AGENDA
BENTON COUNTY PUBLIC UTILITY DISTRICT NO. 1
COMMISSION MEETING

Tuesday *April 24, 2018* *9:00 a.m.*
2721 West 10th Ave., Kennewick

1. Pledge of Allegiance

2. Public Comment
(Public in attendance should read the "Guidelines for Public Participation at Commission Meetings", available the day of the meeting, or at www.bentonpud.org, Guidelines.

3. **APPROVAL OF CONSENT AGENDA**
(All matters listed within the Consent Agenda have been distributed to each member of the Commission for reading and study, are considered to be routine, and will be enacted by one motion of the Commission with no separate discussion. If separate discussion is desired by any member of the Commission, that item will be removed from the Consent Agenda and placed on the Regular Agenda by request.)

a) Commission Minutes of April 10, 2018. *(pg.3)*
b) Periodic Travel Report dated April 24, 2018. *(pg.7)*
c) Vouchers dated April 24, 2018. *(pg.8)*
d) Resolution No. 2449, Amending the Merit-Based Salary Administration Plan. *(pg.22)*
e) CompuNet – Contract Award Recommendation, procurement and support services of Cisco equipment. *(pg.31)*
f) DHittle & Associates, Contract Change Order, increase not-to-exceed amount. *(pg.35)*
g) Quit Claim Aust – South Olympia Street and A Street. *(pg.38)*
h) Quit Claim Higley – West 25th Avenue. *(pg.42)*
i) Quit Claim Fairchild – West 26th Avenue. *(pg.46)*
j) 2018-2019 Strategic Plan – First Quarter Report. *(pg.50)*

4. **REPORT FROM MANAGEMENT**

5. **BUSINESS AGENDA**

a) Work Order No. 534093 – Agri-Northwest H2F2 Feeder Upgrades
Action Item/Evan Edwards *(pg.118)*

b) Work Order No. 511761, Orchard View Bay No. 2 Installation
Action Item/Evan Edwards *(pg.121)*

c) Substation Power Transformers, Bid Package No. 18-04, Contract Award Recommendation
Action Item/Evan Edwards *(pg.124)*

d) 15kV Metal-Clad Switchgears – Leslie Road and Orchard View Bay 2, Bid Package No. 18-03, Contract Award Recommendation
Action Item/Evan Edwards *(pg.129)*

e) State of the System Presentation
Info. Only/Rick Dunn and Steve Hunter *(pg.133)*

f) March 2018 Financial Statements
Info. Only/Kent Zirker *(pg.134)*

6. Other Business

7. Future Planning

8. Meeting Reports

9. Executive Session

(To request an accommodation to attend a commission meeting due to a disability, contact wennerm@bentonpud.org, or call (509) 582-1227, and the District will make every effort to reasonably accommodate identified needs.)

PUBLIC UTILITY DISTRICT NO. 1
OF
BENTON COUNTY

Date: April 10, 2018
Time: 9:00 a.m.
Place: 2721 West 10th Avenue, Kennewick, Washington

Attendees:
Commissioners Hall and Sanders
General Manager Bartram
Assistant General Manager Hunter
Legal Counsel Hultgrenn
Senior Director of Engineering and Power Management Dunn
Director of Finance Meyer
Director of Customer Programs and Services Ball
Manager of Communications and Governmental Relations Miller
Manager of Risk Management & Treasury White
Manager of Human Resources Wenner
Manager of Power Resources Johnson
Manager of Accounting Zirker
Manager of Information Technology Folta
Supervisor of Executive Administration Cole
Power & Energy Programs Analyst Dykes
Distribution Design Technician Archey
Distribution Designer Lang
Buyer/Contracts Administrator Lanphear

Absent: Commission President Barry Bush
Guest: Julie Desimone, Moss Adams

The Pledge of Allegiance was given.

Commissioner Jeff Hall excused Commissioner Barry Bush from attendance at today's commission meeting.

Audit Exit Conference for 2017 Financial Audit
Director of Accounting introduced Ms. Julie Desimone of Moss Adams, attending today's meeting to review the results of the 2017 financial audit. Ms. Desimone gave a presentation on the purpose of the audit and what the District's audit entailed. She noted one audit adjustment was made related to balance sheet classification. No internal control weaknesses were identified. The District was also provided with some best practice recommendations. "Tone at the Top" and attitude from management was one of helpfulness, candor, and openness in

response to audit requests and discussion points. Concluding, Ms. Desimone indicated the District had no material weaknesses or material findings, and stated the District will receive an unmodified opinion for its 2017 financial statements. She commended District staff for a successful NISC software conversion, which is not often the case in her experience. She thanked everyone for their professional responsiveness.

Safety Minute

Distribution Design Technician Archey gave a one minute for safety presentation on how NOT to greet a dog.

Treasurer's Report

Manager of Risk Management and Treasury reviewed the March 2018 Treasurer's Report. The Commission accepted the March 2018 Treasurer's Report. The counterparty and sector reports were distributed and briefly reviewed.

Consent Agenda

Motion by Lori Sanders, seconded by Jeff Hall to approve the Consent Agenda as follows:

a) Approving Commission Meeting Minutes of March 27, 2018.

b) Approving Periodic Travel Report dated April 10, 2018.

c) Approving Vouchers audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing made available to the Commission. As of this date, the Commission does approve the following for payment: Accounts Payable: Automated Clearing House (DD) payments 67933-67998 in the total amount of $831,361.89, Checks & Customer Refund payments (CHK) 73284-73374 in the total amount of $456,940.14, Electronic Fund Transfer (WIRE) payments 4458-4459 and 4461-4465 in the total amount of $7,334,185.49; Residential Conservation Rebates: Credits on Customer Accounts in the total amount of $1,590.00; Payroll: Direct Deposit 03/22/18 67780-67932 in the total amount of $328,216.75, for a grand total of $8,952.294.27.

d) Adopting Resolution No. 2447, amending the Security Lighting Retail Electric Rate Schedule effective April 10, 2018.

e) Affirming Resolution No. 2009 creating the Benton County PUD economic development revolving fund, designating the board of directors, and authorizing the periodic deposits.

f) Award Contract No. 18-05 for Operations Dispatch Monitor Procurement, Installation and Warranty, to One Diversified, LLC dba Compview of Tukwila, Washington, for the total amount of $130,432.79, plus Washington State sales tax in accordance with RCW 54.04.080.

g) Awarding Contract No. 18-09 for Kiosk Installation – Kennewick and Prosser to Vincent Brothers, LLP of Pasco, Washington, for the total amount of $67,725.00, plus Washington State sales tax in accordance with RCW 54.04.080.

h) Awarding Contract No. 18-08 for 1200A – 115kV Circuit Switcher Leslie Road Substation to Anixter, Inc./S&C Electric of Portland, Oregon, for the total amount of $80,275.00, plus Washington State sales tax in accordance with RCW 54.04.080.

i) Reviewing Conservation Rebate Report for 1st Quarter 2018.

j) Reviewing Quarterly Contract Activity Report to Commission.

k) Reviewed Quarterly Broadband Service Orders Report to Commission.
MOTION CARRIED.

Management Report

General Manager:

1. General Manager expressed his thanks to District staff for the excellent financial audit report received by Moss Adams.
2. The Commission was updated on the recent ruling by the Ninth Circuit Court of Appeals, and the development of newly proposed plans by the National Oceanic and Atmospheric Administration (NOAA).
3. Articles and information from the Northwest Energy Coalition on the Lower Snake River Power Replacement Study was distributed and briefly discussed.

Manager of Communications and Governmental Relations:

1. The Commission was updated on a stakeholder meeting held by Congressman Newhouse on the Columbia Snake River hydro system, dam spills, the biological opinion, and information on H.R. 3144.

Manager of Risk Management and Treasury:

1. Manager of Risk Management distributed and briefly discussed the quarterly report on the Benton-Franklin Rural Economic Development Revolving Fund.

Director of Customer Programs and Services:

1. An update on Electricity Intensive Load (EIL) customers was provided. Articles relating to Chelan PUD and their high density load customers were distributed and briefly discussed.

Business Agenda

DJ's Electrical, NESC Compliance, Cable Replacement and Construction Projects, Change Order Increasing Not-To-Exceed Amount

Senior Director introduced Distribution Designer Nancy Lang and reviewed the project. A map was distributed showing areas with identified corrections. Senior Director stated the recommended change order will provide labor resources to complete corrective actions planned for 2018 and assist in maintaining momentum toward completing all corrective actions within approximately five years.

Motion by Lori Sanders, seconded by Jeff Hall to authorize the General Manager, on behalf of the District, to sign Change Order No. 3 to Contract No. 17-07, Joint Use – NESC Compliance, Cable Replacement and Construction Projects with DJ's Electrical, Inc. to increase the contract amount by $1,000,000 for a new total amount of $2,970,653, plus Washington State sales tax in accordance with RCW 54.04.080.
MOTION CARRIED.

Resolution No. 2448, Ten Year Load and Customer Forecast 2018-2027
Power and Energy Programs Analyst Dykes reviewed the ten year load and customer forecast for 2018-2027. The forecast establishes a trend predicting an Average Annual Rate of Growth of 0.29% and 0.21% over the five year and ten year planning period, and an expected annual customer increase over the ten year period of 660.

Motion by Lori Sanders, seconded by Jeff Hall adopting Resolution No. 2448, approving the ten year load and customer forecast 2018-2027.
MOTION CARRIED.

At 9:55 a.m., Commissioner Jeff Hall announced that the commission meeting would recess for five minutes.

At 10:00 a.m., Commissioner Jeff Hall announced that the commission meeting would reconvene into regular open public session.

Benton PUD 2018 Integrated Resource Plan Project Update
Manager of Power Resources gave a presentation on the development plan for the 2018 Integrated Resource Plan (IRP) and recap results from the 2016 IRP. The 2018 IRP considerations include regional energy and capacity uncertainties, legislation uncertainty, changes in customer preference and BPA contract options post 2028. The final 2018 IRP will be brought for Commission consideration by August 28, 2018.

2018 Internal Audit Plan & Report on 2017 Internal Audits
Manager of Accounting reviewed 2017 internal audit results and the 2018 audit plan that includes records policy adherence, Human Resources I-9 documentation, purchase card, configuration change management, and completion of the work order review.

Meeting Reports
Commissioner Lori Sanders briefly discussed recent articles on electricity and ozone issues.

Hearing no objection, Commission Vice-President Jeff Hall adjourned the Commission Meeting at 10:50 a.m.

_____
Jeffrey D. Hall, Vice-President

ATTEST:

_____
Lori Kays-Sanders, Secretary

Periodic Travel Report - April 24, 2018

Date Start	Business Days	Name	City	Purpose
4/11/2018	1	Folta, Chris	Spokane, WA	NOANET BOARD MEETING
4/13/2018	1	Dunn, Rick	Seattle, WA	PGP ADMINISTRATIVE COMMITTEE MEETING
4/17/2018	1	Folta, Chris	Vancouver, WA	NWPPA IT PLANNING COMMITTEE MEETING
4/19/2018	2	Edwards, Evan	Vancouver, WA	T&D ENGINEERING MANAGER FORUM
4/19/2018	1	Bartram, Chad	Seattle, WA	PGP MEETING
5/1/2018	3	Preddie, Brenda	Tacoma, WA	NWPPA ADMINISTRATIVE PROFESSIONALS WORKSHOP
5/19/2018	1	Folta, Chris	Spokane, WA	NOANET BOARD MEETING
6/3/2018	6	Marshall, Jessica	Tacoma, WA	CERTIFIED MUNICIPAL CLERKS PROFESSIONAL DEVELOPMENT INSTITUTE
6/3/2018	6	Brooks, Chad	Spokane, WA	NWPPA STAKING CERTIFICATION PROGRAM (3 CLASSES)
6/4/2018	5	Archey, Tina	Spokane, WA	NWPPA STAKING CERTIFICATION PROGRAM (2 CLASSES)
6/5/2018	4	Flores, Terra	Spokane, WA	NWPPA STAKING CERTIFICATION PROGRAM (1 CLASS)
6/13/2018	1	Folta, Chris	Spokane, WA	NOANET BOARD MEETING
8/8/2018	1	Folta, Chris	Spokane, WA	NOANET BOARD MEETING
9/12/2018	1	Folta, Chris	Spokane, WA	NOANET BOARD MEETING
10/10/2018	1	Folta, Chris	Spokane, WA	NOANET BOARD MEETING
12/12/2018	1	Folta, Chris	Spokane, WA	NOANET BOARD MEETING

PAYMENT APPROVAL
April 24, 2018

The vouchers presented on this Payment Approval Report for approval by the Board of Commissioners have been audited and certified by the auditing officer as required by RCW 42.24.080, and those expense reimbursement claims by officers and employees have been certified as required by RCW 42.24.090.

Type of Payment	Starting #		Ending #	Page #	Amount
Accounts Payable:					
Automated Clearing House (DD) Payments	68176 68207	- -	68203 68234	1 1 - 2	$ 809,258.56
Checks & Customer Refund Payments (CHK)	73375	-	73459	3 - 6	$ 278,196.45
Electronic Fund Transfer (WIRE) Payments	4469	-	4481	7	$ 669,237.24
Residential Conservation Rebates:					
Credits on Customer Accounts				8	$ 500.00
Purchase Card Detail:	March 2018			9 - 13	
Payroll:					
Direct Deposit - 04/05/18	67999 - 66175	&	68204 - 68206		$ 398,360.50
TOTAL					**$ 2,155,552.75**
Void DD					
Void Checks	April 2018			3	$ 1,180.65
Void Wires					$ -

I, the undersigned Auditor of Public Utility District No. 1 of Benton County, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claims identified in this report are just, due and unpaid obligations against the District and that I am authorized to authenticate and certify to said claims.

Jon L. Meyer, Auditor — *Date* 4/16/18

Reviewed by:

Chad B. Bertram, General Manager 4/17/18

Approved by:

Barry A. Bush, President

Jeffrey D. Hall, Vice-President

Lori Kays-Sanders, Secretary

Accounts Payable
Check Register

04/02/2018 To 04/15/2018

Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
68176	04/04/2018	DD	1736	A W REHN & ASSOCIATES, INC.	Flex Spending Health & Dependent Care	3,137.43
68177	04/04/2018	DD	475	ABM JANITORIAL SERVICES	jaitorial svc	5,715.85
68178	04/04/2018	DD	963	ANIXTER INC.	ALUM 4/0 TRIPLEX CERAPUS	1,511.71
68179	04/04/2018	DD	811	AUS WEST LOCKBOX	weekly svc	335.38
68180	04/04/2018	DD	47	BROOKS MANUFACTURING CO.	Crossarm	3,605.52
68181	04/04/2018	DD	613	CAMPBELL & COMPANY	REEP	4,200.00
68182	04/04/2018	DD	2985	CHINOOK HEATING & AIR, INC.	Low Income REEP	3,800.00
68183	04/04/2018	DD	3715	CLEARESULT CONSULTING, INC	Simple Steps Prg Svc 02/18	18,937.81
68184	04/04/2018	DD	394	COLUMBIA ELECTRIC SUPPLY	Conduit	800.30
68185	04/04/2018	DD	375	DAYCO HEATING & A/C	REEP	600.00
68186	04/04/2018	DD	2757	RICK DUNN	TEA	253.66
68187	04/04/2018	DD	3742	EMPLOYMENT SCREENING SERVICES, I	Employment Screening Svc	140.00
68188	04/04/2018	DD	3175	FRONTIER COMMUNICATIONS NW INC.	monthly billing	2,404.23
68189	04/04/2018	DD	3130	GDS ASSOCIATES, INC.	professional svc	311.25
68190	04/04/2018	DD	2087	H2 PRECAST, INC.	Vault Base/Lid	20,634.00
68191	04/04/2018	DD	3018	HRA VEBA TRUST	MSA/VEBA Trust - ER	22,050.00
68192	04/04/2018	DD	1818	IBEW LOCAL 77	IBEW Dues Assessment	8,177.47
68193	04/04/2018	DD	110	MCFARLAND CASCADE CO.	Poles	36,768.70
68194	04/04/2018	DD	3343	MOSS ADAMS, LLP	Auditing Svc	27,414.00
68195	04/04/2018	DD	1241	PARAMOUNT COMMUNICATIONS, INC.	19th & Oak replacement	28,636.91
68196	04/04/2018	DD	3837	PLANETERIA MEDIA LLC	Website hosting	200.00
68197	04/04/2018	DD	396	SD MYERS, INC.	dissolved water	170.00
68198	04/04/2018	DD	3067	STOEL RIVES, LLP	Professional Svc	1,200.00
68199	04/04/2018	DD	10128	TYLER THOMAS	CDL License Endorsement Reimursement	102.00
68200	04/04/2018	DD	1163	TYNDALE ENTERPRISES, INC.	Clothing- Welch	2,096.55
68201	04/04/2018	DD	1048	UNITED WAY OF BENTON & FRANKLIN	EE United Way Contribution	843.96
68202	04/04/2018	DD	3098	US BANK CORPORATE PAYMENT SYST	Auto Shop PCard 03/18	61,440.92
68203	04/04/2018	DD	182	WESCO DISTRIBUTION	MATERIAL	876.40
68207	04/05/2018	DD	34	BENTON PUD-ADVANCE TRAVEL	NWPPA Sub Transformers/Battery Testing	968.82
68208	04/05/2018	DD	3018	HRA VEBA TRUST	MSA / VEBA Trust - ER	300.00

Accounts Payable
Check Register

04/02/2018 To 04/15/2018

Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
68209	04/05/2018	DD	10205	HAYDEN SNELL	Pre Employment Physical	167.32
68210	04/05/2018	DD	3098	US BANK CORPORATE PAYMENT SYST	Travel PCard 03/18	15,272.27
68211	04/11/2018	DD	2872	A W REHN & ASSOC	FSA Medical/Dep Care Admin Fees	387.00
68212	04/11/2018	DD	963	ANIXTER INC.	Brace/Crossarm Flat	1,552.44
68213	04/11/2018	DD	811	AUS WEST LOCKBOX	weekly svc	178.66
68214	04/11/2018	DD	3356	BMC SOFTWARE, INC.	softweare/license/support	3,563.95
68215	04/11/2018	DD	613	CAMPBELL & COMPANY	REEP	1,200.00
68216	04/11/2018	DD	2680	CO-ENERGY	gasloine svcv	1,080.69
68217	04/11/2018	DD	10033	COMPSYCH CORPORATION	Guidance Resources 04/18-06/18	607.59
68218	04/11/2018	DD	375	DAYCO HEATING & A/C	REEP	1,100.00
68219	04/11/2018	DD	3742	EMPLOYMENT SCREENING SERVICES, I	Employment Screening Svc	140.00
68220	04/11/2018	DD	3175	FRONTIER COMMUNICATIONS NW INC.	monthly billing	89.49
68221	04/11/2018	DD	79	GENERAL PACIFIC, INC.	Material	35,857.12
68222	04/11/2018	DD	44	GLASS NOOK, INC.	REEP	810.42
68223	04/11/2018	DD	2087	H2 PRECAST, INC.	Vault Base/Lid	9,774.00
68224	04/11/2018	DD	1624	JEFFREY HALL	NoaNet / WPUDA	835.12
68225	04/11/2018	DD	3171	JODI HENDERSON	WPUDA Communications Work Session	74.00
68226	04/11/2018	DD	724	HERITAGE PROFESSIONAL LANDSCAPI	landscaping svc	5,425.89
68227	04/11/2018	DD	214	JACOBS & RHODES	REEP	1,200.00
68228	04/11/2018	DD	103	KENNEWICK, CITY OF	03/18 Occupation Tax	452,645.53
68229	04/11/2018	DD	919	NOANET	Columiba Drive Squirrel Damange	12,262.08
68230	04/11/2018	DD	2277	LORI SANDERS	TEA Energy Symposium	1,155.17
68231	04/11/2018	DD	3696	SUMMIT LAW GROUP, PLLC	Professional Svc	596.50
68232	04/11/2018	DD	1163	TYNDALE ENTERPRISES, INC.	Clothing - Nutter	1,451.76
68233	04/11/2018	DD	4168	WALKER & ASSOCIATES INC.	Material	1,305.26
68234	04/11/2018	DD	182	WESCO DISTRIBUTION	wire	2,893.43

