

COMMISSION MEETING AGENDA  
PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY  
EAST WENATCHEE, WASHINGTON  
FEBRUARY 12, 2018 – 1:30 P.M.

1. Flag Salute
2. Minutes
3. Vouchers
4. Public Comment
5. 20-year Service Award – Dan Gerber
6. Prequalification of Contractor
7. Resolution Authorizing a Programming Transport Services Agreement with the Outdoor Channel, Inc.
8. Resolution Authorizing an Interlocal Agreement with the City of Rock Island for the Purchase of Street Light Fixtures
9. Resolution to Amend the Interlocal Agreement with the City of East Wenatchee
10. Resolution Authorizing Removal of Lights from Local Utility District No. 1 of Douglas County Rio Vista Park Street Lighting System
11. Resolution Authorizing the Disposal of Obsolete DCCN Equipment
12. Resolution Authorizing a Rate Adjustment for Professional Service Agreement with Electrical Consultants, Inc.
13. Resolution Authorizing Amendment No. 13 to Professional Service Agreement with Commonwealth Associates, Inc. Under Contract No. 10-13-D
14. Resolution Authorizing Acceptance of Work and Final Payment to Asplundh Tree Expert Co. for the First Year Under Contract 16-12-D, Provide Distribution Tree Trimming Services
15. Resolution Authorizing an Interlocal Agreement with Grant PUD for the Operation of the Carlton Acclimation Facility
16. Resolution Affirming Change Order No. 1 to Contract 17-12-W, Pateros Dock Replacements and Boat Launch Improvements
17. Resolution Authorizing Negotiation of Professional Service Agreement, Request for Qualifications 17-28-D, Professional Design Services for Bridgeport Office Building Roof Membrane Replacement
18. Resolution Authorizing the Purchase of Non-Owned Aircraft Liability Insurance with Starr Aviation
19. Claim for Damages – Lilian Sloan
20. Financial and Statistical Report – Distribution System – November 2017

21. Budget Report – Distribution System – November 2017
22. Financial and Statistical Report – Wells Project – November 2017
23. Budget Report – Wells Project – November 2017
24. Treasurer’s Report – Distribution System – December 2017
25. Treasurer’s Report – Wells Project – December 2017
26. Preliminary Disturbance Reports
27. DCCN Report – January 2018
28. Other
29. Trips
30. Minutes
31. Executive Session: RCW 42.30.110(1)(g)

Draft Pre-decisional Document

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

**A RESOLUTION AUTHORIZING A PROGRAMMING TRANSPORT SERVICES AGREEMENT WITH THE OUTDOOR CHANNEL, INC.**

**RECITALS:**

(1) The District operates a video headend that provides television service to retail service providers on the Douglas County Community Network (DCCN).

(2) The District previously entered into a Programming Transport Services Agreement with The Outdoor Channel, Inc., for the purpose of receiving the Outdoor Channel content and transporting it to retail service providers. This Agreement expires on February 11, 2018. A new Transport Agreement is required to continue transporting The Outdoor Channel content.

(3) Staff recommends that the District's General Manager be authorized to sign the attached Programming Transport Services Agreement with the Outdoor Channel, Inc.

(4) It is in the best interest of the District to enter into the attached Transport Agreement to provide video service.

**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 to sign a Programming Transport Services Agreement with the Outdoor Channel, Inc.

**ADOPTED** this 12th day of February, 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 AN INTERLOCAL  
AGREEMENT WITH THE CITY OF ROCK ISLAND FOR THE  
PURCHASE OF STREET LIGHT FIXTURES**

**RECITALS:**

1) Douglas County PUD has been approached by the Washington State Transportation Improvement Board in order to participate in the Relight Washington grant program which is a statewide effort to replace existing municipal street lights with new energy-efficient LED light fixtures.

2) This Interlocal Agreement will allow the purchase and replacement of 34 non-metered light fixtures the District currently owns and maintains in the City of Rock Island.

3) It is in the best interest of the District to enter into this Interlocal Agreement with the City of Rock Island to purchase these fixtures.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the General Manager is authorized to sign the Interlocal Agreement with the City of Rock Island.

**ADOPTED** this 12th day of February, 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 TO AMEND THE INTERLOCAL AGREEMENT  
WITH THE CITY OF EAST WENATCHEE**

**RECITALS:**

1) By Resolution 17-112, the District entered into an Interlocal Agreement with the City of East Wenatchee for the purchase and replacement of street light fixtures in order to participate in the Washington State Transportation Improvement Board's Relight Washington grant program.

