

**AGENDA**  
**BENTON COUNTY PUBLIC UTILITY DISTRICT NO. 1**  
**COMMISSION MEETING**

Tuesday  
2721 West 10<sup>th</sup> Ave., Kennewick

February 11, 2020

9:00 a.m.

1. Pledge of Allegiance
2. Public Comment
3. Treasurer's Report (pg.2)

**4. 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) Minutes of regular commission meeting of January 28, 2020. (pg.5)
- b) Periodic Travel Report dated February 11, 2020. (pg.9)
- c) Vouchers dated February 11, 2020. (pg.10)
- d) Cancellation of the February 25, 2020 regular commission meeting. (pg.30)
- e) Corrected Motion – Bid Package No. 20-01, Contract Award Authority, Southridge Power Transformer. (pg.31)
- f) Silverbow Roofing, Project Completion and Acceptance. (pg.35)
- g) NoaNet – Contract Change Order, increase not-to-exceed amount, 2019 invoicing of repairs and reparations. (pg.37)
- h) Work Order 564613, Ely Bay 2 Relay Upgrades. (pg.39)
- i) Strategic Plan – Navigating Change, 2019 Addendum, 4<sup>th</sup> Quarter Report. (pg.42)

**5. Report from Management**

**6. BUSINESS AGENDA**

- a) Resolution No. 2533, Appointing Rick Dunn as General Manager effective March 1, 2020.  
Action Item/Commission (pg.125)
- b) Resolution No. 2534, Authorizing a General Manager Employment Agreement and Compensation  
Action Item/Commission (pg.128)
- c) Agreement to Purchase and Sell Real Estate, Ridgeline Substation Property Purchase  
Action Item/Rick Dunn (pg.130)
- d) Work Order 585782 – Sunheaven Farms Feeder SH2-1 Upgrade  
Action Item/Mike Irving (pg.139)
- e) December 2019 Financials/Forecast  
Info. Only/Jon Meyer/Kent Zirker (pg.142)
- f) Performance Measurement – 4<sup>th</sup> Quarter 2019 Report  
Info. Only/Jon Meyer/Kent Zirker (pg.143)

7. Other Business
8. Future Planning
9. Meeting Reports
10. Executive Session

*(To request an accommodation to attend a commission meeting due to a disability, contact [conoverm@bentonpud.org](mailto:conoverm@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 CO., WA.**

**TREASURER'S REPORT TO COMMISSION FOR JANUARY 2020**

Feb 3, 2020

Final

REVENUE FUND:		RECEIPTS	DISBURSEMENTS	BALANCE
01/01/20	<b>Cash Balance</b>			\$ 3,061,790.51
	Collections	\$ 14,815,215.45		
	Investments Matured	10,012,326.36		
	Miscellaneous - BAB's Subsidy	-		
	Transfer from Debt Service Fund	-		
	EFT Taxes		\$ 738,655.76	
	Checks Paid		1,180,921.30	
	Debt Service to Unrestricted		-	
	Debt Service to Restricted		512,326.36	
	Investments Purchased		9,057,909.47	
	Deferred Compensation		132,443.29	
	Department of Retirement Systems		223,697.85	
	Purchase Inv		-	
	Special Fund-Construction Funds		-	
	Purchased Power		2,797,544.81	
	Direct Deposit - Payroll & AP		9,104,889.01	
	Credit Card Fees		34,024.52	
	Miscellaneous - Broadband Rent		403.28	
	Sub-total	\$ 24,827,541.81	\$ 23,782,815.65	
01/31/20	<b>Cash Balance</b>			\$ 4,106,516.67

Investment Activity	Balance 01/01/20	Purchased	Matured	LGIP Interest	Balance 01/31/20
	\$40,511,329.89	9,512,326.36	10,012,326.36	\$57,909.47	\$40,069,239.36

Check Activity	Balance 01/01/20	Issued	Redeemed	Cancelled*	Balance 01/31/20
	\$48,515.36	\$1,257,071.52	\$1,180,921.30	\$133.10	\$124,532.48

Unrestricted Reserves:	12/31/19	01/31/20	Change
Minimum Operating Reserves (90 DCOH) Incl. RSA <sup>(1)</sup>	\$ 36,912,330.00	\$ 35,270,010.00	\$ (1,642,320.00)
Designated Reserves (Bond Insurance Replacement)	2,612,152.17	2,612,152.17	-
Designated Reserves (Customer Deposits Account)	1,900,000.00	1,900,000.00	-
Designated Reserves (Power Market Volatility Account)	3,679,127.54	1,229,168.70	(2,449,958.84)
Designated Reserves (Special Capital Account)	-	-	-
Undesignated Reserves (DCOH 1 days) <sup>(2)</sup>	(3,663,007.17)	519,580.94	4,182,588.11
<b>Unrestricted Reserves Total</b>	<b>41,440,602.54</b>	<b>41,530,911.81</b>	<b>90,309.27</b>
DCOH - Based on Forecast (Unrestricted Reserves Total)	101	106	
<b>Restricted Reserves:</b>			
Bond Reserve Account	\$ 1,107,865.13	\$ 1,107,865.13	-
Bond Redemption Accounts	1,024,652.73	1,536,979.09	512,326.36
<b>Restricted Reserves Total</b>	<b>2,132,517.86</b>	<b>2,644,844.22</b>	<b>512,326.36</b>
<b>TOTAL RESERVES</b>	<b>\$ 43,573,120.40</b>	<b>\$ 44,175,756.03</b>	<b>\$ 602,635.63</b>

(1) RSA (Rate Stabilization Account): \$7,500,000.00

(2) Undesignated Reserves are periodically reviewed to reallocate to the Designated Reserve accounts

Prepared by:   
**Keith Mercer, Treasurer**

Certified by:   
**Jon Meyer, Auditor**

# CASH & INVESTMENTS SUMMARY

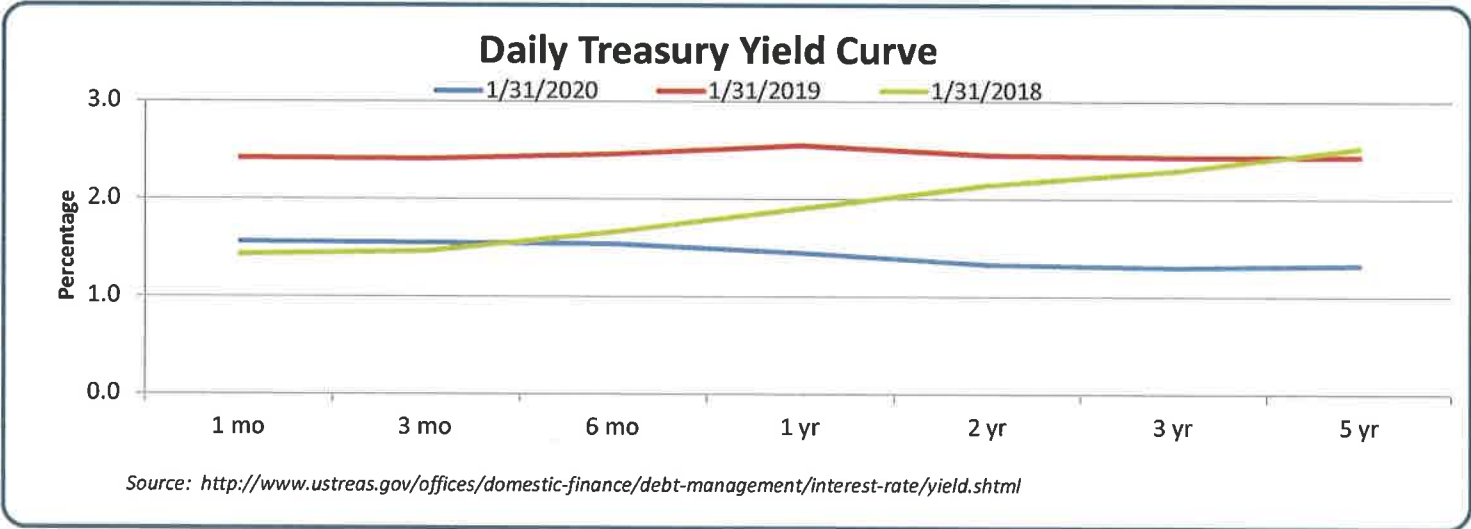
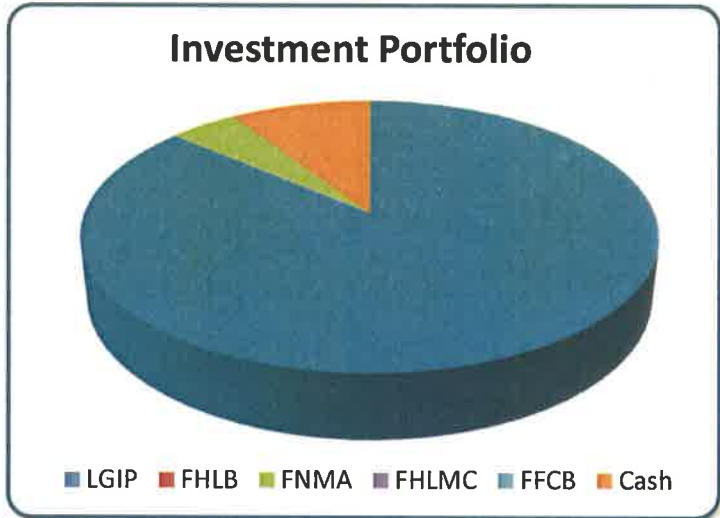
as of January 31, 2020

Average Weighted Yield 1.713%

Average Days to Maturity 3

Maturity Date	Investment Instrument	Financial Institution	Call Provisions	Yield	Investment Date	Amount
1 30-Mar-20	FNMA * TimeValue		Quarterly call beg. 3/30/17	1.50%	17-Nov-16	1,991,700
	Daily LGIP**		N/A			
TOTAL SECURITIES						1,991,700
						38,077,540
TOTAL INVESTMENTS						40,069,240
CASH						4,106,517
TOTAL CASH & INVESTMENTS						\$ 44,175,756

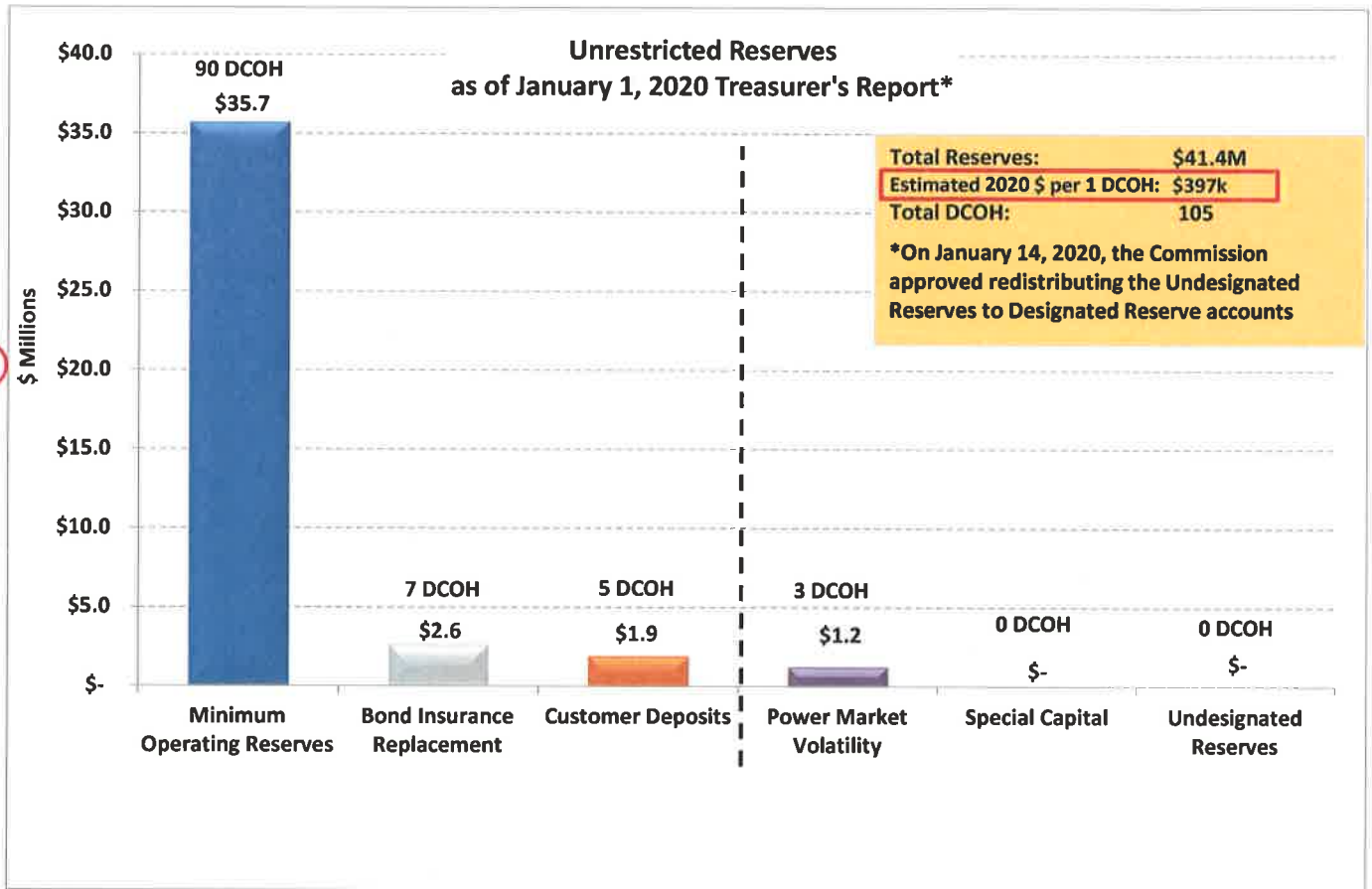
\* Held in custody at Wells Fargo Bank  
 \*\* Local Government Investment Pool



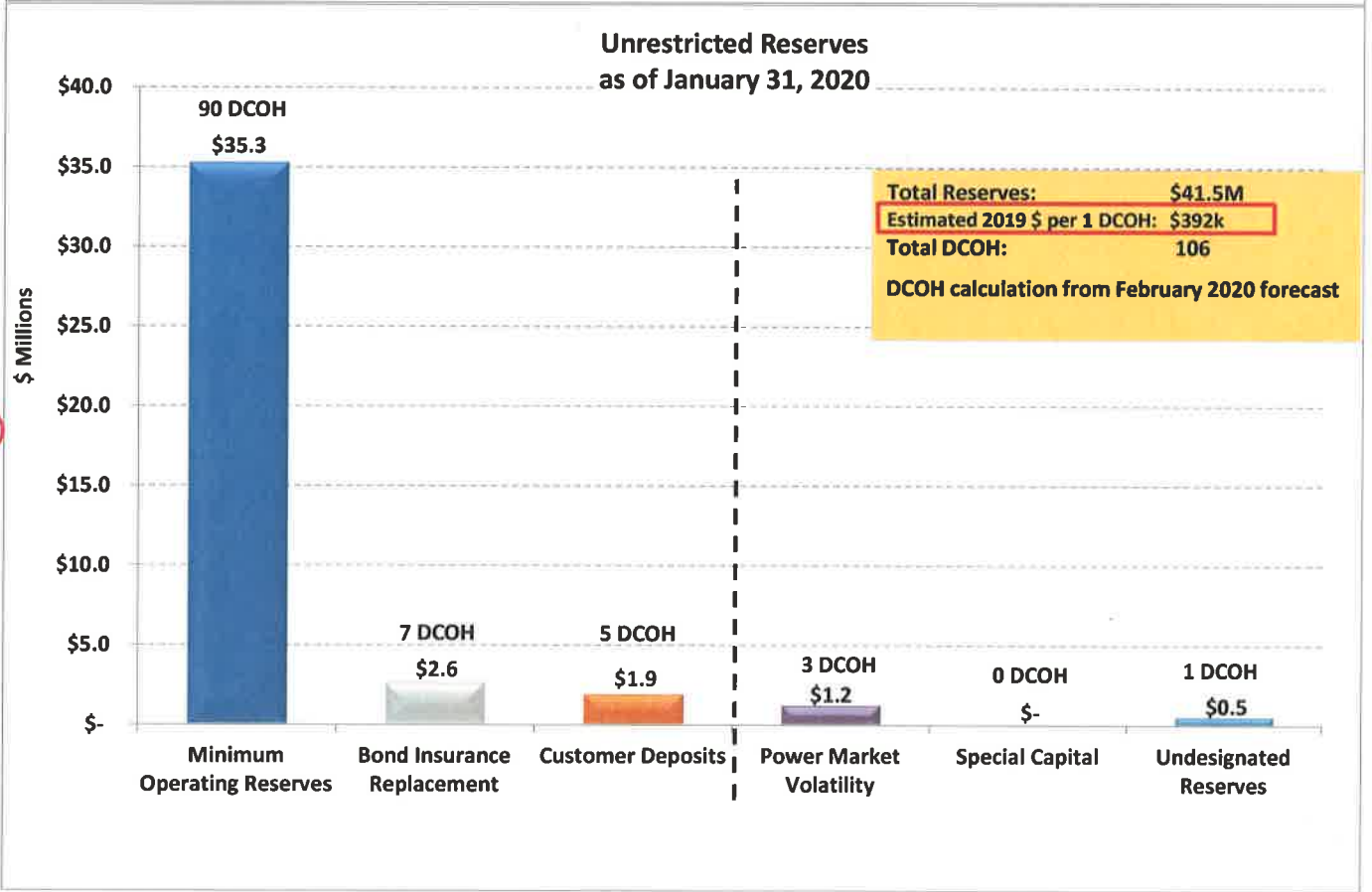
	2020												2021												2022											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
1,991,700 1-FNMA	1.50%																																			

# Unrestricted Reserves and Days Cash on Hand (DCOH)

#1



#2



**PUBLIC UTILITY DISTRICT NO. 1  
OF  
BENTON COUNTY**

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Date: January 28, 2020

Time: 9:00 a.m.

Place: 2721 West 10<sup>th</sup> Avenue, Kennewick, Washington

***Attendees:***

Commissioners Bush and Sanders

Commissioner Jeff Hall via conference call (partial attendance)

General Manager Bartram

Assistant General Manager Hunter

General Counsel Hultgrenn

Senior Director of Engineering and Power Management Dunn

Director of Finance and Business Services Meyer

Manager of Communications and Governmental Relations Henderson

Manager of Power Contracts & Analytics White

Senior Manager of Human Resources Conover

Manager of Risk Management & Treasury Operations Mercer

Manager of Enterprise Optimization & Project Management Holbrook

Manager of Customer Service McAloon

Manager of System Engineering Edwards

Manager of Contracts & Purchasing Ochweri

Supervisor of Executive Administration Cole

Human Resources Generalist Sidwell

System Administrator Darling

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Commissioner Lori Sanders welcomed Commission President Jeff Hall, acknowledging his attendance via conference call for the first item on the agenda.

The Pledge of Allegiance was given.

**Introduction of Resolution No. 2533, Appointing a New General Manager for Benton PUD**

General Manager reviewed the requirements for Commission appointment of a General Manager, and stated a resolution appointing Rick Dunn is being introduced at this meeting. Key points of Resolution No. 2527, previously adopted, recognizing the strengths and attributes of Rick Dunn were briefly reviewed. General Manager stated that with Commission approval the resolution would be placed on the February 11, 2020 commission agenda for consideration. General Manager acknowledged that this resolution is in anticipation of his upcoming retirement date of February 29, 2020.

Motion by Barry Bush, seconded by Lori Sanders, introducing Resolution No. 2533, appointing Rick T. Dunn as General Manager of Public Utility District No. 1 of Benton County, effective March 1, 2020, and placing Resolution No. 2533 on the February 11, 2020 commission agenda for final action.

MOTION CARRIED UNANIMOUSLY.

Commission President Jeff Hall stated he would not be in attendance for the remaining commission meeting and disconnected the telephone conference call. Commissioner Lori Sanders excused Commission President Jeff Hall from his remaining attendance at today's commission meeting.

### **Safety Minute**

Anthony Darling gave a safety minute presentation on carbon monoxide dangers.

### **Consent Agenda**

Motion by Barry Bush, seconded by Lori Sanders to approve the Consent Agenda as follows:

- a) Approving Commission Meeting Minutes of January 14, 2020.
- b) Approving Recurring Annual Travel Report dated January 28, 2020.
- c) Approving Periodic Travel Report dated January 28, 2020.
- d) 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 78319-78367 in the total amount of \$1,333,867.93 Checks & Customer Refund payments (CHK) 78420-78475 in the total amount of \$900,565.09, Electronic Fund Transfer (WIRE) payments 5194-5209 in the total amount of \$1,341,528.43; Residential Conservation Rebates: Credits on Customer Accounts in the total amount of \$1,450.00; Purchase Card Detail for December 2019; Payroll, Direct Deposit 01/09/2020 78163-78318 in the total amount of \$338,568.92 for a grand total of \$3,915,980.37. Voided checks in the total amount of \$1,226.58 were included on the report.
- e) Approving Work Order 574933 for the installation of underground primary electric facilities to serve Southcliffe Phase 5 Subdivision consisting of 46 lots west of South Sherman Street and north of Bob Olson Parkway, as well as extending existing 6" conduit runs for future feeder ties to the Southridge area.
- f) Authorizing the General Manager, on behalf of the District, to declare GE-Prolec Transformers, Inc. non-responsive and award a contract for Southridge Power Transformers to Virginia Transformer Corporation of Roanoke, Virginia, Bid Package No. 20-01, for a total amount of \$577,528.00, plus Washington State sales tax.
- g) Awarding a contract for procurement of #350-15kV URD Cable to WESCO/Okonite of Portland, Oregon, Bid Package No. 20-02, for a total amount of \$223,020.00, plus Washington State sales tax, in accordance with RCW 54.04.080.
- h) Declaring General Pacific/CME Wire & Cable non-responsive and award the contract for #2-15kV URD Cable to WESCO/Okonite of Portland, Oregon, Bid Package No. 20-03, for a total amount of \$182,160.00, plus Washington States sales tax, in accordance with RCW 54.04.080.

- i) Authorizing the General Manager, on behalf of the District, to sign Change Order No. 11 of Contract No. 18-46-02 with NoaNet, to increase the not-to-exceed amount by \$6,000.00; bringing the new not-to-exceed amount to \$2,980,706.00.
  - j) Authorizing the General Manager, on behalf of the District, to sign Change Order No. 2 of Contract No. 19-08 with DJ's Electrical, Inc. to increase the not-to-exceed amount by \$130,000.00; bringing the new not-to-exceed amount of the contract to \$760,605.38, plus Washington State sales tax.
  - k) Adopting Resolution No. 2535 declaring certain transformers surplus to District needs according to the laws of the State of Washington, Title 54, RCW 54.16.180, and authorizing the General Manager, on behalf of the District, to dispose of same.
  - l) Reviewing Conservation Rebate Report for 4<sup>th</sup> Quarter 2019.
- MOTION CARRIED.

### **Report from Management**

#### *Senior Manager of Human Resources:*

1. The Commission was briefed on an individual wearing a mask who was recently approaching District employees and customers in the administration office parking lot, banging on car windows and asking for money. Police have been contacted and have communicated with the individual. The upcoming physical security assessment should assist in providing the District will recommendations that include this type of incident. Commissioner Barry Bush discussed the possibility of including the physical security recommendations with the proposed remodel of the commission meeting room facilities.

#### *Assistant General Manager:*

1. The Commission was updated on an outage in the Finley area caused by a direct gunshot to a District conduit.

#### *Senior Director of Engineering and Power Management:*

1. Senior Director discussed his participation on a panel at the Roanoke Conference, where discussions were held on the lower Snake River dams and how they fit into the overall power grid in the northwest as well as the challenges of balancing clean electricity goals with reliability.

2. The Commission was updated on the latest concerns with capacity challenges facing the northwest and things we are learning from the California electricity market, noting the District values the information and discussions we are able to have with other utilities through our membership in the Public Generating Pool (PGP). It was noted that District interests are well represented by PGP and their involvement in the evolution of western markets and in the work being done by the Northwest Power Pool regarding resource adequacy.

3. Production tax credits (PTC) have been extended one year for wind projects eligible for the 40% PTC level.

4. A discussion was held on a bill introduced in the Washington State legislature that would require a reliability assessment in 2022 rather than the 2024 date established by the Clean Energy Transition Action (CETA)

5. An offer for the District's purchase of property for a future substation has been agreed to by the seller and will be brought to the next commission meeting for consideration.

*Manager of Communications and Governmental Relations:*

1. Talking points were distributed for the upcoming Washington PUD Association (WPUDA) legislative rally in Washington, D.C.
2. An update was provided on a new bill introduced that would authorize the Department of Ecology to regulate greenhouse gas emissions. It was also noted we anticipate the introduction of a cap and invest bill this session.
3. Two updated versions of a resource adequacy op-ed were distributed for comment.

**Business Agenda**

Manager of Enterprise Optimization & Project Management recommended the Commission award a contract for new base stations to Sensus USA and a presentation on the history of the equipment was provided. The new base station hardware will be located at four existing locations – Umatilla, Jump Off Joe, Rattlesnake Mountain and Prosser Butte, along with a base station for a new location on Badger Mountain and one spare.

Motion by Barry Bush, seconded by Lori Sanders awarding the contract for New Base Stations to Sensus USA, Inc. of Uniontown, PA, Contract No. 20-15-01, for a total amount of \$158,250.00, plus Washington State sales tax, in accordance with RCW 54.04.080.  
MOTION CARRIED.

Hearing no objection, Commission Vice-President Lori Sanders adjourned the Commission Meeting at 10:02 a.m.

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Lori Kays-Sanders, Vice-President

ATTEST:

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Barry A. Bush, Secretary



## *Periodic Travel Report - February 11, 2020*

<i>Date Start</i>	<i>Business Days</i>	<i>Name</i>	<i>City</i>	<i>Purpose</i>
1/30/2020	2	Henderson, Jodi	Olympia, WA	TC LEGISLATIVE COUNCIL TRIP TO OLYMPIA
2/4/2020	1	Dunlap, Karen	Pullman, WA	WSU PULLMAN CAREER FAIR
2/12/2020	2	Tietsort, Jim	Kennewick, WA	WA STATE PESTICIDE TRAINING
2/12/2020	2	Szendre, Duane	Kennewick, WA	WA STATE PESTICIDE TRAINING
2/12/2020	2	Tharp, John	Kennewick, WA	WA STATE PESTICIDE TRAINING
2/12/2020	2	Seger, Brad	Kennewick, WA	WA STATE PESTICIDE TRAINING
2/12/2020	2	Patrick, George	Kennewick, WA	WA STATE PRE LICENSE TRAINING AND TEST
2/23/2020	5	Henderson, Jodi	Washington DC	APPA LEGISLATIVE RALLY



**PAYMENT APPROVAL**  
February 11, 2020

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
<b>Accounts Payable:</b>				
Automated Clearing House (DD) Payments	78525	78590	1 - 7	
				\$ 922,462.95
Checks & Customer Refund Payments (CHK)	78476	78558	8 - 14	
				\$ 216,338.26
Electronic Fund Transfer (WIRE) Payments	5212	5228	18 - 19	
				\$ 8,391,638.25
<b>Residential Conservation Rebates:</b>				
Credits on Customer Accounts				
<b>Purchase Card Detail:</b>				
<b>Payroll:</b>				
Direct Deposit - 01/23/2020	78368	78524		
				\$ 349,019.86
				\$ -
<b>TOTAL</b>				<b>\$ 9,879,459.32</b>
<b>Void DD</b>		20-Jan	15 - 17	\$ 330,270.90
<b>Void Checks</b>		20-Jan	8	\$ 87.54
<b>Void Wires</b>				

*\*On the January 29th payment run, the incorrect bank account was used for direct deposits. The error was corrected prior to the direct deposit information being processed by the bank. The voided direct deposits (#30-49) appear in this payment approval. The corrected direct deposits (#78571-78590) also appear in this payment approval report.*

*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

2/4/20  
 \_\_\_\_\_  
 Date

Reviewed by:  
  
 \_\_\_\_\_  
 Chad B. Bartram, General Manager

Approved by:  
 \_\_\_\_\_  
 Jeffrey D. Hall, President

\_\_\_\_\_  
 Lori Kays-Sanders, Vice-President

\_\_\_\_\_  
 Barry A. Bush, Secretary

02/03/2020 3:15:08 PM

## Accounts Payable Check Register

Page 1

01/20/2020 To 02/02/2020

**Bank Account: 1 - Benton PUD ACH/Wire**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
78525 01/21/2020	DD	1736	A W REHN & ASSOCIATES,INC.	Flex Spending Dependent Care	500.00
				Flex Spending Health Care	1,965.37
<b>Total for Check/Tran - 78525:</b>					2,465.37
78526 01/21/2020	DD	963	ANIXTER INC.	Connector	27.69
				CONN ELBOW LB 2STR 175MIL	7,384.80
				SIS Wire	188.96
				Crossarm,Fiberglass Tangent	13,409.93
				ARRESTOR 9 KV COOPER	3,184.70
				BOLTS MACH 5/8 X 8	190.57
				BOLTS MACH 5/8 X 8	41.83
				bolt mach 5/8x8	-232.40
				material	232.40
<b>Total for Check/Tran - 78526:</b>					24,428.48
78527 01/21/2020	DD	811	AUS WEST LOCKBOX	Tree Trimming svc	2.21
				weekly svc	44.24
				Weekly Svc	40.61
				Weekly svc	30.52
				Weekly Svc	36.95
				Weekly Svc	21.94
<b>Total for Check/Tran - 78527:</b>					176.47
78528 01/21/2020	DD	36	BENTON PUD - REVOLVING FUND-MAI	Check 1903 - Cashed for \$71.23	-0.50
				Credit Balance Refund	415.90
				Replacement check # 78286	76.42
				DOL Vehicle License Fee	116.50
				Easement Recording Fee	421.00
<b>Total for Check/Tran - 78528:</b>					1,029.32
78529 01/21/2020	DD	613	CAMPBELL & COMPANY	REEP	800.00
				REEP	500.00
				REEP	500.00

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Accounts Payable  
Check Register

Page 2

01/20/2020 To 02/02/2020

Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				REEP	500.00
				REEP	1,100.00
				REEP	500.00
				REEP	500.00
<b>Total for Check/Tran - 78529:</b>					4,400.00
78530	01/21/2020	DD	3347	CANON BUSINESS SOLUTIONS, INC.	
				monthly billing	574.64
				Monthly billing	32.88
				monthly billing	148.56
				monthly billing	493.87
<b>Total for Check/Tran - 78530:</b>					1,249.95
78531	01/21/2020	DD	2985	CHINOOK HEATING & AIR, INC.	
				REEP	500.00
				REEP	1,100.00
<b>Total for Check/Tran - 78531:</b>					1,600.00
78532	01/21/2020	DD	2680	CO-ENERGY	
				Gasoline Svc	1,490.92
78533	01/21/2020	DD	3167	COOPERATIVE RESPONSE CENTER, INC	
				Single User License/Multispeak OMS	5,542.72
78534	01/21/2020	DD	375	DAYCO HEATING & AIR	
				REEP	500.00
				REEP	500.00
				REEP	500.00
				REEP	500.00
				REEP	500.00
<b>Total for Check/Tran - 78534:</b>					2,500.00
78535	01/21/2020	DD	2757	RICK DUNN	
				PPC/PNUCC	703.23
78536	01/21/2020	DD	412	ERMCO	
				Transformers	28,911.49
				transformers	15,499.39
<b>Total for Check/Tran - 78536:</b>					44,410.88
78537	01/21/2020	DD	75	FRANKLIN PUD	
				Fiber Lease	1,290.00
78538	01/21/2020	DD	79	GENERAL PACIFIC, INC.	
				BOLTS DA 5/8 X 24	100.02

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Accounts Payable  
Check Register

01/20/2020 To 02/02/2020

Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
78539 01/21/2020	DD	3969	GPS INSIGHT, LLC	Device Monitoring	2,058.25
78540 01/21/2020	DD	88	GRAYBAR ELECTRIC CO, INC.	Fuse Holder, class CC three pole	95.22
78541 01/21/2020	DD	1624	JEFFREY HALL	WPUDA	631.89
78542 01/21/2020	DD	3171	JODI HENDERSON	PPC	300.02
78543 01/21/2020	DD	10499	INDUSTRIAL CONSTRUCTORS, INC.	Chillier/Boiler Bldg Chillier/Boiler Bldg	13,947.55 44,409.87
<b>Total for Check/Tran - 78543:</b>					<b>58,357.42</b>
78544 01/21/2020	DD	214	JACOBS & RHODES	REEP REEP REEP REEP	500.00 500.00 800.00 500.00
<b>Total for Check/Tran - 78544:</b>					<b>2,300.00</b>
78545 01/21/2020	DD	10055	LOGMEIN USA, INC.	Web Conferencing Svc Web Conferencing Svc	-0.66 518.67
<b>Total for Check/Tran - 78545:</b>					<b>518.01</b>
78546 01/21/2020	DD	10057	TERRY MAPES	BPA Utility Sounding Board	307.50
78547 01/21/2020	DD	3821	NISC	Software License/IVUE/Smarthub/MDMS Software License/IVUE/Smarthub/MDMS Software License/IVUE/Smarthub/MDMS Software License/IVUE/Smarthub/MDMS Software License/IVUE/Smarthub/MDMS Envelopes/Mail Svc/Postage/Print Svc Envelopes/Mail Svc/Postage/Print Svc Postage/Online Payments/Envelopes Postage/Online Payments/Envelopes Postage/Online Payments/Envelopes	8,010.90 2,373.61 3,560.40 0.01 15,725.13 1,546.95 22,961.53 454.69 55.38 386.53
<b>Total for Check/Tran - 78547:</b>					<b>55,075.13</b>
78548 01/21/2020	DD	919	NOANET	Franklin POP	653.00

02/03/2020 3:15:08 PM

## Accounts Payable Check Register

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01/20/2020 To 02/02/2020

**Bank Account: 1 - Benton PUD ACH/Wire**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Co-Location Kenn Verizon	1,460.00
				Broadband Billing	14,645.72
				Broadband Billing	58,582.89
				Edison Comm Room Outage	13,151.24
<b>Total for Check/Tran - 78548:</b>					88,492.85
78549 01/21/2020	DD	3162	ONLINE INFORMATION SERVICES, INC.	Online Utility Exchange	-90.85
				Online Utility Exchange	1,146.90
<b>Total for Check/Tran - 78549:</b>					1,056.05
78550 01/21/2020	DD	585	PARADISE BOTTLED WATER CO.	Monthly Billing	839.26
78551 01/21/2020	DD	1241	PARAMOUNT COMMUNICATIONS, INC.	3 rivers Financial	298.65
				3 rivers Financial	3,140.06
				3 12 count fiber testing	814.50
<b>Total for Check/Tran - 78551:</b>					4,253.21
78552 01/21/2020	DD	3736	REINHAUSEN MANUFACTURING, INC.	Riverfront Substation Bay 1	242,673.36
78553 01/21/2020	DD	821	SCHWEITZER ENGINEERING LABORAT	Power quality & revenue meter	3,393.75
78554 01/21/2020	DD	396	SD MYERS, INC.	Testing	346.00
78555 01/21/2020	DD	2154	SENSUS USA, INC.	Monitoring Svc/Professional Svc/SAAS Fee	4,321.69
				Monitoring Svc/Professional Svc/SAAS Fee	8,059.80
				Monitoring Svc/Professional Svc/SAAS Fee	3,661.56
<b>Total for Check/Tran - 78555:</b>					16,043.05
78556 01/21/2020	DD	10205	HAYDEN SNELL	Camp Rilea - 2nd Yr	451.50
78557 01/21/2020	DD	10034	JOSEPH J THOMETZ	Camp Rilea - 3rd Yr	451.50
78558 01/21/2020	DD	158	TRIDEC	Contracts	5,000.00
78559 01/21/2020	DD	1163	TYNDALE ENTERPRISES, INC.	Clothing - Cardenas	89.22
78560 01/21/2020	DD	1048	UNITED WAY OF BENTON & FRANKLIN EE	United Way Contribution	479.97
78561 01/21/2020	DD	10154	US PAYMENTS, LLC	Kiosk	190.57

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Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Kiosk	1,440.00
<b>Total for Check/Tran - 78561:</b>					1,630.57
78562	01/21/2020	DD 272	UTILITIES UNDERGROUND LOCATION	Locate Svc	612.75
78563	01/21/2020	DD 4168	WALKER & ASSOCIATES INC.	2-Post 19" Rack	225.89
78564	01/21/2020	DD 205	WASHINGTON STATE AUDITOR'S OFFI	Energy Independence Attestation 18-19	7,607.20
78565	01/21/2020	DD 4235	WATER STREET PUBLIC AFFAIRS, LLC	Lobbying	5,100.00
78566	01/23/2020	DD 1624	JEFFREY HALL	WPUDA in Olympia WA	528.98
78567	01/23/2020	DD 10420	HEALTH INVEST HRA TRUST	HIRA Trust - ER	980.77
78568	01/23/2020	DD 3018	HRA VEBA TRUST	MSA/VEBA Trust - ER CDHP	541.67
78569	01/23/2020	DD 10306	CHRIS KUPERSTEIN	NW Regional OSloft Meeting Issaquah WA	261.70
78570	01/23/2020	DD 3748	NICHOLAS WALES	CDL Endorsement Reimbursement	102.00
78571	01/30/2020	DD 963	ANIXTER INC.	material	4,903.29
				Wire Pull Line	597.30
				CU 8 HDB SOLID	263.90
<b>Total for Check/Tran - 78571:</b>					5,764.49
78572	01/30/2020	DD 811	AUS WEST LOCKBOX	Weekly Svc	44.24
				Weekly Svc	40.61
				Weekly Svc	30.52
				Weekly Svc	36.95
<b>Total for Check/Tran - 78572:</b>					152.32
78573	01/30/2020	DD 613	CAMPBELL & COMPANY	REEP	500.00
78574	01/30/2020	DD 2985	CHINOOK HEATING & AIR, INC.	REEP	1,100.00
78575	01/30/2020	DD 2972	COMPUNET, INC.	Software Subscriptions	25,273.72
78576	01/30/2020	DD 375	DAYCO HEATING & AIR	REEP	500.00
78577	01/30/2020	DD 3872	DIS-TRAN OVERHEAD SOLUTIONS, LLC	material	6,703.61