Total Payments for Bank Account - 1 :	(56)	809,258.56
Total Voids for Bank Account - 1 :	(-1)	0.00
Total for Bank Account - 1 :	(56)	809,258.56

Accounts Payable
Check Register

04/02/2018 To 04/15/2018

Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
73158	02/22/2018	CHK	163	TRI CITY HERALD	advertising weatherization workshop	1,018.34VOID
73343	03/23/2018	CHK	99999	TRI-CITIES MATTRESS & MORE	Credit Balance Refund	162.31VOID
73375	04/04/2018	CHK	3702	AIR-TIGHT REMODELING	REEP	483.00
73376	04/04/2018	CHK	258	APOLLO MECHANICAL CONTRACTORS	REEP	600.00
73377	04/04/2018	CHK	37	BENTON PUD - REVOLVING FUND-OPE	03/18 Revolving Fund Ops	68.63
73378	04/04/2018	CHK	38	BENTON PUD - REVOLVING FUND-PRO	03/18 Revolving Fund Prosser	7.00
73379	04/04/2018	CHK	3344	BOYD'S TREE SERVICE, LLC	Tree Trimming Svc	13,037.80
73380	04/04/2018	CHK	233	INTERMOUNTAIN WEST INSULATION	REEP	1,009.96
73381	04/04/2018	CHK	99	KIE SUPPLY CORP	Solid Bare Copper Conduit #4	2,476.08
73382	04/04/2018	CHK	10162	LINGUISTICA INTERNATIONAL, INC.	Interpretation svc	37.64
73383	04/04/2018	CHK	3529	MODERN ENTERPRISE SOLUTIONS INC.	ATQR1- new 600V CC fuse1A	299.70
73384	04/04/2018	CHK	3286	PACIFIC FIRE INSPECTION SERVICES	fire sprinkler inspection	1,215.00
73385	04/04/2018	CHK	10035	PACIFIC POLE INSPECTION LLC	Pole Inspection	16,362.20
73386	04/04/2018	CHK	128	PERFECTION GLASS, INC.	REEP	321.30
73387	04/04/2018	CHK	135	PROSSER, CITY OF	Monthly Billing	764.21
73388	04/04/2018	CHK	2613	KARL SAMPSON	Tuition Reimbursement	811.50
73389	04/04/2018	CHK	149	SMITH INSULATION, INC.	REEP	1,165.34
73390	04/04/2018	CHK	10082	SOUTHRIDGE BANDITS	Advertising - Field Sign	300.00
73391	04/04/2018	CHK	2699	TOTAL ENERGY MANAGEMENT & HVA	REEP	2,800.00
73392	04/04/2018	CHK	193	UNITED PARCEL SERVICE OF AMERICA	monthly billing	108.00
73393	04/04/2018	CHK	992	VERIZON NORTHWEST	monthly billing	950.82
73394	04/04/2018	CHK	171	WASH STATE DEPT RETIREMENT SYS	Old Age & Survivor Insurance 2017	99,426.78
73395	04/04/2018	CHK	437	WASH STATE DEPT SUPPORT REGIST	Garnishment - Child Support	906.75
73396	04/04/2018	CHK	205	WASHINGTON STATE AUDITOR'S OFFI	Audit svc	1,464.54
73397	04/04/2018	CHK	99999	GARLAND T BARCOM	Credit Balance Refund	167.15
73398	04/04/2018	CHK	99999	DANIEL COCHRAN	Interview - Distribution Tech 1	62.46
73399	04/04/2018	CHK	99999	MIKE D CONNER	Credit Balance Refund	52.03
73400	04/04/2018	CHK	99999	MONICA GARCIA FLORES	Credit Balance Refund	42.89
73401	04/04/2018	CHK	99999	DONALD HARLESS JR	Credit Balance Refund	56.52
73402	04/04/2018	CHK	99999	YASMIN MARTINEZ	Credit Balance Refund	142.92

Accounts Payable
Check Register

04/02/2018 To 04/15/2018

Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
73403	04/04/2018	CHK	99999	JEREMY C NORRIS	Credit Balance Refund	128.48
73404	04/04/2018	CHK	99999	JASON P RUPE	Credit Balance Refund	24.70
73405	04/04/2018	CHK	99999	TONY SANCHEZ	Credit Balance Refund	34.29
73406	04/04/2018	CHK	99999	RYAN A STEWART	Credit Balance Refund	19.84
73407	04/04/2018	CHK	99999	AUSTIN SWENTIK	Credit Balance Refund	117.19
73408	04/05/2018	CHK	646	ELECTRICAL SAFETY CONSULTANTS I	Safety Committee Training Silva	8,932.97
73409	04/05/2018	CHK	1304	US CELLULAR	monthly billing	112.03
73410	04/11/2018	CHK	215	ALLAN ELECTRIC	install lights inside shop	7,864.64
73411	04/11/2018	CHK	10008	ALLIANT INSURANCE SERIVCES, INC.	Benefits Agency Clinic Feasibililty Stud	10,000.00
73412	04/11/2018	CHK	689	BENTON FRANKLIN COMMUNITY ACTI	LIECP WX prgm	20.00
73413	04/11/2018	CHK	259	BENTON FRANKLIN COMMUNITY ACTI	Helping Hands 04/09/18	1,512.38
73414	04/11/2018	CHK	259	BENTON FRANKLIN COMMUNITY ACTI	help Hands/Senior-Disabled	3,080.00
73415	04/11/2018	CHK	3344	BOYD'S TREE SERVICE, LLC	Tree Trimming Svc	13,037.80
73416	04/11/2018	CHK	32	CITY OF BENTON CITY	03/18 Occupation Tax	11,882.97
73417	04/11/2018	CHK	3029	DELTA HEATING & COOLING, INC.	REEP	1,000.00
73418	04/11/2018	CHK	2297	DOUBLE RADIUS, INC.	Material AF-5(US)	1,994.10
73419	04/11/2018	CHK	1967	PAMELA M DOYEA	Safety Shoes Reimbursement	228.06
73420	04/11/2018	CHK	3510	ECOLIGHTS NORTHWEST, LLC	light recycling	1,675.99
73421	04/11/2018	CHK	243	FEDERAL EXPRESS CORP	mailing svc	59.87
73422	04/11/2018	CHK	3478	FP MAILING SOLUTIONS	postage meter	84.71
73423	04/11/2018	CHK	10105	GRID SOLUTIONS, LLC	Material	1,726.74
73424	04/11/2018	CHK	374	HOWARD INDUSTRIES, INC.	Transformer	634.22
73425	04/11/2018	CHK	3824	JOHN'S AUTO MART, LLC	Commercial Energy Efficiency Prg	1,537.00
73426	04/11/2018	CHK	97	JOINT APPRENTICESHIP & TRAINING C	Camp Rilea - Thometz/Wales	4,840.00
73427	04/11/2018	CHK	99	KIE SUPPLY CORP	conduit	10,186.68
73428	04/11/2018	CHK	118	NORTHWEST PUBLIC POWER ASSOCIA	NWPPA - Substation Series	4,575.00
73429	04/11/2018	CHK	962	PACIFIC POWER	Monthly Billing	296.11
73430	04/11/2018	CHK	135	PROSSER, CITY OF	03/18 Occupation Tax	37,171.01
73431	04/11/2018	CHK	141	RICHLAND, CITY OF	03/18 Occupation Tax	1,714.79
73432	04/11/2018	CHK	3589	TOTAL QUALITY AIR, LLC	REEP	500.00

Accounts Payable
Check Register

04/02/2018 To 04/15/2018

Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
73433	04/11/2018	CHK	163	TRI CITY HERALD	Advertising	276.25
73434	04/11/2018	CHK	3006	TRI-CITY GLASS, INC.	REEP	691.60
73435	04/11/2018	CHK	172	WASH STATE DEPT TRANSPORTATION	Utility Permit Application Fee	600.00
73436	04/11/2018	CHK	100	WASTE MANAGEMENT OF WASHINGT	monthly billing	1,104.96
73437	04/11/2018	CHK	99999	CAITLIN M BABCOCK	Credit Balance Refund	56.84
73438	04/11/2018	CHK	99999	KARLA K BECK	Credit Balance Refund	57.01
73439	04/11/2018	CHK	99999	JEFF G BELLINGHAM	Credit Balance Refund	333.38
73440	04/11/2018	CHK	99999	BLACK CLIFFS VINEYARD 401K PSP	Credit Balance Refund	295.00
73441	04/11/2018	CHK	99999	JAMES B DRAKE	Credit Balance Refund	945.20
73442	04/11/2018	CHK	99999	ADAM ELLINGSON	Credit Balance Refund	32.15
73443	04/11/2018	CHK	99999	RIGOBERTO GARCIA LAGUNAS	Credit Balance Refund	196.21
73444	04/11/2018	CHK	99999	PETER HARPSTER	Credit Balance Refund	32.49
73445	04/11/2018	CHK	99999	ROBERTA HEMBREE	Credit Balance Refund	38.13
73446	04/11/2018	CHK	99999	JULIE S HURT	Credit Balance Refund	31.62
73447	04/11/2018	CHK	99999	EFRON LEMUS-TINAJERO	Credit Balance Refund	67.29
73448	04/11/2018	CHK	99999	MERIDIAN BLOCKS, LLC	Customer Refund	2,000.00
73449	04/11/2018	CHK	99999	JAYESH PATEL	Credit Balance Refund	326.61
73450	04/11/2018	CHK	99999	NATHAN REISS	Travel - Pre-Employemnt Physical	90.36
73451	04/11/2018	CHK	99999	MARIELA RENTERIA	Credit Balance Refund	68.59
73452	04/11/2018	CHK	99999	MANUEL REYES RIOS	Credit Balance Refund	73.67
73453	04/11/2018	CHK	99999	BENJAMIN RICHARDS	Credit Balance Refund	72.67
73454	04/11/2018	CHK	99999	RENAE D SCHICK	Credit Balance Refund	317.49
73455	04/11/2018	CHK	99999	EMILY SEXTON	Credit Balance Refund	25.56
73456	04/11/2018	CHK	99999	JAYDE SMITH	Credit Balance Refund	67.53
73457	04/11/2018	CHK	99999	DAIJI TAKASHIMA	Credit Balance Refund	20.31
73458	04/11/2018	CHK	99999	KERMISHA S TURNER	Credit Balance Refund	115.57
73459	04/11/2018	CHK	99999	MARIA F VAZQUEZ	Credit Balance Refund	128.17

Total Payments for Bank Account - 2 :	(84)	278,196.45
Total Voids for Bank Account - 2 :	(1)	1,180.65

Accounts Payable
Check Register

04/02/2018 To 04/15/2018

Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference			Amount
						Total for Bank Account - 2 :	(87)	279,377.10
						Grand Total for Payments :	(140)	1,087,455.01
						Grand Total for Voids :	(1)	1,180.65
						Grand Total :	(143)	1,088,635.66

Accounts Payable
Check Register

ALL

Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference			Amount
4469	03/30/2018	WIRE	10052	JACK HENRY & ASSOCIATES, INC.	Merchant Services			429.60
4470	03/30/2018	WIRE	925	KLICKITAT COUNTY PUD	TX White Crk / Rock Crk			4,078.02
4471	03/29/2018	WIRE	424	WASH STATE DEPT REVENUE-EXCISE T	Excise Tax 02/18			405,566.99
4477	04/05/2018	WIRE	1567	ICMA RETIREMENT CORP	457(b)/401(a) Employee Contribution			56,422.56
4478	04/05/2018	WIRE	2205	UNITED STATES TREASURY	Federal Income Tax & FICA			172,031.44
4480	04/12/2018	WIRE	3522	FIBERSTORE CO., LTD	Customized Transciever Modules			3,344.36
4481	04/04/2018	WIRE	10084	CITI MERCHANT SERVICES	Merchant Fees 03/18			27,364.27
						Total for Bank Account - 1 :	(7)	669,237.24
						Grand Total :	(7)	669,237.24

BENTON PUD - RESIDENTIAL CONSERVATION REBATE DETAIL

Date	Customer	Rebate Amount	Rebate Description
04/02/2018	Burgett, Burke	$ 500.00	Rebate - Energy Star Water Heater

$	500.00

Payment Date	Department	Payment Amount	Vendor Name	Description	Transaction Amount	GL Account	Dept	Activity
2018/03/15	AUTO SHOP	($78.19)	PASCO A-PTS 0027915	credit, core return	($78.19)	184.12	37	16
2018/03/15	AUTO SHOP	$75.91	CENTRAL MACHINERY - PASCO	#165, window latch parts	$75.91	184.12	37	16
2018/03/15	AUTO SHOP	$61.40	CASADAY BEE-LINE SERVICE	#147, wheel alignment	$61.40	184.12	37	16
2018/03/15	AUTO SHOP	$34.73	PASCO A-PTS 0027915	#165, window glue	$34.73	184.12	37	16
2018/03/15	AUTO SHOP	$206.33	MILNE NAIL, POWER TOOL &	shop tool, adhesive gun	$206.33	184.12	37	14
2018/03/15	AUTO SHOP	$78.17	PASCO A-PTS 0027915	#108, air brake can	$78.17	184.12	37	16
2018/03/15	AUTO SHOP	$328.05	LANDMARK FORD LINCOLN	#175, running boards	$328.05	184.12	37	16
2018/03/15	AUTO SHOP	$227.51	PASCO A-PTS 0027915	#164, battery	$227.51	184.12	37	16
2018/03/15	AUTO SHOP	$3,913.63	SIX ROBBLEES NO 5	#196, tool boxes	$3,913.63	184.12	37	16
2018/03/15	AUTO SHOP	$686.46	PAPE MATERIAL HANDLING	#113, hyd hoses	$686.46	184.12	37	16
2018/03/15	AUTO SHOP	$565.00	NOREGON SYSTEMS INC	tool, diagnostic port	$565.00	184.12	37	14
2018/03/15	AUTO SHOP	$269.52	PASCO A-PTS 0027915	battery, DEF & filters	$269.52	184.12	37	16
2018/03/15	AUTO SHOP	($39.10)	PASCO A-PTS 0027915	credit, core return	($39.10)	184.12	37	16
2018/03/15	AUTO SHOP	$456.12	SQ *MOCHA EXPRESS	#145, new tail gate & paint	$456.12	184.12	37	16
2018/03/15	AUTO SHOP	$236.66	JIMS PACIFIC GARAGES	#170, A/C parts & seals	$236.66	184.12	37	16
2018/03/15	AUTO SHOP	$399.63	COMMERCIAL CENTER	#108, recap 20" tires	$399.63	184.12	37	16
2018/03/15	AUTO SHOP	$16.00	AUTOBAHN AUTO CARE CENTER	#193, #179, car wash	$16.00	184.12	37	16
2018/03/15	AUTO SHOP	$68.46	WESTERN STATES MER PG	#187, hyd oil additive	$68.46	184.12	37	16
2018/03/15	AUTO SHOP	$74.78	PASCO A-PTS 0027915	DEF, safety gloves & filters	$74.78	184.12	37	16
2018/03/15	AUTO SHOP	$232.81	TITAN TRUCK EQUIPMENT	#170, go-light	$232.81	184.12	37	16
2018/03/15	AUTO SHOP	$23.37	LITHIA CJD OF TRI CITIES	#171, door panel bezel	$23.37	184.12	37	16
2018/03/15	AUTO SHOP	$244.36	CUMMINS NW PENDLETON	#166, calibrate computer	$244.36	184.12	37	16
2018/03/15	AUTO SHOP	$267.13	PASCO A-PTS 0027915	#14, batteries	$267.13	184.12	37	16
2018/03/15	AUTO SHOP	$168.37	WESTERN STATES MER PG	#128, fuel pressure sensor	$168.37	184.12	37	16
2018/03/15	AUTO SHOP	$36.61	PASCO A-PTS 0027915	DEF & filters	$36.61	184.12	37	16
2018/03/15	AUTO SHOP	$5.95	PASCO A-PTS 0027915	spark plugs	$5.95	184.12	37	16
2018/03/15	AUTO SHOP	$330.50	LITHIA CJD OF TRI CITIES	#168, trans filter & fluid	$330.50	184.12	37	16
2018/03/15	AUTO SHOP	($39.10)	PASCO A-PTS 0027915	credit, core return	($39.10)	184.12	37	16
2018/03/15	AUTO SHOP	$1,519.19	COMMERCIAL CENTER	4- 11r22.5 tires	$1,519.19	184.12	37	16
2018/03/15	AUTO SHOP	$100.38	WOODPECKER TRUCK	#134, pump repair kit	$100.38	184.12	37	16
2018/03/15	AUTO SHOP	$322.98	LITHIA CJD OF TRI CITIES	#168, fuel pump module	$322.98	184.12	37	16
2018/03/15	AUTO SHOP	$36.10	PASCO A-PTS 0027915	#174, trans filter	$36.10	184.12	37	16
2018/03/15	AUTO SHOP	$172.03	STELLAR INDUSTRIAL SUPPLY	vehicle numbers	$172.03	184.12	37	16
2018/03/15	AUTO SHOP	$48.73	CENTRAL HOSE & FITTINGS,	propane hoses, Micro sites	$48.73	184.12	37	16
2018/03/15	AUTO SHOP	$357.29	TMS*CRYSTAL CLEAR AUTO	#166, windshield replace	$357.29	184.12	37	16
2018/03/15	AUTO SHOP	$7.44	PASCO A-PTS 0027915	sanding pad	$7.44	184.12	37	16
2018/03/15	AUTO SHOP	$131.46	PAPE MATERIAL HANDLING	#108, gaskets & thermostats	$131.46	184.12	37	16
2018/03/15	AUTO SHOP	$115.86	LANDMARK FORD LINCOLN	brake clean & washer fluid	$115.86	184.12	37	16
2018/03/15	AUTO SHOP	$809.91	PASCO A-PTS 0027915	batteries & filters	$809.91	184.12	37	16
2018/03/15	AUTO SHOP	$53.39	CORWIN FORD TRI-CITIES	#184, exhaust sensor	$53.39	184.12	37	16
2018/03/15	AUTO SHOP	$1,123.53	TENNANT CO	#155 sweeper brushes	$1,123.53	184.12	37	16
2018/03/15	AUTO SHOP	($127.06)	PASCO A-PTS 0027915	credit, core return	($127.06)	184.12	37	16
2018/03/15	AUTO SHOP	$185.64	WOODPECKER TRUCK	#73, fuel primer	$185.64	184.12	37	16
2018/03/15	AUTO SHOP	$59.01	CORWIN FORD TRI-CITIES	#184, sensor	$59.01	184.12	37	16
2018/03/15	AUTO SHOP	$1,334.69	IN *FREDDIES TRADING POST	#199, canopy	$1,334.69	184.12	37	16
2018/03/15	AUTO SHOP	$265.24	SIX ROBBLEES NO 5	steps & tire supplies	$265.24	184.12	37	16
2018/03/15	PROSSER BRANCH	$43.43	OFFICE DEPOT #1078	Office Supplies	$43.43	903	42	33
2018/03/15	PROSSER BRANCH	$24.97	OFFICE DEPOT #1078	Office Supplies	$24.97	903	42	33
2018/03/15	PROSSER BRANCH	$22.97	COOK'S ACE HARDWARE	Sockets and adapters	$22.97	588	42	14
2018/03/15	PROSSER BRANCH	$140.00	EL RANCHO ALEGRE	Outage meal for crew	$140.00	588	42	43
2018/03/15	PROSSER BRANCH	$33.17	OFFICE DEPOT #1080	Office Supplies	$33.17	903	42	33
2018/03/15	PROSSER BRANCH	$76.01	OFFICE DEPOT #1078	Office Depot - Ink & Toner	$76.01	903	42	33
2018/03/15	PROSSER BRANCH	$257.12	OFFICE DEPOT #1078	Office Supplies	$257.12	903	42	33
2018/03/15	PROSSER BRANCH	$17.21	CENTRAL MACHINERY - SUNNY	Backhoe teeth	$17.21	588	42	16
2018/03/15	PROSSER BRANCH	$39.03	THE HOME DEPOT #4746	Measuring tapes	$39.03	588	42	14