2) The City of East Wenatchee has agreed to take over the lights of the Rio Vista Park Local Utility District No. 1. This amendment will change the total number of lights the District is obligated to purchase, remove, and replace from 232 to 242.

3) It is in the best interest of the District to approve Amendment No. 1 to the Interlocal Agreement with the City of East Wenatchee to purchase, remove, and replace an additional 10 street lights

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the General Manager is authorized to sign Amendment No. 1 to the Interlocal Agreement with the City of East Wenatchee.

**ADOPTED** this 12th day of February, 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 REMOVAL OF LIGHTS FROM  
LOCAL UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY RIO  
VISTA PARK STREET LIGHTING SYSTEM**

**RECITALS:**

1) The District did by resolution, create Local Utility District No. 1 of Douglas County, Washington, establishing the boundaries thereof and ordering the installation of adequate street lighting within said District; and,

2) The District by resolution, with agreement from the City of East Wenatchee, amended the assessment roll to include the City.

3) On December 28, 2017, the City installed metered street lighting within said District. It is no longer necessary to continue servicing lights 500, 501, and 502. By this resolution these lights shall be removed.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that lights 500, 501 and 502 may be removed from service and billing for Local Utility District No. 1 of Douglas County.

**ADOPTED** this 12th day of February, 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 THE DISPOSAL OF  
OBSOLETE DCCN EQUIPMENT**

**RECITALS:**

- 1) The District has various digital satellite receivers and other community network equipment which has been replaced with new upgraded equipment.
- 2) These obsolete items are no longer of any use to the District and would be of no value at a surplus sale.
- 3) It is in the best interests of the District to declare these obsolete items to be of no value and authorize their disposal.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the items are hereby declared to be of no value and the District is authorized to dispose of them.

**ADOPTED** this 12th day of February, 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 RATE ADJUSTMENT FOR  
PROFESSIONAL SERVICE AGREEMENT WITH  
ELECTRICAL CONSULTANTS, INC.**

**RECITALS:**

1) Resolution No. 02-247 authorized Douglas PUD to enter into a Professional Service Agreement with Electrical Consultants, Inc. (ECI) for professional engineering services. That agreement, Section IV, Paragraph F, allows for the fee schedule to be negotiated annually to reflect any increase in the costs of doing business.

2) A fee schedule for 2018 has been submitted by ECI which reflects an increase of approximately 2.79 percent. The rate is within industry standards and appears fair and reasonable. District staff recommends that the District accept the proposed rate increase.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the proposed changes in the fee schedule for professional engineering services by Electrical Consultants, Inc. be adopted.

**ADOPTED** this 12th day of February, 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 AMENDMENT NO. 13 TO PROFESSIONAL SERVICE AGREEMENT WITH COMMONWEALTH ASSOCIATES, INC. UNDER CONTRACT NO. 10-13-D**

**RECITALS:**

1) Resolution 10-095 authorized the District to issue a Request for Qualifications for the planning and construction of the Douglas-Rapids 230 kV Transmission Line project.

2) Resolution No. 10-158 awarded a Professional Service Agreement to Commonwealth Associates, Inc.

3) District staff states that a rate schedule for the year 2018 has been submitted by Commonwealth Associates, Inc. These rate adjustments are necessary to cover the increased cost of doing business.

4) It is in the best interests of the District to amend the Professional Services Agreement with Commonwealth Associates, Inc. The change is estimated to increase District cost by approximately 4.85 percent.

**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 issue any necessary documents to implement the Amendment to the Professional Service Agreement with Commonwealth Associates, Inc. which will update the rate schedule for 2018.

**ADOPTED** this 12th day of February, 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 ASPLUNDH TREE EXPERT CO. FOR THE  
FIRST YEAR UNDER CONTRACT 16-12-D, PROVIDE  
DISTRIBUTION TREE TRIMMING SERVICES**

**RECITALS:**

1) By Resolution No. 16-069 dated April 25, 2016 the District awarded Contract 16-12-D, Provide Distribution Tree Trimming Services to Asplundh Tree Expert Co.

