



**COWLITZ PUD BOARD OF COMMISSIONERS
MEETING AGENDA
August 12, 2025, 2:00 p.m.
Cowlitz PUD Board Room & Microsoft Teams**

Board of Commissioners: Dave Quinn, Duane Dalglish, Bruce Pollock

The Cowlitz PUD Board of Commissioners meets on the 2nd and 4th Tuesday of every month. Members of the public interested in participating via Microsoft Teams should contact Monica Petterson at mpetterson@cowlitzpud.org by 5:00 p.m. on Monday, August 11, 2025. To attend by phone, please call 1-323-484-8960 (Conference ID: 370 313 737#) at the time of the meeting. If you require a reasonable accommodation while in attendance at the Cowlitz PUD Board Meeting, please call Monica at (360) 501-9154 at least 72-hours prior to the meeting so that your needs can be addressed.

Please note that public comment is limited to three minutes per person.

1. Call to Order: 2:00 p.m.
2. Changes/Additions to Agenda
3. **Motion to Approve** Today's Board Agenda: Dave Quinn
4. **Motion to Approve** the PUD Board Meeting Minutes of July 22, 2025: Dave Quinn
5. Public Comment on Agenda Items and Other District Business
6. **Motion to Ratify/Approve** Vouchers & Payroll: Heather Sorensen
7. New Employee Introductions and Employee Acknowledgement
 - Heather Sorensen to introduce Customer Service Representative Ashley Bottassi, and Customer Service Specialist Whitney Seeton

- Tim Kalimanis to acknowledge Micah Donaldson's acceptance into the Navy OTC
8. General Manager Report: Gary Huhta
 9. Action Items
 - 9.1 **Motion to Approve** Staff Recommendation No. 16/8/12 – Award of Contract for Auditorium Renovation Project: Marisa Heard
 - 9.2 **Motion to Approve** Staff Recommendation No. 17/8/12 – Award for Purchase of Distribution Transformers: Trent Martin
 10. Commissioner Reports & Upcoming Events
 11. **Executive Session:** If needed, the Presiding Officer will follow the Executive Session Procedure included with this agenda. Following the Executive Session, the Board may take action in public related to the Executive Session.
 12. **Motion to Adjourn** the Meeting

COWLITZ PUD EXECUTIVE SESSION PROCEDURE

The Board may meet in Executive Session for any reason authorized under the Open Public Meetings Act, RCW 42.30.110 (1), using the following procedure:

1. Announce the Executive Session

We will now adjourn into executive session pursuant to RCW 42.30.110 (1) for _____ minutes unless extended by the Presiding Officer. The purpose of the executive session is (choose one of the following):

- a. (i) To consider matters affecting national security;
(ii) To consider, if in compliance with any required data security breach disclosure under RCW [19.255.010](#) and [42.56.590](#), and with legal counsel available, information regarding the infrastructure and security of computer and telecommunications networks, security and service recovery plans, security risk assessments and security test results to the extent that they identify specific system vulnerabilities, and other information that if made public may increase the risk to the confidentiality, integrity, or availability of agency security or to information technology infrastructure or assets;
- b. To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price;
- c. To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public;
- d. To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs;
- f. To receive and evaluate complaints or charges brought against a public officer or employee. However, upon the request of such officer or employee, a public hearing, or a meeting open to the public shall be conducted upon such complaint or charge;
- g. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW [42.30.140\(4\)](#), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public;
- i. To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency

2. Return to Open Public Meeting

- a. Once the session concludes, the board will return to open meeting.
- b. If any action is taken it must take place in open meeting.
- c. Action may not take place earlier than the time for which the executive session was to conclude, including any extensions announced by the Presiding Officer.

Note: The foregoing is not a complete list of allowed purposes to hold an executive session under RCW 42.30.110 (1) but represents the most likely purposes for Cowlitz PUD.

PUBLIC UTILITY DISTRICT NO. 1 OF COWLITZ COUNTY, WASHINGTON**MINUTES OF BOARD MEETING OF COMMISSIONERS**

Tuesday, July 22, 2025

Cowlitz PUD Board Room and Microsoft Teams

Present:**COMMISSIONERS**

Dave Quinn, President

Duane Dalgleish, Vice President

Bruce Pollock, Secretary

STAFF

Alice Dietz, Communication & Public Relations Manager

Casey Kalal, Director of Operations

Chris Velat, Director of Power Management

Doug Thomas, Manager of Transmission & Distribution

Gary Huhta, General Manager

Heather Sorensen, Director of Customer Service & Compliance

Jen Langdon, Energy Efficiency Manager

Lance Larwick, Director of Engineering

Monica Petterson, Executive Assistant/Clerk of the Board

Steve Taylor, Director of Regulatory & Regional Affairs

Tim Kalimanis, Director of Technology

Trent Martin, Director of Accounting/CFO

Richard Hughes, General Counsel

PUBLICNone

1. CALL TO ORDER

Pursuant to published Notice, Commissioner Quinn called the Regular Board meeting of the Commissioners of Public Utility District No. 1 of Cowlitz County, Washington to order at 2:00 p.m.