Payment Date	Department	Payment Amount	Vendor Name	Description	Transaction Amount	GL Account	Dept	Activity
2018/03/15	COMMUNICATIONS GOV REL	$22.14	OFFICE DEPOT #1078	office supplies	$22.14	910	1	33
2018/03/15	COMMUNICATIONS GOV REL	$50.00	PAYPAL *ADMIN PROF	APTC - Marshall	$50.00	921	1	72
2018/03/15	COMMUNICATIONS GOV REL	$72.00	TOWN @ COUNTRY ADVERTI	Ad - future farmers of america	$72.00	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$18.98	OFFICE DEPOT #1080	office supplies	$18.98	910	1	33
2018/03/15	COMMUNICATIONS GOV REL	$36.95	OFFICE DEPOT #1078	office supplies	$36.95	910	1	33
2018/03/15	COMMUNICATIONS GOV REL	$48.93	COSTCO WHSE #0486	Public Ed-Southridge AP Class	$48.93	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$10.32	SQ *HARRINGTON'S TR	Harringtons - emp badge	$10.32	910	12	33
2018/03/15	COMMUNICATIONS GOV REL	$25.00	PP*DUTCH BROS WA0404	Public Ed-Southridge AP Class	$25.00	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$101.41	TRI-CITY HERALD ADVERT	TCH ad - public hearing	$101.41	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$41.05	TRI-CITY HERALD ADVERT	TCH ad - public hearing	$41.05	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$249.78	MUSTANG SIGN GROUP	Mustang - Smarthub banner	$249.78	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$60.00	PAYPAL *TRICITYDEVE	TRIDEC - Henderson/Miller	$60.00	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$30.00	PAYPAL *TRICITYDEVE	TRIDEC - Hall	$30.00	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$500.00	TRI-CITY REGIONAL CHAMBER	2018 Annual Mtg - Chamber	$500.00	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$1,650.00	TRI-CITY REGIONAL CHAMBER	2018-2019 Monthly news - chamb	$1,650.00	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$59.82	OFFICE DEPOT #1078	office supplies	$59.82	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$259.26	AM CONSERVATION GROUP INC	Home Weather/auto workshops	$259.26	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$275.13	PRINT PLUS	Print Plus -Energy Audit Forms	$275.13	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$144.93	PRINT PLUS	Print Plus - Door Hangers	$144.93	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$1,721.25	TRI-CITY HERALD ADVERT	TCH - Ad in progress edition	$1,721.25	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$1,052.33	ESPRIT GRAPHIC COMMUNICA	Esprit - CS door hangers	$1,052.33	910	12	119
2018/03/15	COMMUNICATIONS GOV REL	$275.00	CABIN FEVER ENT	Tidbits	$275.00	910	12	119
2018/03/15	CONTRACTS-PURCHASING	$99.01	TRI-CITY HERALD ADVERT	Call for Bids For TCH #18-02	$99.01	921	17	44
2018/03/15	CONTRACTS-PURCHASING	$328.52	OFFICE DEPOT #1078	Envelopes	$328.52	588	17	33
2018/03/15	CONTRACTS-PURCHASING	$113.50	TRI-CITY HERALD ADVERT	Call for Bids for TCH #18-05	$113.50	921	17	44
2018/03/15	CONTRACTS-PURCHASING	$273.00	NIGP - IWEB	NIGP Membership for Michelle O	$273.00	921	17	72
2018/03/15	CONTRACTS-PURCHASING	$91.77	TRI-CITY HERALD ADVERT	Call for Bids for TCH - #18-03	$91.77	921	17	44
2018/03/15	CONTRACTS-PURCHASING	$108.67	TRI-CITY HERALD ADVERT	Call for Bids for TCH #18-06	$108.67	921	17	44
2018/03/15	CONTRACTS-PURCHASING	$79.69	TRI-CITY HERALD ADVERT	Call for Bid for TCH - #18-04	$79.69	921	17	44
2018/03/15	CONTRACTS-PURCHASING	$670.00	NWPPA	E&O for Michelle Ochweri	$670.00	921	17	43
2018/03/15	FINANCE & BUSINESS SVCS	$18.87	OFFICE DEPOT #1078	Office Supples	$18.87	921	11	33
2018/03/15	FINANCE & BUSINESS SVCS	$15.18	OFFICE DEPOT #1078	Office Supples	$15.18	921	11	33
2018/03/15	FINANCE & BUSINESS SVCS	$68.41	OFFICE DEPOT #1078	Office Supples	$68.41	921	11	33
2018/03/15	FINANCE & BUSINESS SVCS	$478.88	D J*WALL ST JOURNAL	Subscription	$478.88	921	11	33
2018/03/15	FINANCE & BUSINESS SVCS	$50.00	WASHINGTON PUD ASSOCIATIO	Meyer - Spring Officers Mtg	$50.00	921	11	42
2018/03/15	FINANCE & BUSINESS SVCS	$50.00	WASHINGTON PUD ASSOCIATIO	Zirker - Spring Officers Mtg	$50.00	921	14	42
2018/03/15	FINANCE & BUSINESS SVCS	$50.00	WASHINGTON PUD ASSOCIATIO	Herrington - Spring Officers	$50.00	921	14	42
2018/03/15	FINANCE & BUSINESS SVCS	$39.04	AMAZON.COM	Holsten - Notebooks	$39.04	921	11	33
2018/03/15	FINANCE & BUSINESS SVCS	$770.00	NWPPA	Preddie - Admin Workshop	$770.00	921	11	43
2018/03/15	FINANCE & BUSINESS SVCS	$230.00	WA BOARD OF ACCOUNTANCY	Zirker - Renewal Fee	$230.00	921	14	72
2018/03/15	FINANCE & BUSINESS SVCS	$48.53	AMAZON.COM AMZN.COM/BILL	Blackwell - Chair Support	$48.53	921	11	33
2018/03/15	FINANCE & BUSINESS SVCS	$640.00	NWPPA	Meyer - Conference	$640.00	921	11	42
2018/03/15	MAINTENANCE	$84.06	WW GRAINGER	gate trolleys	$84.06	598.1	38	38
2018/03/15	MAINTENANCE	$16.74	WW GRAINGER	Air fittings	$16.74	598.1	38	38
2018/03/15	MAINTENANCE	$41.61	WW GRAINGER	HVAC parts for main.	$41.61	598.1	38	38
2018/03/15	MAINTENANCE	$36.36	WW GRAINGER	HVAC filters	$36.36	598.1	38	38
2018/03/15	MAINTENANCE	$41.43	WW GRAINGER	Air fittings	$41.43	598.1	38	38
2018/03/15	MAINTENANCE	$1,633.20	RSD - SPOKANE#16	Hvac parts for HP-8	$1,633.20	935	38	38
2018/03/15	MAINTENANCE	$249.23	A & M SUPPLY INC	V-belts	$249.23	935	38	38
2018/03/15	MAINTENANCE	$9.04	THERMAL SUPPLY 21	HVAC copper fittings	$9.04	935	38	38
2018/03/15	MAINTENANCE	$133.97	WW GRAINGER	HVAC filters	$133.97	935	38	38
2018/03/15	MAINTENANCE	$37.00	ALLPARTITIONS	restroom stall latches	$37.00	935	38	38
2018/03/15	MAINTENANCE	$112.76	BULLOCK TRANE SERVICE AGE	TXV for HP-7	$112.76	935	38	38
2018/03/15	MAINTENANCE	$36.68	CONS SUPPLY KENNEWICK	Sloan valve cap Assembly	$36.68	598.1	38	38
2018/03/15	MAINTENANCE	$253.42	THERMAL SUPPLY 21	HVAC parts for HP-2,7&8	$253.42	935	38	38

Payment Date	Department	Payment Amount	Vendor Name	Description	Transaction Amount	GL Account	Dept	Activity
2018/03/15	MAINTENANCE	$24.27	WW GRAINGER	HVAC parts cork tape	$24.27	935	38	38
2018/03/15	MAINTENANCE	$71.35	WW GRAINGER	HVAC parts insulation tapes	$71.35	935	38	38
2018/03/15	MAINTENANCE	$327.63	WW GRAINGER	Exhaust fan motors for Admin.	$327.63	935	38	38
2018/03/15	MAINTENANCE	$23.19	THE HOME DEPOT #4739	Pipe fittings for compressor #	$23.19	598.1	38	38
2018/03/15	MAINTENANCE	$75.84	WW GRAINGER	Cond fan motor 9 canyon	$75.84	592	35	17
2018/03/15	MAINTENANCE	$582.70	CONTROL SOLUTIONS	HP-9 controllers	$582.70	935	38	38
2018/03/15	MAINTENANCE	$73.37	WW GRAINGER	HVAC filters Prosser	$73.37	598.1	42	38
2018/03/15	MAINTENANCE	$31.97	WW GRAINGER	Clock for room 107A	$31.97	935	38	38
2018/03/15	MAINTENANCE	$1,438.11	BULLOCK TRANE SERVICE AGE	Trane stock parts	$1,438.11	935	38	38
2018/03/15	MAINTENANCE 1	$14.80	THE HOME DEPOT #4739	Tape for Substation	$14.80	592	35	17
2018/03/15	MAINTENANCE 1	$84.27	TRI CITY SIGN AND BARRICA	Stop sign with post	$84.27	598.1	38	37
2018/03/15	MAINTENANCE 1	$4.78	THE HOME DEPOT #4739	Concrete for stop sign	$4.78	598.1	38	38
2018/03/15	MAINTENANCE 1	$133.62	A & M SUPPLY INC	Hvac belts	$133.62	598.1	38	38
2018/03/15	MAINTENANCE 1	$26.36	AGP*PROPANE SERVICES	Propane for sweeper	$26.36	184.12	37	15
2018/03/15	MAINTENANCE 1	$532.14	HELENA CHEM CO 44086	Chemicals for weed control	$532.14	598.1	38	17
2018/03/15	METER SHOP	$435.00	WESTERN ENERGY INSTITUTE	Meter School for Sunford	$435.00	588	34	43
2018/03/15	METER SHOP	$292.22	STONEWAY ELEC SUPPLY 204	2 ION Meter Displays for 9 Cyn	$292.22	592	21	121
2018/03/15	METER SHOP	($775.68)	WESCO - # 7883	Credit for over charge	($775.68)	370	34	124
2018/03/15	METER SHOP	$200.64	GLOBAL TEST SUPPL	3 SPLIT CORE CTs FOR TESTING	$200.64	597	34	14
2018/03/15	CUST SRVCE PROG MNGR	$92.14	OFFICE DEPOT #1078	CS Supplies	$92.14	903	44	33
2018/03/15	CUST SRVCE PROG MNGR	$78.19	MOUNTS LOCK AND KEY	Locks for cash drawer lids	$78.19	903	44	33
2018/03/15	CUST SRVCE PROG MNGR	$29.32	IN *APS, INC.	Sealing Solution	$29.32	903	44	30
2018/03/15	CUST SRVCE PROG MNGR	$116.12	OFFICE DEPOT #1078	CS Supplies	$116.12	903	44	33
2018/03/15	CUST SRVCE PROG MNGR	$630.00	NWPPA	NWPPA Training	$630.00	903	44	43
2018/03/15	CUST SRVCE PROG MNGR	$29.50	OFFICE DEPOT #2289	CS Supplies	$29.50	903	44	33
2018/03/15	CUST SRVCE PROG MNGR	$333.12	OFFICE DEPOT #1078	CS Supplies	$333.12	903	44	33
2018/03/15	ENGINEERING PROG MNGR	$116.00	WA PROFESSIONAL LICENSE	Dunn-PE renewal	$116.00	588	21	72
2018/03/15	ENGINEERING PROG MNGR	$167.24	CLARIVATE US TECHST	Add'l IEEE Standard 1427-2006	$167.24	588	21	45
2018/03/15	ENGINEERING PROG MNGR	$167.24	CLARIVATE US TECHST	Duplicate charge in error	$167.24	588	21	45
2018/03/15	ENGINEERING PROG MNGR	$167.24	CLARIVATE US TECHST	Duplicate charge in error	$167.24	588	21	45
2018/03/15	ENGINEERING PROG MNGR	$167.24	CLARIVATE US TECHST	Duplicate charge in error	$167.24	588	21	45
2018/03/15	ENGINEERING PROG MNGR	$100.00	EB WECC COMPLIANCE WO	Weller-WECC Compliance Wkshop	$100.00	588	21	43
2018/03/15	ENGINEERING PROG MNGR	$284.77	DOUBLE RADIUS	Ubiquiti AirMax Base Antennas	$284.77	107.1	46	136
2018/03/15	ENGINEERING PROG MNGR	$212.05	TIMBER PRODUCTS INSPECTIO	Pole Testing	$212.05	588	21	61
2018/03/15	ENGINEERING PROG MNGR	$670.00	NWPPA	Berven-NWPPA E&O Conference	$670.00	588	21	42
2018/03/15	INFO SRVCS PROG MNGR	$130.47	RUGGED DEPOT LLC	Battery for Laptop	$130.47	921	15	28
2018/03/15	INFO SRVCS PROG MNGR	$124.98	CHARTER COMM	backup internet	$124.98	921	15	50
2018/03/15	INFO SRVCS PROG MNGR	$23.42	PTOUCHDIRECT.COM	label tabs	$23.42	921	15	28
2018/03/15	INFO SRVCS PROG MNGR	$7.10	PTOUCHDIRECT.COM	label tabs	$7.10	921	15	28
2018/03/15	INFO SRVCS PROG MNGR	$91.22	CBT NUGGETS	online training (Homer)	$91.22	921	15	43
2018/03/15	INFO SRVCS PROG MNGR	$169.19	AMAZON MKTPLACE PMTS	iPad car chargers	$169.19	921	15	28
2018/03/15	OPERATIONS PROG MNGR	$17.98	YOKE'S FRESH MARKE	Ops Meeting Room Supplies	$17.98	588	31	42
2018/03/15	OPERATIONS PROG MNGR	$232.40	OFFICE DEPOT #1078	Toner/Safety and Locate	$232.40	921	15	29
2018/03/15	OPERATIONS PROG MNGR	$16.96	FRED-MEYER #0163	Safety Committee Training	$16.96	588	31	42
2018/03/15	OPERATIONS PROG MNGR	$13.98	YOKE'S FRESH MARKE	Safety Committee Training	$13.98	588	31	42
2018/03/15	OPERATIONS PROG MNGR	$85.78	OFFICE DEPOT #1078	Office Supplies/Ops	$85.78	588	31	33
2018/03/15	OPERATIONS PROG MNGR	$112.73	OFFICE DEPOT #1078	Office Supplies/Ops	$112.73	588	31	33
2018/03/15	OPERATIONS PROG MNGR	$69.06	OFFICE DEPOT #1078	Office Supplies/Ops	$69.06	588	31	33
2018/03/15	OPERATIONS PROG MNGR	$49.85	OFFICE DEPOT #1078	Office Supplies Ops	$49.85	588	31	33
2018/03/15	OPERATIONS PROG MNGR	$13.98	YOKE'S FRESH MARKE	NESC Class	$13.98	588	31	42
2018/03/15	OPERATIONS PROG MNGR	$13.98	YOKE'S FRESH MARKE	NESC Training	$13.98	588	31	42
2018/03/15	WAREHOUSE PROG MNGR	$140.10	OFFICEWORLDCOM	CANNED AIR	$140.10	588	31	33
2018/03/15	WAREHOUSE PROG MNGR	$1,074.32	OFFICEWORLDCOM	FACIAL TISSUE	$1,074.32	588	39	104
2018/03/15	WAREHOUSE PROG MNGR	$639.84	OFFICEWORLDCOM	CLEANERS	$639.84	903	39	104
2018/03/15	WAREHOUSE PROG MNGR	$32.58	THERMAL SUPPLY 21	MANITOWOC TRAINING	$32.58	588	38	43