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Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				material	-530.86
<b>Total for Check/Tran - 78577:</b>					6,172.75
78578 01/30/2020	DD	2776	DLT SOLUTIONS	Annual Maintenance Renewal	27,371.88
78579 01/30/2020	DD	1582	ENTERPRISE FABRICATORS CO., INC.	Benton City Metalclad Platform Benton City Metalclad Platform	6,393.28 -506.28
<b>Total for Check/Tran - 78579:</b>					5,887.00
78580 01/30/2020	DD	79	GENERAL PACIFIC, INC.	Reel	1,768.30
78581 01/30/2020	DD	3258	HYAS GROUP, LLC	4 Qtr 2019 Institute Ret Plan Consult	5,750.00
78582 01/30/2020	DD	10301	KEITH MERCER	NWPPA Seattle WA	272.21
78583 01/30/2020	DD	3343	MOSS ADAMS, LLP	2019 Financial Audit Services	10,627.96
78584 01/30/2020	DD	2277	LORI SANDERS	WPUDA Annual Mtg Vancouver WA	722.71
78585 01/30/2020	DD	821	SCHWEITZER ENGINEERING LABORAT	Power quality & revenue meter Power quality & revenue meter	3,393.75 14,118.00
<b>Total for Check/Tran - 78585:</b>					17,511.75
78586 01/30/2020	DD	396	SD MYERS, INC.	Testing	170.00
78587 01/30/2020	DD	10028	SYMETRA LIFE INSURANCE COMPANY	01/20 Self Insured STD Fee @2.55 x lives 01/20 Basic AD&D .030 01/20 Basic Life .097 01/20 Supplemental AD&D - Child 01/20 Supplemental AD&D - EE 01/20 Supplemental AD&D - Spouse 01/20 Supplemental Life - Child 01/20 Supplemental Life - EE 01/20 Supplemental Life - Spouse 01/20 increase for rounding J.Grad Deduction x2 in February 01/20 LTD Buy Up \$40 ea	385.05 410.13 1,326.09 5.34 375.60 214.35 63.80 3,142.00 661.70 0.03 1.60 960.00



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Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				01/20 LTD Core No Buy Up \$28.73 ea	3,619.98
				A. Garcia Deduction x2 in February	28.73
				01/20 LTD 88 \$.083 x lives	12.78
				Non-Barg Basic AD&D	180.81
				Non-Barg Basic Dep Life	105.84
				Non-Barg Basic Life	1,145.13
				<b>Total for Check/Tran - 78587:</b>	<b>12,638.96</b>
78588 01/30/2020	DD	1163	TYNDALE ENTERPRISES, INC.	Clothing- Heibert	219.75
				Reiss/Williams/Garner/Hiebert/Neswick	2,137.35
				<b>Total for Check/Tran - 78588:</b>	<b>2,357.10</b>
78589 01/30/2020	DD	4168	WALKER & ASSOCIATES INC.	Network Service Platform	2,243.68
78590 01/30/2020	DD	575	WELLS FARGO BANK	02/20 EE Vision	129.76
				02/20 ER Vision	3,032.08
				Garcia BkBl CDHP EE 01/19 7.79	7.79
				02/20 EE Health	11,183.13
				02/20 ER Health	171,126.47
				Garcia BkBl CDHP EE 01/19 10.00	10.00
				Garcia BkBl CDHP ER 01/19 357.38	357.38
				02/20 EE Dental	719.02
				02/20 ER Dental	16,876.98
				Garcia BkBl CDHP ER 01/19 43.46	43.46
				<b>Total for Check/Tran - 78590:</b>	<b>203,486.07</b>
				<b>Total Payments for Payment Type - DD:</b> (66)	<b>922,462.95</b>
				<b>Total Voids for Payment Type - DD:</b> (0)	<b>0.00</b>
				<b>Total for Payment Type - DD:</b> (66)	<b>922,462.95</b>
				<b>Total Payments for Bank Account - 1 :</b> (66)	<b>922,462.95</b>
				<b>Total Voids for Bank Account - 1 :</b> (0)	<b>0.00</b>
				<b>Total for Bank Account - 1 :</b> (66)	<b>922,462.95</b>

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
78258 12/04/2019	CHK	99999	VVS ENTERTAINMENT LLC	Credit Balance Refund	87.54
78476 01/21/2020	CHK	19	AMERICAN PUBLIC POWER ASSOC.	DEED Program Annual Dues	9,827.55
78477 01/21/2020	CHK	40	BENTON REA	Booth share expense at EXPO	165.00
78478 01/21/2020	CHK	3344	BOYD'S TREE SERVICE, LLC	Tree Trimming Svc	3,081.34
				Tree Trimming Svc	2,990.14
				Tree Trimming Svc	3,084.99
				Tree Trimmin Svc	3,176.19
<b>Total for Check/Tran - 78478:</b>					12,332.66
78479 01/21/2020	CHK	138	CCR - TRI-CITIES ,LLC	Advertising	160.00
				Advertising	160.00
				Advertising	150.00
				Advertising	1,056.00
				Advertising	1,056.00
				Advertising	990.00
<b>Total for Check/Tran - 78479:</b>					3,572.00
78480 01/21/2020	CHK	166	CENTURYLINK	Monthly biling	385.08
78481 01/21/2020	CHK	3520	CI INFORMATION MANAGEMENT	Onsite Destruction	216.00
				Onsite Destruction	135.00
				Storage Svc	83.42
				Storage	83.42
<b>Total for Check/Tran - 78481:</b>					517.84
78482 01/21/2020	CHK	1636	CONNECTION	Software/License	1,774.29
				Software/License	19,554.18
<b>Total for Check/Tran - 78482:</b>					21,328.47
78483 01/21/2020	CHK	3029	DELTA HEATING & COOLING, INC.	Low Income REEp	3,800.00
78484 01/21/2020	CHK	10613	EIP COMMUNICATIONS I, LLC	Structural Asalysis-Badger Mt Tower Site	3,750.00
78485 01/21/2020	CHK	10493	ENPOINTE TECHNOLOGIES SALES, LLC	Software License/Support	16,771.04

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**Bank Account: 2 - BPUD Accounts Payable Warrants**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Software License/Support	4,951.31
<b>Total for Check/Tran - 78485:</b>					21,722.35
78486	01/21/2020	CHK 10169	FALCON SOFTWARE COMPANY, INC.	Software Maintenance/Support	1,500.00
78487	01/21/2020	CHK 243	FEDERAL EXPRESS CORP	Mailing Svc	95.74
78488	01/21/2020	CHK 233	INTERMOUNTAIN WEST INSULATION	REEP	707.85
78489	01/21/2020	CHK 10563	MESSAGE TECHNOLOGIES, INC.	Monthly IVR Fee	4,221.89
78490	01/21/2020	CHK 310	MOON SECURITY SERVICES, INC.	Monitoring Svc	288.87
				Monitoring Svc	109.69
				Monitoring Svc	79.28
				Monitoring Svc	79.28
				Monitoring Svc	79.28
				Monitoring Svc	131.95
<b>Total for Check/Tran - 78490:</b>					768.35
78491	01/21/2020	CHK 122	PACIFIC NORTHWEST WATERWAYS AS	Membership Dues 2020	9,907.00
78492	01/21/2020	CHK 2176	PACIFIC OFFICE AUTOMATION, INC.	Monthly billing	278.95
78493	01/21/2020	CHK 128	PERFECTION GLASS, INC.	REEP	336.00
				REEP	236.64
				REEP	315.66
				REEP	601.02
				REEP	240.00
				REEP	873.06
				REEP	290.10
<b>Total for Check/Tran - 78493:</b>					2,892.48
78494	01/21/2020	CHK 10230	SMG-TRI CITIES, LLC	Advertising	500.00
				Advertising	1,740.00
				Advertising	500.00
				Advertising	168.00
				Advertising	1,652.00

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Advertising	120.00
				Advertising	1,180.00
				Advertising	210.00
				Advertising	2,065.00
				Advertising	200.00
				Advertising	200.00
				Advertising	560.00
				Advertising	1,400.00
				Advertising	800.00
				Advertising	1,600.00
<b>Total for Check/Tran - 78494:</b>					<b>12,895.00</b>
78495	01/21/2020	CHK 702	TESSCO	antenna cable	1,176.00
78496	01/21/2020	CHK 2699	TOTAL ENERGY MANAGEMENT & HVA REEP		1,100.00
78497	01/21/2020	CHK 139	TOWNSQUARE MEDIA TRI CITIES	Advertising	759.00
				Advertising	1,340.00
				Advertising	1,386.00
				Advertising	143.00
				Advertising	260.00
				Advertising	252.00
<b>Total for Check/Tran - 78497:</b>					<b>4,140.00</b>
78498	01/21/2020	CHK 174	WASH STATE DEPT EMPLOYMENT SEC	PFML 4th Qtr Ending 2019	6,858.79
78499	01/21/2020	CHK 9999	GABRIEL ALLEN	Manufactured Home Rebate	1,200.00
78500	01/21/2020	CHK 9999	DIANA L GULCHUK	Credit Balance Refund	91.82
78501	01/21/2020	CHK 9999	PAUL HANSON	Credit Balance Refund	45.89
78502	01/21/2020	CHK 9999	SARA T HERNANDEZ SANCHEZ	Credit Balance Refund	14.99
78503	01/21/2020	CHK 9999	ROBERT LUDWIGSEN	Manufactured Home Rebate	1,200.00
78504	01/21/2020	CHK 9999	JUAN MANUEL ROMO ARGUELLES	Credit Balance Refund	115.37

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**Bank Account: 2 - BPUD Accounts Payable Warrants**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
78505 01/21/2020	CHK	99999	ROSSCO LLC	Credit Balance Refund	264.74
78506 01/21/2020	CHK	99999	THREE MONKEYS LLC	Credit Balance Refund	4,176.23
78507 01/21/2020	CHK	40	BENTON REA	Make ready fiber to BREA poles	175.00
78508 01/29/2020	CHK	2425	AT&T MOBILITY	Monthly Billing	5.44
78509 01/29/2020	CHK	39	BENTON COUNTY	digital copies	52.00
78510 01/29/2020	CHK	32	CITY OF BENTON CITY	Occupation Tax2 12/19	69.80
78511 01/29/2020	CHK	1636	CONNECTION	Software/License	5,275.69
78512 01/29/2020	CHK	10493	ENPOINTE TECHNOLOGIES SALES, LLC	Software License	30,583.67
78513 01/29/2020	CHK	374	HOWARD INDUSTRIES, INC.	transformers	922.01
78514 01/29/2020	CHK	10044	ISI INSPECTIONS	Welding Training - L.Pile	920.00
78515 01/29/2020	CHK	10325	KNUTZEN ENGINEERING	Professional Svc -Southridge Substation Professional Svc - Southridge Substation	281.00 2,059.00
<b>Total for Check/Tran - 78515:</b>					<b>2,340.00</b>
78516 01/29/2020	CHK	128	PERFECTION GLASS, INC.	REEP REEP	54.00 52.50
<b>Total for Check/Tran - 78516:</b>					<b>106.50</b>
78517 01/29/2020	CHK	141	RICHLAND, CITY OF	Fiber Lease Fiber Lease Fiber Lease Fiber Lease Fiber Lease Fiber Lease Fiber Lease Fiber Lease Fiber Lease Fiber Lease Fiber Lease Fiber Lease	1,172.88 434.40 293.22 293.22 439.83 146.61 293.22 293.22 146.61 146.61 1,466.10

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Microwave Billing	29,833.00
				Fiber Optic Cable Lease	146.61
				<b>Total for Check/Tran - 78517:</b>	<b>35,105.53</b>
78518 01/29/2020	CHK	3006	TRI-CITY GLASS, INC.	REEP	2,508.00
78519 01/29/2020	CHK	193	UNITED PARCEL SERVICE OF AMERICA	Mailing Services	122.00
78520 01/29/2020	CHK	992	VERIZON NORTHWEST	Monthly Billing	521.47
				Monthly Billing	147.00
				<b>Total for Check/Tran - 78520:</b>	<b>668.47</b>
78521 01/29/2020	CHK	99999	MARYNA AGUILAR TANNOUS	Credit Balance Refund	41.58
78522 01/29/2020	CHK	99999	JESSICA ALCARAZ	Credit Balance Refund	48.35
78523 01/29/2020	CHK	99999	RAFAEL ALVAREZ	Credit Balance Refund	21.75
78524 01/29/2020	CHK	99999	BAILEY C BLACK	Credit Balance Refund	16.36
78525 01/29/2020	CHK	99999	PATRICIA BRAZELL	Credit Balance Refund	57.57
78526 01/29/2020	CHK	99999	ERIN BYERS	Credit Balance Refund	67.36
78527 01/29/2020	CHK	99999	C & C INVESTMENTS LLC	Credit Balance Refund	1,089.13
78528 01/29/2020	CHK	99999	TODD H CURTIS	Credit Balance Refund	16.23
78529 01/29/2020	CHK	99999	DAN DANG	Credit Balance Refund	103.49
78530 01/29/2020	CHK	99999	VERONICA DELGADO	Credit Balance Refund	181.86
78531 01/29/2020	CHK	99999	PAMELA DURAN-HOOD	Credit Balance Refund	165.07
78532 01/29/2020	CHK	99999	ESTATE OF LARRY TRACY	Credit Balance Refund	164.22
78533 01/29/2020	CHK	99999	DAWN FERNANDEZ	Credit Balance Refund	435.00
78534 01/29/2020	CHK	99999	JOSHUA GRAHAM	Credit Balance Refund	51.67
78535 01/29/2020	CHK	99999	WENDY HUELSKAMP	Credit Balance Refund	48.00
78536 01/29/2020	CHK	99999	KYLEE J LARSON	Credit Balance Refund	52.39

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
78537 01/29/2020	CHK	99999	DR JESSICA L LONG	Credit Balance Refund	84.78
78538 01/29/2020	CHK	99999	ALVARO MARIN ALVAREZ	Credit Balance Refund	85.88
78539 01/29/2020	CHK	99999	MCMAHGAN ASSOCIATES LLC	Credit Balance Refund	104.09
78540 01/29/2020	CHK	99999	MADDOX MELL	Credit Balance Refund	263.96
78541 01/29/2020	CHK	99999	BECKY MIKKELSEN	Credit Balance Refund	17.43
78542 01/29/2020	CHK	99999	JAMES NEWTON	REEP	1,200.00
78543 01/29/2020	CHK	99999	NORTHWEST COMMUNITY FOUNDATI	Credit Balance Refund	118.63
78544 01/29/2020	CHK	99999	SAMUEL PEREYDA BARRERA	Credit Balance Refund	46.49
78545 01/29/2020	CHK	99999	EVELYN PURECO	Credit Balance Refund	84.34
78546 01/29/2020	CHK	99999	FELIX RAMOS	Credit Balance Refund	224.93
78547 01/29/2020	CHK	99999	TAYLOR REED	Credit Balance Refund	82.04
78548 01/29/2020	CHK	99999	GREG L ROSE	Credit Balance Refund	59.43
78549 01/29/2020	CHK	99999	MADELYN ROWSE	Credit Balance Refund	172.08
78550 01/29/2020	CHK	99999	ROYAL PARTNERSHIP JUNIOR INC	Credit Balance Refund	749.94
78551 01/29/2020	CHK	99999	EVA SANDOVAL	Credit Balance Refund	102.57
78552 01/29/2020	CHK	99999	ASHLEY SCHMIDT	Credit Balance Refund	63.49
78553 01/29/2020	CHK	99999	SAMANTHA SHERMAN	Credit Balance Refund	69.22
78554 01/29/2020	CHK	99999	JILLIAN THOMPSON	Credit Balance Refund	13.69
78555 01/29/2020	CHK	99999	WILLIAM E TURNER	Credit Balance Refund	95.00
78556 01/29/2020	CHK	99999	MICHAEL J VAUPEL	Credit Balance Refund	93.94
78557 01/29/2020	CHK	99999	ANA VILLEDA	Credit Balance Refund	73.35
78558 01/29/2020	CHK	99999	T J WASHINGTON	Credit Balance Refund	66.80

Total Payments for Payment Type - CHK: (83) 216,338.26

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total Voids for Payment Type - CHK:</b>					(1) 87.54
<b>Total for Payment Type - CHK:</b>					(84) 216,425.80



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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
30 01/29/2020	DD	963	ANIXTER INC.	material	4,903.29VOID
				Wire Pull Line	597.30VOID
				CU 8 HDB SOLID	263.90VOID
<b>Total for Check/Tran - 30:</b>					5,764.49VOID
31 01/29/2020	DD	811	AUS WEST LOCKBOX	Weekly Svc	44.24VOID
				Weekly Svc	40.61VOID
				Weekly Svc	30.52VOID
				Weekly Svc	36.95VOID
<b>Total for Check/Tran - 31:</b>					152.32VOID
32 01/29/2020	DD	613	CAMPBELL & COMPANY	REEP	500.00VOID
33 01/29/2020	DD	2985	CHINOOK HEATING & AIR, INC.	REEP	1,100.00VOID
34 01/29/2020	DD	2972	COMPUNET, INC.	Software Subscriptions	25,273.72VOID
35 01/29/2020	DD	375	DAYCO HEATING & AIR	REEP	500.00VOID
36 01/29/2020	DD	3872	DIS-TRAN OVERHEAD SOLUTIONS, LLC	material	6,703.61VOID
				material	-530.86VOID
<b>Total for Check/Tran - 36:</b>					6,172.75VOID
37 01/29/2020	DD	2776	DLT SOLUTIONS	Annual Maintenance Renewal	27,371.88VOID
38 01/29/2020	DD	1582	ENTERPRISE FABRICATORS CO., INC.	Benton City Metalclad Platform	6,393.28VOID
				Benton City Metalclad Platform	-506.28VOID
<b>Total for Check/Tran - 38:</b>					5,887.00VOID
39 01/29/2020	DD	79	GENERAL PACIFIC, INC.	Reel	1,768.30VOID
40 01/29/2020	DD	3258	HYAS GROUP, LLC	4 Qtr 2019 Institute Ret Plan Consult	5,750.00VOID
41 01/29/2020	DD	10301	KEITH MERCER	NWPPA Seattle WA	272.21VOID
42 01/29/2020	DD	3343	MOSS ADAMS, LLP	2019 Financial Audit Services	10,627.96VOID
43 01/29/2020	DD	2277	LORI SANDERS	WPUDA Annual Mtg Vancouver WA	722.71VOID
44 01/29/2020	DD	821	SCHWEITZER ENGINEERING LABORAT	Power quality & revenue meter	3,393.75VOID

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Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Power quality & revenue meter	14,118.00VOID
<b>Total for Check/Tran - 44:</b>					17,511.75VOID
45 01/29/2020	DD	396	SD MYERS, INC.	Testing	170.00VOID
46 01/29/2020	DD	10028	SYMETRA LIFE INSURANCE COMPANY	01/20 Self Insured STD Fee @2.55 x lives	385.05VOID
				01/20 Basic AD&D .030	410.13VOID
				01/20 Basic Life .097	1,326.09VOID
				01/20 Supplemental AD&D - Child	5.34VOID
				01/20 Supplemental AD&D - EE	375.60VOID
				01/20 Supplemental AD&D - Spouse	214.35VOID
				01/20 Supplemental Life - Child	63.80VOID
				01/20 Supplemental Life - EE	3,142.00VOID
				01/20 Supplemental Life - Spouse	661.70VOID
				01/20 increase for rounding	0.03VOID
				J.Grad Deduction x2 in February	1.60VOID
				01/20 LTD Buy Up \$40 ea	960.00VOID
				01/20 LTD Core No Buy Up \$28.73 ea	3,619.98VOID
				A. Garcia Deduction x2 in February	28.73VOID
				01/20 LTD 88 \$.083 x lives	12.78VOID
				Non-Barg Basic AD&D	180.81VOID
				Non-Barg Basic Dep Life	105.84VOID
				Non-Barg Basic Life	1,145.13VOID
<b>Total for Check/Tran - 46:</b>					12,638.96VOID
47 01/29/2020	DD	1163	TYNDALE ENTERPRISES, INC.	Clothing- Heibert	219.75VOID
				Reiss/Williams/Garner/Hiebert/Neswick	2,137.35VOID
<b>Total for Check/Tran - 47:</b>					2,357.10VOID
48 01/29/2020	DD	4168	WALKER & ASSOCIATES INC.	Network Service Platform	2,243.68VOID
49 01/29/2020	DD	575	WELLS FARGO BANK	02/20 EE Vision	129.76VOID
				02/20 ER Vision	3,032.08VOID
				Garcia BkBI CDHP EE 01/19 7.79	7.79VOID

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Accounts Payable  
Check Register

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01/20/2020 To 02/02/2020

Bank Account: 2 - BPUD Accounts Payable Warrants

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				02/20 EE Health	11,183.13VOID
				02/20 ER Health	171,126.47VOID
				Garcia BkBl CDHP EE 01/19 10.00	10.00VOID
				Garcia BkBl CDHP ER 01/19 357.38	357.38VOID
				02/20 EE Dental	719.02VOID
				02/20 ER Dental	16,876.98VOID
				Garcia BkBl CDHP ER 01/19 43.46	43.46VOID
<b>Total for Check/Tran - 49:</b>					<b>203,486.07VOID</b>
<b>Total Payments for Payment Type - DD:</b>					(0) 0.00
<b>Total Voids for Payment Type - DD:</b>					(20) 330,270.90
<b>Total for Payment Type - DD:</b>					(20) 330,270.90
<b>Total Payments for Bank Account - 2 :</b>					(83) 216,338.26
<b>Total Voids for Bank Account - 2 :</b>					(21) 330,358.44
<b>Total for Bank Account - 2 :</b>					(104) 546,696.70
<b>Grand Total for Payments :</b>					(149) 1,138,801.21
<b>Grand Total for Voids :</b>					(21) 330,358.44
<b>Grand Total :</b>					(170) 1,469,159.65

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Accounts Payable  
Check Register

01/20/2020 To 02/02/2020

Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
5212 01/21/2020	WIRE	2902	WHITE CREEK WIND I, LLC	Purchased Power 12/19	17,863.00
5214 01/27/2020	WIRE	246	BONNEVILLE POWER ADMIN	Purchased Power 12/19	5,005,049.00
5215 01/28/2020	WIRE	246	BONNEVILLE POWER ADMIN	Transmission Purchase 12/19	956,833.00
5217 01/23/2020	WIRE	171	WASH STATE DEPT RETIREMENT SYS	PERS Plan 2	39,160.51
				PERS Plan 3A 5% All Ages	2,004.67
				PERS Plan 3B 5% Up to Age 35	193.78
				PERS Plan 3B 6% Age 35-45	31.14
				PERS Plan 3D 7% All Ages	25.00
				PERS Plan 3E 10% All Ages	700.72
				PERS - ER	70,576.14
				<b>Total for Check/Tran - 5217:</b>	<b>112,691.96</b>
5218 01/23/2020	WIRE	437	WASH STATE DEPT SUPPORT REGIST	Garnishment - Child Support	925.24
5219 01/24/2020	WIRE	933	POWEREX CORPORATION	Purchased Gas 12/19	774,205.30
5220 01/27/2020	WIRE	934	PUGET SOUND ENERGY, INC.	Purchased Gas 12/19	17,919.51
5221 01/23/2020	WIRE	1567	ICMA RETIREMENT CORP	457(b) Leave EE Contribution	1,288.41
				457(b) Roth EE Contribution	3,683.11
				Plan A 457(b) Employee Contribution	7,213.79
				Plan B 457(b) Employee Contribution	20,457.99
				Plan C 401(a) EE Contribution	1,471.15
				Plan C 401(a) Option 1 EE Contribution	3,565.24
				Plan C 401(a) Option 2 EE Contribution	1,572.60
				Plan C 401(a) Option 4, Step 1 EE Contri	243.54
				Plan C 401(a) Option 4, Step 2 EE Contri	548.49
				Plan C 401(a) Option 4, Step 3 EE Contri	1,299.03
				Plan C 401(a) Option 4, Step 4 EE Contri	718.92
				Plan C 401(a) Option 5, Step 4 EE Contri	1,859.59
				Plan C 457(b) Employee Contribution	6,549.53
				Deferred Comp - ER	15,827.67

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Accounts Payable  
Check Register

01/20/2020 To 02/02/2020

Bank Account: 1 - Benton PUD ACH/Wire

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 5221:</b>					66,299.06
5222 01/27/2020	WIRE	1821	FREDERICKSON POWER L.P.	Purchased Gas 12/19	841,946.24
5223 01/23/2020	WIRE	2205	UNITED STATES TREASURY	Federal Income Tax	53,629.84
				Medicare - Employee	7,899.45
				Medicare - Employer	7,899.45
				Social Security - Employee	33,776.80
				Social Security - Employer	33,776.80
<b>Total for Check/Tran - 5223:</b>					136,982.34
5226 01/29/2020	WIRE	424	WASH STATE DEPT REVENUE-EXCISE T	Utility Tax	428,879.18
				Use Tax	1,104.72
				Retailing & Wholesaling Tax	900.08
				Retail Sales Tax - Kennewick	265.22
				Service Tax	2,221.88
<b>Total for Check/Tran - 5226:</b>					433,371.08
5227 01/31/2020	WIRE	10052	JACK HENRY & ASSOCIATES, INC.	Merchant Services	600.70
5228 01/31/2020	WIRE	2800	LL&P WIND ENERGY, INC.	Purchased Power 12/19	26,951.82
<b>Total Payments for Payment Type - WIRE:</b>					(13) 8,391,638.25
<b>Total Voids for Payment Type - WIRE:</b>					(0) 0.00
<b>Total for Payment Type - WIRE:</b>					(13) 8,391,638.25
<b>Total Payments for Bank Account - 1 :</b>					(13) 8,391,638.25
<b>Total Voids for Bank Account - 1 :</b>					(0) 0.00
<b>Total for Bank Account - 1 :</b>					(13) 8,391,638.25
<b>Grand Total for Payments :</b>					(13) 8,391,638.25
<b>Grand Total for Voids :</b>					(0) 0.00
<b>Grand Total :</b>					(13) 8,391,638.25



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**COMMISSION MEETING AGENDA ITEM**

Subject:	Cancellation of February 25, 2020 Regular Commission Meeting	
Agenda Item No:	4d	
Meeting Date:	February 11, 2020	
Presented by:	Chad Bartram	<i>Staff Presenting Item</i>
Approved by (dept):	Chad Bartram	<i>Director/Manager</i>
Approved for Commission review:	Chad Bartram <i>CB</i>	<i>General Manager/Asst GM</i>

**Motion for Commission Consideration:**

Motion cancelling the District’s regular commission meeting scheduled for 9:00 a.m. on February 25, 2020; and directing the General Manager to provide notification to the public of such cancellation.

**Recommendation/Background**

The Commission and various staff attend the annual American Public Power Association Legislative Rally in Washington, D.C. in February. The Legislative Rally this year conflicts with the District’s regular commission meeting of February 25, 2020.

Cancellation of a regular commission meeting requires notification to the public. In the event action is required prior to the next regularly scheduled commission meeting on March 10, 2020, a special meeting of the Commission can be called by the President of the Commission.

**Summary**

With approval and upon proper public notice of the cancellation, the next regularly scheduled commission meeting will be March 10, 2020.

**Fiscal Impact**

None.



<input type="checkbox"/>	Business Agenda
<input type="checkbox"/>	Second Reading
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Info Only/Possible Action
<input type="checkbox"/>	Info Only

**COMMISSION MEETING AGENDA ITEM**

Subject:	Corrected - Bid Package #20-01 Contract Award Authority, Southridge Power Transformer	
Agenda Item No:	4e	
Meeting Date:	February 11, 2020	
Presented by:	Evan Edwards <i>EE</i>	Staff Presenting Item
Approved by (dept):	Rick Dunn <i>RD</i>	Director/Manager
Approved for Commission review:	Chad B. Bartram <i>CB</i>	General Manager/Asst GM

**Motion for Commission Consideration**

Corrected Motion of January 28, 2020 motion authorizing the General Manager on behalf of the District, to declare GE-Prolec Transformers, Inc. non-responsive and award contract for Southridge Power Transformers to Virginia Transformer Corporation of Roanoke, VA, Bid Package #20-01, for a total amount of \$577,728.00 plus Washington State sales tax.

**Background**

Correction is due to an Administrative error in total cost should be \$577,728.00 and was initially motioned for \$577,528.00.

In November 2019 the Commission approved the work order for construction of Southridge Substation. Procuring a power transformer is part of that effort.

Sealed bids were opened on Tuesday, January 14, 2020 for the power transformer for project 584434 at Southridge Substation. The received bids were evaluated for losses and ranked by the evaluated cost. Total owning cost includes the value of electrical losses. Results were as follows:

<b>Manufacturer</b>	<b>Evaluated Cost (\$)</b>	<b>Unit Bid Price (\$)</b>
*GE-Prolec Transformers, Inc.	642,102	512,432
<b>Virginia Transformer Corp.</b>	<b>692,198</b>	<b>577,728</b>
WEG Transformers USA LLC	750,440	642,884
OTC Services, Inc.	768,708	657,848
Pennsylvania Transformer Technology, Inc.	809,090	681,599
Shihlin Electric & Engineering Corp	812,082	674,432
Niagra Transformers	831,949	690,236
Howard Industries, Inc.,	853,387	728,300
SPX Waukesha	930,998	812,654

\*GE-Prolec was non-responsive as the proposed unit would be manufactured outside the continental United States and they did not meet the delivery schedule.

The Engineer's estimate for line item 1 unit bid price was \$560,046.02, plus applicable taxes. The lowest responsive bid received was higher than the estimate but within 15% (644,052.92).

**Summary**

By acquiring this new power transformer, the District will be able to meet the planned construction deadline for Southridge Substation and will be able to support continued growth in the Southridge and South Thompson Hill areas.

**Fiscal Impact**

WO #584434 was previously approved by commission. The project is estimated to cost \$2,200,00.00 and was included in the approved 2020 capital budget.





**CONTRACT**  
Contract #20-01

This agreement is made and entered into on the 28 day of January, 2020, by and between:

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

AND

**VIRGINIA TRANSFORMER CORPORATION**, 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 Southridge Power Transformers per specifications in Bid Pkg. #20-01, P.O. #, and award letter dated January 28, 2020.

2. **DELIVERY & ACCEPTANCE:**

The Contractor shall deliver the Southridge Power Transformers F.O.B. destination to Benton PUD by September 24, 2020; 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 Five Hundred Seventy-Seven Thousand Seven Hundred Twenty-Eight Dollars (\$577,728.00), plus applicable Washington State Sales Tax.

4. **GUARANTEE:**

The Contractor guarantees the Virginia Transformer Corporation against all defects in

workmanship, materials, and in design as stated on the warranty provided by Virginia Transformer Corporation.

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.

The District is a public entity subject to the disclosure requirements of the Washington Public Records Act of RCW 42.56. The vendor expressly acknowledges and agrees that its proposal and any information vendor submits with its proposal or which vendor submits to the District in its performance of any contract with the District is subject to public disclosure pursuant to the Public Records Act or other applicable law and the District may disclose vendor's proposal and/or accompanying information at its sole discretion in accordance with its obligations under applicable law.

The District must comply with the Preservation and Destruction of Public Records RCW 40.14. The vendor expressly acknowledges and agrees that it will maintain all records and documentation related to the contract in accordance with its obligations under applicable law.

In the event that the District receives a request pursuant to the Washington Public Records Act, or other legal process requesting or mandating disclosure of any information or documents submitted to the District by vendor, the District's sole obligation shall be to notify the vendor promptly, so that the vendor at vendor's expense and cost, may seek court protection of any of the requested information vendor deems confidential.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement.

**VIRGINIA TRANSFORMER CORPORATION**

**PUBLIC UTILITY DISTRICT NO. 1  
OF BENTON COUNTY**

\_\_\_\_\_  
Authorized by: (Print name & title)

Stephen B. Hunter, Assistant Gen. Manager  
\_\_\_\_\_  
Authorized by: (Print name & title)

Signature: \_\_\_\_\_

Signature: Chad B. Hunter  
GENERAL MGR

Date: \_\_\_\_\_

Date: 1/28/20

UBI No. \_\_\_\_\_



- Business Agenda
- Second Reading
- Consent Agenda
- Info Only/Possible Action
- Info Only

**COMMISSION MEETING AGENDA ITEM**

Subject:	Project Completion and Acceptance for Contract #19-38-03, Silverbow Roofing, Inc.	
Agenda Item No:	4F	
Meeting Date:	February 11, 2020	
Presented by:	Michelle Ochweri 	Staff Presenting Item
Approved by (dept):	Jon L. Meyer 	Director/Manager
Approved for Commission review:	Chad B. Bartram 	General Manager/Asst GM

**Motion for Commission Consideration**

Motion authorizing the General Manager on behalf of the District to sign Contract Completion and Acceptance for Removal & Installation of Administration Building Roof by Silverbow Roofing, Inc., Contract #19-38-03, in the amount of \$201,344.00 including tax.

**Background**

The District entered into a contract on August 27, 2019 with Silverbow Roofing, Inc. for the Removal & Installation of Administration Building Roof in the amount of \$201,344.00. The work was completed on December 6, 2019.

**Summary**

Removal & Installation of Administration Building Roof from Silverbow Roofing, Inc. has been provided during the duration of the contract and the invoices for their services have been received and paid; therefore, the contract is now ready to be closed.

**Fiscal Impact**

This project completion and acceptance will have no additional fiscal impact on the District. Upon closing this contract, the retainage which was held per the term of the contract will be released.



PROJECT COMPLETION AND ACCEPTANCE  
(Contracts \$120,000 and greater)

TO: Commission/General Manager  
BENTON PUD

The following information is submitted to the Commission/General Manager after being reviewed and certified as being accurate by District staff. The work has been fully completed and approved by the staff.

CONTRACT NUMBER : 19-38-03

CONTRACT TITLE : Removal & Installation of Admin Building Roof

CONTRACT DESCRIPTION : Removal & Installation of Admin Building Roof

CONTRACTOR NAME : Silverbow Roofing Inc

UBI NUMBER : 602678503

AFFIDAVIT NUMBER : 905270

DATE WORK COMMENCED : 09/23/2019

DATE WORK COMPLETED : 12/06/2019

DATE ACCEPTED BY STAFF : 12/09/2019

CONTRACT BID AMOUNT : \$185,399.63

CONTRACT ADDITIONS : \$0.00

ACTUAL CONTRACT AMOUNT : \$185,399.63

SALES TAX : \$15,944.37

TOTAL CONTRACT AMOUNT : \$201,344.00

AMOUNT RETAINED : \$9,269.98

Submitted by [Signature] Date: 1/30/2020

Accepted by Commission \_\_\_\_\_ (Date) \_\_\_\_\_ (Authorized Signature)

Bonding Co. \_\_\_\_\_

Original – Vault File  
Copy to - Accounting  
Revised July 31, 2019



- Business Agenda
- Second Reading
- Consent Agenda
- Info Only/Possible Action
- Info Only

**COMMISSION MEETING AGENDA ITEM**

Subject:	Contract Change Order #12– NoaNet – Contract #18-46-02	
Agenda Item No:	49	
Meeting Date:	February 11, 2020	
Presented by:	Chris J. Folta	<i>Staff Presenting Item</i>
Approved by (dept):	Chris J. Folta <i>CF</i>	<i>Director/Manager</i>
Approved for Commission review:	Chad B. Bartram <i>CBB</i>	<i>General Manager/Asst GM</i>

**Motion for Commission Consideration**

Motion to authorize the General Manager on behalf of the District to sign Change Order #12 of Contract #18-46-02 with NoaNet, to increase the not-to-exceed amount by \$52,625.00; bringing the new not-to-exceed amount to \$3,033,331.00.

**Background**

The District budgeted \$65,986 for the Airflow Spoiler Project for 2018 and 2019. At that time, the line item of the contract purchase order should have been increased to reflect the budgeted amount, instead it stayed at the previous year amount of \$12,175.

The Airflow Spoiler Project replaced missing and/or damaged wing style wind dampeners with spiral wrap air flow spoilers on existing BPUD aerial fiber route to reduce vibration.

**Summary**

This change order is needed to meet the remaining 2019 invoicing for Broadband emergency repairs and reparations.

**Fiscal Impact**

The 2019 Broadband budget included \$65,986 for this project (397.30, 12-\$19,796 & 20-\$46,190).



