

**Minutes of Regular Commission Meeting of
Public Utility District No. 1 of Okanogan County**

**Okanogan PUD Auditorium
1331 2nd Avenue North, Okanogan, WA
August 21, 2007
12:30 PM**

Present: Board: David Womack, Ernest Bolz, Trish Butler
Staff: Doug Adams, Don Coppock, Dan Boettger, Tom Pearson,
Warren Miller, Debra Peters, Steve Brown, Julie Pyper
Attorney: Michael Howe
Public: Sheila Corson – The Chronicle

Summary Agenda

- I. Call to Order
- II. Business Meeting
 - 1. Approval of Agenda
 - 2. Consent Agenda Items
 - a) Minutes
 - b) Vouchers
 - c) Work Orders
 - 3. Public Comment
 - 4. Unfinished Business
 - a) Telephone System – Professional Services Agreement
 - b) Discussion on Resolutions Format
 - c) Report on Storm Water & SPCC Contracts
 - d) Sign Letter to Energy Northwest
 - 5. New Business
 - a) Pondera Engineers, LLC – Professional Services Agreement
 - b) Mapping System Server/Budget Issue
 - 6. Manager’s Report
 - 7. Power Report
 - 8. Other Business
 - a) SPY Camp Students
 - 9. Future Planning
 - 10. Meetings
- III. Executive Session
- IV. Adjournment

I. Call to Order:

President Womack called the meeting to order at 12:30 p.m.

II. Business Meeting:

1. Approval of Agenda:

President Womack announced that a 15 minute executive session would be held at the conclusion of the meeting.

Commissioner Butler moved, seconded by Commissioner Bolz, to approve the agenda. The motion carried unanimously.

2. Consent Agenda Items:

a) Minutes:

The Minutes of the August 7, 2007 regular meeting were submitted for approval.

b) Vouchers:

The following vouchers were submitted for approval:

Vouchers 96 and 98160 through 98290 in the amount of \$660,762.72, and vouchers 98, 106 and 98291 through 98309 in the amount of \$237,967.09.

c) Work Orders:

The following work orders were submitted for approval:

07-0224	John Giroux, Paterson Creek Rd., Tonasket	\$ 3,585.00
07-0281	Dan Whalen, Poorman Creek, Methow	6,801.00
07-0322	Omak School District, 2 nd Ave., Omak	33,236.00
07-0335	Robert Madrigal, 45 Vinatieri Rd., Oroville	4,405.00
07-0336	Gary Grillo, 1338 Hwy. 7, Tonasket	5,120.00
07-0427	District, Vandershelden Rd., Tonasket	5,955.00
07-0446	District, Okanogan Substations	94,167.00
07-0467	Tracie Hockett, Aeneas Valley Rd., Tonasket	7,053.00
07-0470	Brent Stark, Clarkston Mill Rd., Tonasket	3,763.00
07-0473	Ernest & Kathleen Hennig, 110 Wakefield Lane, Oroville	2,483.00
07-0477	Cockle/Lake View Builders, Lot 7 – Blue Lake Development, Oroville	4,697.00
07-0478	Cass Gebbers, Monse River Rd.	14,620.00
07-0483	Qwest Communications, Westlake Rd., Oroville	688.00
07-0484	James Tuttle, 17 Streeter/Bosch Rd., Tonasket	3,352.00
07-0485	George Martini, Monse River Rd.	4,491.00

07-0486	Omar Mardini, Alkali Lake, Omak	36,108.00
07-0489	Ron Morris, 158 Golden Rule Rd., Omak	8,830.00
07-0490	Joe Lagrou, 220 S. Elm, Omak	944.00
07-0491	Jennifer Martin, 5 Weatherstone Rd., Omak	947.00
07-0492	Gary Fisher, Dunning Rd., Okanogan	22,460.00
07-0494	Will Keller, 310 S. Cedar, Omak	797.00
07-0495	Scott Bennett, 1868B Old Hwy. 97, Malott	5,100.00
07-0496	District, Duke Lake Rd., Omak	<u>4,339.00</u>
	TOTAL	\$273,941.00

Commissioner Bolz moved, seconded by Commissioner Butler, to approve the consent agenda. The motion carried unanimously.

3. Public Comment:

No public comments were offered.

