

COMMISSION MEETING AGENDA
PUBLIC UTILITY DISTRICT NO. 1 OF DOUGLAS COUNTY
EAST WENATCHEE, WASHINGTON
December 13, 2021 – 1:30 P.M.

Public participation for the regular meeting will be by phone or video only

Phone: 206-207-1700

Video: www.webex.com

Meeting Access Code: 2480 440 6892

Password: PUDONE

10:30 AM Workshop

Reports by Staff

12:00 PM Lunch

1:30 PM Regular Meeting

1. Flag Salute

2. Consent Agenda

- a. Meeting Minutes of November 22, 2021
- b. Vouchers
- c. Prequalification of Contractors
- d. Bid Opening Results – November 29, 2021 – Bid Document 21-56-D-BID, Control and Relay Panels for Urban Industrial Substation
- e. 21-204 – Resolution Affirming Change Order No. 2 to Contract 21-10-D, Supply and Deliver Tubular Steel Poles for the Lincoln Rock Switchyard
- f. 21-205 – Resolution Authorizing Acceptance of Work and Final Payment to MICA Steelworks, Inc. Under Contract 21-10-D, Supply and Deliver Tubular Steel Poles for the Lincoln Rock Switchyard
- g. 21-206 – Resolution Authorizing a Call for Bids under Bid Document 21-51-D-BID, Fiber Optic Cable Installation – Unit Price Contract
- h. 21-207 – Resolution Authorizing a Call for Bids Under Bid Document 22-08-W-BID, Construction of Methow Hatchery Residence
- i. 21-208 – Resolution Authorizing Award of Contract 21-56-D-BID to Crown Texas, Inc. for Control and Relay Panels for Urban Industrial Substation
- j. 21-209 – Resolution Authorizing the District to Renew General Liability and Automobile Insurance with Everest National Insurance Company and Markel American Insurance Company
- k. 21-210 – Resolution Authorizing the Renewal of Aviation Insurance for Unmanned Aircraft Systems with Global Aerospace
- l. 21-211 – Resolution Authorizing the District to Purchase Pollution Legal Liability Insurance with Markel

- m. 21-212 – Resolution Authorizing the District to Renew Excess Liability Insurance with AEGIS Insurance Services and Energy Insurance Mutual
 - n. 21-213 – Resolution Declaring Meter Reading Devices to Be Surplus and Authorize Return to Itron for Credit
 - o. 21-214 – Resolution Authorizing Approval of Railroad Permit RR57-10 Erik and Robyn Saathoff
 - p. 21-215 – Resolution Authorizing Acceptance of an Engagement Letter with Cordell, Nehr & Company for Deferred Compensation Plan Administration
3. Public Comment
 4. Hearing on the Electric Distribution System and the Wells Hydroelectric Project Calendar Year 2022 Budget
 5. Hearing to Accept Input on the Clean Energy Implementation Plan
 6. 20-Year Service Award – Lisa Keane
 7. Regular Agenda
 - 21-216 – Resolution Authorizing Professional Service Agreement 22-05-W-PS, 2022 HCP Hatchery M&E Implementation Program with Washington Department of Fish and Wildlife
 - 21-217 – Resolution Authorizing a Professional Service Agreement with Donnor Inc. DBA Badger Mountain Productions
 - 21-218 – Resolution Authorizing a Professional Service Agreement with the DOH Associates, PS Under 22-01-W-RFQ, General Architectural Services
 - 21-219 – Resolution Adopting the Distribution System Official Budget of Expenditures for Year 2022 as Finally Approved
 - 21-220 – Resolution Adopting the Wells Hydroelectric Project Official Budget for Calendar Year 2022 as Finally Approved
 - 21-221 – Resolution Approving Environmental Reviews for the 2022 Distribution System Capital Budget and the 2022 Fiscal Year Wells Project Operating Capital and Extraordinary Expense Budget
 - 21-222 – Resolution Pertaining to Use of the Voluntary Employees' Beneficiary Association Health Reimbursement Arrangement (VEBA-HRA) for Employees Retiring in 2022
 8. NERC Compliance Quarterly Report –First Quarter – September 30, 2021
 9. FERC Compliance Quarterly Report – First Quarter – September 30, 2021
 10. Financial and Statistical Report – Distribution System – October 2021