2. CHANGES/ADDITIONS TO BOARD AGENDA

General Manager Gary Huhta proposed removing Item 8.1, Staff Recommendation No. 15/7/22 from the agenda as additional information is needed before proceeding with the Franchise Agreement.

3. APPROVAL OF AGENDA

It was moved by Commissioner Dalgleish and seconded by Commissioner Pollock to approve the July 22, 2025 Board Agenda as amended.

The motion carried 3 to 0.

4. APPROVAL OF BOARD MINUTES

It was moved by Commissioner Dalgleish and seconded by Commissioner Pollock to approve the July 8, 2025 Regular Board Meeting minutes as written.

The motion carried 3 to 0.

5. PUBLIC COMMENT ON AGENDA ITEMS AND OTHER DISTRICT BUSINESS

There was no public comment.

6. MOTION TO RATIFY/APPROVE VOUCHERS/PAYROLL

Approval of Vouchers in the amount of \$18,307,660.90. The Board reviewed expenditures of the District as required by RCW 42.24.180 for which payments were issued between July 10, 2025 and July 17, 2025, under the provisions of Resolution No. 2762.

It was moved by Commissioner Dalglish and seconded by Commissioner Pollock to approve the ratification of the vouchers/payroll.

Heather Sorensen, in her role as Auditor for the District, reported the majority of expenses were for power supply, payroll, outside professional services, and a large conservation payment.

The motion carried 3 to 0.

7. GENERAL MANAGER REPORT

BPA Updates: General Manager Gary Huhta reported BPA previously published their final Record of Decision to go with Markets+ for day ahead marketing. A lawsuit has now been filed in the Ninth Circuit Court of Appeals by a small coalition of environmental and consumer advocacy groups challenging BPA's decision. BPA must now respond to the lawsuit and the Court will make a decision.

BPA has embarked on a process for how they treat new transmission service requests in their queue. BPA administrator John Hairston has requested a modification in procedure so that service can be achieved within 5-6 years.

Board Workshop: A COSA Board workshop will be held on Tuesday, August 5, 2025.

8. STAFF REPORTS AND PRESENTATIONS

8.1. District staff provided highlights and answered Commissioner questions regarding the June 2025 Operational Reports which were included in the Board meeting materials.

9. COMMISSIONER REPORTS AND UPCOMING EVENTS

Commissioner Pollock will attend Energy Northwest meetings this week.

10. EXECUTIVE SESSION

No Executive Session needed.

11. MOTION TO ADJOURN MEETING

It was moved by Commissioner Dalglish and seconded by Commissioner Pollock to adjourn the Regular Board Meeting at 2:18 p.m.

The motion carried 3 to 0.

Attest:

President

Secretary

Vice President

Prepared by Monica Petterson
Executive Assistant/Clerk of the Board

DRAFT

COWLITZ PUBLIC UTILITY DISTRICT NO. 1

Cowlitz County, Washington

Staff Recommendation No. 16/8/12

Date: August 12, 2025

To: Gary Huhta, General Manager
Board of Commissioners

From: Marisa Heard, Manager of Employee Services
Corey Kanaly, Facilities Manager

Subject: **Evaluation and Recommendation – Auditorium Renovation Project – Contract UC1827**

As part of the District’s ongoing commitment to modernize and maintain its facilities, the former auditorium space at the Main Office will be renovated to accommodate the growing Power Management group. The remodel will include: five private offices, five cubicles, a conference room, a storage room, an updated IT closet, renovated ADA-compliant bathrooms and a refreshed small breakroom. This new layout is designed to meet both current and future needs of the department, supporting a collaborative and efficient work environment.

The project was approved in the District’s 2023 capital budget. On June 5, 2025, District staff initiated an advertised bid process for the renovation. These improvements reflect the District’s long-term investment in creating a safe, accessible and sustainable workspace for its employees.

On July 30, 2025, sealed bids were received from twelve contractors as shown below:

<u>Contractor</u>	<u>Bid Amount</u>
Market Contractors*	\$520,382
After review of Market Contractors Bid Packet, the bid is considered non-responsive as items were excluded from the bid that were required as per bid documents	
Unitus Services	\$525,000
Ross Builders NW	\$527,995
Bunch Construction	\$529,135
Tikka WA Inc.	\$530,000
Banak	\$546,900
J.A. Morris Construction	\$552,000
Kirby Nagelhout Construction	\$588,000
Skyward Construction	\$609,000
Five Rivers Construction, Inc.	\$620,600
Creative Contracting	\$635,314
Union Corner Construction	\$636,455

Due to volatility in the construction market and fluctuating material costs, District staff conservatively estimated the engineer’s cost for this contract at \$950,000. We are pleased that the actual bids received were significantly lower than anticipated.