## Contract Change Order

2721 W. 10<sup>th</sup> Ave.  
PO Box 6270  
Kennewick, WA 99336




<b>1. Contract Change No.</b> 12	<b>2. Contract No.</b> 18-46-02	<b>3. Effective Date</b> 02/11/2020
<b>4. Contract Name &amp; Address</b>  NoaNet 7195 Wagner Way NW, Suite 104 Gig Harbor, WA 98335-6906		<b>5. Contract Cost Adjustment – This Change Only</b> <u>  X  </u> - INCREASE    \$52,625  <u>      </u> - DECREASE    \$ + Washington State Sales Tax
		<b>6. Contract Schedule Adjustment – This Change Only</b>  New Expiration Date:
<b>7. Description of Changes:</b>  Add \$52,625 to line #6 – 2019 System Planning & Special Projects for a new Not-to-Exceed amount of \$3,033,331.		
<b>EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT</b>		

<b>8. Name of Contractor (Print or Type)</b>  Signature _____  By _____  Title _____  Date _____	<b>9. Benton PUD (Print or Type)</b>  Signature _____  By <u>  Stephen B Hunter  </u>  Title <u>  Assistant General Manager  </u>  Date <u>  January 14, 2020  </u>
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**COMMISSION MEETING AGENDA ITEM**

Subject:	Work Order #564613 – Ely Bay 2 Relay Upgrades	
Agenda Item No:	44	
Meeting Date:	February 11, 2020	
Presented by:	Evan Edwards 	<i>Staff Presenting Item</i>
Approved by (dept):	Rick Dunn 	<i>Director of Engineering</i>
Approved for Commission review:	Chad Bartram 	<i>General Manager</i>

**Motion for Commission Consideration:**

Motion approving Work Order #564613 for the installation of new Ely Bay #2 protective relays and Bonneville Power Administration (BPA) metering equipment at Ely Substation.

**Recommendation/Background**

One of the District’s strategic objectives is to upgrade our substation equipment to modern microprocessor-based relays. This technology improves reliability and improves diagnostic capabilities, allowing district staff to understand more clearly how the system is operating during faults and other abnormal conditions.

Ely Substation Bay 2 is currently fitted with electro-mechanical feeder relays and older vintage microprocessor-based transformer bay protective relays. Relay upgrades during this project will also require modification and reconfiguration of circuitry used for BPA metering.

With the modifications to BPA metering circuitry, district engineering staff is using this opportunity to collocate BPA metering into our environmentally controlled building at the station. The metering upgrades will benefit both the District and BPA. BPA will have its metering located in BPUD’s control house and the meters being installed allow for additional meter data to be gathered. Benefits to the District include removal of the BPA metering shack, and pre-emptively replacing the meters to avoid possible future planned outages that would be required to replace the BPA equipment.

## **Summary**

Approval of this work order will help ensure the future value of Ely substation by providing equipment that improves reliability and enables Engineering/Operations visibility into Ely Substation operating parameters.

## **Fiscal Impact**

The estimated project cost is \$129,974. The budgeted cost is \$85,000. A budget amendment is required to account for the additional material and labor for the addition of the BPA metering equipment, which was not part of the original budget scope.



# Projects to be Presented at the Benton PUD

Commission Meeting On

February 11, 2020

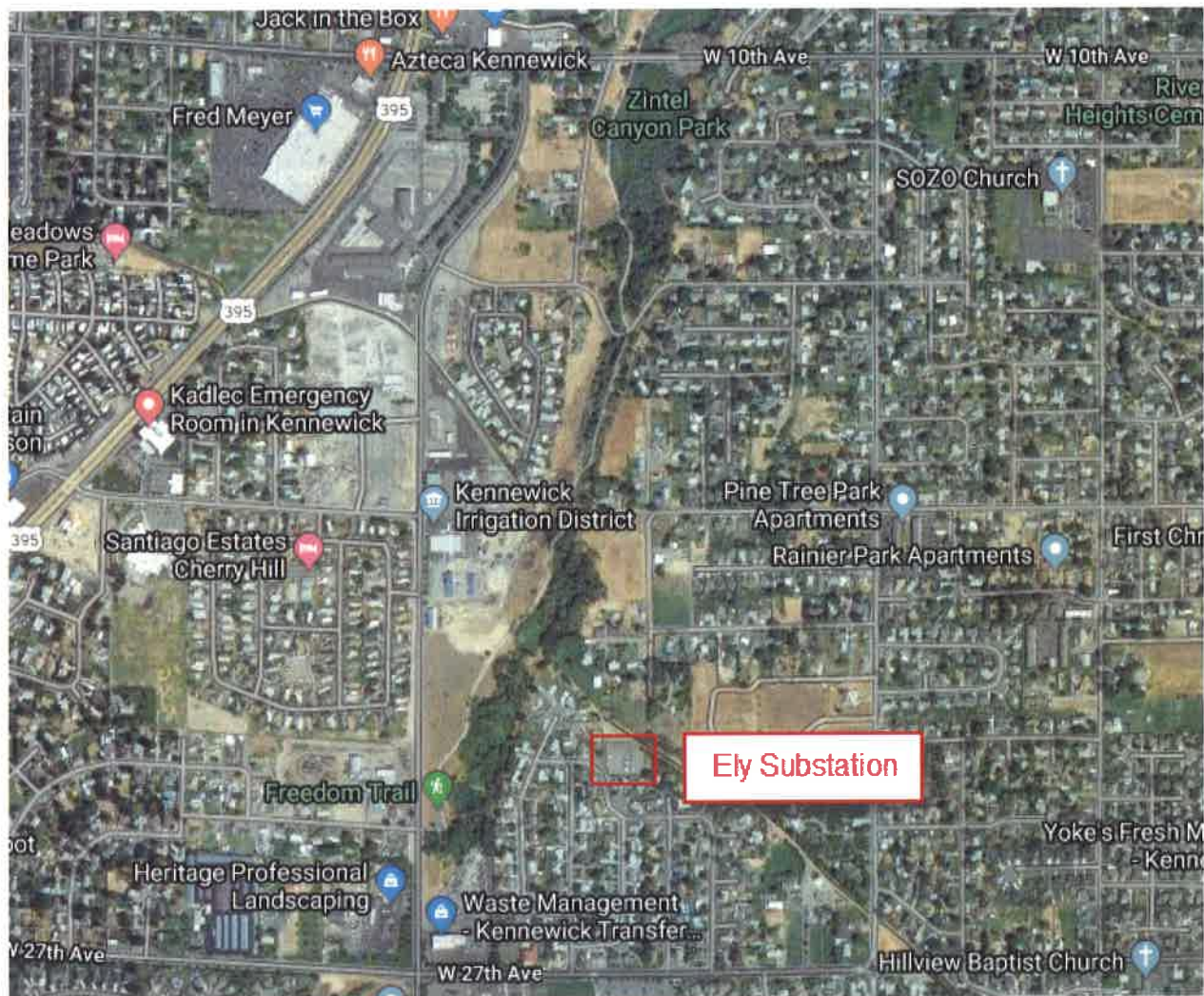
**Project Name:** Ely Bay 2 Relay and Bay 1 & 2 Meter Upgrades

**WO#:**564613

**Location:** Ely Substation (2329 S Buntin Loop), Kennewick

**Justification:** Improved reliability and visibility of the distribution system.



## Location Map





<input type="checkbox"/>	Business Agenda
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### COMMISSION MEETING AGENDA ITEM

Subject:	Strategic Plan – Navigating Change – 2019 Addendum – Fourth Quarter Report	
Agenda Item No:	42	
Meeting Date:	February 11, 2020	
Presented by:	Steve Hunter	<i>Staff Presenting Item</i>
Approved by (dept):	Steve Hunter 	<i>Director/Manager</i>
Approved for Commission review:	Chad Bartram 	<i>General Manager/Asst GM</i>

**Motion for Commission Consideration:**

None.

**Recommendation/Background**

I recommend an agenda item be included in the Commission packets summarizing staff's progress on the actions for the Strategic Plan – Navigating Change – 2019 Addendum.

**Summary**

The Leadership Team, Managers, and Supervisors have provided updates to the Strategic Plan action items. The attached report has been reviewed by the Leadership Team and it summarizes activities for the fourth quarter of 2019.

**Fiscal Impact**

No fiscal impact to this report.

SBH/das

att.

# 2019 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 long-term fiscal sustainability.
3. Preserve federal power system benefits.
4. Maintain a world-class broadband system.
5. Advocate for our low income customers.

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

Q4 - The Pay As You Go program is being offered on a regular basis, with 159 active program participants. CSRs offer the program to new customers who would be required to pay a deposit, customers who are having difficulty paying their bill and are asking for a payment arrangement, new customers who would be required to pay a deposit and customers who have been disconnected for non payment. As we learn more about how customers interact on the program, we are developing additional tools to assist customers to help them understand their electric usage. These tools help customers budget and plan for the needed payments when enrolled in Pay As You Go. Additional CSRs are being trained as Subject Matter Experts (SMEs) to assist customers with the program. The program is popular, therefore, we want to make sure we have staff available to help our traditional post pay customers while we are enrolling our Pay As You Go Customers. Q4 marked the first full year of the use of the US Payments kiosks at the Kennewick and Prosser locations. Customer acceptance of the kiosks increased each quarter, ending 2019 with almost 1200 payments processed at the kiosk in Kennewick and nearly 350 in Prosser, accounting for \$170,000 in payments. With Pay As You Go enrollment increasing, the expectation is the utilization of the kiosk will continue to increase during 2020.

Q1 - Prepaid Services are being developed, with the Pay As You Go program currently in the testing phase. The pilot is scheduled to run through May, with go live pending Commission approval on May 28, 2019. Staff is working on iVUE Configuration, testing and draft policies for Commission consideration (redline 5/14, 5/28). The team is currently testing the configuration with three pilot program participants. Customer Email and text messaging for each account event were written and tested. A communication plan including print articles, social media, video, radio, bill inserts and marketing material has been written. The name Pay As You Go was selected for the program. Customer facing documentation including the Customer Agreement and FAQs were drafted and are being reviewed. CSR training material including prepaid calculator to assist during enrollment were developed and are being finalized. The team met with Community Action Connection staff to discuss the impacts of the program on low income customers.

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

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

**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.**

Q4 - BPA concluded FY19 on September 30, 2019 and reviewed its year-end results in November 2019. BPA finished the fiscal year with financial reserves available for risk of \$203 million, 43 days cash on hand (DCOH), for Power and \$281 million, 170 DCOH, for Transmission. Since the Power reserves available for risk ended the year below the 60 DCOH threshold in BPA's financial reserve policy, BPA issued a rate adjustment for FY20. The impact to Benton PUD is approximately \$615,000 for FY20. BPA has developed a draft schedule for workshops in 2020 pertaining to the BP-22/TC-22 rate cases. The Integrated Program Review process is planned for June 2020 through September 2020. Although the official rate case process will not begin until 2021, BPA has scheduled monthly pre-rate case workshops to discuss how EIM policy decisions could impact rates.

Q3 - BPA issued their final record of decision for the BP-20 rate case on July 25, 2019. The final average base power rate increase was held flat compared to BP-18. The financial reserves misallocation review process is complete and after reviewing other modules of their cash split process, it was determined that there were errors in other modules that reduced the amount of reserves to be transferred from the Transmission business unit to the Power business unit. The Financial Reserve Policy (FRP) surcharge is now very likely to be triggered in BPA's fiscal years 2020 and 2021, which results in a charge of approximately \$640,000 each year for Benton PUD. The FRP surcharge process takes place after the closing of each fiscal year once actual year-end cash reserves are known.

Q2 - BPA issued their draft record of decision for the BP-20 rate case on June 13, 2019. The proposed average base power rate increase was reduced to 0.0%, down from a proposed 1.4% increase in the initial proposal issued December 6, 2018. There is still a

possibility for a Financial Reserve Policy (FRP) surcharge in BPA's fiscal year 2020 and 2021. The initial proposal indicated the maximum FRP surcharge would be needed, which equated to a 1.5% increase. However, with the recent discovery of the misallocation of reserves between the Power and Transmission business units, the probability of an FRP surcharge has been significantly reduced. BPA will make a determination on the need for an FRP surcharge once they have calculated their fiscal year-end reserves for each business unit, including the necessary transfers between business units to correct the historical misallocation of reserves.

Q1 - BPA discovered an issue related to the allocation of their reserves for risk between the Power and Transmission business units. BPA held a workshop on March 11 to provide additional information about the issue and their initial leaning for correcting the issue. Their initial leaning would result in \$330 million in reserves for risk being transferred from the Transmission business unit to the Power business unit. The Power business unit reserves for risk would be higher than the Financial Reserves Policy surcharge threshold with the transfer and would result in an estimated reduction of the District's projected net power cost by about \$0.6 million per year in the upcoming BPA rate period (BPA FY20/21). BPA is having a third party review of their analysis to ensure the accuracy of the proposed correction prior to making a final decision on the transfer of reserves. Their current timeline shows a final decision and transfer by the end of their fiscal year (September 30, 2019).

**b. - Energy imbalance markets and CAISO expansion.**

Q4 - BPA began phase III of its EIM stakeholder process in October. Phase III includes monthly workshops for discussion on EIM implementation issues. These workshops also include topics relating to the upcoming power and transmission rate cases/periods (BP-22, TC-22) to discuss how EIM policy decisions could impact rates. The EIM/BP-22/TC-22 combined workshops will go through August 2020.

Q3 - On September 26, 2019, BPA issued a record of decision to sign a Western Energy Imbalance Market (EIM) implementation agreement with the California Independent System Operator (CAISO). Signing the EIM implementation agreement does not obligate BPA into joining the EIM; however, it is needed to establish a high-level project plan and schedule with CAISO. BPA will develop a plan with CAISO and begin the necessary grid modernization and technology projects necessary to begin participation in the EIM on April 1, 2022. Signing the implementation agreement also gives BPA the opportunity to be a part of the California Extended Day Ahead Market (EDAM) discussions and can have a voice in how the market is developed and implemented.

Q2 - On June 20, 2019, BPA issued a letter to the region proposing to move forward with signing a Western Energy Imbalance Market (EIM) implementation agreement with the California Independent System Operator (CAISO) in September. Signing the EIM implementation agreement does not obligate BPA to joining the EIM; however, it is needed to establish a high-level project plan and schedule with CAISO. BPA held a series of monthly educational stakeholder meetings and provided an updated cost/benefit

analysis completed by Energy and Environmental Economics, Inc. (E3). The cost/benefit analysis results showed an estimated annual net benefit range between \$29 million and \$34 million. The initial incremental startup costs were estimated to range between \$30 million and \$35 million. In addition to the net revenue benefits, BPA stated there are significant benefits for transmission reliability and operations due to better visibility and congestion management associated with participating in the EIM. If BPA ultimately signs the EIM implementation agreement in September, additional stakeholder processes will be held for policy development and changes to rates in the TC-22 and BP-22 rate cases.

Q1 - BPA continues to contemplate its future participation in the EIM and is holding monthly stakeholder meetings to help customers understand the implications of BPA's participation. These stakeholder meetings are leading up to a Record of Decision planned for September 2019, which will determine if the agency will sign an implementation agreement with the CAISO and kick-off other implementation work that must occur before BPA could join the EIM. Prior to issuing this Record of Decision, BPA has focused the stakeholder discussions on customer education and scoping of operational issues. Discussions on cost and risk allocation are being deferred until BP-22 pre-rate case workshops, likely to start in the spring of 2020.

#### **c. - Value of hydropower**

Q4 - Benton PUD staff met with White Bluff Consulting, one of the subcontractors preparing the Lower Snake River Dams Stakeholder report for the Governor. The key messages communicated were the value the Northwest's federal hydropower system plays in maintaining a reliable grid and meeting new state clean energy standards.

Q3 - Benton PUD has been engaged with Northwest RiverPartners as the organization continues to develop messaging and work through a rebranding effort.

Q2 - Benton PUD recently joined the Pacific Northwest Waterways Association (PNWA) and contributed to their statewide campaign communicating the value of the Snake River dams. We have also been active participants in Northwest RiverPartners as they update fact sheets and develop messaging. Staff attended a listening session held by Congressman Dan Newhouse on the Snake River dams and their effects on Central Washington and the Pacific Northwest. Panelists participating were from PNWA, Washington Policy Center and there was a dam operator. This session was well attended by members of the community. In concert with other local utilities, Commissioners passed Resolution 2505 in support of the FCRPS and four lower Snake River dams.

Q1 - Benton PUD collaborated with TRIDEC's Water, Power & Dams (WPD) Committee on a letter to the Governor requesting that he remove \$750,000 to study the impacts of potential breaching or removal of the lower Snake River dams from his proposed budget. Staff also worked with TRIDEC WPD Committee on a human interest story and Op Ed published in the Seattle Times. We received great coverage from both initiatives. Staff coordinated with WPUA to provide a legislative briefing to members of the state legislature titled Columbia & Snake River Dams: What Washington

Legislators Need to Know. Speakers included Kieran Connolly from Bonneville Power Administration and David Ponganis from U.S. Army Corps of Engineers. Benton and Franklin PUD staff, TRIDEC President/CEO and Port of Pasco Executive Director participated in an editorial board with the Tri-City Herald to provide education on our power system and value of the four lower Snake River dams on that system.

#### **d. - Renewable portfolio standards & carbon emissions**

Q4 - Benton PUD staff attending the Department of Commerce's (DOC) CETA workshop on reporting requirements for greenhouse gas emissions for electric utilities. Presentations were given by DOC, the Utilities and Transportation Commission and Department of Ecology. DOC is developing reporting rules to parallel those of the other two agencies.

Q3 - Benton PUD has been actively engaged with Washington State Department of Commerce staff on CETA rulemaking. Workshops were held to discuss the federal incremental hydro eligibility and identifying and applying a social cost of carbon. Proposed rules were released and Benton PUD submitted comments.

Q2 - Senate Bill 5116 - Benton PUD staff attended informal discussions with the Washington State Department of Commerce and the Utilities and Transportation Commission regarding rulemaking. The following rulemaking priority areas were identified: coordination with EIA, social cost of carbon, future planning (i.e. IRPs and Clean Energy Implementation Plan), and low-income energy efficiency programs. Future rulemaking discussions are planned for late July / early August. Staff will monitor discussions in advance of release of proposed rules.

Q1 - Senate Bill 5116 - Washington Clean Energy Transformation Act - was introduced this session. The goal of the legislation is for utilities to make retail sales of electricity greenhouse gas neutral by 2030 and carbon free by 2045. A penalty would be assessed to utilities not in compliance with the 2030 goal. The bill harmonizes with the existing EIA. A cost cap is established for controlling costs associated with the compliance goal. Benton PUD worked with our lobbyist and collaborated with other utilities in the state and the Public Generating Pool to provide comment and feedback on proposed language. The District continues to be concerned about the reliability of the electric grid when limitations are placed on natural gas as a source of electric generation. Staff will continue to monitor the legislation as it moves through the legislative process.

#### **e. - Columbia River Treaty**

Q4 - Benton PUD hosted work sessions on the Columbia River Treaty with representatives from the U.S. State Department, Bureau of Reclamation and the U.S. Army Corp of Engineers and with the Power Group and with PNWA. Briefings included progress to date and updates on the Canadian entitlement and ecosystem provisions and flood control. The work sessions were in advance of a community workshop on the CRT hosted by the U.S. State Department & Northwest Power and Conservation Council.

Q3 - The Columbia River Treaty Power Group is engaged in efforts to rebalance the provisions of the agreement between the U.S. and Canada. However, with eight rounds of negotiations complete there is little-to-no clear progress to show and there are signs that Canada may be engaging in a delay strategy rather than serious negotiations. The Power Group is also concerned with lack of transparency regarding strategy and progress towards resolution of the flood control provisions, which expire in 2024. The Power Group held meetings in September with the congressional delegation and U.S. State Department to discuss next steps. They are exploring the viability of using the notice of intent to terminate the power provision of the Treaty to start the 10-year window.

Q2 - The last round of negotiations was held in June. The negotiating teams discussed flood risk management, hydropower, and adaptive management. A Town Hall is scheduled for July in Boise.

Q1 - Columbia River Treaty negotiations continue. Meetings were held in Washington D.C in February and a Town Hall was held in Montana in March. However, there have been no real public reports on the progress. This was a topic of discussion at the APPA Legislative Rally. Our delegation continues to press for updates from the Administration.



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

Q4 - No updates for this quarter.

Q3 - A dashboard has been created and data continues to be gathered and monitored. Data is reviewed routinely, looking for anomalies and areas of opportunity to expand the discount program. A recent review of the data identified a need to bring more awareness to the 10% discount and eventually increase enrollment.

Q2 - A dashboard has been developed to display data for all discount types (Senior, Disabled and Veteran/Active Military). Data can be filtered by month or year and includes discount totals and benefit amounts specifically tied to the Federally Established Poverty Level thresholds. Work continues on the dashboard to ultimately include live data pulled from CIS.

Q1 - Work is continuing on the development of a dashboard. Data to be addressed will include low income discount type, average customer benefit by month, and year-to -date activity. An additional discount for Veterans and Active Military was added earlier in the year and those statistics will be added to the dashboard. The goal is to use Mosaic in Q2 to track and display the data on a Dashboard.

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**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.**

Q4 - Staff followed up on feedback that was provided by attendees of the Low Income Advocate workshop and reached out to the individuals who provided the feedback to let them know the outcome. This included the development of additional Pay As You Go FAQs, the creation of a calculator for seasonal workers on Pay As You Go, information about CAC documentation for Pay As You Go customers, and an update on the development of a conservation brochure for renters.

Q3 - Workshops were held in Kennewick and in Prosser for community partners and agencies that work with Benton PUD's low income customers. Representatives from 23 different organizations attended the workshops and learned about Benton PUD's low income bill discount and energy efficiency programs. They also learned about other programs that may benefit low income customers, such as Pay As You Go, SmartHub and home energy audits.

Q2 - Staff is preparing for a low income workshop to be offered in Q3. Invitations to the workshop will be extended to agencies in the community that provide energy assistance to the District's low income customers. The purpose of the workshop will be to provide information to these community partners about the District's low income programs and payment options.

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.**

Q4 - No updates for this quarter.

Q3 - No updates for this quarter.

Q2 - Staff attended a Kennewick Housing Authority staff meeting to discuss the District's low income programs, SmartHub, and energy efficiency offerings. Low Income Discount forms were provided to Housing Authority staff to distribute to customers.

Q1 - Meetings were held during Q1 with CAC and with several Veteran's organizations to provide information about the District's new Veterans/Active Military low income discount. Staff conducted on site meetings at WorkSource Columbia Basin, the Richland VWF Post, the Veterans Opportunity Center, and the Benton City American Legion. Veterans Discount applications were provided to agency staff with instructions on completing the application process.

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**13. - Collaborate with affordable housing organizations to interact, educate and learn. Develop an understanding of how utility bills are viewed in the affordable housing process and evaluate potential new low income programs or changes to existing programs to better serve this group of low income customers. Share information about the District's existing low income programs to promote enrollment.**

Q4 - Staff contacted the new Executive Director at Habitat for Humanity and provided information about Benton PUD's low income programs, including new construction rebates that Habitat homes would likely qualify for, as well as low income discount programs.

Q3 - Staff is continuing to monitor the proposed Housing Authority project that is scheduled to begin in Q2 of 2020. In addition, staff initiated outreach to the Home Builders Association to discuss Benton PUD's Energy Efficient Home Rebate and Habitat for Humanity home eligibility. Staff learned Habitat homes are built to the rebate energy efficiency standards, and if any are built within Benton PUD's service territory they will be eligible.

Q2 - Staff is researching an opportunity to coordinate with the Kennewick Housing Authority on a new low income housing development that will begin in 2020. Options for the District to participate with energy efficiency measures are being evaluated.

Q1 - Contact has been initiated with a low income housing advocate and a meeting is expected to be scheduled during Q2.

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**14. - In partnership with NoaNet, develop a proactive plan and strategy to respond to requests by telecommunication companies relative to the deployment of advanced wireless technology.**

Q4 - The Commission approved a joint use rate for advanced wireless infrastructure (small wireless facilities) for installing on District poles in December 2019. Staff has drafted construction standards and the permit process necessary to support requests for these installations which are tentatively planned for a Q1 2020 deployment.

Q3 - Staff are in the process of reviewing and finalizing joint use rates, standards, and permit processes for advanced wireless/small cell installations that are tentatively planned for a Q4 2019/Q1 2020 deployment. NoaNet is finalizing a contract agreement with a national carrier that will bring approximately 42 small cell sites to the District service area.

Q2 - District staff continue to develop standards, permit language, and cooperative agreements in preparation for potential advanced wireless/small cell deployment. NoaNet has responded to a proposal that could bring as many as 42 of these sites to the District's service territory.

Q1 - The District is actively participating with the City of Kennewick on developing planning criteria, design standards, and permitting processes for the deployment of advanced wireless infrastructure in our community. NoaNet and District staff are preparing a response to a national carrier that is requesting over 20 site locations throughout the District's service area.

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**15. - Develop cooperative agreements with the City of Kennewick for the deployment of advanced wireless infrastructure for facilities located in City Right-of-Way.**

Q4 - District and City staff are continuing to communicate and share information regarding the anticipated implementation of advanced wireless facilities in early 2020.

Q3 - The City of Kennewick and Benton PUD have formally approved an Interlocal Cooperative Agreement that memorializes the two entities' joint efforts around supporting an advanced wireless deployment within the city. Additionally, City and PUD staff have participated in a site walk with a prospective national carrier in order to determine feasibility of equipment installation.

Q2 - The City of Kennewick is currently reviewing minor changes to the proposed Inter-local Cooperative Agreement (ILCA) and intend on taking it to the City Council for approval at the end of July or early August. District staff will present the ILCA for Commission consideration after City approval is obtained.

Q1 - The District has presented a draft Inter-local Cooperative Agreement (ILCA) to the City of Kennewick for their review that memorializes expected collaboration between the parties in preparing for and responding to requests from third parties that desire to locate advanced wireless infrastructure on our facilities. The ILCA is expected to be complete in Q2 2019.

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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.**

Q4 - We were able to leverage the custom prompt capabilities in SmartHub to allow customers to enroll in Round Up. The custom prompt asked customers if they were interested in enrolling in Round Up for Helping Hands and then directed them to the Round Up enrollment screen if they indicated they were interested in the program. This prompt resulted in 433 Round Up enrollments. The overall promotion raised over \$11,500 for the Round Up for Helping Hands program. The custom prompt capabilities will be used in Q1 2020 to direct customers to update their contact information and to encourage customer to enroll in text and email notifications via SmartHub.

Q1 - Updated communication material to include the payment kiosks. Nearly \$50,000 was paid via the payment kiosks in Q1. With the implementation of Pay As You Go in late Q2, kiosk payments are expected to continue to increase. We have nearly 27,000 registered users of SmartHub, or 52% of active service agreements enrolled. Nearly 13,000 customers are enrolled in autopay, which is 150% of pre NISC levels. Paperless billing continues to increase with nearly 15,000 customers enrolled.

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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 restoration, and updates.**

Q4 - Completed

Q3 - ETR is being entered on planned outages by Operations. With the latest version of iVUE (2.45), staff updated the outage messages to include the service address on them rather than just the account number.

Q2 - Continuing to monitor the use of ETR on Planned Outages. With the next release of iVUE (v2.45) additional functionality is available that will enhance our outage messages to include additional information like service address as part of our messaging.

Q1 - Continuing to monitor outage messages, and working with Operations to include Estimated Time of Restoral (ETR) on planned outages. Once it is determined that this is a viable option, will be evaluating turning on ETR messages for customers to opt into and showing ETR on the public facing outage map.



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

Q4 - No updates for this quarter.

Q3 - Staff provided detailed usage information to a Key Account customer for numerous accounts, and also rate comparison information for the same Key Account customer was provided to help determine 2020 costs based on the rate increase.

Q2 - No updates for this quarter.

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.**

Q4 – The Commission adopted an Electrification of Transportation Plan on November 12, 2019, which allows the District to offer customers \$250 in rebates for EV purchases along with customer promotion and education of EV purchases. Sample education components include website information, car dealer education materials, and the District Chevy Bolt wrapped with decals.

Q3 - Provided Leadership Team a presentation on the benefits of creating an Electrification of Transportation Plan. Will take to commission for adoption an Electrification of Transportation Plan on November 12, 2019 which will allow the District to offer customer rebates for EV purchases along with the promotion and education of EV purchases to our customers. Sample education components include website, car dealer education materials, and wrap the District Chevy Bolt with decals.

Q2 - Updated the District's web page to help educate customers on WSU provided data stating the rooftop solar installation Return on Investment (ROI) for installations across eastern Washington. Also updated information related to Washington incentive program funding no longer being available.

Q1 - The District's web page was updated to reflect there are no more available rooftop solar incentives. A graph was also included which shows the current customer installation payback increase from 7 years to 29 years (this includes federal incentive tax credits)

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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.**

Q4 - No updates this quarter.

Q4 - No updates this quarter.

Q3 - No updates this quarter.

Q2 - No updates for this quarter.

Q1 - No change since Q4 2018 after we suspended a RFP that was issued for building a community solar project during 2019 with potential Washington State incentives. After review with WSU, the project was identified as not qualifying for Washington incentives.

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

Q4 - Increased the 2020 Low Income budget by \$50,000 for energy efficiency improvements to help individuals in need.

Q3 - No updates for this quarter.

Q2 - No updates for this quarter.

Q1 - No change since Q4 2018 after we suspended a RFP that was issued for building a community solar project during 2019 with potential Washington State incentives. After review with WSU, the project was identified as not qualifying for Washington incentives.

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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.**

Q4 - Continuing to meet with the EVITA group monthly along with Mid Columbia Energy Initiative (MCEI) at TRIDEC. No new grants were available. Other utilities' EVITA charging station sites are pending installation completion in 2020.

Q3 - Continuing to meet with EVITA group. No new grants were available to apply for.

Q2 - Continue to have dialog with EVITA group. Attended the Connell charging station grand opening on May 23rd drive the Districts new electric vehicle Chevy Bolt. Was interviewed by KNDU and that evening the Districts Bolt was shown being charged with the level 2 charger. EVITA continues to explore future potential grant opportunities.

Q1 - The District hosted a brainstorming meeting during Q1 with the EVITA workgroup to discuss new ideas and future funding opportunities to consider. Co-ops offer customer rebates of \$300 to install chargers in their homes which helps grow loads, but Public Utilities need legislation authority. ENW is looking into potential new grant opportunities. Staff discussed the value of our partnership with Greenlots and future potential projects. Greenlots was recently acquired by Shell. Six (Cle Elum, Ellensburg, Yakima, Kennewick, Pasco, and Connell) of the nine EVITA installations are built and the remaining three are Prosser, Richland and Grant County which will be built during 2019.

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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.**

Q4 - Benton PUD partnered with the City of Kennewick on the Playground of Dreams, Eagle 106.5 on their toy drive and First Night Tri-Cities, and held an employee holiday giving drive for Safe Harbor.

Q3 - RiverFest 2019 was a success with over 4,000 attendees and 75 booths. Benton PUD had a presence with our boom truck and large American flag at the entrance to Columbia Park. We partnered with Energy Northwest and the Richland Energy Services on booths showcasing the river system and EVITA to promote electric vehicles. Benton PUD participated in the City of Kennewick's National Night Out celebration at the Southridge Sports Event Complex and handed out electrical safety materials. We were also a part of the Benton Franklin Fair & Rodeo, both in the parade and providing Parklets (charging stations) and free Wi-Fi near the fair entrance and employees took shifts in the evenings and on the weekend to hand out sunscreen and electrical safety stickers and information.

Q2 - Benton PUD has been actively engaged in RiverFest 2019 planning. Staff is also coordinating this years Energy Experience, an educational, hands-on event geared towards eighth grade students in the Mid-Columbia.

Q1 - Benton PUD has committed to being a part of RiverFest 2019. We will be engaged in the planning committee and plan to host a booth at the event.

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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.**

Q4 - Interconnection of the Orchard View distribution feeder into south Vista Field has been delayed due to an unforeseen issue regarding an underlying property owner easement. The property owner is cooperating, and we expect the easement issue to be resolved and the interconnection to be completed in Q1 of 2020. The District reached out to a property owner in the Southridge area and has offered to purchase 3.53 acres located underneath the BPA Franklin-Badger 115-kV line. The site would provide the District with a strategic substation site positioned well to serve the City of Kennewick's proposed urban growth area (UGA) expansion and to provide additional future capacity and contingency capabilities for the Southridge development area.

Q3 - Orchard View Substation Bay 2 addition has been energized and is serving some existing load. A new distribution feeder has been completed to a point south of Vista Field along Clearwater Avenue with plans to complete the interconnection of Orchard View Bay 2 to existing and developing loads in Vista field during Q4.

Q2 - Orchard View bay two addition is expected to be energized in July. Distribution feeder construction is underway to provide additional capacity from the new bay into Vista Field and ultimately into the western portion of the Bob Olson Parkway.

Q1 - The addition of a second bay at Orchard View Substation is nearly complete. Switchgear was set in place and the power transformer is expected to be delivered April 10th. Substation construction is expected to be completed in early May.

**b. - New large load marketing efforts through TRIDEC.**

Q4 - The District did not receive any inquiries from TRIDEC regarding new large loads. However, BPA's responsiveness to requests for interconnection and their typically long project development cycle times has been the topic of numerous conversations at regional and local meetings. BPA is beginning to make progress and has specifically reached out

to Tri-Cities area utilities regarding transmission reinforcement projects planned for the area in the near and mid-terms. BPA has assigned a project manager to coordinate all Tri-City area projects and has initiated regular check-in meetings with area utilities to continue to improve their responsiveness and accountability for project completion.

Q3 - No updates for this quarter.

Q2 - No updates for this quarter.

Q1 - The District did not receive any inquiries from TRIDEC regarding new large loads.

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

Q4 - The Commission approved a Transportation Electrification Plan which, among other things, will enable the District to offer \$250 rebates to electric vehicle purchasers.

Q3 - A Draft electrification of transportation plan has been completed with a final version expected to be presented to Commissioners for approval in November.

Q2 - Staff has begun the development of a project agreement to move the District's electrification of transportation efforts forward. The goal is to approve a plan in Q3 and move forward with initial customer outreach efforts in Q4.

Q1 - No updates for this quarter.

We maintain high standards of reliability and resiliency in providing products and services that are essential to the quality of life.

1. Optimize distribution assets.
2. Promote the convergence of broadband, information systems and electrical system.
3. Maintain electric and broadband reliability and resiliency.
4. Manage risks and opportunities related to power supply.

## **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.**

Q4 - No action to report for this quarter. Staff are starting an upgrade to the AMI management software in Q1 2020 and will be developing an interface that will allow visualization of near real-time AMI meter alerts.

Q3 - As part of the effort to produce more effective alerts and reporting, staff worked with Sensus to reinstall the Sensus Alarm and Message Manager product which provides real-time alerting for some meter conditions. Further analytical efforts will take place in Q2 2020 after completion of a software upgrade of the primary AMI management software.

Q2 - Staff successfully completed the migration of the AMI management software to Sensus' Boise data center. At this time we are working with Sensus to enhance the meter alarm and alert capability to function as desired.

Q1 - The District is currently migrating the control software that manages the advanced meters from on-premise to the vendor's data center in Boise, Idaho. Migration from on-premise to hosted should be complete during Q2 2019 followed by an upgrade to 4.x version of the software. After that, staff will research data analytic opportunities for meter alert and alarm data. Currently, the immediate needs are being met with the Alarm and Message Manager Sensus product.

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

Q4 - Staff has completed upgrading firmware on all poly-phase Elster meters to enable automated demand reset functionality.

Q3 - Meter Shop staff have less than two dozen poly-phase meters to upgrade the firmware to enable the automated demand reset functionality. These are actively being scheduled with customers in order to complete the necessary programming. They are still on schedule to be completed by year end.



Q2 - The District Meter Shop staff continue to make progress on manually updating firmware for the remaining 240 poly-phase meters in order to reset the demand register monthly. It is expected that this will be complete by year end.

Q1 - Sensus is currently assisting in the over-the-air update of the remaining 52 meters that have a less than optimal communications path. Additionally, District Meter Shop staff are manually updating firmware on just under 700 remaining Elster poly-phase meters in order to reset the demand register monthly.

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

Q3 - Action item completed in Q2 2019.

Q2 - Staff successfully completed the migration of the AMI management software to Sensus' Boise data center. An upgrade to this software is now being planned for Q4 2019 with upgrades to the base station radio transceivers to occur in 2020.

Q1 - The Commission approved a new contract with Sensus in November 2018 that will have Sensus host the primary AMI management software (RNI) in their Boise, ID Data Center. The migration is currently in progress with a Q2 expected completion date closely followed by a software upgrade in Q3.

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

Q4 - An RFP is expected to be released in Q1 2020 for Engineering and Right of Way development.

Q3 - Project was brought forward in the capital plan. Engineering expects to release an RFP for Engineering and Design in Q4 2019 and to complete transmission line design and permitting in 2020 with expected completion of 2021.

Q2 - Deferred until 2020.

Q1 - Deferred until 2020.

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

Q4 - The District expects BPA to tender a general agreement letter by the end of February 2020 that will confirm BPA's intention to fund 100% of all BPA owned equipment to be installed and confirming the project completion date of May 2022.

Q3 - BPA completed the Facility Study report on September 26, 2019. The project is scheduled to be in service by May 2022. Benton PUD's 2019 capital budget included \$550,000 for the project, assuming a BPA cost allocation to the District. As of the Facility Study review meeting held October 21, 2019, it was confirmed that BPA will fund 100% of all BPA owned equipment to be installed.