11. Budget Report – Distribution System – October 2021
12. Financial and Statistical Report – Wells Project – October 2021
13. Budget Report – Wells Project – October 2021
14. Treasurer’s Report – Distribution System – November 2021
15. Treasurer’s Report – Wells Project – November 2021
16. Internal Audit Report – September and October 2021
17. DCCN Report – November 2021
18. Preliminary Disturbance Reports
19. Other
20. Trips
21. Minutes
22. Executive Session: RCW 42.30.110(1)(i)

Draft Pre-decisional Document

RESOLUTION NO. _____

**A RESOLUTION AFFIRMING CHANGE ORDER NO. 2 TO
CONTRACT 21-10-D, SUPPLY AND DELIVER TUBULAR STEEL
POLES FOR THE LINCOLN ROCK SWITCHYARD**

RECITALS:

1) By Resolution No. 21-069 dated April 26, 2021, the District awarded Contract 21-10-D, Supply and Deliver Tubular Steel Poles for the Lincoln Rock Switchyard to MICA Steelworks.

2) There was a change to the type and number of anchor bolt cages needed at Lincoln Rock Switchyard resulting in a reduction of cost. Change Order No. 2 in the credit amount of (\$3,224.00) has been prepared to address these changes and extend the completion date to December 6, 2021.

3) District staff recommends affirmation of Change Order No. 2 in the credit amount of (\$3,224.00) and extend the completion date to December 6, 2021. Previous change orders, in addition to this change order, bring the total cost of the contract to \$1,017,099.00.

4) It is in the best interests of the District to affirm Change Order No. 2 to Contract 21-10-D.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that Change Order No. 2 to Contract 21-10-D, Supply and Deliver Tubular Steel Poles for the Lincoln Rock Switchyard is affirmed by the Commission.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING ACCEPTANCE OF WORK
AND FINAL PAYMENT TO MICA STEELWORKS, INC. UNDER
CONTRACT 21-10-D, SUPPLY AND DELIVER TUBULAR STEEL
POLES FOR THE LINCOLN ROCK SWITCHYARD**

RECITALS:

1) By Resolution No. 21-069 dated April 26, 2021, the District awarded Contract 21-10-D, Supply and Deliver Tubular Steel Poles for the Lincoln Rock Switchyard to MICA Steelworks, Inc.

2) District staff report the Contractor has satisfactorily completed all requirements of Contract 21-10-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 \$1,017,099.00 (One Million Seventeen Thousand Ninety-Nine dollars) upon receiving the required notifications from the State of Washington. The total cost of work under this contract is \$1,017,099.00 plus sales tax.

3) It is in the best interests of the District to accept the work as complete and authorize final payment under Contract 21-10-D.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the work under Contract 21-10-D, Supply and Deliver Tubular Steel for the Lincoln Rock Switchyard 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.

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING A CALL FOR BIDS UNDER
BID DOCUMENT 21-51-D-BID, FIBER OPTIC CABLE
INSTALLATION - UNIT PRICE CONTRACT**

RECITALS:

1) Due to high demand for Douglas County Community Network (DCCN) broadband service, contract crews are necessary to complete construction in a timely fashion.

2) Staff recommends that the District solicit bids in compliance with RCW 54.04.070 to provide fiber optic cable installation in accord with the specifications, terms and conditions of Bid Document 21-51-D-BID. Sealed bids will be accepted until January 24, 2022 at 1:30 p.m. Pacific Time in the District's East Wenatchee headquarters office.

3) It is in the best interests of the District to issue a call for bids under Bid Document 21-51-D-BID, Fiber Optic Cable Installation – Unit Price Contract.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that Bid Document 21-51-D-BID is hereby approved, and the District's General Manager is hereby authorized and directed to issue a call for bids to provide fiber optic cable installation – unit price contract.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING A CALL FOR BIDS UNDER
BID DOCUMENT 22-08-W-BID, CONSTRUCTION OF METHOW
HATCHERY RESIDENCE**

RECITALS:

1) The District is responsible for operating the Methow Fish Hatchery. Staff has identified a need for an additional employee residence at the Methow Hatchery location in order to aid in standby employee coverage as well as for the recruitment of new employees.