Payment Date	Department	Payment Amount	Vendor Name	Description	Transaction Amount	GL Account	Dept	Activity
2018/03/15	WAREHOUSE PROG MNGR	$2,150.28	CCP INDUSTRIES HOSPECO	TRADEWORKS TOWELS	$2,150.28	163	39	13
2018/03/15	WAREHOUSE PROG MNGR	$1,238.04	ANIXTER INC - UPS	MULE TAPE	$1,238.04	594.1	39	13
2018/03/15	WAREHOUSE PROG MNGR	$127.39	IN *BC SALES COMPANY	SAFETY GLASSES & EAR PLUGS	$127.39	588	39	104
2018/03/15	WAREHOUSE PROG MNGR	$439.10	WAGNER SMITH EQUIPMENT HI	BOLT CUTTERS	$439.10	594.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$75.75	AMAZON MKTPLACE PMTS	LD TROLLY ASSEMBLY	$75.75	598.1	38	38
2018/03/15	WAREHOUSE PROG MNGR	$64.51	IN *BC SALES COMPANY	SAFETY GLASSES	$64.51	588	39	104
2018/03/15	WAREHOUSE PROG MNGR	$201.21	NORCO PASCO	SWEAT BANDS & SAFETY GLASSES	$201.21	588	39	104
2018/03/15	WAREHOUSE PROG MNGR	$157.43	3627 CED	CODING TAPE & COND STRAP	$157.43	594.1	39	13
2018/03/15	WAREHOUSE PROG MNGR	$400.93	3627 CED	MISC SMALL TOOLS	$400.93	594.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$486.96	WAGNER SMITH EQUIPMENT HI	PULL SOCK W/ROTATE EYE	$486.96	594.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$967.46	ALMETEK INDUSTRIES	VERT TAGS	$967.46	594.1	39	17
2018/03/15	WAREHOUSE PROG MNGR	$135.10	ANIXTER INC - UPS	EYELET 5/8" & 3/4"	$135.10	935.3	46	17
2018/03/15	WAREHOUSE PROG MNGR	$211.00	PLATT ELECTRIC 006	GROUNDING CLAMPS	$211.00	593.1	39	13
2018/03/15	WAREHOUSE PROG MNGR	$30.53	3627 CED	GROUNDING CLAMPS	$30.53	593.1	39	13
2018/03/15	WAREHOUSE PROG MNGR	$1,005.40	OFFICEWORLDCOM	MULTI FOLDS	$1,005.40	921	39	104
2018/03/15	WAREHOUSE PROG MNGR	$103.56	OFFICEWORLDCOM	LIQUID SOAP	$103.56	903	39	104
2018/03/15	WAREHOUSE PROG MNGR	$26.56	BURGER KING #14330	OT FOOD - STANLEY 364.00	$26.56	107.1	21	104
2018/03/15	WAREHOUSE PROG MNGR	$248.69	THE HOME DEPOT 4739	MAKITA CORDLESS DRILL KIT	$248.69	594.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$628.80	WW GRAINGER	MISC SMALL TOOLS	$628.80	593.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$170.72	WW GRAINGER	DISPOSABLE GLOVES & LENS WIPES	$170.72	588	39	104
2018/03/15	WAREHOUSE PROG MNGR	$116.46	HJ ARNETT	HOLSTER - SMOTHERMON	$116.46	593.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$356.20	HJ ARNETT	PULLING GRIPS	$356.20	593.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$65.14	TV WASH HDW & FURN CO	HAMMERS	$65.14	593.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$1,346.74	3627 CED	RTV & WELD	$1,346.74	594.1	39	17
2018/03/15	WAREHOUSE PROG MNGR	$573.84	3627 CED	MISC SMALL TOOLS	$573.84	594.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$39.54	AGP*PROPANE SERVICES	PROPANE	$39.54	184.11	37	15
2018/03/15	WAREHOUSE PROG MNGR	$249.71	WAGNER SMITH EQUIPMENT HI	POLE WARNING FLAGS & LIGHT	$249.71	593.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$196.43	WW GRAINGER	MARKING PAINT	$196.43	594.1	39	17
2018/03/15	WAREHOUSE PROG MNGR	$66.30	WW GRAINGER	MISC SMALL TOOLS	$66.30	594.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$580.66	PLATT ELECTRIC 006	TOOL BUCKET - TOLLY/OSTERHOUT	$580.66	594.1	32	14
2018/03/15	WAREHOUSE PROG MNGR	$341.21	WAGNER SMITH EQUIPMENT HI	FLEX HEAD WRENCH & HANDLINE	$341.21	593.2	32	14
2018/03/15	WAREHOUSE PROG MNGR	$181.94	STELLAR INDUSTRIAL SUPPLY	AEROK OIL	$181.94	163	39	13
2018/03/15	WAREHOUSE PROG MNGR	$172.15	NORMED	FIRST AID PRODUCTS	$172.15	588	39	104
2018/03/15	ADMIN PROGRAM MANAGER	$75.00	WASHINGTON PUD ASSOCIATIO	WPUDA - Demory	$75.00	921	1	42
2018/03/15	ADMIN PROGRAM MANAGER	$125.00	WASHINGTON PUD ASSOCIATIO	WPUDA - Bartram	$125.00	921	1	42
2018/03/15	ADMIN PROGRAM MANAGER	$80.55	INFINITE CONFERENCING INC	Utility Group	$80.55	921	1	42
2018/03/15	ADMIN PROGRAM MANAGER	$175.00	WAPRO	WAPRO - Demory	$175.00	921	1	43
2018/03/15	ADMIN PROGRAM MANAGER	$175.00	WAPRO	WAPRO - Cole	$175.00	921	1	43
2018/03/15	ADMIN PROGRAM MANAGER	$25.00	WAPRO	WAPRO - Cole	$25.00	921	1	72
2018/03/15	HUMAN RESOURCES	$130.00	TOTAL CARE CLINICS	Med Cert for CDL/DOT Physical	$130.00	926.1	2	104
2018/03/15	HUMAN RESOURCES	$50.00	LOURDES OCC HEALTH	Recruiting-Pre-employ Physical	$50.00	921	2	44
2018/03/15	HUMAN RESOURCES	$200.00	NWPPA	HR Staff - Misc. Training	$200.00	921	2	43
2018/03/15	HUMAN RESOURCES	$491.72	TRI-CITY HERALD ADVERT	Recruiting-Advertising	$491.72	921	2	44
2018/03/15	HUMAN RESOURCES	$115.00	NWPPA	Recruiting-Advertising	$115.00	921	2	44
2018/03/15	HUMAN RESOURCES	$173.34	AMAZON MKTPLACE PMTS	Misc Supplies & Expenses	$173.34	921	2	33
2018/03/15	HUMAN RESOURCES	$616.23	TRI-CITY HERALD ADVERT	Recruiting-Advertising	$616.23	921	2	44
2018/03/15	HUMAN RESOURCES	$688.70	THE SPOKESMAN REVIEW	Recruiting-Advertising	$688.70	921	2	44
2018/03/15	HUMAN RESOURCES	$1,586.75	SEATTLE TIMES CLASSIFI	Recruiting-Advertising	$1,586.75	921	2	44
2018/03/15	HUMAN RESOURCES	$600.00	SEATTLE TIMES CLASSIFI	Recruiting-Advertising	$600.00	921	2	44
2018/03/15	HUMAN RESOURCES	$817.78	OREGONIAN PUBLISHING CO	Recruiting-Advertising	$817.78	921	2	44
2018/03/15	HUMAN RESOURCES	$621.86	OREGONIAN PUBLISHING CO	Recruiting-Advertising	$621.86	921	2	44
2018/03/15	HUMAN RESOURCES	$209.00	SOCIETY FOR HUMAN RESOURC	SHRM Professional Memberships	$209.00	921	2	72
2018/03/15	HUMAN RESOURCES	$115.00	NWPPA	Recruiting-Advertising	$115.00	921	2	44
2018/03/15	TRANSFORMER SHOP	$163.90	THE HOME DEPOT #4739	elec. parts for dock & strippe	$163.90	595	35	17
2018/03/15	TRANSFORMER SHOP	$51.22	THE HOME DEPOT #4739	elec. covers &strippers	$51.22	595	35	17

Payment Date	Department	Payment Amount	Vendor Name	Description	Transaction Amount	GL Account	Dept	Activity
2018/03/15	TRANSFORMER SHOP	$45.00	MYELECTRICALCEU	Szendre code update	$45.00	595	35	17
2018/03/15	TRANSFORMER SHOP	$21.39	THE HOME DEPOT #4739	PARTS FOR SAFEY ISSUE	$21.39	595	35	17
2018/03/15	TRANSFORMER SHOP	$38.93	OXARC - SPOKANE - OFFICE	FS6 GAS	$38.93	595	35	17
2018/03/15	TRANSFORMER SHOP	$163.94	OXARC, INC-PASCO COUNTER	nitrogen	$163.94	595	35	17
2018/03/15	TRANSFORMER SHOP	$45.00	MYELECTRICALCEU	Szendre code update	$45.00	588	35	17
2018/03/15	TRANSFORMER SHOP	$65.00	MYELECTRICALCEU	Szendre code update	$65.00	588	35	17
2018/03/15	TRANSFORMER SHOP	$65.00	MYELECTRICALCEU	Szendere code update	$65.00	588	35	17
2018/03/15	TRANSFORMER SHOP	$273.03	OXARC, INC-PASCO COUNTER	nitrogen	$273.03	595	35	17
2018/03/15	TRANSFORMER SHOP	$83.50	WA L & I KENNEWICK	Szendre elec. renewal	$83.50	588	35	17
2018/03/15	TRANSFORMER SHOP	$83.50	WA L & I KENNEWICK	Thomas elec. renewal	$83.50	588	35	17
2018/03/15	OPS SUPERINTENDENT	$109.42	HOP JACKS KENNEWICK	Lineman Interview	$109.42	588	32	42
2018/03/15	OPS SUPERINTENDENT	$112.83	BOBS BURGERS BREW -	Lineman Interview	$112.83	588	32	42
2018/03/15	OPS SUPERINTENDENT	$92.74	AZTECA MEXICAN REST	Lineman Interview	$92.74	588	32	42

BENTON P.U.D

	Business Agenda
	Second Reading
✓	*Consent Agenda*
	Info Only/Possible Action
	Info Only

COMMISSION MEETING AGENDA ITEM

Subject:	Resolution No. 2449, Amending the Merit-Based Salary Administration Plan	
Agenda Item No:	3d	
Meeting Date:	April 24, 2018	
Presented by:	Melina Wenner MW	*Staff Presenting Item*
Approved by (dept):	Chad B. Bartram	*Director/Manager*
Approved for Commission review:	Chad B. Bartram CBB	*General Manager/Asst GM*

Motion for Commission Consideration:
Motion to adopt Resolution No. 2449, Amending the Merit-Based Salary Administration Plan.

Recommendation/Background
In accordance with Resolution No. 2344, the General Manager will submit to the Commission for approval all modifications to the Salary Administration Plan (SAP).

From time-to-time, the SAP is evaluated against market data to ensure the District compensation remains competitive. The last salary range adjustment was February 9, 2016.

Based on market data analysis, the General Manager recommends a 3% escalation to the mid-points, minimums and maximums for base pay salary ranges represented in the Salary Administration Plan, which would take effect April 24, 2018.

Summary
Recommend the Commission adopt Resolution No. 2449, Amending the Merit-Based Salary Administration Plan effective April 24, 2018.

Fiscal Impact
This is an adjustment to salary ranges only. No salary adjustments result directly from this action. The SAP is used throughout the year in establishing compensation for new hires, calculation of merit increases, and other adjustments.

RESOLUTION NO. 2449

April 24, 2018

A RESOLUTION AMENDING THE MERIT-BASED SALARY ADMINISTRATION PLAN

WHEREAS, The Commission of Public Utility District No. 1 of Benton County authorized the Total Compensation Philosophy Statement by Resolution No. 2344, on February 9, 2016; AND

WHEREAS, Resolution No. 2344 directed the General Manager to seek Commission approval for all modifications to the Salary Administration Plan (SAP) or Total Compensation Philosophy Statement, AND

WHEREAS, The Commission authorized the General Manager in Resolution 2344, on behalf of the District, to administer a performance evaluation and merit pay program for employees of the District, excluding the General Manager, who are not represented under the Collective Bargaining Agreement, according to the limitations within the Salary Administration Plan which specifies authorized position classifications and salary ranges for position classifications; AND

WHEREAS, The District desires to attract and retain qualified employees to fill authorized positions of the District; AND

WHEREAS, The District desires to reward employee performance results and appropriate behavior with competitive wages; AND

WHEREAS, The Commission approves the annual Strategic Plan which generally directs the work of District employees; AND

WHEREAS, From time-to-time, the SAP ranges will be evaluated against market data to ensure the District compensation remains competitive; AND

WHEREAS, The last adjustment to the salary ranges was February 9, 2016; AND

WHEREAS, Based on market data findings, an adjustment to salary range mid-points of 3.00% is warranted, along with corresponding increases to minimum and maximum base pay salary ranges represented in the Salary Administration Plan attached hereto; AND

WHEREAS, District staff will continue to monitor market pay and other economic indicators.

NOW, THEREFORE BE IT HEREBY RESOLVED That the Commission of Public Utility District No. 1 of Benton County adopts the attached revised Salary Administration Plan effective April 24, 2018, and continuing.

This Resolution supersedes Resolution No. 2404 amending the SAP effective April 11, 2017.

APPROVED AND ADOPTED by the Commission of Public Utility District No. 1 of Benton County, Washington, at an open public meeting as required by law this 24th day of April 2018.

_____

Barry Bush, President

ATTEST:

_____

Lori Sanders, Secretary

Salary Administration Plan

Effective April 24, 2018 and Continuing

Grade	Position Titles	Minimum Base Pay *84% of Midpoint*	Midpoint	Maximum Base Pay *117% of midpoint*
1		$43,260	$51,500	$60,255
	Human Resources Coordinator I			
	Administrative Assistant I			
2		$47,586	$56,650	$66,281
	Financial Specialist I			
	Payroll Specialist I			
	IT Support Specialist I			
3		$52,345	$62,315	$72,909
	Administrative Assistant II			
	Applications Specialist			
	Buyer I			
	Communications Specialist I			
	Energy Efficiency Advisor I			
	Financial Specialist II			
	GIS Specialist I			
	Human Resources Coordinator II			
	IT Support Specialist II			
	Payroll Specialist II			
4		$57,579	$68,547	$80,200
	Applications Analyst I			
	Customer Service Programs Analyst I			
	Buyer II			
	Communications Specialist II			
	Energy Efficiency Advisor II			
	Energy Programs Analyst I			
	Executive Assistant to Assistant General Manager			
	Executive Assistant to General Manager			
	Financial Analyst I			
	GIS Specialist II			
	HR Generalist I			
	IT Support Specialist III			
	Records Program Administrator			
5		$63,337	$75,401	$88,219
	Applications Developer I			
	Benefits Administrator			
	Business Intelligence/ETL Developer I			
	Customer Service Programs Analyst II			
	Buyer III / Contracts Administrator			
	Electrical Engineer I			
	Energy Efficiency Advisor III			
	Energy Programs Analyst II			
	HR Generalist II			
	System Administrator I			
6		$69,670	$82,941	$97,041
	Applications Analyst II			
	Customer Service Programs Analyst III			
	Communications Analyst			
	Energy Programs Analyst III			
	Financial Analyst II			
	HR Generalist III			
	Power & Energy Programs Analyst II			
	Supervisor of Customer Care			
	System Administrator II			

Salary Administration Plan

Effective April 24, 2018 and Continuing

Grade	Position Titles	Minimum Base Pay *84% of Midpoint*	Midpoint	Maximum Base Pay *117% of midpoint*
7		**$76,637**	**$91,235**	**$106,745**
	Applications Analyst III			
	Applications Developer II			
	Business Intelligence/ETL Developer II			
	Distribution Designer			
	Electrical Engineer II			
	Financial Analyst III			
	Network Engineer II			
	Power & Energy Programs Analyst III			
	Supervisor of Customer Engineering			
	Supervisor of Energy and Power Programs			
	Supervisor of Executive Administration			
	Utility Safety Coordinator			
	Utility Tree Coordinator			
8		**$84,302**	**$100,359**	**$117,420**
	Applications Developer III			
	Business Intelligence/ETL Developer III			
	Database Administrator II			
	Manager of Contracts & Purchasing			
	Manager of Key Accounts			
	Manager of Prosser Branch			
	Network Engineer III			
	Senior Engineer I			
	Superintendent of Support Services			
	Supervisor of Business Applications			
	Supervisor of Distribution Design			
	Supervisor of IT Infrastructure			
	System Administrator III			
	Utility Safety Coordinator II			
9		**$92,732**	**$110,395**	**$129,162**
	Database Administrator III			
	Data Architect			
	Manager of Business Applications			
	Manager of Customer Service			
	Manager of IT Infrastructure			
	Project Manager			
	Senior Engineer II			
	Supervisor of Accounting			
	Supervisor of Risk Management & Treasury Operations			
	Supervisor of System Automation & Grid Services			
	Supervisor of System Engineering			
10		**$97,369**	**$115,915**	**$135,621**
	Manager of Accounting			
	Manager of Risk Management & Treasury Operations			
11		**$102,236**	**$121,710**	**$142,401**
	Manager of Engineering			
	Manager of Human Resources			
	Manager of Power Resources			
	Superintendent of Operations			
	Superintendent of Transmission & Distribution			
12		**$107,349**	**$127,796**	**$149,521**
	Manager of Communications & Government Relations			
13		**$112,716**	**$134,186**	**$156,998**
	Director of Customer Programs & Service			
	Manager of Information Technology			

Salary Administration Plan

Effective April 24, 2018 and Continuing

Grade	Position Titles	Minimum Base Pay *84% of Midpoint*	Midpoint	Maximum Base Pay *117% of midpoint*
14		**$129,623**	**$154,313**	**$180,546**
	Director of Engineering (1) Director of Finance & Business Services Director of Operations (2) Director of Power Management (1)			
15		**$147,770**	**$175,917**	**$205,823**
	Assistant General Manager (2) Senior Director of Engineering & Power Management (1)			

Administration of Salary Plan:
1. Employees in Grades 1 - 13 may receive base pay increases to the maximum of 117% of the midpoint of the salary grade; Employees at or above the maximum salary range may be eligible for a lump sum merit payment.
2. Employees in Grade 14 are limited as follows: Employee's base salary (excluding duty supervisor compensation) cannot exceed 90% of the General Manager's base salary as of July 1 of that year. Employees at the 90% limit may be eligible for a lump sum merit payment.
3. Employees in Grade 15 are limited as follows: Employee's base salary (excluding duty supervisor compensation) cannot exceed 95% of the General Manager's base salary as of July 1 of that year. Employees at the 95% limit may be eligible for a lump sum merit payment.
4. Temporary title and corresponding pay may be granted to the Administrative Assistant of the director assigned to an AGM support role when position qualifications are met; if/when AGM role is removed or transferred, this title and additional pay may be removed from person temporarily assigned to the support role.
5. Lump sum merit payments are issued effective the paycheck which includes July 1 (or concurrent with the timing of organization-wide merit increases for non-represented employees).

(1) Currently the Senior Director of Engineering & Power Management also fills the Director of Engineering and Director of Power Management positions.

(2) Currently the Director of Operations also fills the Assistant General Manager position.

Salary Administration Plan

Effective ~~April 11, 2017~~ April 24, 2018 and Continuing

Grade	Position Titles	Minimum Base Pay *84% of Midpoint*	Midpoint	Maximum Base Pay *117% of midpoint*
1		$43,260	$51,500	$60,255
	Human Resources Coordinator I	$42,000	$50,000	$58,500
	Administrative Assistant I			
2		$47,586	$56,650	$66,281
	Financial Specialist I	$46,200	$55,000	$64,350
	Payroll Specialist I			
	IT Support Specialist I			
3		$52,345	$62,315	$72,909
	Administrative Assistant II	$50,820	*$60,500*	*$70,785*
	Applications Specialist			
	Buyer I			
	Communications Specialist I			
	Energy Efficiency Advisor I			
	Financial Specialist II			
	GIS Specialist I			
	Human Resources Coordinator II			
	IT Support Specialist II			
	Payroll Specialist II			
4		$57,579	$68,547	$80,200
	Applications Analyst I	$55,902	$66,550	$77,864
	Customer Service Programs Analyst I			
	Buyer II			
	Communications Specialist II			
	Energy Efficiency Advisor II			
	Energy Programs Analyst I			
	Executive Assistant to Assistant General Manager			
	Executive Assistant to General Manager			
	Financial Analyst I			
	GIS Specialist II			
	HR Generalist I			
	IT Support Specialist III			
	Records Program Administrator			
5		$63,337	$75,401	$88,219
	Applications Developer I	$61,492	$73,205	$85,650
	Benefits Administrator			
	Business Intelligence/ETL Developer I			
	Customer Service Programs Analyst II			
	Buyer III / Contracts Administrator			
	Electrical Engineer I			
	Energy Efficiency Advisor III			
	Energy Programs Analyst II			
	HR Generalist II			
	System Administrator I			
6		$69,670	$82,941	$97,041
	Applications Analyst II	$67,642	$80,526	$94,215
	Customer Service Programs Analyst III			
	Communications Analyst			
	Energy Programs Analyst III			
	Financial Analyst II			
	HR Generalist III			
	Power & Energy Programs Analyst II			
	Supervisor of Customer Care			
	System Administrator II			

Salary Administration Plan

Effective ~~April 11, 2017~~ April 24, 2018 and Continuing

Grade	Position Titles	Minimum Base Pay *84% of Midpoint*	Midpoint	Maximum Base Pay *117% of midpoint*
7		$76,637	$91,235	$106,745
	Applications Analyst III	$74,406	$88,578	$103,636
	Applications Developer II			
	Business Intelligence/ETL Developer II			
	Distribution Designer			
	Electrical Engineer II			
	Financial Analyst III			
	Network Engineer II			
	Power & Energy Programs Analyst III			
	Supervisor of Customer Engineering			
	Supervisor of Energy and Power Programs			
	Supervisor of Executive Administration			
	Utility Safety Coordinator			
	Utility Tree Coordinator			
8		$84,302	$100,359	$117,420
	Applications Developer III	$81,846	$97,436	$114,000
	Business Intelligence/ETL Developer III			
	Database Administrator II			
	Manager of Contracts & Purchasing			
	Manager of Key Accounts			
	Manager of Prosser Branch			
	Network Engineer III			
	Senior Engineer I			
	Superintendent of Support Services			
	Supervisor of Business Applications			
	Supervisor of Distribution Design			
	Supervisor of IT Infrastructure			
	System Administrator III			
	Utility Safety Coordinator II			
9		$92,732	$110,395	$129,162
	Database Administrator III	$90,030	$107,179	$125,399
	Data Architect			
	Manager of Business Applications			
	Manager of Customer Service			
	Manager of IT Infrastructure			
	Project Manager			
	Senior Engineer II			
	Supervisor of Accounting			
	Supervisor of Risk Management & Treasury Operations			
	Supervisor of System Automation & Grid Services			
	Supervisor of System Engineering			
10		$97,369	$115,915	$135,621
	Manager of Accounting	$94,532	$112,538	$131,669
	Manager of Risk Management & Treasury Operations			
11		$102,236	$121,710	$142,401
	Manager of Engineering	$99,259	$118,165	$138,253
	Manager of Human Resources			
	Manager of Power Resources			
	Superintendent of Operations			
	Superintendent of Transmission & Distribution			
12		$107,349	$127,796	$149,521
	Manager of Communications & Government Relations	$104,222	$124,074	$145,167
13		$112,716	$134,186	$156,998
	Director of Customer Programs & Service	$109,433	*$130,277*	*$152,424*
	Manager of Information Technology			

Salary Administration Plan

Effective ~~April 11, 2017~~ April 24, 2018 and Continuing

Grade	Position Titles	Minimum Base Pay *84% of Midpoint*	Midpoint	Maximum Base Pay *117% of midpoint*
14		$129,623	$154,313	$180,546
	Director of Engineering (1)	**$125,848**	***$149,819***	***$175,288***
	Director of Finance & Business Services			
	Director of Operations (2)			
	Director of Power Management (1)			
15		$147,770	$175,917	$205,823
	Assistant General Manager (2)	**$143,467**	***$170,794***	***$199,829***
	Senior Director of Engineering & Power Management (1)			

Administration of Salary Plan:
1. Employees in Grades 1 - 13 may receive base pay increases to the maximum of 117% of the midpoint of the salary grade; Employees at or above the maximum salary range may be eligible for a lump sum merit payment.
2. Employees in Grade 14 are limited as follows: Employee's base salary (excluding duty supervisor compensation) cannot exceed 90% of the General Manager's base salary as of July 1 of that year. Employees at the 90% limit may be eligible for a lump sum merit payment.
3. Employees in Grade 15 are limited as follows: Employee's base salary (excluding duty supervisor compensation) cannot exceed 95% of the General Manager's base salary as of July 1 of that year. Employees at the 95% limit may be eligible for a lump sum merit payment.
4. Temporary title and corresponding pay may be granted to the Administrative Assistant of the director assigned to an AGM support role when position qualifications are met; if/when AGM role is removed or transferred, this title and additional pay may be removed from person temporarily assigned to the support role.
5. Lump sum merit payments are issued effective the paycheck which includes July 1 (or concurrent with the timing of organization-wide merit increases for non-represented employees).