Q2 - BPA notified the District on July 8, 2019 that additional time is required to complete the Facility Study and the new due date is September 27, 2019.

Q1 - BPA has delayed completion of the Facility Study to July 31, 2019 from March 29, 2019 and the energization date has been delayed to May of 2021 from 2020.

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

Q4 - Engineering has developed a plan to evaluate and prioritize installation of SCADA on the remaining voltage regulator banks on the District's system. The plan includes a map of focus areas that will be shared with the shops to track progress. Engineering currently has three work orders encompassing 14 regulator locations in Finley, South Kennewick, and Southwest Kennewick. These three work orders focus on regulators involved in switching and require District personnel to be on site for set up during routine and emergency switching.

Q3 - The initial work package for the first six regulator controls (Benton City/Badger Canyon) with SCADA has been completed and are fully operational. Work has begun on prioritized work packages for regulators in the Finley area along with a new Phillips Hilltop radio site that will in the future provide a way to alleviate potential radio congestion on the Rattlesnake Master radio site.

Q2 - Currently four of six regulators are operable via SCADA from the work package for Benton City and Badger Canyon Regulators. The last two should be completed well in advance of the next update. Our plan going forward is to install SCADA on additional regulators in the Finley Area.

Q1 - A work package with high priority locations in Benton City and Badger Canyon has been released to operations. Following the completion of this initial work package, additional work packages will follow for the remainder of the system.

Strategic Anchor: **Reliability & Resiliency**

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

Q1 - Completed in 2018.

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**14. - Evaluate Distribution System operational impacts in areas where high penetration levels of customer solar generation has occurred. Develop monitoring tools and reports to provide day-to-day operational visibility of customer generation.**

Q4 - The District has over 400 customer installed solar systems representing over 4 megawatts of capacity interconnected to our distribution system. Systems are widely dispersed over our entire service area. Staff tracks the capacity of solar systems installed by feeder and periodically reviews data to see if installed solar capacity as a percentage of feeder capacity is an "appreciable" amount. There are no distribution system operational impacts being experienced to this point as the solar generation appears mostly as "negative load" to our feeders.

Q3 - No updates for this quarter.

Q2 - No updates for this quarter.

Q1 - Graphs have been developed within the District's Meter Data Management System which allow for a view of aggregate hourly production meter data associated with net metering customer generation.

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**15. - Continue technology surveillance related to the costs and benefits of energy storage.**

Q4 - Staff has engaged as a participant in TriDEC's Mid-Columbia Energy Initiative (MCEI) Energy Storage Subcommittee. This committee looks to capitalize on PNNL's national leadership in the area of energy storage research and development.

Q3 - Staff presented information to Commissioners on the amount of grid scale batteries planned for the California Independent System Operator (CAISO) balancing area through 2022 in comparison to power generating capacity being provided by other resources. The intent of the information was to provide context as to the readiness of batteries to help solve the problems of wind and solar variability and intermittency. CAISO only expects 1.2 gigawatts of batteries by 2022 with a need for over 50 gigawatts of nameplate generation capacity required to meet resource adequacy requirements. The information provided emphasized CAISO's continued reliance on natural-gas fired and hydro generation along with imports from adjacent regions to meet the bulk of their power grid reliability requirements.

Q2 - Staff arranged for and attended a presentation to the Public Generating Pool (PGP) by Carl Imhoff with PNNL regarding the latest developments in energy storage along with future possibilities.

Q1 - According to the U.S. Energy Information Administration, at the end of 2017, 708 megawatts (MW) of power capacity, representing 867 megawatthours (MWh) of energy capacity, of large-scale battery storage capacity was in operation. Over 80% of U.S. large-scale battery storage power capacity is currently provided by batteries based on lithium-ion chemistries. Total installed cost data indicates a very wide range of costs depending on a number of factors including the duration of the battery output. Based on eight battery systems reported, long-duration storage (anything greater than 2 hours) normalized capital cost estimates are around \$400 per kilowatt-hour. This equates to \$16 million for a 10 megawatt battery with a four-hour discharge capability.

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**16. - Perform research and analysis necessary to determine the demand response potential within large customer rate classes as a contributor to maintaining load and resource balance.**

Q4 - No updates for this quarter.

Q3 - A strategic session was held on October 8, 2019, where Power Management staff presented material to the Commission and District staff about demand response and its consideration as a capacity resource. The presentation recommended that the District evaluate demand response programs, including rate based options, for cost effectiveness, reliability and feasibility as a capacity resource. A preliminary timeline was presented to facilitate additional strategic planning discussion.

Q2 - Power Management staff are reviewing BPA's March 19, 2018 Demand Response Potential Report and BPA's October 30, 2018 Addendum and intends to use BPA's evaluated demand response products as the framework for developing estimates of the demand response potential within the District's service territory.

Q1 - No updates for this quarter.



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**17. - Actively participate with other members of the Public Generating Pool to communicate the results of the Pacific Northwest resource adequacy study to key constituencies.**

Q4 - The E3 "Resource Adequacy in the Pacific Northwest" study has continued to provide important source data for presentations and discussions including a staff presentation to the Energy Northwest Executive board in October and all-employee meetings in December.

Q3 - Results of the E3 "Resource Adequacy in the Pacific Northwest" study were used by staff in various forums and presentations to emphasize the need for investments in dependable capacity resources as coal-fired power plants are retired at an accelerating rate.

Q2 - The District hosted a forum titled Maintaining Grid Reliability and Affordability in a Clean Energy Era. Arne Olson with E3 and Therese Hampton with PGP were the featured speakers. The forum was well attended and positive feedback was provided by many attendees.

Q1 - Conclusions drawn from the E3 "Resource Adequacy in the Pacific Northwest" study were used in staff presentations at a Badger Club luncheon on February 21st and at three Southridge High School environmental science classes on February 1st.

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

Q4 - Staff completed the Damage Assessor training and conducted the (2) tabletop drills. The plan is being finalized.

Q3 - Staff has developed the training program for the Damage Assessors to include a Safety component, use of NISC's Damage Assessor AppSuite tool, and a hands on outage prop scenario. Training has been scheduled for October 15th for half of the participants and October 16th for half. A tabletop drill has been scheduled for October 23rd to roll out the scenario with a follow up on November 19th to report on results. Some procedures are expected to be developed after this process.

Q2 - Staff continued to evaluate the action items. The project team met with Engineering and Operations to review their items, create assignments for individuals and assign due dates. Staff met with Benton County Emergency Services to ensure understanding and alignment during a major outage event. Working toward conducting an emergency response drill during Q4.

Q1 - Staff has re-focused this action and created a project team to review all aspects of outage restoration and public and employee communications in 2019. In Q1, staff has reviewed the existing Emergency Response Plan, met with each department to brainstorm ideas on how they can support the plan, started an action item tracking spreadsheet, reached out to NISC to request a demo of their damage assessment tool, worked through and completed most of the action item list created with the City of Kennewick on communications, discussed the installation of a generator capable of powering the entire Admin building in the event of an outage, and reached out to the State to request a review of our FEMA procedures.

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**19. - 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 - This is scheduled for 2020.

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

Q4 - Benton City Substation is energized and operational. Remaining work includes demolition of the now defunct secondary structure. A work package to replace feeder and bay protection for Ely Bay 2 is 95% complete and will be constructed in early/mid 2020.

Q3 - Riverfront Substation LTC retrofit is complete and back in operation. This was the last such replacement on the system. Benton City Substation construction began with the removal of District's oldest power transformer (69 years). Progress has seen the substation site leveled and new concrete structures are currently being installed to receive the new substation equipment that has been procured.

Q2 - Highlands Bay #2 work is complete. This project completed bay protection upgrades for the entirety of Highlands Substation. Riverfront Substation load tap changer is scheduled to be replaced in late August or early September. We are currently in the process of confirming scheduling.

Q1 - A Circuit Switcher addition and Differential/Overcurrent protection work is scheduled to begin in mid-April for Highlands Bay #2 and will complete protection upgrades at Highlands Substation. Procurement for substation bay and feeder relay replacements is beginning. Ely Bay #2 is scheduled for Q3 2019, and Ely Bay #1 for Q2 2020.

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## **20. - Review and update the District's Emergency Curtailment Plan.**

Q4 - No updates for this quarter.

Q3 - Operations Policy No. 79 - Emergency Load Reduction Plan was approved by the Director of Operations and General Manager on July 24, 2019.

Q2 - Resolution No. 2506 - Emergency Load Reduction Plan Policies was approved by Commission at the June 11, 2019 meeting. Operations Policy No. 79 - Emergency Load Reduction Plan was submitted to the Director of Operations for final review as of July 3, 2019.

Q1 - A project team was identified and a project agreement was created. The goal is to request Commission approval of the updated curtailment plan at their May 28th meeting.

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

Q1 - Completed in 2018.

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## **22. - Evaluate drone technology and FCC licensing requirements.**

Q4 - Training has been completed and the draft policy is being finalized.

Q3 - A quote was issued and GenPac was awarded. The drone has been purchased and training is occurring as of the date of this report (October 9).

Q2 - All bids were rejected due to an alert from Homeland Security and staff are re-evaluating the next steps.

Q1 - Drone technology is being evaluated by a small group of staff as an enhancement to the District's inspection program and for patrolling during outages. They have seen a demonstration from one vendor and have developed a draft RFP that is under review to purchase and receive training for a drone.

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**23. - Emerging Strategic Issue: Electricity Intensive Load (EIL). (Added July 2018)**

**a. - Monitor industry activities related to crypto currency mining and block chain operations, developing recommendations as needed to modify policies.**

Q4 - Two of the Mid C utilities are considering significant rate increases for cryptocurrency customers, while limiting the rate increases for other customers classes. Concerns about increasing loads exceeding power supply and the need to purchase power on the market during some months of the year were identified as reasons for the proposed rate increases. At this point, staff is not making any recommendations to change District EIL policies but continues to monitor activities at other utilities.

Q3 - No update for this quarter.

Q2 - Staff continue to monitor industry activities related to cryptocurrency mining. While staff is not recommending any changes to District policies at this time, several events have occurred during Q2 that reflect how dynamic the cryptocurrency industry continues to be. One eastern Washington PUD implemented a moratorium during Q2 on accepting applications on all new non-diverse loads to allow their staff time to evaluate policies and procedures and impacts on their electric system and power supply. Another eastern Washington PUD implemented a new rate class during Q2, which phases in increasing rates over three years for "evolving industries" including cryptocurrency operations. A group of cryptocurrency companies had filed a request for a preliminary injunction to prevent the rates from being implemented, and the PUD received a favorable decision from a federal judge just prior to the scheduled implementation date allowing the utility to move forward.

Q1 - No updates for this quarter.

**b. - Proactively evaluate impacts of EIL customers on power supply portfolio.**

Q4 - No new EIL customer loads of significance were added to the District's load.

Q3 - No updates for this quarter.



Q2 - No updates for this quarter.

Q1 - No updates for this quarter.

**c. - Proactively evaluate impacts of EIL customers on the District's transmission and distribution system, updating the line extension policy as needed.**

Q1 - Completed in 2018.

**d. - Evaluate distribution system impacts related to new EIL customers, ensure upgrades are made as needed, and monitor existing EIL loads to ensure ongoing system safety and reliability.**

Q4 - No updates for this quarter.

Q3 - New application for EIL Loads has dropped considerably. Currently one large EIL customer has paid for an additional service and signed all documentation; Benton PUD is awaiting notice to proceed as their existing loading has not increased past the point of needing the additional service. Another commercial level EIL customer has inquired about relocating to the Finley Area and has received rough estimates for necessary infrastructure upgrades, but has not indicated any action as of this update.

Q2 - From the last update, it does not appear that LogOn has ramped much and has not requested the additional service although they have paid the fees due. We recently had a meeting with a customer about alternate locations for an existing container plus additional containers.

Q1 - LogOn located on Okanogan Avenue in south Vista Field has paid for the additional service at their location. This load addition was evaluated previously with the existing service addition. The customer's service equipment has not been ordered and it is anticipated to take 2-3 months to procure. No other applications have been received to date.

**e. - Work with new EIL customers on selecting billing options; monitor existing customers on a monthly basis to ensure payments are being made, and ensure security deposits are adequate based on loads.**

Q4 - No additional EIL customers were added in Q3. All EIL deposits are adequate at this time.

Q3 - No additional EIL customers were added in Q3. Two smaller EIL customers ceased operations. All EIL deposits are adequate at this time.

Q2 - EIL customers who previously selected prepay as their payment option have now transitioned to standard billing. Adequate deposits have been obtained as a result of this change.

Q1 - The largest EIL customers reduced electric consumption during Q1 as the market price for bitcoin was down, causing a reduction in mining activity. One EIL customer was added during the quarter, and several small users notified the District they had stopped mining. The District currently has 12 active EIL customers. The largest EIL customer is working with Engineering staff to install an additional transformer and will be increasing load over the next 2-6 months. Customer Service will work with the customer to increase the deposit requirement and insure adequate security is in place. There are currently three customers who have elected prepayment as their payment option.

**f. - Utilize technology to perform proactive distribution system monitoring to identify locations of potential EIL customers who have not declared their operations.**

Q4 - Staff has continued to monitor accounts for unusual usage. No EIL customers were identified during the quarter.

Q3 - Staff has continued to monitor accounts for unusual usage. No EIL customers were identified during the quarter.

Q2 - No updates for this quarter.

Q1 - Staff continues to look for accounts that have unusual increases in usage. When an account is identified as a potential EIL, outreach is initiated with the customer. During Q1, one previously undeclared EIL customer was identified through higher usage patterns and is now conforming to the District's EIL policy.

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

Q1 - Completed in 2018.

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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 - Completed in 2018.

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

Q4 - Benton City Substation is energized and operational. Remaining work includes secondary structure demolition and construction of a third feeder getaway that is contingent on the structure demolition.

Q3 - Benton City Substation has progressed from the demolition stage to the construction phase. Currently footings and foundations are being formed up and poured. Customer Engineering, with input from System Engineering, has finalized design of the feeder getaways. Benton PUD has taken delivery of the Power Transformer and is awaiting the switchgear. All other material has been procured and is awaiting installation.

Q2 - The District's Mobile Substation has been installed, contracts for oil filled equipment recycling are being finalized, the 90% review drawings have been reviewed and comments have been returned to consultant. We are beginning to prepare construction contracts.

Q1 - The design process is under way with the District's engineering consultant. All major equipment has been ordered. Soil testing is scheduled for the first part of April and BPA has been contacted about the plan to install the mobile substation and tap the Grandview-Red Mountain #1 Line.

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**6. - Continue to work with BPA to complete studies and agreements necessary to facilitate construction of the Southridge substation in 2020.**

Q4 - BPA tendered a revised Construction Agreement No. 19TP-11848 on November 1, 2019, that lowered their cost estimate by \$440,913 (from \$1,131,080 to \$690,167). The cost reduction was primarily due to BPA using their own construction crews rather than contract labor. On November 12, 2019, following the Commission's motion to approve, the General Manager executed BPA's construction agreement (Contract #19-21-66) with a cost estimate of \$690,167 and an estimated completion date of December 31, 2020.

Q3 - BPA completed their scoping effort and tendered a construction agreement on October 8, 2019 with a cost estimate of \$1,131,080 and a project completion date of December 31, 2020. Before moving forward, District staff have requested that BPA provide an explanation for the high cost of BPA's contract labor.

Q2 - BPA sent a delay notice on July 8, 2019 that their scoping team requires more time and that the new anticipated completion date is September 1, 2019.

Q1 - BPA's preliminary engineering activities (Contract #18-21-37) for the transmission interconnection design and cost estimate are ongoing and the completion date has been extended from January 2019 to June 2019.

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**7. - Complete analysis and substation equipment installations necessary to mitigate low voltage conditions associated with a BPA Horse Heaven 115-kV point-of-delivery outage during peak summer loading.**

Q3 - No updates for this quarter.

Q2 - After further study, Engineering staff determined the system, with current equipment in good operating condition, will operate adequately under peak loading condition for the contingencies studied: 1) Loss of Horse Heaven Point of Delivery, and 2) Loss of McNary Point of delivery. Switching plans are on file with Operations for these contingencies, and include step by step plans for restoration.

Q1 - After completing different outage scenarios on the river system it was discovered that the low voltage conditions that are a product of a Horse Heaven point of delivery outage are low but will still allow customer utilization voltages to be adequate. The analysis included the use of the Whitcomb 115kV capacitor bank but did not require additional capacitor installation as was previously anticipated. Spare capacitor units and miscellaneous parts have been ordered, and our maintenance plan now includes operational testing at least annually.

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

Q3 - This project has been deferred to 2022

Q2 - No updates for this quarter.

Q1 - No updates for this quarter.



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## **9. - Complete permitting and design of the Sunset Road to Dallas Road transmission line in 2019. Complete construction in 2020.**

Q4 - The District expects BPA to tender a general agreement letter by the end of February 2020 that will confirm BPA's intention to fund 100% of the Red Mountain breaker position addition and confirming their project completion in 2023.

Q3 - The District's efforts to permit and design the new line have been deferred to 2022 with line construction planned for 2023. Related to this project, BPA completed their Red Mountain breaker position addition Facility Study report on September 26, 2019. The new breaker position is scheduled to be in service by October 31, 2023. As of the Facility Study review meeting held October 21, 2019, it was confirmed that BPA will fund 100% of this Red Mountain breaker position addition.

Q2 - This project is currently on hold awaiting a response from WSDOT either confirming that the proposed highway project impeding this transmission project was deferred or canceled.

Q1 - The Sunset to Dallas Transmission Line has been postponed until the Washington State Department of Transportation (WSDOT) has a firm design for the I-82 Interchange near Benton City. The WSDOT website indicated that the project would go out to bid in Q4 of 2020 which would indicate that a firm design would be available to affected entities by Q2/Q3 2020.

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 - Completed in 2018.

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

Q1 - Completed in 2018.

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6. Be recognized as a safety leader in the utility industry.

**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 - Completed in 2018.

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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.

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

Q4 - The Tableau Safety Incentive Program Points Standings workbook continued to be updated by the SIP Subcommittee throughout the fourth quarter. Employees continue to utilize this workbook to reference their individual and group standings. The group attendance statistics are also utilized for the District's quarterly Safety Meeting and Training attendance metric.

Q3 - In the third quarter, the Safety Incentive Subcommittee (SIP) developed a revised Tableau display of program point standings to enhance end user capabilities following the first incentive program year. The new display features both individual and group standings on one tab, no longer requiring toggling between pages. It also features an enhanced individual point break down by category as well as a new section for upcoming point opportunities in the program increasing end-user value.

Q2 - Safety Committees worked with IT throughout Q2 to ensure the Safety Incentive Program standings were updated and displayed for employees via Tableau workbook. Safety Committees also used analytics to review and summarize the statistics from the first Safety Incentive Program year which concluded June 30, 2019.

Q1 - Staff collaborated with IT each month to have the Tableau Safety Incentive Point Standings workbook updated as submissions were received throughout the quarter.

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

Q1 - Completed in 2018. Shared Safety Welcomes with five new hires in Q1.

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**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.**

Q4 - No updates for this quarter.

Q3 - Engineering Department procedure 55B has been developed in draft form and is currently under review by the Director of Engineering and Power management.

Q2 - A "Root Cause Analysis" service order has been created in CIS (workflow approved by Dunn/Edwards) and the procedure is being updated.

Q1 - Work has begun to develop a process that will allow outages to be evaluated by either the Lead Dispatcher or the Superintendent to forward outages requiring further review/analysis to Engineering. The process is going to utilize NISC OMS and the NISC Service order process.

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

Q4 - 2019 Year End: 90 work orders completed ~ 955 poles visited ~ 2242 violations corrected ~ 32 work orders (backlog) pending release to Contractor encompassing 297 poles ~ 10 work orders released to Contractor (under construction or pending construction) encompassing 101 poles. Q4 Totals: 22 work orders ~ 177 poles visited ~ 484 violations corrected. As we move into the Prosser area we are making efforts for get Century Link Communications on board with the One Touch Program.

Q3 - Year to Date activities: 68 work orders completed~ 778 poles visited ~1758 violations corrected ~ 34 work orders (backlog) pending release to Contractor encompassing 335 poles ~ 9 work orders released to the Contractor (under of pending construction) encompassing 94 poles.

Q2 - Year to Date work completed: ~ 43 work orders completed ~ 521 poles visited ~ 1279 violations corrected ~ 25 work orders (backlog) pending release to Contractor encompassing 285 poles ~16 work orders released to Contractor (under or pending construction) encompassing 142 poles

Q1 - The District's Joint Use program has received commitment from all of the participating entities for Q2. Charter has committed for Q3 as well. The inclement weather during late February and early March saw the contract crew supporting this effort leave to do storm work while District staff had a chance to get caught up on our Joint Use notifications and inspections. Engineering has asked the contractor to commit more labor to the correction effort in order to get on track to meet the goal of over 1500 poles this year. In Q1, 9 work orders were completed, 141 poles visited, 400 violations corrected, 41 work orders are pending release to the contractor encompassing 411 poles, and 14 work orders were released to the contractor encompassing 141 poles.



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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.**

Q4 - This action is considered complete. Right-of-way encroachments will be mitigated or corrected as they are identified through ongoing line inspection efforts.

Q3 - Right-of-way encroachments have been incorporated into the District's line inspection processes and procedures to begin the effort of inventorying encroachments and assigning responsibilities for corrective actions and follow up.

Q2 - Draft changes to the District's line inspection and patrol procedures have been developed to incorporate right-of-way encroachments into the field inspection process.

Q1 - Continuing to make incremental progress on efforts to establish systems and processes that can be used to identify existing right-of-way encroachments.

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

Q4 - The District's High Voltage Safety Demonstration Trailer was used by Benton PUD crews at the Construction Career Day event at the Benton Franklin County Fairgrounds, at The Energy Experience at the REACH Museum, and at Desert Hills Middle School. Staff also assisted with the coordination of Benton REA utilizing the Safety Trailer at the Benton County Fire Department demonstration in West Richland in October.

Q3 - Benton PUD staff provided Basic Electrical Utility Safety to City of Kennewick Public Works employees.

Q2 - Benton PUD crew performed a safety trailer demonstration for staff and families that attended our annual future employee day event. Staff presented the First Responder Electrical Safety program to two groups of Kennewick City Police and crews also performed the safety trailer demonstration at these sessions.

Q1 - Two Benton PUD linemen worked alongside a crew from Benton REA to rescue motorists stranded in snow drifts near Prosser. The two utility crews worked into the night to retrieve a family of four, a husband and wife and several hunters who had been stranded in their cars for six hours in blizzard conditions. The crews were recognized by the Washington State Patrol with a Commendation Award and Challenge Coin.

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

Q4 - Supervisors participated in Time Management, Personality-Centered Approach to Management Myers-Briggs Refresher, and Upcoming WA Paid Family Medical Leave training this quarter.

Q3 - Supervisors participated in Basics of Just Cause for Supervisors, Effective Performance Evaluations, and Contracts & Procurement training this quarter.

Q2 - Supervisors participated in Labor Relations, Travel Management & Financials, and Attendance training this quarter.

Q1 - A tentative training schedule for supervisors has been developed for 2019. Supervisors participated in a NWPPA Webinar titled Communications Across Generations.

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

Q4 - Required trainings via Vivid Learning upon new hire were issued to two employees in the fourth quarter. The Admin/Prosser Office Safety Committee issued the fourth quarter safety training Distracted Driving Refresher via Vivid Learning. The course was launched on November 6<sup>th</sup> and was due by December 31<sup>st</sup>. The course saw a 99% completion rate of expected versus actual participation. Employees continued to self-enroll in safety courses throughout the quarter to earn points in the Safety Incentive Program.

Q3 - Required trainings via Vivid Learning LMS were issued to 10 new employees upon hire in the third quarter. Employees throughout the District continue to self-enroll in Vivid safety training courses as point qualifications in the Safety Incentive Program. Summit Law Webinars continued to be utilized during the quarter for Manager and Supervisor trainings.

Q2 - Vivid Learning Systems was utilized to assign required training to five new hires. Employees continued to self-enroll in Vivid safety trainings to earn points in the Safety Incentive Program. Several Summit Law Webinars, which focus on labor and employment law issues, were attended by Supervisors.

Q1 - The Human Resources team attended several Employment and Labor Law Webinars delivered by Summit Law. Multiple employees have taken advantage of IBM MS Word and Excel tutorials. Human Resources continued to offer Ethics and Conduct - Culture of Compliance and Workplace Violence Prevention web- trainings to employees upon hire to be completed at their convenience during the requested time-frame.

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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.**

Q4 - The District held annual employee meetings in December to reflect on the year's overall District accomplishments, successes, and future goals. Communications worked with employees to develop a highlight video which included first-hand commentary from employees themselves throughout the various shops and departments on their successful projects throughout the year. The meetings and video promoted engagement and cross-collaboration across the District and was well-received and appreciated by all employees.

Q3 - The District held Informational Rate Meetings for employees to provide the opportunity to learn about and better understand the rate changes Benton PUD is facing. These informational meetings help keep employees updated with rate decisions, keeping staff informed and equipped to answer customer questions.

Q2 - Voluntary Informational Meetings on River Systems and Reliability were held in May and well attended by employees.

Q1 - Employee informational meetings have been scheduled in Q2. Topics will include River Systems and Reliability.

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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.**

Q4 - Continue to utilize online Diversity and Veteran job boards for recruitment.

Q3 - Continue to utilize Benton PUD's Twitter and Facebook accounts to communicate job opportunities. Continue to utilize online Diversity and Veteran job boards for recruitment.

Q2 - Continue to utilize Benton PUD's Twitter and Facebook accounts to advertise job openings. Expanded job posting outreach in Facebook to target potential Journeymen Linemen. Continue to utilize Veteran and Diversity networks.

Q1 - Utilized Benton PUD's Facebook and Twitter accounts to get the word out about open positions and job postings. Utilized Veterans and Diversity networks for all external postings. Expanded recruitment area to Mountain States in an effort to attract Lineman Journeyman applicants.

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

Q4 - The Local Wellness Task Force has analyzed responses to the survey request and is the process of finalizing their recommendation on future wellness initiatives. The Committee is evaluating how Premera's wellness platform, KrowdFit, which is exclusively offered to employees enrolled in the medical plan, can be incorporated into the District's wellness program.

Q3 - Two new virtual care offerings were launched in Q3 - Teledoc and Talkspace. The Local Wellness Task Force conducted an employee survey to evaluate interest in different dimensions of wellness and program activities.

Q2 - The CWPU UIP is exploring several new employee benefit offerings which potentially will be launched in Q4 2019 and Q1 2020.

Q1 - No updates this quarter.

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

Q4 - The contract for the April 1, 2020 to March 31, 2023 term was ratified in October. The parties entered into Letters of Agreement to provide additional benefits to all represented employees and a market adjustment for Apprenticeable craft positions. The Compensation Table for the term of the contract has been reviewed and approved by both parties.

Q3 - Negotiations began for the 2020-2023 Collective Bargaining Agreement; Tentative Agreements reached included local, joint (Benton / Franklin) and CWPU UIP.

Q2 - Three (3) Labor Management Meetings were held.

Q1 - One labor management meeting was held. The District collaborated with IBEW to deliver Respectful Workplace training to all Operations foreman, supervisors and shop stewards.



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

Q3 - Deferred - Looking at NISC HR Connect implementation in 2020.

Q2 - This strategic action item has been deferred.

Q1 - No updates this quarter.

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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).**

Q4 - No updates this quarter.

Q3 - The CWPU Wellness Program Status report was updated and will be ready to be published in Q4. This report will provide employees with secure access to their personal details on the parts of the program they have completed.

Q2 - No updates this quarter.

Q1 - HR worked with IT to complete 2019 Affirmative Action Plan (AAP) reports and initiated process to create employee accessible Tableau report showing status towards completion of CWPU Wellness Program activities needed to receive 2020 incentive.

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**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.**

Q4 - Communications partnered with employees to develop a video shared at December's annual employee information meetings highlighting successes and accomplishments throughout the year. HR also worked with Communications to develop a safety recognition video to be shared at the upcoming all employee safety meeting in January 2020.

Q3 - This strategic item has been deferred.

Q2 - No updates this quarter.

Q1 - No updates this quarter.

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

Q4 – The CWPU Wellness Program has concluded. Program events in the quarter included an onsite biometric screening event facilitated by Catapult, ICMA-RC presentation on Retirement Basics facilitated by Jim Reinke, and an Understanding Addiction educational session facilitated by BFRC.

Q3 - Walktober launched at the end of Q3, 130 final participant count / 11 teams. Well-being education opportunities (4) including; Tri-City Cancer Center Nutrition, FIT, HPV and ICMARC Social Security Steps. Wellness Task Force regulatory training and research on wellness program design completed.

Q2 - Spring into Motion was launched and concluded in this quarter. Several CWPU wellness activity opportunities were offered to employees by the Tri-Cities Cancer Center and ICMA.

Q1 - The CWPU UIP Wellness Program was launched in Q1. Engaged and combined local wellness committee and EIAC to create a Wellness Task Force responsible for developing a Local Wellness Program structure and strategy recommendation for management.

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

Q4 - No updates for this quarter.

Q3 - Rate Schedule 100 was removed in September by the Commission. Staff will continue to monitor sustainability goals and make recommendations as needed for rate structures to accommodate these goals.

Q2 - Staff is recommending cancelling rate Schedule 100, Green and Carbon Free Rates. Hydropower is beginning to be recognized as a carbon free renewable resource by the corporate community. The District will also be near 100% carbon free starting in 2020. With these factors in play, rate Schedule 100 is no longer necessary. Staff will continue to monitor sustainability goals and make recommendations as needed for rate structures to accommodate these goals.

Q1 - Staff is monitoring the current legislative session prior to proceeding with green rates.

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

Q4 - No updates for this quarter.

Q3 - No updates for this quarter.

Q2 - No updates for this quarter.

Q1 - No updates for this quarter.

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

Q4 - No update for this quarter.

Q3 - This item is complete as the bill has passed and Benton PUD is now working on implementation. EV Incentives are included as an action item in the draft 2020-2021 plan.

Q2 - Substitute House Bill 1512 passed the legislature. Benton PUD has formed a project team to work on implementation and specifically address development of an incentive.

Q1 - HB 1512 - concerning electrification of transportation - was introduced this legislative session and has advanced to the Senate. The bill passed the House by a vote of 64/33 and at the time of this writing is awaiting a vote in the Senate. Staff will continue to monitor this bill as it moves through the legislative process.

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**13. - 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.**

Q4 - No updates for this quarter.

Q3 - No updates for this quarter.

Q2 - No updates for this quarter.

Q1 - No updates for this quarter.

**b. - Carbon Initiatives**

Q4 - No updates for this quarter.

Q3 - Over thirty attendees participated in Benton PUD's strategic planning session on resource adequacy. The focus was how do we maintain grid reliability and affordability in a clean energy era. Presenters included Arnie Olson from E3 and Therese Hampton from PGP.

Q2 - Engrossed Second Substitute Senate Bill 5116 passed the legislature and was signed into law. Utilities must eliminate coal from their portfolio by 2025; serve retail load with carbon-neutral services by 2030 and carbon-free services by 2045. Hydropower and nuclear are considered eligible renewable resources under the legislation. Other provisions included: federal incremental hydro, Clean Energy Action Plans and low-income energy assistance programs.

Q1 - Benton PUD worked with our lobbyist and collaborated through WPUDA and the Public Generating Pool to provide comment and feedback on Senate Bill 5116 -



Washington Clean Energy Transformation Act - introduced this session. The bill passed the Senate and is awaiting action in the House Finance Committee.

**c. - Distributed generation**

Q4 - No updates for this quarter.

Q3 - No updates for this quarter.

Q2 - House Bill 1126 passed the legislature and was signed into law. The legislation allows but does not require a customer-owned utility to develop a Distributed Energy Resource (DER) plan.

Q1 - The District worked with WPUDA to monitor HB 1126 - Enabling electric utilities to prepare for the distributed energy future - that was introduced this session. WPUDA had concerns. The bill would allow the governing board of a customer-owned utility to develop a Distributed Energy Resource (DER) pilot program and identifies actions a utility should take if it undergoes such a program. The legislature is required to conduct an initial review of the state's policy pertaining to DER planning. The bill passed the House and is currently awaiting a floor vote in the Senate.

**d. - Telecommunications**

Q4 - No updates for this quarter.

Q3 - No updates for this quarter.

Q2 - Second Substitute Senate Bill 5511 passed the legislature and was signed into law. The legislation called for creation of the Governor's Statewide Broadband Office. Utilities are authorized to temporarily provide retail internet services in the event no other provider is available.

Q1 - The District worked with WPUDA to monitor SB 5511/ HB 1498 - Expanding broadband services - introduced during the session. The bills create the Governor's Statewide Broadband Office, require the Public Works Board to establish a competitive grants and loans program for broadband and authorize PUDs to temporarily provide retail internet services. The House bill is moving and awaiting action in the Senate Ways & Means Committee.

**e. - Electric vehicle charging infrastructure**

Q4 - No updates for this quarter.

Q3 - No updates this quarter.

Q2 - Substitute House Bill 1512 passed the legislature and was signed into law. Consumer-owned utilities may adopt an electrification of transportation plan that establishes outreach and investment in EVs. Cost may not increase more than 0.25 percent. The District has formed a project team to work on implementation.

Q1 - The District worked with our lobbyist to support HB 1512 - concerning electrification of transportation - introduced this session. The bill passed the House with a vote of 64/33 and is awaiting a vote in the Senate.

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

Q4 - No updates for this quarter.

Q3 - PNWA in conjunction with the Washington State Potato Commission held a legislative tour of Ice Harbor. Almost forty legislators from Western Washington were in attendance. Benton PUD partnered with Franklin PUD and the Tri-City Legislative Council to host a reception following the tour. There was good attendance and discussion of the value of the federal hydro system.

Q2 - The final biennial budget included a total of \$750,000 to study the impacts of potential breaching or removal of the lower Snake River dams. The District will monitor activities closely.

Q1 - Benton PUD is working with our lobbyist and coalition of interested parties to communicate concerns with a budget proposal that would include \$750,000 to study the impacts of potential breaching or removal of the lower Snake River dams. The District opposed that provision in both the Governor's proposed budget and SB 5123 - Biennial Operating Budget. The language was not included in the House Operating Budget.

**g. - Low income assistance programs**

Q4 - No updates for this quarter.

Q3 - No updates for this quarter.

Q2 - No updates for this quarter.

Q1 - No updates this quarter.

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**14. - 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.**

Q4 - Benton PUD partnered with local utilities and Energy Northwest to put on the fourth Energy Experience. Over 400 students attended to learn about the electric grid and power sources we use to serve our customers. Staff attended career fairs offered through the Kennewick School District. Benton PUD also hosted its annual Senior Day where almost 250 customers came to apply for or learn more about one of our low income discounts.

Q3 - Benton PUD held a Low Income Workshop for community service organizations in both Kennewick and Prosser. Both sessions were well attended. A presentation was provided on our low income program offerings, including our new Pay As You Go program. Attendees also received a SmartHub demonstration. Finally, a history of our conservation programs and low-income weatherization rebates was also provided.

Q2 - Benton PUD attended the Senior Times Expo and shared information about our low income programs, participated in the City of Kennewick's Earth Day events by providing trees to be planted, hosted the Southridge High School students for a tour of Ice Harbor dam and fourth graders at St. Joe's for Power Day at Benton PUD.

Q1 - Benton PUD attended the Home Builder's Association Regional Home Show and provided information on our tree program as well as hosted a workshop on weatherization and home automation. Staff provided a presentation to Southridge High School Environmental Science classes and volunteered with Junior Achievement providing a lesson on working for a utility. Presentations were made on the Columbia River System at the Horse Heaven Hills Kiwanis and on system reliability at the Badger Club. The District partnered with the Tri-City Regional Chamber of Commerce and Prosser Chamber of Commerce for their annual awards banquets and with TRIDEC for their Economic Outlook event.

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

Q1 - Energy Northwest has cancelled this project.

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

Q4 - The Kennewick Substation Voltage Optimization project continues and is scheduled for completion in 2020. This will be the District's first VO project of which the energy savings will be applied toward the EIA 2020-21 conservation target and will be audited by the SAO in 2022.

Q3 - The Kennewick Substation Voltage Optimization project continues and will be completed in 2020. Energy savings from this project will be applied toward the EIA 2020-21 conservation target and will be audited by the SAO in 2022.

Q2 - No updates for this quarter.

Q1 - Equipment has been ordered and baseline reporting is scheduled to conclude in Q2 2019 with the expectation to begin building the project in 2019. Completion is expected in 2020 and energy savings will be reported in the EIA 2020-2021 biennium.

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.
3. Ensure long-term financial sustainability.
4. Manage enterprise-wide risks.
5. Build partnerships.
6. Promote honesty, integrity, and trust.
7. Maintain a sustainable low-carbon power supply portfolio.

**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 - Completed in 2018.

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**5. - Evaluate and implement the security assessment recommendations as part of the overall cybersecurity strategy.**

Q4 - Progress continues on the security assessment recommendations with 29 completed and 15 items remaining. Recent staff turnover has affected this progress; however, many of the remaining items will be addressed with the Q1 2020 Windows 10 upgrade.

Q3 - Progress continues on the security assessment recommendations with 26 completed and 18 items remaining. Continued efforts will focus on items that can be addressed through the upcoming Windows 10 upgrade.

Q2 - Staff continues to make progress on the 2018 Security Assessment recommendations. Of the 44 total recommendations, 20 have been completed as of July 2019.