2) As part of the 2022 budget request process, District staff has reviewed and authorized construction of an additional residence at the Methow Hatchery site to address these needs.

3) Staff recommends that the District solicit bids in compliance with RCW 54.04.070 to construct the additional Methow employee residence in accordance with the specifications, terms and conditions of Bid Document 22-08-W-BID. Sealed bids will be accepted until January 20, 2022 at 1:30 p.m. Pacific Time at the East Wenatchee headquarters.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that Bid Document 22-08-W-BID is hereby approved, and the District's General Manager is hereby authorized and directed to issue a call for bids to construct the additional Methow Hatchery employee residence.

ADOPTED this 13th of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

Draft Pre-decisional Document

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING AWARD OF CONTRACT
21-56-D-BID TO CROWN TEXAS, INC. FOR CONTROL AND
RELAY PANELS FOR URBAN INDUSTRIAL SUBSTATION**

RECITALS:

1) By Resolution No. 21-177 dated October 25, 2021, the District called for bids under Bid Document 21-56-D-BID, Control and Relay Panels for Urban Industrial Substation.

2) On November 29, 2021, the District opened three bids as follows:

<u>Bidder</u>	<u>Total for Bid Comparison</u>
EC Company Renton, WA	\$1,315,083.00
Electrical Power Products, Inc. Des Moines, IA	\$ 537,700.00
Crown Texas, Inc. Garland, TX	\$ 467,566.00
Engineer's Estimate	\$ 745,000.00

3) District staff have reviewed the bids and found that the bid from Crown Texas, Inc. meets all terms and conditions of Bid Document 21-56-D-BID. 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 Contract 21-56-D-BID to Crown Texas, Inc.

4) It is in the best interests of the District to award Contract 21-56-D-BID to the lowest responsive bidder, Crown Texas, Inc. with an authorized expenditure of \$467,566.00 (four hundred sixty-seven thousand, five hundred sixty-six dollars).

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that Contract 21-56-D-BID is awarded to Crown Texas, Inc. The General Manager is authorized to issue a Contract with Crown Texas, 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 December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

Draft Pre-decisional Document

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE DISTRICT TO RENEW
GENERAL LIABILITY AND AUTOMOBILE INSURANCE WITH
EVEREST NATIONAL INSURANCE COMPANY AND MARKEL
AMERICAN INSURANCE COMPANY**

RECITALS:

- 1) The District's current General Liability and Automobile Insurance policies provided by Everest National Insurance Company expire on December 15, 2021.
- 2) Everest has provided a quote for renewal with the same coverage limits of \$1,000,000. The quoted premium is \$145,588.
- 3) Markel American Insurance Company has provided a quote to cover vehicles valued over \$125,000 for \$16,638.
- 4) District staff has reviewed the quotes and recommends renewal of General Liability and Automobile Insurance with Everest and Markel.
- 5) It is in the best interests of the District to obtain coverage through Everest and Markel for a combined quoted premium of \$162,226 for General Liability and Automobile Insurance. Coverage will be from December 15, 2021 to December 15, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's Deputy Treasurer will secure General Liability and Automobile Insurance with Everest.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE RENEWAL OF
AVIATION INSURANCE FOR UNMANNED AIRCRAFT
SYSTEMS WITH GLOBAL AEROSPACE**

RECITALS:

- 1) The District's current Unmanned Aircraft Systems Aviation insurance policy with Global Aerospace expires on December 15, 2021.
- 2) Global Aerospace provided a quote for renewal with the same coverage limits of \$1,000,000 with a deductible of \$0. The quoted premium is \$862.
- 3) District staff has reviewed the quote and recommends renewal of Unmanned Aircraft Systems Aviation insurance with Global Aerospace.
- 4) It is in the best interest of the District to purchase Aviation Insurance for Unmanned Aircraft Systems with Global Aerospace for the quoted premium of \$862 plus applicable fees and taxes for the policy period of December 15, 2021 to December 15, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's Deputy Treasurer will secure Aviation Insurance for Unmanned Aircraft Systems with Global Aerospace.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE DISTRICT TO
PURCHASE POLLUTION LEGAL LIABILITY INSURANCE
WITH MARKEL**

RECITALS:

1) The District's Pollution Legal Liability Policy with Markel expires on December 15, 2021. The District has exposure to pollution related events and desires to maintain coverage.

