

**THE BOARD OF COMMISSIONERS  
OF  
PUBLIC UTILITY DISTRICT NO. 1 OF FRANKLIN COUNTY, WASHINGTON**

MINUTES OF THE JULY 26, 2022  
SPECIAL COMMISSION MEETING

The Board of Commissioners of Public Utility District No. 1 of Franklin County held a special meeting at 1411 West Clark St., Pasco, WA, on July 26, 2022, at 10:00 a.m. Remote technology options were provided for the public to participate.

Those who participated from the District via remote technology or in person for all or part of the meeting were Commissioner Roger Wright, President; Commissioner Bill Gordon, Vice President; Commissioner Stu Nelson, Secretary; Scott Rhees, General Manager; Holly Dohrman, Assistant General Manager; Steve Ferraro, Operations Director; Victor Fuentes, Engineering Director; Brian Iller, outside General Counsel and Rosario Viera, Supervisor of Executive Administration.

Additional staff that participated in person or via remote technology was Shelly Olson, Records Coordinator.

There was no public participating in person or via remote technology for any part of the meeting.

**OPENING**

Commissioner Wright called the meeting to order at 10:00 a.m. and called on Mr. Ferraro to lead the Pledge of Allegiance.

Commissioner Wright reported that the purpose of the special meeting was to have a presentation and discussion on the District's purchasing process, bid specifications and general inventory. He noted that no additional matters would be discussed, and no action would be taken.

**PUBLIC COMMENT**

There was no public participating in person, via the remote technology option or written public comment provided prior to the meeting.

**AGENDA ITEM 4, DISTRICT'S PURCHASING PROCESS, BID SPECIFICATIONS AND GENERAL INVENTORY PRESENTATION**

Commissioner Wright called on Mr. Fuentes.

Mr. Fuentes reported that the Commission had previously requested more information on the District's purchasing process, bid specifications and most recently also asked about general inventory. He noted that the presentation would include a high-level review for each.

Through the presentation Mr. Fuentes provided a general overview of the Revised Code of Washington (RCWs) that the District follows for purchasing. He reviewed the bid process requirements and provided examples of purchases done utilizing the process.

Mr. Fuentes reported on the development of the bid requirements, technical specifications, and general specifications. He noted that some of the factors considered are industry standards, experience with the product/material, and manufacturers specifications. Mr. Fuentes noted that the District's bid evaluation process is done to ensure applicable bid laws, technical specifications and general specifications are met. There was discussion on the District's requirements and the cost associated with having those requirements. The Commission noted that ensuring system reliability was important. Mr. Rhees noted that having those requirements contributed to the District's reliability and was in line with the District's mission of providing safe, reliable, and affordable cost-based power to District customers.

The presentation also included an overview on the District's current inventory. Mr. Fuentes reviewed the current inventory of material and equipment used for system reliability and maintenance and reported that the District is well supplied. The Commission noted it was important to remain well supplied to ensure the District could continue to accommodate new growth and keep the high reliability standards. Mr. Fuentes reported that materials and equipment were reviewed frequently, and that staff was taking a very proactive approach to ensure the District continues to meet the growth in the service territory.

There were questions throughout the presentation and staff provided information.

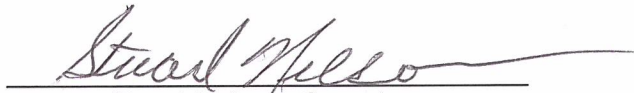
The Commission thanked Mr. Fuentes for the presentation.

#### **MEETING ADJOURNMENT**

With no further business to come before the Commission, Commissioner Wright adjourned the special meeting at 10:50 a.m. The next meeting will be a regular meeting on July 26, 2022, at 1 p.m. at the District's Auditorium located at 1411 W. Clark St. Pasco, WA. Remote technology options are also provided for members of the public to participate.

  
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Roger Wright, President

  
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William Gordon, Vice President

  
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Stuart Nelson, Secretary