(1) Currently the Senior Director of Engineering & Power Management also fills the Director of Engineering and Director of Power Management positions.

(2) Currently the Director of Operations also fills the Assistant General Manager position.

BENTON P·U·D

	Business Agenda
	Second Reading
X	*Consent Agenda*
	Info Only/Possible Action
	Info Only

COMMISSION MEETING AGENDA ITEM

Subject:	Contract Award Recommendation for Contract #18-06 – CompuNet, Inc.	
Agenda Item No:	3e	
Meeting Date:	April 24, 2018	
Presented by:	Duane Crum	*Staff Presenting Item*
Approved by (dept):	Stephen B. Hunter	*Director/Manager*
Approved for Commission review:	Chad B. Bartram CBB	*General Manager/Asst GM*

Motion for Commission Consideration

Motion to award Contract #18-06 for the procurement and support services of Cisco Equipment, to CompuNet, Inc., of Lewiston, ID for a not-to-exceed amount of $425,000.00 with an expiration date of April 24, 2019.

Background

Bids were opened on March 12, 2018 at 2:00 pm to find a vendor to provide contracted pricing for Cisco equipment which includes support services by professional staff that can make recommendations on technology directly within Cisco offerings.

Bidder	Bid Price
CompuNet Inc	
• **Cisco Catalyst Line of Switches**	45% off list price
• **Cisco Line of Routers and Modules**	45% off list price
• **Cisco & Cisco/Meraki Wireless access points**	50% off list price
• **Cisco Fire Wall & Security**	45% off list price
• **Cisco Phones**	45% off list price
• **Cisco UCS**	60% off list price
• **SmartNet**	17% off list price

Bidder	Bid Price
Insight	
• **Cisco Catalyst Line of Switches**	40.75% off list price
• **Cisco Line of Routers and Modules**	40.75% off list price
• **Cisco & Cisco/Meraki Wireless access points**	40.75% off list price
• **Cisco Fire Wall & Security**	40.75% off list price
• **Cisco Phones**	40.75% off list price

• **Cisco UCS**	60.1% off list price
• **SmartNet**	13.25% off list price non-incumbent 21.4% off list price NetNew and Incumbent

Summary

I recommend entering into a contract with CompuNet Inc. for the procurement and support services of Cisco Equipment for 1 year for a not-to-exceed amount of $425,000. CompuNet was the lowest bidder and has a very solid reputation with regards to providing Cisco equipment.

Fiscal Impact

The 2018 Budget 15-138, 137, and 026 includes sufficient funds for the procurement of Cisco equipment.

CONTRACT

Contract #18-06

This agreement is made and entered into on the _____ day of _____, 201_, by and between:

PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY, hereinafter referred to as "the District",

AND

COMPUNET, INC., hereinafter referred to as "the Contractor"

WITNESSETH:

That the Contractor, for the consideration hereinafter fully set out, and the District, for the consideration of material furnished, agrees that:

1. SCOPE OF WORK: Furnish Cisco Equipment Purchase and Service Support per specifications in Bid Pkg. #18-06, P.O. #_____, and award letter dated April 24, 2018.

2. DELIVERY & ACCEPTANCE:

The Contractor shall deliver the Cisco Equipment Purchase and Service Support FOB destination to Benton PUD.

Testing and Acceptance of conforming items by Benton PUD shall occur within the number of days after delivery as specified in the bid specification (if applicable). Items that fail to meet acceptance criteria as specified in the bid specifications shall be rejected. Acceptance or rejection by the District to the Contractor shall be in writing.

3. PAYMENT:

Payment will be made within thirty days of Acceptance by the District or receipt of a valid invoice from the Contractor, whichever occurs later.

The District agrees to pay the Contractor for the material/equipment the sum of Four Hundred Twenty Five Thousand Dollars ($425,000.00), plus applicable Washington State Sales Tax.

4. GUARANTEE:

The Contractor guarantees the Cisco equipment procurement and support service against all defects in workmanship, materials, and in design as stated on the warranty provided by Cisco.

5. PERFORMANCE BOND:

The Contractor shall furnish, in favor of the District, a Performance Bond as required by the Contract Documents, and this Contract shall not obligate the District until such Performance Bond has been tendered.

COMPUNET, INC.	**PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY**
_____	Chad B. Bartram, General Manager
Authorized by: (Print name & title)	Authorized by: (Print name & title)
Signature: _____	Signature: _____
Date: _____	Date: April 24, 2018
UBI No. _____	

BENTON P·U·D

	Business Agenda
	Second Reading
X	*Consent Agenda*
	Info Only/Possible Action
	Info Only

COMMISSION MEETING AGENDA ITEM

Subject:	Contract Change Order #2 – DHittle & Associates, Inc. - #18-21-04	
Agenda Item No:	3f	
Meeting Date:	April 24, 2018	
Presented by:	Evan Edwards	*Staff Presenting Item*
Approved by (dept):	Rick Dunn	*Director/Manager*
Approved for Commission review:	Chad B. Bartram CBB	*General Manager/Asst GM*

Motion for Commission Consideration

Motion to authorize the General Manager on behalf of the District to sign Change Order #2 of Contract #18-21-04 with DHittle & Associates, Inc., to increase the not-to-exceed amount by $40,000.00; bringing the new not-to-exceed amount to $90,000.00.

Background

The District has begun implementing a plan to correct joint-use deficiencies on over 7,000 poles over the next five years. In order to meet this timeline, we will need to correct approximately 1,400 poles per year requiring engineering design for 117 poles per month.

Based on recent experience it is estimated that one engineering design employee can develop work packages for approximately 60 poles per month resulting in the need for two engineering staff to meet the annual pole deficiency correction goal. In May of 2018 one of two District engineering staff members working on the joint-use deficiency correction team will be retiring thereby creating a significant resource constraint.

As an initial solution to this constraint, Staff recommends engaging the services of D. Hittle & Associates Inc. (DHA). DHA has offered to provide 576 hours of engineering services at a cost of $40,000 as part of their existing professional services agreement with the District. Staff has met with and approved DHA's proposed staff member and service plan.

DHA is uniquely qualified to provide the staff augmentation services given their local office in Kennewick and their satisfactory performance in providing professional services to the District over the years.

Summary

Without staff augmentation, the District will need to delay or cancel other distribution system improvement projects in order to meet the goals of the five-year joint-use deficiency corrective action plan. Failure to complete distribution system improvement projects would have negative consequences for reliability and failure to complete the joint-use corrective actions

will expose the District to potential liability associated with non-compliance to the National Electrical Safety Code.

Fiscal Impact

The $40,000 for the proposed professional services was not explicitly included in the District's 2018 budget and may require a budget amendment depending on other project consulting costs.

Contract Change Order

2721 W. 10th Ave.
PO Box 6270
Kennewick, WA 99336

1. Contract Change No.	2. Contract No.	3. Effective Date
2	18-21-04	April 24, 2018

4. Contract Name & Address

DHittle & Associates, Inc.
7515 W. Deschutes Ave.
Kennewick, WA 99336

5. Contract Cost Adjustment – This Change Only

__X__ - INCREASE $40,000.00

____ - DECREASE $

+ Washington State Sales Tax

6. Contract Schedule Adjustment – This Change Only

New Expiration Date:

7. Description of Changes:

Add new task order titled Joint Use Corrective Action – Staff Augmentation and increase the not-to-exceed amount by $40,000.00; bringing the new not-to-exceed amount of the contract to $90,000.00.

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT

8. Name of Contractor (Print or Type)	9. Benton PUD (Print or Type)
Signature _____	Signature _____
By _____	By Chad B. Bartram
Title _____	Title General Manager
Date _____	Date April 24, 2018

	Business Agenda
	Second Reading
X	*Consent Agenda*
	Info Only/Possible Action
	Info Only

COMMISSION MEETING AGENDA ITEM

Subject:	Quit Claim – Jim Aust	
Agenda Item No:	3g	
Meeting Date:	4/24/18	
Presented by:	Mike Irving	*Staff Presenting Item*
Approved by (dept):	Rick Dunn	*Director/Manager*
Approved for Commission review:	Chad Bartram	*General Manager/Asst GM*

Motion for Commission Consideration:

Motion to approve conveying to the owners of record a portion of the easement recorded under Auditor's File Number 712234, records of Benton County, Washington, located in Section 24, Township 8 North, Range 29 East, W.M. per customer request.

Recommendation/Background

The District received a request from the current property owner, Jim Aust to release part of the interest in the easement recorded under Auditor's File Number 712234. This easement was granted to the District in 1976. In April of 2018, a request was made by Jim Aust to relinquish the north 5' lying adjacent to and parallel with Kennewick Irrigation District right of way: Also the East 5' on parcel # 124892000007000 to subdivide the property. Due to the fact that there are no longer Benton PUD facilities in the easement, it would no longer be required.

Summary

The District's interest in this easement originally was for the District to operate and maintain distribution lines overhead or underground. There are no longer distribution power lines in the easement. Approving this motion will meet the request of the current property owner.

Fiscal Impact

In April 2018, Jim Aust asked for the vacation of a portion of the easement under Auditor's File Number 712234. Doing so will allow the customer to subdivide his property and sell off the lots.

Projects To Be Presented At The Benton PUD Commission Meeting ON 4/24/2018

Project Name: Jim Aust

Job Number: N/A

Location: South Olympia st. & A st.

Justification: Quit Claim existing easement recorded under AFN 712234

Return To: Benton P.U.D.
PO Box 6270
Kennewick, WA 99336

QUIT CLAIM DEED

The Grantor: PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY, WASHINGTON for and in consideration of Mutual Covenants and Other Valuable Consideration, conveys and quit claims to OWNERS OF RECORD, the following described real estate, situated in the County of Benton, State of Washington:

Assessor's Property Tax Parcel Acct. #:1-2489-200-0007-000

The Northeast 5.00 feet lying adjacent to and parallel with the Kennewick Irrigation District right-of-way; also the East 5.00 feet, located in Section 24, Township 8 North, Range 29 East, W.M.

This deed is given as a conveyance and abandonment of all right, title and interest in the above described property as acquired under that certain easement of record under Auditor's File Number #712234 , Records of Benton County, Washington.

Dated this _____day of _____, 20_____.

PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY, WASHINGTON

BY: _____
President

ATTEST: _____
Secretary

ACKNOWLEDGEMENT OF CORPORATION

STATE OF WASHINGTON

County of _____ } ss.

On this _____ day of _____, 20 ____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, certify that I know or have satisfactory evidence that _____ and _____ _____known to me to be the President and Secretary of the Commission of *Public Utility District No. 1 of Benton County* and said person(s) acknowledged that he/they signed this instrument as his/their free and voluntary act for the uses and purposes mentioned in the instrument.

Witness my hand an official seal hereto affixed the day and year first above written.

Notary Signature _____

My Commission Expires _____

NOTARY SEAL-Recordable Document, Please follow RCW 65.04

	Business Agenda
	Second Reading
X	*Consent Agenda*
	Info Only/Possible Action
	Info Only

COMMISSION MEETING AGENDA ITEM

Subject:	Quit Claim – Higley	
Agenda Item No:	3L	
Meeting Date:	April 24, 2018	
Presented by:	Mike Irving MJE	*Staff Presenting Item*
Approved by (dept):	Rick Dunn	*Director/Manager*
Approved for Commission review:	Chad Bartram CB	*General Manager/Asst GM*

Motion for Commission Consideration:
Motion to approve conveying to the owners of record a portion of an easement recorded under Auditor's File Number 862937, records of Benton County, Washington, located in Section 09, Township 8 North, Range 29 East, W.M. per customer request.

Recommendation/Background
The District received a request to quit claim the existing 50 foot easement that crosses the property identified as Panoramic Heights #1, Block 2, Lot 3. The easement was part of a Bonneville Power Administration transmission line right of way from 1959 that crosses several lots and was consider surplus and quit claimed to Benton County Public Utility District No. 1 in June 1982. As this area is fully developed and the District has no facilities in the easement it is recommended to quit claim this portion of the easement.

Summary
The District's interest in this portion of the easement no longer exists. Approving this motion will meet the request of the current property owner and allow for the owners to utilize the property.

Fiscal Impact
Customer will pay the $200 recording fee for the Quit Claim in accordance with District's policy, resulting in no net fiscal impact to the District.

Projects to be presented at the Benton PUD

Commission Meeting On

April 24, 2018

Project Name: Quitclaim – Higley **WO#:**N/A

Location: W. 25th Ave

Justification: Quit claim un-utilized easement per customer request.

Location Map

Return To: Benton P.U.D.
PO Box 6270
Kennewick, WA 99336

QUIT CLAIM DEED

The Grantor: PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY, WASHINGTON for and in consideration of Mutual Covenants and Other Valuable Consideration, conveys and quit claims to OWNERS OF RECORD, the following described real estate, situated in the County of Benton, State of Washington:

A 50.00 foot easement of record under Auditor's File Number 862937 which crosses over Panoramic Heights #1, Block 2, Lot 3 all being in Section 9, Township 8 North, Range 29 East, W.M., Benton County, Washington.

This deed is given as a conveyance and abandonment of all right, title and interest in the above described property as acquired under that certain easement of record under Auditor's File Number 862937, Records of Benton County, Washington.

Assessor's Property Tax Parcel Acct. #: 1-0989-402-0002-003

This deed is given as a conveyance and abandonment of all right, title and interest in the above described property as acquired under that certain easement of record under Auditor's File Number #862937, Records of Benton County, Washington.

Dated this _____ day of _____, 20_____.

PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY, WASHINGTON

BY: _____
President

ATTEST: _____
Secretary

ACKNOWLEDGEMENT OF CORPORATION

STATE OF WASHINGTON

County of _____ } ss.

On this _____ day of _____, 20 ____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, certify that I know or have satisfactory evidence that _____ and _____ _____known to me to be the President and Secretary of the Commission of *Public Utility District No. 1 of Benton County* and said person(s) acknowledged that he/they signed this instrument as his/their free and voluntary act for the uses and purposes mentioned in the instrument.

Witness my hand an official seal hereto affixed the day and year first above written.

Notary Signature _____

My Commission Expires _____

NOTARY SEAL-Recordable Document, Please follow RCW 65.04

	Business Agenda
	Second Reading
X	*Consent Agenda*
	Info Only/Possible Action
	Info Only

COMMISSION MEETING AGENDA ITEM

Subject:	Quit Claim – Fairchild	
Agenda Item No:	3c	
Meeting Date:	April 24, 2018	
Presented by:	Mike Irving MMI	*Staff Presenting Item*
Approved by (dept):	Rick Dunn RD	*Director/Manager*
Approved for Commission review:	Chad Bartram CAB	*General Manager/Asst GM*

Motion for Commission Consideration:
Motion to approve conveying to the owners of record a portion of an easement recorded under Auditor's File Number 862937, records of Benton County, Washington, located in Section 09, Township 8 North, Range 29 East, W.M. per customer request.

Recommendation/Background
The District received a request to quit claim the existing 50 foot easement that crosses the property identified as Panoramic Heights #1, Block 3, Lot 6. The easement was part of a Bonneville Power Administration transmission line right of way from 1959 that crosses several lots and was consider surplus and quit claimed to Benton County Public Utility District No. 1 in June 1982. As this area is fully developed and the District has no facilities in the easement it is recommended to quit claim this portion of the easement.

Summary
The District's interest in this portion of the easement no longer exists. Approving this motion will meet the request of the current property owner and allow for the owners to utilize the property.

Fiscal Impact
Customer will pay the $200 recording fee for the Quit Claim in accordance with District's policy, resulting in no net fiscal impact to the District.