4. Unfinished Business:

a) Telephone System – Professional Services Agreement:

Four vendors responded to the District’s Request for Proposals for a Shoretel IP Telephone System. After completing an evaluation, staff is recommending Access Telecom, Inc. be chosen to provide the system at a cost not to exceed \$162,000 in 2007 (budgeted originally in 2005 at \$100,000). Deliverables will include a system at all Okanogan PUD offices connected together by the District’s fiber-optic system.

Commissioner Bolz, seconded by Commissioner Butler, moved to authorize the Manager to enter into a Professional Services Agreement with Access Telecom, Inc. in an amount not to exceed \$162,000 for the providing and installing of a Shoretel IP Telephone System. The motion carried unanimously.

b) Report on Storm Water & SPCC Contracts:

Staff provided an update on the District’s storm water and spill prevention, containment and control projects. Written plans and secondary containment berms were recently completed at the Okanogan, Pateros, Oroville and Whitestone Substations. Work at the Okanogan headquarters facility included a new written plan and an oil/water separator installed in the south parking lot.

c) Sign Letter to Energy Northwest:

The District's proposed letter to Energy Northwest supporting nuclear energy development was discussed. Suggested changes were offered, which staff will incorporate for the Board's review at the September 4, 2007 meeting.

d) **Discussion on Resolutions Format:**

It is the Board's desire to have all Resolutions reviewed by the District's legal counsel before they are approved. Following discussion, it was agreed that all Resolutions will be sent to the District's attorney for review, approval and signature prior to the Board's adoption thereof.

5. **New Business:**

a) **Pondera Engineers, LLC – Professional Services Agreement:**

Staff requested authorization to enter into a Professional Services Agreement with Pondera Engineers, LLC for design of the structures for the 115kV transmission line from Pateros to Twisp. The deliverables include Pondera providing the District with a TI-Pro model of the transmission line and framings. The estimated cost of the project is \$40,000.

Commissioner Bolz moved, seconded by Commissioner Butler, to authorize the Manager to sign a Professional Services Agreement with Pondera Engineers, LLC in an amount not to exceed \$40,000 for design of the structures for the 115kV transmission line from Pateros to Twisp.

b) **Mapping System Server/Budget Issue:**

Staff requested authorization to purchase a computer server for installation of the Origin Mapping software program. The estimated cost is \$12,500.

Commissioner Bolz moved, seconded by Commissioner Butler, to authorize the purchase of a server with the necessary requirements to load the Origin Mapping Software, in an amount not to exceed \$12,500.

6. **Manager's Report:**

- District staff will attend a Growth Summit hosted by Okanogan County on August 23, 2007 at the Fairgrounds Agriplex Building. The intent of the meeting is to take public comment and provide information on the County's plan for growth management.
- Standard and Poor's performed an interim review of the District's credit rating and reaffirmed a rating of A- with a stable outlook.

7. **Power Report:**

Wholesale power sales of \$1.1 million in July exceeded the monthly budgeted forecast by \$45,000. Total wholesale and retail sales of electricity for the year have exceeded projected budget amounts by \$3.2 million through July 2007 (\$2.7 million over the original budget through July for wholesale power sales, and \$489,000 over the original budget for retail sales through April with estimated data for May and June).

8. Other Business:

a) SPY Camp Students:

Andrea Reyes, Devon McMaster and Cody Houtz shared their experiences from Western Washington University's SPY (Summer Programs for Youth) Camp. The students were sponsored by the District to attend the one-week camp in July, which has an energy, environmental or conservation component attached to the curriculum. They participated in Exploring Energy Technology.

9. Future Planning:

There were no future planning items presented.

10. Meetings:

The next Okanogan PUD Commission meeting is scheduled on September 4, 2007 at the Okanogan PUD auditorium. The meeting will commence with a one-hour executive session at 12:30 p.m. followed by the business meeting at 1:30 p.m.

III. Executive Session:

The regular meeting recessed into executive session at 2:13 p.m. to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, pursuant to RCW 42.30.110(1)(i), and to evaluate the qualifications of an applicant for public employment, pursuant to RCW 42.30.110(1)(g). It was expected the executive session would last 15 minutes with no action anticipated. At 2:28 p.m. the regular meeting was reconvened and immediately recessed into executive session for an additional 20 minutes. At 2:58 p.m. the executive session was recessed with no public announcement.

IV. Adjournment:

The regular meeting was reconvened at 2:58 p.m. There being no further business to discuss, the meeting was adjourned at 2:58 p.m.

David A. Womack, President

Ernest J. Bolz, Vice-President

ATTEST:

Trish Butler, Secretary