Q1 - In March 2019, staff gave a presentation to the Commission on the District's current state of cybersecurity. As part of the presentation, a comprehensive overview was given of the external 2018 Security Assessment where the District was provided with 44 recommendations that can improve our cybersecurity posture. Staff has completed nine recommendations to date and will continue to provide regular progress updates to the IT Steering Committee and Commission.

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## 6. - 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.**

Q4 - Effort deferred to internal plan development action in 2020.

Q3 - After completing a scope of work assessment with an APPA Hometown Connections consulting firm, staff has decided to move this action item to an internal conducted effort where the focus will be to identify and prioritize optimization opportunities within each functional business area. This effort will take place starting in Q1 2020.

Q2 - Staff is working with APPA Hometown Connections to determine if they have appropriate resources to conduct the Strategic Technology Planning. Requirements are being finalized and based on meeting outcomes, an RFP for consulting services may be issued in early August 2019.

Q1 - The District will incorporate the Strategic Technology Planning process in with the 2019 effort for Strategic Planning. As part of this process, System Owners/Module Leads 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.**

Q3 - The Data Team has completed the framework for Master Data Management and utilize this as a guideline for building out a robust, secure, and efficient data management architecture.



Q2 - No updates for this quarter.

Q1 - The Data Team has started creating the overall document that will capture the data requirements for use in District Data Analytics Strategy going forward. The plan is to have the document completed by Q4 2019.

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

Q1 - Completed in 2018.

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**8. - 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.**

Q4 - The District's base charge (Daily System Charge) is just slightly less than the median of comparable northwest utilities. Staff will continue to monitor.

Q3 - The District's base charge (Daily System Charge) is just slightly less than the median of comparable northwest utilities. Staff will continue to monitor.

Q2 - The District's base charge (Daily System Charge) is just slightly less than the median of comparable northwest utilities. Staff will continue to monitor.

Q1 - The District's base charge (Daily System Charge) is just slightly less than the median of comparable northwest utilities. Staff will continue to monitor.

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## **9. - Monitor industry developments related to the use of residential demand charges.**

Q4 - Staff continue to monitor developments related to residential demand. Staff plans to attend a rate workshop sponsored by NWPPA in the Spring/Summer of 2020 where utilities and industry experts will come together to explore rate designs.

Q3 - Staff continues to monitor developments related to residential demand.

Q2 - Staff continues to monitor developments related to residential demand. Flathead Electric has implemented a residential demand charge effective June 1, 2019 of \$0.26/kW.

Q1 - Staff continues to monitor developments related to residential demand.



- Business Agenda
- Second Reading
- Consent Agenda
- Info Only/Possible Action
- Info Only

**COMMISSION MEETING AGENDA ITEM**

Subject:	Adopting Resolution No. 2533, Appointing a New General Manager for Benton PUD	
Agenda Item No:	6A	
Meeting Date:	February 11, 2020	
Presented by:	Commission	Staff Presenting Item
Approved by (dept):	Melina Conover	Sr. Manager of Human Resources
Approved for Commission review:	Melina Conover CBB	Sr. Manager of Human Resources

**Motion for Commission Consideration**

Adopting Resolution No. 2533, appointing Rick T. Dunn as General Manager of Public Utility District No. 1 of Benton County, effective March 1, 2020.

**Recommendation/Background**

Chad B. Bartram has given the Commission notice of his retirement which will take effect on February 29, 2020. The Commission by Resolution No. 2527 recognized Rick T. Dunn as an extremely well-qualified internal candidate to succeed Chad B. Bartram as General Manager given his experience, dedication, and knowledge necessary to lead the District.

At the January 28, 2020, regular Commission meeting, in accordance with RCW 54.16.100, the Commission introduced Resolution 2533, appointing Rick T. Dunn as General Manager and placing Resolution 2533 on the February 11, 2020, Commission agenda for final action.

**Summary**

Recommend the Commission adopt Resolution 2533, Appointing Rick T. Dunn as General Manager.

**Fiscal Impact**

None by this action.

## **RESOLUTION NO. 2533**

February 11, 2020

### **A RESOLUTION APPOINTING A NEW GENERAL MANAGER FOR BENTON PUD**

WHEREAS, Chad B. Bartram has given the Commission notice of his pending retirement which will take effect February 29, 2020; AND

WHEREAS, The Commission recognizes the strategic challenges facing Northwest utilities over the next several years in the areas of electric resource adequacy, Bonneville Power Administration contracts and rates, as well as California and west coast power markets; AND

WHEREAS, The Commission desires to continue to maintain the District's business continuity and strategic direction; AND

WHEREAS, Rick T. Dunn is exceptionally positioned to work with the Commission in making critical decisions facing the District based on the following factors:

1. Rick T. Dunn has over 33 years of experience and proven performance in the utility industry, 12 of those years with Benton PUD.
2. Rick T. Dunn is uniquely qualified with his experience as an electrical power system engineer in a wide variety of management, engineering, power management, technical, and senior leadership roles.
3. Rick T. Dunn has developed a distinctive industry perspective and skill set which aligns with the customer service focus of the District.
4. Rick T. Dunn is remarkably equipped to navigate the District's strategic direction, challenges and opportunities and build upon the substantial progress made in recent years in several areas including but not limited to the modernization and expansion of the District's electric system, growth of the telecommunications system, deployment of advanced technologies, offering of new customer programs and services, positive employee relations, and low, competitive retail rates; AND

WHEREAS, The Commission by Resolution No. 2527 identified Rick T. Dunn, the District's Senior Director of Engineering and Power Management, as an extremely well-qualified internal candidate to succeed Chad B. Bartram as General Manager; AND

WHEREAS, Rick T. Dunn desires to be promoted from Senior Director of Engineering and Power Management to General Manager upon Chad B. Bartram's retirement.

WHEREAS, The Commission in accordance with RCW 54.16.100 is required to appoint and establish the compensation for the General Manager.

NOW, THEREFORE BE IT HEREBY RESOLVED By the Commission of Public Utility District No. 1 of Benton County that Rick T. Dunn be appointed as General Manager effective March 1, 2020.

APPROVED AND ADOPTED By the Commission of Public Utility District No. 1 of Benton County, Washington, at an open public meeting, with such notice being given as required by law, this 11<sup>th</sup> day of February 2020.

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Jeffrey D. Hall, President

ATTEST:

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Barry A. Bush, Secretary



- Business Agenda
- Second Reading
- Consent Agenda
- Info Only/Possible Action
- Info Only

**COMMISSION MEETING AGENDA ITEM**

Subject:	Adopting Resolution No. 2534, Authorizing a General Manager Employment Agreement and Compensation	
Agenda Item No:	66	
Meeting Date:	February 11, 2020	
Presented by:	Commission	<i>Staff Presenting Item</i>
Approved by (dept):	Melina Conover	<i>Sr. Manager of Human Resources</i>
Approved for Commission review:	Melina Conover <i>[Signature]</i>	<i>Sr. Manager of Human Resources</i>

**Motion for Commission Consideration**

Adopting Resolution No. 2534, Authorizing a General Manager Employment Agreement and Compensation effective March 1, 2020.

**Recommendation/Background**

At the January 28, 2020, regular Commission meeting, in accordance with RCW 54.16.100, the Commission introduced Resolution 2533, appointing Rick T. Dunn as General Manager effective March 1, 2020.

On February 11, 2020, the Commission adopted Resolution No. 2533, appointing Rick T. Dunn as General Manager effective March 1, 2020.

The Commission has determined it to be in the best interest of the District to enter into an employment agreement with the General Manager in order to secure Rick T. Dunn's employment and authorizes the President of the Commission to execute the employment agreement on behalf of the Board of Commissioners. Pursuant to RCW 54.16.100, the Commission by resolution shall fix the compensation of the General Manager.

**Summary**

Recommend the Commission adopt Resolution 2534, Authorizing a General Manager Employment Agreement and Compensation.

**Fiscal Impact**

None by this action.



**RESOLUTION NO. 2534**

February 11, 2020

**A RESOLUTION AUTHORIZING A  
GENERAL MANAGER EMPLOYMENT AGREEMENT AND COMPENSATION**

WHEREAS, The District is a public utility district organized under Title 54 of the Revised Code of Washington, required by law to appoint a General Manager and fix his salary; AND

WHEREAS, Pursuant to RCW 54.16.100, the Commission by Resolution No. 2533 has named Rick T. Dunn as the General Manager effective March 1, 2020; AND

WHEREAS, The Commission believes that it will serve the public interest for Rick T. Dunn to serve as General Manager; AND

WHEREAS, Pursuant to RCW 54.16.100, the Commission by resolution shall fix the compensation of the General Manager; AND

WHEREAS, The Commission has determined that entering into an Employment Agreement in order to secure Rick T. Dunn's employment is in the best interest of the District; AND

WHEREAS, The Employment Agreement was independently reviewed by each commissioner.

NOW THEREFORE BE IT RESOLVED By the Commission of Public Utility District No. 1 of Benton County that the District enter into an Employment Agreement with Rick T. Dunn as General Manager and authorize and direct the President of the Commission to execute the employment agreement effective March 1, 2020.

BE IT FURTHER RESOLVED that the base salary for General Manager shall be set at \$19,166.67 per month.

APPROVED AND ADOPTED By the Commission of Public Utility District No. 1 of Benton County, Washington, at an open public meeting, with such notice being given as required by law, this 11<sup>th</sup> day of February 2020.

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Jeffrey D. Hall, President

ATTEST:



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Barry A. Bush, Secretary



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

**COMMISSION MEETING AGENDA ITEM**

Subject:	Contract #20-21-08 - Agreement to Purchase and Sell Real Estate - Ridgeline Substation Property Purchase	
Agenda Item No:	6c	
Meeting Date:	February 11, 2020	
Presented by:	Rick Dunn	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 authorizing the General Manager on behalf of the District to sign Agreement to Purchase and Sell Real Estate in substantially the form presented, Contract #20-21-08, and any other documents necessary, to complete the purchase of approximately 3.53 acres for possible construction of a future substation on property located within existing Benton County parcel ID 118894000001001 as generally shown on Exhibit A of the Agreement for a purchase price of \$2.00 per square foot plus any additional fees and taxes relating to property closing.

**Recommendation/Background**

After a few years of searching and consideration, District staff and legal counsel identified a property owner in late 2019 and offered to purchase approximately 3.53 acres for possible construction of a future substation.

The property is located directly under an existing Bonneville Power Administration double-circuit 115-kilovolt transmission line as shown on Exhibit A of the Agreement. The location is ideal for minimizing BPA interconnection costs and for meeting the District’s long-term load growth in the areas adjacent to the western end of Bob Olson Parkway. In addition, the property is a relatively short distance from property on the south side of Interstate 82 which is likely to be included in the City of Kennewick’s plans for urban growth area (UGA) expansion.

**Summary**

Approving the recommended motion to purchase property will help ensure the District is well positioned to meet long-term load growth in the western end of the Southridge area and future load growth in the City of Kennewick UGA.

**Fiscal Impact**

The cost of purchasing the property is estimated to be \$307,532 (153,766 ft<sup>2</sup> x \$2 per ft<sup>2</sup>). The purchase of the Ridgeline Substation property was included in the District’s 2020 budget in the amount of \$350,000 which staff expects will be adequate to cover all direct and indirect costs.

**AGREEMENT TO PURCHASE**

**AND SELL REAL ESTATE**

**THIS AGREEMENT TO PURCHASE AND SELL REAL PROPERTY**

is made and entered into as of this \_\_\_\_ day of January, 2020, by and between PUBLIC UTILITY DISTRICT NO 1 OF BENTON COUNTY, a Washington municipal corporation (hereinafter referred to as "Buyer"), and JAYCEE STRUCTURES, LLC, a Washington limited liability company (hereinafter referred to as "Seller").

In consideration of the mutual covenants set forth in this Agreement, the parties hereto do hereby agree as follows:

1. Agreement to Sell and to Purchase. Seller agrees to sell, convey and assign to Buyer, and Buyer agrees to purchase from Seller, on the terms and conditions herein set forth, all of Seller's right, title and interest in and to the following real property located in Benton County, Washington, as generally shown on attached Exhibit A and legally described as follows (hereinafter referred to as the "Property"):

INSERT PROPER LEGAL DESCRIPTION

Deposit Upon execution of this Agreement by both Seller and Buyer. Buyer shall deliver to Escrow Agent cash in the amount of twenty thousand dollars (\$20,000.00) (the "Deposit") in part payment for the purchase price of the Property. The Deposit will be held by the Escrow Agent for the benefit of the parties pursuant to the terms of this Agreement. In the event that the Buyer fails to close this transaction for any reason other than Seller's default or failure to comply with the terms of this Agreement, five thousand dollars (\$5,000.00) of the Deposit shall be paid to Seller as compensation for entering into this Agreement. The balance of the Deposit shall be refunded to Buyer. In the event this Agreement is terminated as a result of Seller's default or failure to comply with the terms of this Agreement, the entire Deposit shall be refunded to Buyer.

2. Purchase Price. The purchase price for the Property is shall be \$2.00 per square foot for approximately 153,766 square feet., payable

in cash at closing. The exact price shall be determined after a survey is completed, which shall be done by the Buyer at Buyer's expense.

3. **Escrow Agent.** Contemporaneously with the execution and delivery of this Agreement, or as soon thereafter as is practicable, the parties shall establish an escrow (hereinafter referred to as the "escrow") with Kuffel, Hultgrenn, Klashke, Shea & Ellerd of Pasco, Washington, as Escrow Agent (hereinafter referred to as "Escrow Agent") on terms and conditions consistent with the provisions of this Agreement.

4. **Close of Escrow.** Close of escrow shall be on or before May 15, 2020, unless extended in writing by the parties, at the office of Escrow Agent, or at such other place as the parties may agree in writing.

5. **Conditions to Closing.** As conditions to Buyer's obligation to purchase:

A. Seller shall deliver to Buyer at closing of escrow good, marketable and insurable title to the Property, free and clear of all liens and encumbrances, as described in paragraph 8A(ii) hereinafter.

B. **Geotechnical Contingency.** Buyer's obligations under this Agreement are contingent upon its receipt of a satisfactory geotechnical report regarding the soil and subsurface conditions directly and/or indirectly affecting the Property. The satisfactory nature of any such report shall be determined in the sole discretion of Buyer. Buyer shall have no less than 90 days following the execution of this Agreement to obtain and review this report. In the event Buyer determines that the report is not satisfactory, Buyer may provide notice to Seller within this 90 day period and terminate this Agreement.

C. **Zoning/Land Use Contingency** Buyer's obligations under this Agreement are contingent upon its securing the required permits, lot changes, zoning changes and any and all other land use approvals ("Approvals") necessary to use and operate the Property according to its intended plans as an electrical substation. Buyer shall use its best efforts to obtain Approvals from the appropriate entities, within 120 days from the execution of this Agreement. In the event Buyer fails to obtain Approvals, Buyer may provide notice to Seller within this 120 day period and terminate this Agreement. Approvals Buyer will require and will diligently pursue obtaining include but are not necessarily limited to:

1. The segregation of the Property into a separate lot as approved by the governmental authorities with jurisdiction over the Property.

2. A Bonneville Power Administration right-of-way use permit.

D. In the event any of the foregoing conditions are not satisfied at the time of closing or at an earlier date as set forth hereinabove, Buyer shall have the right to terminate this Agreement, and fifteen thousand dollars (\$15,000.00) of the Deposit shall be refunded to Buyer. The remaining five thousand dollars (\$5,000.00) shall be paid to Seller.

6. Title. Within five days after Seller Conditions B and C in section 5 herein above have been satisfied, Seller shall furnish to Buyer a title commitment for a standard owner's policy of title insurance (the "Title Commitment") prepared by Benton Franklin Title Insurance Company (the "Title Company") showing the condition of the title to the Property, together with copies of all exceptions listed in the Title Commitment. Buyer shall have ten days after receiving a copy of the Title Commitment and all exceptions noted in it to review the Title Commitment and to notify Seller of any objections Buyer has to the Title Commitment. Any exceptions to title to which Buyer does not object are referred to herein as the "Permitted Exceptions". It shall be a condition to closing, which may be waived only by Buyer, that Seller shall cause any exceptions to which Buyer objects to be removed and any adverse condition of title to be remedied. If Seller fails to do so, Buyer may terminate this Agreement by written notice to Seller, and this Agreement shall be null and void, and the entire Deposit shall be refunded to Buyer

7. Taxes. Real estate and personal property taxes and assessments shall be prorated as of the close of escrow. Seller agrees to pay all Federal, State and local transfer, excise and documentary transfer taxes payable in connection with the sale and transfer of the Property to Buyer.

8. Provisions With Respect to Close of Escrow.

A. At the close of escrow, the following documents, instruments and other materials (Seller's closing documents") will be furnished and delivered by Seller to Buyer, at Seller's sole cost and expense (unless otherwise provided). Seller shall pay one-half (1/2) of the escrow fees and charges, and one-half (1/2) of the costs of the

preparation and recording of the reconciliation deeds associated with the boundary line change not to exceed \$1,000.

(i) A standard coverage owner's title policy covering the Property issued by Benton Franklin Title Company in the face amount of the total purchase price insuring good and marketable title to the real property in Buyer, subject only to the Permitted Exceptions;

(ii) A Statutory Warranty Deed conveying Seller's right, title and interest in and to the real property to Buyer, subject to taxes and assessments for the current year and thereafter, setbacks and zoning regulations, rules, regulations and laws affecting and governing the real property, and the Permitted Exceptions;

(iii) Such other instruments consistent with the terms of this Agreement which may be necessary to the consummation of the sale, including the reconciliation deeds.

B. At the close of escrow, Buyer will deliver to Seller, through the escrow, the funds required to be paid at the close of escrow as provided in this Agreement, together with other instruments consistent with the terms of this Agreement, including the reconciliation deeds. Buyer will pay one-half (1/2) of the escrow fees and charges, and one-half (1/2) of the costs of the preparation and recording of the reconciliation deeds associated with the boundary line change.

#### 9. Environmental Matters.

To the best of Seller's actual knowledge, the Seller represents as follows: (a) no underground storage tanks are located on the Property, (b) no part of the Property has ever been used for a landfill, dump, toxic or other waste disposal site, (c) no hazardous or other toxic substances have been released or discharged to an extent sufficient to contaminate the surface, subsoils or groundwater, (d) during the Seller's ownership, the Seller has received no notices that the Property has been operated contrary to or been in violation of any federal, state or local law regulation, including environmental laws, and (e) no claims or demands have been received by the Seller, no litigation or other proceeding instituted against the Seller and no judgments, decrees or orders entered against the Seller. "Seller's actual knowledge" is defined as that of Marcus Fullard-Leo without the duty of investigation.

10. Possession. Possession of the Property will be delivered to Buyer at the close of escrow.

11. Commissions and Finders' Fees. No commission or fee will be paid by Buyer or Seller. Each party hereto will hold the other harmless from and against any claims for broker's commissions or finder's fees made by the indemnifying party based upon a claimed contract, obligation or agreement between any person or entity and the indemnifying party.

12. Severability. If any provision of this Agreement is declared void or unenforceable, such provision shall be deemed severed from this Agreement, which shall otherwise remain in full force and effect.

13. Additional Acts and Documents. Each party hereto agrees to do all such things and take all such action, and to make, execute and deliver such other documents and instruments, as shall be reasonably requested to carry out the provisions, intent and purposes of this agreement, either before, at, or after closing.

14. Authority. Each of the parties hereto represents and warrants to the other that this Agreement has been duly authorized by all necessary action and that this Agreement constitutes and will constitute a binding obligation of each such party.

15. Attorney's Fees. In the event suit is brought or an attorney is retained by any party to this Agreement to enforce the terms of this Agreement or to collect any moneys due hereunder, the prevailing party shall be entitled to recover reimbursement for reasonable attorney's fees, court costs, costs of investigation and other related expenses incurred in connection therewith in addition to any other available remedies.

16. Notices. All notices, requests and other communications hereunder shall be deemed to have been given four (4) days after deposit in the United States mail in a sealed envelope, postage prepaid, registered or certified mail (or if personal delivery, at the time of delivery), and addressed as follows:

**Buyer:**    **Public Utility District No 1 of Benton  
County  
2721 West 10<sup>th</sup> Ave  
Kennewick, WA 99336**

**Seller:**    **Jaycee Structure, LLC  
c/o F-L Management, Inc.**

1505 NE Village Street  
Fairview, OR 97024

It is agreed that either party may hereafter change the address to which notice may be sent, upon written notice sent to the other at the address above designated, or subsequently designated in accordance herewith.

17. Complete Agreement. No oral statements or conversations between the parties hereto or their representatives, whether the same shall have been implied or direct, occurring either before or after the execution of this Agreement, shall be construed as having any bearing or effect upon this Agreement or any portion thereof, it being understood that this written Agreement evidences the complete agreement between the parties hereto. Specifically, the parties agree that this Agreement shall supersede all prior contracts, agreements and arrangements between the parties concerning the sale of the subject property. This Agreement may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this Agreement shall be void and of no effect.

18. Captions. Captions and paragraph headings used herein are for convenience only and are not a part of this Agreement and shall not be deemed to limit or alter any provision hereof, and shall not be deemed relevant in construing this Agreement.

19. Amendment and Waiver. The parties may, by mutual agreement in writing, signed by each party, amend this Agreement in any respect. Each party hereto may insofar as it is entitled to the rights and benefits of this Agreement:

A. Extend the time for the performance of any of the obligations of the other.

B. Waive any representations by the other contained in this Agreement and performance of any obligations by the other.

C. Waive compliance by the other with any of the covenants contained in this Agreement.

D. Waive the fulfillment of any condition that is precedent to the performance, by the party so waiving, of any of its obligations under this Agreement.



Such extension or waiver shall in no way otherwise affect either party's right to enforcement of the provisions contained in this Agreement nor shall any extension or waiver be held to be an extension of time or a waiver of any prior or subsequent breach of any obligation under this Agreement.

20. Time of the Essence. Time is of the essence of each and every term, provision, covenant and obligation of the parties under this Agreement.

21. Governing Law. This Agreement shall be deemed to be made under, and shall be construed in accordance with and shall be governed by, the laws of the State of Washington.

22. Interpretations, Survival of Warranties. To the extent permitted by the context in which used, (a) words in the singular number shall include the plural, words in the masculine gender shall include the feminine and neuter, and vice versa; and (b) references to "persons" or "parties" in this Agreement shall be deemed to refer to natural persons, corporations, general partnerships, limited partnerships, trusts and all other entities. All warranties, covenants, and representations of the parties herein shall survive the closing and be fully enforceable thereafter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

SELLER:



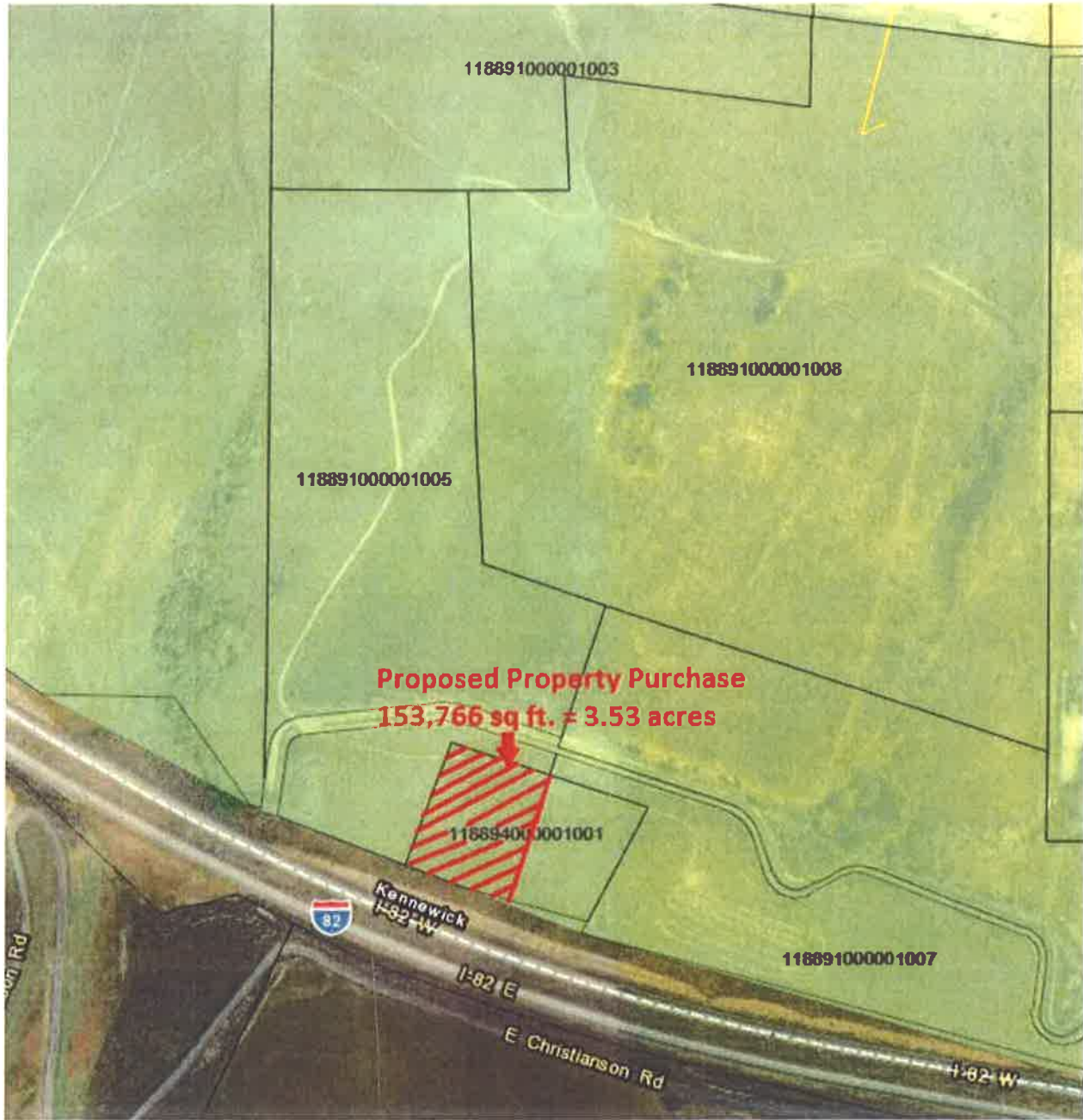
An officer of its Manager  
Manager

BUYER:

\_\_\_\_\_

Its General

# Exhibit A





<input type="checkbox"/>	Business Agenda
<input type="checkbox"/>	Second Reading
<input checked="" type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Info Only/Possible Action
<input type="checkbox"/>	Info Only

**COMMISSION MEETING AGENDA ITEM**

Subject:	Work Order 585782 – Sunheaven Farms Feeder SH2-1 upgrade	
Agenda Item No:	6d	
Meeting Date:	February 11, 2020	
Presented by:	Mike Irving <i>MIR</i>	Staff Presenting Item
Approved by (dept):	Rick Dunn <i>RAD</i>	Director/Manager
Approved for Commission review:	Chad Bartram <i>CB</i>	General Manager/Asst GM

**Motion for Commission Consideration:**

Motion approving work order 585782 to upgrade Sunheaven Farms feeder SH2-1 to relieve overloading and increase feeder capacity for additional customer loads.

**Recommendation/Background**

On an annual basis District staff completes a Large Irrigator Plan of Service (POS) that is provided to each Large Irrigator. The POS identifies conductors and distribution equipment that are near or at District planning criteria for maximum capacity ratings. The 2019 POS identified the need for equipment and conductor upgrades if a new storage shed were to be interconnected to Sunheaven Farms feeder SH2-1 near the existing Hartley processing facility.

In August 2019 Sunheaven Farms requested service to an additional shed understanding this would require feeder conductor and distribution equipment upgrades as outlined in the 2019 POS.

Work order 585782 includes the replacement of primary underground cable, the installation of a new midline recloser, and the upgrade of regulator bank L33V. The completion of this work order will meet the capacity requirements to serve the new storage shed as well as providing additional capacity for future loads for Sunheaven Farms.

**Summary**

Approval of work order 585782 will allow upgrades to be completed on feeder SH2-1 necessary to bring the feeder back within District planning criteria for feeder loading.

## **Fiscal Impact**

Estimated cost for work order 585782 is \$428,829.04. Sunheaven Farms has signed a Developer's Agreement agreeing to pay the estimated cost of the project before construction begins. Their payment will be reconciled with actual cost upon completion of the project to determine if a refund or an additional payment is necessary. The District will be responsible for any actual costs exceeding 125% of the estimate.

Projects to be Presented at the Benton PUD  
Commission Meeting On  
February 11, 2020

**Project Name:** SH2-1 Feeder Upgrade

**WO#:**585782

**Location:** SW Benton County – East of Hwy 221

**Justification:** Large Irrigator Plan of Service required work

Location Map





- Business Agenda
- Second Reading
- Consent Agenda
- Info Only/Possible Action
- Info Only

**COMMISSION MEETING AGENDA ITEM**

Subject:	December 2019 Financials / Forecast	
Agenda Item No:	6e	
Meeting Date:	February 11, 2020	
Presented by:	Jon Meyer/Kent Zirker	<i>Staff Presenting Item</i>
Approved by (dept):	Jon Meyer <i>jm</i>	<i>Director/Manager</i>
Approved for Commission review:	Chad B. Bartram <i>[Signature]</i>	<i>General Manager/Asst GM</i>

**Motion for Commission Consideration:**

None

**Recommendation/Background**

None

**Summary**

The December financial statements and current forecast will be reviewed during the Commission meeting.

**Fiscal Impact**

None



<input type="checkbox"/>	Business Agenda
<input type="checkbox"/>	Second Reading
<input type="checkbox"/>	Consent Agenda
<input type="checkbox"/>	Info Only/Possible Action
<input checked="" type="checkbox"/>	Info Only

**COMMISSION MEETING AGENDA ITEM**

Subject:	Performance Measurement – 4th Quarter 2019 Report	
Agenda Item No:	6F	
Meeting Date:	February 11, 2020	
Presented by:	Jon Meyer/Kent Zirker	<i>Staff Presenting Item</i>
Approved by (dept):	Jon Meyer <i>jm</i>	<i>Director/Manager</i>
Approved for Commission review:	Chad B. Bartram <i>CBB</i>	<i>General Manager/Asst GM</i>

**Motion for Commission Consideration**

None.

**Recommendation/Background**

Performance measurement is a process that assesses the effectiveness of organizations or work groups in achieving their mission and objectives. The District has developed 25 performance measures aligned with the District’s strategic anchors. The District’s performance measurement program focuses on high-level measures that provide information to staff, the Commission, and the public as to the performance of the District in key areas. The report is available on the District’s website, consistent with our objective to openly provide information to our stakeholders allowing them to measure the effectiveness of our performance.

During the 4<sup>th</sup> quarter, 18 of the 25 performance measures were rated as having positive quarterly performance, five were yellow, one was red, and one was blue. Staff will highlight the following measures during the Commission meeting:

- *Service Order Process*
- *Safety*
- *Hiring Efficiency*
- *Net Secondary Market Activity*
- *Broadband Network Reliability*
- *Electric Reliability*
- *Electric System Outages*

**Summary**

Staff will review the Performance Measurement Report for the 4<sup>th</sup> quarter of 2019 during the Commission meeting. The presentation will provide a review of actual vs. target performance for select indicators.

**Fiscal Impact**

None.



## 2019 PERFORMANCE MEASURES

### Benton PUD Strategic Anchors

#### Customer Value, Stewardship, Reliability, Safety, Skilled Workforce

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;">Q1</td><td style="width: 25%;">Q2</td><td style="width: 25%;">Q3</td><td style="width: 25%;">Q4</td></tr> <tr><td colspan="4" style="text-align: center;"><u>Customer Satisfaction</u></td></tr> </table> <p style="text-align: center;">Jodi Henderson <i>Page 2</i></p>	Q1	Q2	Q3	Q4	<u>Customer Satisfaction</u>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;">Q1</td><td style="width: 25%;">Q2</td><td style="width: 25%;">Q3</td><td style="width: 25%;">Q4</td></tr> <tr><td colspan="4" style="text-align: center;"><u>Telephone Service Level</u></td></tr> </table> <p style="text-align: center;">Christie McAloon <i>Page 3</i></p>	Q1	Q2	Q3	Q4	<u>Telephone Service Level</u>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;">Q1</td><td style="width: 25%;">Q2</td><td style="width: 25%;">Q3</td><td style="width: 25%;">Q4</td></tr> <tr><td colspan="4" style="text-align: center;"><u>Electronic Payments</u></td></tr> </table> <p style="text-align: center;">Christie McAloon <i>Page 4</i></p>	Q1	Q2	Q3	Q4	<u>Electronic Payments</u>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;">Q1</td><td style="width: 25%;">Q2</td><td style="width: 25%;">Q3</td><td style="width: 25%;">Q4</td></tr> <tr><td colspan="4" style="text-align: center;"><u>Service Order Process</u></td></tr> </table> <p style="text-align: center;">Mike Irving <i>Page 5</i></p>	Q1	Q2	Q3	Q4	<u>Service Order Process</u>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;">Q1</td><td style="width: 25%;">Q2</td><td style="width: 25%;">Q3</td><td style="width: 25%;">Q4</td></tr> <tr><td colspan="4" style="text-align: center;"><u>Rates</u></td></tr> </table> <p style="text-align: center;">Keith Mercer <i>Page 6</i></p>	Q1	Q2	Q3	Q4	<u>Rates</u>				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 25%;">Q1</td><td style="width: 25%;">Q2</td><td style="width: 25%;">Q3</td><td style="width: 25%;">Q4</td></tr> <tr><td colspan="4" style="text-align: center;"><u>Back Bill Rate</u></td></tr> </table> <p style="text-align: center;">Christie McAloon <i>Page 7</i></p>	Q1	Q2	Q3	Q4	<u>Back Bill Rate</u>			
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### Legend

The color assigned for each measure is a subjective evaluation of both the quarterly results, shown in the quarterly squares as well as the year-to-date review for the calendar year compared to established targets, shown in the large box. The legend below provides general guidance for assigning colors.

	Positive performance - positive year review and exceeding quarterly expectation
	Improvement needed - concern about year review and less than quarterly expectation
	Adverse performance - negative year review and negative quarterly performance
	Data not available or no activity during the quarter

Q1	Q2	Q3	Q4
Indicator Title Year to Date			





2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**  
**Customer Satisfaction**

**Definition**

Track overall customer satisfaction and assess interaction with and use of services provided by Benton PUD.

**How Performance Measure is Computed**

Surveys can be conducted via bill inserts or phone interviews. For bill inserts questions are answered on a 7 point scale. The % measurement is the % of respondents who were satisfied overall (response of 5 or above). For a phone survey, overall satisfaction is measured on a 5 point scale. The % measurement is the % of respondents who were satisfied overall (response of 4 or above).

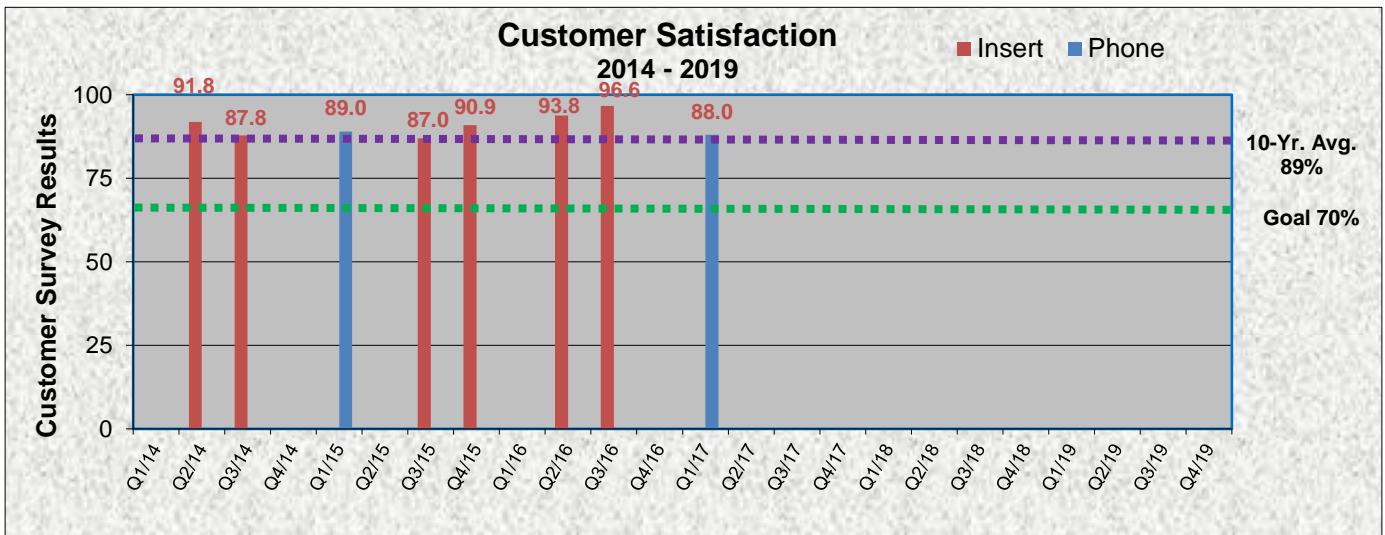
**Goal**

Green - 70% and above, Yellow - 55% to 70%, Red - Below 55%. Based on overall satisfaction and satisfaction with services.