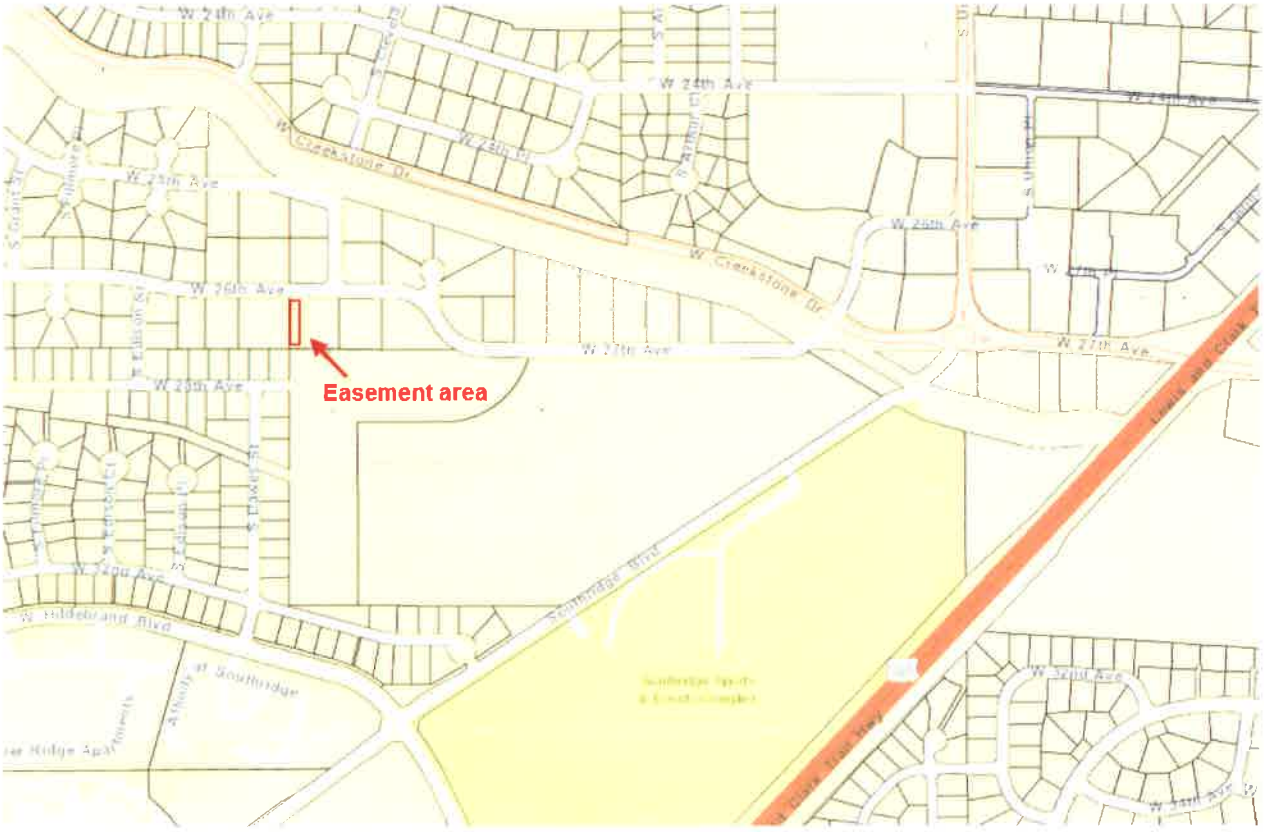
Projects to be presented at the Benton PUD Commission Meeting On April 24, 2018

Project Name: Quitclaim – Fairchild **WO#:**N/A

Location: W. 26th Ave

Justification: Quit claim un-utilized easement per customer request.

Location Map



Return To: Benton P.U.D.
PO Box 6270
Kennewick, WA 99336

QUIT CLAIM DEED

The Grantor: PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY, WASHINGTON for and in consideration of Mutual Covenants and Other Valuable Consideration, conveys and quit claims to OWNERS OF RECORD, the following described real estate, situated in the County of Benton, State of Washington:

A 50.00 foot easement of record under Auditor's File Number 862937 which crosses over Panoramic Heights #1, Block 3, Lot 6 all being in Section 9, Township 8 North, Range 29 East, W.M., Benton County, Washington.

This deed is given as a conveyance and abandonment of all right, title and interest in the above described property as acquired under that certain easement of record under Auditor's File Number 862937, Records of Benton County, Washington.

Assessor's Property Tax Parcel Acct. #: 1-0989-402-0003-006

This deed is given as a conveyance and abandonment of all right, title and interest in the above described property as acquired under that certain easement of record under Auditor's File Number #862937, Records of Benton County, Washington.

Dated this _____day of _____, 20_____.

PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY, WASHINGTON

BY: _____
President

ATTEST: _____
Secretary

ACKNOWLEDGEMENT OF CORPORATION

STATE OF WASHINGTON

County of _____ } ss.

On this _____ day of _____, 20 ____, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, certify that I know or have satisfactory evidence that _____ and _____ _____known to me to be the President and Secretary of the Commission of *Public Utility District No. 1 of Benton County* and said person(s) acknowledged that he/they signed this instrument as his/their free and voluntary act for the uses and purposes mentioned in the instrument.

Witness my hand an official seal hereto affixed the day and year first above written.

Notary Signature _____

My Commission Expires _____

NOTARY SEAL-Recordable Document, Please follow RCW 65.04

	Business Agenda
	Second Reading
x	*Consent Agenda*
	Info Only/Possible Action
x	*Info Only*

COMMISSION MEETING AGENDA ITEM

Subject:	2018 – 2019 Strategic Plan – First Quarter Report	
Agenda Item No:	3i	
Meeting Date:	April 24, 2018	
Presented by:	Steve Hunter SH	*Staff Presenting Item*
Approved by (dept):	Steve Hunter	*Director/Manager*
Approved for Commission review:	Chad Bartram CBB	*General Manager/Asst GM*

Motion for Commission Consideration:

None.

Recommendation/Background

I recommend an agenda item be included in the Commission packets summarizing staff's progress on the 2018-2019 Strategic Plan.

Summary

The Leadership Team reviewed the updates to the 2018-2019 Strategic Plan action items. Attached is a report summarizing progress for the first quarter 2018.

Fiscal Impact

No fiscal impact to this report.

SBH/das

att.

2018 Strategic Plan Progress

Strategic Anchor: Customer Value

We create and maximize customer value by providing cost-effective, efficient and quality service.

1. Become the trusted energy partner.
2. Preserve federal power system benefits.
3. Maintain a world-class broadband system.
4. Advocate for our low income customers.
5. Preserve long-term fiscal sustainability.

1. - Enable additional customer payment options including kiosks and prepay services.

Q1 - A contract has been established with US Payments, LLC to provide kiosks for both the Kennewick and Prosser offices. US Payments is the preferred vendor for NISC, and integrates with iVue to offer 24X7 real time payment services to customers. Two outdoor units will be installed - one in Kennewick and one in Prosser. Bids have been issued for construction related to the installation of the kiosks, and a contract will be awarded in April. It is expected the kiosks will be installed by June 30th. Installation of the kiosks is a prerequisite to offering prepay services. A prepay pilot with employee accounts will occur during Q3 of 2018, with a soft rollout to customers occurring by December 1st if all goes well during the pilot.

Strategic Anchor: Customer Value

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2. Preserve federal power system benefits.
3. Maintain a world-class broadband system.
4. Advocate for our low income customers.
5. Preserve long-term fiscal sustainability.

10. - Maintain the District's leadership profile in public power organizations to monitor and influence issues that have a significant impact on District customers including, but not limited to:

a. - BPA budgets and rates.

Q1 - BPA released its updated Financial Plan on February 6th as a supplement on financial issues included in their overall Strategic Plan. The main focus of the plan is the identification of "Financial Health Objectives" which includes goals related to budgeting and cost management, liquidity, and capital financing. The highlight for Q1 of 2018 is the possibility of a $20 million BPA Spill Surcharge due to a court ordered spill requirement at the lower Snake River dams beginning in April of this year and a 72% probability of a $40 million Cost Recovery Adjustment Clause (CRAC) being triggered in 2018 also. The net impact to the District included in our financial forecast at this point for the Spill Surcharge and the CRAC totals $371K of which $148K will be realized in 2018 with the remaining $223K in 2019.

b. - Energy imbalance markets and CAISO expansion.

Q1 - On January 2nd, the California Independent System Operator (CAISO) officially announced it will become its own Reliability Coordinator (RC) and plans to offer these services to other balancing authorities and transmission operators in the western United States. The CAISO gave notice of its withdrawal to its current reliability coordinator, Peak Reliability, and to each of their funding members, effective September 2019. On February 26th, BPA signed a letter of intent to explore receiving RC services from CAISO. The non-binding document enables BPA to participate in CAISO's stakeholder process as it forms its RC service. The potential migration of additional Balancing Authorities away from Peak Reliability would be a significant and disruptive event in the Western Power Grid. The District pays a fee to BPA for a share of their RC services fees so staff will continue to monitor the cost and strategic implications of CAISO's plans.

c. - Value of hydropower.

Q1 - The District continues to promote support for HR 3144, a bill sponsored by Reps. McMorris-Rodgers and Newhouse. The District has passed a resolution of support and have encouraged others to do the same. We participated in the APPA Legislative Rally which gave us an opportunity to ask our Senators to support HR 3144.

d. - Renewable portfolio standards & carbon emissions.

Q1 - Throughout the state legislative session, there were bills introduced that proposed carbon tax or an increase in renewable standards. These bills received a lot attention and several hearings were held that provided an opportunity for input including from Benton PUD. The PGP E3 study was a valuable tool and appreciated by many of the legislators. None of the bills passed,thanks to the collaboration that has been built over the past couple years with utilities (often referred to as the Portland Group) and like-organizations such as PGP. At the end of the session, Climate Solutions, Nature Conservancy and others introduced an Initiative that proposes carbon "fees".

e. - Columbia River Treaty.

Q1 - We continue to monitor The Power Group's work on the treaty who is still waiting for negotiations to start.

Strategic Anchor: Customer Value

We create and maximize customer value by providing cost-effective, efficient and quality service.

1. Become the trusted energy partner.
2. Preserve federal power system benefits.
3. Maintain a world-class broadband system.
4. Advocate for our low income customers.
5. Preserve long-term fiscal sustainability.

11. - Develop a dashboard that monitors the effectiveness and benefits of low income programs.

Q1 - Initial meetings have been held with Conservation staff to discuss how energy efficiency measures might be included in a dashboard that tracks low income discounts, Helping Hands pledges and Helping Hands donations.

Strategic Anchor: Customer Value

We create and maximize customer value by providing cost-effective, efficient and quality service.

1. Become the trusted energy partner.
2. Preserve federal power system benefits.
3. Maintain a world-class broadband system.
4. Advocate for our low income customers.
5. Preserve long-term fiscal sustainability.

12. - Develop new ways to share information about the District's low income programs and create outreach opportunities for eligible customers:

a. - Host a low income program workshop for community and social services partners.

Q1 - No updates for this quarter.

b. - Coordinate with local entities to provide on-site application processing at social service agencies in the community, such as VFW, Kennewick Senior Center, etc.

Q1 - Staff gave a presentation on the District's low income programs at the Human Services Coalition meeting in December, 2017. As an outcome of that meeting, staff was asked to give a similar presentation in January to Hospice in-home RN's. In addition, staff is participating in the Smart Aging Alliance, a group formed from several different Tri Cities human services organizations. The Smart Aging Alliance is creating a series of workshops for seniors that will be offered through the Mid-Columbia Library District. The workshops will occur in May and June, and one of the topics will be the District's low income programs, as well as energy efficiency and use of SmartHub.

Strategic Anchor: Customer Value

We create and maximize customer value by providing cost-effective, efficient and quality service.

1. Become the trusted energy partner.
2. Preserve federal power system benefits.
3. Maintain a world-class broadband system.
4. Advocate for our low income customers.
5. Preserve long-term fiscal sustainability.

13. - In partnership with NoaNet, develop a proactive plan and strategy to respond to requests by telecommunication companies relative to the deployment of small cell technology.

Q1 - Staff along with Rich Nall of NoaNet attended a meeting with City of Kennewick representatives regarding the possible challenges and opportunities associated with advanced wireless deployments in our community. All parties agreed there would be a benefit if the District and City could find a way to collaborate on advanced wireless planning, design, permitting and construction activities. A team was identified and both parties agreed that development of an Inter-Local Cooperative Agreement (ILCA) would be a necessary and beneficial step before moving forward. District staff has developed a draft of the ILCA and expects to finalize the document in May.

Strategic Anchor: Customer Value

We create and maximize customer value by providing cost-effective, efficient and quality service.

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14. - Evaluate crowd-funding options in cooperation with the District's retail service providers that may enable fiber-to-the-neighborhood buildouts.

Q1 - No progress is planned for this action until Q4 of 2018 at which time staff plans to further engage Commissioners in additional discussions.

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2. - Promote SmartHub capabilities to increase customer utilization of key features including payment options, usage information, email and text alerts, and outage notifications.

Q1 - Customer enrollment in SmartHub has continued to increase. Overall enrollment levels are at 19,987; paperless billing has 23,900 accounts enrolled, and accounts on autopay total 11,164. The benefits of SmartHub and enrollment in notifications continues to be promoted in Newsletter articles, by radio and by staff.

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3. - Leverage the District's investment in the Outage Management System, along with mobile workforce solutions to proactively connect with customers through the channel of their choice, i.e. phone calls, text messages, about outage events, power restoral, and updates.

Q1 - The public facing outage map was implemented in late Q4 of 2017. Customers also have the ability to opt into receiving outage messages via email or text message when their power is out and when it has been restored through NISC's Messenger application.

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4. - Utilize data analytics to provide enhanced usage information to key account customers.

Q1 - No updates for this quarter.

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5. - Develop informational programs to educate and support our customers on rooftop solar and electric vehicle charging stations investments, installations and incentives.

Q1 - Staff revamped the District's Solar Connections website with new information added to provide information about the possible benefits of installing a Rooftop Solar system. The information includes: Estimated Payback; Residential & Commercial Scale Incentive available under the new incentive program; How Net Metering works; & the Application process to follow. In addition to the website updates, Staff created a Rooftop Solar one-pager that has been sent to a number of customers and is available for Energy Programs staff to distribute to customers when solar questions arise during energy audits and inspections. With the passage of SB5939, customers benefitting from the incentives from Renewable Energy System Cost Recovery program must reapply for certification with the new governance organization, WSU Energy Program. Staff is working to gain customer permission to send customer information to WSU Energy Program & fulfill the requirements to reapply on the customers' behalf. Staff evaluated the opportunity to leverage the EV Toolkit published by the Yenter Group and EfficientNW.com. After discussion, Staff determined that similar information and relevant content could be created and published on District website without any ongoing subscription fees. Staff is working to develop materials/content to update the website.

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6. - Evaluate possible expansion of the District's community solar program to include:

a. - Opportunities for businesses to meet corporate sustainability goals.

Q1 - Staff drafted technical specifications and released a bid for a possible 44 kW expansion of the OIE Community Solar Project at the Prosser campus. Staff planned to source participants from the waiting list containing 199 customers that requested enough units to build a 147.5 kW system. After receiving bids, Staff determined that due to project economics and payback all bids had to be rejected. Staff is exploring opportunities that will provide better economics and payback for all customers while also targeting to offer a sustainability branding opportunity for businesses.

b. - Businesses and individual participation in low income assistance programs.

Q1 - Staff working with Bonneville Environmental Foundation and Spark Northwest to develop opportunities to provide low income community solar opportunities. Staff is also engaging with other utilities that have been successful at implementing low income community solar options.

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7. - Participate in the Electric Vehicle Infrastructure Transportation Alliance to install electric vehicle DC fast charging stations included in the WSDOT grant program. Consider other grant programs.

Q1 - Staff continues to participate and provide guidance and leadership in the Electric Vehicle Infrastructure Transportation Alliance (EVITA). All necessary contracts between Energy Northwest, City of Kennewick and Greenlots have been executed to enable the completion of the DC Fast charging station and Level 2 charging station at the Southridge Sports & Events Complex. Staff has worked with Greenlots to develop scope of work and determined a timeline to complete construction of the project in Mid-April with a Ribbon Cutting ceremony planned on May 15th.

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8. - Consistent with recommendations from the American Public Power Association, establish real connections with our communities by finding ways to engage in community-support activities.

Q1 - Local utilities, ports, businesses and organizations are planning RiverFest (September 8th at Columbia Park). The family event will feature the benefits of the hydro system with exhibits, vendors and activities. We are also working on a tour for customers that would include CGS, Ice Harbor and Nine Canyon Wind farm in September or October. We are in the planning process on the ribbon cutting event for the Southridge EV charging station to generate awareness of Benton PUD's interest in electric vehicles and involvement with EVITA.

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9. - Promote load preservation and growth opportunities to mitigate the impacts of low secondary market prices including, but not limited to:

a. - New large load substation readiness.

Q1 - A competitive solicitation was issued in March for the procurement of a substation transformer for Leslie Road Substation and Orchard View Substation Bay 2. The Leslie Road procurement was planned as part of the District's plan to lease a bay from the City of Richland at their substation. The substation is expected to be energized by the end of 2018. The Orchard View transformer procurement was not originally planned for 2018 but the announcement of official plans for Vista Field Redevelopment and multiple requests for potential large loads in the existing south Vista Field area has prompted staff to move Orchard View Bay 2 civil works into our 2018 plans and to set the transformer and switchgear in Q1 of 2019.

b. - New large load marketing efforts through TRIDEC.

Q1 - Completed the development of District feeder capacity maps for the Kennewick area which have been shared with TriDEC staff for their internal use. Capacity map has also been shared with the City of Kennewick with positive feedback from them regarding its usefulness.

c. - Programs that support the development of electric vehicle loads.

Q1 - No updates for this quarter.

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1. - Maximize the value of the District's advanced metering infrastructure (AMI) system to include:

a. - Meter alerts and customer facing outage notifications and mapping.

Q1 - Staff reviewed Sensus Analytics product offering and will continue to use the Alarm and Message Manager to receive real-time alerts for hot socket notifications. The Data Team in IT will be investigating the possibility of creating in-house visual analytics to provide a graphical mapping view of AMI meter meter alerts later this year.

b. - Firmware updates to allow functional enhancements and encryption.

Q1 - Firmware has been updated on approximately 99% of the meter population. At this time, approximately 1600 commercial meters that have to be manually updated as well as around 700 hundred meters that have less than optimal communication paths back to the head-in equipment remain to be updated. Upon completion, staff will be investigating the effort it will take to turn on encryption.

c. - Evaluating the use of Sensus hosted AMI platform.

Q1 - The District is currently in negotiations with Sensus on a hosted software and hardware platform. Expectations are to present a contract recommendation to the Commission by the end of Q2.

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10. - Work with BPA to complete studies and agreements necessary to facilitate future construction of a new 115 kV point-of-delivery at McNary substation.

Q1 - The District submitted to BPA, in December 2016, a Line and Load Interconnection Request for a new 115-kV point-of-delivery at BPA's McNary Substation. BPA completed their System Impact Study report in July 2017 and the total project cost was estimated at $3.0M. Staff estimates that the District's portion of the total project cost could be $1.1M, which was the amount included in the 2018 Budget. BPA, at BPA's expense, is in the process, as of November 2017, of performing a Facilities Study (FS) in conjunction with preliminary engineering activities. BPA's engineering activities include creation of a refined cost estimate, project scope and project schedule for construction and modifications to BPA facilities. BPA's estimated completion date for both the FS and preliminary engineering activities is August 02, 2018.

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11. - Implement remote communications options and control upgrades to integrate feeder line devices into the District's Supervisory Control and Data Acquisition (SCADA) system.

Q1 - Staff is focusing in 2018-2019 on connecting distribution line voltage regulators. There are a total of 44 three-phase regulator banks to be connected to SCADA. The first regulator bank is expected to be connected in Q2-2018 to support the measurement and verification required for the Kennewick Substation voltage optimization project. The goal for the second half of 2018 is to identify and connect at least the "Top 5" highest priority regulator banks.

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12. - Promote the District's involvement in the American Public Power Association's Reliable Public Power Provider (RP3) program.

Q1 - The District's involvement in the American Public Power Reliable Public Power Provider (RP3) program was promoted by including the logo on print communications and our website. A communications plan was developed to promote the Diamond RP3 designation achieved with the 2018 application however, a public announcement is embargoed until Monday, April 30th, following official announcement at APPA's 2018 Engineering & Operations Technical Conference.

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13. - Evaluate Distribution System operational impacts relative to the State net metering caps and develop recommendations for when the District exceeds the cap.

Q1 - The District now has 198 signed net metering contracts with applications in process that will bring the total to 204 if completed. There have been approximately 50 new applications for net metering since July of 2017 with an average nameplate capacity of 11 kW which is up from the historical average rating of just under 8 kW. The planned nameplate generation capacity of the 204 net metering agreements will total 1,781 kW which is 109 kW from the net metering cap of 1,890 kW calculated for the District in accordance with RCW 80.60.020. Given the rate at which net metering interconnections are being requested and the average nameplate capacity of the solar generation being proposed, Staff plans to bring a proposed policy to Commissioners in Q2 that establishes the District's policy for crediting customers for surplus energy production from net metering installations; i.e. retail versus avoided-cost credit.