2) District staff report the Contractor has satisfactorily completed all requirements of Contract 16-12-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 \$15,815.37 to Asplundh Tree Expert Co. upon receiving the required notifications from the State of Washington. The total cost of work under this contract is \$316,307.58

3) It is in the best interests of the District to accept the work as complete and authorize final payment under Contract 16-12-D.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the work under Contract 16-12-D, Provide Distribution Tree Trimming Services 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 12th day of February, 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 AN INTERLOCAL  
AGREEMENT WITH GRANT PUD FOR THE OPERATION OF  
THE CARLTON ACCLIMATION FACILITY**

**RECITALS:**

1) District staff has been working with Public Utility District No. 2 of Grant County (Grant) to negotiate a new 2-year Interlocal Cooperative Agreement (ILA) that addresses the operation of the Carlton Acclimation Facility (CAF) by the District on behalf of Grant.

2) Under the terms of the proposed 2-year agreement, Grant will pay the District for the cost of salaries, all costs for additional insurance and costs will be adjusted annually for inflation.

3) The proposed Grant-Douglas Carlton Acclimation Facility ILA provides cost savings to both utilities and provides stability and resiliency for operation of the CAF.

4) It is in the best interest of the District to approve the proposed Grant-Douglas Carlton Acclimation Facility ILA.

**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 an Interlocal Cooperative Agreement with Public Utility District No. 2 of Grant County for the operation of the Carlton Acclimation Facility.

**ADOPTED** this 12th day of February, 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 AFFIRMING CHANGE ORDER NO. 1 TO  
CONTRACT 17-12-W, PATEROS DOCK REPLACEMENTS AND  
BOAT LAUNCH IMPROVEMENTS**

**RECITALS:**

- 1) By Resolution No. 17-128 dated August 28, 2017, the District awarded Contract 17-12-W, Pateros Dock Replacements and Boat Launch Improvements to KRCI, LLC.
- 2) Change Order No. 1 was prepared to address the following issue:
  - Two 16-inch steel pilings did not reach the design embedment depth through use of a vibratory hammer. KRCI will mobilize an impact hammer and appropriate crane and other necessary equipment to attempt deeper pile embedment.
- 3) District staff recommends affirmation of Change Order No. 1 in the not-to-exceed amount of \$41,497.50, which brings the total cost of the contract to \$747,349.50.
- 4) It is in the best interests of the District to affirm Change Order No. 1 to Contract 17-12-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 17-12-W, Pateros Boat Dock Replacements and Boat Launch Improvements is affirmed by the Commission.

**ADOPTED** this 12th day of February, 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 17-28-D, PROFESSIONAL DESIGN  
SERVICES FOR BRIDGEPORT OFFICE BUILDING ROOF  
MEMBRANE REPLACEMENT**

**RECITALS:**

1) By Resolution No. 17-238, dated December 29, 2017, the District issued a Request for Qualifications 17-28-D, Professional Design Services for Bridgeport Office Building Roof Membrane Replacement.

2) From January 3, 2018 to February 2, 2018, the District advertised its need for professional design services for the replacement of the Bridgeport office building roof membrane. In response to that publication, the District received proposals from six companies: Salas O'Brien, Loofburrow Wetch Architects, Cortner Architectural Company, The DOH Associates, Walker Consultants and JRS Engineering.

3) District staff has evaluated the proposals in response to RFQ 17-28-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 Cortner Architectural Company. 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 Cortner Architectural Company in response to RFQ 17-28-D, Professional Design Services for Bridgeport Office Building Roof Membrane Replacement.

**ADOPTED** this 12th day of February, 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

Draft Pre-decisional Document

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

**A RESOLUTION AUTHORIZING THE PURCHASE OF NON-OWNED AIRCRAFT LIABILITY INSURANCE WITH STARR AVIATION**

**RECITALS:**

1) The District recently entered into a professional service agreement with Central Washington University for pilot and aircraft services to assist in monthly meter reading.

2) A condition of the agreement with Central Washington University is that the District is responsible for maintaining an insurance policy covering the loss of property and/or injury to employees relating to the flight services.

3) Our insurance broker Marsh has secured a quote from Starr Aviation for Non-Owned Aircraft Liability Insurance for coverage with a \$5,000,000 limit of liability. The quote is \$7,875 plus applicable taxes and fees for 12 months of coverage.

4) District staff has reviewed the quote and recommends the purchase of Non-Owned Aircraft Liability Insurance with Starr Aviation.

5) It is in the best interest of the District to purchase Non-Owned Aircraft Liability Insurance with Starr Aviation.

**NOW, THEREFORE, BE IT RESOLVED** by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's Accounting Assistant/Insurance Administrator will secure Non-Owned Aircraft Liability Insurance coverage with Starr Aviation.

**ADOPTED** this 12th day of February, 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