Goal	Actual	Survey Type
Q1 70 %	Q1 NA %	
Q2 70 %	Q2 NA %	
Q3 70 %	Q3 NA %	
Q4 70 %	Q4 NA %	

**Quarterly Performance Summary**

No customer satisfaction survey was conducted this quarter. A Customer Satisfaction Survey Request for Proposal (RFP) was released but a contract has not yet been awarded. We anticipate awarding the contract in 2020 and completing a customer satisfaction survey in 2020 Q2.



Responsible Manager: Jodi Henderson

Data Provider: Jodi Henderson

Report Date: 1/17/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**  
**Telephone Service Level (Customer Service Queue)**

**Definition**

Measures service level in the customer service queue, achieving a minimum of 70% of all calls answered within 30 seconds or less and 90% of calls answered in 120 seconds or less. This measure captures the timeliness of answering calls routed to the customer service queue, and the effectiveness of the department staff in terms of managing and monitoring the call queue.

**How Performance Measure is Computed**

Service level reporting capabilities are provided by the Cisco phone system. The system measures the speed of answering all incoming customer service calls and maintains that data in a log that can be queried via the Cisco reporting application. The percentage of incoming calls that are answered within 30 seconds and 120 seconds will be displayed for each quarter, and the rating will be based on the quarterly results. The 12 month rolling average will be provided to reflect historical perspective.

**Goal**

Answering at least 70% of incoming calls within 30 seconds or less and 90% of calls within 120 seconds or less, based on quarterly performance. A green rating will be achieved if both goals are met, a yellow rating if one goal is met and a red rating if neither goal is met for the quarter.

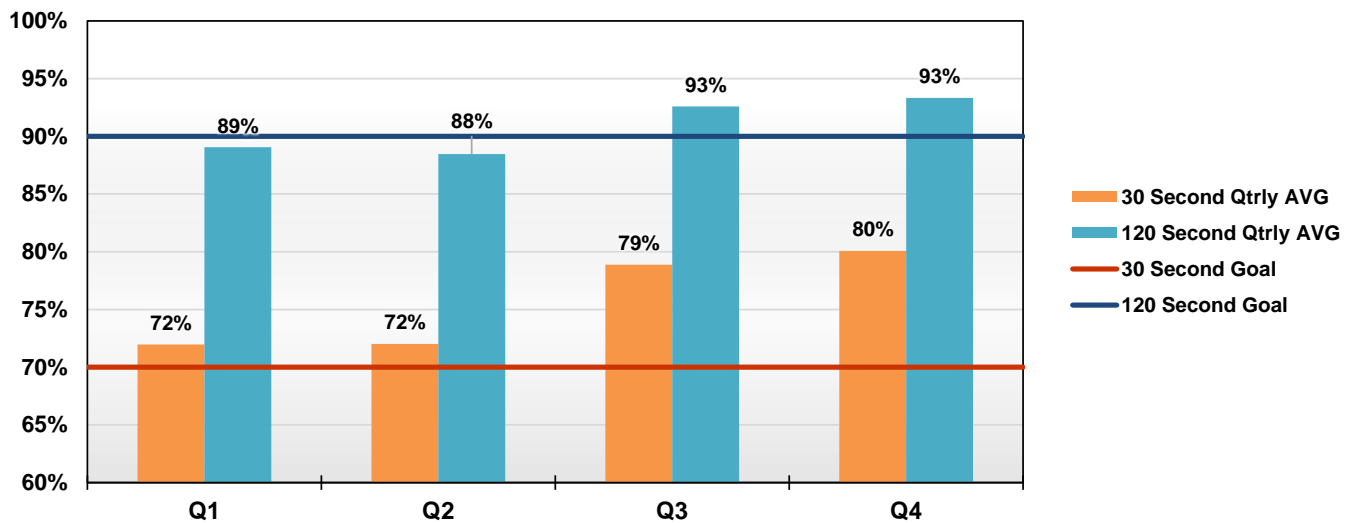
	Number of Calls	Calls Answered Within 30 Seconds			Calls Answered Within 120 Seconds		
		Goal	Quarterly Performance	Rolling Performance	Goal	Quarterly Performance	Rolling Performance
Q1	21,582	70%	72%	75%	90%	89%	91%
Q2	22,003	70%	72%	75%	90%	88%	90%
Q3	20,451	70%	79%	75%	90%	93%	90%
Q4	19,378	70%	80%	76%	90%	93%	91%

Rating
Both goals met
One goal met
Neither goal met

**Quarterly Performance Summary**

Both the 30 and 120 second goals were exceeded for Q4, with 80% of calls answered within 30 seconds and 93% of calls answered within 120 seconds, making the overall rating for the performance measure green for Q4. When comparing 2019 call volumes to 2018, there has been a decrease of over 5,000 calls. The reduction is likely an indicator of customer acceptance of the self-service options offered by the District.

**Calls Answered within 30 & 120 Seconds - Quarterly Performance**



Responsible Manager: Christie McAloon

Data Provider: Lurii Blackwell

Report Date: 1/10/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**  
**Electronic Payments**

**Definition**

Measures the percentage of total payments made to the District using electronic payment channels such as the SmartHub website and mobile application, IVR (Integrated Voice Recognition telephone payment system), Pay Now (one time payment website), Autopay or a customers' bank bill pay website. Increasing the number of electronic payments can lower costs by reducing the manual processes required to post payments and reduce errors associated with manual processes. Providing multiple electronic payment channels can lead to increased customer satisfaction and further the Districts efforts in customer engagement.

**How Performance Measure is Computed**

The number of payments processed through Auto Pay, SmartHub Website, SmartHub Mobile Application, IVR system, Pay Now, payment kiosks and bank websites will be compared to the total number of District payments processed during the quarter. A green rating will be assigned if 48% or more of total payments are made by electronic methods during the quarter; yellow rating for 45-47%, and red rating if the number of electronic payments is less than 45% of total payments during the quarter. This rating criteria may be refined as more history is developed and penetration levels are identified from similar utilities.

Rating
48%+
45-47%
<45%

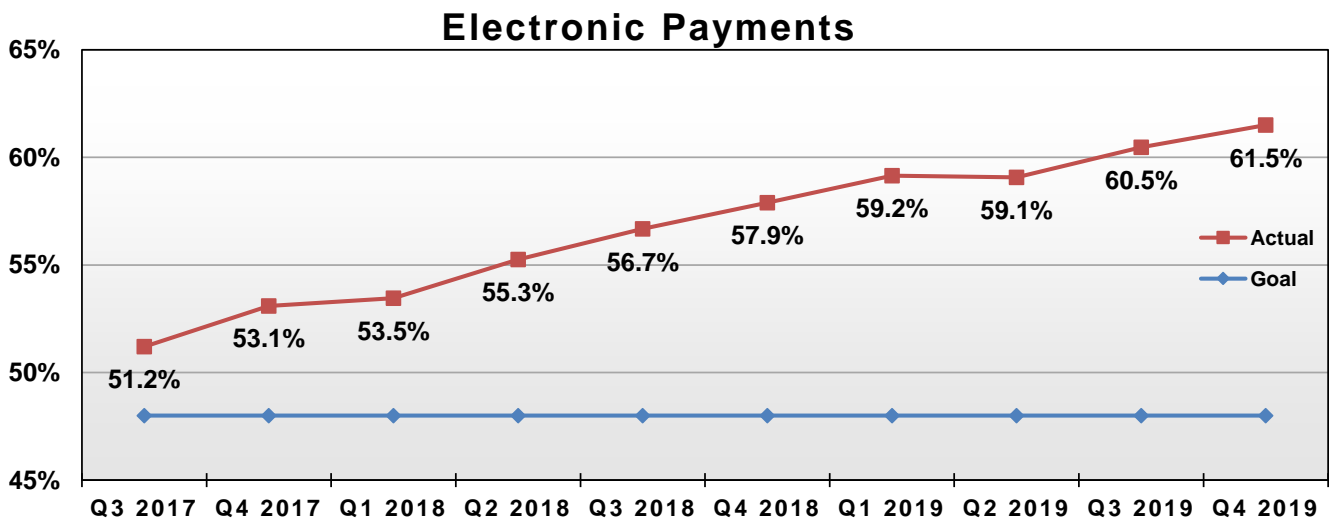
**Goal**

Minimum of 48% of total payments will be made by electronic methods.

	Payments			BPUD Self Serve Payments						Other
	Total Payments	Electronic Payments	Percentage Electronic	Auto Pay	SmartHub Website	SmartHub Mobile App	Telephone System - IVR	Pay Now One Time Payment	Payment Kiosk	Bank Website Payment
Q1	161,796	95,703	59.2%	34,953	18,635	11,125	5,392	14,028	285	11,285
Q2	156,830	92,637	59.1%	33,129	18,476	11,103	5,287	12,291	352	11,999
Q3	157,901	95,488	60.5%	35,145	18,389	11,588	5,522	12,633	394	11,817
Q4	160,433	98,669	61.5%	35,951	18,424	13,174	5,704	12,673	472	12,271

**Quarterly Performance Summary**

The percentage of electronic payments increased to 61.5% in Q4. Use of all self-service options demonstrated continued customer acceptance in the quarter, with increased usage for all services. Starting in Q1 of 2020, the impacts of Pay As You Go customers on these metrics will be evaluated and potentially added to this measure.



Responsible Manager: Christie McAloon

Data Provider: Christie McAloon

Report Date: 1/23/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**  
**Service Order Time Tracking**

**Definition**

Once a new or altered service is eligible for energization\*, the following items will be measured:

- 1) Length of time it takes the Operations Center to energize a new service once Engineering has transitioned the electronic service order to them in the Work Flow Management system (WFM), after the customer has met the criteria described by the \* below.
- 2) Length of time it takes to set up the customer account in the Customer Care & Billing (CC&B) system for billing after Operations transitions it over to them from the WFM system.

**\*Eligible for energization is based on the customer meeting the following criteria: trench has been inspected on an underground service, fees have been paid, L & I state approval has been received, and customer is ready for power. The District has no control over the time span to energize a new or altered service until the criteria has been met.**

**How Performance Measure is Computed - 1st Chart**

After Engineering has released all holds in the WFM system, the service order is transitioned to Operations. Performance is measured from the date received by Operations in WFM and the completion date of when the meter was set (energized).

**How Performance Measure is Computed - 2nd Chart**

This part of the performance is measured from the Operations completed date to the date it was transitioned to CIS for customer account setup. The last performance is measured from the date Customer Service receives the electronic Service Order from Operations, to the date Customer Service closes the electronic service order. This shows the average number of day from the time the meter was set until Customer Service sets up the customer account.

**Goal**

The goal is to energize new services and transition it to Customer Service within an average of 7 days after customer criteria has been met and new accounts set up in CC&B within an average of one week (5 days) after being transitioned from Operations to Customer Service.

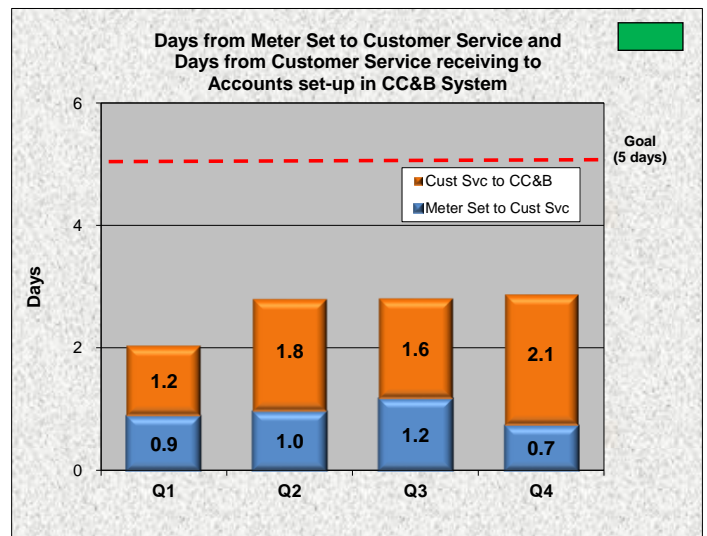
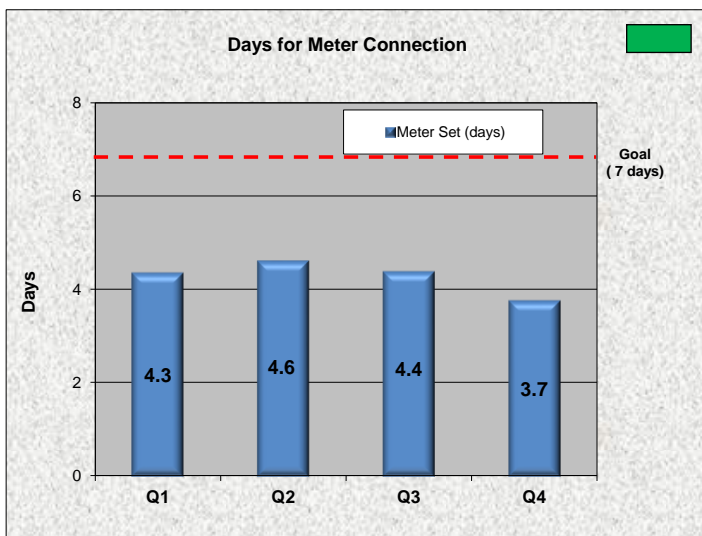
Rating Criteria:

Operations	Customer Service	Combined Rating
7 days or less	5 days or less	Both green
8 - 9 days	6 - 7 days	Either is yellow
> 9 days	> 7 days	Either is red

In Days	Q1		Q2		Q3		Q4	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
Connection (Chart 1)	7	4	7	5	7	4	7	4
Ops to CIS (Chart 2)	5	1	5	1	5	1	5	1
CC&B System (Chart 2)	5	1	5	2	5	2	5	2
New services count		284		215		297		284

**Quarterly Performance Summary**

During the fourth quarter of 2019 it took on average 4 days for a new service to be energized once the customer had met all requirements, meeting the criteria of 7 days or less. Turnaround from the meter being set to the service order being available to Customer service was 1 day with an additional 2 days for Customer Service to activate the new account, producing an average turnaround time from the meter being energized to the account activated of 3 days meeting the criteria of 5 days or less. In 2019 there were 1082 new services energized completing a second consecutive year of above average new service energizations. In 2018 the District energized 1139 new services, the 2012-2016 average was 870 per year.





**Performance Measure Title**  
**Rate Comparisons**

2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Definition**

This indicator compares an average monthly bill for the District's current rates for Residential and Large General Service (LGS) to other utilities in the Northwest. A benchmarking base amount of 1,350 kWh is used for Residential customers. LGS customers energy use is 115,000 kWh and demand of 300kW.

**How Performance Measure is Computed**

Gather current rates from 16 utilities throughout the Northwest and graph Benton PUD in relation to these utilities. Utilities selected for comparisons must purchase 60% or more of their power from BPA.

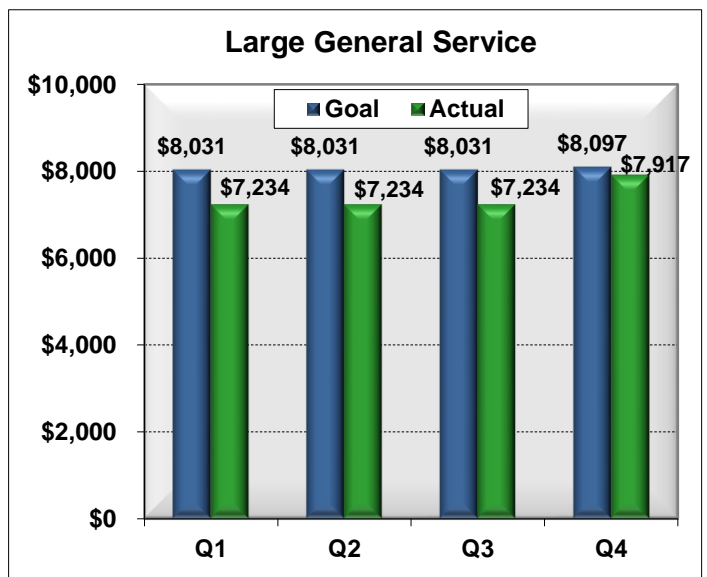
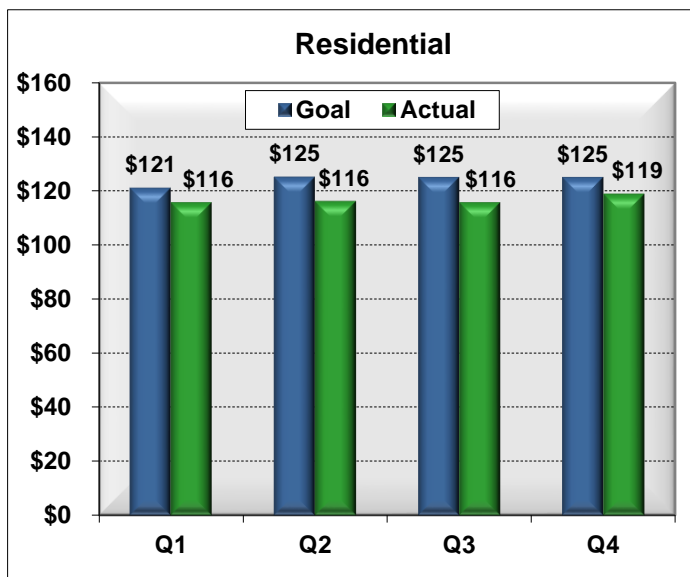
**Goal**

Performance will be measured based on a quarterly rate comparison. A green rating will be assigned if the District's average monthly bill is below the median monthly bill, a yellow rating will be assigned if the District's average monthly bill is in the quartile above the median, and a red rating will be assigned if the District's average monthly bill is in the highest quartile.

Residential Average Monthly Bill		Large General Service Average Monthly Bill	
	Goal	Actual	
Q1	< \$121	\$116	Q1
Q2	< \$125	\$116	Q2
Q3	< \$125	\$116	Q3
Q4	< \$125	\$119	Q4

**Quarterly Performance Summary**

During Q4 2019, the District's rates were below the median of comparable utilities, so a green rating was assigned. Benton PUD implemented a 2.9% overall increase effective October 1, 2019 which is represented in this performance measure. In addition, one of the sixteen benchmark utilities had a rate increase in Q4 2019 (Mason PUD #3). However, in Q3 2019 none of the benchmark utilities had a rate increase, five of the benchmark utilities had a rate increase in Q2 2019 (City of Richland, Clallam PUD, Grays Harbor PUD, Okanogan PUD, and Tillamook Utility District), and one benchmark utility had a rate increase in Q1 2019 (Lewis PUD).



Responsible Manager: Keith Mercer

Data Provider: Katie Grandgeorge

Report Date: 1/14/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**

**Back Bills and Billing Corrections due to District Errors**

**Definition**

Back bills and bill corrections can have a significant impact on customers and on District staff. While some back bills are due to customer error (signing up for service at the wrong apartment or mislabeled meter bases), other back bills are preventable. Some examples of avoidable back bills include equipment failure that is overlooked for a period of time and results in a back bill of more than one month, or not transferring a low income discount when a customer moves. Only preventable back bills due to staff error, or those that were caused by equipment failure not detected in a timely manner, will be counted in this performance measure. When a significant back bill occurs, the rating could be assigned a yellow or red rating depending on the severity of the back bill. This rating would be assigned regardless of the number of back bills during the period.

**How Performance Measure is Computed**

On a quarterly basis, the number of back bills caused by the following reasons will be reported: defective meter, incorrect multiplier, service orders not processed in a timely manner, data entry error in CIS, missing low income discount, incorrect bill cycle, switched meters and data entry errors. Back bills are processed by the Billing Specialist and will be tracked in a spreadsheet that captures the number of back bills falling into these categories, and the nature of the back bill (i.e. customer error or District error). Each customer affected by a back bill will be counted as "1". For example, all customers affected by a District-caused meter switch will be counted.

**Goal**

Less than 16
Between 16 - 24
Greater than 24

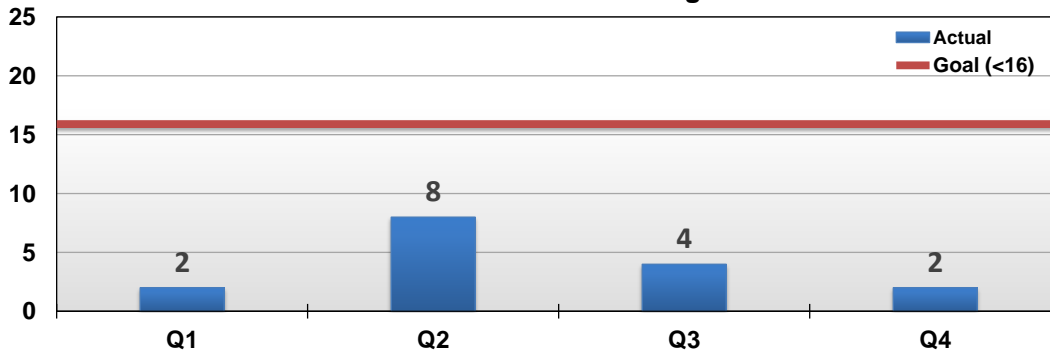
	Number of Bills Issued	Number of Back Bills	
		Goal	Actual
Q1	140,634	<16	2
Q2	137,715	<16	8
Q3	138,150	<16	4
Q4	138,841	<16	2

**Quarterly Performance Summary**

Two avoidable back bills occurred during Q4. Please see the descriptions below for each back bill situation.

1. A service was stopped in error when a customer called back to cancel a stop service order and it was not processed correctly. This resulted in a back bill in the amount of \$135.00.
2. A meter exchange was completed on a Retire Service Order that had not been routed to Customer Service. As a result, the Daily System Charge continued to be billed to the customer for two months, resulting in an over billing in the amount of \$34.81.

**Number of Back Bills During Period**



Responsible Manager: Christie McAloon

Data Provider: Christie McAloon

Report Date: 1/23/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**  
**Unrestricted Reserve Level**

**Definition**

Total Unrestricted Reserves include Minimum Operating Reserves and Designated Reserves, such as the Rate Stabilization Account, Power Market Volatility Account, Customer Deposits Account, Special Capital Account, and Bond Insurance Replacement Account, as defined in the District's Financial Policies adopted by Resolution No. 2313 and reported in the monthly financial statements. Beginning in 2015, Minimum Operating Reserves are defined as 90 days cash on hand.

**How Performance Measure is Computed**

Compare approved annual budget Total Unrestricted Reserve balances as projected at quarter-end to the Minimum Operating Reserve balances projected for year-end.

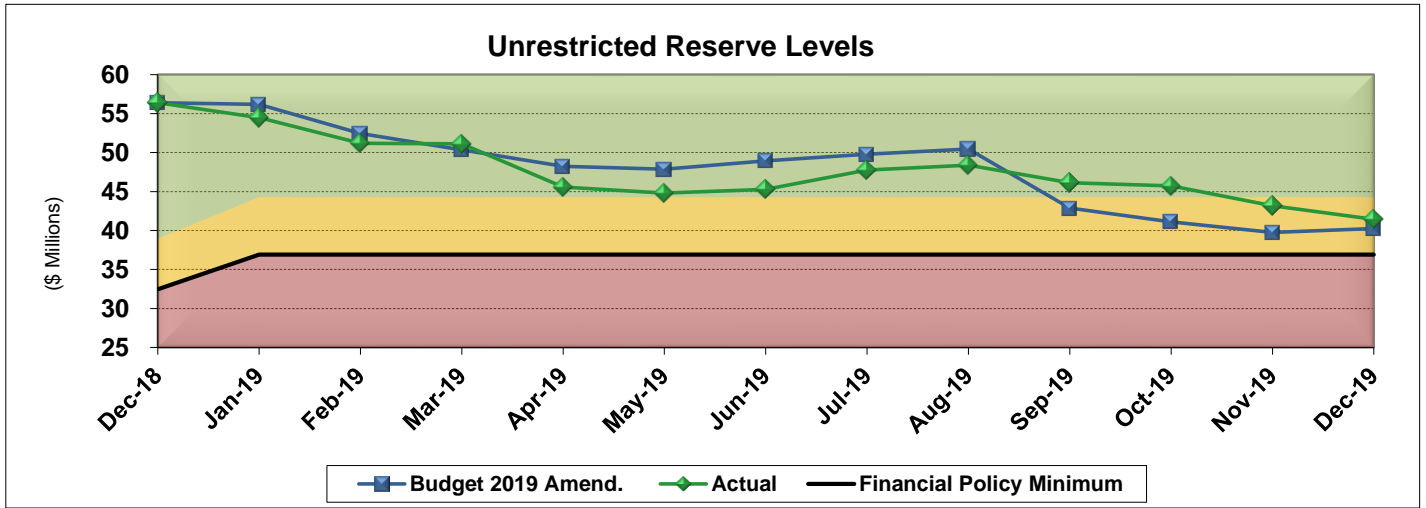
**Goal**

Maintain Total Unrestricted Reserves above the minimum level as defined by the District's Financial Policies. A green rating will be assigned if Total Unrestricted Reserves are above 120% of the minimum level. A yellow rating will be assigned if Total Unrestricted Reserves are between 120% and 100% of the minimum level and below the Budget planned cash levels without the expectation of recovery by year-end. A red rating will be assigned if Total Unrestricted Reserves are below the minimum level or expected to fall below the minimum level without the expectation of recovery by year-end or if any borrowings of cash are utilized to cover operating expenses.

\$ Millions	Minimum	Budget	Actual	Year-end Forecast	
Q1	\$36.912	\$50.344	\$51.129	Date	Oct 2019
Q2	\$36.912	\$48.954	\$45.296	Revenue Increase	2.9%
Q3	\$36.912	\$42.872	\$46.122	Effective Date	Jan 2020
Q4	\$36.912	\$40.275	\$41.441	Year-end Reserves	\$41.400

**Quarterly Performance Summary**

At the end of Q4, unrestricted reserves were \$1.16 million higher than the 2019 Amended Budget. A yellow rating was given because the unrestricted reserves fell between 120% and 100% of the minimum level. Unrestricted Reserves decreased by \$4.68 million in the fourth quarter, primarily due to lower retail revenues in shoulder months and large capital expenditures (Benton City Substation, Orchard View Bay #2, BPA Southridge Interconnection, Admin. Facilities Improvements).



Responsible Manager: Keith Mercer

Data Provider: Katie Grandgeorge

Report Date: 1/14/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**

**Days Cash on Hand**

**Definition**

Days Cash on Hand measures the number of days an enterprise can cover its operating expenses using unrestricted cash and investments and assuming no additional revenue is collected. Total Unrestricted Reserves include Minimum Operating Reserves and Designated Reserves, such as the Power Market Volatility Account, Customer Deposits Account, Special Capital Account, and Bond Insurance Replacement Account. This ratio is useful for measuring the relative strength of a utility's financial liquidity. It must be evaluated in conjunction with identified immediate risks to cash flow and compared to the number of days it takes for the utility to raise its rates and begin to receive additional revenues.

**How Performance Measure is Computed**

Days Cash on Hand is computed by multiplying the total unrestricted cash and investments by 365 and then dividing that result by the total operating expenses (excluding depreciation and amortization). Operating expenses will be based on the latest forecast at the end of each quarter. Previous to Q3 2018, this performance measure used a twelve month rolling average of operating expenses.

**Goal**

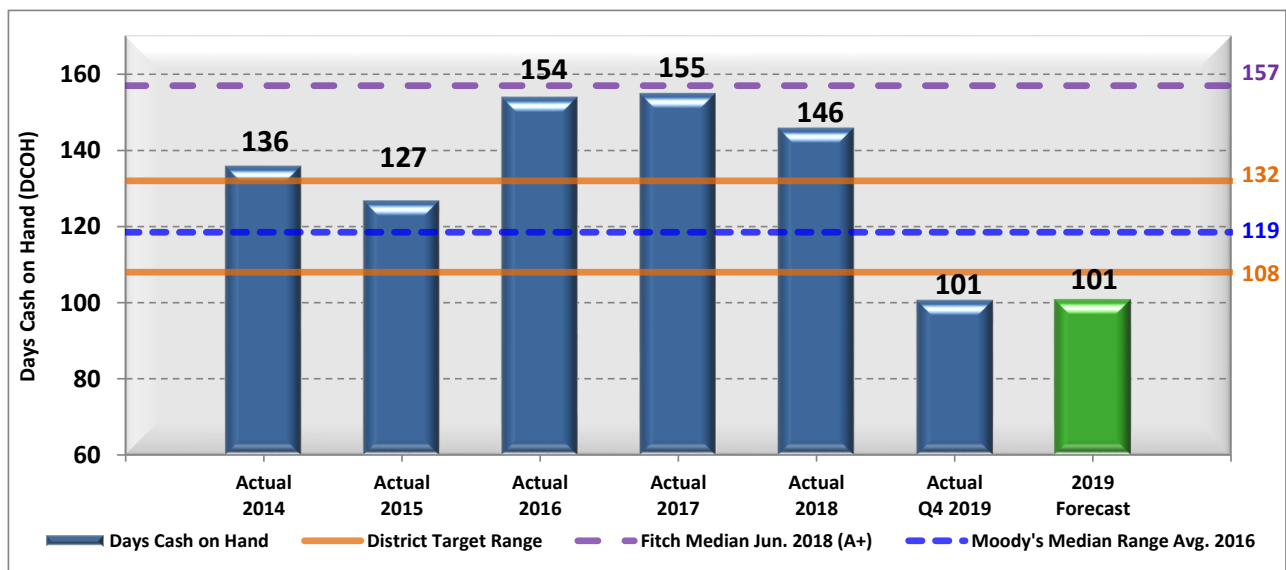
The District's current Financial Policies establish a Minimum Operating Reserve of 90 Days Cash on Hand and require financial plans to maintain Days Cash on Hand to achieve or maintain the Targeted Bond Rating (median of public power utilities). Targeted Days Cash on Hand shall consider relevant and recent benchmark data published by rating agencies for similar rated utilities. Moody's published Days Cash on Hand ratio medians for distribution system utility in September 2016 and the range was 104 to 133. The Fitch Ratings "U.S. Public Power Peer Study" issued in June 2018 calculates a median of 157 days cash on hand for A+ rated retail utilities. Staff's recommended Targeted Days Cash on Hand is 120 days +/-10%. This measure will be rated "green" if the Days Cash on Hand is at or above the bottom of the recommended range (108 days), "yellow" if the Days Cash on Hand is between the Minimum Operating Reserve (90 days) and the bottom of the recommended range, and "red" if the Days Cash on Hand is lower than the Minimum Operating Reserve.

	Medians			Actual
	Moody's (A/Aa Avg)	Fitch (A+)	District Target	
Q1	122	140	108 to 132	128
Q2	122	140	108 to 132	110
Q3	122	140	108 to 132	114
Q4	122	140	108 to 132	101

Designated Reserves - Year-end Forecast	
Description	DCOH
Minimum Operating Reserves	90
Bond Insurance Replacement	6
Power Market Volatility	0
Special Capital	0
Customer Deposits	5
<b>Dec. 2019 Year-end Forecast</b>	<b>101</b>

The numbers included in this calculation are based on preliminary financial data.

The District had 101 Days Cash on Hand (DCOH) at the end of Q4 2019 resulting in a yellow rating. Unrestricted reserves decreased by about 13 days from Q3 2019. The year to date DCOH and outlook is rated yellow due to 101 DCOH which is between the Minimum Operating Reserves (90 days) and the bottom of the recommended range (108 days).



Responsible Manager: Keith Mercer

Data Provider: Briana Herrington





2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**

**Actual Costs per kWh and COSA Comparison**

**Definition**

The Net Power Costs per kWh and COSA Comparison is a comparison of the actual Net Power Cost per kWh and the Net Power Cost per kWh as used in the COSA model. The Other Costs per kWh and COSA Comparison is a comparison of other costs and revenues per kWh and other costs and revenues per kWh as used in the COSA model. The COSA used in the calculation is the model that current rates are developed from. Components of other costs include operation and maintenance expenses, taxes (excluding municipal occupation taxes), net capital, debt service, broadband and miscellaneous revenues, and exclude depreciation. These comparisons serve as validation of the assumptions used in the COSA model which contributes to more accurate rate projections.

**How Performance Measure is Computed**

The Net Power Cost per kWh and COSA Comparison is computed by taking the 12-month rolling net power cost and dividing by the 12-month rolling billed retail kWh as reported in the District's financial statements. The Other Costs per kWh and COSA Comparison is computed by taking the 12-month rolling other costs and dividing by the 12-month rolling billed retail kWh as reported by District financial statements. In addition, actual year-to-date calculations are provided for both comparisons.

**Goal**

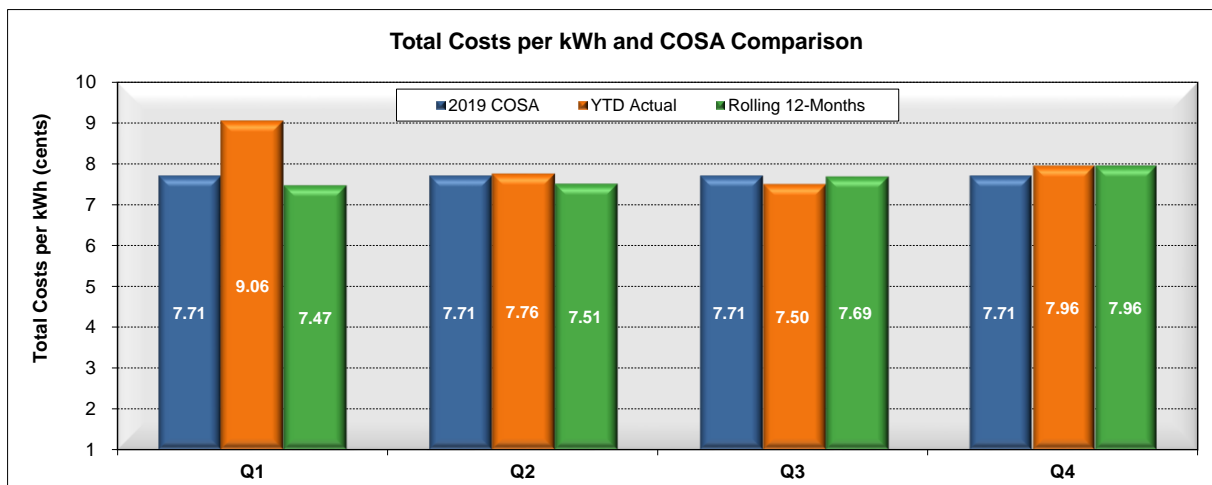
For a green rating, total costs per kWh on a rolling 12-month basis should be no higher than 0% of the COSA model. A yellow rating would be assigned if total cost variances were between 0% - 5% or a concerning trend is identified; and a red rating would be assigned if total cost variances were in excess of 5% from the COSA model or a significant concerning trend is identified.

Net Power Costs per kWh (cents)					Other Costs per kWh (cents)					Total Costs per kWh (cents)				
	2019 COSA	Rolling 12-Months	YTD Actual	Rolling 12-Months to COSA		2019 COSA	Rolling 12-Months	YTD Actual	Rolling 12-Months to COSA		2019 COSA	Rolling 12-Months	YTD Actual	Rolling 12-Months to COSA
Q1	4.812	4.882	6.194	1.4%	Q1	2.896	2.590	2.862	-10.6%	Q1	7.708	7.471	9.056	-3.1%
Q2	4.812	4.920	5.184	2.3%	Q2	2.896	2.591	2.577	-10.5%	Q2	7.708	7.512	7.760	-2.5%
Q3	4.812	5.048	5.006	4.9%	Q3	2.896	2.642	2.497	-8.8%	Q3	7.708	7.690	7.503	-0.2%
Q4	4.812	5.139	5.139	6.8%	Q4	2.896	2.818	2.818	-2.7%	Q4	7.708	7.958	7.958	3.2%

2019 COSA Net Power Cost                      \$85,044,662                                      2019 COSA Total Costs                      \$136,230,181  
 2019 COSA Other Costs                      \$51,185,519                                      2019 COSA Retail kWh                      1,767,197,156

**Quarterly Performance Summary**

This measure compares costs per kWh to the 2019 COSA. At the end of Q4, the rolling 12-month total costs of 7.958 cents per kWh are 3.2% more than the COSA model. The rolling 12-month net power costs (NPC) of 5.139 cents per kWh are 6.8% more than the COSA model. Typically, the rolling 12-month cost per kWh is lower primarily because the COSA is based on the 2019 Budget, which is conservatively set at the 25th percentile level for net power costs and we normally experience conditions that are better than the 25th percentile over the rolling 12-month period. However, in 2019 the 1st and 2nd quarter water was below the 25th percentile resulting in less slice generation, the region experienced extreme cold in February and March causing an increase in loads, and higher than normal wholesale prices resulting in an increase to net power costs. Net power costs (numerator) are 6.8% above the 2019 COSA, which results in a higher overall net power cost per kWh. The rolling 12-month other costs of 2.818 cents per kWh is 2.7% less than the COSA model. Other costs (numerator) are 2.8% below the 2019 COSA, which results in a lower overall other cost per kWh. This measure is rated yellow for the quarter at 3.2% above the COSA model. The District implemented a 2.9% retail rate increase October 1, 2019. However, there is a concerning trend with exposure to volatile power prices when demand is high that could result in increased NPC, which could lead to a yellow rating in future reports.