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14. - Continue technology surveillance related to:

a. - The costs and benefits of energy storage.

Q1 - Surveillance continues and still a costly technology with limited participation in the Northwest.

b. - Demand response markets and programs in the Northwest.

Q1 - Surveillance continues and limited utility interest or participation in the Northwest at this time.

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15. - Along with other members of the Northwest Low Carbon Analysis Group, communicate the study results to key constituencies.

Q1 - Staff along with Franklin PUD staff met with Governor Inslee to discuss possible carbon legislation. Staff also presented a summary of the E3 Northwest Low Carbon Analysis to the TriDEC Mid-Columbia Energy Initiative (MCEI) group and to a local Rotary club. The District has officially joined the Public Generating Pool (PGP) and is actively participating in regular meetings of their various committees to ensure the District remains engaged and contributes to the regional discussions regarding carbon related initiatives and legislation.

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16. - Prepare training materials and conduct an emergency response drill as outlined in the District's Emergency Restoration Plan.

Q1 - No updates for this quarter.

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17. - Participate in disaster response planning with Benton County Emergency Services relative to a Cascadia earthquake in order to evaluate the direct and indirect impacts on the District's electric system operations.

Q1 - Staff has reached out to the Department of Commerce Emergency Response requesting information on if or when a training may be conducted at the state level.

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18. - Review and update the District's Emergency Curtailment Plan.

Q1 - Following summer 2017, BPA began discussions with District Staff and with other Tri-Cities utilities about the increased risk that BPA's transmission system operations may have to request emergency load shedding. In conjunction with BPA's recent input, Staff will be reviewing and updating our existing "Emergency Curtailment Plan" document that was last updated May 16, 2011. BPA has scheduled a Tri-Cities area utility meeting on May 3, 2018 where BPA intends to give a presentation on the loading issues and state of affairs in the Tri-Cities area and to receive feedback from customers. BPA's meeting announcement provided the following description of the issue, "On a few very hot days the last couple of summers, BPA's Dispatch has received alarms and depended upon generation from Ice Harbor in order to prevent load shedding. While BPA is actively building and planning to serve loads the reality is that the water situation will be worse this year since the current fish plan calls for more spill. In some situations BPA may not be able to depend on Ice Harbor generation. The purpose of this meeting will be to present the current situation to our customers and identify the customer's preferred method to shed load if BPA is forced to do so."

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19. - Evaluate critical construction components and supplies relative to the District's historical inventory levels.

Q1 - The Warehouse - Procurement team is meeting every two weeks and now includes Engineering staff, which has significantly increased coordination efforts in assuring adequate supply of material for upcoming work. Evaluation of inventory levels will be included in the group's discussions.

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2. - Identify systematic upgrades and replacements for aging substation apparatus and equipment.

Q1 - The District completed the upgrade of the Paterson #1 distribution step-up transformer in late February. This project was recommended by the Large Irrigator Plan of Service. The Berrian Substation feeder breaker project is moving ahead. We received the signed authorization to bill, and have ordered the circuit breaker. This project was also recommended by the Large Irrigator Plan of Service.

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20. - Evaluate drone technology and FCC licensing requirements.

Q1 - No updates for this quarter.

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3. - Review and update the Reata Substation winter contingency plan.

Q1 - With the construction of Leslie Road Substation this contingency plan will be addressed later in the year. Probably Q3, and will be dependent on the districts progress on feeder get-away installation and BPA tap design and construction schedule.

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4. - Continue to partner with the City of Richland to complete design, procurement and construction activities necessary to energize the Leslie Road substation by the end of 2018.

Q1 - We have been meeting weekly with the COR and its contractors. Procurement of shared facilities material is complete, and we are delivering that material when requested by the contractor. Currently there is one open change order that will require District review in relation to the shared facilities.

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5. - Complete design, procurement and construction activities necessary to upgrade the Benton City substation in 2019.

Q1 - It is anticipated that design efforts will begin in Q3.

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6. - Continue to work with BPA to complete studies and agreements necessary to facilitate future construction of the Southridge substation.

Q1 - The District received BPA's Facilities Study report in January 2018, which provided a preliminary construction cost estimate of $1,312,282 for BPA to construct the Southridge Substation transmission tap and another $116,973 for substation metering. The District's 2018 budget is only $600,000, so a budget amendment will be required. Additionally, Staff will be bringing a contract change order to Commission in Q2-2018 requesting additional funds for BPA to complete a preliminary engineering study ($50,000) and an environmental study ($15,000), which were originally both expected to be completed in 2017. The preliminary engineering study is a 6-month process, expected to be completed in Q4-2018, that will refine BPA's design and provide a final construction cost estimate. Staff is pursuing the procurement of additional property that is required to better accommodate our substation and transmission line layout. Surveying and property valuation services have been contracted and the intent is to prepare a purchase and sale agreement in Q2-2018. Staff will also be submitting a right-of-way use permit application to BPA in Q2-2018.

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7. - Preliminary planning and design for Edison Street substation transmission line.

Q1 - No updates for this quarter.

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8. - Complete permitting and design of the Sunset Road to Dallas Road transmission line in 2018. Complete construction in 2019.

Q1 - BPUD SEPA Application was reviewed and received a Determination of Non Significance with the only comments received from WSDOT regard future plans for an I-82 Interchange in the Area. The District's consultants have completed ROW/Easement Surveys including topographical information. The Design Basis Document has also been submitted to the District for Comment.

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9. - Begin permitting and design of the Spaw to Phillips transmission line in 2019.

Q1 - No activity is planned until 2019.

Strategic Anchor: Safety

We are committed to cultivating an enriched safety culture which actively involves all employees in identifying issues that could impact workplace and public safety, and empowers them to take actions to prevent and correct safety deficiencies.

1. Promote ownership and accountability for safety within each individual.
2. Engage our safety committees in the strengthening of our safety culture.
3. Support employee and public safety through education, training, awareness, and compliance.
4. Encourage employee participation in workplace safety and recognize employee safety contributions.
5. Commit to pursuing an injury and pain-free workplace.
6. Be recognized as a safety leader in the utility industry.

1. - Evaluate the results of the safety culture survey and develop actions to address recommended improvements.

Q1 - The Central Safety Committee developed eight categories of focus as a result of the Safety Survey and many actions have been completed to address them. No. 1) Engaging and Relevant Safety Trainings, Meetings and Topics. In Q1, the District held MLK day with speaker Syd Muzzy who was chosen by committee members; the Operations department held trainings with Dene Koons from L&I, Dan Amaya of BNSF, and Ferro Resonance with Rick Dunn. No. 2) Improved Explanation of the Purpose and Functions of Committees. In Q1, Operations, Admin/Prosser Office, and Central Safety Committees held an annual training session with Hector Silva of ESCI reviewing the roles and functions of effective Safety Committees. No. 3) Improved Detail and Timeliness of Safety Communications. In Q1, the Safety Intranet page is being further developed and Safety Meeting minutes are now being shared electronically as well as on the page and safety bulletin boards. Safety articles are appearing every week in the Thursday News. No. 4) Supervisor/Manager Training and Support. In Q1, the District held Supervisor, Foreman, and Leadership Team Safety Training with Hector Silva. No.5) Revamping the District's Safety Incentive Program. The Central Safety Committee has made significant progress on the new Safety Incentive Program this quarter and will be presenting their recommendation in Q2. No. 6) Safety Manual: Communication and explanation of the purpose and importance of this manual as where it can be found. A page was updated to the manual in Q1 and staff used this opportunity to show employees again where this is located on the Intranet and it now on the iPads. Discussion of the manual is also part of the Employee Welcome sessions. No. 7) Explore Ways to Engage Employees in the District's Safety Program. The Safety Committees reached out to all employees in Q1 for suggestions on safety signs, banners, and stickers and will be implementing suggestions in Q2. No. 8) Aim to Strike the Right Balance When Enhancing the Safety Culture.

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2. - Restructure the employee safety incentive program to include leading indicators of safe behaviors.

Q1 - The Central Safety Committee continues to work on the Leading Indicators Safety Incentive Program and have developed a Proposed Program Outline with the goal of launching the program in June 2018.

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3. - Engage the safety committee members in the review of accident/incident trends to identify areas of risk and deliver targeted training programs to address those risks.

Q1 - A two day Accident/Incident Investigation training class has been scheduled with Hector Silva through ESCI for late May for Operations and Administration Safety Committee members.

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4. - Leverage data analytics to assist safety committees in developing performance evaluation and metric analysis.

Q1 - The Central Safety Committee is leveraging data analytics to track employee participation in Safety meetings and trainings; which will be used as part of the new Safety Incentive program being developed.

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5. - Expand the new hire safety orientation program and include Central Safety Committee members in this process.

Q1 - Safety Committees and Human Resources continue to hold Safety Welcomes at new hire orientation. In the first quarter, 2018, one Safety Welcome was shared with the new Customer Service Programs Analyst.

Strategic Anchor: Safety

We are committed to cultivating an enriched safety culture which actively involves all employees in identifying issues that could impact workplace and public safety, and empowers them to take actions to prevent and correct safety deficiencies.

1. Promote ownership and accountability for safety within each individual.
2. Engage our safety committees in the strengthening of our safety culture.
3. Support employee and public safety through education, training, awareness, and compliance.
4. Encourage employee participation in workplace safety and recognize employee safety contributions.
5. Commit to pursuing an injury and pain-free workplace.
6. Be recognized as a safety leader in the utility industry.

6. - Leverage technology and root-cause analysis processes to improve the District's capabilities of identifying electrical system failure modes for which corrective actions can be implemented.

Q1 - No updates for this quarter.

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7. - Correct safety code compliance and construction standard deficiencies related to the joint-use of District poles.

Q1 - January 2018 - 4 work orders completed correcting 243 Joint Use Violations.

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8. - Develop recommendations and implement improvements to the District's standards, practices and procedures relating to management of right-of-way encroachments.

Q1 - No updates for this quarter.

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9. - Partner with other utilities on customer outreach and communications related to public safety.

Q1 - During the legislative session, Benton PUD and other utilities pushed for legislators to support a bill that amended the "Move over" law to include utility vehicles. It passed and was signed by the Governor. A joint news release with the four local utilities was issued to promote the new law that will be effective June 7, 2018. We continue to collaborate with the other utilities on the Safety trailer.

Strategic Anchor: Skilled Workforce

We recruit, develop, motivate, and retain a highly skilled, resilient, and diverse workforce and foster a healthy, safe, well-equipped and productive work environment for our employees, their families, and the public.

1. Attract and retain talent.
2. Ensure leadership is developed to meet existing and future challenges.
3. Promote employee engagement.
4. Optimize knowledge management.
5. Enhance individual and organizational effectiveness.
6. Champion employee wellness and work-life programs.

1. - Identify practical core leadership skills and create a training and development program.

Q1 - A draft supervisor core competencies training outline has been developed. Training on creating a respectful workplace was delivered to all employees regarding their responsibilities to maintain a workplace free of harassment, discrimination, and retaliation. A separate training was also delivered to managers and supervisors on preventing and addressing unlawful harassment, discrimination, and retaliation.

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2. - Enhance e-learning opportunities for employees to continuously learn on their own time, at their own pace.

Q1 - The HR Team is exploring ways to deliver the NWPPA on-line training courses to new employees, existing employees, and managers and supervisors. NWPPA has a suite of training modules which cover HR, communication, and safety topics as well as Electric Power Utility Basics and The History of Public Power in the Northwest.

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3. - Develop programs that promote an "informed workforce" that will provide short, periodic updates to managers and supervisors via video related to strategic and other emerging issues.

Q1 - Employee Informational Meetings Survey was sent out to all employees requesting they select 3-5 topics from a list of strategic issues they would like to hear more about. The purpose of the meetings is to inform and update employees about our business strategy, current projects, challenges, opportunities, and issues that impact the District. The HR Team is also exploring the use of Go Animate as a way to deliver short training videos related to strategic and other emerging issues.

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4. - Develop new approaches to recruitment by using branding and social media in order to attract and retain diverse and talented employees.

Q1 - Utilized LinkedIn, Facebook, professional and industry specific websites to recruit for open positions.

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5. - Explore new benefit offerings for employees to improve employee retention.

Q1 - Met with Gallagher, Health Reimbursement Arrangement (HRA) Third Party Administrator (TPA), to discuss potential new benefit offerings as well as ICMA representatives.

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6. - Continue communication and collaboration with IBEW in order to maintain positive employee/employer relationships.

Q1 - Held (3) Labor Management Relations (LMR) meetings.

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7. - Execute employee and manager human resources self-service which enhances employee engagement and provides access to information.

Q1 - Employee Self-Service configuration is complete and a training plan is under development for launch early Q3.

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8. - Leverage workforce data analytics to help make workforce decisions (trends, benchmarking, staffing needs, talent acquisition and development, retention, wellness initiatives, compensation and benefits).

Q1 - HR leveraged tools within Epicor and iVue to draw data for salary and benefit surveys, internal equity and compensation analysis, wellness studies, retention and turnover.

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6. Champion employee wellness and work-life programs.

9. - Develop videos made by each department that inform employees on important aspects of the department's role in the District as well as other key issues.

Q1 - An Employee Informational Meetings Survey was sent out to all employees requesting they select 3-5 topics from a list of strategic issues they would like to hear more about. The purpose of the meetings is to inform and update employees about our business strategy, current projects, challenges, opportunities, and issues that impact the District.

Strategic Anchor: Stewardship

We preserve the public's trust through our stewardship of assets, our care for our environment, and our compliance with laws and regulations.

1. Advocate for our customers on legislative issues.
2. Comply with legislative and regulatory requirements.
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7. Maintain a sustainable low-carbon power supply portfolio.

1. - Explore emerging healthcare strategies to help contain costs for the District and its employees while preserving the integrity of our benefit plans.

Q1 - Continuing to explore the near-site clinic as a potential healthcare strategy to help reduce the healthcare cost curve while protecting the integrity of our plan. Launched the CWPU UIP Wellness Program. Communicated the Spring Into Motion Local Wellness Program with the kick off in April. Partnering with the Tri-Cities Cancer Center to deliver on-site educational sessions as part of the Cancer Crushing Executives Program.

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10. - Evaluate options for a new large load policy providing flexibility to the District to maximize retail revenues that would benefit all customers.

Q1 - NLL team reviewed 4 rate options developed by consultant Tony Georgis from NewGen Strategies and Solutions. These rate options vary from a Customer providing their own firm power supply to a full Requirements option similar to existing Large Industrial Rate 34. Reviewed with Legal Counsel rate making authorities. Team created a outline for three commission presentations 1) NLL why we are here 2) Rate Design & Customer Equity and 3) Recap and Policy Conclusions. Created mind map of NLL describing for future presentation describing 1)Benefits, 2) Enabling factors, 3) Risks/unintended consequences,4) Policy questions/direction.

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11. - Pursue legislation that would explicitly enable public utility districts to provide incentive programs for customers' electric vehicle charging infrastructure.

Q1 - Benton PUD worked with other utilities to develop a bill to clarify public utilities could provide incentives related to electric vehicle charging infrastructure. The bill was bi-partisan with 10 senators sponsoring it including Sen. Brown. It passed through the Senate but held up in the House.

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12. - Educate, inform and influence the state and federal representatives on issues that impact Benton PUD's customers including:

a. - Modifications to the Energy Independence Act.

Q1 - The 2018 legislative session busy with EIA and carbon reduction related bills including a carbon tax bill championed by the Governor. Gov. Inslee, legislators and supporting environment groups worked hard on the bill and other bills regarding a carbon tax and RPS but in the end, all failed to pass. The E3 study and the collaboration with the PGP utilities were both very valuable. The District's lobbyist participated in all utility group meetings and testified several times on behalf of Benton and Franklin PUDs. Once again the bill to provide utilities the ability to count federal hydro efficiencies was introduced and discussed in the committees but did not pass. By the time the session ended, very few bills passed and many left frustrated with the lack of results. Carbon tax and related bills will be discussed in the interim and there is no doubt that the 2019 legislative session will continue the carbon reduction discussion. There were several distributed generation bills introduced but did not pass. The telecommunications bill introduced by Senator Sheldon continued to get discussed this year and was closely monitored by all utilities. Even with many amendments, it did not pass.

b. - State & federal carbon initiatives.

Q1 - See above.

c. - Distributed generation.

Q1 - Representative Morris continues to introduce bills related to distributive generation, but none passed.

d. - Telecommunications.

Q1 - The telecommunications bill introduced by Senator Sheldon in the 2017 session continued to get discussed this year and was closely monitored by all utilities. Even with many amendments, it did not pass.

e. - Electric vehicle charging infrastructure.

Q1 - Bill introduced but did not pass

f. - Value of hydroelectric power/salmon recovery efforts.

Q1 - The District has been a leader in supporting HR 3144.

g. - Low income assistance programs.

Q1 - No bills were introduced that were specifically related to low income assistance. However, during the discussions related to carbon tax/fees, we voiced concerns on how those bills could impact low income customers.

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13. - Increase citizen engagement in Kennewick and Prosser through a multi-channel approach that include school education programs, "Plug into Your Future" strategic education meetings, website videos, social media, speaker's bureau, customer focus groups, and "special topic" stakeholder panels.

Q1 - Education programs include: Salmon Power program for 4th graders classroom presentations started in January and will run through April. Benton PUD staff did presentations on energy resources for a Southridge High School Environmental Science class. Planning continues for the Power Day for 4th graders at Benton PUD with the first class scheduled for May. The committee is working on the Energy Experience for 8th graders to be held in October. The first Weatherization workshop took place in January which had good attendance. Community outreach/speaking engagements included two on electric vehicles, two on weatherization of a home, two on low-income programs, and one career fair.

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2. - Participate in the Joint Utility Procurement Team facilitated by Energy Northwest to identify opportunities for cost savings.

Q1 - The Joint Utility Procurement Team issued its first invitation for bid (IFB) in March 2018 for cable. Only one bid was received. The Team plans to cancel the bid and reach out to vendors to determine why the response to the bid was not as expected.

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3. - Implement an initial voltage optimization project as a qualifying conservation measure at Kennewick Substation.

Q1 - Voltage Optimization project that qualifies for conservation savings that can be counted toward I-937 is well underway. Power management and Engineering have been working on design and purchasing equipment for installation, measurement and verification of savings and a target completion date in 2020.

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4. - Conduct third-party cyber security audit and assess the District's security posture against the Department of Energy's Cybersecurity Capability Maturity Model.

Q1 - A contract recommendation has been developed for a Scope of Work that will include an external penetration test, internal network security assessment, and a SCADA security assessment. The project will include a validation of six of the 10 domains of the Cyber Security Capability Maturity Model.

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5. - Update the Strategic Technology Plan:

a. - Define the strategic vision of business-driven opportunities for customer engagement and operational technology improvements over the next five years.

Q1 - The District will incorporate the Strategic Technology Planning process in with the 2019 effort for Strategic Planning. In late 2018 or early 2019, System Owners representing major technology functions within the Business Units will be asked to present their respective visions for a 3 - 5 year planning horizon so as to feed 2019 Strategic Plan efforts.

b. - Develop a Master Data Management Plan to define the processes, governance, policies, standards and tools that will manage critical data as a single point of reference.

Q1 - No updates for this quarter.

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6. - Develop and implement plans to establish cost of service tolerance bands within which customer class rates should be adjusted to over time.

Q1 - Staff presented options for incorporating cost of service tolerance bands into the District's rate strategy at the March 27, 2018 Commission meeting. Staff will be bringing more information to the Commission in the second quarter to evaluate the tolerance bands and will ultimately update the District's rate strategy.