2) The District's broker of record Marsh USA, Inc. has secured a renewal quote from Markel with a \$1,000,000 limit and \$25,000 deductible. The quoted premium is \$16,000 plus surplus taxes and fees.

3) District staff has reviewed the quote and recommends the purchase of Pollution Legal Liability Insurance with Markel.

4) It is in the best interest of the District to purchase Pollution Legal Liability Insurance with Markel for the quoted premium of \$16,000 plus surplus taxes and fees for the policy year December 15, 2021 to December 15, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's Deputy Treasurer will secure Pollution Legal Liability Insurance coverage with Markel.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE DISTRICT TO RENEW
EXCESS LIABILITY INSURANCE WITH AEGIS INSURANCE
SERVICES AND ENERGY INSURANCE MUTUAL**

RECITALS:

1) The District's current Excess Liability Insurance policies with AEGIS Insurance Services (AEGIS) and Energy Insurance Mutual (EIM) expire on December 15, 2021.

2) AEGIS provided a quote for renewal of the \$35,000,000 primary insurance layer, with a 50% co-participation option for a premium of \$494,283 plus surplus lines and taxes.

3) EIM provided a quote for renewal of the \$25,000,000 secondary insurance layer for a premium of \$151,082 plus surplus line fees and taxes.

4) It is in the best interest of the District to retain 50% co-participation Excess Liability insurance through AEGIS for the quoted premium of \$494,283 for the policy year December 15, 2021 to December 15, 2022. It is also in the District's best interest to retain EIM for the quoted premium of \$151,082 for the policy year December 15, 2021 to December 15, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's Deputy Treasurer will secure Excess Liability insurance with AEGIS and EIM.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION DECLARING METER READING DEVICES TO
BE SURPLUS AND AUTHORIZE RETURN TO ITRON FOR
CREDIT**

RECITALS:

- 1) The District owns three Itron handheld meter reading devices and charging stations that have been replaced with newer meter reading technology.
- 2) The Itron handhelds and charging stations are surplus and no longer useful to District operations.
- 3) Itron is offering the District \$100.00 credit for each of the meter reading devices if we send them back to be reused at other sites still using the older technology.
- 4) It is in the best interest of the District to dispose of the surplus handhelds and charging stations by returning them to Itron for a \$100 credit for each device.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the Itron handheld meter reading devices and charging stations be declared surplus and authorize District staff to send them back to Itron for credit to be applied to future Itron invoices.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING APPROVAL OF RAILROAD
PERMIT RR57-10, ERIK AND ROBYN SAATHOFF**

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. Railroad permits are required for use of the District's Columbia Cascade Railroad Right of Way.

2) District personnel recommend approval of the following permit:

Erik and Robyn Saathoff Railroad Permit RR57-10

The permit is for use of the District's Columbia Cascade Railroad Right of Way. The permittee has provided proof of insurance coverage as required by the District's Land Use Policy.

3) It is in the best interests of the District to approve Railroad Permit RR57-10.

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, Railroad Permit RR57-10.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING ACCEPTANCE OF AN
ENGAGEMENT LETTER WITH CORDELL, NEHER &
COMPANY FOR DEFERRED COMPENSATION PLAN
ADMINISTRATION**

RECITALS:

1) By Resolutions 07-30, 07-31 and 08-325 Cordell, Neher & Company was selected to provide third party administration services for the District's Section 457 and Section 401 (a) deferred compensation and deferred compensation matching plans, respectively.

2) Cordell, Neher & Company has satisfactorily provided these services. The attached engagement letter provides for the continuation of these services with no increase in annual fee.