Responsible Manager: Keith Mercer

Data Provider: Briana Herrington

Report Date: 1/30/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**

**O&M / Net Capital**

**Definition**

This indicator measures the District's actual operations and maintenance (O&M) expenses vs. budget and the actual net capital expenditures vs. budget on a year-to-date basis. O&M expenses include transmission, distribution, broadband and all District internal costs and exclude power supply costs, taxes, depreciation, interest expense and other non-operating expenses. O&M and capital expenditures are a subset of all expenditures incurred by the District. While all costs are controllable by the District in the long-term, management has more direct control of these costs over the short-term and may more immediately impact District financial results through decisions in these areas.

**How Performance Measure is Computed**

The official budget that is approved by the Commission for the calendar year will represent the standard against which actual results are measured. The original budget may be amended by the Commission during August/September of each year. Year-to-date O&M expenses and net capital expenditures will be compared to budget at the end of each quarter.

**Goal**

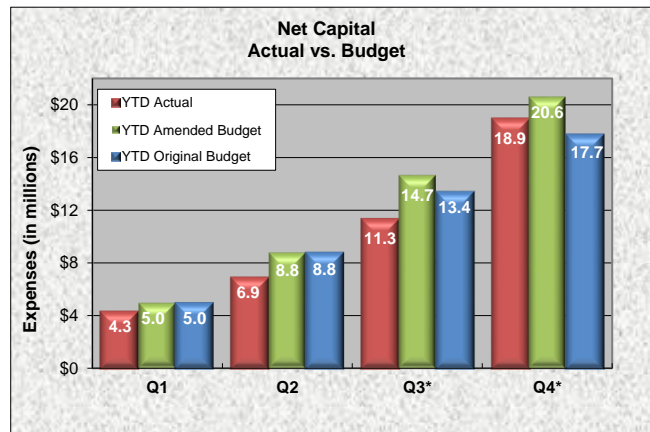
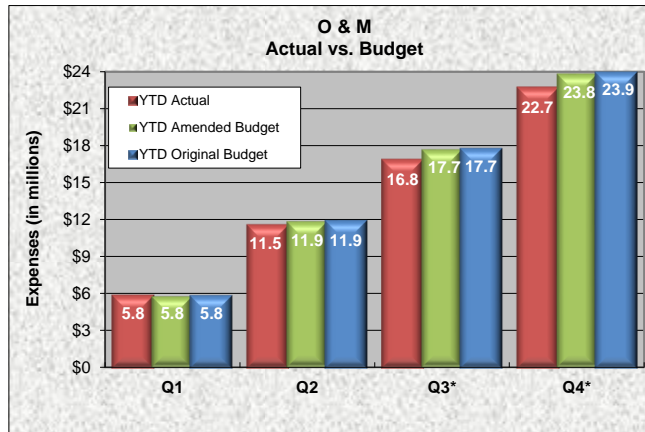
Meet the year-to-date budget projections.

	O & M				Net Capital			
	YTD Original Budget	YTD Amended Budget	YTD Actual	% of Total Budget*	YTD Original Budget	YTD Amended Budget	YTD Actual	% of Total Budget*
Q1	\$5.814	\$5.814	\$5.812	24%	\$4.977	\$4.977	\$4.318	24%
Q2	\$11.902	\$11.902	\$11.512	48%	\$8.812	\$8.812	\$6.900	39%
Q3*	\$17.721	\$17.701	\$16.814	71%	\$13.394	\$14.665	\$11.324	55%
Q4*	\$23.884	\$23.802	\$22.650	95%	\$17.710	\$20.607	\$18.921	92%

\* % of total amended budget, \*\*actuals do not include pension expense

**Quarterly Performance Summary**

The numbers included in this calculation are based on preliminary financial data. O&M expenses of \$22.7 million through the fourth quarter of 2019 are 5% under amended budget. After including the GASB pension expense (a credit for 2019), O&M cost would be \$1.3 million lower at \$21.4 million. Net capital expenditures of \$18.9 million through the fourth quarter are 8% under the net capital budget. After including the capitalized GASB pension expense (a credit for 2019), Net Capital would be \$358,000 lower at \$18.6 million. Net capital of \$18.9 million is the most additions in the last eight years and \$3.2 million more than the next closest year reflecting the completion of major projects during the year including the Benton City Substation, feeders to Vista Field, and Orchard View Bay #2. There are no concerning trends; therefore, this measure was rated green for the fourth quarter and year to date.



Responsible Manager: Kent Zirker  
 Data Provider: Kent Zirker

Report Date: 1/30/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**  
**O&M Costs per Customer**

**Definition**

This performance measure will track the District’s non-power operating and maintenance (O&M) costs per customer, excluding broadband and reimbursable mutual aid costs and including bad debt expense. O&M expenses are a subset of all expenditures incurred by the District. While all costs are controllable by the District in the long-term, management has more direct control of O&M costs over the short-term and may more immediately impact District financial results through decisions in these areas.

**How Performance Measure is Computed**

Actual O&M expenses, excluding broadband and reimbursable mutual aid costs and including bad debt expense, as reported in the financial statements will be divided by the average number of active service agreements on a rolling 12-month basis. Results at the end of each quarter will be compared to the 2019 target of \$428 per customer. The 2019 target was developed from the 2019 budget of \$424 per customer incremented by \$200,000 or \$4 per customer to allow for variations in the level of internal labor charged to capital projects v. expense. A rating of green will be assigned if the O&M costs per customer are within 2% of the target; a rating of yellow will be assigned if the O&M costs per customer are more than 2% but less than 3% higher than the target; a rating of red will be assigned if the O&M costs per customer are more than 3% higher than the target.

**Goal**

Maintain or decrease the O&M costs per customer as compared to the 2019 target of \$428 per customer.

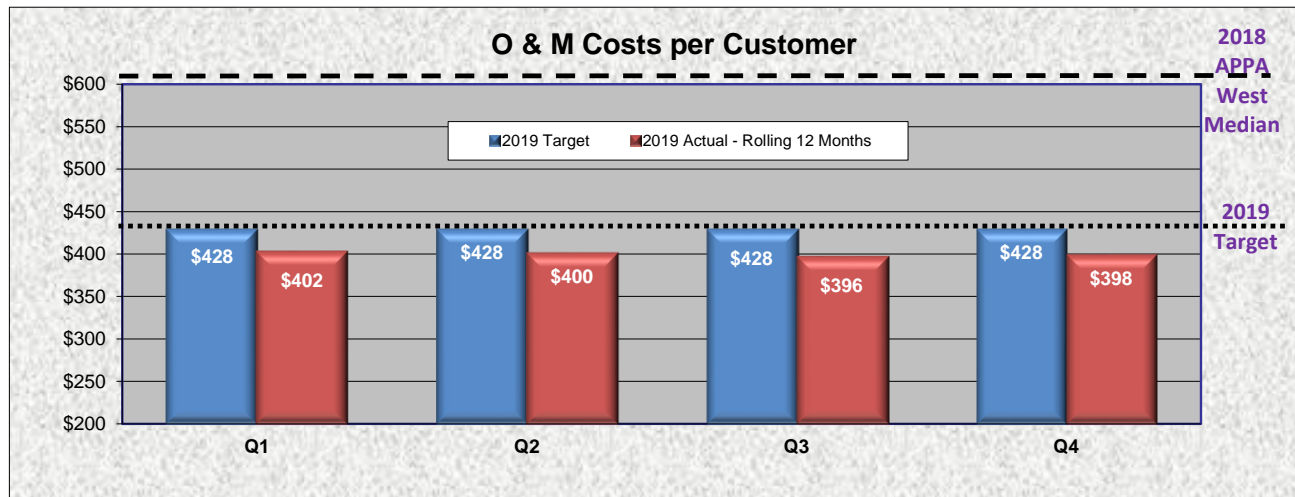
	O & M	
	2019 Target	2019 Actual
Q1	\$428	\$402
Q2	\$428	\$400
Q3	\$428	\$396
Q4	\$428	\$398

Information Only	Stated Year Dollars	2019 <sup>(1)</sup> Dollars
Benton PUD - CY 2017 Actual*	\$401	\$425
Benton PUD - CY 2018 Actual*	\$399	\$411
Benton PUD - CY 2019 Budget*	\$428	\$428
APPA - 2017 West median <sup>(2)</sup>	\$567	\$602
APPA - 2018 West median <sup>(2)</sup>	\$638	\$657

\* includes bad debt expense, does not include GASB pension entry or NESG  
 (1) Escalated at 3% per year  
 (2) Selected Financial and Operating Ratios of Public Power Systems survey  
 (Note: accounting for payroll taxes and benefits may vary among utilities)

**Quarterly Performance Summary**

O&M costs per customer on a rolling 12-month basis at the end of the fourth quarter were \$398, which is 7% below the Target amount. The Target amount is calculated on the original budget. The Target based on the amended budget is the same as the original budget at \$428. The District continues to be well below the APPA West median of \$638.





2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**

**Accounts Receivable Collections**

**Definition**

Percentage of accounts receivable that are outstanding and less than 60 days after billing.

**How Performance Measure is Computed**

The percentage is calculated by dividing the amount of accounts receivable under 60 days by the total amount of accounts receivable for electric customers. This measure does not include miscellaneous accounts receivable, such as power billings or cost reimbursements.

**Goal**

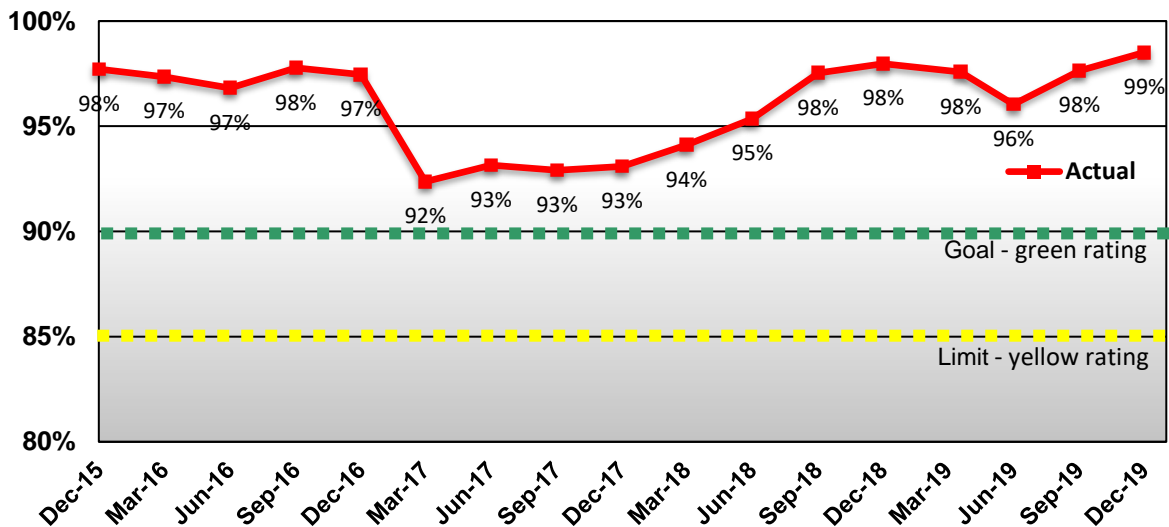
The goal is to increase the percentage of accounts receivable under 60 days to a level of 90% or more of the total accounts receivable. A green rating will be achieved if the actual results are at 90% or higher; a yellow rating will be assigned if the actual results are between 85% to 90%; a red rating will be assigned if the actual results are below 85%.

Goal		Actual	
Q1	90%	Q1	98%
Q2	90%	Q2	96%
Q3	90%	Q3	98%
Q4	90%	Q4	99%

**Quarterly Performance Summary**

This performance measure is rated green for the quarter. The goal was exceeded each month during the quarter, with December at 99%. December 2019 is the highest percentage of receivables under 60 days recorded for this performance measure since 2002.

**Percentage of Accounts Receivable Under 60 Days**



Responsible Manager: Christie McAloon

Data Provider: Kent Zirker

Report Date: 1/29/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**

**Safety**

**Definition**

The measure will benchmark reportable injuries or illnesses as recorded on the OSHA 300 log. The summary will specify incidents and look for trends and opportunities to correct through training, retraining, work procedure changes, engineering controls or other reasonable actions to address.

**How Performance Measure is Computed**

We will use the OSHA Form 300A "Summary of Work Related Injuries and Illnesses" for safety benchmarking against the Bureau of Labor Statistic numbers published each year. The basic requirement for recording an illness or injury is if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, loss of consciousness, or a significant injury or illness diagnosed by a physician or other licensed health care professional. The incidence rates are calculated according to the following formula:  $(N/EH) \times 200,000$  where N = number of incidents for the previous 12-months and EH = total hours worked by all employees during the same 12-month period. The 200,000 is the constant for 100 full-time workers working 40 hours per week for 50 weeks per year.

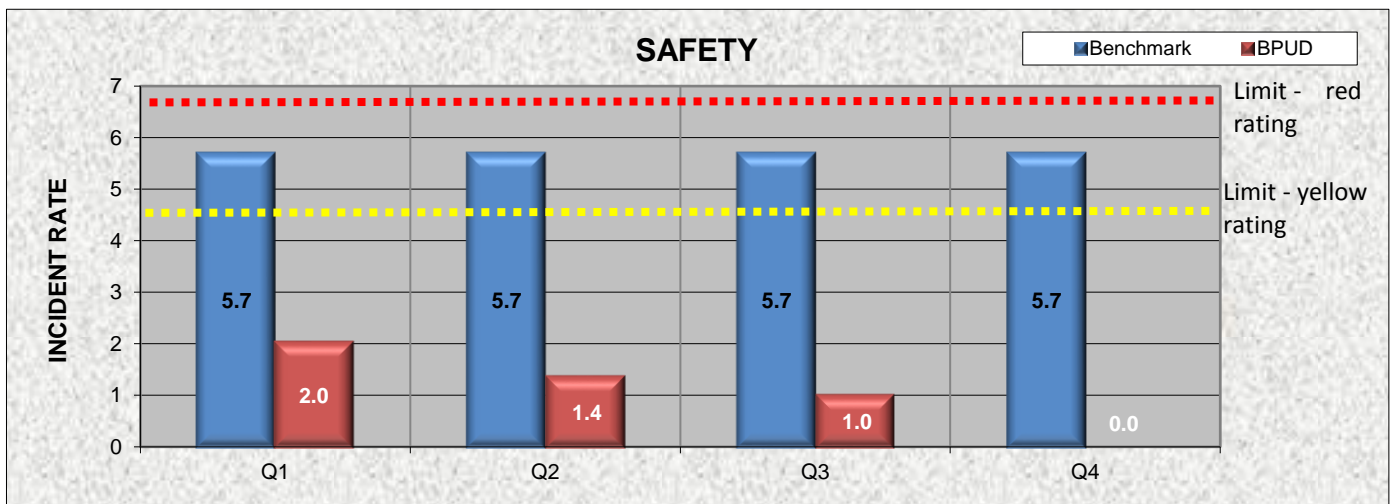
**Benchmark (not to exceed)**

The benchmark is to be less than the Total Recordable Cases as published annually by the Bureau of Labor Statistics. This figure changes annually as a result of OSHA 300 log reports. This measure will be rated green if BPUD calculated reportable incidents are below 80% of the benchmark, yellow if they are between 80%-120% of the benchmark, and red if they are over 120% of the benchmark or as a result of a serious injury and/or Labor and Industries citation.

	Benchmark	BPUD
Q1	5.7	2.0
Q2	5.7	1.4
Q3	5.7	1.0
Q4	5.7	0.0

**Quarterly Performance Summary**

There were no incidents reported on the OSHA 300 form in the last 12 months (January 1, 2019 - December 31, 2019)



Responsible Manager: Steve Hunter

Data Provider: Diane Schlekewey

Report Date: 1/8/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**

**Training & Development Attendance**

**Definition**

This performance measure reflects the results achieved in meeting the training and development attendance goals for the quarter. The training goal includes those Leadership and Workforce courses approved by the Leadership Team. Under utilization wastes the resources of the learning staff member (LSM) (preparing for courses that are not delivered), causes rework (having to facilitate make up classes) and wastes the purchase of participant materials. The goal is to ensure the majority of scheduled participants attend the training, while allowing flexibility for those on approved medical leave of absence. Lack of meeting the attendance goals may reflect other legitimate schedule conflicts, ineffective course frequency or length, priority-setting improvements needed of participants and/or their managers, or other factors that may interfere with the training goal for the quarter.

**How Performance Measure is Computed**

The target is derived each quarter based on the District Leadership and Workforce training goals approved by the Leadership Team. It is the percentage of learning hours completed against the scheduled learning hours, with the goal minimum set at 90% of the required training participants' learning hours to achieve a green rating. A yellow rating reflects attendance at 80 - 89.99% of required participants, and a red rating reflects below 80% of required participants.

**Goal**

Achieve 90% of training goal minimum (required attendees).

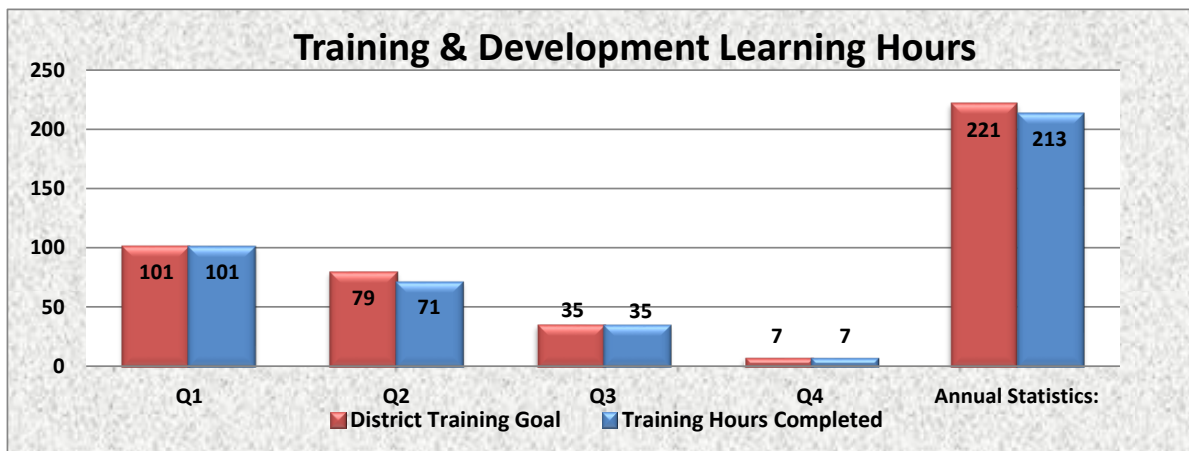
	Training Hours Goal	Training Hours Completed	% to Goal
Q1	101	101	100%
Q2	79	71	90%
Q3	35	35	100%
Q4	7	7	100%
Year Total:	222	214	96%

Color Rating
90% +
80.00-89.99%
< 80%

**Quarterly Performance Summary**

During the fourth quarter of 2019, 100% of scheduled learning hours were completed for two new hires (one Financial Analyst II, and one Lineman-Journeymen). The following required trainings were scheduled and attended during the quarter resulting in an overall green rating with 100% attendance:

	Scheduled	Attended	Attendance %
HR Policies	2	2	100%
Ethics and Conduct	2	2	100%
Workplace Violence Prevention	2	2	100%
Records Policy Training	1	1	100%



Responsible Manager: Melina Conover

Data Provider: Kayla Sidwell

Report Date: 1/27/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**

**Safety Meeting and Training Attendance**

**Definition**

This performance measure reflects the results achieved in meeting the safety program training and participation goals for the quarter. The training goal includes those trainings sponsored by the District and where attendance is required. The participation aspect includes non-training activities that depend upon employee involvement. The goal is to ensure the majority of scheduled participants attend the trainings or meetings while allowing flexibility for those on protected leave. Failing to achieve the goals may reflect other legitimate schedule conflicts, ineffective course frequency or length, priority-setting improvements needed for participants and/or their managers, or other interfering factors.

**How Performance Measure is Computed**

The target is derived each quarter based on the group participation goals approved by the Central Safety Committee and Leadership Team. It is the percentage of training/meeting attendance against the expected attendance, as well as the number of Operations crew reports turned in. The rating is set so all of the meeting and training attendance averaged together must equal 90% or above to achieve a green rating. A yellow rating reflects an average between 80-89.99% , and a red rating is less than 80% average attendance.

**Goal**

Achieve minimum 90% or greater average attendance and participation at safety-related trainings and meetings

	Training Goals			Participation Goals				Goals
	Admin Training	Ops Training	AVG	Committee Attendance	Admin Dept Attendance	Ops Crew Reports	AVG	Overall AVG
Q1	88.5%	96.7%	92.6%	89.2%	99.0%	94.0%	94.1%	93%
Q2	96.7%	94.7%	95.7%	95.2%	98.3%	96.7%	96.7%	96%
Q3	90.2%	93.1%	91.7%	89.9%	93.8%	93.9%	92.5%	92%
Q4	93.6%	90.7%	92.2%	91.7%	96.8%	95.3%	94.6%	93%
Year	92.2%	93.8%	93.0%	91.5%	97.0%	95.0%	94.5%	94%

**Rating**

AVG ≥ 90% (Green)

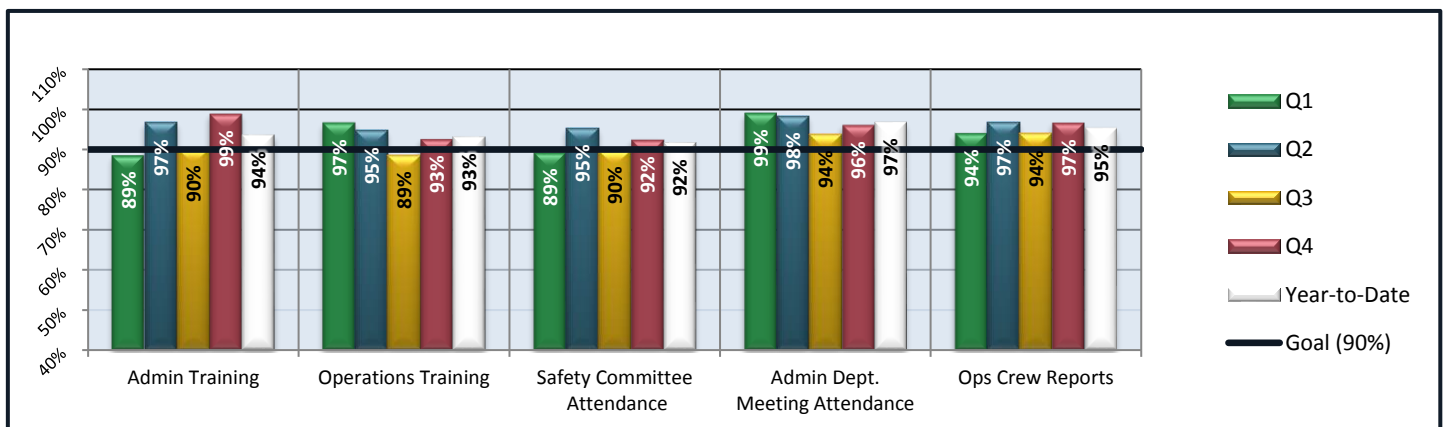
AVG = 80-89% (Yellow)

AVG < 80% (Red)

Incomplete (Blue)

**Quarterly Performance Summary**

In the fourth quarter, the Administrative and Operations groups averaged 93% across the safety training and participation goals set for both groups. Ops general safety trainings were Proper Job Briefings/Tailboards, Lock Out/Tag Out, and First Aid/CPR/AED Refresher, for an average of 93%. The fourth quarter training topic for Admin was Distracted Driving with 99% attendance. Average attendance across all three safety committees in the quarter resulted in 92% attendance.





2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**

**Hiring Efficiency - "Time to Fill"**

**Definition**

The purpose of assessing "Time to Fill" is to measure the time in calendar days from approval of a job requisition up to the existing employee acceptance of a new job offer or the date a candidates background screening is cleared by the Manager of Human Resources. Human Resources will use this information to determine and report to District management areas of strength and areas that may need adjustment to ensure recruitment process timelines are not extended to unreasonable lengths.

**How Performance Measure is Computed**

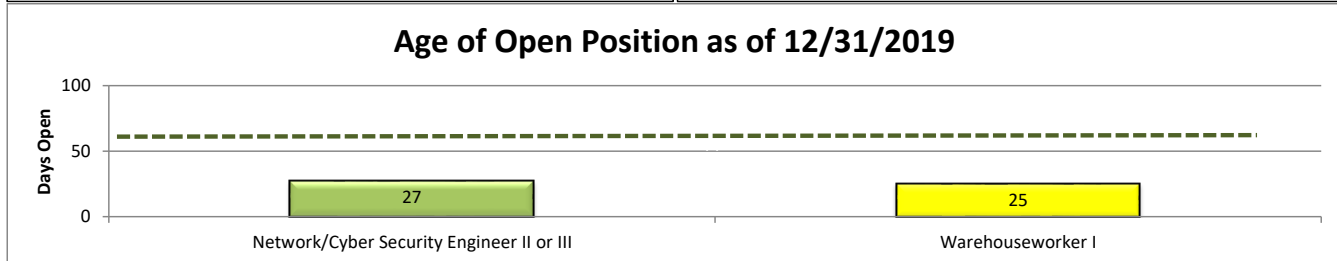
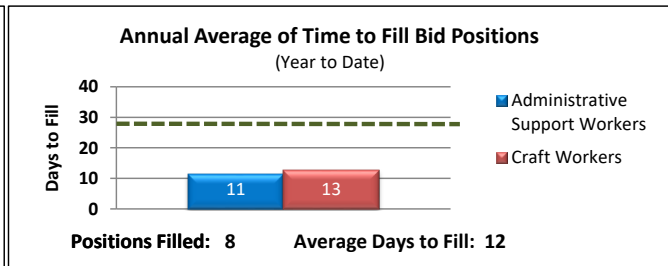
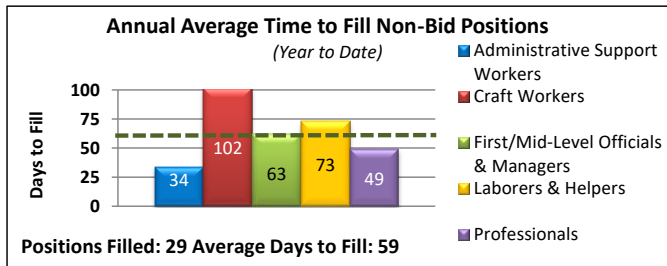
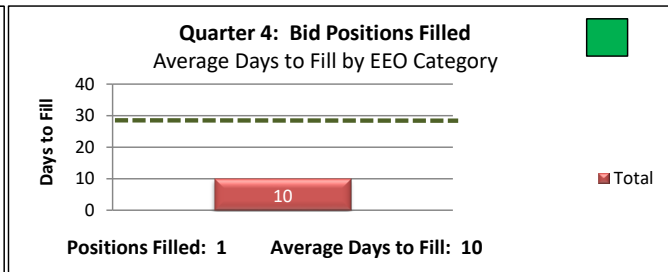
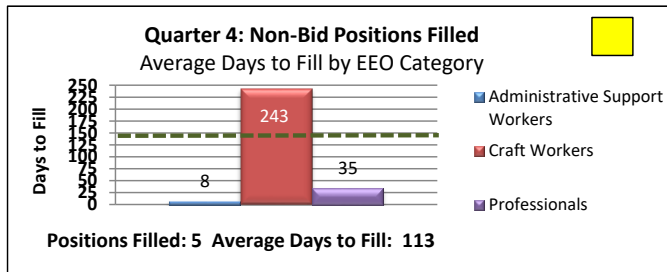
This measure shows the average number of days to fill a position by EEO category, for both non-bid and bid jobs, on a monthly and annual basis.

**Goal**

Green ratings will be issued when all the bid jobs filled in the measured quarter average 28 days or less and for non-bid jobs when the average filled is 60 days or less. Yellow ratings will be issued when the days to fill for bid jobs are 29 to 35 days and for non-bid jobs when the days to fill are 61 to 74 days or when either the bid or non-bid job rating is green and the other is yellow. An overall red rating will be issued when either the bid or non-bid rating is red. The rating for Outlook will be based on the Age of Open Positions, using the previously noted measurements, and estimation of additional time to fill. (Note: Annual numbers are provided for informational purposes only).

**Quarterly Performance Summary**

During the fourth quarter of 2019, the District successfully filled six (6) posted positions. The non-bid positions filled were 1 - Customer Service Representative I Limited Assignment, 1 - System Administrator III, 1 - Financial Analyst II, and 2 - Lineman Journeyman (Prosser). The fourth quarter rating for non-bid positions is Yellow as the average time to fill the Lineman Journeyman positions was over 74 days however the work was being performed by temporary employees. The bid position filled was 1 - Warehouse Foreman. The fourth quarter rating for bid positions is green. At the conclusion of the fourth quarter, the District had two (2) full time postings remaining open: 1 - Network / Cyber Security Engineer II or III and 1 - Warehouseworker I. The year to date status is marked as Green as the the majority of positions in 2019 wer filled within the targeted time. While Lineman Journeyman positions were difficult to find qualified applicants and resulted in longer hiring time to fill, the District was able to utilize temporary Lineman Journeyman to cover open positions.



Responsible Manager: Melina Conover  
 Data Provider: Karen Dunlap

Report Date: 1/8/2020





2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**

**Day Ahead Power Price vs. ICE Index**

**Definition**

Measures the difference between the daily weighted average unit price for actual purchase and sale transactions and the Intercontinental Exchange (ICE) Firm Mid-Columbia Price Index for the same day. This measure evaluates the effectiveness of the District in executing transactions relative to the average market price for all transactions for a particular day. The ability to transact at close to the daily ICE index price is important for the District. The District from time to time enters into financial transactions that contain settlement provisions based upon ICE index prices. The efficacy of hedging with financial transactions is diminished if the District is unable to execute transactions near the index price. Additionally, the District is required to compensate the other Packwood purchasers for non-firm energy production at a price indexed to the daily ICE index price.

**How Performance Measure is Computed**

A single \$/MWh figure will be calculated for each calendar quarter that reflects the difference between the actual weighted average price of all transactions executed by the District and the weighted average price if all transactions had been priced at the daily ICE Index prices. Purchase and sale transactions will be melded into this single figure. Purchases made at less than index, and sales made at greater than index, will be treated as positive values. Purchases made at greater than index, and sales made at less than index, will be treated as negative values. If the weighted average price of all District transactions during a calendar quarter exactly equals the weighted average ICE index price, the performance measure will equal \$0/MWh. To the extent the District sells energy above index or purchases energy below index, the performance measure will be greater than \$0/MWh. To the extent the District sells energy below index or purchases energy above index, the performance measure will be less than \$0/MWh.

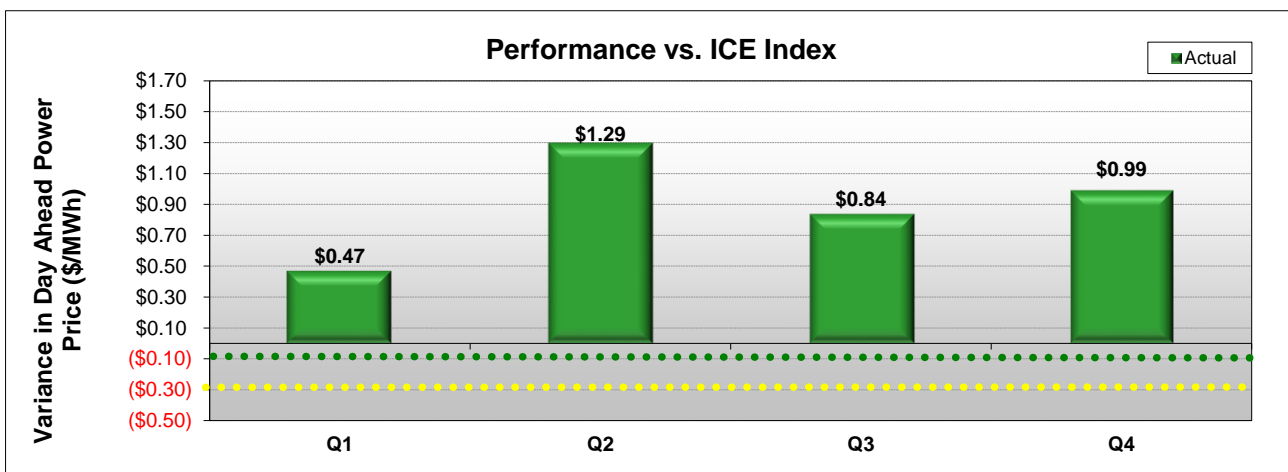
**Goal**

Unit prices equal to daily ICE price index. A green rating will be assigned if actual unit price is above index or less than \$.10 below index; a yellow rating if actual is below index by \$.11 - \$.30; a red rating if actual is more than \$.30 below index.

	Goal	Actual	Volume (MWh)		Avg Actual vs Index Price Variance	
			Purchase	Sale	Purchase	Sale
Q1	\$0.00	\$0.47	24,659	96,656	\$2.28	\$1.17
Q2	\$0.00	\$1.29	20,167	94,766	-\$1.11	\$1.33
Q3	\$0.00	\$0.84	6,306	55,816	\$0.26	\$0.96
Q4	\$0.00	\$0.99	4,240	75,936	-\$0.05	\$1.04
Annual	\$0.00	\$0.89	55,372	323,174	\$0.64	\$1.15

**Quarterly Performance Summary**

TEA day ahead trading outperformed the market for the quarter and added value to the District. The quarter net purchases and sales value above index was a weighted average of \$0.99, resulting in a green rating for this performance measure.



Responsible Manager: Kevin White

Data Provider: Robby Branom/TEA

Report Date: 1/13/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**  
**Net Secondary Market Activity**

**Definition**

Measures the District's net secondary market activity by comparing the actual versus budget monthly average market price and associated secondary market sales revenue and power purchase cost. The measure also evaluates the effectiveness of the District's management of power supply risk through the use of long-term contracts, hedging, forward sales and purchases, and financial derivatives. Secondary market sales revenue when the District is long on energy and secondary market purchases when the District is short on energy are critical elements of the District's net power costs.

**How Performance Measure is Computed**

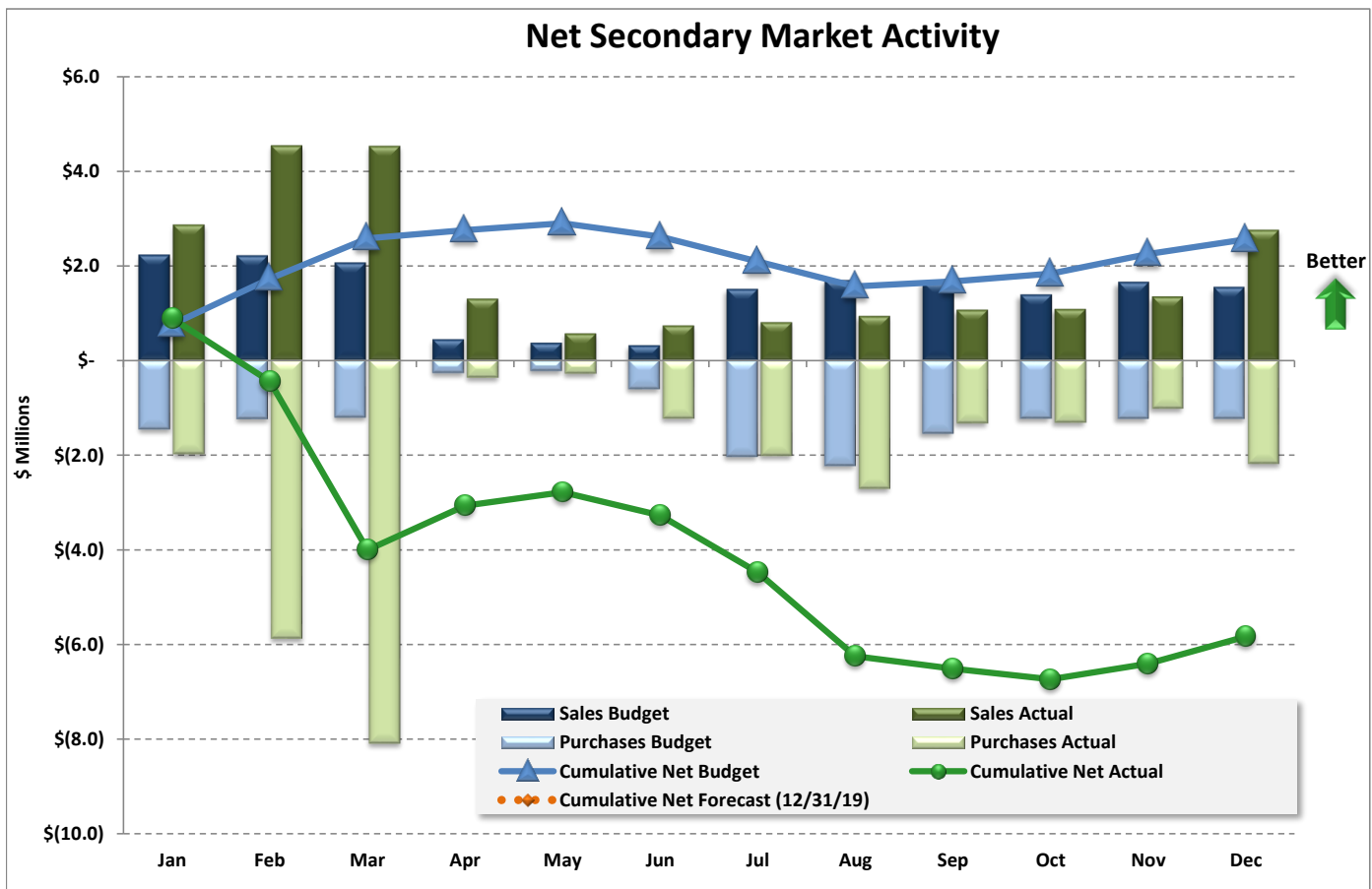
Quarterly status based on the actual net secondary market activity (secondary market sales and purchases) versus the budgeted net secondary market activity. Outlook is based on the likelihood of meeting annual budgeted net secondary market activity based on the year-to-date cumulative activity plus the remainder of the year forecast.