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7. - Ensure adequate fixed-cost recovery through appropriate increases to the customer daily system charge; increases should benchmark to the median base charge of comparable northwest utilities.

Q1 - The District implemented a 1.9% retail revenue increase effective October 1, 2017, which was applied entirely to the daily system charge and demand charge (where applicable). The District does not plan to implement a rate increase in 2018 with the next expected rate action to be around May 2019. Staff continues to benchmark the daily system charge. The District's monthly residential base charge (daily system charge for 30 days) is currently $18.60 compared to the median of comparable northwest utilities which is $19.10.

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8. - Monitor industry developments related to the use of residential demand charges.

Q1 - Staff is continuing to monitor industry developments related to implementation of demand charges.

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9. - Implement commercial green retail rates for customers to achieve corporate sustainability goals.

Q1 - Staff is currently developing green rate options for customers and will be presenting options and recommendations to the Commission in the second quarter.

BENTON P.U.D

X	*Business Agenda*
	Second Reading
X	*Consent Agenda*
	Info Only/Possible Action
	Info Only

COMMISSION MEETING AGENDA ITEM

Subject:	WO# 534093 – Agri-Northwest H2F2 Feeder Upgrades	
Agenda Item No:	5a	
Meeting Date:	April 24, 2018	
Presented by:	Evan Edwards	*Staff Presenting Item*
Approved by (dept):	Rick Dunn	*Director/Manager*
Approved for Commission review:	Chad Bartram CBB	*General Manager/Asst GM*

Motion for Commission Consideration:

Motion to approve Work Order #534093 to upgrade an existing overhead distribution line to accommodate four new produce storage sheds serving Agri-Northwest's McNary Farm.

Recommendation/Background

The District was notified by Agri-Northwest in late 2017 of plans to install four new produce storage sheds requiring approximately 1.2 megawatts of additional capacity.

Staff performed a study to determine the impact of the new shed load on the District's distribution feeder serving the Agri-Northwest McNary Farm. It was determined there were four essential upgrades required.

1. The feeder step-up transformer needs to be upgraded.
2. Add a line recloser at the source terminal.
3. Add a line regulator bank to the source terminal
4. Add an additional line regulator bank near the new load.

These four new sheds will be served by new infrastructure installed on line extension WO# 530833

Summary

The installation of the upgrades to the McNary Farm feeder ensures that District planning criteria will be met when the new storage shed load is added.

Fiscal Impact

The estimated cost for WO# 534093 is $164,986.80 including material costs of $127,934.14 and district labor costs of $37,052.66. This project was not included in the 2018 budget, however since Agri-Northwest is a Miles of line customer and the prescribed improvements solely benefit them, they will be required to pay the entire cost of the required upgrades per District policy.

Projects to be presented at the Benton PUD

Commission Meeting On

April 24, 2018

Project Name: Agri-Northwest H2F2 Feeder Upgrades **WO#:**534093

Location: Agri-Northwest H2F2 McNary Farm

Justification: Customer load addition.

Location Map

X	*Business Agenda*
	Second Reading
	Consent Agenda
	Info Only/Possible Action
	Info Only

COMMISSION MEETING AGENDA ITEM

Subject:	WO# 511761 – Orchard View Bay #2 Installation	
Agenda Item No:	5b	
Meeting Date:	April 24, 2018	
Presented by:	Evan Edwards	*Staff Presenting Item*
Approved by (dept.):	Rick Dunn	*Director/Manager*
Approved for Commission review:	Chad Bartram CBB	*General Manager/Asst GM*

Motion for Commission Consideration:

Motion to approve Work Order #511761 to install Bay #2 at Orchard View Substation

Recommendation/Background

This Orchard View project was initially considered as an alternative to Leslie Road Substation in order to provide transfer capability to Reata Substation and was included in engineering's draft of the 2018 budget. However, when it became clear that Leslie Road Substation would be completed before the end of 2018 and given the uncertainty of whether a final plan would be approved by the Port of Kennewick for Vista Field, the project was deferred.

Following completion of the District's 2018 budget process, the Port of Kennewick approved the long-awaited master plan for the redevelopment of the Vista Field area which set the course for planned development and load growth beginning in 2018. Following the Port of Kennewick's finalization of the Vista Field Master Plan, the District received a number of requests for additional capacity in the south Vista Field area.

The bay addition and subsequent feeder additions will also bridge the gap in time that is typically required for the BPA interconnection request for the Edison Street Substation, located near Edison and Canal Drive, which will meet the long term capacity requirements for the Vista Field area and surrounding development.

Summary

Installing the second transformer bay at Orchard View Substation will allow the District to be prepared for the expected increased development of the Vista Field area and will also provide long-term incremental capacity for further development of the west 10th avenue and Clodfelter road areas extending into the Southridge development area.

Fiscal Impact

This project will straddle years 2018-2019 and will incur costs in 2018 that will require a budget amendment that includes civil engineering and construction efforts and 50% of the Metalcald Switchgear cost. This amendment is estimated to be $520,600. The remainder of the project costs will follow in 2019 with the installation of all of the major equipment in the amount of $1.11 million. The total estimated cost for this project is $1.63 million.

Projects to be presented at the Benton PUD

Commission Meeting On

April 24, 2018

Project Name: Orchard View Bay #2 Installation **WO#:**511761

Location: Orchard View Substation

Justification: Capacity Requirements for Vista Field and Southridge Areas

Location Map

X	*Business Agenda*
	Second Reading
	Consent Agenda
	Info Only/Possible Action
	Info Only

COMMISSION MEETING AGENDA ITEM

Subject:	Contract Award Recommendation, Substation Power Transformers, Bid Package #18-04	
Agenda Item No:	5a	
Meeting Date:	April 24, 2018	
Presented by:	Evan Edwards	*Staff Presenting Item*
Approved by (dept):	Rick Dunn	*Director/Manager*
Approved for Commission review:	Chad B. Bartram CBB	*General Manager/Asst GM*

Motion for Commission Consideration

Motion to award Contract #18-04 for Substation Power Transformers, to WEG Transformers USA, LLC of Washington, MO for the total amount of $1,064,976.00 plus Washington State sales tax in accordance with RCW 54.04.080.

Background

The District's 2018 budget was developed with a plan to acquire a power transformer for installation in one leased bay of the new Leslie Road Substation being constructed by the City of Richland. This plan was based on winter of 2016-2017 system peak loading which revealed the District's Reata substation had reached an overload condition more rapidly than the most recent planning study had anticipated.

In addition, through updated power flow studies Staff revealed the District has inadequate load transfer capability available on our distribution system in the event of a Reata substation transformer failure. Installing a new power transformer at the Leslie Road Substation will provide the District with the means to reduce the load on the Reata Substation and provide additional capacity needed for continued load growth in the Badger Canyon area as well as the initial development of the west end of the Southridge development area.

As an alternative to purchasing a power transformer for the Leslie Road substation, Staff considered purchasing a unit for installation in the second bay of the District's existing Orchard View substation. When it became more clear the Leslie Road substation would be completed before the end of 2018, the purchase of a unit for Orchard View substation was removed from the 2018 budget. However, following completion of the 2018 budget process, the Port of Kennewick approved a long-awaited master plan for the redevelopment of the Vista Field area which set the course for planned development and load growth beginning in 2018. In addition, the District has received multiple requests for additional capacity in the existing south Vista Field area. Purchasing a second power transformer for installation in Orchard View Substation will allow the District to be prepared for the expected increased development of the Vista Field

area and will also provide long-term incremental capacity for further development of the west 10th avenue and Clodfelter road areas extending into the Southridge development area.

Bids were opened on Friday, April 6, 2018 at 2:00 pm for Bid #18-04. The bids were evaluated for losses and ranked by the evaluated cost. Total owning cost including the value of electrical losses. Results were as follows:

Item 1: One (1) Unit – Delivery in Q3-2018

Power Transformer with Load Tap Changer - 15/20/25/28 MVA, 115-12.47Y/7.2 kV

Manufacturer	Unit Bid Price ($)	Evaluated Cost ($)
WEG Transformers USA LLC	**521,242**	**630,584**
Virginia Transformer Corp.	518,568	643,917
Pennsylvania Transformer Technology, Inc.	527,697	653,287
SPX Transformer Solutions, Inc (Waukesha)	595,503	725,319
ABB, Inc.	611,000	730,831
Howard Industries, Inc.	667,500	792,901

For line item 1, WEG Transformers USA (WEG) submitted the lowest evaluated cost. In addition to the total owning cost evaluation, the bids were reviewed for compliance with the bid documents and technical specifications. WEG's bid was in compliance with the bid documents and there were no technical exceptions.

The Engineer's estimate for line item 1 unit bit price was $647,257, plus applicable taxes.

Item 2: One (1) Unit – Delivery in Q1-2019

Power Transformer with Load Tap Changer - 15/20/25/28 MVA, 115-12.47Y/7.2 kV

Manufacturer	Unit Bid Price ($)	Evaluated Cost ($)
Virginia Transformer Corp.	*518,568	643,917
WEG Transformers USA LLC	**543,734**	**653,076**
Pennsylvania Transformer Technology, Inc.	527,697	653,287
SPX Transformer Solutions, Inc (Waukesha)	595,503	725,319
ABB, Inc.	617,225	780,007
Howard Industries, Inc.	667,500	792,901

*Note: For line item 2, Virginia Transformer Corporation (VTC) submitted a bid with metals adjusted prices at time of shipment. As Firm Pricing was a requirement of the bid, VTC has been deemed to be non-responsive. Therefore, the award for line item 2 shall go to WEG with the second lowest evaluated cost for line item 2.

The Engineer's estimate for line item 2 unit bid price was $647,257, plus applicable taxes.

Summary

By acquiring these two new power transformers on the proposed time schedule, the District will be able to support the growing capacity requirements for the Badger Canyon, Vista Field, and Southridge Development areas.

Fiscal Impact

The recommended item 1 purchase price plus sales tax ($566,069) is less than the 2018 capital budget estimate of $594,187 for the Leslie Road Substation power transformer. The work order for Leslie Road Substation (WO#507586) was previously approved by the Commission.

The cost of Item 2 including tax ($590,495) will be included in the 2019 budget as part of WO#511761. The additional cost to item 2 is attributed to volatility in commodities pricing and the requested delivery time frame. The District will be invoiced for item 2 after receipt in 2019.

CONTRACT

Contract #18-04

This agreement is made and entered into on the _____ day of _____, 201_, by and between:

PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY, hereinafter referred to as "the District",

AND

WEG TRANSFORMERS USA, LLC, hereinafter referred to as "the Contractor"

WITNESSETH:

That the Contractor, for the consideration hereinafter fully set out, and the District, for the consideration of material furnished, agrees that:

1. SCOPE OF WORK: Furnish Substation Power Transformers per specifications in Bid Pkg. #18-04, P.O. #_____, and award letter dated April 24, 2018.

2. DELIVERY & ACCEPTANCE:

The Contractor shall deliver the Substation Power Transformers FOB destination to Benton PUD by as follows; Line Item 1 shall be delivered FOB Q3-2018 and Line Item 2 shall be delivered FOB Q1-2019. Failure to do so may result in damage to the District.

Testing and Acceptance of conforming items by Benton PUD shall occur within the number of days after delivery as specified in the bid specification (if applicable). Items that fail to meet acceptance criteria as specified in the bid specifications shall be rejected. Acceptance or rejection by the District to the Contractor shall be in writing.

3. PAYMENT:

Payment will be made within thirty days of Acceptance by the District or receipt of a valid invoice from the Contractor, whichever occurs later.

The District agrees to pay the Contractor for the material/equipment the sum of One Million Sixty Four Thousand Nine Hundred Seventy Six Dollars ($1,064,976.00), plus applicable Washington State Sales Tax.

4. GUARANTEE:

The Contractor guarantees the Substation Power Transformers against all defects in workmanship, materials, and in design as stated on the warranty provided by WEG Transformer.

5. PERFORMANCE BOND:

The Contractor shall furnish, in favor of the District, a Performance Bond as required by the Contract Documents, and this Contract shall not obligate the District until such Performance Bond has been tendered.

WEG TRANSFORMER USA, LLC	**PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY**
_____	Chad B. Bartram, General Manager
Authorized by: (Print name & title)	Authorized by: (Print name & title)
Signature: _____	Signature: _____
Date: _____	Date: April 24, 2018
UBI No. _____	

X	*Business Agenda*
	Second Reading
	Consent Agenda
	Info Only/Possible Action
	Info Only

COMMISSION MEETING AGENDA ITEM

Subject:	Contract Award Recommendation, 15kV Metal-Clad Switchgears – Leslie Rd. & Orchard View Bay 2, Bid #18-03	
Agenda Item No:	5d	
Meeting Date:	April 24, 2018	
Presented by:	Evan Edwards	*Staff Presenting Item*
Approved by (dept):	Rick Dunn	*Director/Manager*
Approved for Commission review:	Chad B. Bartram	*General Manager/Asst GM*

Motion for Commission Consideration

Motion to declare States Manufacturing non-responsive and award Contract #18-03 for 15kV Metal-Clad Switchgears – Leslie Rd. & Orchard View Bay 2, to Powergrid Solutions, Inc. of Oshkosh, WI for the total amount of $848,310.00 plus Washington State sales tax in accordance with RCW 54.04.080.

Background

During winter 2016-2017 the District experienced a system peak loading condition. This condition showed that Reata substation was heavily overloaded and that the District had limited means to offload the station in case of an equipment failure. Leslie Road substation will provide the District with the means to offload Reata as needed and provide capacity for the initial buildout of the west end of the Southridge development area.

In October 2017, the Port of Kennewick approved a master plan for the redevelopment of the Vista Field area. Orchard View Bay 2 will allow the District to be able to accommodate the initial phases of this increased load and to also accommodate load growth in the south Vista Field area as well as the Southridge areas.

Bids were opened on Wednesday, April 4, 2018 for the metalclad switchgear lineups for Project 507586 at Leslie Road and Project 511761 at Orchard View Bay 2. Bids for were received as follows:

Line Item #1 - Leslie Road			
Manufacturer	**Unit Price**	**Delivery (weeks)**	**Delivery Date (based on award)**
States Manufacturing	$437,647.00	29	11/13/2018
Powergrid Solutions	**$445,270.00**	**16**	**8/14/2018**
Myers Power Products	$455,258.00	40-41	2/1/2019
Crown Technologies, Inc	$477,182.63	26-27	10/29/2018
RIC Power Group	$496,800.00	20-22	9/11-2018 - 9/25/2018

States Manufacturing was deemed not responsive on this line item as they could not meet the required delivery date of between 7/2/2018 – 9/29/2018.

The Engineer's estimate for line item 1 was $496,512.31 plus applicable taxes. The total +15% was $570,989.16 plus applicable taxes.

Line Item #2 – Orchard View			
Manufacturer	**Unit Price**	**Delivery (weeks)**	**Delivery Date (based on award)**
Powergrid Solutions	**$393,040.00**	**37-38**	**1/10/2019**
Myers Power Products	$401,037.00	44-45	3/1/2019
Crown Technologies, Inc	$431,185.63	26-27	10/29/2018
States Manufacturing	$459,200.00	29	11/13/2018
RIC Power Group	$457,217.00	20-22	9/11-2018 - 9/25/2018

The Engineer's estimate for line item 2 was $395,442.43 plus applicable taxes. The total +15% was $454,758.79 plus applicable taxes.

Summary

By acquiring these new metalclad switchgear lineups the District will be able to meet the construction deadlines for Leslie Road and Orchard View Bay 2 and will be able to support the growing capacity requirements for the Badger Canyon, Vista Field, and the Southridge Development areas.

Fiscal Impact

WO#507586 for Leslie Road substation was included in the 2018 budget ($1,384,477.00) and has been approved by commission.

WO#511761 for Orchard View Bay #2 Installation will require an amendment to the 2108 budget that will include 50% of the Orchard View Bay 2 Metalclad and additional required civil improvements.

CONTRACT

Contract #18-03

This agreement is made and entered into on the _____ day of _____, 201_, by and between:

PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY, hereinafter referred to as "the District",

AND

POWERGRID SOLUTIONS, INC., hereinafter referred to as "the Contractor"

WITNESSETH:

That the Contractor, for the consideration hereinafter fully set out, and the District, for the consideration of material furnished, agrees that:

1. SCOPE OF WORK: Furnish 15Kv Metal –Clad Switchgears – Leslie Rd. & Orchard View Bay 2 per specifications in Bid Pkg. #18-03, P.O. #_____, and award letter dated April 24, 2018.

2. DELIVERY & ACCEPTANCE:

The Contractor shall deliver the 15Kv Metal –Clad Switchgears – Leslie Rd. & Orchard View Bay 2 FOB destination to Benton PUD as follows; Line Item #1 shall be delivered FOB August 14, 2018 and Line Item #2 shall be delivered FOB January 10, 2019; failure to do so may result in damage to the District.

Testing and Acceptance of conforming items by Benton PUD shall occur within the number of days after delivery as specified in the bid specification (if applicable). Items that fail to meet acceptance criteria as specified in the bid specifications shall be rejected. Acceptance or rejection by the District to the Contractor shall be in writing.

3. PAYMENT:

Payment will be made within thirty days of Acceptance by the District or receipt of a valid invoice from the Contractor, whichever occurs later.

The District agrees to pay the Contractor for the material/equipment the sum of Eight Hundred Forty Eight Thousand Three Hundred Ten Dollars ($848,310.00), plus applicable Washington State Sales Tax.

4. GUARANTEE:

The Contractor guarantees the 15Kv Metal –Clad Switchgears – Leslie Rd. & Orchard View Bay 2 against all defects in workmanship, materials, and in design as stated on the warranty provided by Powergrid Solutions, Inc.

5. PERFORMANCE BOND:

The Contractor shall furnish, in favor of the District, a Performance Bond as required by the Contract Documents, and this Contract shall not obligate the District until such Performance Bond has been tendered.

POWERGRID SOLUTIONS, INC.	**PUBLIC UTILITY DISTRICT NO. 1 OF BENTON COUNTY**
_____	Chad B. Bartram, General Manager
Authorized by: (Print name & title)	Authorized by: (Print name & title)
Signature: _____	Signature: _____
Date: _____	Date: April 24, 2018
UBI No. _____	

	Business Agenda
	Second Reading
	Consent Agenda
	Info Only/Possible Action
X	*Info Only*

COMMISSION MEETING AGENDA ITEM

Subject:	State of the System Presentation	
Agenda Item No:	5e	
Meeting Date:	April 24, 2018	
Presented by:	Rick Dunn and Steve Hunter	*Staff Presenting Item*
Approved by (dept):	Rick Dunn and Steve Hunter	*Director/Manager*
Approved for Commission review:	Chad B. Bartram	*General Manager/Asst GM*

Motion for Commission Consideration:

None.

Recommendation/Background

We recommend an Information Only item for the State of the System presentation.

This annual presentation helps provide risk awareness and accountability associated with specific ERM focus areas and report on the District's maintenance programs.

Summary

This year's presentation will review 2017 information.

Fiscal Impact

None for this report.

SBH/RTD/das

BENTON P·U·D

☐	*Business Agenda*
☐	*Second Reading*
☐	*Consent Agenda*
☐	*Info Only/Possible Action*
✓	*Info Only*

COMMISSION MEETING AGENDA ITEM

Subject:	March 2018 Financials	
Agenda Item No:	5F	
Meeting Date:	April 24, 2018	
Presented by:	Kent Zirker	*Staff Presenting Item*
Approved by (dept):	Jon Meyer JM	*Director/Manager*
Approved for Commission review:	Chad B. Bartram CBB	*General Manager/Asst GM*

Motion for Commission Consideration:

None

Recommendation/Background

None

Summary

The March financial statements will be reviewed during the Commission meeting.

Fiscal Impact

None