:**

- 1) The Wells HCP requires the District to haze avian predators at the Wells and Methow Fish Hatcheries and Wells Dam tailwater.
- 2) Bird hazing reduces juvenile fish losses at the Wells and Methow Fish Hatcheries and increases fish survival through the dam.
- 3) Columbia Research Specialists has been successfully providing bird hazing services for the past eight seasons.
- 4) Staff recommends approval of a contract with Columbia Research Specialists for 2019 bird hazing services. The proposed not to exceed price for the contract is \$65,178.
- 5) It is in the best interests of the District to enter into a Professional Service Agreement with Columbia Research Specialists for bird hazing services at the Wells and Methow Fish Hatcheries and in the Wells Dam tailwater.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's General Manager is hereby authorized and directed to enter into a Professional Service Agreement with Columbia Research Specialists, the cost of which is not to exceed \$65,178 with an expiration date of December 31, 2019.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING APPROVAL OF LAND USE  
PERMITS 64A-01, 64C-01/139A-01 AND 64C-02 TO JANET FOYLE  
AND BOB FOYLE/FOYLE ORCHARDS, INC.**

**RECITALS:**

1) The District has implemented a Land Use Policy which requires adjacent land owners wishing to use properties associated with the Wells Hydroelectric Project to obtain approval through a District issued permit.

2) District personnel recommend approval of the following permits:

Janet Foyle	Wells Permit 64A-01
Bob Foyle/Foyle Orchards Inc.	Wells Permit 64C-01/139A-01
Bob Foyle/Foyle Orchards Inc.	Land Use Permit 64C-02

The permits are for use of Project and non-Project lands for existing residential landscaping, access road, commercial orchards, irrigation pump and inlet, and a single use dock. These uses were permitted previously to the current adjacent land owners. The permittees have provided proof of insurance coverage as required by the District's Land Use Policy. The use of the property located within the Wells Project Boundary is a continuation of existing activity previously reviewed by the Habitat Conservation Plan Parties.

3) It is in the best interests of the District to approve these permits.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's General Manager is hereby authorized and directed to execute, in accordance with the District's Land Use Policy, Land Use Permits No. 64A-01, 64C-01/139A-01 and 64C-02.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

\_\_\_\_\_  
Molly Simpson, Secretary

Draft Pre-decisional Document



RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION AUTHORIZING APPROVAL OF A  
TRANSMISSION PLANNER AGREEMENT WITH PUBLIC  
UTILITY DISTRICT NO. 1 OF OKANOGAN COUNTY**

**RECITALS:**

1) The District and Public Utility District No. 1 of Okanogan County (Okanogan) each must perform certain transmission planning functions, as required under the North America Electric Reliability Corporation (NERC) standards.

2) Along with these transmission planning functions, responsible entities are required to register as a Transmission Planner or delegate such registration to another entity.

3) The District and Okanogan have negotiated a Transmission Planner Agreement (Agreement), the purpose of which allows the District to perform transmission planning functions for Okanogan and fulfill the Transmission Planner role.

**NOW, THEREFORE BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District is authorized to approve the Transmission Planner Agreement with Okanogan.

**ADOPTED** this 13th day of November, 2018.

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Ronald E. Skagen, President

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Aaron J. Viebrock, Vice President

**ATTEST:**

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Molly Simpson, Secretary