**Goal**

Achieve net secondary market activity equal to or better than the budgeted net secondary market activity. A green rating will be assigned if actual net secondary market activity is equal to or less than 10% worse than budgeted net secondary market activity; a yellow rating if 11% - 19% worse than budgeted net secondary market activity; a red rating if 20% or more below budgeted net secondary market activity.

**Quarterly Performance Summary**

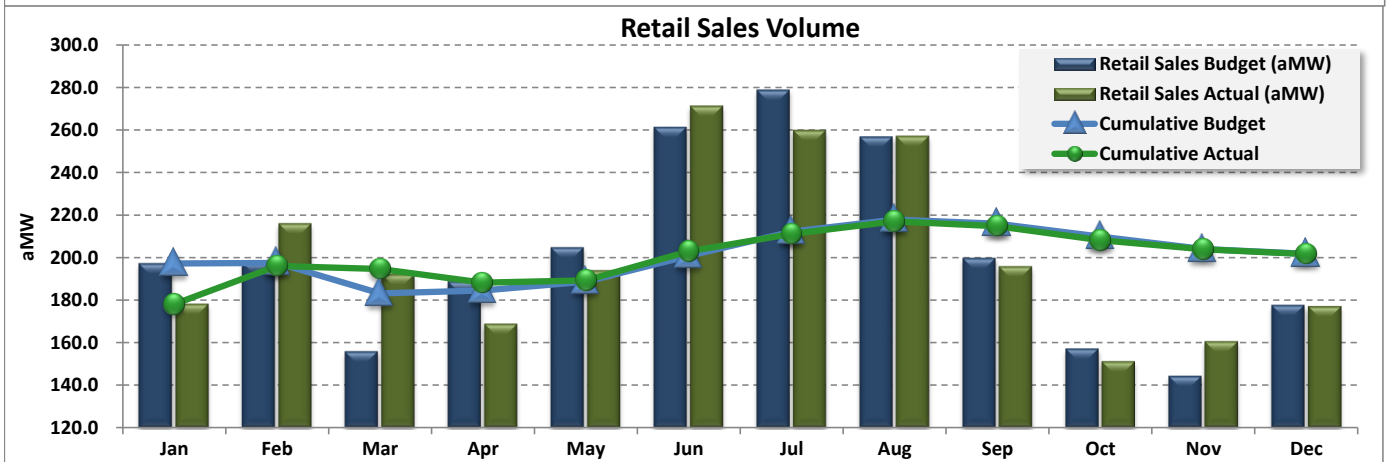
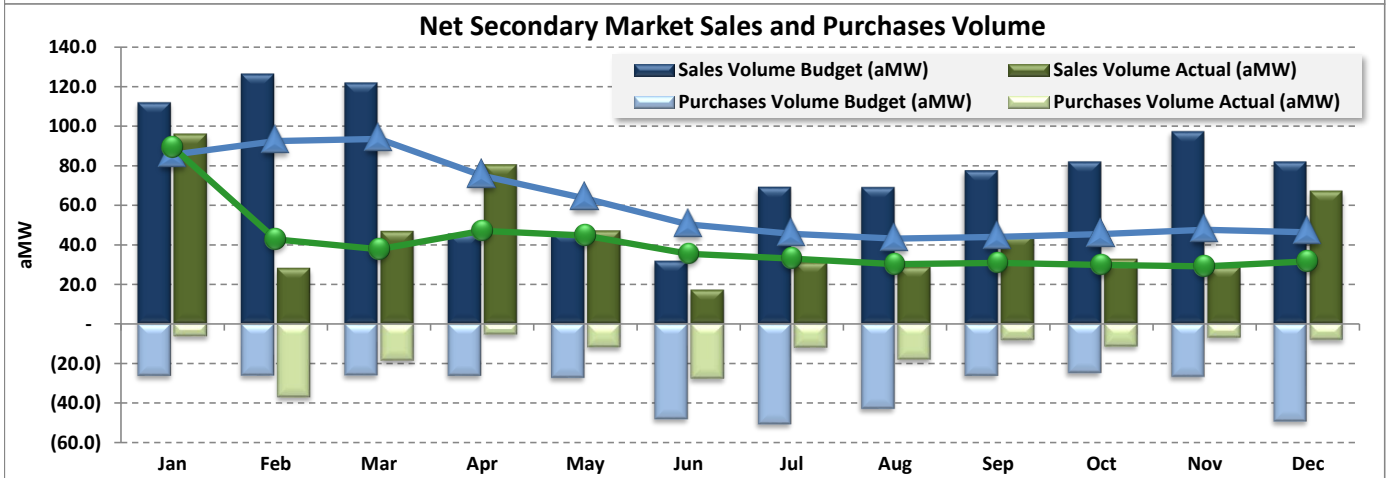
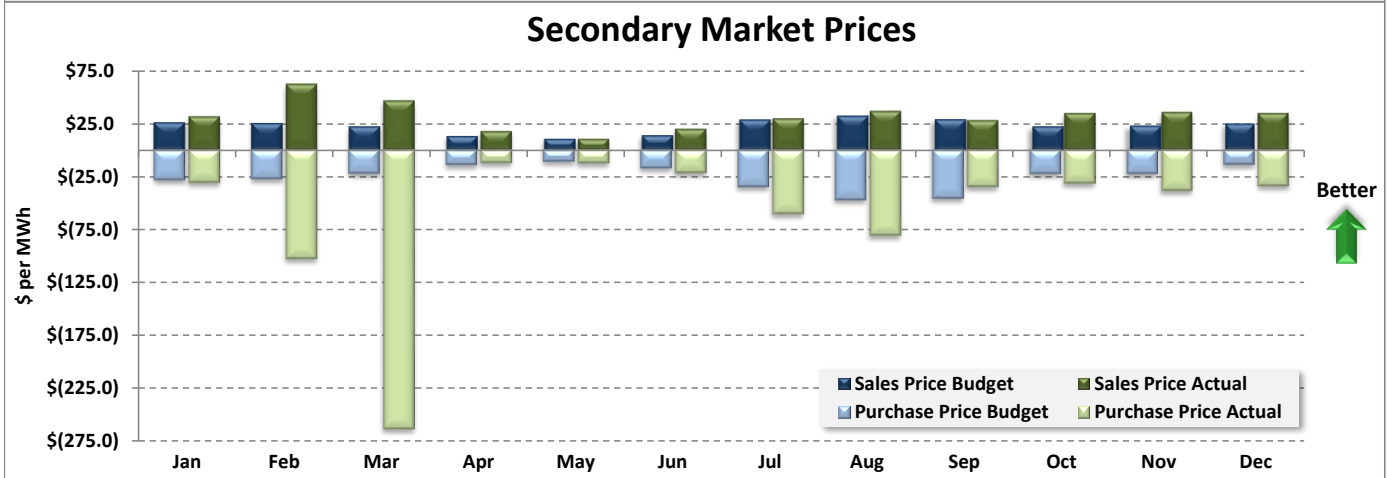
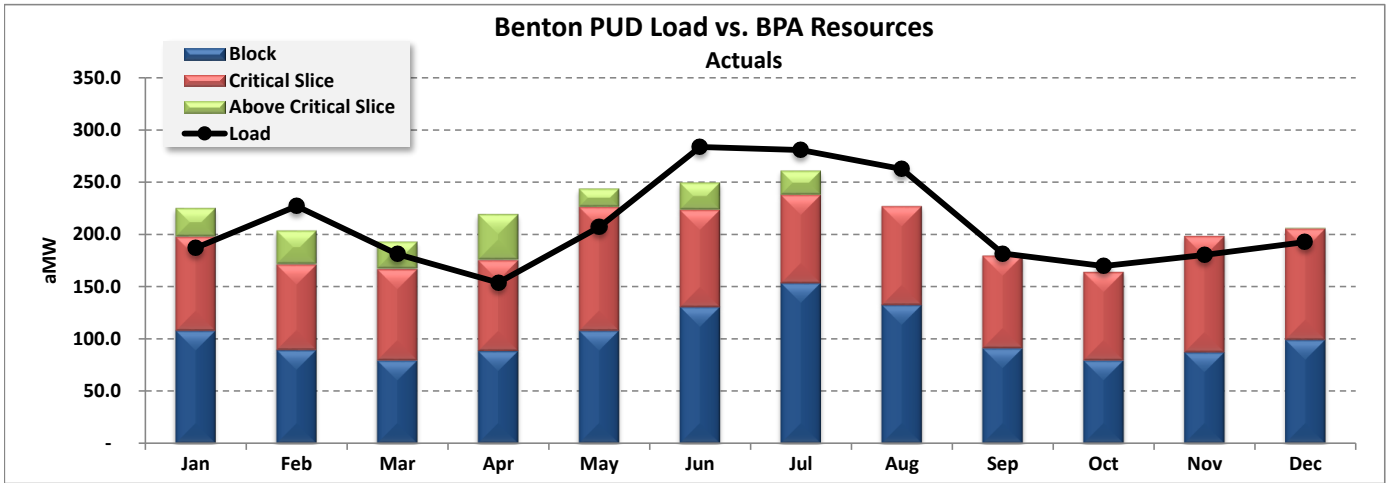
Net secondary market activity in Q4 was worse than budgeted primarily due to higher than budgeted market prices combined with lower than budgeted Slice generation resulting in lower net sales for the quarter. The Q4 net secondary market activity was \$0.2M worse than the original budget. The Q4 rating and 2019 year-end rating are red because the net secondary market activity is more than 20% worse than the original budget. The year ended at nearly \$8.4M worse than the original budget primarily due to the price excursion / significant load during the Q1 extreme weather event (~75% of variance) and increased forward market prices for financial hedges and forward physical purchases in Q3 that did not materialize in the day-ahead and real-time market prices due to low demand for energy (~25% of variance).



Responsible Manager: Kevin White  
 Data Provider: Kevin White

Report Date: 1/16/2020

# Net Secondary Market Activity Influencing Factors





2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**  
**Conservation Plan Bi-Annual Actuals/Target**

**Definition**

The District will monitor our quarterly conservation accomplishments and target levels in compliance with the Energy Independence Act (EIA). The District's ten-year cost-effective conservation resource potential and 2018-2019 biennial target was developed to meet the District's conservation objectives and was approved by Commission on October 24, 2017. The objective is to meet and exceed the District's 2.25aMW 2018-2019 energy savings biennial target. Total EIA cumulative savings since 2010 has exceeded 16aMW. Total Program savings are from District conservation programs achieved specifically in our service area. Northwest Energy Efficiency Alliance (NEEA) savings include codes and market transformation achieved in our service area.

**How Performance Measure is Computed**

Actual Savings are acquired through the implementation of energy efficiency measures in the District's conservation programs along with savings from NEEA. The savings value of these measures is determined by the Northwest Power and Conservation Council.

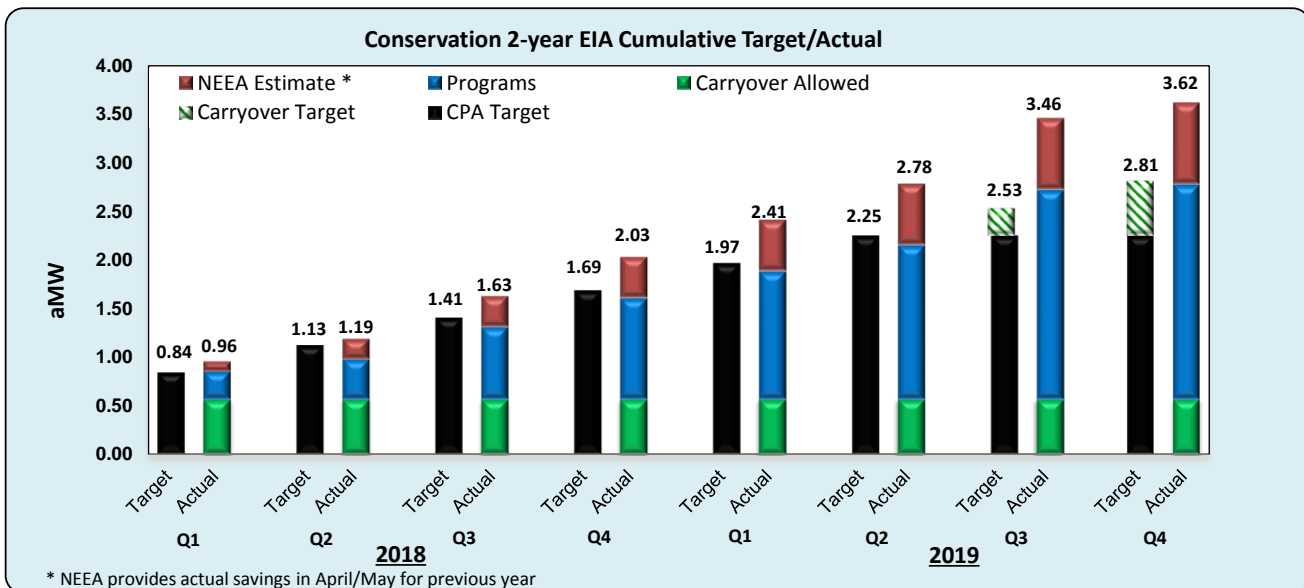
**Goal**

Ensure the District is on track to meet the 2018-19 conservation biennial target. Green rating is meeting or exceeding the target/goal to date. Yellow rating is from 0 to -5%, and red rating is -5% or more.

	Q1		Q2		Q3		Q4	
	Cumulative		Cumulative		Cumulative		Cumulative	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
<b>2018</b>								
Programs		0.29		0.42		0.75		1.05
Carryover		0.56		0.56		0.56		0.56
NEEA		0.11		0.21		0.32		0.42
<b>Total aMW</b>	<b>0.84</b>	<b>0.96</b>	<b>1.13</b>	<b>1.19</b>	<b>1.41</b>	<b>1.63</b>	<b>1.69</b>	<b>2.03</b>
<b>2019</b>								
Programs		1.32		1.59		2.16		2.21
Carryover		0.56		0.56		0.56		0.56
NEEA		0.53		0.63		0.74		0.84
<b>Total aMW</b>	<b>1.97</b>	<b>2.41</b>	<b>2.25</b>	<b>2.78</b>	<b>2.53</b>	<b>3.46</b>	<b>2.81</b>	<b>3.62</b>

**Quarterly Performance Summary**

At the end of Q4 2019, the District concluded its CY 2018-2019 biennium target. Actual achievements were 1.37 aMW above the minimum EIA target, and 0.81 aMW above the amount needed to continue carrying over 25% of the savings into the following biennium. NEEA reported savings are actual for 2018 and estimated for 2019.



Responsible Manager: Chris Johnson

Data Provider: Terry Mapes

Report Date: 1/13/2020



**Performance Measure Title**  
**Broadband Network Reliability**

3 - 9s	4 - 9s	5 - 9s
99.9=G	99.95=G	99.999=G
99.8=Y	99.90=Y	99.995=Y
99.5=R	99.85=R	99.950=R

All Green=	
Any Yellow=	
Any Red=	

2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Definition**

We will be measuring four areas of network reliability: NoaNet (Regional Network), Core Network (Fiber Backbone), Ethernet (Customer Fiber) and Wireless. The measure of value and performance of a network is determined by the reliability of the network and at the extent to which it can maintain an adequate level of "up" time and service to the end users. The District's Broadband network consists of four segments and each of these segments will be measured independently as a part of the total network reliability. The measurements and tracking process will allow the Broadband technical and management staff to determine the level of service and value of the network to the Retail Service Providers and the end users they serve. The results of the measurements will be part of the rate setting structure, level of service guarantees provided to RSPs and performance of staff.

**How Performance Measure is Computed**

Target performance for backbone and upstream to NoaNet is to operate at 5-9's reliability, laterals at 4-9's reliability, and wireless at 3-9's reliability.

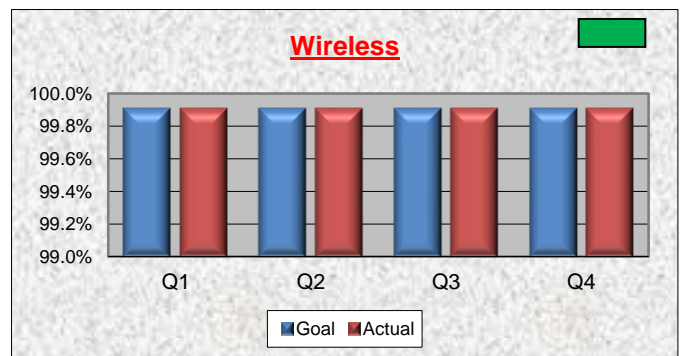
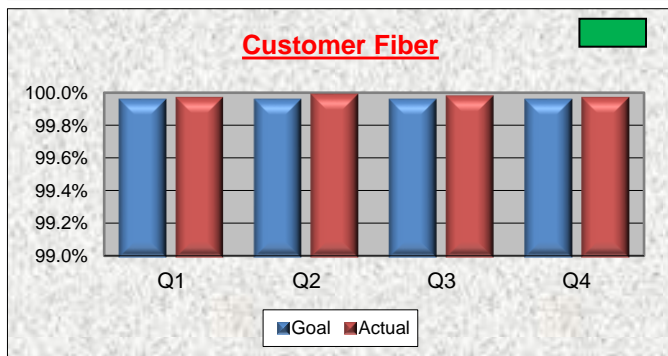
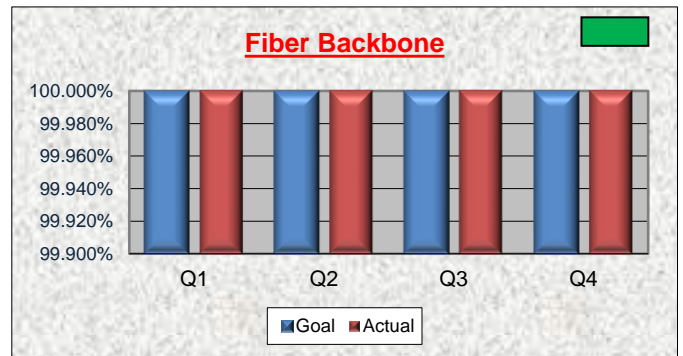
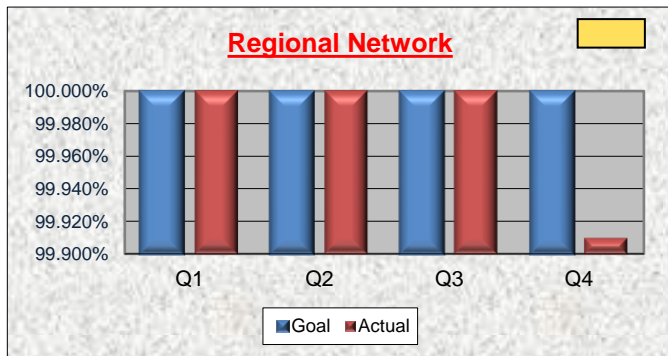
**Goal**

Maintain an adequate level of "up" time and service to end users.

Regional Network		Fiber Backbone		Customer Fiber		Wireless					
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual				
Q1	99.999%	100.000%	Q1	99.999%	100.000%	Q1	99.95%	99.96%	Q1	99.9%	99.9%
Q2	99.999%	100.000%	Q2	99.999%	100.000%	Q2	99.95%	99.98%	Q2	99.9%	99.9%
Q3	99.999%	100.000%	Q3	99.999%	100.000%	Q3	99.95%	99.97%	Q3	99.9%	99.9%
Q4	99.999%	99.91%	Q4	99.999%	100.000%	Q4	99.95%	99.96%	Q4	99.9%	99.9%

**Quarterly Performance Summary**

The Performance Measure is rated Yellow in the 4th quarter due to a 13-hour fiber outage on the Regional Network in November caused by squirrel damage. The District's IT systems were unaffected as a result of the secondary fiber path recently installed between Kennewick and Prosser.



Responsible Manager: Chris Folta  
 Data Provider: Dean Lightfoot

Report Date: 1/8/2020



2019 Status			
Q1	Q2	Q3	Q4
Year To Date			

**Performance Measure Title**

**Energy Loss Percentage**

**Definition**

Energy Loss Percentage is the ratio of energy losses within the electrical system to total load as reported by BPA. This ratio measures how much energy is lost in the District's electrical system and is an indicator of the efficiency of the electrical system. It represents the percentage of electrical energy that is bought or generated by the utility, but is not available to be sold to customers. Losses include both physical losses that occur in the distribution system and metering and billing cycle losses.

**How Performance Measure is Computed**

This measure is computed by dividing the excess of BPA reported load over billed retail kWh on a rolling 12-month basis.

**Goal**

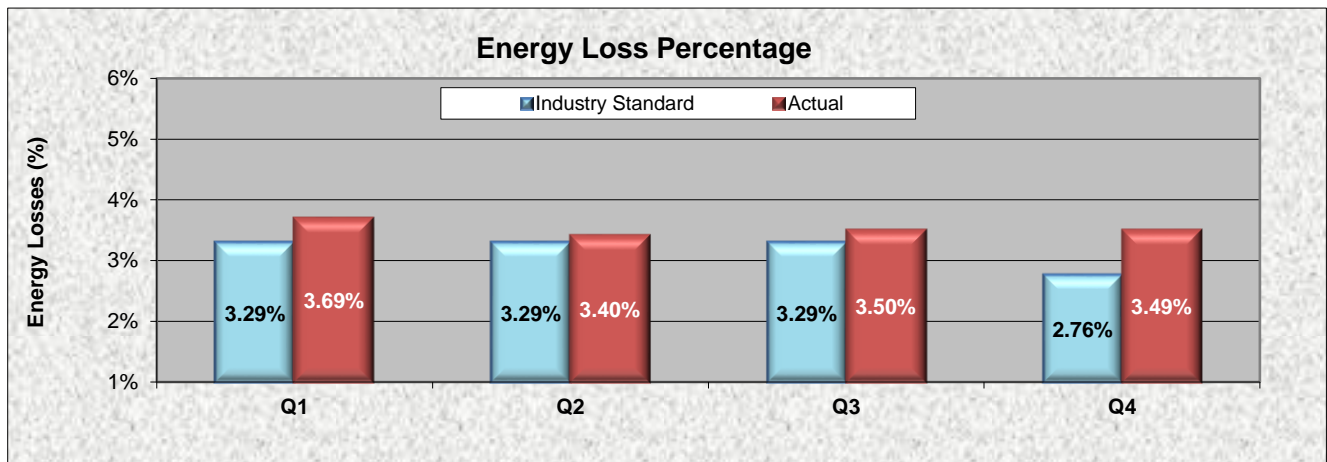
**Industry Standard:** The industry standard of 2.76% represents the median for 14 utilities with 50,000 to 100,000 customers in the 2018 APPA survey "Selected Financial and Operating Ratios of Public Power Systems" published in January 2020. Using the median as our benchmark provides a stable and relevant reference given the diversity of BPUD's distribution system and the fact we serve both urban and rural areas.

**Rating:** A green rating will be assigned if actuals are no more than one percentage point above the Industry Standard. A yellow rating will be assigned if actuals are between one and two percentage points above the Industry Standard, and a red rating will be assigned if actuals are more than two percentage points above the industry standard.

	Industry Standard	Actual	BPA Billed (aMW)	BPUD Billed (aMW)	Loss (aMW)
Q1	3.29%	3.69%	210.5	202.7	7.8
Q2	3.29%	3.40%	209.2	202.1	7.1
Q3	3.29%	3.50%	207.0	199.8	7.2
Q4	2.76%	3.49%	208.9	201.6	7.3

**Quarterly Performance Summary**

This measure is rated green for the fourth quarter because the actual energy loss percentage of 3.49% was less than one percentage point above the industry median for utilities in our customer size class.



Responsible Manager: Evan Edwards

Data Provider: Kent Zirker

Report Date: 1/27/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**  
**Electric Reliability**

**Definitions**

**SAIFI - System average interruption frequency index**  
 Indicates how often the average customer experiences a sustained (greater than or equal to 5 minutes) interruption.

$$SAIFI = \frac{\Sigma \text{ Number of Customer Interruptions}}{\text{Number of Customers Served}}$$

**SAIDI - System average interruption duration index**  
 Indicates the total duration of interruption for the average customer during a predefined period of time.

$$SAIDI = \frac{\Sigma \text{ Customer Interruption Duration}}{\text{Number of Customers Served}}$$

**CAIDI - Customer average interruption duration index**  
 Indicates the average time required to restore service.

$$CAIDI = \frac{\Sigma \text{ Customer Interruption Duration}}{\Sigma \text{ Number of Customer Interruptions}} = \frac{SAIDI}{SAIFI}$$

**Major Event Day** - A day in which the daily system SAIDI exceeds a Major Event Day threshold value (TMED). Statistically, days exceeding the TMED threshold are days on which the energy delivery system experienced stresses beyond that normally expected.

**How Performance Measure is Computed**

Interruption information is logged into the District's Outage Management System (OMS), either automatically from the District's SCADA system or manually. The OMS calculates and reports outage statistics for interruptions lasting longer than five minutes, including Major Event Days and excluding planned outages and customer problems.

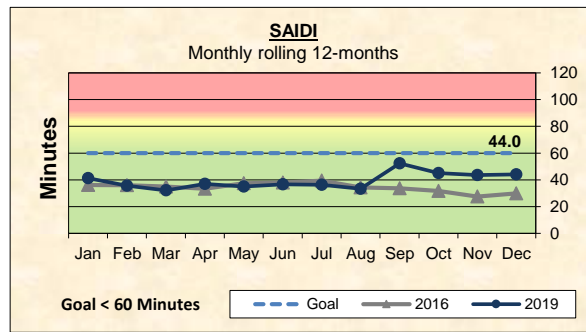
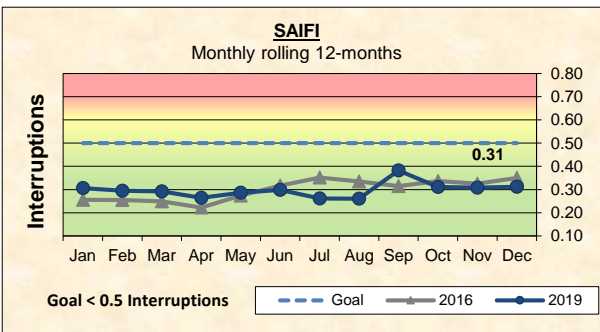
**Goal**

Compare recent 12-month performance to a goal equal to a four year (2005-2008) historical average. The performance rating will be "green" if the index is up to 20% above the goal, "yellow" if between 20% and 40% above and "red" if greater than 40% above the goal.

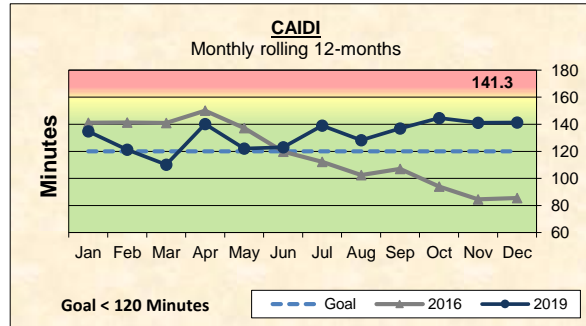
**Quarterly Performance Summary**

The SAIFI, SAIDI, and CAIDI metrics are typically compared on a year over year basis. However the data in 2017 through Q2 2018 is unreliable due to the change in the District's OMS system and cannot be used for year over year trending because of outage parameter changes and undefined outage review processes. As 2016 is the last full good year of data available it is being shown for the year over year comparison.

Over the 12-month time period from January 2019 to December 2019, **SAIFI of 0.31** interruptions is below the goal of 0.5, resulting in a green rating. **SAIDI of 44.0** minutes is below the goal of 60, resulting in a green rating. **CAIDI of 141.3** minutes is over the goal of 120 but less than 120% of the goal, resulting in a green rating. SAIFI and SAIDI show a decrease in December due to less outages and shorter durations than the previous quarter. CAIDI has shifted up slightly due to SAIFI decreasing faster than SAIDI, but remains less than 120% of the goal.



(Placeholder for future)



Responsible Manager: Evan Edwards  
 Data Provider: Dax Berven

Report Date: 1/21/2020



2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Performance Measure Title**  
**Electric System Outages**

**Definitions**

**Outage** - Interruption of electrical service, for greater than or equal to 5 minutes, to one or more customers, excluding planned outages.

**Cause** - The reason the outage occurred.

**Region** - The geographic zone, as defined by the District's Geographical Information System, where the outage occurred.

**Customer** - A metered electrical service point for which an active bill account is established at a specific location.

**Customer Minutes Out** - The number of customers interrupted in an outage multiplied by the duration of the outage in minutes.

**How Performance Measure is Computed**

Outage information is logged into the District's Outage Management System (OMS). Every outage that occurs has an associated cause, region, number of customers affected and the number of customer minutes out. The outage data is queried from the OMS database using reporting tools and entered into a spreadsheet for summation and graphing purposes. The data is reported for a rolling 12-month time period, which removes any seasonal variation when looking for trends. This data is similar to the data used for calculating the quarterly performance measure titled "Reliability Indices". The reliability indices are useful as a performance indicator and for benchmarking purposes, but they do not provide the detail required to fully understand what factors are influencing reliability.

**Goal**

To identify electric system outage trends by cause and region over a 12-month time period. Trends in the negative direction will result in a yellow rating; otherwise a green rating will apply. No red ratings will be used.

**Quarterly Performance Summary**

**Rolling 12 Months Reported Quarterly**

Outage Statistics	2019-Q1	2019-Q2	2019-Q3	2019-Q4	2020-Q1
Outage Count	498	531	571	546	-
Customers Out	20,118	14,801	20,594	16,934	-
Customer Minutes Out	2,824,978	2,108,210	2,947,406	2,392,242	-

**Overall Summary:** Outage counts have increased, customer out have decreased, and customer minutes out have decreased in the past 12 month window. Outage counts will continue to be monitored next quarter to see if an upward trend continues or if counts stabilize. The quarter will be given a green rating.

Outages by Cause	2019-Q1	2019-Q2	2019-Q3	2019-Q4	2020-Q1
Equipment	224	248	261	276	-
Animals	76	100	99	90	-
Weather	38	29	42	42	-
Foreign Interference	70	75	79	68	-
Vegetation	24	25	29	27	-
Undetermined	66	53	61	43	-
<b>Total</b>	<b>498</b>	<b>531</b>	<b>571</b>	<b>546</b>	<b>0</b>

**Cause Summary:** Outage causes of weather, foreign interference, and vegetation are roughly the same from the past 12-month window. Outages caused by equipment and animals have increased from the previous 12-month window. Undetermined events are decreasing due to continued diligence and verification on classifying events.

Outages by Region	2019-Q1	2019-Q2	2019-Q3	2019-Q4	2020-Q1
East Kennewick	202	203	208	184	-
West Kennewick	128	147	161	158	-
Benton City & Prosser	124	121	124	122	-
River & Hanford	44	60	78	82	-
<b>Total</b>	<b>498</b>	<b>531</b>	<b>571</b>	<b>546</b>	<b>0</b>

**Region Summary:** Across the 12-month window, East Kennewick showed an increase in customers out and customer minutes. West Kennewick showed an increase in the number of outages and a decrease in the number of customers out and customer minutes. The Benton City and Prosser areas showed a decrease in the number of customers out and customer minutes. The River and Hanford areas showed an increase in the number of outages and customers out.

Responsible Manager: Evan Edwards  
 Data Provider: Dax Berven

Report Date: 1/21/2020





**Performance Measure Title**  
**Enterprise Application Reliability**

1 Y or All G =	
2 Y or 1 R =	
2 R =	

2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Definition**

Measures the reliability of seven enterprise software applications: HPRM (document management system), iVUE (customer information system, financials and payroll, outage management system, document vault, and work scheduling), Epicor HCM (human resources management system), GIS (mapping system), SCADA (electrical system monitoring and operations system) and AMI (automated metering system). We will also measure the reliability of the databases that support these applications, along with cloud applications critical to the functions of the District. The measure of value and performance of software applications is determined by the reliability and maintaining an adequate level of "up" time and service to the end users. The measurements will allow management staff to determine the level of service and value of each application to the end users they serve.

*\*note for the applications to be considered available, all parts must be available as defined by each system owner*

24x7 Applications*		
	Downtime	Rating
>99.99	0-13 mins	Green
99.96-99.98	14-25 mins	Yellow
<=99.95	> 26 mins	Red

\*iVUE, GIS, SCADA, Databases

Business Hour Applications*		
	Downtime	Rating
>99.99	0-6 mins	Green
99.96-99.98	10-37 mins	Yellow
<=99.95	> 37 mins	Red

\*TRIM, HRMS

Cloud Applications *		
	Downtime	Rating
>99.90	0-131 mins	Green
99.85-99.89	132 - 199 mins	Yellow
<=99.84	> 199 mins	Red

\*AMI, Kiosk, SmartHub, MDMS, Payment Gateway, AppSuite

**How Performance Measure is Computed**

Target performance for each application has been defined by the respective System Owner and is indicated in the "Goal" columns below. For HPRM and HRMS, the performance is based on Business Hours and iVUE, GIS, SCADA, AMI, cloud applications and the databases are based on 24x7 availability. Each system has a Scheduled Maintenance Window for allowed after hours maintenance that will be excluded from the measurements.

**Goal**

Maintain an adequate level of "up" time and service to end users.

**Quarterly Performance Summary**

This performance measure is rated green for this quarter. There was 55 minutes where the VPN tunnel between the District and Sensus' data center in Boise, ID was down; however that did not result in a degraded rating. The NISC iVUE applications were all upgraded during this quarter.

System	Goal	Q1	Q2	Q3	Q4
HPRM	99.99%	100.00%	100.00%	100.00%	100.00%
iVUE	99.99%	99.68%	100.00%	100.00%	100.00%
HRMS	99.99%	100.00%	100.00%	100.00%	100.00%
GIS	99.99%	100.00%	100.00%	100.00%	100.00%
SCADA	99.99%	99.99%	100.00%	100.00%	100.00%
Databases	99.99%	100.00%	100.00%	100.00%	100.00%
AMI	99.90%	100.00%	100.00%	100.00%	99.96%
iVUE Cloud Applications	99.90%	99.70%	100.00%	99.68%	100.00%

Responsible Manager:

Chris Folta

Data Provider:

Jennifer Holbrook

Report Date:

1/29/2020



**Performance Measure Title**  
**Infrastructure Component Reliability**

1 Y or All G =	<span style="background-color: green; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>
2 Y or 1 R =	<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>
2 R =	<span style="background-color: red; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>

2019 Status			
Q1	Q2	Q3	Q4
Year to Date			

**Definition**

Measures the reliability of eight key Infrastructure components: Network (Core business computer network), NoaNet Service (Outside Internet provider), Kennewick-Prosser communications link, TEA/SCADA Network (The Energy Authority and SCADA communications), SAN (Storage Area Network), VDI (Virtual Desktop Infrastructure), Phones (Phone System), and Exchange (Email System). The measure of value and performance of infrastructure components is determined by the reliability and maintaining an adequate level of "up" time and service to the end users. The measurements will allow management staff to determine the level of service and value of each application to the end users they serve. Below is a chart to explain the thresholds in minutes of unplanned downtime.

24x7 w/99.9% uptime		
	Downtime	Rating
>99.90	0-131 mins	Green
99.85-99.98	132-199 mins	Yellow
<=99.84	>199 mins	Red
*Network, NoaNet, TEA-SCADA		

24x7 w/99.95 uptime		
	Downtime	Rating
>99.95	0-65 mins	Green
99.95-99.9	65-129 mins	Yellow
<99.9	>= 130 mins	Red
*Phones		

24x7 w/99.99 uptime		
	Downtime	Rating
>99.99	0-13 mins	Green
99.96-99.98	14-25 mins	Yellow
<=99.95	> 26 mins	Red
*Kenn-Pross, SAN, VDI, Exch		

**How Performance Measure is Computed**

Target performance for each component has been defined by the respective System Owner and is indicated in the "Goal" column below. All components are based on 24x7 availability.

**Goal**

Maintain an adequate level of "up" time and service to end users.

**Quarterly Performance Summary**

The IT Infrastructure performance measure was rated Green for the 4th Quarter. On December 19th we experienced a Denial of Service that resulted in 6 minutes of downtime to Internet access.

System	Goal	Q1	Q2	Q3	Q4
Network	99.90%	100.00%	100.00%	100.00%	100.00%
NoaNet Service	99.90%	100.00%	100.00%	99.72%	99.99%
Kenn to Pros Link	99.99%	100.00%	100.00%	99.67%	100.00%
TEA-SCADA Net	99.90%	100.00%	100.00%	99.72%	99.99%
SAN	99.99%	100.00%	100.00%	100.00%	100.00%
VDI	99.99%	100.00%	100.00%	100.00%	100.00%
Phones	99.95%	99.78%	99.90%	100.00%	100.00%
Exchange	99.99%	100.00%	100.00%	100.00%	100.00%

Responsible Manager:

Chris Folta

Data Provider:

Duane Crum

Report Date:

1/23/2020