3) Staff recommends continuing to engage Cordell, Neher & Company to provide these services.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the District's Human Resource Administrator is hereby authorized and directed to sign the engagement letter.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING PROFESSIONAL SERVICE AGREEMENT
22-05-W-PS, 2022 HCP HATCHERY M&E IMPLEMENTATION PROGRAM
WITH WASHINGTON DEPARTMENT OF FISH AND WILDLIFE**

RECITALS:

1) The Wells HCP requires the annual implementation of a monitoring and evaluation (M&E) plan for the District's hatchery programs. Currently, the Washington Department of Fish and Wildlife (WDFW) Supplementation Research Team is the District's contractor responsible for implementing the District's hatchery M&E program.

2) The 2022 M&E budget has been finalized following negotiations between District staff and WDFW. The negotiated final budget for calendar year 2022 represents no change in anticipated costs compared to the 2021 budget.

3) Continued implementation of the District's M&E program is critical to maintaining compliance with the terms of the Wells HCP and the conditions of the various permits to operate the hatchery programs.

4) District staff believes that it is in the best interest of the District to approve this Professional Service Agreement with WDFW to satisfy the requirement of the Wells HCP, with a not-to-exceed cost of \$1,069,242 and an expiration date of December 31, 2022.

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 22-05-W-PS with WDFW to implement the HCP Hatchery M&E Implementation Program.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH DONNOR INC. DBA BADGER MOUNTAIN PRODUCTIONS

RECITALS

- 1) The District has need for video photography documentation of District facilities and activities on an ongoing basis.
- 2) Donnor Inc. DBA Badger Mountain Productions has provided these services for the District for several years and has developed considerable knowledge of the District's operations. The current Agreement expires December 31, 2021.
- 3) Staff recommends approval of a Professional Service Agreement with Donnor Inc. DBA Badger Mountain Productions through December 31, 2022 with a maximum of 50 hours billed per month. There are no changes to rates this year.
- 4) It is in the best interest of the District to enter into a new Professional Service Agreement with Donnor Inc. DBA Badger Mountain Productions.

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 to enter into a Professional Service Agreement with Donnor Inc. DBA Badger Mountain Productions, the total cost of which shall not exceed \$100,000.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A PROFESSIONAL SERVICE AGREEMENT WITH THE DOH ASSOCIATES, PS UNDER 22-01-W-RFQ, GENERAL ARCHITECTURAL SERVICES

RECITALS:

1) By Resolution No. 21-183, dated October 25, 2021, the District issued a Request for Qualifications 22-01-W-RFQ, General Architectural Services.

2) From October 25, 2021 to November 19, 2021, 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 five companies: TCF Architecture, The DOH Associates, PS, Design West Architects, The Driftmier Architects, PS, and Bernardo Wills Architects, PC.

3) District staff has evaluated the proposals in response to 22-01-W-RFQ and selected two companies that are best qualified to perform the specified scope of work, The DOH Associates, PS and alternately TCF Architecture. District staff has taken into consideration the fees involved and recommends award of the Agreement to the firm most qualified.

4) District staff states that The DOH Associates, PS has accepted the terms and conditions identified in the District's standard Professional Service Agreement and submitted proof of insurance as required. The DOH Associates, PS has provided a rate schedule that is competitive with other firms providing like architectural services. Staff recommends execution of a Professional Service Agreement with The DOH Associates, PS.

5) It is in the best interests of the District to enter into a Professional Service Agreement with The DOH Associates, PS for General Architectural Services.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that the Professional Service Agreement with The DOH Associates, PS with regard to general architectural services is hereby

approved, and the District's General Manager is hereby authorized and directed to execute said Professional Service Agreement on behalf of the District. This Agreement is not to exceed \$300,000.00 and is set to expire on December 31, 2024.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

Draft Pre-decisional Document

RESOLUTION NO. _____

**A RESOLUTION ADOPTING THE DISTRIBUTION SYSTEM
OFFICIAL BUDGET OF EXPENDITURES FOR YEAR 2022 AS
FINALLY APPROVED**

RECITALS:

- 1) A proposed budget of expenditures prepared for the District's Distribution System has been filed with the records of the District.
- 2) The Commission of the District met at the time and place as designated in a properly advertised Notice of Hearing to consider said budget.
- 3) The budget outlines projected revenues, operating expenses, and capital spending spanning many categories of expenditure including payroll, acquisition of goods and services, and capital projects. Total salaries, wages and overtime amounts to \$11.4 million in the 2022 Distribution System. The total expense for salaries, wages and overtime as a percentage to the total Distribution budget is 13%. After adoption by the Commission, the General Manager is responsible to administer District operations using the approved budget as the guideline.
- 4) The Commission resolved that for the best interest of the District the budget should be determined and adopted the same as now filed.