COWLITZ PUBLIC UTILITY DISTRICT NO. 1

Cowlitz County, Washington

Unitus Services of Vancouver, Washington submitted the lowest responsive bid for this work. After review by the District's Employee Services department, the bid was found to meet the criteria of the project. Cowlitz PUD obtained references from Unitus Services and after review of reference checks and based on providing the lowest responsive bid we recommend the Board of Commissioners award Contract UC1827 to Unitus Services for the Auditorium Renovation Project.

Marisa Heard
Manager of Employee Services

Staff Recommendation No. 17/8/12

August 12, 2025

To: Board of Commissioners
Gary Huhta, General Manager

From: Tami Ingalls, Purchasing Manager

Subject: Recommendation of Award for the Purchase of Distribution Transformers

On June 9, 2025, the District solicited bids through a public advertisement for the purchase of distribution transformers. Bids were due on June 26, 2025, and responses were received from ten manufacturers. Although firm pricing was preferred, all submissions were provided as non-firm, subject to potential future adjustments.

Two bidders were disqualified under the manufactured in the United States required specification.

One bidder only submitted for three-phase. Although the Evaluated Cost is marginally lower, lead times are notably longer with a shorter warranty.

After thorough evaluation, the bid submitted by General Pacific, with manufacturing by Ermco, was determined to be the most responsive and responsible. Their proposal not only met all requirements but also offered the most favorable lead times.

Staff recommends awarding a contract to General Pacific for the annual supply of approximately 545 single-phase and 24 three-phase distribution transformers, at an estimated yearly cost of \$2,492,923. The contract will be for a three-year term, with an option to extend for two additional years.

Tami Ingalls
Purchasing Manager

I concur.

Doug Thomas
Manager of Transmission & Distribution

I concur.

Trent Martin
Director of Accounting / CFO

EVALUATION CRITERIA AND PROCESS EXPLANATION:

Awards are being made based on below factors

1. Evaluated cost to the District - The lifetime cost is calculated as (Initial Cost + No Load Cost + Load Loss Cost) * # of units = Evaluated Cost. The Evaluated Cost for every type of unit is calculated and then summed for a Category Evaluated Total.
2. Place of manufacturing - Units must be manufactured in the United States.
3. History with the District - Specifically related to product quality and customer service.
4. Spec compliance - Exceptions to the District's spec are reviewed for acceptability to the District.
5. Proposed escalation process - If different from the District's proposed escalation indexes and process, a bidders escalation indexes and process must be deemed acceptable to the District to be awarded.

EVALUATION SUMMARY (Performed by Dan Tuominen & Tami Ingalls)