NOW, THEREFORE BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, does hereby adopt the Distribution System Official Budget of Expenditures for the year 2022 as finally determined, and fix the final amount of the expenditures as set forth in said Budget.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION ADOPTING THE WELLS HYDROELECTRIC
PROJECT OFFICIAL BUDGET FOR CALENDAR YEAR 2022 AS
FINALLY APPROVED**

RECITALS:

- 1) The proposed budget of expenditures prepared for the District's Wells Hydroelectric Project have been filed with the records of the District.
- 2) The Commission of this District met at the time and place as designated in a properly advertised Notice of Hearing to consider said budget.
- 3) The budget outline projected revenues, operating expenses, and capital spending spanning many categories of expenditure including payroll, acquisition of goods and services, and capital projects. Total salaries, wages and overtime amounts to \$11.5 million in the 2022 Wells budget. The total expense for salaries, wages and overtime as a percentage of the total Wells budget is 21%. After adoption by the Commission, the General Manager is responsible to administer District operations using the approved budget as the guideline.
- 4) The Commission having resolved that for the best interests of the District, the budget should be determined and adopted the same as now filed.

NOW, THEREFORE, BE IT RESOLVED that the Commission of Public Utility District No. 1 of Douglas County, Washington, do hereby adopt the Wells Hydroelectric Project Official Budget of Expenditures for the fiscal year ending December 31, 2022, as finally determined, and fix the final amount of the expenditures as set forth in said Budget. Copies of the Budget are attached hereto and by reference made a part hereof.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

A RESOLUTION APPROVING ENVIRONMENTAL REVIEWS FOR THE 2022 DISTRIBUTION SYSTEM CAPITAL BUDGET AND THE 2022 FISCAL YEAR WELLS PROJECT OPERATING CAPITAL AND EXTRAORDINARY EXPENSE BUDGET

RECITALS:

1) Public Utility District No. 1 of Douglas County (hereinafter called the "District"), is a public utility district organized and existing under and by provision of Title 54 of the Revised Code of Washington.

2) The Washington State Environmental Policy Act requires all state and local government agencies to consider environmental values for their actions.

3) Environmental reviews of the Distribution System and Wells Project budgets were reviewed and placed on file at the Commission meeting of August 23, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington that the Environmental Reviews of the 2022 Distribution System Capital Budget and the 2022 Fiscal Year Wells Project Operating Capital and Extraordinary Expense Budget are hereby approved and adopted.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary

RESOLUTION NO. _____

**A RESOLUTION PERTAINING TO USE OF THE VOLUNTARY
EMPLOYEES' BENEFICIARY ASSOCIATION HEALTH
REIMBURSEMENT ARRANGEMENT (VEBA-HRA) FOR
EMPLOYEES RETIRING IN 2022**

RECITALS:

1) Eligible employees have voted their preference regarding the contribution of accrued personal leave into a VEBA-HRA account at retirement for 2022.

2) The results of the vote are nonbinding to the District; however, the results are taken into consideration in determining the District's policy. Staff recommends approval of VEBA contributions in accordance with the results of the employee vote.

Group	Ballots Sent	Yes Votes	No Votes	Recommended percentage of PL to VEBA at retirement – 2022
Union Distribution	8	1	2	0%
Union Wells	18	5	0	100%
Management Distribution	10	2	2	100%*
Management Wells	12	3	1	100%

**100% is the default in case of no feedback or tie*

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Douglas County, Washington, that for all employees retiring during 2022, the District will deposit a percentage of the employee's accrued personal leave, as specified above, upon retirement into a VEBA-HRA account in the employee's name.

ADOPTED this 13th day of December, 2021.

Aaron J. Viebrock, President

Molly Simpson, Vice President

ATTEST:

Ronald E. Skagen, Secretary