CATEGORY I	ANIXTER-WESCO (EATON)	ANIXTER-WESCO(HITACHI)	BORDER STATES(EATON)	BORDER STATES(HITACHI)	GENERAL PACIFIC(ERMCO)	IRBY(CENTRAL MALONEY)	WEG
1Ø POLE-TYPE CONVENTIONAL 120/240-VOLT 2 BUSHING TRANSFORMERS	\$266,009.50	\$0.00	\$291,343.00	\$0.00	\$310,729.00	\$381,612.00	\$0.00
Category I Evaluated Total	\$397,474.71	\$0.00	\$422,808.21	\$0.00	\$412,002.18	\$526,306.58	\$0.00
	<i>Bid Items 1-5</i>		<i>Bid Items 1-5</i>		<i>Bid Items 1-5</i>	<i>Bid Items 1-5</i>	
	with 3% freight = \$409,398.95		with 3% freight = \$435,492.46		\$397,672.98	\$479,238.77	
					freight included in price	freight included in price	
CATEGORY II	ANIXTER-WESCO (EATON)	ANIXTER-WESCO(HITACHI)	BORDER STATES(EATON)	BORDER STATES(HITACHI)	GENERAL PACIFIC(ERMCO)	IRBY(CENTRAL MALONEY)	WEG
1Ø POLE-TYPE CONVENTIONAL 277-VOLT 2 BUSHING TRANSFORMERS	\$54,172.00	\$0.00	\$59,212.00	\$0.00	\$70,841.00	\$86,912.00	\$0.00
Category II Evaluated Total	\$84,005.97	\$0.00	\$89,045.97	\$0.00	\$96,455.80	\$125,358.32	\$0.00
	<i>Bid Items 8-12</i>		<i>Bid Items 8-12</i>		<i>Bid Items 8-12</i>	<i>Bid Items 8-12</i>	
	with 3% freight = \$86,526.15		with 3% freight = \$91,717.35		\$84,045.25	\$92,207.41	
					freight included in price	freight included in price	
CATEGORY III	ANIXTER-WESCO (EATON)	ANIXTER-WESCO(HITACHI)	BORDER STATES(EATON)	BORDER STATES(HITACHI)	GENERAL PACIFIC(ERMCO)	IRBY(CENTRAL MALONEY)	WEG
1Ø POLE-TYPE CONVENTIONAL 240/480-VOLT 2 BUSHING TRANSFORMERS	\$17,208.25	\$0.00	\$18,806.00	\$0.00	\$19,852.00	\$44,331.00	\$0.00
Category III Evaluated Total	\$26,319.36	\$0.00	\$27,917.11	\$0.00	\$26,505.02	\$63,270.58	\$0.00
	<i>Bid Items 15-19</i>		<i>Bid Items 15-19</i>		<i>Bid Items 15-19</i>	<i>Bid Items 15-19</i>	
	with 3% freight = \$27,108.94		with 3% freight = \$28,754.62		freight included in price	\$28,850.50	
						freight included in price	
CATEGORY IV	ANIXTER-WESCO (EATON)	ANIXTER-WESCO(HITACHI)	BORDER STATES(EATON)	BORDER STATES(HITACHI)	GENERAL PACIFIC(ERMCO)	IRBY(CENTRAL MALONEY)	WEG
1Ø PAD-MOUNT 240/480-VOLT DEAD-FRONT LOOP FEED	\$1,298,539.75	\$1,290,243.00	\$1,396,033.00	\$1,290,189.00	\$1,411,272.00	\$1,626,634.00	\$0.00
Category IV Evaluated Total	\$1,704,648.42	\$1,663,166.02	\$1,802,141.67	\$1,663,112.02	\$1,804,566.49	\$2,022,451.50	\$0.00
	<i>Bid Items 22-26</i>	<i>Bid Items 22-26</i>	<i>Bid Items 22-26</i>	<i>Bid Items 22-26</i>	<i>Bid Items 22-26</i>	<i>Bid Items 22-26</i>	
	with 3% freight = \$1,755,787.87	with 3% freight = \$1,713,061.00	with 3% freight = \$1,856,205.92	with 3% freight = \$1,713,005.38	freight included in price	freight included in price	
CATEGORY V	ANIXTER-WESCO (EATON)	ANIXTER-WESCO(HITACHI)	BORDER STATES(EATON)	BORDER STATES(HITACHI)	GENERAL PACIFIC(ERMCO)	IRBY(CENTRAL MALONEY)	WEG
3Ø PAD-MOUNT 208/120-VOLT DEAD-FRONT LOOP FEED	\$286,865.25	\$287,600.45	\$291,267.00	\$284,742.00	\$251,388.00	\$354,448.00	\$233,619.00
Category IV Evaluated Total	\$367,693.46	\$368,941.61	\$372,095.21	\$366,083.16	\$329,386.06	\$436,084.44	\$313,933.54
	<i>Bid Items 27-32</i>	<i>Bid Items 27-32</i>	<i>Bid Items 27-32</i>	<i>Bid Items 27-32</i>	<i>Bid Items 27-32</i>	<i>Bid Items 27-32</i>	<i>Bid Items 27-32</i>
	with 3% freight = \$378,724.26	with 3% freight = \$380,009.86	with 3% freight = \$383,258.07	with 3% freight = \$377,065.65	freight included in price	freight included in price	freight included in price
CATEGORY VI	ANIXTER-WESCO (EATON)	ANIXTER-WESCO(HITACHI)	BORDER STATES(EATON)	BORDER STATES(HITACHI)	GENERAL PACIFIC(ERMCO)	IRBY(CENTRAL MALONEY)	WEG
3Ø PAD-MOUNT 480/277-VOLT DEAD-FRONT LOOP FEED	\$496,948.70	\$495,484.50	\$504,057.00	\$490,997.00	\$428,841.00	\$616,424.00	\$399,963.00
Category IV Evaluated Total	\$754,757.43	\$670,786.78	\$677,836.97	\$666,299.28	\$598,484.97	\$787,380.85	\$576,290.70
	<i>Bid Items 33-40</i>	<i>Bid Items 33-40</i>	<i>Bid Items 33-40</i>	<i>Bid Items 33-40</i>	<i>Bid Items 33-40</i>	<i>Bid Items 33-40</i>	<i>Bid Items 33-40</i>
	with 3% freight = \$777,400.15	with 3% freight = \$690,910.38	with 3% freight = \$698,172.08	with 3% freight = \$686,288.26	freight included in price	freight included in price	freight included in price

*Two Bidders, Eaglerise and KLEEN, were eliminated due to not manufacturing in the US

**General Pacific has the best lead times and warranty of 24 months

***Anixter and Border States Hitachi do not meet spec or shipping requirements

****WEG lead times are at 46 weeks with warranty for 12 months